



**Golden Bay Primary School
School Board
Minutes**

Date: 09.06.2015 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: Rod Allen

Minutes: Jacquie Cooper

To be held at Golden Bay Primary School.

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

Apologies: Kristy McGreggor

Agenda	Time /Person	Discussion/Progress Report & Actions
1. Welcome and meeting purpose, protocols and norms	Rod 5 minutes	<ul style="list-style-type: none"> • Rod read out the meeting purpose statement and revisited the norms of the board. • Rod asked that any questions or topics not on the agenda be raised during general business.
2. Business Arising	Rod 30 minutes	<ul style="list-style-type: none"> • Quotes for Business Plan development were not received from parent as suggested in previous meeting, however two quotes were sought. Rod thanked the members for their consultation on the content of the Business Plan. The Business Plan has now been printed and distributed to board members.
3. Acceptance of previous Minutes	Rod 3 minutes	<ul style="list-style-type: none"> • Moved: Rod Allen • Seconded: Vanessa Wicks <p style="text-align: center;"><i>Accepted unanimously</i></p>
4. Incoming Mail	Peta 5 minutes	<ul style="list-style-type: none"> • Peta – electronic signs for the front of the school. This will be taken to the P&C for targeted fundraising efforts in 2016. • Peta – Peta has been in conversation with Youth Care. A half day per week can be arranged at no cost to the school however we have also received a quote for a full day per week. The total cost to the school was subsidised by Youth Care leaving \$3657.50 (inc GST) to be paid by the school for Semester 2, 2015. The school does have funds available to cover this modest charge. Moved to General Business for further discussion. • Thundarra Drive traffic – concerns raised by parents has been followed up by Peta. The Rockingham City Council surveyed over a year ago. The result reflected average traffic volume. The Principal has requested a further survey as the traffic volume is believed to have changed significantly. This may lead to a crossing attendant if the traffic volume indicates a need.

		<ul style="list-style-type: none"> Peta will also follow up with Main Roads regarding flashing speed limit signage for our school zone. <p><i>Action: Peta</i></p>
5. Finance	15 mins	<p>Peta discussed finance statements. Comparative budget accompanied by a fact sheet titled <i>Understanding the Comparative Budget Report</i>. Cost lines discussed in more depth and requiring some adjustment before fixing the budget following growth funding included:</p> <ul style="list-style-type: none"> - C1805 - C3205 - C3005 - ZZZZ - Reserve Accounts <p>OSH club facility hire was used to cover the cost of gymnastics in 2015</p> <p>Curriculum Budgets will be spent each year to benefit the kids enrolled at GBPS in that year.</p> <p>Karli asked about D5420 - Ipad purchases were explained.</p> <p>It was noted that the massive water bills and possible adjustments to the school budget for utilities were being followed up with the Finance Director in Central Office.</p> <p>Peta moved that the Comparative Budget be accepted as an accurate account.</p> <p>Moved: Rod Allen Seconded: Kylie Flannery <i>Accepted unanimously</i></p> <p>Cash Report and fact sheet was discussed by Peta. The School Board agreed that both the Comparative and Cash Reports be tabled for the remainder of 2015. This transition period will assist with using the Cash Report only for 2016 onwards.</p> <p><i>Action: Peta and Kristy</i></p>
15 Business Plan	15 minutes	<p>Feedback invited by Rod. Board suggested it was reader friendly and flash. The Board was thanked for their input and thorough feedback. Peta further expanded on the Classrooms First links to Golden Bay PS Business Plan.</p> <p>It was suggested that the Business Plan now be distributed to all parents.</p> <p>Moved: Rod Allen Seconded: Vanessa Hicks <i>Accepted unanimously</i></p> <p><i>Action: Peta</i></p>
16 Principal's Report <ul style="list-style-type: none"> DPA Board Statement of Expectation Board Statement of 	10 minutes	<p>School Board to sign off on the Agreement commonly called the Delivery Performance Agreement (DPA) - circulated to the Board last week.</p> <p>The Department and the School are the two parties. The Agreement was discussed noting that the Department of Education represented by the Director General is one</p>

Intent

party to the agreement with the school represented by the Principal as the other party. The Board Chair and Principal work together to carry out its duties on behalf of the School Board members and school community to benefit the students. Our Business Plan aligns with Classrooms First and the Agreement making this achievable for the Board and staff.

Chairman signed the DPA along with the Principal which will be now forwarded to Director General for signature. A signed copy will be returned to the school and one retained in Central Office.

The Board *Statement of Intent* has been also been finalised - previously circulated to the Board last week. This statement will be forwarded with the DPA and Business Plan to the Director General.

Peta proposed that the Board accept that the DPA, Business Plan and Statement of Intent be forwarded to the Director General.

Moved: Rod Allen
Seconded: Karli Shuard
Accepted unanimously

Action: Peta

IT consultant has now been employed one day per week. Tier 2 service costing the school \$26 000 for a 12 month contract, (June to June). This has been achieved as part of the network cluster using Datacom. The advantages include several higher tiers that our consultant can engage as required by school needs.

Down South Therapies – Kindergarten students have been screened for speech. Staff have now been briefed by the Speech Therapist and supplied with training and support packs for their use with students.

