

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



<b>Date:</b>	<b>07 September 2023</b>
<b>Time:</b>	<b>6:00pm</b>
<b>Place:</b>	Golden Bay Primary School

**Purpose Statement**

Our purpose is to act ethically and with integrity in the governance of the school within the legislated accountability framework.

**Members (Present at meeting in bold): Sarah Hull (Board Chair), Russell Newbound (Principal), Michelle McDonald (Secretary), Amber Sutcliff, Eisha Eaton, Nic Buchanan, Jessica Roberts-Tindall, Felicity Stride, Claire Snyders, Alex Kelly**

**Appointed Member: Councillor Lorna Buchan, City of Rockingham**

**Apologies:** Jessica Russell, Cherie Raymond

<b>Item</b>	<b>Time &amp; Person responsible</b>	<b>Discussion &amp; Actions</b>
1. Welcome and Acknowledgement of Country	4 minutes Principal	Acknowledgement of Country – Principal. The Principal welcomed everyone to the meeting. The Purpose Statement was shared.
2. Apologies	1 minute Secretary	Jessica Russell and Cherie Raymond
3. Review of actions and business arising from previous meeting	3 minutes Board Chair	NIL actions from previous meeting
4. Incoming Mail	2 minutes Board Chair	Information was received pertaining to the Public School Review on the 26 October 2023.
5. Proposed Motion & Resolution Acceptance of minutes of previous meeting	1 minutes Board Chair	<b><i>Moved by: Lorna Buchan Seconded: Eisha Eaton All in favour</i></b>
6. Board chair's report and update	3 minutes Board Chair	The School Board received positive feedback regarding the Term 3 parent night.
7. Principal Report	5 minutes Principal	<u>Playground update</u> We have been working in consultation with Central Office to construct a new playground on the lawn area near the right side of the Undercover Area. It is a much-needed addition to our outside play

		<p>equipment and is focused on middle/upper primary ages.</p> <p>A site visit has been completed by the project managers. The intent is to have the works completed over the December/January holiday period. The P&amp;C continue to work tirelessly to raise additional funds to support this project. The P&amp;C Quiz night last week was a great success, raising more than \$7400. The OSHClub have also donated \$1000 toward our new playground, which is greatly appreciated.</p> <p><u>Swimming Lessons</u> Our first series of swimming lessons commence from Monday 11 September. Rooms T1, T2, T5, 2.3, 4.1, 4.2, and 4.3 are participating. The school has subsidised the total cost of this activity for families. The cost has been reduced by approximately \$20, down to \$50 per student.</p> <p><u>Connect &amp; Respect</u> As a vibrant and diverse representation of society, we rely on the local community, parents and families to partner with us in their children’s learning and encourage open communication. The Department of Education has recently released ‘Connect &amp; respect’, a suite of resources to assist school communities in setting shared and respectful expectations to enable us to continue to work together in the best interests of our children.</p> <p>This includes when and how to contact the school, what families can expect from us and the behaviours that interfere with teaching and learning. These resources and guidelines will assist us to continue to build on our culture of connection and engagement, and we will implement them to support our staff to deliver quality education at our school.</p> <p><u>School Board Training</u> School Board Training took place during our term 2 School Board meeting. This was delivered by Steph McDonald, Director of the Leadership Institute. An invitation was extended to local schools as well. Anyone who was unable to attend are being provided with some documents detailing the function and operation of the Board. If anyone would like any additional information or clarification, please make a time to meet with</p>
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		<p>Michelle McDonald MCS, or myself to discuss further.</p> <p><u>Public School Review</u></p> <p>Our school is scheduled for a Public-School Review on Thursday 26 October 2023. All Western Australian public schools are included in the schedule for Public School Review. These reviews provide feedback for principals, school staff and the school community to help improve school performance. They also add to existing quality assurance measures.</p> <p>We look forward to this opportunity to demonstrate and validate our effective school practices. School Board and P&amp;C representatives, as well student leaders will join with staff in sharing our evidence against the domain measures. The Review Team will provide their assessment and validation of this evidence.</p> <p><u>School Surveys</u></p> <p>Western Australian Public Schools survey their staff, parents, and students every two years. These surveys provide valuable feedback across a range of measures, and help inform future planning. I am tabling our survey results for the Board. Data is very consistent with previous surveys completed over time. It affirms the strong school culture that has been maintained at Golden Bay Primary School. Our school places very high importance on connecting strongly with all stakeholders to provide a safe learning environment that is responsive to the needs of our community. I am very pleased that these survey results demonstrate that, on balance, this is the belief of staff, parents and students.</p> <p><u>Business Plan</u></p> <p>Our current three-year business plan cycle finishes at the end of this year. Our staff have been working on the new 2024-26 Business Plan over the course of this year. We have extensively reviewed the current business plan to make adjustments that reflect our strategic intent over the next three years. Teaching and non-teaching staff have been consulted throughout this process and several updated drafts have been re-presented for further edits over time. I am tabling our final draft for the Board this evening. The next step is to have our graphic designers place the updated text into our tri-fold design, then suitable images will be added</p>
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		to this. The final version will be printed in the latter half of term 4 and will be available to our school community. I would like to acknowledge and thank the rigorous work of our staff to create the new business plan.
8. P&C Report	5 minutes Board Chair	The P&C reported that they required more Volunteers for Fun Friday's.  Amounts raised from fundraising this term:  Quiz Night - \$7,400 Fun Friday's - \$600 - \$750 per week Spelling Bee - \$2,107  Term 4 Events Sausage sizzle at the sport carnival Colour Run in November  Future donation to GBPS for the new playground – approx. \$25,000.
9. City of Rockingham update	5 minutes Cr Lorna Buchan	Lorna discussed the Karnup train station future development plans and upcoming events:  Castaway Sculptures  Golden Bay Community Garden – construction is well underway and an official opening date will be announced shortly.
10. Budget and Financials	5 minutes Principal & Manager of Corporate Services	The Principal and Manager of Corporate Services presented the 2023 Final Budget, Preliminary Cash Report, One Line Budget Statement, and the Minimum Expenditure Report.
11. Proposed Motion & Resolution Golden Bay PS proposed budget and financial statements are accepted by the School Board as an accurate representation of our finances – income and expenditure	2 minutes Principal/MCS	<b><i>Proposed: Nic Buchanan</i></b> <b><i>Seconded: Alex Kelly</i></b> <b><i>All in favour</i></b>
12. School Board Self-Assessment Tool – discussion and reflection. Areas of focus:	10 minutes Board chair	Information was sought from School Board Members regarding the School Board Self-Assessment Tool.

