



Gooseberry Hill Primary School School Board Minutes

An Independent Public School of the Department of Education nestled in the Perth Hills

24 Ledger Road, GOOSEBERRY HILL WA 6076

Telephone: (08) 9293 2777

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Chair: Kevin Boots, Principal Matthew Snell.

Meeting Date:	20 th February 2018, 6.30pm.	Meeting Venue:	GHPS Board Room			
Attendees:	Kevin Boots (KB), Cameron Maitland (CM) KE), Lynne Tognolini (LT), Chris Rogers (CR), Suellen Brown (SB) Suzanna Robertson(SR),Brook Durling (BD),Matthew Snell (MS),Anne Bell (AB),),Robyn Nicolaou (RN), Donna Marshall (DM), Raquel Bebbington(RB).					
Apologies:	Kylie Eaton					
Next meeting:		Meeting Chair:	Kevin Boots			
Recorder of Minutes:	Anne Bell					
No	Item	Discussion	Agreed Action	Status	Speaker/ Responsible	
1.0	Open /Apologies					
1.1	Open	•			KB	
1.2	Apologies	• Kylie Eaton			KB	
1.3	Confirm Agenda	•			KB	
1.4	Quorum/Conflict of Interests	• Quorum achieved				
1.5	Board Changes/Matters	•	Welcome to our new Board members. Each member introduced themselves. Discussion regarding induction of new members and PD for the Chair and the Principal.		KB	
3.0	Previous Minutes					
3.1	Acceptance of 27th November minutes as true and accurate record	• Minutes of 27 th November 2017 School Board presented.	Accepted: RN Seconded: SE Carried		KB	
2.0	Actions Arising from previous					

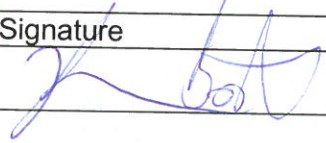

	minutes				
2.1	Environmental Update	<p>Human Health Risk Assessment Executive summary of report to be saved to school website.</p> <p>Advice is that this cannot be added until final approval sign off.</p> <p>Letter sent to Community Group</p>	<p>The summary was on the website but DoE requested it be taken down as the report is not fully signed off. DoE has said there is no potential risk but Green Cap will continue to monitor every two years. There has been a request through Freedom of Information for the report through the DoE.</p> <p>Matt read a response from the Minister to the community group.</p>		MS
2.2	Traffic update	<p>Application Type A Children's Crossing being made.</p>	<p>MS contacted the Road Safety Department regarding a cross walk attendant. Applied for both A and B type attendant. Difference is A type employed by WA Police. B type employed by the school. Both attendants would be trained. Awaiting response.</p>		MS

3.0	Reports & Operational Matters			Action		
3.1	Principal's Report	Principals Report Bios in office	Principal's report given. Report Accepted: CM Seconded: CR Carried	Bios to be submitted.	MS	
3.2	Financial Report	Financial Report	Financial report presented Report Accepted: CM Seconded: RN Carried		MS	
3.3	Business Plan	Present the Business Plan	Discussion regarding the plan to be for 2018 not as a three year plan at this stage as discussed in Board meeting in 2017. Strategic direction to be further discussed. Accepted: BD Seconded: RB Carried		MS	
3.4	Environmental Update	Waiting for final approval.	See previous noted regarding this.	MS will contact Andrew Hastie regarding progress.	MS	
3.5	Cyber Safety Policy	Sub- committee report on Cyber Safety policy (incl mobile phones)	MS presented guidelines from DoE. Draft policy being developed. Enrolment forms updated re photos. Mobile phone policy and	Follow up regarding enrolment forms. Policy to be	DM	

		<p>Sub Committee has regional guidelines to formulate policy. Continue to formulate mobile phone policy.</p> <p>Enrolment forms in consultation with MCS to be updated.</p>	<p>enrolment forms continue to be developed.</p> <p>Accepted: CE Seconded: RB Carried</p>	<p>developed.</p>		
4.0	Additional Items for discussion					
4.1	Review Bushfire Plan	<p>Communications details to be updated and plan added to Dropbox and School website.</p> <p>To be signed off by DFES Feb 2018.</p> <p>Evacuation drill completed on the 15th February</p> <p>Reminder in newsletter at start of the year.</p>	<p>Spring Road Bushfire Plan completed. Evacuation drill went well. Further improvements to be made regarding checking staff and days worked.</p> <p>Accepted: CR Seconded: RN Carried</p>	<p>MS</p>	<p>MS</p>	<p>MS</p>
4.2	Overview of School Board Function 2018	<p>Additional environmental review items have been included.</p> <p>Induction of new Board Meetings</p>	<p>Code of Conduct sand Terms of Reference to be sent electronically to all Board Members.</p> <p>MS and KB will attend an information session for Board Members.</p> <p>Accepted: CR Seconded: RN Carried</p>	<p>MS</p>		<p>KB</p>
4.3	Board Meetings 2018	<p>Proposed Dates: Tuesday 20th Feb 2018</p>				<p>MS</p>

		<ul style="list-style-type: none"> Tuesday 27th March no Board Meeting Tuesday 15th May 2018 Tuesday 14th Aug 20118 Tuesday 23rd Oct 2018 Tuesday 27th Nov 2018 	<p>Change of days and times of Board meetings discussed and agreed to.</p> <p>Accepted: RN Seconded: DM Carried</p>			
5.0	Correspondence					
5.1	Correspondence In	Letter from Minister re Environmental report to Community Group.		MS		
5.2	Correspondence Out	Letter to DoE re closure of Point Peron Camp School	Matt to draft on behalf of the Board.	MS		
6.1	Other Business	Chair Position open as Kevin may not be available. Co- Chair Brook Durling in the interim. Sydney funds distributed as agreed by Sydney Music Committee.		KB		
	Next Meeting	<ul style="list-style-type: none"> Tuesday 15th May 	Meeting Closed	Time 8 :05 pm		

Distribution List: Kevin Boots (KB), Cameron Maitland (CM), Lynne Tognolini (LT), Kylie Eaton (KE), Chris Rogers (CR), Suellen Brown (SB) Suzanna Robertson (SR), Brook Durling (BD), Matthew Snell (MS), Anne Bell (AB), , Robyn Nicolaou (RN), Donna Marshall (DM), Raquel Bebbington (RB).

Chair	Signature	Date	Principal	Signature	Date
Kevin Boots		15/5/18	Matt Snell		15/5/18