

**Golden Bay Primary School  
School Board  
Minutes**

**Date: 24 March 2015 at 6pm**



**Purpose Statement**

Our purpose is to act ethically and with integrity in the governance of the school within the legislated accountability framework.

**Chairperson:**

**Minutes:** Kristy McGregor

To be held at Golden Bay Primary School, 9 Thundelarra Drive, Golden Bay.

**Members:** Rod Allen, Jacque Cooper, Kylie Flannery, Peta Lawrence, Russell Newbound, Sara Metalli, Karli Shuard, Vanessa Wicks.

**Apologies:** Vanessa Wicks

Agenda	Time /Person	Discussion/Progress Report & Actions
1. Welcome	1 minutes	Rod welcomed the School Board members to the School Board Meeting.
2. Business Arising	30 minutes	<p>Terms of reference have been emailed to all School Board Members. Peta proposed that these be voted on to be accepted.  <i>Moved:</i> Peta Lawrence  <i>Seconded:</i> Rod Allen  <i>Accepted unanimously</i></p> <p>Previous minutes amended at Point 5 – seconded by Vanessa not Rebecca.</p> <p>Student Census – at the start of term 2 we will have 191 students enrolled. School Board members were presented with student and class numbers.</p> <p>Electronic parent notification has been implemented, thank you Russell.</p> <p>P&amp;C Association was successfully formed and the first meeting for P&amp;C was Wednesday 18 March 2015. Richard Brand from WACSO attended the meeting to inform the P&amp;C of their role. P&amp;C cannot set up a bank account until it is fully incorporated which will take 6-8 weeks. Fundraising can begin then.</p>
3. Acceptance of previous Minutes	3 minutes	<p>Rod Allen proposed that the School Board Members accept the previous minutes.  <i>Moved:</i> Rod Allen  <i>Seconded:</i> Kylie Flannery  <i>Accepted unanimously.</i></p>
4. Finance	15 minutes	<p>The School Board was presented with the Comparative Budget Report by Kristy McGregor and was also shown through the Student Centred Funding website. Peta explained that not all figures are populated at this stage as the March End of Month processing had not been</p>

		<p>processed. Once this is processed the Cash area will have figures. Peta also advised the School Board that the school purchasing card in Kristy McGregor's name has had fraudulent transactions debited to it and the card has been cancelled for this reason. ANZ has been notified and a Transaction Dispute form has been submitted. Department of Education Finance Directorate Finance Consultant Henry Van Vugt and Strategic Contracts and Procurement Steven Eagland have also been advised.</p> <p><i>Moved: Peta Lawrence</i>  <i>Seconded: Kylie Flannery</i>  <i>Accepted unanimously.</i></p>
<p>5. Assessment &amp; Reporting Policy</p>	<p>10 minutes</p>	<p>Peta explained the Assessment and Reporting Policy. The Department of Education has an Assessment and Reporting Policy which has informed the Golden Bay Primary School Assessment and Reporting Policy. Moderation will support teacher judgements against the standards at our school and across schools in our system. Some moderation work will be done with schools in the CBPLC network. Assessment should be purposeful and should make a positive contribution to student learning. It should be integral to teaching and learning. Discussed the statement re: inclusion. Reporting – designed to give parents and community members an overview of what to expect in each term. Additional parent meetings will be scheduled as required.</p> <p><i>Moved: Peta</i>  <i>Seconded: Rod Allen</i>  <i>Accepted unanimously.</i></p>
<p>6. Draft Business Plan</p>	<p>15 minutes</p>	<p>This was not emailed as the attachment was too large. Peta gave the School Board members time to read over the Draft Business Plan before going in to further detail and showing examples from other schools. The targeted audience is inclusive of parents, the community and Department of Education staff. Discussed School Self-Assessment as an important part of the Draft Business Plan.</p> <p>Peta also presented the School Board with a copy of the Principles of Contemporary Quality. Peta would like these to be a part of our thinking.</p> <p>Peta gave all SB Members a copy of the National School Improvement Tool. Understanding what the kids need now and in the future influences what we do and how we do it.</p> <p>Peta asked for further feedback via email by the end of week 1 in term 2 so that the Business Plan reflects the input from the committee before being finalised and sent to the printers.</p> <p>Karli agreed with the feedback via email and then have a meeting if Peta feels it is required.</p>

		<p>Peta has obtained one quote for the production of the Draft Business plan in the same format of the Prospectus - \$3200 for 50 copies.</p> <p>Karli suggested the possibility of having a parent who is a graphic designer produce the Draft Business Plan. Peta asked that Karli speak with Anton's mum to see if she would be interested in quoting for the job. Peta did explain that the quote would need to be competitive against other quotes.</p> <p>Peta will remove the pictures from the Business Plan and email to School Board members for their input. Peta will then collate and forward the comments to the SB members and decide if a meeting is necessary.</p> <p><i>Moved:</i> Peta will email all SB Members with guidelines for feedback by Monday 20 April 2015. Tuesday 28 April at 6pm as a tentative 1 hour meeting to discuss the DBP.</p> <p><i>Seconded:</i> Rod Allen <i>Accepted unanimously.</i></p>
<p>7. General Business</p>	<p>10 minutes</p>	<p>Karli Shuard asked if the watering times of the sprinklers can be changed so they are not coming on when school starts and finishes. Requests for changes have been made. Kylie advised that she has noticed the sprinklers were coming on outside of these times.</p> <p>Karli Shuard asked that the School Uniform Dress Code be added to general business. Karli would like an explanation why leggings cannot be worn.</p> <p>Peta explained that the Dress Code had been approved by our School Board and discussed potential problems with older girls wearing leggings. Tights are acceptable to be worn under skorts/shorts/skirts. Peta explained that students are reminded of the school dress code if they are seen wearing items of clothing other than what was approved.</p> <p>Kylie said that she has heard a lot of positive comments about our school and staff around the school grounds and noted that there is a lot of positive energy.</p> <p>Jacque said that the teachers are bonding well and are moving towards the same goals and there is a lot of high energy around the staff. Feedback from outside the school for example at Professional Learning forums has been very positive.</p> <p>Peta noted that we are already building staff capacity and empowering staff with some staff attending professional learning re: leadership with Russell and Jacque. All staff attended KAGAN professional learning prior to the commencement of term 1. This year will have a heavy professional learning load as a new school. 2016 will see staff passing on their knowledge</p>

		<p>with more in-house professional learning.</p> <p>Rod brought up the absence of signage at the front of administration. Peta explained that a conduit has been installed so that an electronic sign can be erected at the front of the school. Rod suggested that the P&amp;C could be involved with the fundraising for this.</p> <p>Kristy to check the date for the Tuesday Week 8 of each term and advise School Board Members.</p>
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Next Meeting: 9 June 2015 at 6pm  
Future Meetings: Term 3 Tuesday 8 September 2015 at 6pm  
Term 4 Tuesday 1 December 2015 at 6pm

Meeting closed: 19:52 hours.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

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