Greenmount Primary School  
Minutes of School Board Meeting

**Wednesday 4th March 2015**

<table>
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<th>Start:</th>
<th>4.05pm</th>
<th>Finish:</th>
<th>5.20pm</th>
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<tr>
<td><strong>Attendees:</strong></td>
<td>Lucy Webb; Margaret Opie; Karlien Matthee; Tracey Nebel; Jane Miles; Cynthia McGlew; Michelle Sutton; Natalie Astle; Bill Gaynor; Leslie McChesney; Deb Taylor</td>
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### 1.0 Welcome and Absentees

**1.1 Opening and Welcome**
- The meeting was opened by Jane Miles at 4.05pm.
- Jane Miles congratulated Karlien Matthee and Tracey Nebel on becoming President and Vice President, respectively, of the P & C.

### 2.0 Purpose of Meeting

**2.1 To reflect and review the requirements for the development of a Business Plan (BP) for 2015-2017.**

**2.2 Documents handed out:**
- An outline of today’s meeting;
- Phase 2 – Key Components of a Business Plan
- Brochures of Business Plans from other schools.

### 3.0 Why a Business Plan?

**3.1 Points stated**
- Requirement of all IPS
- Continuation of process whereby we have always planned.
- BP replaces Strategic Plan (3 yearly)
- The Strategic Plan outlined priorities, set targets, outlined strategies to achieve these targets and incorporated Department of Education initiatives and priorities. (For more information refer to Focus 2015 online)
- BP different because of the engagement and consultation with the members of the Board and the accountability that comes with being an IPS.

### 4.0 Engagement of School Board (SB)

**4.1 Points stated**
- Evolutionary process.
- The SB’s input and feedback is very important.
- Members of SB to make sure LW is focused on the BP in order to achieve targets.

**4.2 Accountability**
- 2 -3 day visit at the end of the 3 year period whereby auditors talk to teachers, SB and produce a 14 page report with items that need to be focused on and recommendations for improvement.

### 5.0 Business Plan

**5.1 Points stated**
- BP needs to capture essence of Greenmount Primary School (GPS);
- GPS is recognised for its’ high level of attendance both aboriginal and non-aboriginal students;
• Positive, improvement in testing;
• A sense of community;
• Pastoral care embedded throughout GPS
• Important to acknowledge areas to be focused on

6.0 Today

6.1 To share some of the work already done (staff have already looked at data; the leadership team have also looked at the data; there has been a brainstorming session from which 4 focus areas and key components have been identified.

6.2 To share, consider and give feedback on where we might be going.

7.0 Four phases to development of Plan

7.1 To share, consider and give feedback on where we might be going.

7.2 a) Determining foci, targets, actions, strategies
    b) Sharing, discussion
    c) Feedback and review
    d) Present to Board, endorsement and present to Director General

8.0 Key Components of a Business Plan

8.1 Discussion centred around what the Business Plan should look like layout and aesthetically. Examples passed around.

8.2 BP is a public document which is published on the DoE And GPS website. Some hard copies are to be made available.

9.0 A Vision Statement

9.1 This should be a short statement about what we want to achieve and what we are about. (See Phase 2 Handout att.)

9.2 Key points words ‘all students’; empowering; quality teachers; last statement key.

9.3 Suggestion that the vision statement will link to our focus areas.

10.0 Our Values

10.1 (See Phase 2 Handout att.)

10.2 Discussion around values listed. LM suggested that community should be incorporated into this list and is linked to relationships and collaboration. ‘The Greenmount School Community encompasses all of these values’

11.0 Our Beliefs

11.1 (See Phase 2 Handout att.)

11.2 These were developed several years ago over @ 5 staff meetings and are still relevant. Two suggestions:

BG – to add as a community to the last statement.
CMc – to delete ‘are’ from the first statement.

12.0 Motto

12.1 (See Phase 2 Handout att.)

12.2 Discussion around where to add ‘Learning side by side’. Preference for underneath. Unanimous to keep motto.

13.0 Focus areas 2015 - 2017

13.1 Literacy
13.2 Numeracy
13.3 School Culture (Visible Learning)

Discussion centred around visible learning, engaging students and intentionally teaching students. LW has written a paragraph for the newsletter explaining visible learning – the language of learning and how it helps students become effective learners. There are 7 dispositions to help students achieve this. LMc asked ‘how do we
13.4 **measure this?**  Amy McEwen artwork K-Yr 6 sketches an example. For more information see LW. Safe and caring Environment Semester 2 PAVe project developing resilience and skills to aide mental health well-being. Discussion on Pastoral Care. LMc Suggested should read ‘happy, safe and secure in the school environment’.

### 14.0 Targets

**14.1** Discussion centred around
- How we might express the targets;
- Mean scores – could be at or better than like school for Yr 5 Gp.
- Few students sitting in higher band.
- Needing the right tools and environment to push students further.
- Challenging students with realistic and challenging targets.

Literacy and numeracy leaders have done a lot of work on targets.

### 15.0 In Summary Phase 2

**15.1** School culture - to look at language and what we can measure.
Environment both in and out of the classroom.
Strategies to achieve and how we know we’ve achieved.
Contextural information about the school.
Short vision statement.
Values.
Beliefs.
Focus Areas.
Describe focus areas.
Strategies.
Identify Milestones (indicators of success).

### 16.0 Phase 3

**16.1** LW directed the Board to go away and reflect, give feedback on items discussed. Due to the short timeline to email LW who will then put to the Leadership team. A draft can then be put together and finally the BP can be presented to the Director General.

16.2 Leadership Team consists of the 3 admin staff.
Curriculum Team consists of Cynthia McGlew, Glenys Sims, Chantelle Clemente, Dorothee Carr.
Cell Leaders – Amy McEwen, Glenys Sims and Chris Brown (CMIS)
In summary, it is important in the BP to let everyone know our intention, where we want to go so that even if someone leaves another member can step up. It should have a shared vision and be sustainable but can still be changeable within that 3 years.

### 17.0 Any Other Business

**17.1** Photos – photo of Board Members taken.
Discussion on permissions to use ANZAC Photos.

### 18.0 Meeting Close/Next Meeting

**18.1** Reminder of the functions of the SB by JM.
“As a School board we are to provide caring and lovely support to the School Leadership, staff and admin.
We are about the Core Business, which is the Financial Management; the Physical aspects of the school and the Business Plan, and how this business looks, the expectations of the plan and the conditions required to achieve the same expectations.
The School Board is not concerned with the operational business, which includes staffing, classroom profiles, parking, professional
| 18.2 | development, swimming lessons or not .....  
We are to keep our leadership on track with the Business Plan, again in a caring support and lovely way.  
As a School Board we will be a part of the review, in 3 years, that asks if we have met the targets we set out to achieve."  
Next meeting on Monday 23rd March at 4.00pm to look at a draft plan and endorse. |

Signed (Chair)  
Date