

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



<b>Date:</b>	<b>21 June 2018</b>
<b>Time:</b>	<b>6:00pm</b>
<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, Adam Eaton, Trina Clayton, Sophie Graham, Kylie Flannery, Sara Metalli, Russell Newbound, Kellie Sadler, Kristin Spicer, Vanessa Wicks.

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

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

**Apologies:** Adam Eaton, Kellie Sadler, Ashleigh Best

<b>Item</b>	<b>Time &amp; Person responsible</b>	<b>Discussion &amp; Actions</b>
1. Welcome	1 minutes Board Chair	Panel chair welcomed the School Board including new member Kristin Spicer. <b>Action: Kristy to email Kristin Spicer the link to apply for the Criminal Screening Clearance.</b>
2. Apologies	1 minutes Secretary	Adam Eaton, Kellie Sadler and Ashleigh Best
3. Review of actions and business arising from previous meeting	10 minutes Board Chair	All actions from previous Minutes were completed.
4. Incoming Mail – 4.1 Linking Schools and Communities 4.2 WA Education Awards 4.3 CBA Letter 4.4 Honourable Madeleine King MP	10 minutes Board Chair	4.1 Vanessa received a letter from the Department of Education regarding Linking Schools and Communities Program. 4.2 Vanessa received a letter from the Department of Education asking for nominations for the WA Education Awards. The decision was made by the Principal and staff not to submit an application this year. More data will be available in the next one to two years to better support applications. 4.3 GBPS received correspondence from the Commonwealth Bank Australia apologising for the behaviour of some staff regarding school savings accounts and their unethical practice. CBA explained that there hadn't been any impact to

		<p>accounts held by the public.</p> <p>4.4 Peta received a letter from the Honourable Madeleine King MP thanking Peta and staff for her recent visit to the school and letting Peta know how much she enjoyed meeting with the students at school and in Canberra.</p>
5. Proposed Motion & Resolution Acceptance of minutes of previous meeting	2 minutes Board Chair	<p>Moved: Vanessa Seconded: Sara Accepted: All in favour</p>
6. Board Chair's report and update	10 minutes Board Chair	<p>Vanessa presented the Board Chair report.</p> <p><b>Action: The School Board to discuss at a future meeting the possibility of a School Board member presenting at assembly once a term/semester to discuss their role as a School Board Member. A link in the newsletter to the School Board biography page on the website was also discussed.</b></p>
7. Principal's report and update	10 minutes Principal	<p>Peta presented the following updates:</p> <ol style="list-style-type: none"> <li>1. A single approach to school review for public schools from the Director General.</li> <li>2. Comet Bay School Sport Association Wet Weather Policy and Guidelines.</li> </ol> <p><b>Action: A copy of the Comet Bay School Sport Association Wet Weather Policy and Guidelines is scheduled to be provided to the Board members at the next school board meeting once it is finalised with other schools who are members of the association.</b></p> <p>Peta presented the Principal's report and the Annual Report.</p> <p>Peta talked to the Delivery and Performance Agreement.</p> <p><b>Action: Peta and Vanessa to sign two printed copies of the DPA and return them via post to the Department of Education.</b></p>
8. Financial Report	10 minutes Principal/Manager Corporate Services	<p>Kristy presented the Cash Report, Operational One Line Budget Statement and Minimum Expenditure Requirement Report.</p> <p>Kristy explained the School Device Program initiative in place this year to allow schools to be prepared for NAPLAN online in 2019. This included the purchase of devices and peripherals such as headphones and iPad keyboards.</p> <p>Kristy noted that the school has received the PACER rebate. This is a rebate of \$240 per student based on distance to Canberra for when students attend the Canberra Study Tour and is deducted from the cost to parents of the study tour year.</p>

		<p>Councillor Chris Elliott queried the amount of Locally raised Funds on the Operation One Line Budget Statement. Kristy explained that this includes the gateway payments from the Department of Education.</p> <p>Kristy offered Kristin the opportunity to work through the Comparative Budget Report and School Board Financial Statements one-on-one and Kristin accepted this offer. An appointment will be made at a later time.</p>
9. P&C Report	5 Minutes Vanessa Wicks	<p>The P&amp;C were successful in accessing the Bankwest Easy Grant of \$1 000 thanks to community votes. The P&amp;C has been waitlisted for Grill'd for their 'local matters' community program. The Spelling Bee has so far raised \$1 735 with possibly more to come. The school Disco is Thursday 28 June. The P&amp;C also won a \$600 gift card from Coles which may be used to purchase goods for future events.</p>
10. Self-assessment tool – Roles and responsibilities, school board meetings, school board chair report, culture and ethics		<p>Vanessa handed out the Self-assessment tool for discussion and the board members paired up to make comments on the Board's Roles and Responsibilities, School Board Meetings, School Board Chair Report, Culture and Ethics.</p> <p>The Board Members worked collaboratively before tabling responses to be recorded on the Self-Assessment Tool items.</p> <p><b>Action: Based on the Board Members responses Peta has agreed to collate responses and have the Self-Assessment Tool sent to the Board Chair for distribution.</b></p>
11. Proposed Motion & Resolution	Moved by	
<p>11.1 Golden Bay PS financial statements are accepted by the School Board as an accurate representation of our finances – income and expenditure.</p> <p>11.2 School Board Members have viewed and accepted the IPS DPA.</p>	<p>1 minute Principal</p> <p>1 Minute Principal</p>	<p><b>Proposed: Peta Lawrence</b> <b>Seconded: Chris Elliott</b> <b>Accepted: All in favour</b></p> <p><b>Proposed: Peta Lawrence</b> <b>Seconded: Kristin Spicer</b> <b>Accepted: All in favour</b></p> <p><b>Accepted by the School Board.</b> <b>Action: copies to be sent to the Department of education before the 30 June 2018.</b></p>

<p>12. General Business</p> <p>12.1 CONNECT for Parents</p> <p>12.2 Regional Service Delivery Plan 2017 – 2019 (handout)</p> <p>12.3 Public School Councils and Boards Information Package 2018 (handout).</p> <p>12.4 Terms of Reference for Unincorporated Council 2018 updated copies (handout)</p> <p>12.5 School Board Files</p>	<p>Principal/Board Chair</p> <p>Principal</p> <p>Principal</p> <p>Principal</p> <p>Board Chair</p>	<p>12.1 Vanessa presented data collected and Peta presented GBPS survey information on parent feedback regarding CONNECT for parents. Peta has emailed this information to Jan Loftus at the Department of Education. A Flexibuzz message was sent to advise parents that reports will be printed this semester as well as being added to CONNECT.</p> <p>Peta presented the Regional Service Delivery Plan to School Board Members to read and file.</p> <p>Peta presented the Public School Councils and Boards Information Package 2018 for Board Members to read and file.</p> <p>The Terms of Reference for Unincorporated Council 2018 updated copies was presented to the Board Members to read and file.</p> <p>School Board Files. School board members do not need to keep historical data from previous years in their files. This information was collected and shredded. Alternatively School Board Members can bring the documents to the next to the next meeting and they will be shredded.</p>
<p>13. Actions – Board Training Module three.</p>	<p>Board Chair</p>	<p><b>Action: The Module 3 School Board Training document will be discussed at the term 3 meeting.</b></p>
<p>14. Meeting close</p>	<p>Board Chair</p>	<p>8.05pm</p>
<p>Next scheduled meeting:  Thursday 30 August 2018 at 6pm  Thursday 15 November 2018 at 6pm</p> <p>Signed: _____ Date: _____  Board Chair</p> <p>Signed: _____ Date: _____  Principal</p>		