



# HOLY FAMILY PRIMARY SCHOOL

## Board Meeting

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### Minutes

**Date:** 15 February 2017

**Location:** Holy Family Primary Staff Room – Castleton Ave, Gowrie, ACT 2905

**Meeting Opened:** 6:30 PM      **Meeting Close:** 8:30 PM

#### Agenda Item # 1 - Board Prayer

Ms Marek opened the meeting by leading the group in the Board Prayer.

#### Agenda Item # 2 – Welcome and Introductions

Ms Marek welcomed those present thanking them for their time and commitment and introduced those present.

#### Agenda Item # 3 – Business arising from previous meeting

Nil

#### Agenda Item # 4 – Correspondence

Nil

#### Agenda Item # 5 – Discussion on the Catholic Education Office (CEO)'s Expectations, Responsibilities and Confidentiality

Ms Marek distributed a copy of the Board Members Code of Ethics (attached). Which those present were asked to sign and return agreeing to the terms and conditions. Those present were also encouraged to read and familiarise themselves with the Catholic Education policies which can be found at this link

<https://cg.catholic.edu.au/>

Agenda Item # 6 – Selection of elected positions
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Nominations were called for and confirmed with the following persons and roles.

<b>Nominated Roles</b>			
<b>Attendee</b>	<b>Role</b>	<b>Member</b>	<b>Present</b>
Mr Brett Mulvey	School Board Chair	Chair	Yes
Mr David Morgan	Deputy School Board Chair & Parent Representative	Deputy Chair	Yes
Ms Carrie Nicol	School Board Secretary	Member	Yes
<b>Appointed Roles</b>			
<b>Attendee</b>	<b>Role</b>	<b>Member</b>	<b>Present</b>
Ms Annemarie Marek	School Principal	Member	Yes
Ms Leah Taylor	Assistant School Principal	Member	Yes
Ms Michelle Williams	Treasurer	Member	Yes
Ms Alexandra Knight	Early Learning Centre (ELC) Director	Member	Yes
Ms Jessica Pedemont	Care out of school hours (COOSH) Director	Member	Yes
Stephanie Koster	Teacher	Member	Yes
Ms Tara Galvin	Teacher	Member	Yes
Mr Ian Seretin	P&F Representative	Member	Yes
Ms Jodie Norris	Parent Representative		

## Agenda Item # 7 – Reports to the Board

The below artefacts were submitted to the Board

- Principal's report
  - Of specific noting – the small boomerang shaped piece of land at the front of the school reserved for a bus inlet has been purchased from the ACT Government by the school for one dollar.
- Treasurers Report
  - Of specific noting – 96.4 % of fees were collected last year;
  - The School is currently running with a 90k surplus
  - Ms Williams agreed to provide a cost centre report regularly to the Board for their information\*
- COOSH Report
  - Of specific noting – The recent school holiday programs were well received and attended, noted was the good attendance the week before Christmas, which was only initiated these last school holidays;
  - It was agreed to align the fees for all programs considering staff to student ratios were the same across the board, therefore commencing from term 2 a small fee increase would be applied to those students on the lower rate to align them with the remainder of students.
- ELCC Report
  - Of specific noting – Children have settled in well without any tears;
  - ELC will have 4 classes this year, 2 part time and 2 full time;
  - Strong parental keenness to be involved this year.
- P&F minutes (verbal update with electronic minutes attached)
  - Of specific noting – Canteen finances are an issue of interest. A plan will be developed to address the issue in conjunction with the P&F, canteen manager and deputy chair\*;
  - A new shed for storage was discussed.
- Staff Report
  - Of specific noting – PD week was well received by teachers;
  - The mentor program for the early career teachers will be run again this year;
  - New teachers feel supported and excited;
  - The new Phonics based “sounds right” program will be introduced from K-2 this year, with a parent information evening being held on the next two Tuesday nights.

## Agenda Item # 8 – School Annual Improvement Plan

Ms Taylor gave an overview of the school's annual improvement plan (see attached). A discussion ensued regarding the measurement of the key performance indicators, however due to the meeting running overtime it was agreed to add Naplan reporting to the next agenda for discussion\*.

#### Agenda Item # 9 – COOSH & ELC Structures in 2017

Due to directives from the Catholic Education Office (CEO) the COOSH program (licence pending), will be split into 3 separate entities. Preschool to year 1 housed in the ELC, year 2 to 4 housed in the current senior COOSH space and year 5 & 6 in the parish meeting room. The school is currently making the room fit for purpose installing blinds etc in the Parish centre to accommodate our students in this new space;

The above changes will mean changes to ELC & COOSH staffing and budgets being managed by their respective directors in conjunction with the school's principal and financial management policies and processes;

#### Agenda Item # 10 – Policy Reviews 2017

The policy reviews scheduled for February have been moved to March. (See attached list) The Chair noted he would double check that the policies were still available on the Holy Family Internet page\*, which they are at this link <http://holyfamily.act.edu.au/parents/schoolboard/agreedpracticesandpolicies.html>

#### Agenda Item # 11 – Other Business

- The Chair recommended that Photo's of the Board members be taken at the next board meeting.
- The Chair agreed to provide a schedule of future Board meetings\* (see attached)
- It was agreed all reports should be emailed to the secretary by the Wednesday prior to the board meeting. The Secretary will then collate the board papers to be sent out on the Friday before the meeting thus allowing the weekend to pre-read the papers in advance of the board meeting.

#### Run-down of decisions

1. The Treasurer agreed to provide a cost centre report regularly to the Board for their information
2. The Committee agreed to align both senior and junior COOSH fees commencing in Term 2.

#### Meeting close

The Chair thanked those present for their time.

Next meeting scheduled for March 29. Reports due to the secretary by cob 22 March.

Meeting closed 8.30 PM