

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



Date:	14 March 2024
Time:	6:00pm
Place:	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: Russell Newbound, Sarah Hull, Alexander Kelly, Amber Sutcliff, Nic Buchanan, Jessica Roberts-Tindall, Felicity Stride, Jay Donaldson, Angela Jeitz, Kathryn Bean.

Appointed Member: Councillor Lorna Buchan, City of Rockingham

Co-opted Member: P&C Representative:

Apologies: Eisha Eaton, Joey Davison

Item	Time & Person responsible	Discussion & Actions
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. Russell introduced the new school board members to the meeting: Jay Donaldson, Angela Jeitz and Kathryn Bean. Newly appointed member Joey Davison was an apology for the meeting.
2. Apologies	1 minute Secretary	Eisha Eaton, Joey Davison
3. Review of actions and business arising from previous meeting	5 minutes Board Chair	All actions from the previous meeting were completed.
4. Proposed Motion & Resolution Acceptance of minutes of previous meeting	2 minutes Board Chair	Term 3 Minutes of the Meeting were emailed to members on the 22/11/2023. At the request of school board members, these were reforwarded to members on the 18/04/2024.
5. Incoming Mail – School Sport	5 minutes Board Chair	Two resignations from the School Board, were received by email from Claire Snyders and Jessica Russell. A letter has been received on the 13 November 2023 from Melesha Sands, Deputy Director General, Schools endorsing the Public School Review report.

		<p>A letter has been received from Aaron Thomas, Assistant Director of Education, South Metropolitan Education Region acknowledging the commitment and dedication of staff in creating a positive school environment that supports and provides students with the tools to unlock and fulfil their learning potential.</p>
6. Board chair's report and update	5 minutes Board Chair	<p>The School Board Chair welcomed and acknowledged the newly appointed School Board members.</p> <p>Newly elected School Board Members for 2024:</p> <p>Joey Davison (staff) Jay Donaldson (staff) Angela Jeitz (staff) Kathryn Bean (staff)</p> <p>The School Board Chair advised members that they will be unable to attend the Anzac ceremony on the 24 April 2024, however asked if a school board representative could attend.</p>
<p>7. Principal Report, including presentation 2023 Annual Report</p> <p>2024 Funding Agreement</p> <p>School Terms of Reference - Updated</p>	15 minutes Principal	<p>The 2024 Funding Agreement will be endorsed by the Principal and School Board Chair once available from Central Office.</p> <p>The Annual Report for 2023 was accepted and signed by all School Board members.</p> <p>The updated version of the School Terms of Reference was accepted by all present members of the meeting.</p> <p><i>Proposed: Russell Newbound</i> <i>All in favour</i></p> <p>Public School Review Our Public School Review took place in term 4 of last year. I had intended to provide the Board with the outcome of this review at our final meeting of 2023, which did not proceed as planned. This rigorous review examines all facets of school operation and function. I am very pleased to inform the Board that our school was deemed to be high functioning and on a trajectory for sustained high performance. I will table some letters that we received congratulating</p>

