

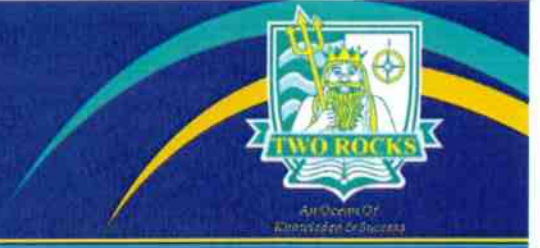
MINUTES 6th June 2018

Date:	6 th June 2018	Chair:	Mrs Laura Gray
Time:	Open @ 3.05pm	Minutes:	Miss Emily Andrew
Apologies:	Mrs Alison Pinches Mrs Fiona Grierson	In Attendance:	Mrs Laura Gray Mrs Triena Hurihanganui Rev John Taylor Mrs Elizabeth Wildish Miss Emily Andrew Mrs Sandy Regts Mrs Mariana Terrazas Mrs Kelly Whittle Mrs Lara Atkins
Item:	Discussion:	Speaker:	Action/Outcome:
1.	Welcome and Apologies	Mrs Gray	Mrs Gray opened the meeting and welcomed new board member Lara Atkins.
2.	Amendments and/or Approval of previous minutes	Mrs Gray	Minutes Moved: Triena Hurihanganui Seconded: Kelly Whittle Carried by all members present.
3.	Correspondence In/Out	Mrs Wildish	<ul style="list-style-type: none"> - Moved to next meeting - Nothing urgent
4.	Finance School	Mrs Wildish	<p>Operational One Line Budget Statement was presented to the board:</p> <ul style="list-style-type: none"> - Mrs Wildish discussed the allocation of funds for Education Assistants and stated that all year levels have an EA. - TRPS employees a relief teacher (Mrs Bell) - TRPS has been open for 11 year and needs some maintenance, Liz explained that a maintenance schedule is in place and slowly the school will be getting new chairs and fresh painting. <p>Voluntary Contributions Statement was presented to the board:</p> <ul style="list-style-type: none"> - Board members highlighted that the voluntary contribution amounts have decreased in comparison to previous years. - Mrs Wildish explained where the

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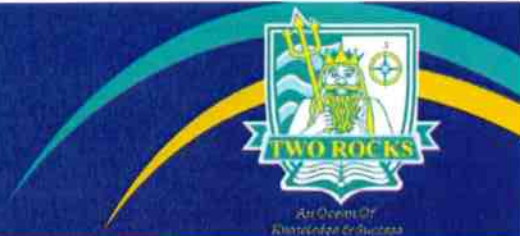


			<p>contributions go: NAIDOC week celebrations (incursion), the Lion Dance (incursion) to ensure all students are included.</p> <ul style="list-style-type: none"> - Mrs Wildish pointed out that payment plans for book, swimming, excursion and incursion are available for parents. <p><i>School Finance documents the Operational One Line Budget Statement and Voluntary Contributions Statement:</i> Minutes Moved: Kelly Whittle Seconded: Emily Andrew Carried by all members present.</p>
5.	Finance Board	<p>Ms Grierson</p> <p>(Presented by Mrs Wildish as Ms Grierson was absent)</p>	<p>Mrs Wildish presented the following reports on behalf of Ms Grierson.</p> <p>Westpac Bank Statement (School Board Account)</p> <ul style="list-style-type: none"> - Has a balance of \$17,446.27 (31/05/2018) <p><i>Westpac Bank Statement as reported/presented to school board in the absence of treasurer:</i> Minutes Moved: Lara Atkins Seconded: Mariana Terrazas Carried by all members present.</p> <p>Profit and Loss - 2017</p> <ul style="list-style-type: none"> - Profit of \$872.64 <p>Profit and Loss - 2018</p> <ul style="list-style-type: none"> - Profit of \$2,393.69 <p><i>Profit and Loss documents 2017 & 2018 as reported/presented to school board in the absence of treasurer:</i> Minutes Moved: Triena Hurihanganui Seconded: Sandy Regts Carried by all members present.</p> <p>Mother's day stall cheques, invoices provided</p>

