



Gooseberry Hill Primary School

Principal: Matthew Snell

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GHPS School Board Meeting Agenda

Meeting	14 th March 2022
Location	Microsoft TEAMS Online
Membership	Cameron Maitland (CM), Faye Morgan (FM), Suzanna Robertson(SR), Paul Luck (PL), Matthew Snell (MS), Janessa Wason (JW), Kathryn Dunlop (KD), Lynda O'Reilly, Sue Saville (SS), Rachael Bolton (RBo) Lauren Johnson (LJ), Kym Buckingham(KB), Janelle Sewell (JS), Jasmyn Hall (JH)
Chairperson	Suzanna Robertson
Minutes	Matt Snell
Next Meeting	Monday 30 th May, 2022
Record of Attendance	Apologies:
	Guests:

	Item	Process	Responsibility	Document	Time
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</i>	Nothing	Chair		1

Item	Process	Responsibility	Document	Time
<p>Noongar country and we pay our respects to the elders past and present."</p>				
<p>1.2 Quorum, Introductions, declarations of conflict of interest and Code of Conduct</p>	<p>Welcome to new staff and parent reps. Everyone given an opportunity to introduce themselves.</p> <p>No conflicts of interest declared.</p> <p>MS to take minutes</p> <p>ACTION</p> <p>Request for minute taker for next meeting</p>	<p>Chair and Board Members</p>		<p>5</p>
<p>2</p> <p>Presentations</p> <p>2.1 N/A</p>	<p>Presentation</p>			
<p>3</p> <p>Board matters</p> <p>3.1 Terms of Reference</p> <p>3.2 Statement of Expectation</p>	<p>Please read Terms of Reference and understand your role.</p>	<p>Chair</p>	<p>TOR</p> <p>Statement of Expectation</p>	<p>10</p>

	Item	Process	Responsibility	Document	Time
	3.3 COVID Status / Police Clearance 3.4 School Events – Board attendance	Statement of Expectations outlines the role of the Principal in leading the school and how the Board Chair and the Board support this and maintain accountability. Please visit admin to show your COVID Vaccination Status and Police Screening details so they can be recorded.			
		ACTION Suzanna to send out link to all members so they can check status. New members can also collect their badge from admin.			
		ACTION Matt to send out calendar of events and Board Members to register their attendance for presentation and exposure opportunities.			
4	Strategic matters for discussion 4.1 School Board Strategic Plan - See attached 4.2 School Business Plan Targets	School Business Plan Targets discussed and link to Road to Wisdom Document highlighted. School Strategic Plan 2022 shared and discussion on Natalie Scott working with data and Maths and English Curriculum Leaders to develop data specific targets that link back to overarching goals. Positive feedback given for Strategic Plan as more specific outline of programs implemented to achieve targets.	Principal Chair	Board Strategic Plan School Business Plan	15

	Item	Process	Responsibility	Document	Time
		<p>Suzanna gave overview of Board Strategic Plan and how it dovetails with School BP. Discussion of how specific targets will make it easier for Board to discuss progress toward these targets.</p> <p>Paul suggested that timeframes be added to goals in Strat Plan.</p> <p>ACTION</p> <p>Matt and Suzanna to meet out of session to develop timeframes and distribute this to Board Members.</p>			
5	Standing Items				
	5.1 Acceptance of the previous meeting's minutes	Moved KB Seconded CM	Chair		2
	5.2 Noting of Circulating Resolutions (out of session motions) – if applicable	Nil	Chair		0
	5.3. Financial Report <ul style="list-style-type: none"> • School Financial Position submitted • Budget 2022 	<p>Stacey presented school financial position.</p> <p>77% of Voluntary Contribution received to date. SR notes this is very good.</p> <p>Moved JW</p> <p>Seconded PL</p> <p>ACTION</p> <p>Stacey to follow up on P&C Contributions received to date through the booklist.</p>	Stacey Conway (MCS)	School Budget Report School One line Budget report	5

