POSEIDON PRIMARY SCHOOL
SCHOOL BOARD MEETING MINUTES
17 NOVEMBER 2014

Present: Yvonne Atkinson (Chair)
Peter Blackford
Wes Buzza
Madlen Griffiths
Melinda McAndrew
Ros Mugg
Margaret Willett
Biljana Wright

Guests: Danial Swan

Meeting opened: 7.05pm

1. Welcome
Yvonne opened the meeting and introductions were made.

Danial was also present and acknowledged as being an observer at the meeting but had no voting rights.

2. Apologies
Apologies were received from Brook McKenna.

3. Minutes of Previous Meeting
The minutes of the previous School Board meeting were tabled and were approved by Margaret Willett and seconded by Wes Buzza.

4. Staff re-profiling
Peter Blackford had circulated some staffing and funding scenarios to the Board prior to the meeting as attached in Appendix 1. It was explained that a working day is 7.5 hours of paid time (0.2 FTE). Deb had suggested that a 0.8 of 1 working day or 0.16 FTE for the Marketing/Admin Support role might be more suitable (ie 8.30am – 3pm with half an hour for lunch).

Bil queried the funding that had been tabled. Her calculations indicated the cost of employing in this position would be $10,982.40 for 0.8 of 1 day and $21,964.80 over 2 days (0.32 FTE).

Action: Peter to check the numbers with Deb Linehan (Registrar).
Peter confirmed that the IPS transition funding of $23,050 is only a one off payment. It is therefore imperative the Board utilises this funding wisely.

It was considered the Marketing/Admin Support role be offered on a fixed term basis. The board also considered if the role should be 0.32 FTE a week over 12 months or 0.16 FTE a week over two years.

It was generally agreed that the IPS transition funding should be directed to fund this important role in the next 12 months to get communication policies and procedures developed. Peter to determine with Deb how much the budget can support and report back to the Board. During the first 12 months of the role other members of the admin team could also be 'upskilled' to take on some of the day-to-day aspects of the role.

**Action:** Peter to work out with Deb how much the budget can support and report back to the Board.

The second re-profiling scenario Peter tabled was changing one of the specialist areas currently offered by Poseidon. There was a general discussion around re-profiling Languages other than English (LOTE). The board considered that if LOTE wasn’t offered then what would be offered instead? There was concern about funding? LOTE is currently funded 50% by the Commonwealth. There were further questions around budget costings for 2015. If Poseidon doesn’t offer LOTE next year will Poseidon need to refund the Commonwealth Funding? What about 2016?

**Action:** Peter agreed to seek further clarification regarding funding from Deb Linehan.

Bil proposed that the Board considers offering Drama as an alternative specialist area. Margaret suggested directing the funding towards the “Gifted and Talented” students and to those needing extra help. Peter reminded the Board that the specialist area teachers need to provide DOTT time to the classroom teachers in years 3-6.

**It was agreed by the Board that, in principle, as long as the budget can support it, Poseidon should re-profile LOTE and offer Drama instead.**

Peter agreed that he would also speak with our LOTE teacher to give him a heads up on what was being proposed.

**Action:** Peter will email board members with further clarification regarding funding scenarios.
5. **Board Training Session**

Yvonne briefly outlined the training session she had attended with Peter. Yvonne encouraged all board members to attend the course. Peter confirmed that the trainers can probably come to the school and run the course for the entire board at the same time. This will be looked at once the new board is finalised.

Yvonne also confirmed there can be no proxy voting. According to the *School Education Regulations 2000* and *School Education Act 1999* proposals can only be agreed to if there is an overall majority of the total membership of the board. Our Board will have a membership of 11 and a quorum of 70% thus, at least eight (8) members must be in attendance at a board meeting and there must be an absolute majority of seven (7) in order to pass any proposals. It was also pointed out that this Board has agreed on a "spirit of consensus" for its decision making.

6. **Nominations**

The following six nominations have been received from staff:
Mike Wright, Margaret Willet, Danial Swan, Ros Mugg, Effe Sentonas, Michelle Porro.

The following six nominations have been received from parents:
Sam McSpadden, Wes Buzza, Mi-Lin Finnie, Melinda McAndrew, Linda Orton, Yvonne Atkinson.

There are eight board positions up for election and elections will now be held.

Yvonne commented that it is a testament to the depth of community support that Poseidon Primary has received so many high quality nominations for the staff and community to choose from.

7. **Confirmation of Voting Process**

Yvonne outlined the suggested procedures and timelines for the elections. Survey Monkey will be used to record the votes but there are limitations with the software. It isn’t possible to restrict the number of votes someone places. So someone could vote for all six nominations.

The board discussed these shortfalls and the best ways to overcome them.

**It was agreed:**
- Peter Blackford to take on the role of Returning Officer with assistance, where necessary, from Deb Linehan.
- Each family and staff member will be emailed with the link to Survey Monkey.
• A PDF document with the profiles of each of the nominees will be attached to the email.
• There will be clear instructions regarding voting. If someone votes for more than they are entitled to vote the whole vote will become invalid.
• Paper voting slips will also be available in the office for those who can’t access the online voting.
• Voters can just vote for one or two candidates if they prefer.
• The five parents with the most votes will be offered a board position.
• The three staff with the most votes will be offered a board position.
• The election will be open from Friday 21 November and will close at 3pm on Friday 28 November.

