

**Golden Bay Primary School Board
SCHOOL BOARD MEETING
Minutes**



Date:	21 March 2017
Time:	6:00pm
Place:	Golden Bay Primary School – Conference Room

Purpose Statement

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

Board Chairperson: Vanessa Wicks

Secretary: Kristy McGregor

Members: Adam Eaton, Kylie Flannery, Peta Lawrence, Michelle Nash, Russell Newbound, Sara Metalli, Karli Shuard, Vanessa Wicks.

Co-opted Member - P&C Representative: Linda Moore

Apologies: Linda Moore, Kylie Flannery

Item	Time & Person responsible	Discussion & Actions
1. Welcome	3 minutes Board Chair	School Board Chair welcomed Board members.
2. Apologies	1 minutes Secretary	Kylie Flannery and Linda Moore
3. Introduction to Deb Cunningham School Chaplain	10 Minutes Principal	Peta introduced Deb Cunningham to the School Board and explained the work that Deb does at Golden Bay. Deb works for <i>YouthCare</i> who place Chaplains in Public Schools. Focus is on social, emotional, mental and social wellbeing of students and staff in addition to helping students to reach their potential academically and in the home environment. Mandate is to respect all people equally. There are two models of Chaplaincy- 1. Support of one day or less. 2. In-School Chaplaincy which is 2 days or more per week. Deb has been a Chaplain for 9 years and previously worked in Administration in the Education Department. Deb also works alongside our DSTA Aide Gill

		<p>Lofthouse. Deb's work covers a broad spectrum of issues where she works with the individuals as well as with small groups. Deb offers a listening ear with no time constraints. All parents must provide permission for Deb to speak with students. If parents have not given permission Deb refers to the Executive Team to obtain permission from the parent if a need arises for her to speak to a child. Deb currently has 40 students she sees on a semi-regular basis at Golden Bay PS. In Term 2 Deb will introduce the Rainbow Program which is supports children who have experienced a life altering loss or crisis such as death, divorce, separation, adoption, living in with a foster family, home life where a family member has been deployed, FIFO work, or a catastrophic community crisis. The Rainbow Program is run over 5 sessions with groups of 5 students an hour at a time. Deb has 36 possible candidates. The Rainbows Program is also requires parent permission and the content covers such things as self-esteem, confidence, emotions, anger, belonging, endings & beginnings, reaching out for help or giving help. Mantra: mentor, encourage, report, refer. Deb is available for all students, parents, staff members and families – a listening ear in a time of need.</p>
<p>4. Review of actions and business arising from previous meeting</p>	<p>10 minutes Board Chair</p>	<p>Peta invited and introduced Deb Cunningham to the School Board as above.</p> <p>As requested Kristy removed 'Draft' from the School Board Self-Assessment Tool and forwarded to the School Board Members.</p>

5. Incoming Mail	10 minutes Board Chair	<p>Dr Kenneth Parker from Port Kennedy PS sent an email to Peta requesting attendance at a GBPS School Board Meeting and the opportunity to work collaboratively. Peta replied to Dr Parker that all members of the community are welcome to attend and advised that the email would forwarded to the School Board Chair be presented at the School Board Meeting.</p> <p>After discussion between the School Board Members there was agreement that Dr Parker be sent an invitation to attend meetings. Peta suggested inviting Dr Parker to the next School Board Meeting for both a general conversation and an outline of what he expects from the collaboration.</p> <p>Action: Peta to contact Dr Parker via email and invite him to the June School Board Meeting.</p>
6. Proposed Motion & Resolution Acceptance of minutes of previous meeting	2 minutes Board Chair	<p>Proposed: Vanessa Wicks Seconded: Peta Lawrence Accepted: All in favour</p>
7. Board Chair's report and update	10 minutes Board Chair	<p>Vanessa asked the Board to refer to their files and discussed briefly the key documents regarding Governance of School Boards, The Public Sector requirements , roles and responsibilities, accountability of Board and its Members (page 17), the Code of Conduct, Terms of Reference, and the School Board Policy and Information Package. SB Group Norms were discussed and all Members were happy to retain the current Norms.</p> <p>Action: Members to let Peta know if they require any of the contents of the file replaced.</p>
8. Principal's report and update	10 minutes Principal	<p>Peta presented the Principals Report (attached).</p> <p>In addition to the Principal Report Peta would like to thank our P&C who raised \$6000 for the Canberra</p>

