

**Minutes of a meeting  
Epsom Normal Primary School  
18 November 2009**

Agenda Item	Action/Person Responsible	Decision/Actions
Apologies Present In Attendance	Adrian Dale Richard Adams, Jane Cavanagh-Eyre, Shawn Creamer, Michael Worth, Shona Harvey, Lynley Sheweiry, Matt Riesterer, Gita Jayaram Kay Wight, Shelley Quinlivan, Therese Bakker, Tony Burkin	
Minutes from the Previous meeting	Moved, seconded	Matt, Shawn
Matters arising	Returning Officer for 2010 BOT Election – to be carried over until the December meeting	
Correspondence Inwards Outwards	WHK re Statutory Annual Audits STA News October Nil	
In Depth Review Strategic Priority Area 2 Student Achievement Data	<p>Introduced by Jane Cavanagh-Eyre Presented by Therese Bakker who reported the results for the year supported by Shelley Quinlivan and Kay Wight. (See report)</p> <p>A large majority of children are achieving well in writing and reading For those who are below there is a clear explanation as to why Recommendation to carry on with Gaye Byers Maths – clear improvement shown by all children Discussion Points Testing methods of asTTle and Probe explained Variance in the difficulty of asTTle</p>	Student Achievement Report is available to view in the office as a hard copy.

	tests Maths testing 1:1 oral test Variety of testing methods supported by BOT Michael Worth thanked the Deputy Principals for their work in analysing and compiling the data		
Principals Report	<p>Presented by Jane Cavanagh-Eyre Update on curriculum for 2010 – document to be presented at the December BOT meeting</p> <p>Moved, seconded</p> <p>Culture Survey Analysis distributed to the BOT and was explained by Tony Burkin (Interlead Consultants)</p> <p>Discussion points Interpretation of questions Structure Interpretation of results, where next</p> <p>Michael Worth thanked Tony for his presentation and input. Moved, seconded</p>	Jane/Gita Gita	Richard
Report from Sub-Committee Finance	<p>Presented by Jane Cavanagh-Eyre</p> <p>Audit requirements Policies in progress Credit Card signoff That the finance committee approve the signoff of Jane Cavanagh-Eyres credit card.</p> <p>Discussion Points Chess Depreciation</p>	Michael/Matt seconded Carried tt/Lynley	Moved, Ma

	<p>Donation Trips &amp; Cultural for 2010</p> <p>Proposal Shawn gets a quote for fibre to the road</p> <p>The Budget for 2010 to be presented to the BOT at the December meeting</p> <p>Moved, seconded</p>	
Report from Sub-Committee Personnel	No report this month See Principal's report	
Report from Sub-Committee Property	<p>Presented by Richard Adams John Jacka (Property Manager) report tabled Discussion Points Project Manager Recommendation that the Greenstone Group be appointed Swimming Pool – not enough interest Motion: That the school does not go ahead with hiring out the school pool for the summer of 2010. Stone wall to be reassessed Moved, seconded</p>	Gita/Matt Richard/ Matt Carried
Update from PTA	No update this month	
Enrolment Scheme	Presented by Michael Worth Awaiting contact with the Chairperson from Kohia Terrace School	
Board Development	<p>Succession Planning – Approach parents Proposal that we look to co-opt prior to the election – identify 2 people Proposal that we move to stagger the BOT election process – Michael Worth to investigate</p>	
Policy Review	The Finance Policy is the next policy to be reviewed	
Board Year End	Budget Curriculum BOT morning tea 16	

	December The meeting went into committee at 9.37pm	
	Ratified Heather D'souza and Selina Kung as permanent - Staff placements for next year	Michael and Gita carried