Action: Peter and Yvonne to prepare emails, survey monkey etc.

Yvonne sought clarification from the board about how the results should be communicated.

It was agreed:
• Peter would call each nominee and advise them if they have been successful or not as soon as possible from 1 December.
• The Interim Board will then be notified by email the results of the election.
• An announcement to be made in the week 8 newsletter (4 December) advising everyone of the results.

Yvonne confirmed that all Interim Board members and new members are invited to join the next board meeting scheduled for 9 December. It was proposed that there will be some business to attend to but it is mostly a social meeting.

Action: Yvonne to talk to Peter regarding catering and budget.

Yvonne also sought permission from the Board to invite Chris Kotsopoulos to the next board meeting too. The Board agreed.

8. Parent/Teacher communication (Wes)
Wes put to the Board the issue of how notes/email from teachers is controlled. Communications from staff to parents should go through the front office. This prompted a general discussion that communication formats should be standardized, checked for errors etc.
It was further raised that not all teachers communicate as well as they should with their parents. It was noted that not all teachers are comfortable using email, even though that is the school’s preferred method of communication. However, this has resulted in there now being no communication from some teachers rather than resorting to hard copy notes.

The board believes that this issue can be better addressed when the Marketing/Admin support role is filled and will be reviewed early in 2015.

9. Any Other Business

Peter put to the board that there is usually a School Development Day in Term 1, around early March. This day will contribute significantly to the preparation of the School’s Business Plan and the setting of priorities and objectives. Members of the school board may also need to attend some of those sessions.

Options included Friday 27 February or Tuesday 3 March (around the Labour Day long weekend).

It was agreed for the Term 1 School Development Day to be on Friday 27 February as Ocean Reef SHS also has that day as a pupil free day.

Yvonne reminded the Board that 12 months ago, the then chairman, Chris Kotsopoulos, wanted to recognize staff who had given significant service to Poseidon Primary. At that time Mike Wright had been at Poseidon for 25 years, which Chris acknowledged at the Christmas Assembly. It was also proposed that maybe the P&C could fund some sort of Honour Board.

Yvonne continued that this proposal had never been put to the P&C as far as she was aware of. However, she was certainly happy to do so and agreed to raise it at the next P&C meeting.

This year Mike Hawke-Lindsay has given 25 years service at Poseidon and Yvonne proposed that a similar acknowledgement be extended to Mike at this year’s Christmas assembly. The Board Agreed.

Action: Yvonne to raise the Significant Service Award with the P&C and to acknowledge Mike’s service at the Christmas Assembly.

Madlen referred to the “Terms of Reference” document the Board needs to develop. Yvonne acknowledged that it needs to be developed and formalized. A lot of the proposals that have been agreed to and minuted will form a good basis for the Board’s ultimate Terms of Reference.
It was agreed that this will be further developed once the new Board is determined.

Bil brought up the idea of having an action list so all issues or ‘actionable projects’ the board is facing are captured and maintained. It was agreed this would provide a good reference point.

Yvonne confirmed that last meeting’s minutes, now they had been ratified, would be available to download from Poseidon Primary’s website. All future minutes, once ratified would also be available to download.

10. Date of Next Meeting
Tuesday 9 December at 7pm in the School Staff Room

Meeting concluded at 8.27pm.

Signed: ____________________________

Board Chair

Date: 9 December 2014
# Appendix 1

## Staffing Re-profiling Scenarios 2015

1. **Creation of School Officer Level 2 – Marketing / Admin Support**

   The school has been allocated $23,050 this year IPS transition funding to assist with the additional administration responsibilities that IPS schools have.

   - 0.8 of 1 day / week = $264 (8am -3pm) $13,728
   - 0.8 of 2 days / week = $264 (8am -3pm) $27,456

2. **Changing a Specialist Area (Music, Visual Arts, Phys. Ed or LOTE)**

   Currently Music, Visual Arts, Phys. Ed are 0.4 FTE or 2 days per week and LOTE is 0.23 FTE or 1 day per week. These four areas provide all of the DOTT allocation for classroom teachers in Years 3 – 7.

   The question to be considered is: Are these the most relevant / appropriate areas that meet the future needs of our students? With the ongoing implementation of the Australian Curriculum up until 2017, would changing one of the above specialist areas to, for example, science or history better suit the future needs of our students?

<table>
<thead>
<tr>
<th>Budgets Costs for 2015</th>
<th>0.4 FTE</th>
<th>$41,808</th>
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</thead>
<tbody>
<tr>
<td>LOTE</td>
<td>0.23 FTE</td>
<td>$24,040</td>
</tr>
<tr>
<td>(2014 Federal Govt. funded)</td>
<td>0.17 FTE</td>
<td>$17,769</td>
</tr>
</tbody>
</table>

   (The Federal Govt. funds have already been included in the 2015 one line budget amount for 2015)

   **Other Considerations:**
   1. The short time frame for staff and community consultation
   2. This is a one off opportunity for the school as it transitions to an IPS
   3. If no LOTE the school needs to have cultural studies as part of the curriculum to be in line with Australian Curriculum requirements.