



Gooseberry Hill Primary School School Board Minutes

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

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Chair: Brook Durling, Principal Matthew Snell.

Meeting Date:	23 rd October 2018, 6.30pm.	Meeting Venue:	GHPS Board Room			
Attendees:	Cameron Maitland (CM), 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) Lauren Johnson (LJ), Kylie Eaton					
Apologies:						
Next meeting:	27 th November	Meeting Chair:	Brook Durling			
Recorder of Minutes:	Anne Bell					
No	Item	Discussion	Agreed Action	Status	Speaker/ Responsible	Time (Mins)
1.0	Open /Apologies					
1.1	Open	•			BD	
1.2	Apologies	• Kylie Eaton			BD	
1.3	Confirm Agenda	•			BD	
1.4	Quorum/Conflict of Interests	•			BD	
1.5	Board Changes/Matters	• Welcome incoming Board Members Lauren Johnson and Tom Atkinson			BD	
3.0	Previous Minutes					
3.1	Acceptance of minutes as true and accurate record	• Minutes of School Board presented.	Accepted Robyn Seconded Donna		BD	
2.0	Actions Arising					

3.0	Reports & Operational Matters					
3.1	Principal's Report	<p>NAPLAN: Reporting Against Business Plan Targets NSOS</p> <p>Requests for classes 2019</p>	<p>Presented NAPLAN results in Excellence in Teaching and Learning Targets in Business Plan. See information presented. Discussed the Review recommendations how to improve the amount of responses from the community. In survey include feedback about Dance Sport and other school activities.</p> <p>Promote NSOS for more responses.</p> <p>Requests to Matt in writing for classes from the 1st November to the 15th November.</p> <p>Accepted Raquel Seconded Suellen</p>		<p>AB</p> <p>MS</p>	
3.2	Financial Report	<p>One Line Budget</p> <p>Contributions and Charges 2019</p> <p>Items on Booklist 2019</p>	<p>Financial Report presented to the Board</p> <p>Information presented to the Board. Board accepted.</p> <p>Discussed the use of text books in classrooms. It is important the book is well utilised by classroom teachers.</p>		MS	

			Accepted Chris Seconded Brook			
3.3	Business Plan / Board Directions	Induction Modules School Review 2019 -2020	Matt and Brook attended Module 2 of the Induction course. Brook spoke about the Roles and Responsibilities and the Code of Conduct for Board Members. See attached summary of the key points.		BD MS	
4.0	Additional Items for discussion					
4.1	Review Bushfire Plan	Communications details to be updated and plan added to Dropbox and School website.	Board to reassess Fire Evacuation Policy. No information to add to the plan. A drill will occur before the end of the year.		MS	
4.2	Overview of School Board Function 2018	Board presence at Graduation Board presence at Presentation Night	Invitations to be sent to all Board members to attend the Graduation ceremony. All Board members invited to the Presentation Evening. Chairperson to give a speech at Presentation Evening.		MS	
4.3	Board Meetings 2018	Dates: Tuesday 27 November 2018	End of Year Dinner at the Cavern in Kalamunda at 6.00pm Accepted Cameron Seconded Lynn		BD	
5.0	Correspondence					
5.1	Correspondence In				BD	
5.2	Correspondence Out					
	Next Meeting	27 th November 2018			BD	
6.0	Other Business					

	School Leaders	School Leaders	<p>Suzanna Robertson discussed previously selection of students for Faction Captains. Discussion with staff and the Board agreed we should have a male and female faction captain in 2019.</p> <p>8 Faction Captains</p> <p>8 Councillors.</p> <p>Discussed the inclusion of Head Boy and Girl decided to stay with this in 2019. Further discussions in 2019.</p> <p>Discussion regarding the tracking of the votes at different year levels was discussed. The inclusion of Head Boy and Girl will be included in the survey next year.</p>	BD		
		Class Structure 2019	<p>School numbers have given the school the opportunity to have 19 classes in 2019</p> <p>PP/1 class in the Languages area in 2019.</p> <p>Year 6 students will be one group divided into 3 classes in Rooms 13 and 14.</p> <p>All classes across the school will access the Specialist program in 2019 P-6.</p> <p>Issue raised by Donna that PP will have 5 teachers. Considered to be a lot of different staff.</p>	MS		

Roles and Responsibilities and Code of Conduct of Board Members. BD

Board members represent the Community. There is a need to differentiate between the role of a parent and the role of a Board member. Discussion should occur at the Board Meeting and when a Board Member speaks to parents about an issue they speak from a Board perspective. There is a need for confidentiality and these types of matters should be passed onto the Principal. We should have a contingency plan for Board members. In the past we have had some contentious issues and we need to use all the resources available to us to solve these issues. The Chairperson is elected by the Board Members.

School Review MS

Independent Public School's work on a three year cycle. There is a new process for School Review ESAT which is an on-line tool. School's will continue to collect data to support their Targets. This information will be entered on line. Reviewers will visit the school to speak to the staff.

The Business Plan will focus and the ESAT areas. At future meetings we would like to align our agenda with the ESAT areas.