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			<p>to the board:</p> <ul style="list-style-type: none"> - School Gifts \$609.48 - Moon and Back School Gifts \$396.20 <p>Minutes Moved: Triena Hurihanganui Seconded: Kelly Whittle Carried by all members present.</p>
6.	Canteen Report	<p>Ms Grierson</p> <p>(Presented by Mrs Wildish as Ms Grierson was absent)</p>	<p>Mrs Wildish presented the following reports on behalf of Ms Grierson.</p> <p>TRPS Canteen Report – May 2018</p> <ul style="list-style-type: none"> - Juice bombs are a favourite <p>Nikki requested a day of absence (Wednesday the 28th June) need to clarify the date as it is wrong.</p> <p>All board members agreed that the request to have a day off is approved.</p>
7.	Board Email Address	<p>Ms Grierson</p> <p>(Presented by Mrs Wildish as Ms Grierson was absent)</p>	<p>The board email address has been set up : TRIPPSBoard@gmail.com</p> <ul style="list-style-type: none"> - This email address may have to change depending on the boards incorporated or unincorporated status.
8.	Incorporation	Mrs Wildish	<p>Mrs Wildish referred to department documents she had emailed to board members the previous week, to help them make an informed decision.</p> <ul style="list-style-type: none"> - As a board we have to make a decision whether to stay incorporated or become unincorporated. - The Department of Education is pushing for school to become unincorporated unless they had a need to be incorporated. - If the board changed to unincorporated we still remain as a board. - Public schools no longer have an independent status. - Changes will need to be made to documents whether we stay

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			<p>incorporated or become unincorporated.</p> <ul style="list-style-type: none"> - Legal Advise form Sandy Regts husband Brad has been presented (refer to Mrs Wildish's email) - Insurance is a concern if we stay incorporated as the board will not fall under the Department of Education. <p>Canteen implications if we become unincorporated:</p> <ul style="list-style-type: none"> - There are options however the board will no longer be involved with the canteen the ownership will fall back on the school and administration - There are different options, outsource it to someone who has a business, employ through the department... <p>Mrs Alison Pinches notified of her vote to become unincorporated via email to all board members.</p> <p>Ms Fiona Grierson objected to becoming incorporation via email communication with Mrs Wildish.</p> <p>All board members present voted to become unincorporated.</p> <p>Passed by all board members present.</p> <p>Two Rocks Primary School Board will become unincorporated.</p>
NEW BUSINESS			
1.	Endorsement of The Delivery and Performance Agreement	Mrs Wildish	<p>Motion:</p> <p>That Two Rocks Primary School Board endorse The Delivery and Performance Agreement as part of the school's resourcing system.</p> <ul style="list-style-type: none"> - Document signed by both Mrs Wildish and Mrs Gray. <p>Motion Moved: Emily Andrew Seconded: Kelly Whittle</p>

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			Carried by all members present.
2.	Incursion & Excursion Procedures	Mrs Wildish	<p>Board members were presented with the procedure documents to see what is involved and expected of staff before an incursion or excursion takes place.</p> <ul style="list-style-type: none"> - The board thought that the documents were clear and a great tool. <p>Motion Moved: Triena Hurihanganui Seconded: John Taylor Carried by all members present.</p>
3.	Attendance Policy	Mrs Wildish	<p>Board members were presented with TRPS Attendance Policy.</p> <ul style="list-style-type: none"> - Due to the implementation of this policy attendance across the whole school has improved. - A child's attendance has an impact on their learning as concepts are missed. <p>Motion Moved: Triena Hurihanganui Seconded: John Taylor Carried by all members present.</p>
4.	Lateness Policy	Mrs Wildish	<p>Board members were presented with TRPS Lateness Policy.</p> <ul style="list-style-type: none"> - Lateness has an impact on students as they are usually missing the Literacy or Numeracy blocks. <p>Motion Moved: Triena Hurihanganui Seconded: John Taylor Carried by all members present.</p>
5.	Waste Wise Policy	Mrs Wildish	<p>Board members were presented with TRPS Waste Wise Policy.</p> <ul style="list-style-type: none"> - The policy was compiled by Tayla Scott. - Links to our Stephanie Alexander Kitchen Garden program and Water Wise program. <p>Motion Moved: Triena Hurihanganui Seconded: John Taylor</p>

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			Carried by all members present.
6.	Fogarty Advance Data	Mrs Wildish	<p>Mrs Wildish invited board member to attend a team meeting next term as Rebecca Nolan (Deputy) will be presenting the data collected from the surveys presented to students, staff and parents.</p> <ul style="list-style-type: none"> - Mrs Wildish shared the occupational health survey results for TRPS was 97% the highest percent a school has ever had. - There was a variety of feedback positive and negative in the survey and they will be discussed at the team meeting.
7.	Thank You	Mrs Gray	Wanted to extend a thank you to Brad Regts for the legal assist he provided.
NEXT MEETING: SIGNED:	29 th August 2018	MEETING CLOSED:	5:03pm
	Mrs Laura Gray	DATE:	06/06/2018

Principal: **Mrs Elizabeth Wildish**