

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



<b>Date:</b>	13 June 2019
<b>Time:</b>	6:00pm
<b>Place:</b>	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:** Peta Lawrence, Trina Clayton, Kylie Flannery, Sophie Graham, Vicki McKeown, Russell Newbound, Nicole Rice, Arlaina Smith, Kristin Spicer, Vanessa Wicks.

**Co-opted Member:** Cr Chris Elliott – City of Rockingham

**Co-opted Member:** Ashleigh Best - P&C Representative

**Apologies:** Sophie Graham, Nicole Rice, Arlaina Smith

Item	Time & Person responsible	Discussion & Actions
1. Welcome	1 minutes Board Chair	
2. Apologies	1 minutes Secretary	Sophie Graham, Nicole Rice, Arlaina Smith
3. Review of actions and business arising from previous meeting	10 minutes Board Chair	Alyssa Marsh will attend the term 3 school board meeting to present on Minilit and Macqlit. Trina Clayton will attend term 4 school board meeting to report on Math.  Vanessa would like to attend assembly on 5 July 2019.  Kylie contacted Peta with details of the canteen person.
4. Incoming Mail –	10 minutes Board Chair	Various correspondence received thanking the school and staff. Positive feedback received.
5. Proposed Motion & Resolution Acceptance of minutes of previous meeting	1 minutes Board Chair	<b>Moved: Kylie Flannery</b> <b>Seconded: Kristin Spicer</b> <b>Accepted: All in favour</b>
6. Board Chair's report and update	10 minutes Board Chair	Vanessa Wicks presented the board chair report. Kristin, Vanessa and Chris attended the school review on 12 June 2019 as members of the School Board. Carrie Catlin also attended as a parent.

<p>7. Principals report</p>	<p>15 minutes Principal</p>	<p>Peta presented the Principals report inclusive of the Electronic School Assessment Tool (ESAT) submitted for the school review at Golden Bay PS with Brett Hunt, Director Public Schools and Nicole Hanna, Principal Joh Butler College on 12 June 2019. The following comments are extracts from emails to Peta following the review:</p> <p>“It was an absolute pleasure to be a part of the school review yesterday, to witness the enthusiasm of your staff for the journey they are on under your leadership.</p> <p>The community support of your school is exceedingly high with everyone showing a clear understanding of what is happening and their part in it.</p> <p>Please thank your staff, parents and community members for their involvement yesterday and their ability to clearly articulate where you are and where you are going.” Brett Hunt, Director Public Schools</p> <p>“We enjoyed spending time with you, your staff and community members. It’s fantastic to hear from people who care about their children and really believe in what they are doing.” Nicole Hanna, Principal Joh Butler College</p> <p>The following words were used during the review meeting:</p> <ul style="list-style-type: none"> <li>• Very strong relationships and partnerships</li> <li>• Progressive and contemporary</li> <li>• Courageous leadership</li> <li>• Calm, orderly, solution focused school staff</li> <li>• Change management from induction onwards shows clear direction for the school and learning expectations</li> <li>• Leadership is diffused not just distributed</li> </ul> <p>We noted – development of an instructional framework against all domains of the accountability framework as our next body of work.</p> <p>Peta acknowledged and thanked Vicki McKeown for meeting with Peta to discuss her experience of school reviews prior to our review on 12 June.</p> <p>Roof leaks are unfortunately continuing however are being reported as they occur and we are working in partnership with the architects, builders and department of education for these to be</p>
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		<p>repaired.</p> <p>New staff member Jessica Peck has joined us as an ECE teacher in kindergarten.</p> <p>Ash Best has reconfigured and tidied the canteen in preparation for OSH Club moving back on site from term 3 onwards and the canteen which will be in operation on Wednesdays from week 9 term 2. This trial will continue in to term 3 and 4. Mekayla will be attending the assembly in week 8 to be introduced to the school community. Funds from OSH Club rent will be put toward hard wired speakers for the undercover area and additional furniture for the library.</p> <p>Alyssa Marsh will attend the term 3 school board meeting to present on Minilit and Macqlit. Trina Clayton will attend term 4 school board meeting to present information regarding purchased math resources and school targets in term 4.</p> <p>The P&amp;C continues to raise funds and donate to the school for equipment such as the aluminium tables, mud kitchens and easels. Vanessa acknowledges the work of the school in the sharing of the undercover area with the different parties.</p>
8. Financial Report and Funding Agreement for Schools 2019	10 minutes Principal/Manager Corporate Services	<p>Kristy presented the financial report and explained the targeted initiatives received as follows: the Sporting Schools Programme which has subsidised gymbus; chaplaincy; and graduate teachers. Vanessa asked for clarification on the 61.63% of voluntary contributions raised and Kristy confirmed the Voluntary Contributions budget was set at 50% of student numbers. Trina suggested a flyer be created to attract more attention rather than the same letter being sent home. Vicki asked for explanation of the incentive which is for 6 book lists drawn in term 4. Vicki advised that her school board is looking at creating a flyer which will be distributed from the board rather than the school.</p>
9. P&C Report	5 minutes Ashleigh Best	<p>The P&amp;C are continuing with Friday Subway lunches. Preparation is underway for the annual disco. The spelling bee is being held on Monday 17 June and is historically a big fundraiser for the P&amp;C. The colour run is being held on 23 August. School faction pony tails order forms will be sent out next term. Ash has started work on the yearly planner and a sponsorship proposal to local businesses. It will cost \$330 to sponsor for a year. Once Ash has</p>

