



Poynter Primary School

GENERAL MEETING MINUTES BOARD MEETING 10 Feb 2025

	Meeting location - Staffroom	ACTIONS
1.0	Welcome and apologies	
1.1	<p>Opening by Ben Graham at 6:05pm, Acknowledgment of Country In attendance: Lisa Wade (Principal), Ben Graham (Chair), Russ Fishwick, Ciane Brown, Wendy Bray, Daniel Walldorf, Alison GUHL, John Ward, Dagmar Allen.</p> <p>Guest for 10 minutes of start of Meeting – Paul Lilburne</p>	
1.2	<p>Apologies/Absentees Steve Bank</p>	
1.3	<p>Confirmation of agenda Lisa additional item and introduced Paul Lilburne for 10 minute presentation. He updated the Board on his election commitment of \$250 000 for Poynter's Library upgrade and secured \$20 000 for Poynter Netball Club. Paul departed 6.15pm</p>	
1.4	<p>Correspondence In/Out Letter advising of works commencement of footpath on Megiddo Way</p>	
2.0	Disclosure of interests	
2.1	<p>Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be raised with the chair before the meeting to determine the appropriate way to manage the conflict. n/a</p>	
3.0	Minutes of previous meeting	
3.1	<p>Dec 2 2024 - as per attachment</p> <p>Moved as correct: <i>First: John Ward seconded: Ciane Brown</i></p>	



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3.2	<p>Business Arising: Board membership Russ Fishwick renominated for the board for 2025 as community member. Community member to be called for in newsletter</p> <p>Motion <i>If no other nominations are received the appointment of the community rep is confirmed</i></p> <p><i>First Josh Second Ben</i></p>	<i>Lisa to include nomination request in newsletter</i>
4.0	Priority item A – Communication Guidelines	
	<p>Lisa presented Communication Guidelines. Board reviewed, edited and endorsed final version of Communication Guidelines.</p> <p>Motion <i>Approve amend Communication Guidelines</i></p> <p><i>First Lisa Second Wendy all in favour</i></p>	<i>Lisa add to website and post on Connect</i>
5.0	Priority item B – Parent teacher Interviews	
	<p>Board to approve early closure of School on April 2 for Parent teacher interviews. Approval to go to Regional Office too. OSHCLUB to be advised to open early.</p> <p>Motion <i>School opening hours to be adjusted for April 2 early close at 12.10 pm</i></p> <p><i>First Lisa Second Ben all in favour</i></p>	<i>DA to inform OSHCLUB</i>
6.0	Priority item C – ANZAC	
	<p>Board to approve early closure of School on 11 April for Dawn ANZAC Service. Approval to go to Regional Office too.</p> <p>Motion <i>School opening hours to be adjusted for 11 April for 5.30 am to 12.10 pm</i></p> <p><i>First Lisa Second Daniel all in favour</i></p>	
7.0	Meetings 2025	



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	<p>Term 1: Monday Feb 10 Proposed second meeting Wk 7 – decided not required, financials to be endorsed at next meeting</p> <p>Term 2: Monday June 9</p> <p>Term 3: Monday September 1</p> <p>Term 4: Monday November 24, potential to add second meeting Term 4 as in past years.</p>	
8.0	Other business	
	Ben informed Board of P&C website now having it's own calendar of events	
9.0	Roundtable evaluation	
10.0	Meeting close/adjournment/next meeting	
	Meeting closed by at 7.55pm	