

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



Date:	5 September 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: Ashleigh Best

Apologies:

Item	Time & Person responsible	Discussion & Actions
1. Welcome	3 minutes Board Chair	School Board Chair welcomed Board members and Ashleigh Best, P&C representative, to the school board meeting.
2. Apologies	1 minutes Secretary	Nil.
3. Review of actions and business arising from previous meeting	10 minutes Board Chair	<p>School Board Training. Vanessa received information from Matt Osborne that School Board training is on hold due to the change of Government. Peta has the information and is prepared to run training sessions as required.</p> <p>Action: Vanessa and Adam are to complete their applications for Criminal Screening Checks.</p> <p>Action: Kristy to add the School Pet Program to the Term 4 school board meeting agenda.</p> <p>Action: Kristy to amend Term 2 Minutes in collaboration with</p>

		Peta.
4. Incoming Mail	1 minute Board Chair	<p>Vanessa received an email from DoE advising that the Nominations were received and the Nominations were accepted. Primary School of the year and two staff nominations.</p> <p>Media Unit. Peta received an email of request re: Education Assistants employment in schools from now until 2020. Peta provided a statement to the media unit which will be published in the Sound Telegraph.</p> <p>Literacy Planet. Vanessa received notification that our year 6 students have achieved first place.</p>
5. Proposed Motion & Resolution Acceptance of minutes of previous meeting	2 minutes Board Chair	<p>Moved: Peta Lawrence Seconded: Sara Metalli Accepted: All in favour</p>
6. Board Chair's report and update	5 minutes Board Chair	<p>Vanessa met with School Board Chair network for their second meeting. The Chairs are working on a Charter and Terms of Reference. Another meeting will be held in Term 4.</p>
7. Principal's report and update	10 minutes Principal	<p>Peta presented the Principal's report.</p>
8. Financial Report	10 minutes Manager Corporate Services	<p>Kristy presented the Financial Statements to the school board. Kristy also provided the School Board with the Voluntary Contributions Collection Rate as at 31 August 2017 which demonstrates our Collections are on track as budgeted.</p>
9. P&C Report	5 Minutes Ashleigh Best	<p>Ashleigh Best presented a P&C Report.</p>
10. School Board Self-Assessment	15 minutes School Board Chair	<p>The school board discussed the Self-Assessment Tool. 'How can we monitor the school achievements against the Business Plan?'</p> <ul style="list-style-type: none"> • Parent survey.

		<ul style="list-style-type: none"> • Survey Monkey focusing on the Business Plan. • Display Board on Parent Night. <p>‘Attendance targets and Literacy & Numeracy targets’: Are connected with the strategic focus areas of the school plan.</p> <p>‘School board promotes the school in the community’: The website is being re-worked and we require blurbs from the School Board Members. Action: Board members to supply Kristy with a statement about themselves for the website by Term 4 meeting.</p> <ul style="list-style-type: none"> • School board meetings: ‘Are we focusing on things that matter and can we do this better?’ - School board members have the opportunity to add items to the agenda. - ‘School board members support decisions outside the meeting.’ All felt this to be true. <p>Composition of the school board. Two additional members were suggested by Adam. This will address the growth in school enrolments and provide diversity within the membership. Board members discussed this and the pros and cons of having more members. Cr Chris Elliott is keen to be a School Board member if the day of the School Board meeting is changed as he cannot attend on Tuesdays. As the Terms of Reference will need to be changed Peta will notify the parent body via the Newsletter of the proposal and request feedback. The school board voted for an additional two board members. Six were in favour, one abstained.</p>
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11. School Board Governance	10 Minutes School Board Chair	<p>Peta has provided statements for the School Board to discuss from the School Board Governance document. School Board members read the document and provided their preferences.</p> <p>Action: Peta to compile the feedback from members and provide the statement to the school board members prior to the Term 4 meeting.</p>

12. School Board Elections	10 minutes School Board Chair	School Board Members discussed the elections as all Members were coming to the end of their three year tenure.
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.	1 minute Principal	Proposed: Vanessa Wicks Seconded: Peta Lawrence Accepted: All in favour
13.2 School Board Elections	1 minute School Board Chair	School board voted that the new positions will be advertised however the existing board members will continue for a further three year tenure. Action: Peta to inform the community via the Newsletter of the vote and intention to change the Terms of Reference.
14. General Business 14.1 School Board Elections	Board Chair	Fitness track. Peta had a meeting arranged with the City of Rockingham with a proposal of the fitness track. A meeting is scheduled with Peta Lawrence, Paul Flannery and Michael Holland of the City of Rockingham in week 9 to discuss.
15. Meeting close	Board Chair	Meeting closed: 7.54pm
<p>Next scheduled meeting: Tuesday 21 November 2017 at 6pm</p> <p>Signed: _____ Date: _____ Board Chair</p> <p>Signed: _____ Date: _____ Principal</p>		