



Poynter Primary School

GENERAL MEETING MINUTES BOARD MEETING June 9 2025

TIME		Meeting location - Staffroom Present: Ben Graham, John Ward, Wendy Bray, Daniel Walldorf, Josh Hurley, Alison Guhl, Lisa Wade, Ciane Brown	Board to: <i>confirm or decide in relation to the item.</i>	Who:
6.00pm	1.0	Welcome and apologies		
	1.1	Opening, Acknowledgment of Country	✓	Chair Ben Graham
	1.2	Apologies/Absentees Apologies: Russ and Steve Liam Staltari will attend the Term 3 'open' meeting.	✓	Chair
	1.3	Confirmation of agenda	Confirmed	Chair
	1.4	Correspondence In/Out <ul style="list-style-type: none"> • OSH- to be tabled • ANZAC letters of appreciation and thanks • Confirmation of Library Upgrade funds 	✓	Chair
6:05pm	2.0	Disclosure of interests		
	2.1	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.	Note/ Decide ✓	Chair
6:06pm	3.0	Minutes of previous meeting		
	3.1	Feb 10 2024 - as per attachment Accepted: John Ward, seconded Ben Graham	Confirmed and approved	
	3.2	Business Arising: nil	✓	Chair



Poynter Primary School

6:10pm	4.0	Priority item A Principal's Report		
	4.1	2025 Teaching and Learning update, focus on grade accuracy, differentiation, collaborative planning and interrogation of data at staff and phase meetings. Discussed Term 1 parent interview feedback-very positive overall. Agreed to keep timeslots at 10minutes. Specialists? Week 9 was a good time. Continue for 2026, as per Communication Guidelines.	Inform	Lisa
	4.2	2025 Staffing update -Deputy Ad will be advertised in coming weeks.	Inform	
	4.3	Board Election/ nomination process and timeline-2 staff and 4 parent tenures ending. Some will renominate. John is stepping down after 9 years. Thank you, John! Wording of the nomination letter to contain role of the Board-no personal agendas. Board has decided to run the election process in Term 1 2026, all agreed.	Discuss /decide	
	4.4	My Principal Performance Review (PPR) is due for Term 4 with Director. 360 degree survey feedback from over 20 staff, admin, families. Use to put in reflection tool.	Inform	
6:30pm	5.0	Priority item B Data Review		
		Alison presented the On-Entry data overview-this is how Pre-primary students arrive in PP, start points for teaching. State comparison. Year 1 literacy also tested to track progress, parent meetings held. Overview of preliminary NAPLAN data, linked to teaching and learning directions. Staff reflections- "So What, No What?" Ongoing use of our software program Elastik to target teaching, bubbles, gaps.	Inform Discuss	Alison
6:45pm	6.0	Priority item C Financials		
		Financial update Accepted: Ciane Seconded: Daniel	Inform	Lisa
6:55pm	7.0	Priority item D OSHClub		
		OSHClub -Lisa and Ben provided feedback to the Board about the end of contract meeting. Last two years not as successful as initially anticipated. Discussed drop in numbers- struggled to get numbers initially due to no classroom-only UC Area which was cold. Change in staffing. Once we gave OSH Room 16 and their staffing stabilised, numbers grew a bit, but then OSH cut the Vacation Care, so many families went to Wonderland. There was little marketing to promote OSH to the wider community. Lisa has asked for better marketing to our community. Will sign one year lease for \$20 000, which is half of original offer of contract. Board agreed to put out for new tenure Term 1 2026.	Inform/ Discuss	Ben/Lisa
7:20pm	8.0	Other business		
		Use of AI at Poynter- Steve absent Ben was 'awarded' for his generosity to children and their experiments.	Discuss Note	Steve Daniel



Poynter Primary School

7:35pm	9.0	Next meetings 2025		
		<p>Scheduled Meetings: Week 7 of each term unless Board decides to change.</p> <p>Term 3: Week 7 Monday September 1 NAPLAN overview and planned future directions. This will be the 'open' meeting. Lisa to place in newsletters to families.</p> <p>Term 4:</p> <ul style="list-style-type: none"> Week 3, Monday Oct 27 This earlier meeting is to approve Contributions and Charges and proposed 2026 School Dev Days. <p>Agreed: Unanimous</p> <p>Week 7 Monday November 24</p> <ul style="list-style-type: none"> This meeting reviews 2026 projected enrolments, staffing and the class structure. The Board enjoys dinner to thank all Board members and farewell departing Board members. 	<p>✓</p> <p>Note</p> <p>Agreed</p> <p>Note</p>	Chair
7:40pm	10.0	Roundtable evaluation		
		It may be helpful to finish with the chair requesting a Board member to reflect briefly on how the meeting went or to summarise the decisions and actions resulting from the meeting.	[Note]	Chair
	11.0	Meeting close/adjournment/next meeting		
		Meeting closed 7:51pm		Chair

ATTACHMENTS WITH AGENDA:

- Minutes Feb 10 2025
- Principal's Report
- Financials