



# Gooseberry Hill Primary School School Board

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

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Telephone: (08) 9293 2777  
Website: [www.gbps.com.au](http://www.gbps.com.au)  
Co-Chair: Kevin Boots and Novak Drazevich

<b>Meeting Date:</b>	27 <sup>th</sup> November 2017 – 18:00	<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), Suellen Brown (SB), Donna Marshall (DM), Anne Bell (AB), Matthew Snell (MS)		
<b>Apologies:</b>	Blair Marsh (BM), Chris Rogers (CR)		
<b>Next meeting:</b>	Term 1 2018 - Date TBC	<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	• Blair Marsh, Chris Rogers				1
1.3	Confirm Agenda	•				1
1.4	Quorum/Conflict of Interests	• Quorum achieved				1
1.5	Board Changes/Matters	<ul style="list-style-type: none"> <li>• Community member update</li> <li>• Parent election update</li> </ul>	<p>A couple of names for community members were suggested (Stephen Castledine, Harry Pannekoek). Members to consider any thoughts on potential candidates.</p> <p>Accepted: ND Seconded: SB</p>		MS	5

3.0	<b>Previous Minutes</b>					
3.1	Acceptance of October 2017 minutes as true and accurate record	<ul style="list-style-type: none"> <li>Minutes of 30<sup>th</sup> October 2017 were read and accepted by the School Board</li> </ul>	Accepted: RN Seconded: DM Carried		ND	1
2.0	<b>Actions Arising from previous minutes</b>					
2.1	<b>Environmental Update</b>	Human Health Risk Assessment <b>ACTION:</b> <ul style="list-style-type: none"> <li><b>Letter and HHRA Report summary to be saved to Dropbox for reading by Board members - ND</b></li> <li><b>Letter to CoK and Aurora, DOE – MS.</b></li> <li><b>Letter to community Group- ND</b></li> <li><b>Note has appeared in newsletter that cubby areas is safe.</b></li> </ul> <b>Another newsletter note to be included that the report has been signed off. Executive summary of report to be saved to school website - AB</b>	Letters approved for sending.  Newsletter note to be included with the next newsletter.  Action Moved by: Accepted: JL Seconded:AB Carried		MS/ND	5
2.2	Traffic update	<b>ACTION:</b> <ul style="list-style-type: none"> <li><b>Kevin to work with P&amp;C rep (who was it?)<a href="#">Nicole Airay</a> to move this forward.</b></li> </ul>	KB and Emma-Jo Broadley have investigated. Children Crossing Type B includes centre island and crossing warden. Given past traffic numbers these should be achievable. Shire pays for island works, school for the		KB/KE	5

			<p>warden. Warden would be paid or voluntary plus training. More likely to get someone with paid position. Motion moved that MS explore and pursue opportunity for 2018 start.</p> <p>Moved: KB Seconded: RA</p>	<b>MS to investigate</b>		
2.3	Sydney Tour funds	Distribution update	<p>Full financials received and report from finance to go on the website. All adult supervisors not already covered would be paid for. Surplus to GHPS and KSHS music programs. \$1488 surplus to be split. Discussion with schools relating to transfers to come.</p> <p>Report Accepted: LT Seconded: SB Carried</p>	<b>KB to discuss transfers with the schools</b>	KB	5

3.0	<b>Reports &amp; Operational Matters</b>					
3.1	Principal's Report	Principals Report	<ul style="list-style-type: none"> <li>The written report was accepted as tabled.</li> </ul> <p>It was also suggested that Board Bios be put up in the office to assist with raising the profile of members.</p> <p>Report Accepted: LT Seconded: RN Carried</p>	<b>Bios in office: MS</b>	MS	10
3.2	Financial Report	Principals Reports	<ul style="list-style-type: none"> <li>The Financial Report was presented.</li> </ul> <p><b>Reserve account detail to be added in 2018.</b></p> <p>Report Accepted: Seconded: Carried</p>		MS	5
3.3	Monitoring of Business Plan	<b>UPDATE ON PAST DISCUSSION:</b> 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.	<b>Continues</b>  Accepted: Seconded: Carried		MS	10
3.4	School Review	<b>UPDATE ON PAST DISCUSSION:</b> Consideration of targets underway. <a href="#">MS proposed a 12 month plan rather than the usual 3 year plan to</a>	<b>Continues</b>			10

		<p><u>allow principal to establish himself within the school and identify future priorities in a timely manner.</u>  <u>In the next 12 month plan to focus on</u> improvements recommended from school review <del>to be undertaken.</del></p>	<p>Accepted:          Secoded:          Carried</p>		MS	
3.5	Cyber Safety Policy	<p>Sub committee report on Cyber Safety policy (incl mobile phones)</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li><b>MS to investigate DOE/ regional guidelines to formulate policy.</b></li> </ul>	<p><b>Carry over to 2018.</b></p> <p>Action proposed by:          Accepted:          Secoded:          Carried</p>		MS	5
4.0	<b>Additional Items for discussion</b>					
4.1	Review Bushfire Plan		<p>Communications details to be updated and plan to be added to dropbox.          To be signed off by DFES Feb 2018.</p> <p>Letter from CoK regarding firebreaks on 4<sup>th</sup> December.          Evacuation drill early 2018. Reminder in newsletter at start of the year.</p> <p><b>ACTION: Plan details to be added to Dropbox and website including Spring Road version.</b></p> <p>Accepted: ND          Secoded: AB          Carried</p>	<p><b>MS to action updates and school reminders.</b></p>	MS	10

4.2	Overview of School Board Function 2018	Additional environmental review items included.	Accepted: SB Seconded: LT Carried		ND	1
4.2	Board presence at Graduation /Awards Evening	12 <sup>th</sup> December 9am 13 <sup>th</sup> December 5.30pm	LT, RA, KE, KB at graduation. All parent and teacher members will attend presentation night.		AB	5
4.3	Board Meetings 2018	Proposed Dates: <ul style="list-style-type: none"> <li>• Mon 19 Feb 18</li> <li>• Mon 26 March 18</li> <li>• Mon 14 May 18</li> <li>• Mon 13 Aug 18</li> <li>• Mon 22 Oct 18</li> <li>• Mon 26 Nov 18</li> <li>• School Board Function TBA</li> </ul>	Accepted: KB Seconded: SB Carried		MS	1
5.0	<b>Correspondence</b>					
5.1	Correspondence In	None			MS/ND	1
5.2	Correspondence Out	Letter to City of Kalamunda regarding ACM. Letter to Aurora regarding ACM.			MS/ND	1
	Next Meeting	<ul style="list-style-type: none"> <li>• Proposed Mon 19<sup>th</sup> February</li> </ul>	Meeting Closed	Time (H:M)		1H:24 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