	<p>the school on the successful outcome of the review. We will not be required to participate in another review process until 2026/27.</p> <p>A further indicator of the success of our review was my recent invitation to be involved in a Public School review at another school. This will be in term 2 and I will join a Director from the Expert Review Group in validating another school’s review documentation. This role of peer reviewer is an acknowledgment of the positive review outcome at Golden Bay PS last year.</p> <p>2023 Annual School Report</p> <p>It is with great pleasure that I table the 2023 Annual School Report. This report reflects the dedication and passion of our school staff to provide an engaging, enriching and rigorous learning environment for our students. It also acknowledges the great relationships and partnerships within and across our school community that value add to educational experiences. I am very proud of all who have contributed to the success of Golden Bay PS in 2023. We look forward to continued growth and success in 2024.</p> <p>Staffing updates</p> <p>We have some adjustments to our staff from the start of this year. Claire Snyders has moved over east to be closer to her immediate family. Claire has been a valued member of staff over the past 4 years and was also a member of our School Board. We welcome back a number of permanent staff returning from parental leave. This includes Alyssa Wakefield (Kindy), Sherrie Liackman & Kathryn Bean (year 2), and Lauren Alborough (year 5/6). We have also appointed Joey Davison (year 2), Lucy Trovato (year 2/3), Jaid Sutherland (year 3), Niamh Irons (year 4) and Angela Jeitz (year 4/5) to new positions for 2024. These incoming staff bring a great spread of experience and expertise.</p> <p>Parent Information Meetings</p> <p>Classroom teachers opened their doors on the afternoon of Wednesday 14 February. This was to provide parents and carers with an overview of the class routines, expectations and learning areas. We had a great turn out of numbers and teachers</p>
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		<p>enjoyed the opportunity to meet and connect with parents and carers. We will have a Parent Open Afternoon in term 3, when children will have the opportunity to show parents their learning over the year to date.</p> <p>Building and Grounds works We have two construction projects occurring over the course of term one. A new transportable classroom will be installed adjacent to T5. This new classroom will be T6 and the year three class currently in the ECE T1 will relocate to this new classroom soon.</p> <p>The new playground installation could not go ahead during the January holiday period as hoped, due to supply issues with several of the playground pieces. This work will commence in the final week of this term, with the area fenced off during construction. It is anticipated that all works will be completed by mid-term two, with two stages to the installation. A huge thank you to our P&C for the ongoing fundraising support to assist with this project.</p> <p>NAPLAN The National Assessment Program - Literacy and Numeracy takes place every year for students in years 3, 5, 7 and 9 across Australia. Our year 3 and 5 students will be participating in this from Wednesday 13 March to Monday 18 March. There will be opportunities for any absent students to 'catch up' on any missed assessments within the test period.</p> <p>Talk for Writing This year we are introducing <i>Talk for Writing</i> as a whole school approach to the teaching of writing. This evidence-based program uses spoken activities to develop writing skills. Quality writing is created by first expanding and developing students' oral language skills and then teaching the necessary steps for higher level sentence, paragraph and text construction. <i>Talk for Writing</i> has the potential to dramatically improve students' writing. The approach also offers students with learning and language difficulties an opportunity to develop stronger writing skills. Students find <i>Talk for Writing</i> fun, engaging and motivating. We are really</p>
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		<p>looking forward to the expected positive outcomes and student progress as this approach is implemented over the year. We will be providing the Board with an update later in year to demonstrate the impact Talk for Writing is having across the school.</p> <p>Student leadership roles Our 2024 student leadership positions were announced at the assembly on Friday. Congratulations to the following students who have received leadership roles In 2025 we will be appointing student leadership roles from our year 6 cohort only. This reflects our continued growth in student numbers, with ample leadership potential from our year 6's only.</p> <p>iDance Program We are once again offering the iDance program, for students from Pre primary to year 6. These highly engaging and enjoyable dance lessons commenced in week three and will run for seven weeks. A 'Dance Extravaganza' will then be held on Wednesday 27 March, to showcase the dance routines that have been learned by the students.</p> <p>Long Service Leave I will be on LSL from Monday 18/3 until the end of term. Cherie Raymond will be Officer in Charge during this period of leave.</p>
8. P&C Report	5 Minutes TBC	<p>All P&C positions were filled at the term one Annual General Meeting held on the 9 February 2024. President: Rebecca Head Vice President: Jessica Roberts-Tindall Secretary: Kate Miovski Treasurer: Katrin Steiner Members: Valentina Di Candia, Shona de Brouwer, Selins Wainwright, Krystal Nesbit, Sarah Hull, Kristy Gardiner, Amanda Richards, Rowena Jonsson, Emily Giddens, Sophie, Bayley Ryan</p> <p><u>Up & coming events:</u> Easter Raffle Harmony Day Fun Day Friday's</p>
9. Funding Agreement for Schools 2024	5 minutes Board Chair	The 2024 Funding Agreement will be endorsed by the Principal and School Board Chair once available from Central Office.

