**POSEIDON PRIMARY SCHOOL**  
**SCHOOL BOARD MEETING MINUTES**  
**8 June 2015**

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

Meeting opened: 7.05 pm

1. **Welcome:** Yvonne opened the meeting.

2. **Apologies:** Michael Wright & Daniel Swan

3. **Minutes of Previous Meeting**
   - The minutes of the previous 9th March School Board meeting were tabled by Yvonne and were approved by Jan Norberger & Linda Orton.
   - 30th March meeting minutes were approved by Sam McSpadden & Linda Orton

**Business Arising:**
- From 9th March Nil
- From 30th March – Action list Yvonne Atkinson & Mi-Lin Finnie to be provided after financial year.

4. **P&C Liaison**
Sam advised that 5 approved of actions by P&C are underway – estimated total funding $6,000.

5. **School Templates**
Letterhead and templates for Peter Blackford, Yvonne Atkinson and Mi-Lin Finnie to address.

6. **Correspondence**
   - Received from Cameron & Rebecca Walton.
   - Response letter to be drafted by Yvonne Atkinson and reviewed by Madlen Griffiths and Mi-Lin Finnie.

7. **Publication of Annual School Report**
Yvonne on behalf of the board approved the publication of the Annual School Report 2014 onto the schools website.

8. **Action List:**
   - Event: Open board meeting parents invited to discuss board and role.
• Peter to put on morning tea to discuss the schools managing student behavior policy after reference to the Annual School Report 2014.

• English
• Numeracy
• Cooperative Learning
• Phases of learning team – K to 2 and 3 to 6.
The board reviewed the operational plan.

10. Business Plan
• Yvonne called out the professional and collaborative contribution by all members of the board towards the completion of the Business Plan.
• Peter seeks endorsement of the 4 focus areas of the Business Plan as it is completed today.
• Supported by all board members present.
  **Action** – Seek timeline from Samantha Smolarek for completion of the Business Plan formatting.
  Board photo, profiles to be completed and included.

11. Delivery and Performance Agreement
• Review by the Board.
• Endorsed in full by the board members present.
• Yvonne as Chair and Peter as Principal to sign off.

12. School Development Days
• Proposed Development Dates of 20th July and 18th December 2015.
• Endorsed in full by the board members present.

13. Meeting Dates for remainder of the year
Working meeting scheduled for 29th June.
**Full Board meeting scheduled on the;**
• 3rd August
• 7th September
• 2nd November
• 7th December

14. Date of Next Meeting
Monday 3rd August 7.00pm in the School Staff Room

Meeting concluded at 8.35pm.

Signed: ___________________________ Date: 7/09/15
Yvonne Atkinson - Board Chair