		Study Tour.
9. Financial Report	10 minutes Manager Corporate Services	No financial reports were presented as the School Resourcing Operational Dashboard is currently unavailable (from Thursday 16/30/17 at 4:00pm).
10. P&C Report	5 Minutes Linda Moore	Vanessa spoke on behalf of Linda Moore. 2017 has seen a larger group of P&C members. This means the workload will be shared among more people. Pink Stumps Day is 29 March and P&C are holding a sausage sizzle. Subway lunch orders will continue. The goal of P&C this year is a board to display the funds the P&C has raised. P&C have also been involved with Peet Events and a number of sausage sizzles have been run within the community on weekends.
11. NAPLAN Online	15 minutes Michelle Nash	Marilyn McKee from SCASA spoke with school staff re: NAPLAN online on the School Development Day. Michelle discussed the research behind it and what we need to do to get prepared for NAPLAN Online. Michelle presented a short presentation re: NAPLAN Online which will be in place from 2018 at Golden Bay PS. The school needs to ensure the resources eg computers, iPads etc are ready for NAPLAN Online. Marilyn will provide professional learning to teachers as required to ensure their readiness. Students are being prepared to ensure they have the ICT skills and general capabilities required. A skillset has been developed for students from Pre-primary to year 6. NAPLAN Online gives better assessment and a much clearer and more precise result with a faster turnaround of results. Michelle presented a short clip to

		further explain NAPLAN Online.
12. Proposed Motion & Resolution	Moved by	
12.1 Golden Bay PS financial statement was accepted by the School Board.	1 minute Principal	Proposed: Principal Seconded: Adam Eaton Accepted: All in favour
13. General Business 13.1 School Board Elections 13.2 School Board Self-Assessment 13.3 WA Teaching Awards	Board Chair	<p>13.1 School Board Members are subject to re-election at 3 years. This will be discussed further in Term 3. Karli has advised that there is a possibility that she will not re-elect to be a Member. Vanessa would like to continue as Member and Chair if so elected. Adam Eaton and Sara Metalli are happy to remain as a member as well as. There will be a refresher on School Board Training, Peta will advise when the next training is available.</p> <p>Action: Peta will enquire about School Board Member Training or can conduct the training if necessary.</p> <p>Action: Kristy to add Agenda Item to Term 3 meeting re School Board Elections.</p> <p>13.2 School Board Self-Assessment. Vanessa and Peta highlighted some areas of the Self-Assessment tool.</p> <p>Action: School Board Members are asked to read the Assessment thoroughly and score accordingly. Any queries will be addressed in depth at the next School Board meeting.</p> <p>The School Board will look at the Self-Assessment as a School Board in Terms 2 and 4.</p> <p>Proposed: Principal Seconded: Karli Shuard Accepted: All in favour</p>

		<p>13.3 WA Teaching Awards. Vanessa would like discussions to begin to nominate teachers for the WA Teaching Awards. Peta fully supports the School Board in selecting teachers who the Board would like to nominate. Vanessa supports the School being nominated.</p> <p>Peta suggested that the School Board Members contact Vanessa if they would like to nominate a teacher. Adam would like guidance from the Executive Team in terms of nominating teachers he doesn't know. The Executive team are happy to provide that feedback. Peta suggested Survey Monkey to be sent to parents with a yes or no answer if they would like to nominate the teacher that teaches their child/ren.</p> <p>Action: Vanessa to look at the timescale for the Awards.</p> <p>13.4 Councillor Chris Elliott. Peta asked if the School Board would like to welcome Cr. Chris Elliott to a School Board Meeting? Vanessa knows Chris through the Golden Bay Progress Association Newsletter.</p> <p>Action: Peta will contact Chris to invite him to a School Board Meeting</p>
14. Meeting close	Board Chair	Meeting closed 8:45pm
<p>Next scheduled meeting: Tuesday 13 June 2017 at 6pm Tuesday 5 September 2017 at 6pm Tuesday 21 November 2017 at 6pm</p> <p>Signed: _____ Date: _____ Board Chair</p> <p>Signed: _____ Date: _____</p>		

Principal