Sensory needs will also be explored and training provided for staff in Term 4 of this year. Speech undergraduates will also be placed on prac at Golden Bay Primary School in future years to support their development and provide mutual benefit to the school.

Peta has been exploring The School Volunteer Program – mentors in the school as well as general helpers for the school. The organisation provides all the screening and training.

Safety House – Jason Santospiritos organised the signs for our school and Humberto Folch installed them. Jason is looking for a parent who would like to be the School Safety House representative.

Positive Partnerships (PP) – Russell Newbound and Cyndi Steel have attended the PP Professional Learning. Their work with staff in this area will support children on the Autism Spectrum – Russell and Cyndi will work with the staff and provide a resource to assist staff support students with ASD. This system will streamline support for the student as they transition across years.

The model may then be used to create a similar resource

for other diagnosed conditions in our school.

Canberra Study Tour – a briefing as held earlier tonight. Information was shared with parents about what to expect. Students will travel in August. Tours are tailored to student audiences. Curriculum covered includes: The Arts, Sciences, Physical Education and Civics and Citizenship with visits to the Australian Institute of Sport, Questacon, Parliament House, The War Memorial, Lake Burley Griffin Visitor Centre, Telstra and much more. Trina and Russell will accompany the students. It is planned to run each year, providing the parents and the Board remain supportive of the Study Tour for year 6 students.

Tim Tyrie and Jacquie have been running the Chior. They are currently very enthusiastic and working towards a performance. Piano is currently in the school with guitar planned to commence in Term 3.

Humberto Folch was a former Peruvian professional soccer player who is qualified to coach our kids. He has extensive documented experience in coaching kids and is passionate and committed to our school. This is on a volunteer basis. WWCC and police clearance has been provided to Peta.

Footy and Netball training has been occurring on Tuesday afternoons. Matt, Adam and Alyssa were congratulated for providing this opportunity for students.

Tree planting activities was attended by year 4 students linked to Aboriginal Heritage, Sorry Day and the City of Rockingham's sustainability project.

A science sustainability project is being undertaken under the expertise of Sara Metalli (parent, School Board member and Environmental Scientist). This project will provide an opportunity for scientifically minded students to collect, classify and propagate coastal plants.

Peet Ltd have sponsored the footy jumpers. We are currently seeking sponsorship for the soccer jumpers.

P&C Association was congratulated on their recent letter advising that they are now an incorporated body. Congratulations is extended from Peta and the School Board.

Gymnastics has been paid for by the funds from the OSH club. The Board were asked for feedback – all positive.

Akedo was been suggested as a possible martial arts program if the school looks to pursue another program. Russell explained the Rock and Water program to the Board. Russell is trained to deliver this program. He currently uses the program with selected students. Rock is symbolic of strong, firm and unrelenting. Water represents going with the flow and taking the path of least resistance. This philosophy fits with Positive Behaviour Support at Golden Bay PS. Rock and Water is researched based in over 30 countries. Peta noted that other staff members would be trained in Rock and Water if we decide to proceed with this type of program in 2016 – depending on student needs.

		<p>The Board members congratulated the school on how many programs are up and running in the school in this first half of the year.</p> <p>Sara enquired about the School Website. Peta noted that the website is now ready and should be up and running by next week.</p>
<p>7. General business</p>	<p>10 minutes</p>	<p>Youth Care – the Board requests that the use of the Chaplin be tracked. Peta explained this is a part of the school process. It was noted that this is not a religious program or scripture lesson.</p> <p>\$3657.50 is the cost including GST for the remainder of the year for one day per Chaplain funding proposed by Peta Lawrence Seconded by Kylie Flannery All in favour</p> <p>Dates for 2016 to fit with generation of Financial Cash Report: Tuesday following the 10th of the Month. Term 1 – 15th March Term 2 – 14th June Term 3 – 16th August Term 4 – 15th November</p> <p>Proposed by: Peta Lawrence Seconded by: Karli Shuard <i>Accepted unanimously</i></p> <p>Board asked what is included in a sponsorship arrangement. Peta explained the shirts will be similar in colour to the Footy tops that are part of the uniform. Company logo will be on a panel on the shirt and possibly the sleeve. The school will note the sponsorship of the company in the newsletter, on Facebook and at the assembly with a presentation of a piece of art work.</p> <p>Cake stalls were discussed in relation to healthy eating options. Duration of the cake stalls will only be fortnightly over 6 weeks (three shops). Parent responsibility discussed. The Board is in support of the Cake Stall given the short timeframe.</p> <p>The Board congratulates the P&C on the fundraising efforts.</p> <p>Sara asked about the possibility of a school song. It was noted that we have a singer songwriter booked to work in the development of our school song with students next term.</p> <p>The Board congratulated the Head Girl as being a great ambassador for the school.</p> <p>The Board praised the school and noted that the students are really enjoying attending Golden Bay PS.</p> <p>Vanessa noted that the different communication modes of communication are also appreciated.</p>
<p>Next Meeting: Term 3 Tuesday 8 September 2015 at 6pm</p>		

Future Meetings: Term 4 Tuesday 1 December 2015 at 6pm

Meeting closed: 7:30pm

Signed: _____
Chairperson

Date: _____