

Tambrey Primary School

School Annual Open Board Agenda and Minutes

DATE:	Wednesday February 24 2021	CHAIR:	<i>Aaron Bruce</i>
TIME:	6.00	MINUTES:	<i>Aaron Bruce</i>

ATTENDEES:	Chair: Aaron Bruce Principal: Shiona Hobart Staff Representatives: Helen Cusworth, Jackie Tomlins Parent Representative Members: Aaron Bruce, Ceanne England, Guests: Tiffany Wardell, Todd Heron
	Apologies: Greg Townsend

ITEM REF	ITEM	LED BY	FOR INFORMATION / DISCUSSION / DECISION	ACTION REQUIRED & TIMELINE
1.	Welcome Apologies Acceptance of previous minutes Conflict of Interest Celebrations	Aaron / All	Welcome: Tiffany Wardell- Chaplain Celebrations: Start of year, New P&C Committee, Fathering Project, STEM groups Previous minutes: Below are the corrected 4 improvement areas identified from the survey: 1. "Members receive an induction" 3.6 out of 5 2. "The board has developed a succession plan to identify skills needed from members" 3.8 out of 5 3. "The chair reports back to the school community after meetings" 3.8 out of 5 4. "Meetings have time set aside for focussed strategy development" 3.8 out of 5 Business arising: Board Tenure. (Aaron, Nikki, Helen) <ul style="list-style-type: none"> Shiona and Helen to develop nomination and expression of interest process to attract new members to the board in 2021 	<ul style="list-style-type: none"> Thank you to all attendees for their reflection on the start to 2021. Overwhelmingly positive from all. Improvement areas discussed with line-of-sight to improvement. Expect improvement throughout remainder of Term 1 and with onboarding of potential new recruits in Term 2. School officers to inform school community of Board minutes on the website.

2.	Board Recruitment	Aaron	<ul style="list-style-type: none"> Decision taken to commence recruitment campaign in line with the Terms of Reference. Recruiting for 2 parent, 1 staff and 2 community members. Campaign to commence immediately with candidate selection finalised at the next board meeting on 24 March 2021. Terms of Reference to be updated to include: <ul style="list-style-type: none"> Who votes for each member type i.e. school community votes for parent and community reps. Staff vote for staff reps. Clarify process for a tied vote. i.e. Existing board members vote Revise ToR post the recruitment campaign to capture any further learnings. 	<ul style="list-style-type: none"> Shiona and Helen to develop nomination and expression of interest process to attract new members to the board in 2021. Shiona to update ToR prior to starting recruitment campaign. Board to agree updates via email.
3.	Policy <ul style="list-style-type: none"> Mobile Phones ICT 	Shiona Jackie T	<p><i>For Ratification:</i> ICT (Information and Communication Technology) Both policies ratified. Board acknowledges the increased administrative burden of the ICT policy. Shiona and Team exploring digital solutions for simplifying access, acknowledgement and responses.</p>	<ul style="list-style-type: none"> Mobile phone policy ratified ICT policy ratified
4.	Principals report	Shiona	<i>For information:</i>	<ul style="list-style-type: none"> Thanks Shiona. Principal Report to be attached to web page.
5.	Schools Resourcing	Shiona	<p><i>For Information</i> Student numbers fluctuating around 680. Quick overview of 2021 budget position prior to formal approval. Approved budget to be tabled at next meeting.</p>	<ul style="list-style-type: none"> No action
6.	Strategy Development	Aaron	<p><i>For Discussion:</i> Recruitment strategy discussed.</p>	<ul style="list-style-type: none"> Actions as per above.
7.	Statement of Expectation	Shiona	<i>For Discussion</i>	<ul style="list-style-type: none"> Not discussed. To be discussed at next meeting.
	General Business	Chair	Tiffany Wardell provided an excellent overview of her role as Chaplain. She discussed the service she offers, the confidential nature and professional standards she maintains, and the various methods of referral. Welcome Tiff and thanks for the overview.	<ul style="list-style-type: none">

NEXT MEETING:	Wednesday March 24 2021	MEETING CLOSED:	<i>1950hrs</i>	SIGNED:	Aaron Bruce	24/02/2021
				CHAIRPERSON	DATE	