Item	Process	Responsibility	Document	Time
<ul style="list-style-type: none"> 6.4 COVID Update 	<p>Students coping well. Classrooms functioning reasonably normally without some of the extra activities and events.</p> <p>MS thanked school community for ongoing support.</p> <p>KD noted that mask wearing has been readily accepted, however some students go through them more quickly as they get dirty. Staff have spares to hand out</p> <p>SS noted Parents not coming in in KP has assisted to settle those children whom had separation anxiety.</p> <p>LO noted difficulty in managing activities like choir as it was now in 3 separate groups which meant extra sessions for her. She continues to do it though as the kids love it. No Junior choir has been a disappointment. She continues to find way to make it work as it makes the students happy.</p> <p>ACTION</p> <p>Matt to make this week's newsletter about positive things that have happened as a result of the pandemic</p> <p>JH shared that her school made a music video with the students wearing masks singing 'Don't Worry, Be happy'"</p> <p>KB asked about staff welfare.</p> <p>Discussion regarding ways to support one another. Noted new staff have found it difficult to settle in and get to know everyone.</p> <p>LO noted there are many little things that staff do to support one another.</p> <p>ACTION</p>	Principal	Operating Guidelines FAQ's	10

Item	Process	Responsibility	Document	Time
	<p>Kathryn to send email to all staff recognising their efforts on behalf of the Board.</p>			
<p>5.4 Correspondence</p> <ul style="list-style-type: none"> • Correspondence in • Correspondence out 	<p>Resignation from Raquel Bebbington</p> <p>SR noted Raquel's outstanding contribution both in her role as staff rep and taking on the secretarial duties and preparing minutes.</p>	<p>Chair</p>		<p>2</p>
<p>5.5 Committee Reports</p> <ul style="list-style-type: none"> • P&C Report 	<p>AGM on 2nd March, Rachael elected President. Excited about some new executive members.</p> <p>Fundraising 2021 was over \$27,000 which has gone directly back into the school</p> <p>2022 Focus – 50 Years</p> <p>Quality of events over quantity</p> <p>Culture over cash</p> <p>P&C have recently employed a Canteen Assistant who started 2 weeks ago - Tammy Adams</p> <p>Volunteers will be able to return, but must sign in via admin and show proof of vaccination as per all regular workers / volunteers to the school.</p> <p>RB continues to work with CoK regarding crosswalk and is awaiting updates.</p>	<p>P&C Rep</p>		<p>5</p>

Item	Process	Responsibility	Document	Time
	<p>JS offered to assist in her role as a councillor.</p> <p>ACTION</p> <p>RB to update JS on current progress.</p> <p>Note MS and SR to ensure no conflict of interest for JS</p> <p>Decision to hold one P&C meeting per term in Week 5 as everyone is busy and most P&C members have other community commitments also.</p>			

Item	Process	Responsibility	Documents	Time
6 Other Matters for Discussion				
6.1 School Review Report -Progress toward recommendations	Deferred to next meeting when face to face	Principal	School Review Report School Strategic Plan School Targets and Milestones Road to Wisdom ACSF	10
6.2 Stand Alone Bushfire Plan Drill Feedback	Drill conducted 10/03/2022. Only proceeded to lockdown as we cannot mix cohorts. Staff explained next steps to students. Was a pole top fire that evening, fortunately no damage.	Principal		5
6.3 Business Action Items	See Business and Action attached	Chair	Business and Actions	10
6.4 Future meeting dates • Monday Week 6	Agreement	Chair		2

	<ul style="list-style-type: none"> • 30th May (Public Meeting) • 22nd August • 14th November • 8th December (Dinner) 				
7	General Business				
	7.1	Response	Principal		5
8	Close	Time?			
	NEXT MEETING: 30 th May 2022 (Open Meeting)				

*Signed: A Robertson
Chair*

*[Signature]
Secretary*