

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



| | |
|---------------|---------------------------------------------|
| Date: | 28 June 2016 |
| 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 (Russell Newbound took minutes in Kristy's absence).

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

Co-opted Member - P&C Representative: Amanda Gater (not present)

Apologies:

| Item | Time & Person responsible | Discussion & Actions |
|------------------------------------------------------------------------------|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Welcome | 3 minutes Board Chair | Meeting opened at 6.06pm. |
| 2. Apologies | 1 minutes Secretary | No formal apologies. Adam text messaged to explain he would be late as he was caught in traffic (arrived at 6.30pm). Amanda not present - Vanessa to confirm whether P & C still want to have a co-opted member at School Board meetings. |
| 3. Review of actions from previous meeting | 10 minutes Board Chair | Change of meeting dates – Kristy has emailed to all members. Clarification of borrowing times for home readers. All has been actioned – see Principal's report. |
| 4. Proposed Motion & Resolution Acceptance of minutes of previous meeting | 1 minute Board Chair | Proposed: Karli Seconded: Kylie Accepted: All |
| 5. Board Chair's report/update | 10 minutes Board Chair | Vanessa attended further School Board training and was very pleased that she participated. It further clarified the role of the Board and Vanessa's understanding of the school context. Vanessa recommended this training to all members |

| | | |
|-----------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>if the opportunity arises in the future. Michelle Nash also participated and found it valuable training as well. Vanessa discussed staggering the tenure of Board Members in the future so that they don't all complete their elected time simultaneously.</p> |
| 6. Principal's report and updates | 15 minutes Principal | See attached Principal's report. |
| 7. Financial Report | 10 minutes Principal | <p>The Operational One Line Budget Statement report was provided to members via email with the agenda. Peta presented two further reports (Cash Report and 2016 Minimum Expenditure Requirement Report) and provided a summary of the additional information. Report shows that budgets are 51% expended, which is on target for required expenditure for this time of year. Golden Bay PS is also on track for 90% total expenditure for 2016 as required by the DoE and Treasury.</p> |
| 8. Uniform survey | 5 minutes Principal | <p>Peta explained the background to uniform quality assurance survey. Results indicated that responses were largely positive, with some areas for improvement noted. Sizing and Colour fastness – good. Quality – mixed responses E.g. stitching, durability of track suits and value for money questionable.</p> <p>Peta asked if there is anything the Board would like to propose in response to the survey results.</p> <p>Adam asked if the results would indicate that a review of the supplier/cost would be worth considering.</p> <p>Kylie suggested forwarding the results to Tara Uniforms for their consideration.</p> <p>Vanessa asked that due diligence with regard to quality/value for money take place, prior to potentially changing suppliers.</p> <p>Peta explained the historical choice of Tara</p> |

| | | |
|------------------------------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>uniforms which was considered the best option at that point in time.</p> <p>It was noted that some of the uniforms have been made onshore and some offshore.</p> <p>Peta was planning to meet with Tara Uniforms representatives and provided them with our survey results and feedback.</p> <p>Peta also noted that other uniform suppliers could be contacted as possible options should we not be satisfied after further discussions with Tara Uniforms.</p> <p>Karli asked about the option of a long sleeve tee shirt for winter. Peta explained that that would require further community consultation. The Willetton Rugby top was designed as the warmer winter top.</p> <p>Action: Peta to investigate regular uniform options prior to next meeting and bring these for consideration.</p> |
| <p>9. School self-assessment towards our DES review in 2017 - Discussion</p> | <p>25 minutes Principal & Board Chair</p> | <p>Peta tabled two documents – <i>Examples of Council Self-Assessment</i> and <i>School Board Development Program</i>. Peta summarised both documents.</p> <p>Provides useful information about the operation of the School Board and how to assess how the School Board is performing.</p> <p>Vanessa said that it will provide important information regarding how the Board completes self-governance protocols.</p> <p>Peta suggested the Board consider the self-assessment documentation and provide feedback on what elements are pertinent to the operation of our School Board.</p> <p>Action: Members to bring feedback to the next meeting to discuss further and reach a consensus of what is relevant for us.</p> <p>Action: Vanessa asked that members read these documents and provide feedback at next meeting. Will be an agenda item for</p> |

