

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



Date:	22 November 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

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

Co-opted Member - P&C Representative: Amanda Gater

Apologies: Russell Newbound, Karli Shuard

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
3. Review of actions and business arising from previous meeting	10 Minutes Board Chair	Comet Bay Professional Learning Community - Transition working party met with Chris Porter to discuss transition of students with various needs. A smooth transition for all students was discussed. Important messages included: 'do no harm' and the development of guiding principles and planning considerations rather than policy and guidelines. This meeting has enabled the Transition group to connect with other agencies such as PMH in addition to Lead School Psychologists within the Department. School Board Schedule-Self Assessment was moved to General Business for further discussion.

<p>4. Incoming Mail - School Chaplaincy, DSTA Funding, IPS Review</p>	<p>10 minutes Board Chair</p>	<p>Defence School Transition Aid (DSTA) Funding has been approved to support students of Defence families. This is funded by the Department of Defence.</p> <p>A number of families at our school work for the Defence Force. Co-joint application was submitted with Port Kennedy PS and this was approved. The funding equates to half a day a week/1 day fortnight for Golden Bay PS.</p> <p>Kylie asked for clarification of role. The Transition Aid provides social and emotional support to children for when their parents are deployed and can support with in class work. Peta has been discussing the possibility of some joint work with with Comet Bay College DSTA Aid Claire Hunt.</p> <p>School Chaplaincy. Golden Bay Primary School applied to renew funding for a chaplain for a further 2 years. This has been approved and Deb Cunningham will be continuing as the Chaplain. Action: Peta to invite Deb Cunningham to School Board meeting in 2017.</p> <p>Letter tabled from the Department of Education to state that they have a number of schools that need to be reviewed. Golden Bay PS was chosen for a delay in their review. Our IPS Review will now be in 2018.</p>
<p>5. Proposed Motion & Resolution Acceptance of minutes of previous meeting</p>	<p>2 minutes Board Chair</p>	<p>Proposed: Vanessa Seconded: Kylie Accepted: All in favour</p>
<p>6. Update – Ready Readers and MacqLit presentation from Staff</p>	<p>10 minutes Alyssa and Kathryn</p>	<p>Alyssa and Kathryn presented the MacqLit and Ready Readers school initiative to the School Board. In 2017 the MiniLit program will also be implemented. We will concentrate on students from Pre-primary to Year 2. Improvements</p>

		in reading and comprehension for all students participating is evident and is attached in the presentation.
7. Board Chair's report and update	10 minutes Board Chair	A Volunteer Morning Tea celebration was held on 22 November 16 to thank all community members and parents for their contribution to GBPS and was very successful. GBPS has a very good reputation in the community and because of this we have received over 40 out of area applications. The applications will be reviewed in accordance with the School Act and Department of Education Policy.
8. Principal's report and update	10 minutes Principal	Peta presented the Principals Report (attached).
9. Financial Report	10 minutes Manager Corporate Services	The Operational One Line Budget Statement, Cash Report and Minimum Expenditure Requirement Report were provided to members via email with the agenda. Report shows that budgets are 83% 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.
10. 2017 Voluntary Contributions and Charges letter to parents	25 minutes Principal & Manager Corporate Services	Kristy presented the Voluntary Contributions and Charges letter to the School Board for approval. Also presented was the Maximum Charges Schedule for 2017 per year level. The Finance Committee met on 8 November 2016 and approved the schedule and contributions/Charges letter in principle for presentation to the School Board for approval. this at the Finance Committee Meeting
11. 2017 Booklists	10 minutes Principal & Manager Corporate Services	Kristy presented the 2017 West School Supplies Booklists which was also conditionally approved at the Finance Committee Meeting on

		8 November 2016. Kristy outlined the benefits of West School Supplies providing the booklists including no late fees charged to parents, minimal freight charges, five free booklist scholarships chosen at the discretion of GBPS, \$10 Footlocker voucher, quality products supplied.
12. Proposed Motion & Resolution	Moved by	
<p>12.1 Golden Bay PS financial statements are accepted by the School Board as an accurate representation of our finances – income and expenditure.</p> <p>12.2 Acceptance of 2017 Voluntary Contributions & Charges</p> <p>12.3 Acceptance of 2017 Booklists</p>	<p>1 minute Principal</p> <p>2 minutes School Board Chair</p> <p>2 minutes School Board Chair</p>	<p>Proposed: Sarah Seconded: Michelle Accepted: All in favour and carried</p> <p>Proposed: Kylie Seconded: Sarah Accepted: All in favour and carried</p> <p>Proposed: Adam Seconded: Vanessa Accepted: All in favour and carried</p>
13. General Business Dates for 2017 School Board Meetings – see below	Board Chair	<p>NQS Audit, Michelle Nash. The NQS Audit was submitted in September 2016 and NQS verifiers visited on 21 November 2016. The full report was presented and the verifiers result was that they agree completely that we are meeting all 7 areas of assessment.</p> <p>Proposed School Board meeting schedule for 2017. The schedule was accepted in principle. Proposed: Peta Seconded: Adam All in favour and carried.</p> <p>At the Term 1 meeting the School Board will discuss the School Board Self-Assessment Tool. School Board Nominations will also be discussed.</p> <p>Golden Bay Primary School Annual</p>

		<p>Report will be tabled at Term 2 meeting.</p> <p>Term 3 meeting will include discussion of the 3 year business plan.</p> <p>Action: Kristy to remove 'draft' and forward copy of Self-Assessment Tool to School Board members.</p>
14. Meeting close	Board Chair	Meeting closed 7.42pm
<p>Next scheduled meeting: Tuesday 21 March 2017 at 6pm 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: _____ Principal</p>		