



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

Meeting Date:	24 th July 2017 – 18:30	Meeting Venue:	GHPS Board Room
Attendees:	Patrick Bourke (PB), Novak Drazevich (ND), Lynne Tognolini (LT), Judy LeBlanc (JB), Robyn Nicolaou (RN), Blair Marsh (BM), Suellen Brown (SB), Kevin Boots (KB); Robert Anderson (RA) Donna Marshall (DM), Chris Rogers (CR)		
Apologies:	Kylie Eaton (KE), Anne Bell (AB)		
Next meeting:	Mon 11 Sept 17	Meeting Chair:	Kevin Boots
Recorder of Minutes:	Novak Drazevich		

No	Item	Discussion	Agreed Action	Status	Speaker/ Responsible	Agreed Date	Time (Mins)
1.0	Open /Apologies						
1.1	Open	•					1
1.2	Apologies	•	Kylie, Anne Bell				1
1.3	Confirm Agenda	•					1
1.4	Quorum/Conflict of Interests	• Quorum achieved					1
1.5	Board Changes/Matters	• School Board Nominations	Welcome Chris Rogers		KB		1

2.0	Invited Guest Discussion regarding items from previous minutes						
2.1		<ul style="list-style-type: none"> The Board has invited Andrew Hastie (DOE Principal Environment Officer) to attend the meeting to discuss where the Asbestos Issue process is at. 	<p>DOE has accepted interim Human Health Risk Assessment. Left with GHPS</p> <p>Noel Davies (Aurora) assessment still pending to allow him to meet with external community group (date TBC).</p> <p>Jeremy Hogben (Independent Auditor) also to attend this meeting.</p> <p>Once complete there will be a final walkover of the site between Aurora, DOE and Auditor. Anything found collected and accounted for.</p> <p>Noel will then sign off on HHRA. Present to Jeremy and he will complete his review.</p> <ul style="list-style-type: none"> Aim is for End August so will be with School Board for the next meeting. AH available for next meeting if required. <p>Walkway to community centre – can't be covered. Fencing required.</p>	Pending	PB	31 st August	15

2.3	Actions arising from previous minutes	<ul style="list-style-type: none"> • OPTUS Tower update <p>Response from letter to WAPC regarding GHPS position received. Letter to Kalamunda Shire sent re GHPS position. And response received.</p> <p>Letter to Optus (Howard Game) sent regarding GHPS position. And response received.</p> <p>Feedback requested from school community. Survey?</p> <p>Next steps in communication to the school community.</p>	<p>AH – WAPC say it will be heavily controlled.</p> <p>Need to ensure CofK requirements are followed through and monitored.</p> <ul style="list-style-type: none"> • Community section on website – add this response from Howard Game. • Small paragraph in newsletter with update. <p>Action moved by: ND Seconded: CR Carried</p>	<p>Action required</p>	<p>PB</p>	<p>25th July 2017</p>	<p>10</p>
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3.0	Previous Minutes						
3.1	Acceptance of May 2017 minutes as true and accurate record	<ul style="list-style-type: none"> Minutes of 1st May 2017 were read and accepted by the School Board 	Accepted: DM Seconded: RN Carried				5
3.2		<ul style="list-style-type: none"> Traffic update <ul style="list-style-type: none"> Revisit the application for 17 car bays in Huntley St with DOE. Pending state budget in September. <p>Next steps?</p> <ul style="list-style-type: none"> Crossing at Ledger Rd – P&C to apply for B Class Pedestrian Crossing. Paperwork submitted during the holidays, response pending. <p>Next steps?</p>	<ul style="list-style-type: none"> Follow up with new principal in Sept budget. <p>Action Moved by: PB Seconded: KB Carried</p> <ul style="list-style-type: none"> Response to be followed up. <p>Action Moved by: ND Seconded: SB Carried</p>	Pending		1st Sept 2017	5
				Pending	KE / PB	1st Sept 2017	
4.0	Reports & Operational Matters						
4.1	Principal's Report	<ul style="list-style-type: none"> Principals Report 	Amphitheatre planning. Deck so that tanks can still be accessed if required.		PB		10
			Open Night 13 th September – to be added to dates.				

