

Treendale Primary School IPS Board

## Minutes

Meeting No                      1/2024  
 Meeting Location              DOCK  
 Meeting Time and date        Monday 26<sup>th</sup> Feb 2024 6.00pm

Initials	Member	Role	Present	Apology
CN	Claire Nicol	Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
KT	Karen Thomson	Manager Corporate Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HN	Hollie Norman	Staff Rep	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JK	Jessica Knight	Staff rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DH	Dayle Hamilton	Parent Rep (Chairperson)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CW	Cassie Wilson	Parent Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MR	Michael Rose	Parent Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CM	Chloe McGhie	Parent Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SJ	Suchitra Jones	Parent Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VH	Vanessa Harrop	Parent Rep	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Item	Subject	Notes
1	<ul style="list-style-type: none"> <li>• DH opened the meeting at 6.01pm</li> </ul>	
1.1	Apologies <ul style="list-style-type: none"> <li>• Vanessa Harrop</li> <li>• David Groenenberg (Completed Tenure Term)</li> <li>• Kiera Tate (Completed Tenure Term)</li> <li>• Hollie Norman</li> </ul>	
1.2	Minutes of Previous meeting <ul style="list-style-type: none"> <li>▪ The School Board endorsed the minutes of the meeting on 23 October 2023 as complete and accurate. (Endorsed: CN Seconded: CM)</li> </ul>	
1.3	Matters arising from Previous minutes.	
2.0	Standing items	
2.1	Principals report by CN <ul style="list-style-type: none"> <li>▪ School board nominations:               <ul style="list-style-type: none"> <li>○ We have had 9 new parents put nominations forward for the School Board.</li> <li>○ Michael Rose has nominated for a further 12 month tenure to the end of Term 1 2025.</li> <li>○ After many roles over the initial 10 years of Treendale Primary School Dayle Hamilton – Chairperson has opted to step down for the board as this is the end of his tenure.</li> <li>○ Suchitra Jones will be the Acting Chairperson in the interim until the Board has all positions filled at which time nominations will be taken for the Chairperson and voted on with in the School board. (Self nominated, Seconded: Claire Nicol)</li> </ul> </li> <li>▪ Board Training for 2024</li> </ul>	CN to inform school community and option for parent to vote on nominations and have details for next meeting.  CN to finalise for next meeting.

	<ul style="list-style-type: none"> <li>○ Claire to follow up and advise two dates for term 2. Not a Thursday.</li> <li>○ Lots of training is on line . School Board member will require DAM access. To supply the link for online training at week 8 (?)</li> <li>▪ Board survey - quick wins (see attached) <ul style="list-style-type: none"> <li>○ Move open meeting to later in year Bookweek</li> <li>○ Minutes attached to Webpage. Sent on Seesaw and added to the newsletter. Along with a small blurb about what the School board is doing by the Chairperson.</li> </ul> </li> <li>▪ Board meetings – Norms to be developed after training has been completed. <ul style="list-style-type: none"> <li>○ How long – 2 hours ?</li> <li>○ Time keeper</li> <li>○ Stop 15 mins before end for check in ,to seek any other concerns / achievements/ clarifications?</li> </ul> </li> <li>▪ Annual report 2022 was tabled and approved .</li> <li>▪ 2023 Annual report was presented as DRAFT, just waiting on a couple of sections from specialist areas. Will be completed by Week 8 meeting.</li> <li>▪ Big 6 2024 – New Principal, PBS, Business plan review, Teaching for Impact , Public school review Term3, New business plan.</li> </ul> <p>(Endorsed : Unanimously approved by the School Board)</p>	<p>Karen to action once Board is fully nominated.</p> <p>Apologies Dayle Departed.7.15pm</p>
2.2	<p>Finance and School Governance</p> <ul style="list-style-type: none"> <li>● 2024 Finalised Budget</li> <li>● Presented by MCS, clearly outlining direction for 2024 with discussion around losing large number students that weren't identified, thereby over staffed in classrooms for 2024.</li> <li>● (Endorsed CW Seconded CM)</li> </ul>	
3.0	<p>General Business</p> <ul style="list-style-type: none"> <li>▪ MR - Canteen – This is great , being well supported</li> <li>▪ KT - What day for School Board Meetings <ul style="list-style-type: none"> <li>○ Revert to Tuesday as better for all. (moved: CW Seconded: MR) Will be week 4 and Week 9 of each term .</li> </ul> </li> <li>▪ CM – Heart kids again – to send information to Claire Nicol. <ul style="list-style-type: none"> <li>○ (moved CW seconded JK)</li> </ul> </li> </ul>	
4.0	<p>Wrap up and achievements</p> <p>Term 1 2024, the QR code and easy access lead to a record number of Parent nominations for the School Board.</p> <p>The meeting was closed by CN at 7.21pm</p> <p>Next meeting 6.00pm on TUESDAY 26<sup>th</sup> March 2024.</p>	

These minutes are certified as true and accurate.

\_\_\_\_\_  
(Acting) School Board Chairperson

\_\_\_\_\_  
Date