		<p>the sponsorship proposal finalised she will contact larger companies. Ash is hoping to have this finalised by the end of this term.</p> <p>Gold coin dress up day is scheduled for 26 July and footy colours day on 26 September. Open night in term 3 will include a sausage sizzle run by the P&amp;C.</p> <p>Ash will also start working on the quiz night in term 3 to be held in term 4.</p> <p>The P&amp;C has contributed the following donations to date this year:  \$3 700 mud kitchens, easels and Lego tables  \$2 000 vegetable gardens  \$2 000 bus transport  \$4 000 aluminium tables  \$8 000 2020 Canberra Study Tour  \$300 Graduation and book awards  \$600 teacher stickers</p> <p>Long terms goals include fundraising for the school's electronic sign \$35 000 and \$10 000 for additional play equipment. Ash is creating processes for the various P&amp;C events explaining the process for each event. The P&amp;C Secretary and Treasurer will receive a copy of the process book at the beginning of each year. Kylie suggested the finalised processes being placed on the school website under the P&amp;C tab. P&amp;C's now get their own day every year to recognise the work they do. This is to be held on 27 July this year.</p>
10. Evacuation Management	10 minutes Principal	<p>Peta explained our current evacuation plans in all buildings of the school which include a flip chart which displays information for emergency situations such as bomb threats, fire, evacuation.</p> <p>Peta met with Craig McGuinness from CMG Fire who visited the school today to audit the school's emergency management plans and ensure that we are compliant with legislation. Craig will be forwarding a plan and quote to Peta.</p> <p>We will receive the documents electronically so that we can change the plans if required. Brushed aluminium frames are also supplied to display the plans which can easily be opened to change the plans when necessary. Examples were shown to school board members.</p>

		Peta anticipates the cost will be close to \$5 000 however this may be reduced by printing the plans at the school when created. Craig also suggested moving the location of some of the fire extinguishers to make them more readily accessible in the event of fire.
11. School photographs	10 minutes Principal	<p>Kapture Photography have been used since the school opened in 2015 however feedback from parents has been that the prices have been steadily increasing with the Classic pack costing \$60, traditional group photos \$36, corporate pack \$36, sibling share pack \$60. Also the available photo sizes didn't fit standard size frames.</p> <p>The executive team met with Fiona Atlan, Managing Director of 3P Photography following an email to Peta. Peta presented examples of 3P photography to the school board members. 3P photography costs are as follows:</p> <p>Platinum Collection \$55 including  1x Individual photo Digital Download  1x Contemporary Class Photo 8×12 inch  1x Composite Class Photo 8×12 inch  1x Individual Photo 8×12 inch  3x Individual Photos 4×6 inch  4x Individual Photos 2×3 inch</p> <p>Popular Collection \$46 including  1x Contemporary Class Photo 8×12 inch  1x Individual Photo 8×12 inch  3x Individual Photos 4×6 inch  4x Individual Photos 2×3 inch</p> <p>3P Photography have offered a free promotional school photo shoot at a date to be confirmed in term 4.</p> <p>Consensus of the school board members is to proceed with securing 3P Photography for future school photos for two years.</p>
12. School direction	30 minutes Russell Newbound	Russell presented with regards to Future-Focused Learning and higher order learning.
13. Review of Behaviour Management to include good standing	15 minutes Russell Newbound	Russell presented a draft copy of our school behaviour management policy for review. A compliance survey was sent to schools asking schools to review the Behaviour Management policy to include good standing.

		Peta and Russell worked our policy to include the good standing clause in line with our Positive Behaviour Support framework.
<b>14. Proposed Motion &amp; Resolution</b>	<b>Moved by</b>	
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	<b><i>Proposed: Kristin Spicer</i></b> <b><i>Seconded: Vicki McKeown</i></b> <b><i>All in favour</i></b>
14.2 Golden Bay Primary School to secure the services of 3P Photography for a two year contract.	1 minute Principal	<b><i>Proposed: Kristin Spicer</i></b> <b><i>Seconded: Kylie Flannery</i></b> <b><i>All in favour</i></b>
14.2 GBPS Behaviour Management Policy and Guidelines effective June 2019.	1 minute Principal	<b><i>Proposed: Vanessa Wicks</i></b> <b><i>Seconded: Kylie Flannery</i></b> <b><i>All in favour</i></b>
<b>15. General Business</b>		
15.1		Vanessa asked Kristy to add School Board self-assessment on the agenda for term 3.
15.2		Chris Elliott is retiring as City of Rockingham Councillor in term 3 and is happy to remain on the School Board for the remainder of the year. Chris is also retiring from public life and will be retiring from all school boards, including Golden Bay.  Peta expressed thanks on behalf of the School Board to Chris for being highly active in our local community, and for the strong support given over the years.
<b>16. Actions –</b>		
16.1		<b><i>Action: Kristy is to speak with Sophie and Sharon regarding the creation of a flyer for promoting the payment of Voluntary Contributions. To be brought to the school board for their input and edification.</i></b>  <b><i>Action: Kristy to put Board self-assessment on the agenda for term 3.</i></b>  <b><i>Proposed: Chris Elliott</i></b> <b><i>Seconded: Russell Newbound</i></b> <b><i>All in favour</i></b>
<b>17. Meeting close</b>	<b>Board Chair</b>	7.56pm

Next scheduled meetings:  
Thursday 19 September 2019 at 6pm  
Thursday 21 November 2019 at 6pm

Signed: \_\_\_\_\_  
Board Chair

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Principal

Date: \_\_\_\_\_