



MINUTES FOR SCHOOL BOARD MEETING
Wednesday 9th September 2020 @ 6.15pm, QBPS Library

ITEM NO.	ITEM	ACTION
1	Welcome and Apologies	
1.1	The meeting was opened by the Chair @ 6.15pm	
1.2	Present: Trudy Burke, Denise Corlett, Jason Striegher, Heather Preston, Ben Sweet and Pauline Moss and Nita Gouges taking minutes. Apologies: Tracey Roberts, Ahmed Ibrahim and Jon Brown Absentees:	Noted
1.3	<i>Confirmation of Agenda</i> The Board confirmed the Agenda presented.	Confirmed
2	Disclosure of Interests	
2.1	The Board noted there were no perceived or potential conflicts of interest experienced by any member in relation to the current Agenda items.	Noted
3	Minutes of Previous Meeting/ Business Arising	
3.1	<i>Code of Conduct</i> The current Code of Conduct was acknowledged.	Noted
3.2	<i>Minutes of previous meetings 27/5/2020</i> Passed and endorsed by the School Board.	Endorsed Passed: Jason S Seconded: Heather P
3.3	<i>Business Arising:</i> ➤ 2019 Annual Report presented to Board members	Noted
4	Priority Items	
4.1	<i>School Board training questions arising</i> Members working through at their own pace. Discussion was had with regard to face to face training for the School Board. Is there is need? Possibility of an 80 min session to be canvassed.	Noted TB to investigate training options and report back to Board next meeting
4.2	<i>Café Conversation summary</i> Board held discussion on the outcome of the workshop recently hosted by Andrew Watt, Creating Communities. QBPS staff attended similar workshop on Mon 7/9 which was deemed very successful from initial staff feedback. Most of staff responses were similar. One outcome that teachers feel we could engage better with parents across the school community. Engagement was highlighted – call for streamlining communication platforms. It was recognised at both workshops that access to technology is an issue within our school community.	Discussed



	Reports to be received/reviewed by Admin/School Board/staff to formulate further strategies.	
4.3	<p><i>Analysis 2020 School Board Effectiveness Survey</i> Analysis reflected by Board members who concurred that the Board is operating at expected level. Strategic direction to focus on :-</p> <ul style="list-style-type: none"> ➤ Investigating board training ➤ Enhance opportunities for Board members to utilise their skill sets that would further support their role ➤ Investigate how to further promote the school in the community; Board promote the school/school promote the Board. 	Discussed
4.4	<p><i>Funding Agreement for Schools 2020</i> Document presented to the Board for signing by the School Board Chair and Principal for record keeping.</p>	Discussed/Noted
4.5	<p><i>Finance</i> Operational One Line Budget Statement (Aug verified) and Cash Report (Aug verified) presented to Board. As a result of 2020 learning area budgets being reviewed, it was established that the anticipated expenditure had not transpired due to CoVID. Adjustments to decrease these budgets has now been implemented. This has primarily brought the budget back to surplus. Recoup of local lease suspensions from the DoE yet to be made to QBPS totalling \$5450 which would be additional to surplus total. Fluctuation in variance to be expected due to a number of operational processes yet to be finalised. Overall expected (Cash) expenditure was reviewed and deemed to be at required level.</p>	Discussed/Noted
5	Reports and Operational Matters	
5.1	<p><i>General School Report</i> See Attached</p>	Discussed/Noted
5.2	<p><i>School Board Staff Members Term</i> The tenure for recently elected Staff Members will be as follows:- Ben Sweet 3 years being to the end of Term 3, 2023 ; and Pauline Moss 2 years being to the end of Term 3, 2022 .</p>	Confirmed
6	Other Business	
	Nil	
7	Next Meeting	
	Week 4, Term 4 Wednesday 4/11/2020 at 6.15pm	Confirmed
8	7.45pm Meeting Close	Noted

Signed – Chair – Denise Corlett

Date: 4/11/2020