



Gooseberry Hill Primary School School Board MINUTES

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
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Chair: Brook Durling, Principal Matthew Snell.

Meeting Date:	18 th of June, 2019		Meeting Venue:	GHPS Board Room		
Attendees:	Cameron Maitland (CM)), Chris Rogers (CR), Suzanna Robertson(SR), Brook Durling (BD), Matthew Snell (MS), Janessa Kennington (JK), Donna Marshall (DM), Raquel Bebbington(RB), Samantha Stotter (SS), Kylie Eaton (KE) Lauren Johnson (LJ),					
Apologies:	Tom Atkinson, Lynne Tognolini					
Next meeting:	10/09/2019		Meeting Chair:	Brook Durling		
Recorder of Minutes:	Raquel Bebbington					
No	Item	Discussion	Agreed Action	Status	Speaker/ Responsible	Time (Mins)
1.0	Open /Apologies					
1.1	Open 6:33pm	Introductions of new Staff Representatives; Janessa Kennington (Yr. 1) Samantha Stotter (Yr. 6)			BD	
1.2	Apologies	Tom Atkinson (TA) Lynne Tognolini (LT)			BD	
1.3	Confirm Agenda	Confirmed			BD	
1.4	Quorum/Conflict of Interests	Nil			BD	
1.5	Board Changes/Matters	Chris Rogers term has expired. Chris to make decision to stay on board for another term or step down. Chair is vacant as per terms and conditions Call for nominations – Brook Durling Succession planning for the chair	Chris Rogers to stay another term Brook Durling to continue as Chair		BD MS	

		<p>Board Profile / Awareness Who we are, what we do and why we do it Discussion: Promotion of the school in the greater community School board supports the School Business Plan P&C item in future agendas Representative from the Board to attend P&C meetings</p> <p>Board Effectiveness Survey Read Self Assessment Tool and complete survey</p>	<p>Read and highlight self-assessment tool & highlight questions and bring to next meeting</p> <p>P&C Item on agendas</p> <p>Lauren Johnson will represent the School Board at P&C meetings</p> <p>Accepted: Brook Durling, Seconded: Suzanna Robertson</p>			
2.0	Previous Minutes					
2.1	Acceptance of minutes as true and accurate record	Minutes of School Board presented.	Accepted: Raquel Bebbington Seconded: Kylie Eaton		BD	

3.0	Reports & Operational Matters					
3.1	Principal's Report	<p>Business Plan 2019 - 2021 Improvement Targets – staff to use in classroom and inform their teaching Future Reporting on; 1) Improvement Targets – measurable & show evidence 2) Milestones – visible Priority Three – highlight area for board Asbestos issue – open approach, honest and clear about what was being done</p> <p>Annual Report 2018 School Survey – highlighted areas in all 3 surveys; Opinions taken seriously – lower Recommend the school - high Learning Plans in place for Targets – case management, making sure that Targets impact on what is happening in the classroom</p> <p>School review System – 2021 What role will the board take – members available for interviewing Goes on agenda next year, what data are we collecting</p>	<p>Accepted: Chris Rogers Seconded: Lauren Johnson</p>		MS	

3.2	Financial Report	<p>June Financial position submitted Income minus projected expenditure puts the school in a good position Considerations for semester 2 needs to be deducted (staffing) Enrolments for 2020 open and filling</p>	<p>Accepted: Brook Durling Seconded: Cameron Maitland</p>		MS	
3.3	Business Plan / Board Directions	<p>Induction Modules M3: School Planning Important to read this module M4: Monitoring Risk Risks to be aware of as a Board - Conflicts of interest to make good decisions Checklist of possible conflicts</p> <p>All documents in Dropbox</p>	<p>Read induction modules Brook Durling to create a; GHPS School Board Conflict of Interest Policy and Register of Interests</p> <p>Accept: Kylie Eaton Seconded: Janessa Kennington</p>		BD MS	
4.0	Additional Items for discussion					
4.1	Review Bushfire Plan	<p>Awaiting Feedback from DEFS following audit in February. Information communicated regarding prescribed burn offs for eastern part of school Will update and present to board when received. DOE Session Monday 17.6 Discussion: Bus accessibility Safe zones preparedness – as soon as final report is completed by DEFS – action plan to make safe zones compliant Board to communicate to parents the safety level of Schools Safe Zones - Community trust</p>	<p>CARRIED OVER: September Agenda When report is released (Sept) decide on plan for wider community engagement</p>		MS	

4.2	Overview of School Board Function 2019	Discussion to review this document to reflect a more strategic plan to increase Board visibility. (P&C opened term deposit with Bendigo Bank – building partnerships)	Read modules, complete self assessment tool – to create a board strategic plan Accepted: Cameron Maitland Seconded: Samantha Stotter		MS	
4.3	Board Meetings 2018	Dates: T3 10/09/2019 T4 29/10/2019 T4 03/12/2019 or 10/12/2019	Accepted: Samantha Stotter Seconded: Raquel Bebbington		BD	
5.0	Correspondence					
5.1	Correspondence In	Nil			BD	
5.2	Correspondence Out	Nil				
	Next Meeting	10/09/2019			BD	
6.0	Other Business					
		Photos (CM) Smart watch (RB) CBA Dollarmite Banking	CARRIED OVER: September Agenda Ideas for phones/watches/wearables Chris Rogers Review banking for the children with other banks Bendigo perhaps – current volunteers may like to research			
	Meeting Closed 8:20pm					