1. Welcome

Yvonne opened the meeting and introductions were made. Sam Smolarek had been invited to the Board meeting to take photos as a historical record of the new School Board. It was acknowledged that Sam was an observer and had no voting rights.

2. Apologies

Brooke McKenna

3. Minutes of Previous Meeting

The minutes of the previous School Board meeting were tabled and were approved by Biljana Wright and seconded by Melinda McAndrew.

Business Arising:

Re-profiling

Peter explained that he had clarified the figures relating to the Marketing/Admin position with Debbie Linehan and that the original figures submitted at the November meeting were correct.

It was agreed to have a conservative approach to funding this position for the first year operating under the new funding model. The position will initially be a 12 month fixed term contract:

0.8 of 1 day / week = $264 (8:00am – 3:00pm)  $13,728
If there is the need and the funding is available throughout the year extra time can be allocated on a casual basis. This can also be further reviewed once the Board has more knowledge about the school budgets and what resources are available.

Regarding the LOTE funding Peter advised that under the new Student Centred Funding Model there was no further federal government funding for LOTE positions. The Board was re-assured that the original decision regarding re-profiling LOTE was the correct decision especially at it now didn’t have any impact on funding.

Peter also confirmed that Poseidon Primary had been given permission to re-profile the LOTE position into a Drama position commencing in 2015. Peter had explained the redeployment process to Andre Dumolard and registered him for redeployment. If no position can be found for him for the commencement of 2015 he will be placed as super numerary in a new school. He was acknowledged and thanked for his contributions to the school since 2010.

4. **Incoming Correspondence**

A letter dated 25 November 2014 from Debbie Linehan, school registrar, was tabled and discussed.

The main issue of Debbie’s letter was her concern that a statement in minutes of the Board Meeting – 27 October, she believed indicated that the Board believed the Front Office to be inefficient.

The Board generally discussed Debbie’s concerns. The Board agreed that there was never any intention to suggest the Front Office was inefficient and recognized the efforts and hard work of Mrs Linehan and Mrs Why. The statement was made in the context of the proposal to create a new role for the promotion of Poseidon Primary School and of the need to review many aspects of the school as part of the transition to becoming an Independent Public School.

The Board further acknowledged the importance of ensuring the minutes of all Board Meetings are, not only an accurate reflection of the discussions held, but also reflect the tone and sentiment to those discussions.

Yvonne and Madlen to draft a response to Debbie that reflects this position of the Board.

**Action:** Yvonne and Madlen to draft the reply to Debbie Linehan.
5. **Endorsement of 2015 School Board**
Yvonne acknowledged the commitment of the members of the school council who had not been elected to the new school board to the school and presented those members present with a certificate of commendation. Those members who had decided not nominate for election were also thanked and presented with a certificate.

Wes Buzza, Margaret Willett, Ros Mugg, Chris Kotsopoulos, Brooke McKenna and Michael Hawke-Linsley

The entire Board congratulated and thanked these members of the former School Council and Interim Board.

Yvonne proposed that the Interim Board now transitioned to the 2015 School Board. Congratulations to the following representatives who make up the 2015 School Board:

Yvonne Atkinson, Peter Blackford, Mi-Lin Finnie, Madlen Griffiths, Melinda McAndrew, Samantha McSpadden, Jan Norberger, Linda Orton, Michelle Porro, Danial Swan, Michael Wright.

5. **Determination of Board Roles**
Peter hadn’t received any email nominations for the position of Chairman. He had received a verbal nomination from Yvonne Atkinson.

Madlen proposed that Yvonne Atkinson be endorsed as Chairman of the 2015 School Board. This was seconded by Danial. The Board agreed unanimously.

Peter hadn’t received any nominations for the position of Secretary. Nominations were called from the meeting, but none received. As it is important for the board to have this position filled all members were asked to reconsider their availability to take on this role. It will be revisited at the Board’s February meeting.

6. **Board Tenures**
There was some discussion about the tenures of each representative. The Board has originally agreed that there would be an even spread of 12 month, 2 year and 3 year terms. However, on reflection, the Board agreed that at this stage of the Board’s evolution a 12 month term is too short. In order to have stability the following terms were agreed:

- Community Representatives: 3 by 3 years
  2 by 2 years
- Staff Representatives: 1 by 3 years
  2 by 2 years
The tenure for each Board Member is as follows:

**Community Representatives**
- Yvonne Atkinson 3 years
- Mi-Lin Finnie 2 years
- Melinda McAndrew 3 years
- Samantha McSpadden 2 years
- Linda Orton 3 years

**Staff Representatives**
- Michelle Porro 2 years
- Danial Swan 2 years
- Mike Wright 3 years

Yvonne further proposed that once a two year term expires it is replaced with a three year term and vice versa. This will ensure continuity and stability of the Board. Seconded by Melinda. The Board unanimously agreed.

8. **2015 Meeting Dates**
The Board generally agreed that Board meetings for 2015 would typically be the first Monday of each month at 7pm in the School Staffroom.

However, there were some conflicts in the first term so the schedule for Term 1 is as follows:
- Monday 9 February
- Monday 9 March
- Monday 30 March

Further dates are:
- Monday 4 May
- Monday 8 June

Madlen suggested that the board approach someone from School Innovation and Reform Unit (SIRU) to address the next meeting about the expectations of the board in developing the school’s first business plan and formulating the Performance Delivery Agreement. Catherine Shepherd (ex SIRU consultant and currently acting Regional Executive Director – North Metropolitan Region came highly recommended.

**Action:** Peter to contact SIRU to organise Catherine Shepherd to attend next meeting or a suitable alternative.

9. **Any Other Business**
Madlen Griffiths acknowledged Yvonne Atkinson for her valuable contribution in her role as chair of the interim School Board.
Biljana Wright proposed that the new Board consider working towards improving the appearance of the school grounds as part of the strategies being implemented to promote Poseidon Primary as a school of choice.

10. Date of Next Meeting
Monday 9 February at 7pm in the School Staff Room

Meeting concluded at 7.55pm.

Signed: _________________________________

Board Chair

Date: __09/02/15________________________