<ul style="list-style-type: none"> <li>The School Board chair</li> </ul>		<p>The area of focus for the term 3 meeting was the role and functions of the School Board Chair.</p>
<p>13. NAPLAN data and feedback</p>	<p>15 minutes Russell Newbound, on behalf of Cherie Raymond</p>	<p>A presentation was delivered by the Principal explaining the 2023 NAPLAN Data. This included the NAPLAN Multi-Adaptive Testing method, Schools Online and the Student Achievement Information System, Individual Test Performance Proficiency and pathway data.</p> <p><u>Summary Takeaways</u></p> <p>The school scored above like schools in year 5 reading (exceeding proficiency)</p> <p>The school scored within 5% of like schools in the exceeding and/or strong proficiencies in</p> <ul style="list-style-type: none"> <li>Year 3 numeracy (exceeding and strong)</li> <li>Year 3 reading (exceeding)</li> <li>Year 5 reading (exceeding)</li> <li>Year 5 writing (exceeding)</li> <li>Year 3 spelling (exceeding)</li> </ul> <p><u>Future Actions</u></p> <ul style="list-style-type: none"> <li>We are beginning a whole school implementation process with Talk 4 Writing. This is inclusive of professional learning for all staff over 2 days in 2024.</li> <li>We are strengthening our use of ‘Letters and Sounds’ in 2024 by using the ‘Letters and Sounds enhanced version. There will be staff professional learning for this in 2024.</li> <li>K-2 testing and tracking using the Heggerty Phonemic Awareness Program. This data will be used to track student progress and achievement, as well as to inform recommendations for year 1-3 intervention.</li> <li>Maintain the MultiLit intervention program from term 1 2024 onwards, for identified students in years 1-.3 (already funded for 2024).</li> </ul>

		<ul style="list-style-type: none"> <li>• All Special Needs and Mainstream EA's (allied professionals) to be trained/receive refresher training in the MultiLit programs (MiniLit Sage &amp; MacLit) in term 4, 2023.</li> <li>• Math year level scope and sequence, aligned with Paul Swan resources in Term 4, 2023 for use by staff in 2024.</li> <li>• Ongoing Paul Swan math PL.</li> <li>• Continued revision/review of our operational and curriculum approached to a quality assure that what we have in place works for our contextual needs. The focus is on teachers being able to deliver quality teaching and learning to our students at their point of need.</li> </ul>
14. General Business School Development Days 2024 Tenure/Succession Plan	5 minutes Principal/MCS	School Development Days for 2024  29 & 30 January 2024 15 April 2024 15 July 2024 7 October 2024  The School Board succession plan for 2024 will be tabled at the term 4 meeting.
15. Meeting close	Board Chair	The meeting closed at 8.10pm
<p>Next scheduled meetings:</p> <p><b>23 November 2023</b></p> <p>Signed: _____ Date: _____ Board Chair</p> <p>Signed: _____ Date: _____ Principal</p>		