

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



<b>Date:</b>	<b>15 November 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, Trina Clayton, Kylie Flannery, Sophie Graham, Sara Metalli, Russell Newbound, Kellie Sadler, Arlaina Smith, Kristin Spicer, Vanessa Wicks.

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

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

**Apologies:** Sara Metalli; Kellie Sadler; Chris Elliott

<b>Item</b>	<b>Time &amp; Person responsible</b>	<b>Discussion &amp; Actions</b>
1. Welcome	1 minutes Board Chair	The Board Chair welcomed the Board Members including new member Arlaina Smith to the meeting.  Kristy has emailed Arlaina the Nationally Coordinated Criminal History Check link to apply for a Screening Clearance Number as required.
2. Apologies	1 minutes Secretary	Sara Metalli, Sophie Graham, Kellie Sadler, Chris Elliott
3. Review of actions and business arising from previous meeting	10 minutes Board Chair	Point 6 from the previous minutes will be discussed at the Term 1 2019 meeting. The action is to commence no later than term 2. <b>Action: Kristy to add to the Term 1 2019 agenda.</b>  Point 7: there were no adjustments and the policy and guidelines were endorsed by the Comet Bay PLC. Peta proposed that the Comet Bay School Sport Association Wet Weather Policy and Guidelines be accepted.  <b>Proposed: Peta Lawrence</b> <b>Seconded: Vanessa Wicks</b> <b>Accepted: All in favour</b>

		<p>The DPA has been signed and returned to the school.</p> <p><b>Action: Kristy to adjust point 10 of the actions to reflect the discussion that Vanessa was to collate the responses, not Peta.</b></p> <p>This action will be postponed to the term 1 meeting when Vanessa will present the collated responses.</p> <p><b>Proposed: Vanessa Wicks</b>  <b>Seconded: Peta Lawrence</b>  <b>Accepted: All in favour</b>  <b>Action - Term 1: Vanessa</b></p> <p>Point 13. Module 3 board training was handed out at the term 2 meeting. School Board reviewed the answers.</p> <p>Point 11. Module 4 has been given to all School Board members to complete prior to the Term 1 meeting.</p> <p>All other actions from previous Minutes were completed.</p>
<p>4. Incoming Mail –</p> <p>4.1 Thank you correspondence</p> <p>4.2 Department of Education</p> <p>4.3 School Board Training</p> <p>4.4 Golden Bay Progress Association</p>	<p>10 minutes Board Chair</p>	<p>4.1 Various thank you emails have been received via Peta regarding the Creating Communities Pizza &amp; Putt Putt night, Quiz Night, Lego League and positive feedback regarding staff. People outside of the community called the school to comment on how impressed they were with the cohesiveness of the community.</p> <p>4.2 Department of Education correspondence advising the school board of the Self-Assessment occurring in 2019.</p> <p>4.3 School Board training is available for Principals and Board Chairs. No dates were suitable for Vanessa however she will advise the School Board members of future dates as they become available.</p> <p>4.4 Golden Bay Progress Association donated \$2 000 towards the fitness track. A letter of thanks has been posted.</p>
<p>5. Proposed Motion &amp; Resolution</p> <p>Acceptance of minutes of previous meeting</p>	<p>1 minutes Board Chair</p>	<p><b>Moved: Kylie</b>  <b>Seconded: Russell</b>  <b>Accepted: All in favour</b></p>
<p>6. Board Chair's report and update</p>	<p>5 minutes Board Chair</p>	<p>Vanessa presented the Board Chair report.</p> <p>No regional School Board Chair network meetings</p>

		have occurred. Feedback from the School Board Chair who attended the Term 1 meeting included that he was very impressed with the GBPS Board, including the cohesiveness of the board and self-assessment conducted.
7. Principal's report and update	20 minutes Principal	<p>Peta presented the Principal's Report and also noted the following:</p> <p>Peta thanked the School Board members for their work in 2018.</p> <p>Peta thanked the P&amp;C for their work and the funds raised to support the students and school. Peta noted the pin board in Administration has a posted list of donors who have donated towards school and the fitness track. It recognises their support of the school.</p> <p>Teacher and EA staffing will be finalised before the end of 2018. Foundation teacher Tim Tyrie will be leaving Golden Bay at the end of 2018. It was noted that he was sad to leave however needed to work closer to home given the distance travelled each day.</p> <p>Initiatives for staff professional learning was discussed, and the engagement of Curtin University to support of speech and language development in the early years will commence and in 2019.</p>
8. External providers- engagements with Golden Bay Primary School in 2019	10 Minutes Principal	See Principal Report
9. Financial Report	10 minutes Principal/Manager Corporate Services	<p>Kristy presented the term 3 and term 4 Cash Report, Operational One Line Budget Statement and Minimum Expenditure Requirement Report. Kristy also presented the budget adjustments document and advised the School Board that I could explain this further following the meeting.</p> <p>Kristy offered to meet with Arlaina to explain how the Comparative Budget Report and One line budget reports link in together.</p>
10. P&C Report	20 Minutes Ashleigh Best	<p>Ashleigh Best presented the P&amp;C report. The P&amp;C came second with the token jar at Grill'd and received \$200. The Spelling Bee raised an additional \$30. School disco raised nearly \$2 500. Subway and \$1 day continue to raise approximately \$4 000 each per year. Bunnings sausage sizzle was a lot quieter than previous events. The P&amp;C will be holding a sausage sizzle for Arts by the Bay. The Lap-A-Thon raised almost \$2 000. In conjunction with Yield for Coffee, lunches were sold at the faction carnival and this was very</p>

