POSEIDON PRIMARY SCHOOL  
SCHOOL BOARD MEETING MINUTES  
9 February 2015

<table>
<thead>
<tr>
<th>Present:</th>
<th>Yvonne Atkinson (Chair)</th>
<th>Melinda McAndrew</th>
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<td></td>
<td>Peter Blackford</td>
<td>Mi-Lin Finnie</td>
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<td></td>
<td>Michelle Porro</td>
<td>Michael Wright</td>
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<td>Linda Orton</td>
<td>Madlen Griffiths</td>
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<td>Samantha McSpadden</td>
<td>Danial Swan</td>
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<td>Guests:</td>
<td>Catherine Shepherd</td>
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<td>Absent:</td>
<td>Jan Norberger</td>
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Meeting opened: 7.05pm

1. **Welcome**
   Yvonne opened the meeting and introductions were made welcoming Catherine Shepherd.

2. **Apologies**
   Jan Norberger

3. **Minutes of Previous Meeting**
   The minutes of the previous School Board meeting were tabled and were approved by Linda Orton and seconded by Mi-Lin Finnie.

   **Business Arising:**
   Peter explained that the Marketing Officer position level 2 is ready for advertising and the goal is to have it filled before the end of term one.

4. **Incoming/Outgoing Correspondence**
   The letter to Debbie Linehan was circulated for the board members to read.

5. **Board Secretary Role**
   Mi-Lin Finnie volunteered for 12 months and was unanimously approved by the board. Yvonne thanked Mi-Lin for taking on the role.

6. **Catherine Shepherd provides insight**
   Catherine Shepherd, ex-School Innovation and Reform Unit (SIRU) consultant and currently Assistant Regional Executive Director – North Metropolitan Region.
Key Points from Catherine’s talk-

- Challenge each other, your role adds value to the school and the experience should be positive.
- Catherine encouraged questioning and information sharing in an open and transparent manner.
- The Board to agree on a set of protocols/guidelines on how to conduct board business.
- Business Plan is developed from the school annual report. The board needs to understand where the school is now, the challenges that lie ahead and goals for the next 3 to 5 years.
- The business plan does not need to be fully finalised by end of first term. It can be worked on in conjunction with other board matters and immediate actions requiring attention.
- The Board needs to consider the vision of the Business Plan. This is different to the vision of the school. The vision of the plan sets the tone of the plan to assist the school to achieve its vision.
- The plan will have targets and focus areas underneath. Priorities can be identified and opportunities to consider sub-committees which may include a Subject Matter Expert (SME) to assist with one off priorities.

Peter: Question – What is an example of too many targets?
Catherine: answer – 10! Focusing on 3 or less targets that cross over each other is a reasonable goal.
- Business plan needs to be succinct and readily accessible to public.
- The Department of Education Services’ (DES) review will occur in three years. The review will seek to understand how effective the schools self-assessment process is. How effective the board members are contributing.

Yvonne: Question – which comes first the Operation or Business plan?
Catherine: The Business plan comes before the operation plan.
Peter: Operation Plans are more than academic.
Catherine: The Business Plan is the strategic plan.

Mi-Lin: Question – what advice about engagement of parents?
Catherine: Use regular assemblies, communication via website, weekly newsletter. There are opportunities for skilled parents/teachers/community members via sub-committees. Use technology for short questions.

Peter thanked Catherine for her time and insightful discussion and Catherine departed the meeting.

Action: Linda Orton and Mi-Lin Finnie to work on the draft set of protocols and guidelines for board business and conduct and email to all board members for review.
7. **Business Plan discussion**
   Peter Explains Poseidon Identity our vision, values and pedagogy. Vision considered for Business Plan was ‘Communities School of Choice’.

   Peter explained key challenges for the school in both the academic and learning environment.

   These two areas are agreed as high-level guiding points for the commencement of work on the business plan.

   The Board split into two groups to commence work on business plan:

   Academic (student performance) – Peter, Danial, Sam, Linda. and Learning Environment – Michael, Michelle, Mi-Lin, Yvonne, Melinda.

   Team leaders are Peter & Michael.

   The two teams committed to meeting separately before the next meeting to commence work on the business plan. Work completed to be shared prior to an extra board meeting scheduled for the 23 February 2015.

8. **School Development Day – Friday 27 February**
   Peter invited parent board members to contribute at the school development day on 27th February with communication of initial business plan details. Yvonne and Sam agreed to attend.

   **Action:** Yvonne and Sam to attend the School Development Day.

9. **Any Other Business**
   Contact information of all board members to be provided to secretary for distribution.

   Yvonne suggested that a parent rep who is also a P&C member take on a liaison role between the School Board and the P&C. This role would be confirmed at the up coming P&C AGM. The Board agreed in principle to the role and Sam McSpadden agreed to be the Board/P&C liaison.

   Peter suggested that once the business planning was completed he would organize inductions for board members through SIRU.

   **Action:** Peter to contact SIRU.
10. Date of Next Meeting
Monday 9 March at 7pm in the School Staff Room.

Meeting concluded at 9.40pm.

Signed: _________________________________

Board Chair

Date: 09/03/15