

ROCKINGHAM MONTESSORI SCHOOL

Minutes of Board Meeting

18 May 2010

Rockingham Montessori School
6.30pm

ITEM	COMMENT	ACTION
1. PRESENT	Chair: Sonja Neame Vice Chair: Wayne Wrigley Secretary: Sarah Youngson Board Members: Christine Comer, Brad Drabsch Teacher In Charge: Penelope Hollingsworth Staff Representative: Sharon Collins	
2. APOLOGIES	Penelope Hollingsworth	
3. DECLARATION OF CONFLICT OF INTEREST	Nil	
4. MINUTES OF PREVIOUS MEETING	Accepted by all	
5. MATTERS ARISING FROM PREVIOUS MINUTES	5.1 Duty of care for afternoon sessions – carried over until next meeting in PSH's absence 5.2 TIC performance review – to be completed early July/end June by BD and SN. 5.3 Board agrees to fund PSH attending Heads Retreat.	SN/BD to action PSH to organise
6. CORRESPONDENCE	Incoming: Nil. Outgoing: Nil	
7. Chair report	Report accepted. 7.1 SN to meet with Kylee MacDonald to further corporate sponsorship. 7.2 Discussion re provision of laptops to all teachers. Family First Grant round will be announced in July 10. 7.3 eMAZE to be paid for out of Building Fund Administration costs.	SN CC to follow up SN to facilitate purchase and installation.
8. Marketing	8.1 BD reiterated importance of internal marketing.	

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9. Teacher in Charge	<p>Report accepted</p> <p>9.1 Extension of TA hours approved by Board.</p> <p>9.2 Re reporting on student numbers – TIC to report on student numbers, student movements. Treasurer to record student numbers in projections spread sheet to ensure a longitudinal view.</p>	PSH/BD
10. Governance	<p>Wayne Wrigley joined the meeting.</p> <p>10.1 Board evaluation – discussed. Board is taking positive steps to address weaknesses.</p> <p>10.2 Main skill weakness on board identified to be marketing. Board to actively recruit board member with these skills</p> <p>10.3 Strategic planning day – board discussed difficulties in finding an appropriate day for all staff to attend. Proposed date (19 July 2010) are suitable for teachers, but TAs will be busy preparing classrooms. PSH to approach fellow Montessori Principals to research possible facilitators. SY to contact MAF re other possible facilitators. Board suggested that BD open Strategic planning day with forecast presentation.</p>	<p>SY to meet with parent with marketing background</p> <p>SY to follow up with AISWA and MAF.</p> <p>PSH to then discuss with other principals whether facilitators are effective.</p>
11. Treasurer	<p>11.1 Board discussed staff wages.</p> <p>11.2 Board discussed proposal for fee discount for 2011 fee payment by 30th Nov 2010. Carried over to future meetings.</p> <p>11.3 Board discussed cash flow in Dec/Jan and managing this period when no tuition fees are incoming.</p> <p>11.4 Board accepted unanimously the proposed budget for 2010.</p> <p>11.6 Invoices and grants process/procedure discussed. SN is to develop a simple procedure to be adhered to by all finance officers. All building fund invoices are to be co-signed.</p> <p>11.7 Finance Officer – Recruitment is in process. A number of references have been received to the Treasurer gmail address. Leonie is assisting in the process, including shortlisting the applicants. Leonie suggests that the position is parttime.</p> <p>11.8 Monique's probationary period is due for review. PSH and SN are continuing with this process.</p> <p>11.9 2011 budget projections to be presented by next board meeting.</p> <p>11.10 Re non-fee paying families - Monique is setting up a spread sheet to identify non-payments. Questions were raised re non-payment of fees from families last year.</p>	<p>BD to facilitate</p> <p>SN to develop procedure</p> <p>Leonie to advise of candidate shortlist and consult with BD</p> <p>SN/PSH to continue process</p> <p>BD to develop projections</p> <p>BD to follow up</p>

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	<p>11.11 Board discussed and acknowledged Auditor's recommendation letter.</p> <p>11.12 Board requested that Treasurer identify the time PSH spends doing relief duties to assess the cost benefit.</p>	BD to follow up
12. Policy Report	12.1 Playgroup Policy ratified by Board.	
13. Safety Report	<p>13.1 WW expressed concern that gate to car park is not working effectively. CC to arrange for a sign on the gate to request parents to close gates.</p> <p>13.2 Scooter etiquette discussed. WW proposed that scooters and skateboards be banned for use at school during school hours due to safety issues. Bicycles must be walked in the school premises. Board agreed unanimously.</p> <p>13.3 WW to develop OH&S policy.</p> <p>13.4 WW to develop a list of risks to the school which will assist in development of strategic plan.</p> <p>13.5 WW identified issue with Friday staffing for teachers.</p> <p>13.6 WW requested that PSH and CC identify how the safety and welfare of staff and students may be impacted by the new building. CC/PSH to request that all contractors provide information to the school re any potential risks to the school.</p> <p>13.7 WW requested that PSH provide a list of incidents in her monthly report.</p>	<p>CC to manage</p> <p>SN to discuss with PSH</p> <p>WW to develop policy WW</p> <p>SN to discuss with PSH SN to discuss with PSH</p> <p>WW to discuss with PSH.</p>
14. BUILDINGS, GROUNDS AND MAINTENANCE REPORT	<p>14.1 Board discussed re-introduction of Building Levy to the value of \$200 per family, as a tax-deductible donation. CC suggested that levy be held off until new building is in situ, and then donations called for to pay for specific items. Board agreed unanimously.</p> <p>CC and Sharon Collins left the meeting.</p> <p>14.2 Board discussed importance of accurately attributing invoices to the Building Fund.</p> <p>14.3 Board requested that CC provide advise re her upcoming holiday with respect to the new building. It may be appropriate to employ a site supervisor for the period of her absence.</p> <p>14.4 Board discussed the need for a maintenance schedule to be developed to ensure ongoing maintenance of the existing buildings.</p>	<p>SN to discuss with CC</p> <p>CC to develop</p>

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15. Filing of reports	15.1 Board agreed that Secretary forward all reports to Admin officer for filing. 15.2 SY to review Board confidentiality agreement and liaise with WW re developing a document suitable for all staff to sign as part of their contract at RMS.	SY/WW to review
16. AGM	16.1 Board discussed process of notifying membership re AGM, including call for nominations. Members to be notified in next week's newsletter.	SY to facilitate
17.		
18. OTHER BUSINESS	18.1 AISWA representative attended the school last week to discuss TA wages. Board requested further information re this visit.	SN to discuss with PSH
12. NEXT MEETING	Next Board meeting 9 June 2010, 6.30pm. AGM 15 June 2010, 7.30pm.	

Signed by Chair: _____ Date: _____