Meeting opened: 7.10 pm

1. Welcome
Yvonne opened the meeting and welcomed everyone.

2. Apologies
Apologies were received from Michelle Porro and Madlen Griffiths.

3. Minutes of Previous Meeting
The minutes of the previous School Board meeting were tabled and were approved by Danial Swan & Melinda McAndrew

4. Business Arising: Secretarial Role & Responsibility
- Chair will call for agenda board items 10 days before.
- Attendance register for each meeting.
- Drop Box link to add working & meeting documents for easy access to all board members.
- Action list that can be maintained.

5. Agreed Actions – unanimous
- Business Plan – Vision of the Business Plan
  - Agree to defer preparation of the protocols for meeting/communication/behaviours expectations.
  - Sam is liaison between board and the P&C

6. Correspondence
None

7. Business Plan Development
Peter Blackford confirmed that neither the Business Plan nor the Delivery Performance agreement is required before the end of the Term 1. SIRU will not be reviewing our business plan at all. The business plan is our tool for the strategic planning and self-assessment of the school.
**Timeline:** The delivery performance agreement is to be signed off by the end of May 2015.

Final budgets have not been forwarded to school yet. The school is still waiting on census data to be confirmed before budgets will be released.

Peter also confirmed the Marketing Officer role is close to appointment.

Rosalie Primary School’s business plan was agreed as a reference material for progressing layout design for Poseidon’s business plan. The material the two teams have completed to date now needs to be incorporated into that layout.

**Action:** The staff representatives have agreed to work on this formatting matter. Open to all board members to attend/assist.

**Learning Environment:** The Board reviewed the business plan targets and strategies to date for the learning environment. An up to date copy of the draft document was distributed to the board members for review.

**Action:** Michael Wright & Michelle Porro will assist with formatting the Learning environment document into business plan structure.

**Student Performance and Excellence in Teaching:** The board reviewed the business plan targets and strategies for student academic performance and Excellence in Teaching. There was agreement on targets as discussed.

**Action:** Peter Blackford and Danial Swan will assist with formatting the Student Performance and Excellence in Teaching document into business plan structure.

8. **Any Other Business**
Yvonne raised the important anniversary for the school, which will be celebrating 30 years in 2016.

9. **Date of Next Meeting**
Monday 30th March 7pm in the school Staff Room

Meeting concluded at 8.25pm.

Signed: [Signature]
Yvonne Atkinson - Board Chair

Date: 30/03/15