

# CREANEY EDUCATION SUPPORT CENTRE SCHOOL BOARD

## MINUTES

DATE:	Tuesday 17 March 2020	CHAIR PERSON:	Kane Moyle
TME:	6:30 pm	LOCATION:	Staff Room
ATTENDEES:	Tab Farrant, Kane Moyle, Karin Green, Cat Marcoolyn, Nicole Jamieson, Ellisa Whittington	APOLOGIES:	Jennifer Andrews, Rona Dean, Rebecca Stanton,

TIME	ITEM	ACTION
1.0	<b>Welcome</b> The meeting was opened at 6:35 pm.	
1.1	<b>Community Representative</b> Elissa Whittington introduced to Board and thanked for her willingness to take up the community representative role. Elissa works as an OT for a therapy provider and has been a mentor for university students on the Autism Spectrum. She will have much to contribute to the Board. Rona Dean was thanked for her contribution. Her dedication to the Board and her willingness to run KeyWord workshops in her own time was much appreciated.	Letter of thanks to be sent to Rona
1.2	<b>Parent Representative</b> The need for a new Parent Representative to replace Tab at the end of the year was discussed. Board members will actively recruit parents. Once the current health crisis is over, social/network events will assist with this.	Board members to speak to parents Newsletter items
1.3	<b>Police Clearance</b> Board Members were reminded of the need for Police Clearance from the Department of Education. This is free and instructions are included in the Induction Pack. Please forward copies to Cat.	Board members to forward copy of clearance letter to Cat.
1.4	<b>Minutes of Previous Meeting</b> Accepted as a true and accurate record.	
2.0	<b>Principal Report</b> (see attached circulated prior to meeting but with updates in red)	
2.1	<u>CoVid19 update</u> (see attached as presented at meeting) Cat outlined the directive, advice and support coming from the DoE (Department of Education). Increased safety and hygiene processes in place currently were discussed and parent feedback sought regarding continuing with therapy provision and cooking programs. After discussion, in the light of increased visitor vigilance procedures, it was decided to allow therapy with regular review. Cooking programs will be discontinued for the time being and independence programs will focus on self-care and hygiene skills.	Cat to keep school community updated and monitor the situation regularly.
3.0	<b>Annual Report</b> (draft content circulated prior to meeting) Members are asked to forward feedback/questions/corrections to Cat by the end of the week to allow for formatting of the document in time for Department deadlines.	Feedback to Cat by 23 March

<b>4.0</b>	<b>Business Plan</b> Megan Moyle is putting the final touches to formatting of the Business Plan in readiness for publication. Megan has put lots of work into the design of the document and we are very grateful. It is looking wonderful. <u>Operational Plans for 2020</u> Yearly Operational Plans articulate the specific strategies, resources and goals that will be targeted during each of the 3 years covered by the Business Plan. Staff have begun the projects identified for 2020, although the current situation has delayed some of the activities and professional learning opportunities.	Cat to forward final copies to Board Members.
<b>5.0</b>	<b>Delivery and Performance Agreement</b> Is not available yet. Lisa Rogers (Director-General) has signalled her intention to change these slightly. The process of School Review is also being updated to be more responsive and reflect the varying needs of schools.	Cat to forward to members once available
<b>6.0</b>	<b>Financial Reports</b> 2020 Funding is still an estimation and will be finalised this week hopefully. 2020 Budget (as approved by the Finance Committee) was tabled. Highlighted columns reflected new cost centres created to support priority areas in Business Plan.	
<b>7.0</b>	<b>Board Self-Reflection</b> Plans to schedule term 2 meeting in the morning as Open Public Meeting to encourage parents postponed till term 4. Difficulties engaging parents in the school and ways of helping them to socialise and support each other were discussed but will also need to be postponed.	
	Next meeting (16 June)	