



# 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.

<b>Meeting Date:</b>	10 <sup>th</sup> September, 2019 @ 6.25pm.	<b>Meeting Venue:</b>	GHPS Board Room			
<b>Attendees:</b>	Cameron Maitland (CM), Chris Rogers (CR), Brook Durling (BD), Matthew Snell (MS), Janessa Kennington (JK), Donna Marshall (DM), Raquel Bebbington(RB), Samantha Stotter (SS), Lauren Johnson (LJ), Tom Atkinson (TA)					
<b>Apologies:</b>	Suzanna Robertson, Kylie Eaton					
<b>Next meeting:</b>	29/10/2019	<b>Meeting Chair:</b>	Brook Durling			
<b>Recorder of Minutes:</b>	Raquel Bebbington					
No	Item	Discussion	Agreed Action	Status	Speaker/ Responsible	Time (Mins)
1.0	<b>Open /Apologies</b>					
1.1	Open 6:25pm				BD	
1.2	Apologies	Suzanna Robertson Kylie Eaton			BD	
1.3	Confirm Agenda	Confirmed			BD	
1.4	Quorum/Conflict of Interests	Nil			BD	
1.5	Board Changes/Matters	<p><b>Board Self-Assessment</b> Look to the community for a greater skill set</p> <p>Community communication newsletter covering key points &amp; policies Board email address</p> <p><b>Chair - potential co-chair to build capacity</b></p>	<p>Matt/Brook to add a School Board meeting review section to the school newsletter Creation of a Board email address</p> <p>Advertise for a community member to join the Board with the vision they have the skills to co-chair</p>		BD MS	

		<p>Look to a community member for Lyn Tognolini's replacement to co-chair</p> <p><b>Board Profile / Awareness</b> Open Night</p> <p><b>Community Representative to replace Lyn.</b> As per above in Chair – co-chair discussion</p> <p><b>Conflict of Interest Policy</b> Review and Discuss</p>	<p>Suggestions to Matt and Brook</p> <p>Open Night – Brook &amp; Chris will be available to speak to parents/community members</p> <p>Read over Conflict of Interest Policy – any changes email Brook</p> <p>Register will be maintained by Principal</p>			
2.0	<b>Previous Minutes</b>					
2.1	Acceptance of minutes as true and accurate record	Minutes of School Board presented. Actions / Outcomes	Accepted: BD Seconded: CM		BD	

3.0	<b>Reports &amp; Operational Matters</b>					
3.1	Principal's Report	<p><b>Building update</b></p> <p>Science Lab - awaiting tender meeting \$25K equipment \$10k furniture All through CUA Toilets - \$80K full renovation STEM Building STEM, ZEN, Nature Garden 21<sup>st</sup> of Sept Busy Bee 8 – 12 to demo current courtyard Nature Playgrounds – Nature Play advisor visit</p>			MS	

		<p>Lauren – suggests view Nature Play Kalamunda Christian</p> <p><b>Fathering Project</b> P&amp;C have signed an endorsement to launch in term 4</p> <p><b>Minister for Education Forum</b> Age of school verses modern school In need of classroom upgrades</p> <p><b>Presentation - End of Year Awards</b> No DanceSport – so no need for Presentation Night dance Will now be a Presentation Morning 9am – 10am</p>				
3.2	Financial Report	<p><b>August Financial Position</b> 2020 Contributions and charges Charges Schedule Other Optional Costs/Services Voluntary Approved Funds</p> <p>Online Budget spending within planned budgets</p>	Accepted: CM Seconded: TA		MS	
3.3	Business Plan / Board Directions	<p><b>Induction Modules</b> Modules 3 &amp; 4 Self development as a board Monitoring the school targets &amp; plans and how we are achieving Monitoring of risk – Board risks, being aware of all the risks the school has, conflicts of interests, strategic risks – awareness will mitigate challenges</p>			BD  MS	
3.4	P&C	Update			LJ /MS	

4.0	<b>Additional Items for discussion</b>					
4.1	Review Bushfire Plan	<p><b>DFES Bushfire Risk Assessment and Treatment Plan presented</b> Needs to be submitted through DOE Sticking with current plan 2019 - 2020 until BF risk assessment and treatment plan recommendations are actioned. Recommendations starting – risk reduction onsite Look through BFRA&amp;TP on Dropbox</p> <p><b>Stand-alone GHPS Bushfire Plan presented</b> This plan will be the operational plan until all recommended risk reductions from DEFS have been completed</p>	Inform school community & neighbouring homes of what the <b>'Stand-Alone Bushfire Plan Gooseberry Hill Primary School 2019 – 2020'</b> looks like - Raquel to create flyer		MS	
4.2	Overview of School Board Function 2019	<p><b>2020 Strategic Plan to be presented at next meeting</b> Are we an effective School Board? What do we want to achieve as a school board – how do we help/provide for the school community? Read roles of school board document in Dropbox</p>			MS DM	
4.3	Board Meetings 2018	Dates: T4 29/10/2019 T4 26/11/2019	29/10 NAPLAN 3/12 TBC Accepted JK Seconded SS		BD	
5.0	<b>Correspondence</b>					

5.1	Correspondence In				BD	
5.2	Correspondence Out					
	Next Meeting	29/10/2019			BD	
6.0	Other Business					
		<p>Addition of iMaths book to the year 4, 5 &amp; 6 school booklist – links to Mathematics Operational Plan &amp; the School Business Plan (RB)</p> <p>Look at new uniform design (LJ) Dollarmites – survey?</p>	<p>Agreed to add iMaths to the Year 4, 5 &amp; 6 booklist</p> <p>Accept: CR Seconded: CM</p> <p>Matt – to contact CBA &amp; Bendigo</p>			
	Meeting Closed	8:11				