		<p>popular with parents and visitors. In term 3 Ashleigh attended the WACSO conference with Treasurer Jacinda Allen. Ash attended lunch with Paul Papalia and other school P&amp;C Presidents and Treasurers, and is currently networking with them. In term 4 subway and \$1 day continue and the Christmas raffle will also be held. Ash is working on the yearly planner and this will have a different layout this year with all terms being on the one page. This should raise \$3 500. Peta and Ash will be meeting this term to discuss the 2019 fundraising agenda. P&amp;C have already donated \$8 000 for the 2019 Canberra Study Tour. There are currently 30 P&amp;C members. Ash has advertised for a parent to run the uniform shop. Monica Brereton has volunteered to do this.</p>
<p>11. Contributions and Charges, Booklists and Incursions and Excursions</p>	<p>20 Minutes Principal</p>	<p>Peta presented the 2019 Contributions and Charges, Booklists and Incursions and Excursions. The Education Act governs that the maximum Voluntary Contributions be \$60. Peta provided board members with the collection rate for 2019. Voluntary Contributions at the time of the report was only 34.96%. Peta suggested a free book list for the first four students when parents paid the Voluntary Contributions in 2019. Kristin suggested pulling the names out of a hat of all names of students who had paid the voluntary contributions. It was decided that six names be drawn in Term 4 at an assembly for the following year booklists (2020). Peta noted that the school can provide four of the booklist packs and Vanessa suggested the P&amp;C may provide the remaining two.</p> <p><b>Action: Ash to discuss inclusion of this contribution on the fund raising schedule at the next meeting of P&amp;C.</b></p> <p>Peta presented the maximum school charges schedule for 2019. Peta motioned the School Board accept the school charges.</p> <p>Peta presented the various booklists and Kristy presented the comparison sheet. Peta proposed that for the personal items list we continue with West School Supplies</p> <p>Trina suggested moving the voluntary contributions to where the charges information is above the payment slip. The school board members agreed.</p>

		<p><b>Action: Kristy to make this change to the Voluntary Contributions and Charges Letter.</b></p> <p>Vanessa suggested we include incentives and payment methods in the Voluntary Contributions letter. The school board members agreed.</p> <p><b>Action: Kristy to amend the Voluntary Contributions and Charges Letter to include information on the incentives and payment methods.</b></p>
12. Module 3 School Board Training document	10 Minutes School Board Chair	Module 3 board training was handed out at the term 2 meeting. The School board members reviewed their answers at tonight's meeting.
13. Year 6 Graduation Ceremony	5 minutes School Board Chair	Vanessa is unable to attend this year's graduation ceremony and asked if there was another school board member to attend. Kylie Flannery is available to present the award.
14. Proposed Motion & Resolution	Moved by	
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>Proposed: Vanessa Wicks</b> <b>Seconded: Kylie Flannery</b> <b>All in favour</b>
14.2 Retention of the voluntary contributions at \$55 with an incentive scheme in place for 2019.	1 Minute Principal	<b>Proposed: Peta Lawrence</b> <b>Seconded : Vanessa Wicks</b> <b>All in favour</b>
14.3 Acceptance of 2019 Maximum School Charges Schedule, Contributions and Charges, Incursions and Excursions.	1 Minute Principal	<b>Proposed: Peta Lawrence</b> <b>Seconded: Kristin Spicer</b> <b>All in favour</b>
14.4 Acceptance of West School Supplies quotation for the supply of book lists for 2019	1 Minute Principal	<b>Proposed: Peta Lawrence</b> <b>Seconded: Kristin Spicer</b> <b>Accepted: All in favour</b>
15. General Business 15.1 Round table introduction to Arlaina Smith		15.1 The School Board members introduced themselves to Arlaina Smith.
15.1 Proposed 2019 school board meeting dates		15.2 Vanessa called for any constraints with Board members for the 2019 School Board meeting

		dates. Vanessa agreed to contact the other School Board members to agree on dates.
16. Actions –	Principal	Peta will talk to the NAPLAN results at the term 1 2019 meeting when the Annual Report is tabled.
17. Meeting close	Board Chair	8.10pm
<p>Next scheduled meeting:</p> <p>Signed: _____ Date: _____                      Board Chair</p> <p>Signed: _____ Date: _____                      Principal</p>		