

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



Date:	13 June 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: Russell Newbound, Karli Shuard, Chris Elliott

Item	Time & Person responsible	Discussion & Actions
1. Welcome	3 minutes Board Chair	School Board Chair welcomed Board members.
2. Apologies	1 minutes Secretary	Russell Newbound, Karli Shuard, Chris Elliott
3. Review of actions and business arising from previous meeting	10 minutes Board Chair	Cr Chris Elliott was invited by Peta to attend School Board meetings but was unable to attend tonight due to a scheduled Council Meeting. Dr Kenneth Parker, School Board Chair from Secret Harbour PS, was invited to attend this School Board meeting and was in attendance. Peta enquired about any upcoming School Board Member Training and has not yet received confirmation re future available training. Recent training offerings were completely booked. The School Board Members were asked to read the Self-Assessment Tool and score accordingly. Discussion of this

		follows later in the Minutes. WA Education Awards opened yesterday and close 28 July 2017. Action: Kristy to add Agenda Item to Term 3 meeting re School Board Elections.
4. Incoming Mail	1 minute Board Chair	Nil.
5. Proposed Motion & Resolution Acceptance of minutes of previous meeting	2 minutes Board Chair	Proposed: Sara Metalli Seconded: Vanessa Wicks Accepted: All in favour
6. Board Chair's report and update	5 minutes Board Chair	Vanessa received an email from the School Board Chairs from Hillman PS and Waikiki PS to see if she would be interested in networking with other School Board Chairs in the area. These schools have recently achieved Independent Public School status and have received School Board training. Vanessa met with 5 Board Chairs in total at Waikiki Dome to share information and network. The Board Chairs will now meet once per term. Vanessa noted that Board Chairs at some of these other schools had name badges for their members and also have their information on the schools websites including photographs of the Board members. Vanessa will continue to share information that comes from these meetings. Proposed: Sara Metalli Seconded: Vanessa Wicks Accepted: All in favour Action: Kristy to order School Board name badges.
7. Principal's report and update	60 minutes Principal	Peta presented the Principal's report. Peta presented the 2016 School Report (see attached) which was also emailed to the School Board prior to the meeting. The Report was signed by all members of the School Board. Peta gave an overview of the

		<p>Department of Education future plans that were outlined during a meeting with the Director General Sharyn O’Neill last week. Education Minister Sue Ellery wants to ensure awareness is brought to the complexities across schools. Additional FTE funding for EAs has been awarded to Golden Bay PS commencing 2020. The DES Review won’t continue from July this year. Discussions are still being held regarding a future review format. Criminal Screening is mandatory for School Board Members. Members were given the forms and information sheets.</p> <p>Action: School Board Members to apply for DoE Criminal Screening</p> <p>Playground equipment. Peta has been looking at different schools and talking with the P&C regarding fundraising for new equipment for the older students. Peta met with Paul Flannery recently to discuss sponsorship for the equipment. CCTV has been installed in Administration as previously discussed. GBPS has purchased copies of ‘Beautiful Failures’ for the parent library. All School Board Members were provided a copy for discussion at a future date. Peta will have short film clips at the next two meetings for those interested by Dr Kenneth Robinson.</p> <p>Action: Kristy to add the School Pet Program to the Term 3 School Board Meeting agenda.</p>
8. Financial Report	5 minutes Manager Corporate Services	Kristy presented the Financial Statements to the School Board and provided additional detail in the following budget areas:

