



## Aveley Primary School Board Meeting

### MINUTES

Date: Monday 31st May 2021

**Meeting Opened:**

**Attendees:** Susan Taylor, Daniel Allender, Sarah Hurlbatt, Marshall Joyce, Nicole Patterson, Michelle Murray, Brendan Fung, Kalia Lester, Chris Spencer (Minutes)

**Apologies:**


**Co-opted attendees:**

	<i>Agenda Items</i>	<i>Discussion</i>	<i>Action - Who?</i>
1.	<b>Conflict of Interest</b>	MJ noted a conflict relating to the OSH discussion. He will leave the room during this agenda item	
2.	<b>Welcome</b>	<ul style="list-style-type: none"> <li>● Acknowledgement of Country read out to respect Reconciliation Week</li> <li>● Photo taken for School Website</li> <li>● Minutes noted as accurate.</li> </ul>	MM will bring a comparative budget documents for the next meeting
3.	<b>Previous Minutes</b> (from: 3 /05 /2021)		
4.	<b>Finance Update</b> (Michelle)	<ul style="list-style-type: none"> <li>● MM went through the documents as presented</li> <li>● Question asked about ease of payment for voluntary contributions and charges. MM to follow this up.</li> </ul>	
5.	<b>School Review</b> (Michelle)	<ul style="list-style-type: none"> <li>○ Week 7, Term 3</li> <li>○ Explanation of the process- board members will be invited to share information with the review team.</li> <li>○ MM presented info on the review process</li> <li>○ Review document will be sent out with minutes</li> <li>○ MM and ST to work out logistics and update Board as required</li> </ul>	MM-review document to be sent to Board with minutes
6.	<b>Community Review</b> (Michelle)	<ul style="list-style-type: none"> <li>○ Samantha Clifton and Chris Spencer to manage the process along with Pam Hahnell, Acting Principal while Michelle on leave</li> <li>○ This was delayed in 2020 due to COVID</li> <li>○ All parents, students and staff invited to give feedback on school matters as a part of this process</li> <li>○ Pam H will be Michelle's replacement in weeks 8-11 of Term 2</li> </ul>	
7.	<b>OSHC</b> (Michelle)	<ul style="list-style-type: none"> <li>○ MJ left the room due to conflict of interest on this matter</li> <li>○ Term 1 Report- to be sent with minutes</li> <li>○ New Agreement (2 years expires later this year).</li> <li>○ Likely to be three companies apply for the tender</li> </ul>	MM to send to Board members

			MM to add info
8.	<b>School Health Care Guidelines</b> (Michelle)	<ul style="list-style-type: none"> <li>o Overall, people are happy with the current provider</li> <li>o Updates for 2021- guidelines were handed out and reviewed by the Board</li> <li>o MM to add extra info regarding students self-administering medications, such as Ventolin</li> </ul>	
9.	<b>Future Presentations</b>	<ul style="list-style-type: none"> <li>o What would you like to know about the school? Any ideas to be sent to ST</li> <li>o Parents noted it was nice having a meeting in a classroom, can we do this in future and rotate throughout a variety of classrooms? School agreed. Next meeting in KL's Year 3 classroom.</li> </ul>	
10.	<b>Board Member Photo</b>	<ul style="list-style-type: none"> <li>o Board member photo taken at start of meeting</li> </ul>	
11.	<b>Open Business</b>	<ul style="list-style-type: none"> <li>o Parent and family name pavers-order forms have been sent out to families. All past and present families are invited to participate</li> <li>o MM to follow up on new hats as well as potential for jumpers without zips for children</li> </ul>	

**Next Meeting:** 2nd August 2021 in W16 (Kaila Lester, Year 3)

**Meeting Closed:** 6.06pm

  
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 Principal

  
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 Board Chair

Date: 2/6/2021

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