



Gooseberry Hill Primary School School Board Agenda

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
Chair: Kevin Boots, Principal Matthew Snell.

Meeting Date:	15 th May 2018, 6.30pm.	Meeting Venue:	GHPS Board Room			
Attendees:	Kevin Boots (KB), Cameron Maitland (CM) KE), Lynne Tognolini (LT), Chris Rogers (CR), Suellen Brown (SB) Suzanna Robertson(SR),Brook Durling (BD),Matthew Snell (MS),Anne Bell (AB),),Robyn Nicolaou (RN), Donna Marshall (DM), Raquel Bebbington(RB) Kylie Eaton (KE)					
Apologies:						
Next meeting:	14 th August 2018	Meeting Chair:	Kevin Boots			
Recorder of Minutes:	Anne Bell					
No	Item	Discussion	Agreed Action	Status	Speaker/ Responsible	Time (Mins)
1.0	Open /Apologies					
1.1	Open	<ul style="list-style-type: none"> 6.30pm 				
1.2	Apologies	<ul style="list-style-type: none"> Donna Marshall 				
1.3	Confirm Agenda	<ul style="list-style-type: none"> 				
1.4	Quorum/Conflict of Interests	<ul style="list-style-type: none"> 				
1.5	Board Changes/Matters	<ul style="list-style-type: none"> Kevin Boots the Chair of the Board stepping down, as of next meeting which will be held on the 14th August 2018. 	Brook Durling has accepted the position of Chair.			
3.0	Previous Minutes					
3.1	Acceptance of minutes as true and accurate record	<ul style="list-style-type: none"> Minutes of School Board presented. 	Accepted: RN Seconded: CR Carried			
2.0	Actions Arising from previous minutes					

2.1	Environmental Update	<p>Environmental Report Greencap The report is on Dropbox Final document presented: it includes the management of possible asbestos material but is not available to public as yet.</p> <p>Key Points</p> <ul style="list-style-type: none"> • Identification, Actions and Reponses section outlines procedures to follow. • <i>Page 11 Summary of Conceptual Site Model:</i> identifies specific areas and the risk associated with the areas which are low risk to nil. • <i>Page 14 Trigger Levels</i> outlines action required depending the level of possible asbestos material found. • Management of removal of material identified. 	<ul style="list-style-type: none"> • Follow up as to when the report is available to the public and community. • Establish a file in the school office where possible asbestos material finds will be logged. Procedure to be followed as stated in the report. • Obtain bin to store possible asbestos material. <p>Accepted: SB Seconded: BD Carried</p>		MS	
2.2	Traffic update	<p>Granted a Type B Crosswalk attendant. Average of 10-15 cars short for Type A. Survey showed that 89 people crossing the road. Possible location for a crossing is on Ledger Road</p>	<ul style="list-style-type: none"> • Advertise for a volunteer between 8.00 -9.00am and 2.45 and 3.45pm each school day. • Volunteer to attend compulsory training. • Return to Road Safety Department +to find out if this count included cars turning into Huntley Street. • Attend site meeting regarding placement of crossing with Council. <p>Accepted: RN Seconded: AB Carried</p>		MS	

3.0	Reports & Operational Matters					
3.1	Principal's Report	<p>Principals Report Reported presented.</p> <p>Bios in office</p>	<ul style="list-style-type: none"> • A short Bio of each of the Board Members to be collected and presented in a pamphlet to inform the school community who is on the board. • Board Members to send information with a photo to Matt <p>Report Accepted: CM Seconded: SR Carried</p>		MS	
3.2	Financial Report	<p>Financial Report</p> <p>Financial report presented</p>	<p>Report Accepted: KE Seconded: RB Carried</p>		MS	
3.3	Business Plan	<p>Draft Annual Report was presented and the 2018 Business Plan agreed upon</p> <ul style="list-style-type: none"> • Professional Leadership PL at the end of the year. • Staff developing 2018-2020 Operational plans. <p>Staffing no major changes are expected this year.</p>	<ul style="list-style-type: none"> • Board members to read Annual report and email any feedback to Matt. • Reference to be made in the Annual Report to the Arts and Music Program and the celebrations and achievements such as the Sydney Tour associated with them. • Links to these areas to be can be created when new website is up and running <p>Accepted: LT Seconded: CM Carried</p>		MS	

3.4	Cyber Safety Policy	<p>Sub- committee report on Cyber Safety policy (incl mobile phones)</p> <p>Sub Committee has regional guidelines to formulate policy. Continue to formulate mobile phone policy.</p>	<ul style="list-style-type: none"> Follow up KSHS mobile phone policy and review it. Sub –Committee to meet Facebook needs to remove GHPS from site as there are legal obligations. A Social Media policy needs to be developed. <p>Accepted: CR Seconded: SB Carried</p>		CR	
4.0	Additional Items for discussion					
4.1	Review Bushfire Plan	<p>Communications gaps associated with the plan were discussed.</p> <p>Plan required to be signed off by DFES Feb 2018.</p> <p>The Spring Road Bushfire Plan has been completed.</p>	<ul style="list-style-type: none"> Update GHPS Bushfire Plan. Add the plan to Dropbox and the School Website. Have the plan signed off by DFES <p>Accepted: RB Seconded: KB</p>		MS	
4.2	Overview of School Board Function 2018	<p>Additional items have been included following the school review.</p> <p>Induction of new Board Members was discusses</p> <p>Raquel has received Information on USB.</p>	<ul style="list-style-type: none"> The 3 new Board Members will be provided with the induction USB to read through before the next meeting. Matt and Brook to attend DOE Professional Learning on Function of School Boards. <p>Accepted: KB Seconded: RB Carried</p>		KB	

4.3	Student Leadership Structure	Equity of boys and girls in school leadership roles was discussed.	<ul style="list-style-type: none"> • A number of potential solutions were proposed including; <ul style="list-style-type: none"> ○ Consider having 8 Faction Captains with a girl and boy for each faction. Councillors 4 boys and 4 girls. ○ Consider a House Structure ○ Discuss recognition for things such as the Arts ○ Lift the profile of the Faction Captains • Staff and Admin will discuss process of election and numbers of the leadership group. • Matt will develop guidelines and bring back through SR, KE.CR. <p>Accepted: SR Secoded: CR Carried</p>		SR	
4.4	Other Business	<p>Discussion regarding school photos and when information was to be published regarding timetables and costing etc.</p> <p>Acknowledgement of Kevin Boots for his commitment and contributions to the School Board as a member and the Chair of the School Board.</p>	<ul style="list-style-type: none"> • Matt to follow-up. 		MS	
4.5	Board Meetings 2018	<p>Dates:</p> <p>Tuesday 14 Aug 18</p> <p>Tuesday 23 Oct 18</p> <p>Tuesday 27 Nov 18</p>			MS	

5.0	Correspondence					
5.1	Correspondence In	None				1
5.2	Correspondence Out	DoE letter regarding Camp School				1
	Next Meeting	<ul style="list-style-type: none"> 14th August 	Meeting Closed 7.59	Time (1 hour and 29 mins)		

Distribution List: Kevin Boots (KB), Cameron Maitland (CM), Lynne Tognolini (LT), Kylie Eaton (KE), Chris Rogers (CR), Suellen Brown (SB) Suzanna Robertson (SR), Brook Durling (BD), Matthew Snell (MS), Anne Bell (AB), , Robyn Nicolaou (RN), Donna Marshall (DM), Raquel Bebbington (RB).

Chair	Signature	Date	Principal	Signature	Date