



# 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>	30 <sup>th</sup> October 2017 – 18:30	<b>Meeting Venue:</b>	GHPS Board Room
<b>Attendees:</b>	Robert Anderson (RA), Kevin Boots (KB), Kylie Eaton (KE), 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), Matthew Snell (MS)		
<b>Apologies:</b>			
<b>Next meeting:</b>	Mon 27 <sup>th</sup> November 17	<b>Meeting Chair:</b>	Kevin Boots
<b>Recorder of Minutes:</b>	Novak Drazevich		

No	Item	Discussion	Agreed Action	Status	Speake r/ Respo nsible	Time (Mins )
1.0	<b>Open /Apologies</b>					
1.1	Open	•				1
1.2	Apologies	• None	None			1
1.3	Confirm Agenda	•				1
1.4	Quorum/Conflict of Interests	• Quorum achieved				1
1.5	Board Changes/Matters	• Welcome new principal, Matthew Snell			KB	1
3.0	<b>Previous Minutes</b>					
3.1	Acceptance of July 2017 minutes as true and accurate record	• Minutes of 11 <sup>th</sup> September 2017 were read and accepted by the School Board	Accepted: JB Seconded: RN Carried		KB	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. Has this happened yet?</li> </ul> <p>HHRA – completed and with independent auditor for finalising hopefully by end October.</p> <p>Letter addressed to Board from community members.</p>	<p>Has been signed off.</p> <p>Conclusion paragraph within the Executive Summary states that it is “considered unlikely there is a potentially unacceptable health risk to human health at the Site, including children.”</p> <p>Recommendation have been made for DoE.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>Letter and HHRA Report summary to be saved to Dropbox for reading by Board members - ND</li> <li>Letter to CoK and Aurora, DOE – MS to action. Include note that HHRA report should be distributed to public groups by them not the school and who school representatives are.</li> <li>Letter to community Group, acknowledging the receipt of the letter and that the school plans and is already adhering to advice received relating to the school grounds.</li> <li>ND to draft letter with content to be confirmed once the Board members have read the letter. Board to confirm approve letter via email unless it if felt additional matters arising from the received</li> </ul>	<p><b>ACTION: ND ASAP</b></p> <p><b>ACTION: MS ASAP</b></p> <p><b>ACTION: ND</b></p> <p><b>ALL: RESPOND BY NOVEMBER 10<sup>TH</sup>.</b></p>	AB/MS	10

			<p>letter need to be discussed further at the next meeting.</p> <ul style="list-style-type: none"> <li>Note has appeared in newsletter that cubby areas is safe.</li> </ul> <p>Another newsletter note to be included that the report has been signed off. Executive summary of report to be saved to school website.</p> <p>Newsletter note that it has been signed off.</p>	ACTION: AB		
			<p>Action items moved: MS Accepted: KB Seconded: CR Carried</p>			
2.2		<ul style="list-style-type: none"> <li>OPTUS Tower update</li> </ul> <p>Update?</p>	<p>No update. Remove until future action required.</p> <p>Accepted: LT Seconded: DM Carried</p>	Completed	AB/MS	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> </li> </ul> <p>Pending state budget in September.</p> <p><b>Action: AB to draft letter to revisit this.</b></p>	<p>Discussion indicates lower on list than other schools. With principal to pursue.</p> <p>Action Moved by: MS Seconded: ND Carried</p>	Ongoing	AB/MS	5

		<ul style="list-style-type: none"> <li>Crossing at Ledger Rd – P&amp;C to apply for B Class Pedestrian Crossing. Paperwork submitted during the holidays, response pending.</li> </ul> <p><b>Action: Follow up with KE to see where this is at.</b></p>	<p>Paperwork still to be submitted.</p> <p><b>ACTION: Kevin to work with P&amp;C rep (Nicole Airay) to move this forward.</b></p> <p>Action Moved by: KB Accepted: ND Seconded: KE Carried</p>	<b>ACTION: KB</b> <b>Update next meeting</b>	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: SB Seconded: CR Carried</p>	Completed	AB	10
3.2	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> <p>Report Accepted: SB Seconded: CR Carried</p>	Completed	MS	5
3.3	Voluntary Contributions 2018	<ul style="list-style-type: none"> <li>Voluntary contributions for 2018 for Board endorsement</li> </ul>	<p>Moved that the Board endorse the proposed voluntary contributions for 2018.</p> <p>Move proposed: MS Accepted: ND Seconded: SB Endorsed by Board</p>	Completed	MS	