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <i>discussion.</i> |
| 10. Proposed Motions & Resolutions | 10 minutes Board Chair | |
| Proposed Motion & Resolution | Moved by Vanessa | |
| 10.1 Golden Bay PS financial statements are accepted by the School Board as an accurate representation of our finances – income and expenditure. | 1 minute Principal | Proposed: Karli Seconded: Sara Accepted: All |
| 10.2 Nil | | |
| 11. School Crossing update | 2 minutes Principal | Covered in Principal's address. |
| 12. General Business 12.1 Celebration of heritage, tradition, inclusivity and diversity – conversation. | Board Chair Adam Eaton | <p>Adam opened a discussion around 'sense of belonging', history and culture – and sharing this with others. Adam commended the school for embracing diversity and this should be expanded and celebrated. Adam acknowledged the Cultural / Language programs at school.</p> <p>Vanessa asked for clarification of the intent of discussion – operational or strategic? School Board is responsible for strategic direction.</p> <p>Adam suggested that families have the opportunity to share their 'stories' in relation to their background and beliefs.</p> <p>Sara suggested 'international food days', 'dress up days' or similar to share cultural backgrounds of the school community.</p> <p>Adam said that this can be achieved with simple ideas that promote understanding and acceptance E.g. flags representing the backgrounds of members of the school community.</p> |

| | |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>Peta discussed Central Office policy and associated documents regarding diversity and inclusivity. These documents had been emailed to the School Board prior to the meeting for their consideration in the broader context of Inclusivity and Diversity.</p> <p>Vanessa discussed the many layers of diversity – gender identification, sexual orientation, disability, lifestyle, religion, race. It is important that all elements of diversity are embraced. This takes in the broadest view of diversity.</p> <p>Michelle outlined aspects of the curriculum that cover elements of diversity. Overview documents were tabled and shared with the School Board to support this conversation. These key ideas can be found in the Humanities and Social Sciences. School Board members were given the opportunity to view and discuss the content.</p> <p>Russell discussed the Continuum of Support for Academic and Behavioural Systems – and how Positive Behaviour Support is inclusive of diversity and is structured to support the differing needs of individual children (including disabilities and mental health).</p> <p>Vanessa discussed the need to apply the value of Integrity in to whatever direction/policy that the Board takes to address inclusivity and diversity. This goes beyond what we eat/what we wear etc. (with care to avoid stereotypes).</p> <p>Peta talked about inclusion, exclusion and collusion. Adam supported this conversation by adding that misunderstandings need to be addressed in order to support inclusivity.</p> <p>Michelle shared an example she experienced in class this term. The task was to ask a family member to share a story about their history, then share these with the class. The result was the</p> |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| | | |
|-------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>celebration of the richness of diversity within the class and was a great experience for all involved.</p> <p>School Board members agreed that sharing of information helps to build a sense of understanding and inclusivity.</p> <p>Peta asked for further input from the Board re: what direction to take following this discussion so that we can better position staff for the desired strategic direction. The Board discussed the level of involvement that families would like to have in sharing their stories.</p> <p>Peta suggested developing a framework that outlines areas where families can contribute and enrich the fabric of our school community. This could provide a resource bank of parents and community members who are prepared to share 'stories' to further support the curriculum content being delivered in the classroom and build a deeper understanding of diversity to better support inclusivity.</p> <p>Need for a School Based Policy was discussed.</p> <p>Proposed Actions:</p> <p>1. Develop a proforma that the community could contribute their 'stories' for sharing. To be used as a resource for developing inclusivity and understanding. Executive team to prepare this for the next meeting.</p> <p>2. Further discussions as a Board – specific agenda item at the next meeting.</p> <p>3. Peta will investigate what else is occurring in this area. Liaison with regional office and other schools in our network.</p> <p>No further general business.</p> |
| 13. Meeting close | Board Chair | Meeting closed at 8.20pm. |

Next scheduled meeting: 30 August at 6pm

Signed: _____
Board Chair

Date: _____

Signed: _____
Principal

Date: _____