		<ul style="list-style-type: none"> School Review Process Update Action required to implement recommendations. 	<ul style="list-style-type: none"> The written report was accepted as tabled. Principal's Report Accepted: DM Seconded: SB Carried <p>New business plan to commence 2018.</p> <ul style="list-style-type: none"> ND and KB to work with new Principal to establish strategy to implement suggestions. <p>Action moved by: KB Seconded: BM</p>	Action required	PB/KB	1 st Oct 2017	10
4.2	Financial Report	<ul style="list-style-type: none"> Principals Reports - 	<ul style="list-style-type: none"> The Financial Report was presented and accepted. <p>Report Accepted: BM Seconded: JL Carried</p>		PB		5
4.3	Annual School Report 2016	<ul style="list-style-type: none"> Completed 	<p>Report was endorsed by the Board. Accepted: KB</p>	Completed	PB		5

			<p>Seconded: JL Carried</p>				
4.4	Sydney Tour	<ul style="list-style-type: none"> • Music Sub Committee update 	<p>64 kids + 13 adults Choir and/or orchestra.</p> <p>Send Facebook to board - ND</p> <p>Video being collated.</p> <p>Edimail? Can we update Website photo?</p> <p>Action moved by: ND Report accepted: LT Seconded: SB Carried</p>	Action required	KB	4th August	5
4.5	Principal Recruitment	<ul style="list-style-type: none"> • Process and progress update regarding interviews for new principal. • Term 3 arrangements for acting principal 	<p>Panel interviewed applicants and elected to re advertise as none were seen to be the right fit for the school.</p> <p>Process now: Decision to be signed off, applicants notified – DOE now done. DOE to advertise again asap. KB to again fill a role on the panel. DOE will advise Patrick the process regarding interim. Deputy to fill the role in an acting capacity.</p>		KB		5

			<ul style="list-style-type: none"> • Advice to the school community: • PB and KB to confirm a statement in newsletter this week. • PB to email staff asap tomorrow. <p>Action moved: ND Seconded: PB Carried</p>	Action required		28th July 2017	
5.0	Board Endorsement						
5.1	Cyber Safety Policy	<ul style="list-style-type: none"> • A proposed Cyber Safety policy was tabled <p>Next Steps?</p>	<p>“The school will continue to educate and support individual children.”</p> <ul style="list-style-type: none"> • A Sub committee was formed to establish policy and process for the School: • Chris, Suellen and Donna. <p>Policy action moved by: BM Seconded: KB Carried</p>	Action required		Update at next Board meeting	10

5.0	Additional Items for discussion						
5.1	Photographs and Digital Images of Students Policy	<ul style="list-style-type: none"> Parent query regarding policy Action required? 	<p>Considerations: Existing consent form requiring wording changes. How tampering with images affects the school, its students, and families. Discrimination issues?</p> <p>Policy to be developed using DOE input.</p> <ul style="list-style-type: none"> A Sub committee was formed to establish policy and process for the School: Chris, Suellen and Donna. <p>Action moved by: BM Seconded: SB Carried</p>	Action required	PB	Update at next Board meeting	10
5.1	School Board Induction and Training Process	<ul style="list-style-type: none"> What internal support needs to be provided to new Board Members? 	<p>USB distributed of past data. Past minutes were most relevant to new member CR. Training modules are available to complete rather than courses.</p>		PB/ND		10

			<p>Could CR advise anything missing that would be useful?</p> <p>Action moved by: ND Seconded: PB Carried</p>	Pending		1 st Sept 2017	
6.0	Correspondence						
6.1	Correspondence In	<ul style="list-style-type: none"> Letter from DOE regarding Education Award nominations. Action? Optus re Tower Email from City (formally Shire) of Kalamunda WAPC response to Letter sent Sept 2016 (lost in mail) 	<p>Tight deadline given information just received.</p> <ul style="list-style-type: none"> Could we create our own awards? Or be aware and ready so we can start the process earlier next year. <p>Action moved by: KB Seconded: ND Carried</p>	Pending	PB	Board Meeting Term 1 or 2 2018	1
6.2	Correspondence Out	<ul style="list-style-type: none"> Shire of Kalamunda re Tower Optus (Howard Game) re Tower 			PB		1
5.4	Board Meetings 2017	<ul style="list-style-type: none"> Proposed Dates: Mon 20 Feb 17 Mon 27 March 17 Mon 1 May 2017 (Special) Tues 16 May 17 1.30pm School Review if able to attend 			PB		1

		<ul style="list-style-type: none"> • Mon 24 July 2017 • Mon 11 Sept 17 • Mon 24 Oct 17 • Mon 27 Nov 17 • School Board Function TBA 	Next meeting September 11 th 2017.				
	Next Meeting	<ul style="list-style-type: none"> • Mon 11th September 2017 	Meeting Closed			Time (H:M)	1H:58M

Distribution List: Patrick Bourke (PB), Anne Bell (AB), Novak Drazevich (ND), Lynne Tognolini (LT), Robert Anderson (RA), Kylie Eaton (KE), Judy LeBlanc (JB), Robyn Nicolaou (RN), Blair Marsh (BM), Suellen Brown (SB), Kevin Boots (KB)

Chair	Signature	Date	Principal	Signature	Date