



Poynter Primary School

GENERAL BOARD MEETING MINUTES 17 June 2024

ATTENDEES: Lisa Wade (Principal); John Ward; Ben Graham (Chair); Daniel Walldorf; Josh Hurley; Ciane Brown; Alison Guhl; Dagmar Allen (Minutes)

1.0	Welcome & Apologies	ACTIONS
1.1	Opening and Acknowledgement of Country The meeting was opened by Ben at 6.09 pm who welcomed all and opened with an Acknowledgement of Country.	<i>Chair</i>
1.2	Apologies/Absentees: <ul style="list-style-type: none"> • Russ Fishwick (Council meeting) • Steve Bank (unwell) • Wendy Bray (Shaun Tan Award) 	<i>Chair</i>
1.3	Confirmation of agenda: The Board confirmed the agenda. AI use at Poynter removed from agenda due to absence of Steve. To be included in agenda for next meeting.	<i>Noted</i>
1.4	Correspondence In/Out: Funding Agreement	<i>Chair and Principal signed</i>
2.0	Disclosure of Interest	
2.1	The Board noted that there were no real, perceived, or potential conflicts of interest experienced by any member in relation to the items on the agenda.	
3.0	Minutes of Previous Meeting	
3.1	Review minutes of previous meeting: Chair presented the minutes of 11.03.2024. The Board endorsed the minutes of the previous meeting as accurate. <i>Moved: Josh Hurley Second: Alison Guhl</i>	<i>Chair to sign</i>
3.2	Business Arising: Updating wording in Board's Terms of Reference Josh prepared the Board Terms of Reference based on new template and existing Poynter Board Terms of Reference content as at 2021. Lisa thanked Josh for the time spent preparing and circulating this. Board spent much time discussing various points. Board finalised wording of 6.5i and 9.18 6.5i up to 2 members of the general community. 9.18 Observers are not able to receive Board materials, ask questions, comment, or participate in voting or other actions of the Board.	<i>Noted</i> <i>Discussed</i>



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	<p>13.3 The Board may decide to close an ordinary meeting or part of an ordinary meeting. if it deals with any of the following:</p> <p style="padding-left: 40px;">add: information, which is deemed sensitive, as agreed by the Principal and the Chairperson.</p> <p><i>Motion: to adopt amended wording of the Board Terms of Reference as above.</i></p> <p><i>Moved: John Ward Second: Alison Guhl</i></p>	<i>Motion passed</i>
4.0	Priority item A – Terms of Reference	
	See 3.2	
5.0	Priority Item B – Principals report	
5.1	<ul style="list-style-type: none"> • Business Plan Lisa presented each Board member with a final printed copy. All members impressed with the presentation and Lisa acknowledged staff and Board input last year. • Lisa raised issue of large amount of communication (combined parent meetings and emails) from P&C members to School Administration, which has been time consuming and overwhelming. Quite a few projects suggested and grant applications apparently available. Lisa approved in concept at the last P&C meeting. Additional requests need to wait until next year as the school is focusing on the core business of teaching and learning. Lisa agreed to P&C Grants person to give time to grant writing for teachers at SDD. Not overloading teachers with P&C wishes, appreciated passionate P&C members. The Board fully supports that position. • 2024 Teaching and Learning update. Term 2 has had a continued strong focus on differentiation to cater for diverse needs of students. ICT – Daniel Walldorf and Jodie Reid have been appointed to lead the ICT portfolio. Daniel updated the Board on plans, currently undertaking stocktake and reorganising of current iPad and laptops. T3 both will be given time eg half a day a 	<i>noted</i>



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	<p>week to upskill other teachers and achieve better use of devices. Currently the school has 180 iPad of different ages. Ciane added how important more support in IT is for students to develop critical thinking.</p> <ul style="list-style-type: none"> 2024 Staffing update Lynne Cross on LSL Sem 2 and plans to retire end of Jan 2025. Lisa has appointed Deputies: -Sarah Kyle Mon/Tues/Wed, including Learning Support for Years 1-4. Sarah Woods appointed in Room 8 Mon/Tues/Wed. -Alison Guhl across 5 days, Learning Support K/P & Years 5/6, continue to teach ToM and HOTS across the week. -Wendy Bray Mondays and Fridays including teaching HOTS and Art *edited OSHClub update Lisa and Dagmar had progress meeting with OSHClub. They now receive very good parent feedback via their regular surveys. Numbers still need to increase. Pricing structure is changing as of Term 3 in line with all their other centres. Holiday program will run with low numbers for the July holidays but may need to move to another centre moving forward eg Carine. Photo Survey update Dagmar presented results and has passed them to Fotomakers. Comments were discussed. 	
6.0	Priority Item C	
	Financial update Dagmar provided Student Centred Funding, Salary, and Cash budget update. Bank Balance \$ 94,82.16 at EoFY 14.06.2024	
7.0	Operational Matters	
	Positive Behaviour Guidelines Lisa mentioned the continuation and cyclic update of policies and guidelines. The Behaviour Policy was somewhat punitive and outdated. Alison spoke to the Board about the process she and Sarah K have undertaken to re-write these guidelines, in collaboration and consultation with staff. Lisa mentioned the new Guidelines now focus on positive relationships, proactive and positive language, consistent approaches, restorative practice based on Poynter Way, Connect and Respect. Incorporates 6 keys of success.	<i>Discussed & noted</i>
8.0	Other Business	
	<ul style="list-style-type: none"> Use of AI at Poynter to be added to agenda for next meeting. 	



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	<ul style="list-style-type: none"> Board information on website including email information discussed. New option proposed to have form on site that allows sender to tick recipients they want to send the mail to. Draft to be created for next meeting. Lisa suggested/ requested each Board member provide a short introduction about themselves, with photo, to be added to website. All present agreed. 	
9.0	Next meeting	
	Term 3: Monday August 26 - to be open meeting. Lisa to give 14 days notice, will advise in first newsletter of Term 3.	<i>Inform community</i>
10.0	Roundtable evaluation of the meeting	<i>New chair performed function brilliantly</i>
11.0	Meeting close/adjournment	
	The meeting was closed at 8.10 pm.	

Signed (Chair)

Date: