



# Gooseberry Hill Primary School School Board

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  
Website: [www.ghps.com.au](http://www.ghps.com.au)  
Co-Chair: Kevin Boots and Novak Drazevich

<b>Meeting Date:</b>	11 <sup>th</sup> September 2017 – 18:30	<b>Meeting Venue:</b>	GHPS Board Room
<b>Attendees:</b>	Novak Drazevich (ND), Lynne Tognolini (LT), Judy LeBlanc (JB), Robyn Nicolaou (RN), Blair Marsh (BM), Suellen Brown (SB), Donna Marshall (DM), Chris Rogers (CR), Anne Bell (AB) (Acting Principal)		
<b>Apologies:</b>	Robert Anderson (RA), Kevin Boots (KB), Kylie Eaton (KE),		
<b>Next meeting:</b>	Mon 23 <sup>rd</sup> October 17	<b>Meeting Chair:</b>	Novak Drazevich
<b>Recorder of Minutes:</b>	Novak Drazevich		

No	Item	Discussion	Agreed Action	Status	Speaker/ Responsible	Time (Mins)
1.0	<b>Open /Apologies</b>					
1.1	Open	•				1
1.2	Apologies	• Robert Anderson (RA); Kevin Boots (KB), Kylie Eaton (KE),				1
1.3	Confirm Agenda	•				1
1.4	Quorum/Conflict of Interests	• Quorum achieved				1
1.5	Board Changes/Matters	•	Anne Bell attending as Acting Principal		KB	1
3.0	<b>Previous Minutes</b>					
3.1	Acceptance of July 2017 minutes as true and accurate record	• Minutes of 24 <sup>th</sup> July 2017 were read and accepted by the School Board	Accepted: BM Seconded: RN Carried			5

2.0	<b>Actions Arising from previous minutes</b>					
2.1	<b>Environmental Update</b>	<ul style="list-style-type: none"> <li>• Human Health Risk Assessment – Final sign off.</li>   <li>• Walkway to Community Centre. Andrew Hastie to liaise with CoK regarding this.</li>   <li>• Gravel to be inspected annually by DOE.</li> </ul>	<p>Following walk over Noel Davies reinforced that the Cubby area is able to be opened up.  <b>AB to advise students.</b></p> <p>HHRA – completed and with independent auditor for finalising hopefully by end October.</p> <p><b>Follow up prior to October Board Meeting.</b></p> <p><b>Board to follow up with AH after local elections.</b></p> <p><b>GHPS to ensure the inspection is carried out in 2018.</b></p> <p>Action items moved: SB  Seconded: JB  Carried</p>	<p><b>Completed</b></p> <p><b>ACTION required</b></p> <p><b>Pending</b></p> <p><b>Pending</b></p>	<p>AB</p>	<p>10</p>

2.2		<ul style="list-style-type: none"> <li>• OPTUS Tower update</li> </ul> <p>Letter received from Optus as tabled.</p>	<p>No action required at this time.</p> <p>Accepted: CR          Seconded: DM          Carried</p>		AB	10
2.3		<ul style="list-style-type: none"> <li>• Traffic update             <ul style="list-style-type: none"> <li>• Revisit the application for 17 car bays in Huntley St with DOE.</li> </ul> <p>Pending state budget in September.</p> <p>Next steps?</p> </li> <li>• Crossing at Ledger Rd – P&amp;C to apply for B Class Pedestrian Crossing.</li> </ul> <p>Paperwork submitted during the holidays, response pending.</p> <p>Next steps?</p>	<p><b>Action: AB to draft letter to revisit this.</b></p> <p>Action Moved by: ND          Seconded: RN          Carried</p> <p><b>Action: Follow up with KE to see where this is at.</b></p> <p>Action Moved by: ND          Seconded: SB          Carried</p>	<p><b>ACTION required</b></p> <p><b>ACTION required</b></p>	AB	5
					KE	10

