

Board Meeting Minutes – Tuesday 09 May 2023

	Out comes:
	Out comes.
1. Administration/Welcome	
1.1 Present	Colleen Margison, Mark Steele, Rita Williamson, Terina Jacob, David Hulley, April Fang, Ed Cook, Paul Harder, Lara Kendall, Hayley O'Dwyer
1.2 Apologies	Silent – secretary – Helen Bould
1.3 Declaration of interests	None
1.4 Confirmation of minutes	The Presiding Member proposed the minutes of the last meeting be confirmed – seconded by David Hulley
1.4 Correspondence	On Board Site
	 Parent correspondence re: RSE – discussion took place around the emails that have been received and what the consultation process will look like. sKids – correspondence not on site as just come in. sKids would like to renew their contract at Mellons Bay School for a further 5 years. Board would like to remove the cap off the weekly payment. Colleen to speak with sKids.
2.Strategic decisions	
2.1 Strategic decisions made if required	Annual Plan – Goal 2 Strat Aim
	Target – to analyse data on how students are progressing



	&CHOOP.	
		 NELP – National Education Learning Priorities Document on Board Site. These to link back to strategic plan and goals. Video – shared on how to use NELP
3.	Monitoring	
	3.1 Ongoing summary of progress to date in	Principal Report
	relation to the annual plan	 To be loaded onto Board site. Colleen discussed report. Assurances – Board member to check processes twice yearly on internal payments to Staff involved in the school finances. SIPS money to be used, ideally by end of year – advice from our Property Advisor, David Cooper. To clarify what funds can be used on, suggestions to be brought to Board. Policies – Education outside of the classroomto have RAMS added to our policy.
		Principal Report passed – Rita Williamson
		Seconded – David Hulley
	3.2 Expert presentation	None
	3.3 Data analysis	None
	3.4 Exploration of key result areas (goals)	Consultation Process RSE Flow Chart NELPS Discussed prior at 2.1 and 4.1
	3.5 Finance and audit report	Financial report – on Board site.
		\$393,000 in cheque account – advice to be gained on investment. Mark to advise.
		Water – increased due to leak. To enquire if we can claim any funds back.
		Resources – spending down from this time last year – to advise Board as to why.
		Property overspend – to report back to Board on this.



	Finances passed: Mark Steele Seconded: Colleen Margison
4. Strategic discussions	Board Portfolios
	To continue with Portfolio approach, portfolio information to be sent out to Board to review if people are happy with which policy they sit with.
	P.P.C.B
	 Principals under PPCB have been given \$6000 to use as a personal development fund. Teachers voting on Wed 10th on pay agreement
5. Identify Agenda Items for Next Meeting	See 2.1
5. Identity / Igenda Items for Next Weeting	Strategic Aim/Goal 3.
	Strategic Airi/Odai 3.
6. Administration	
6.1 General Business	TOD – advised that more information to parents on what the TOD is for and why certain dates are chosen would be a good idea.
6.2 BOT hours since last meeting	
	Mark Steele – 1 hours
	Rita Williamson – 3 hour
	David Hulley – 0 hours
	Ed Cook – 0 hours
	April Fang – 0 hours
	Terina Jacob- 0 hours
7. Meeting Closure	
7.1 Comments on meeting procedures and outcomes	
7.2 Preparation for next meeting	See 5 and below.



Meeting closed - 9.40pm

Next meeting – Tuesday 13 June 2023 at 7.00pm

See Action Table below:

Actions from this meeting:

Skids contract for next 5 years – ask for \$250 cap to be removed.	Colleen
Increased water bill, due to leak. Request a refund.	Helen
Portfolio's to be sent to Board members, as to which they would like to work with.	Helen
School Docs – EOTC – add RAMS to policy doc.	Helen
Board to undertake 2 yearly check on payments to staff, dealing with finances. Term 2 checks required.	Rita
Questions on Financial Report re: Resources and Property overspend.	Helen to contact CES.
Investment advice	Mark