

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



Date:	21 November 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: Adam Eaton, Ashleigh Best

Item	Time & Person responsible	Discussion & Actions
1. Welcome	3 minutes Board Chair	School Board Chair welcomed Board members and Councillor Chris Elliott to the school board meeting.
2. Apologies	1 minutes Secretary	Adam Eaton, Ashleigh Best
3. Review of actions and business arising from previous meeting	10 minutes Board Chair	<p>Vanessa and Adam completed the Criminal Screening check.</p> <p>Term 2 Minutes have been amended and signed.</p> <p>School Board Members Sara and Vanessa have completed the statements for the school website. Action: Kylie and Adam are to complete their statement from School Board Members for the website.</p> <p>Self-Assessment tool was updated. This will be added to the Term 2 Agenda for future years.</p>

		<p>Board Statements for the School Board Governance tool have been completed.</p> <p>The community was informed via newsletter of positions on the School Board.</p>
<p>4. Incoming Mail 4.1 Paul Flannery Secret Harbour Sports Association</p>	<p>1 minute Board Chair</p>	<p>The Golden Bay Dockers Sports Association notified the school regarding their application for an alcohol liquor license and this has progressed to the final stage. This included notifying residents of properties within 200 metres of the Sports Club. No direct impact has been noted by the community. The City of Rockingham has entered recommendations according to the Racing, Gaming and Liquor regarding times for the sale of alcohol and the sale of alcohol in the presence of children.</p>
<p>5. Proposed Motion & Resolution Acceptance of minutes of previous meeting</p>	<p>2 minutes Board Chair</p>	<p>Moved: Vanessa Wicks Seconded: Karli Shuard Accepted: All in favour</p>
<p>6. Board Chair's report and update</p>	<p>5 minutes Board Chair</p>	<p>Vanessa presented the Board Chair's update.</p>
<p>7. Principal's report and update</p>	<p>10 minutes Principal</p>	<p>Peta presented the Principal's report. Karli asked for clarification regarding the identification of students with Dyslexia. Peta noted that while staff are better able to identify dyslexia in students they are not able to diagnose. School Psychologist Sharon Jones is qualified to diagnose. Councillor Elliott asked for clarification on Lego Robotics and Peta responded with regards to the recent championships at Comet Bay College and the strong connection with the CBPLC regarding Lego Robotics.</p>
<p>8. Financial Report</p>	<p>5 minutes Manager Corporate</p>	<p>Kristy presented the Financial Statements to the school board.</p>

	Services	Peta has been planning the 2018 budgets. Cost Centre Coordinators have submitted budget submissions for 2018. The 2018 enrolments have been entered in to the Online Budget System to get our baseline projected budget for 2018. Draft Administration and Curriculum budgets have been calculated and set. These budgets have been shared with the School Board Chair at the scheduled pre-Board meeting.
9. P&C Report	5 Minutes Vanessa Wicks	Vanessa Wicks presented the P&C Report in the absence of Ashleigh Best. See attached.
10. School Board Self-Assessment Tool Update	15 minutes School Board Chair	Vanessa has updated the School Board Self-Assessment Tool with the information from the previous meeting and Vanessa will email this to the School Board members. Action: Kristy is to add this item to the School Board Meeting Agenda for Term 1 2018. Peta moved that at the Term 1 School Board Meeting the Annual Report be presented and this be advertised in the Newsletter as an Open Meeting rather than an AGM. Proposed: Peta Seconded: Vanessa Wicks Accepted: All in favour
11. School Board Governance Statement and Business Plan	20 Minutes School Board Chair	Vanessa presented the School Board Governance Statement prepared by Peta following input from all Board members. This will form part of the Business Plan. All members were pleased with the Statement. Cr Chris Elliott commended the School Board on the Governance Statement. Peta outlined some minor grammatical changes. Self-Assessment of the Business Plan integrated with the School Board Self-Assessment.

<p>12. School Board Vacancies 2018</p>	<p>10 minutes School Board Chair</p>	<p>Two positions are vacant on the School Board in 2018. Peta advised that given we have received no negative feedback we will proceed with advertising the positions. Peta moved that we increase the School Board to two additional Members. Proposed: Peta Seconded: Vanessa Accepted: All in favour</p> <p>Peta moved that the two new Board Members be one community member and one staff member. Going forward there will need to be a quorum of 6 voting members. Peta will request nominations for two staff members including one to replace Michelle Nash. Proposed: Peta Seconded: Russell Accepted: All in favour</p>
<p>13. Contributions and Charges Booklists</p>	<p>10 Minutes Principal</p>	<p>Peta presented the 2018 Voluntary Contributions and Charges information to the School Board. Karli suggested she would like to increase the Voluntary Contributions to the maximum amount of \$60. A vote was taken by School Board Members. The outcome was to keep the Voluntary Contributions at \$55 after all school matters had been considered. The Finance Committee reviewed the quotations from the booklist suppliers. At the recent Finance Committee meeting West School Supplies were the proposed supplier due to the quality of the products supplied and the no cost for late orders and postage. Peta moved that the School Board accept the 2018 proposed Voluntary Contributions and Charges.</p>

		Proposed: Peta Seconded: Sara Accepted: All in favour
14. Proposed Motion & Resolution	Moved by	As above
14.1 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: Karli Shuard Accepted: All in favour
15. General Business 15.1 Recycling 15.2 School Board Meeting dates	Board Chair	<p>15.1 Vanessa raised the matter of recycling from the recent quiz night and the lack of recycling of bottles and cans. As there are no cans and bottles bought to school by students this is not necessary. There are many recycling programs running in the school including Waste Wise Wednesday. Russell also suggested the Lions Club carry out recycling if the P&C would like to investigate this further for future events. Cr Chris Elliott suggested emailing the Council to request additional bins for the school. Vanessa will look into this further.</p> <p>15.2 2018 School Board Meeting Dates are as follows: Thursday 15 March 2018 Thursday 14 June 2018 Thursday 30 August 2018 Thursday 22 November 2018 Action: Kristy to add to the Term 1 Agenda confirmation of School Board dates.</p> <p>School Board Training date has been set as Saturday 3 March 2018 from 3.30pm to 4.45pm.</p> <p>Peta would like to acknowledge Adam Eaton for wearing his badge when he is seen at the school.</p>

		<p>Peta sincerely thanked the School Board Members for being part of the School Board. As Karli has resigned from her position on the School Board Peta paid special thanks to Karli for her contribution over the past three years. A special thanks to the P&C on behalf of the School Board for their hard work and support of the school in the 2017 school year.</p> <p>Vanessa mentioned that the Regional School Board Chairs will meet on 6 December 2017. Vanessa will contact Cr Elliott to invite him to the meeting.</p> <p>Vanessa would like a representative to attend the Graduation Ceremony to present an award. The School Board will approach Adam Eaton for this role.</p> <p>Vanessa thanked Karli for her valued input as a School Board Member.</p> <p>Peta tabled to the School Board an Ed-E-Mail regarding DoE Policy and School Dress Code. It was noted that GBPS has attended well to what is required of us by the Department.</p>
16. Meeting close	Board Chair	Meeting closed: 7.55pm
<p>Next scheduled meeting: Thursday 15 March 2018 at 6pm</p> <p>Signed: _____ Date: _____ Board Chair</p> <p>Signed: _____ Date: _____ Principal</p>		