3.0	<b>Reports &amp; Operational Matters</b>					
3.1	Principal's Report	<ul style="list-style-type: none"> <li>Principals Report</li> </ul>	<ul style="list-style-type: none"> <li>The written report was accepted as tabled.</li> </ul> <p>Principal's Report Accepted: RN Seconded: CR Carried</p>		AB	10
3.2	Monitoring of Business Plan	<ul style="list-style-type: none"> <li>NAPLAN results</li> </ul>	<p>AB presented 2017 NAPLAN results. It was acknowledged that spelling was a concern in the year 3 group and numeracy for the year 5 group.</p> <p><b>ACTION: Strategies to address concerns including consideration of a whole school approach or additional individual group support</b></p> <p>Action moved by: BM Seconded: SB Carried</p>	Ongoing. Update October meeting	AB	10
3.3	School Review	<ul style="list-style-type: none"> <li>School Review</li> </ul> <p>New business plan to commence 2018.</p>	<p>Business planning for 2018-2020 has begun and will continue with new principal. Consideration of like schools and how to measure arts programs.</p> <p>Report accepted: BM Seconded: ND Carried</p>	Ongoing. Update October meeting.	AB	
3.4	Financial Report	<ul style="list-style-type: none"> <li>Principals Reports -</li> </ul>	<ul style="list-style-type: none"> <li>The Financial Report was presented.</li> </ul>		AB	5

			<p>Discussion of 2018 Booklist provider with various option presented by AB.</p> <p>By vote, it was decided to proceed with the Officemax arrangement with Commission.</p> <p>Report Accepted: LT          Seconded: JB          Carried</p>	Completed.		
3.5	Sydney Tour	<ul style="list-style-type: none"> <li>• Music Sub Committee update</li> <li>Final finance report</li> <li>Motion for distribution of remaining funds.</li> </ul>	<p>CLOSED DISCUSSION</p> <p>SB was excused from this discussion.</p> <p><b>ACTION: AB to investigate with DOE any precedent or protocol that should influence any decisions made.</b></p> <p>If yes, then DOE advice should be followed. If no then Board will recommend.</p> <p>Action moved by: ND          Seconded: BM          Carried</p>	<b>Action required ASAP.</b>	AB	15
3.6	Principal Recruitment	<ul style="list-style-type: none"> <li>• Update on progress</li> </ul>	<p>AB advised that a new principal has been confirmed with the announcement pending.</p> <p>New principal will commence Term 4.</p> <p>Accepted: LT          Seconded: DM          Carried</p>	Completed.	AB	5
3.7	Cyber Safety Policy	<ul style="list-style-type: none"> <li>• Sub committee report on Cyber Safety policy</li> </ul>	<p>Hold discussion on cyber safety policy for next meeting.</p>	Agenda item next meeting.	SB/DM/CR	10

		Next Steps/ Motion?	<p><b>ACTION: Sub committee to include mobile phone policy.</b>  <b>Policy needs to be (students being discouraged from bringing mobile phones to school).</b></p> <p>Action proposed by: ND  Seconded: DM  Carried</p>	<b>ACTION required by subcommittee.</b>		
3.8	Photographs and Digital Images of Students Policy	<ul style="list-style-type: none"> <li>Sub committee report on Photography policy</li> </ul> <p>Next Steps/ Motion?</p>	<p>Following discussions with parents, current handling of students will continue.</p> <p><b>ACTION: Forms and policy to be updated to make it easier to understand when box is ticked, what that includes by listing items.</b></p> <p>New policy to be endorsed by the board.</p> <p>Motion: DM  Accepted: RN  Seconded: JB  Carried</p>	<b>ACTION required: Forms and policy to be revised as discussed and presented to board for final approval.</b>	SB/DM/CR	10
4.0	<b>Additional Items for discussion</b>					
5.0	<b>Correspondence</b>					
5.1	Correspondence In	<ul style="list-style-type: none"> <li>Optus re Tower</li> </ul>			AB	1

5.2	Correspondence Out				AB	1
5.3	Board Meetings 2017	<ul style="list-style-type: none"> <li>• Proposed Dates:</li> <li>• Mon 20 Feb 17</li> <li>• Mon 27 March 17</li> <li>• Mon 1 May 2017 (Special)</li> <li>• Tues 16 May 17 1.30pm School Review if able to attend</li> <li>• Mon 24 July 2017</li> <li>• <b>Mon 11 Sept 17</b></li> <li>• Mon 23 Oct 17</li> <li>• Mon 27 Nov 17</li> <li>• School Board Function TBA</li> </ul>	<b>Next meeting October 23<sup>rd</sup> 2017</b>		AB	1
	Next Meeting	<ul style="list-style-type: none"> <li>• Mon 23<sup>rd</sup> October 2017</li> </ul>	Meeting Closed	Time (H:M)		1H:53M

**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