10. 2023 Draft Budget – Tabling of Board responses	3 minutes Principal/MCS	The Principal and Manager of Corporate Services tabled the 2024 draft Budget, 2024 Contributions and Charges, 2024 Incursions and Excursions, 2024 School Development Days, 2024 Booklists, proposed budget & financial statements that were emailed to school board members on 23 November 2023, 10 of the 12 members acknowledged and noted the 2024 school draft budget and 10 of the 12 members approved and accepted the 2024 Contributions and Charges, 2024 Incursions and Excursions, 2024 School Development Days, 2024 Booklists and the term 4 financial statements. Two members did not respond to the email sent.
11. 2024 Budget and Financials	10minutes Principal/MCS	The 2024 Final School Budget, One Line Budget Report, The Minimum Expenditure Requirement Report and the Cash Report will be forwarded to members once the Student-Centred Funding Module becomes available at the commencement of Term 2, 2024.
12. Proposed Motion & Resolution 12.1 Golden Bay PS propose the final budget is noted by the School Board and all financial statements are accepted as an accurate representation of our finances – income and expenditure.	5 minutes Principal/MCS	The 2024 Final School Budget, One Line Budget Report, The Minimum Expenditure Requirement Report and the Cash Report will be forwarded to members once the Student-Centred Funding Module becomes available at the commencement of Term 2, 2024.
13. City of Rockingham Update	5 minutes Lorna Buchan	Lorna discussed future developments within the community and upcoming events. Waste bin recycling – Red bin (coming soon to the region) The general household wasted accepted in the red lidded bins are: <ul style="list-style-type: none"> • Food scraps • Meat trays and soft plastics • Nappies, cotton buds, tissues and other personal hygiene items • Animal waste and droppings • Broken toys • Old clothing, rags and textiles • Broken ceramics

	<p>General Grants (P&C can apply) The City of Rockingham is committed to supporting incorporated, not-for-profit organisations, associations, or those limited by guarantee based or providing services within the Rockingham community to assist with the delivery of programs and events that benefit the Rockingham community. These guidelines relate to eligible organisations wishing to apply for a grant towards programs and events that take place within the boundaries of the City of Rockingham. General grants form part of the City’s Community Grants Program, designed to empower such groups to build capacity and develop sustainability for the overall benefit of the community.</p> <p>Applicants can apply for up to \$3,000 and can only apply for one grant per project per financial year.</p> <p>Harmony of Friendship Ako Children’s Choir The City of Rockingham Sister City Ako, Japan will be visiting on the 27 March 2024, 5.30pm at the Lookout.</p> <p>Families can attend this unique event as the Japanese Ako Children’s Choir harmonises with local schools, to deliver some well- known Aussie tunes, entry is free.</p> <p>Castaways The City’s iconic Castaways Sculpture Awards celebrate artistic innovation and environmental awareness. Castaways is an annual outdoor sculptural exhibition showcasing artworks created from repurposed materials. Castaways Sculpture Awards consists of three exhibitions, with a prize pool of \$27,000 (non-acquisitive).</p> <p>Rockingham and Mandurah area odours The department of Water and Environmental Regulation is currently investigating a significant increase of odour complaints received from the community in the Nambeelup area in 2024.</p> <p>The department responded quickly to community complaints and has conducted extensive field odour surveys, both during the day and at night. During surveys on 15 and 16 February 2024, the department identified the activities of two companies in Nambeelup (C-Wise and CM Farms) to</p>
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		<p>be the primary sources of the odours identified in the community.</p> <p>C-Wise accepts liquid waste and produces compost, while CM Farms operates a piggery.</p> <p>Following discussions with both parties, the department issued an Environmental Protection Notice (EPN) to each company requiring them to investigate the identified odour and rectify any identified operational issues as quickly as possible.</p> <p>C-Wise is required to:</p> <ul style="list-style-type: none"> • take immediate action to reduce the risk of odour emissions from the liquid waste storage and treatment ponds • conduct investigations into liquid waste storage and treatment ponds at the premises to ensure effective control of odour emissions from the ponds • engage an odour expert to conduct an odour analysis considering all waste types received at the premises • comply with required timeframes, considerations and reporting requirements set out in the EPN, and provide details of any improvements that can be made to operations on the premises to reduce unreasonable odour emissions.
<p>14. General Business: School Board Membership and succession plan School Board Training</p>	<p>5 minutes Principal</p>	<p>The Principal discussed the school board membership and succession plan with the board members.</p> <p>The school board members discussed having future meetings in terms 2,3 and 4 only, due to funding and financial statements from Student-Centered Funding not being available to present to members until the end of term 1.</p>
<p>15. Meeting close</p>	<p>Board Chair</p>	<p>The meeting closed at 7.00pm</p>

Next scheduled meetings:

06 June 2024

05 September 2024

21 November 2024

Signed: _____
Board Chair

Date: _____

Signed: _____
Principal

Date: _____