3.3	Monitoring of Business Plan	<ul style="list-style-type: none"> <li>NAPLAN results</li> </ul> <p><b>UPDATE ON PROGRESS: Strategies to address concerns including consideration of a whole school approach or additional individual group support.</b></p>	<p>Maintain existing in the short term, making recommended changes. Revisit key areas to be addressed before finalising targets. Allows MS to absorb and work through strategy for next plan.</p> <p>Action moved by: MS Accepted: KB Seconded: BM Carried</p>	Ongoing	AB/MS	10
3.4	School Review	<ul style="list-style-type: none"> <li>School Review</li> </ul> <p>New business plan to commence 2018. Update on progress. Consideration of like schools and how to measure arts programs. Action required?</p>	<p>Consideration of targets underway. MS proposed a 12 month plan rather than the usual 3 year plan to allow principal to establish himself within the school and identify future priorities in a timely manner. The 12 month plan to focus on improvements recommended from school review.</p> <p>Action moved by: MS Accepted: KB Seconded: BM Carried</p>	Ongoing	AB/MS	15
3.5	Cyber Safety Policy	<ul style="list-style-type: none"> <li>Sub committee report on Cyber Safety policy</li> </ul> <p>Discussion held over from last meeting.</p> <p><b>ACTION: Sub committee to include mobile phone policy. Policy needs to be (students being discouraged from bringing mobile phones to school).</b></p>	<p><b>ACTION: MS to investigate DOE/ regional guidelines to formulate policy.</b></p> <p>Action proposed by: MS Accepted: AB Seconded: ND Carried</p>	<p><b>ACTION: MS Advise at next meeting</b></p>	SB/DM/CR	15

3.6	Photographs and Digital Images of Students Policy	<ul style="list-style-type: none"> <li>Sub committee report on Photography policy</li> </ul> <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><b>ACTION required: Forms and policy to be revised as discussed and presented to board for final approval.</b></p>	<p>Upgraded and more specific wording around the No has been proposed.</p> <p><b>ACTION: DM</b>  <b>“First” names to be added.</b>  <b>“Photographs taken by a third party at a public event.”</b></p> <p>Follow up phone call to any families who tick no.</p> <p>Motion for Board to approve changes to form: DM  Accepted: AB  Seconded: ND  Document accepted subject to wording amendments.</p>	<b>ACTION: DM</b>	SB/DM/ CR	10
3.7	PEAC and Kalamunda Extension Program Policy	<ul style="list-style-type: none"> <li>Policy review regarding attendance of both programs.</li> </ul>	<p>The Board discussed the importance of communicating with families of what the students are missing out on, given the school’s commitment to providing students with a variety of learning environments.</p>	Completed	MS	10
4.0	<b>Additional Items for discussion</b>					
4.1	Board Member Elections	<ul style="list-style-type: none"> <li>December 2017: 3 year terms of Blair Marsh and Novak Drazevich expire. Election prior to end of Term 4.</li> <li>February 2018: 3 year term of Judi Le Blanc expires.</li> </ul>	<p>Election will require 3-4 weeks to execute.</p> <p><b>ACTION:  ND and BM to advise MS within 1 week whether to re-stand or if election is required.</b></p>	<b>ACTION REQUIRED:  ND/BM  DUE MONDAY 6<sup>th</sup>  November</b>	MS	5

		Staff election 2018.	<p>RA resigns from Community position as at end of 2017.</p> <p><b>ACTION:</b>  <b>Board to consider people who may be interested in a community position.</b></p> <p>Action moved by: ND  Accepted: AB  Seconded: MS  Carried</p>	<p><b>ACTION REQUIRED:</b>  <b>ALL</b>  <b>For next meeting</b></p>		
4.2	Other business	<ul style="list-style-type: none"> <li>Sydney Tour Funds</li> <li>Booklists</li> </ul>	<p>As per advice from DOE following the last meeting, the decision was sent back to the committee to decide how to allocate remaining funds.</p> <p>Committee meeting.  Awaiting final financial report.  All adults supervising would be refunded to cover tour fee. Small surplus to be divided between Kalamunda High School music program (for use of their facilities) and GHPS music program.  Once minutes and financial report is complete it will be added to the school website for transparent communication.  Report Accepted: JB  Seconded: RN  Carried.</p> <p>Booklist proposed and endorsed.  Proposed by: MS  Accepted: ND  Seconded: SB  Booklist endorsed by Board.</p>	<p>Pending</p> <p>Completed</p>	<p>KB</p> <p>MS</p>	<p>5</p>

5.0	<b>Correspondence</b>					
5.1	Correspondence In				AB/MS	1
5.2	Correspondence Out				AB/MS	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>• Mon 11 Sept 17</li> <li>• <b>Mon 30 Oct 17</b></li> <li>• Mon 27 Nov 17</li> <li>• School Board Function TBA</li> </ul>	<p><b>Next meeting November 27th 2017</b>  <b>Start at earlier time of 6pm and combine with end of year Board function at The Cavern.</b></p>		AB/MS	1
	Next Meeting	<ul style="list-style-type: none"> <li>• Mon 27<sup>th</sup> November 2017</li> </ul>	Meeting Closed		Time (H:M)	1H:58 M

**Distribution List:** Matthew Snell (MS), 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