		<p>Percentage of Voluntary Contributions paid (Kindy 7.47%, PP 32% and Years 1-6 25%), Fees from Facilities Hire refers to OSH, State Government Revenues refers to Graduate Teacher moneys, Other Revenues refers to Bank Interest, Uniforms, Commissions and Operational Response Allocation refers to Administration Support. Professional Development budget may be used to transfer to Salary Pool for Term 3 and 4, Other Expenditure refers to Uniforms.</p>
9. P&C Report	5 Minutes Linda Moore	<p>In the absence of Linda Moore, Vanessa Wicks advised that the P&C President had resigned and Ashleigh Best was voted in as the new President. Disco, Entertainment Books, Spelling Bee and Subway are current fundraisers. A Bunnings sausage sizzle is also coming up. The main fundraising focus for 2017 is playground equipment for the school.</p>
10. School Board Self-Assessment (points of exception)	10 minutes Vanessa Wicks	<p>Vanessa asked if there were any points in the Self-Assessment that the Board would like to discuss. Responses were as follows:</p> <p>Vanessa noted Roles & responsibilities-could be improved with name badges, website space etc.</p> <p>Peta-School Board Monitoring against the School plan. Is there another way of monitoring? Priorities and targets to the Strategic Focus.</p> <p>Vanessa-should the Self-Assessment review be placed on the Agenda for Term 1 each year?</p> <p>School Board Meetings. Peta-Schedule of Business. Are we focusing on things that matter? School Board members</p>

		<p>support school board decisions in the school community.</p> <p>Composition of the School Board.</p> <p>Adam-is it worthwhile to increase the Board with an additional two members to provide diversity?</p> <p>Peta-Do we need to change our charter in terms of membership?</p> <p>Do they need to be voting members of the board?</p> <p>Vanessa-attendance is staggered?</p> <p>School Board Chair.</p> <p>How would Vanessa like to report back to the school community in a more formal manner? Adam suggested an article in the school newsletter.</p> <p>Vanessa advised the School Board Members to see Peta if they would like to provide any feedback in confidence.</p> <p>Culture & Ethics.</p> <p>Peta-conflicts of interest, active engagement of all members?</p> <p>Link back to DoE policies?</p> <p>Responsibility & Collective Accountability. Vanessa feels there is not much rigour around that at the moment. Board Statement of Intent states that new board members will receive a full induction pack. Peta did explain that all Board Members with the exception of Adam received full board training. Peta has all slide shows from the training. Sara-takes external and professional advice? DES reviewers would have contributed to that and we will invite external providers when necessary.</p> <p>Action: to be workshopped at the next meeting and be placed on the agenda.</p>
<p>11. Business Plan 2018-2020 (statement from the School Board regarding Strong School Governance)</p>	<p>10 Minutes Peta</p>	<p>The Business Plan is due for review and Peta has asked the School Board to provide a statement in relation to School</p>

		Board governance. Action: Term 3 Agenda re Business Plan statement. 15 Minutes on the agenda to workshop this. Action: Business Plan format on the Website
12. GBPS Asthma Policy	10 minutes Michelle Nash	Michelle spoke to the Asthma Policy (attached). Sara noted modifications to be made to the Asthma Policy. Action: Michelle to amend the policy.
13. Proposed Motion & Resolution	Moved by	
13.1 Golden Bay PS financial statements are accepted by the School Board as an accurate representation of our finances – income and expenditure. 13.2 School Report accepted by the School Board 13.3 GBPS Asthma Policy	1 minute Principal 1 minute	Proposed: Vanessa Wicks Seconded: Sara Metalli Accepted: All in favour Proposed: Peta Lawrence Seconded: Kylie Flannery Accepted: All in favour Proposed: Peta Seconded: Adam Accepted: All in favour
14. General Business 14.1 School Board Elections 14.2 School Board Self-Assessment 14.3 WA Teaching Awards 14.4 Voluntary Contributions	Board Chair	Add to the Agenda for the Term 3 meeting. Add to the Agenda for the Term 3 meeting. Open now and close on 28 July 2017 and will be put to parents via an online survey. The School Board will be nominating GBPS for WA Primary School of the Year. Kylie Flannery asked if an article can be placed in the Good Times. Peta suggested we keep it to the school newsletter for now.
15. Meeting close	Board Chair	Meeting closed: 8.24pm
Next scheduled meeting: Tuesday 5 September 2017 at 6pm Tuesday 21 November 2017 at 6pm		

Signed: _____
Board Chair

Date: _____

Signed: _____
Principal

Date: _____