



Gooseberry Hill Primary School

Principal: Matthew Snell

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GHPS School Board Meeting Minutes

Meeting	9 th November 2021
Location	GHPS Board Room 6:30pm
Membership	Cameron Maitland (CM), Faye Morgan (FM), Suzanna Robertson(SR), Brook Durling (BD), Matthew Snell (MS), Janessa Wason (JW), Donna Marshall (DM), Raquel Bebbington(RB), Sue Saville (SS), Rachael Bolton (RBo) Lauren Johnson (LJ), Kym Buckingham(KB),
Chairperson	Suzanna Robertson
Minutes	Raquel Bebbington (RB)
Next Meeting	Thursday 9 th December, 2021
Record of Attendance	Apologies: Rachael Bolton Guests: Nil
Meeting Open:	18:31

	Item	Process	Responsibility	Document
1	Welcome & Apologies			
	1.1 Acknowledgement of traditional owners <i>"We are meeting today on the traditional land of the Whadjuk people of the Noongar nation. It is a privilege to be standing on Noongar country and we pay our respects to the elders past and present."</i>	Noting	Chair	

	Item	Process	Responsibility	Document
	1.2 Quorum, declarations of conflict of interest and Code of Conduct		Chair and Board Members	Nil
2	Presentations			
	2.1 N/A	Presentation		
3	Board matters			
	3.1 Board Chair transition 3.2 Brook Durling resignation 3.3 Brian Gordon resignation 3.4 Call for nominations	Discussion	Chair	Suzanna chairing formally Creation of a Board Connect Community Group for communication and documents Community Rep – Janelle Sewell Cr Nominations in newsletter – 2 responses, use school survey Invite them to end of year meeting
4	Strategic matters for discussion			
	4.1 School Board Strategic Plan - See attached	Discussion	Principal Chair	Actions to work on throughout 2022 Visibility
	Other Matters for Discussion			
5	5.1 COVID19 Update – Implications for staffing due to mandatory vaccination	Discussion	Principal	Implications – all staff need to be vaccinated to return to site next year

	Item	Process	Responsibility	Document
5.2	School Review Report -See attached considerations	Discussion	Principal	School review sent out – still with staff in discussion, a sense of responsibility to continue on with the 12 month items – will be updated at meeting 1, 2022. A lot of our Aboriginal CSF is embedded in GHPS – we don't necessarily attach it formally to the framework – more awareness of our cultural responses and where they sit in the ACSF. Start developing a reconciliation action plan - met with a lot of support from staff A lot of good feedback in review (SR)
5.3	Stand Alone Bushfire Plan <ul style="list-style-type: none"> • Drill • Procedures (attached) 	Discussion	Principal	Busy Bee clean-up of debris Walk around with Director of School Strategic Planning, identified safe area – will protect those buildings Fire drill date TBA
5.4	Business Action Items	Review	Chair	Business and Actions
5.5	School Board Training	Discussion	Chair	MS and SR attended Principal and Chair training Two-hour PL available to upskill/refresh board members Advertise to interested community members
5.6	Future meeting dates <ul style="list-style-type: none"> • 9 December (includes dinner) • 2022 first meeting (open meeting) 	Agreement	Chair	

Standing Items

6	6.1 Acceptance of the previous meeting's minutes	Agreement	Chair	CM
	6.2 Noting of Circulating Resolutions (out of session motions) – if applicable	Noting	Chair	Nil
	6.3 Financial Report <ul style="list-style-type: none"> • School Financial Position submitted • Contributions and Charges 2022 for approval 	Agreement	Chair	<p>Operational Oneline Budget 93k carried forward plus 150k in salaries – good position financially 30k allocated in spending before the end of 2021 96% minimum expenditure</p> <p>KB: Locally raised funds? Collection of school contributions and charges, school excursion, P&C & fundraising, donations – gold coin day etc</p> <p>Other revenues? Sits outside of fundraising – eg: commissions</p> <p>Other expenditure? Things that don't fit into any other categories</p> <p>LJ: Funding? No new staffroom, money will be spent on walls in classroom</p> <p>Staffing? Pool advertised and closed</p> <p>KB: Finance Committee – who is on it? MCS, all administration team and one teacher from each POD.</p> <p>Student funding from the Oneline budget - break it down it further</p> <p>Unused stationery is sent home</p> <p>Booklist and voluntary charges contribution and charges APPROVED</p>

	6.4 Correspondence <ul style="list-style-type: none"> • Correspondence in • Correspondence out 	Noting	Chair	School Review Report Brook resignation tended
	6.5 Committee Reports <ul style="list-style-type: none"> • P&C Report 	Noting	P&C Rep	Nil report P&C has to be nominated to the Board as a parent rep P&C rep there for sharing of information, they cannot vote Members not elected to the Board do not have a voting right under the legislation
7	General Business			
	7.1	Response	Principal	LJ: Give Write – donation of good quality left over stationery for underprivilege students
8	Close 8:13			
	NEXT MEETING: 9 December 2021			

Signed



Suzanna Robertson

Board Chair



Matthew Snell

Principal

Date 23/3/22

**GHPS School Board
Business & Actions Arising**

Ref #	Related Meeting Date	Mtg Item N°	Person/s Involved	Action	Date Required	Status
1)	3.3	31/8/21	MS	Newsletter for nominations for the Board, 'Looking for a representative from the junior primary area'		Done
2)	3.4	31/8/21	MS	TOR – remove 6.5.4		
3)	4.2	31/8/21	SR	Board key focus areas		Draft format
4)	5.4	31/8/21	MS	Newsletter – PUBLIC MEETING 2022		
5)	6.5	31/8/21	RBo & MS	Contact Matthew Hughes & transport Minister		Spoken to both Margaret Thomas who is going to action it & if no luck Matthew Hughes will take it further
6)	7.1	31/8/21	RB	School Board Email		Done
7)	5.2	9/11/21	MS SR	School Review Report		
8)	5.3	9/11/21	RB	Locate fire packs/toilet etc		
9)	7.1	9/11/21	SR MS	Launch email at 1 st meeting 2022 (public)		
10)	5.5	9/11/21	MS	Follow up PL in School Board Training		
11)	5.6	9/11/21	RB	Poll for M, W, T		
12)	6.3	9/11/21	MS	Expenditure – what does 'other' stand for over \$5k		
13)	7.1	9/11/21	LJ	Give Write – Lauren to send the information to Matt		
14)						

