



# Gooseberry Hill Primary School

Principal: Matthew Snell

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## GHPS School Board Meeting MINUTES

<b>Meeting</b>	31 August 2021
<b>Location</b>	GHPS Board Room
<b>Membership</b>	Cameron Maitland (CM), Faye Morgan (FM), Suzanna Robertson(SR), Brook Durling (BD), Matthew Snell (MS), Janessa Wason (JW), Donna Marshall (DM), Raquel Bebbington(RB), Sue Saville (SS), Rachael Bolton (RBo) Lauren Johnson (LJ), Tom Atkinson (TA), Kym Buckingham(KB), Brian Gordon (BG)
<b>Chairperson</b>	Brook Durling and Suzanna Robertson
<b>Minutes</b>	Raquel Bebbington (RB) 18:34
<b>Next Meeting</b>	9 <sup>th</sup> of November, 2021
<b>Record of Attendance</b>	Apologies: DM Guests: NIL

	Item	Discussion	Responsibility	Document	Time
1	<b>Welcome &amp; Apologies</b>				
	1.1 Acknowledgement of traditional owners  <i>"We are meeting today on the traditional land of the Whadjuk people of the Noongar nation. It is a privilege to be standing on Noongar country and we pay our respects to the elders past, present and emerging."</i>		Chair		1
	1.2 Quorum, declarations of conflict of interest and Code of Conduct	Nil	Chair and Board Members		5

	Item	Discussion	Responsibility	Document	Time
2	<b>Presentations</b>				
	2.1 N/A	Presentation			
3	<b>Board matters</b>				
	3.1 Board Chair transition 3.2 Tom Atkinson resignation 3.3 Call for nominations 3.4 Terms of Reference - Feedback	3.1 SR have met with MS & BD co chair arrangement SR responsible for future items BD last meeting Nov SR – yearly review 3.2 TA: resignation accepted, thank you the board for your service. TA – re: succession planning, outgoing memebtrs try and help fill the position they leave vacant, actively support recruitment 3.3 Calls for nominations – wider community, targeting younger area of primary We can be specific as in, looking for a representative from early childhood. 3.4 KB as per notes – remove 6.5.4 from TOR as not relevant	3.1 Chair SR 3.3 Newsletter  Open Meeting/Nominations If you are considering nominating come to the next Board Meeting – invited via Newsletter	TOR	10
4	<b>Strategic matters for discussion</b>				
	4.1 School Board Survey 4.2 School Board Strategic Plan	4.1 Review survey – clarify & understand roles What are our targets? Opportunity to engage the wider community Prior work received in time Positioned to move to a 'Strategic' view	Principal Chair		15 15

	Item	Discussion	Responsibility	Document	Time
		4.2 STRATEGIC PLAN Create the next stage of our value to our school Choose 3 – 5 key focus areas for the Board	SR		
	<b>Other Matters for Discussion</b>				
5	5.1 COVID19 Update – Preparation for Remote and Distance Learning	Staff prepared Creating the capacity for the students to access online learning	Principal		10
	5.2 School Review	ESAT self assessment 6 domains	Principal		10
	5.3 Stand Alone Bushfire Plan <ul style="list-style-type: none"> <li>Submission</li> <li>Busy Bee</li> </ul>	Stand Alone Bushfire Plan Busy Bee for fire hazard cleaning	Principal		5
	5.4 Student Free Days 2022	19 <sup>th</sup> April 19 <sup>th</sup> July 11 <sup>th</sup> October	Principal	TA CM	2
	5.3 Business Action Items	New Minutes Format	Chair	Business and Actions	10
	5.4 Future meeting dates <ul style="list-style-type: none"> <li>9 November</li> <li>9 December (includes dinner)</li> </ul>	Public Meeting 9/11/2021	Chair		2
6	<b>Standing Items</b>				
	6.1 Acceptance of the previous meeting's minutes	Agreement	Chair	CM BD	2

	6.2	Noting of Circulating Resolutions (out of session motions) – if applicable	Noting	Chair		0
	6.3	Financial Report School Financial Position submitted Statement of Expectations Funding Agreement	TBA – out of session	Principal		5
	6.4	Correspondence Correspondence in Correspondence out	NIL	Chair		2
	6.5	Committee Reports P&C Report	Traffic Warden CoK do not want to fund Ledger Rd traffic safety solution, RBo & MS will contact Matthew Hughes & Minister for main roads P&C funding has gone to; P.E shade shelters, Lit Pro, Decodable Readers, Junior Playground 50 <sup>th</sup> Anniversary Group - celebrate many smaller events throughout the year, plus one Gala event	P&C Rep		5
<b>7</b>	<b>General Business</b>					
	7.1	Pay it Forward family contributions scheme	As per Bob Hake College example, interesting to follow up with BHC P&C has a pastoral account	Kim Buckingham		5
		Any other business	Set up school board email address	RB		
<b>8</b>	<b>Close</b>		8:14			
	<b>NEXT MEETING:</b> 9 November 2021					

**GHPS School Board  
Business & Actions Arising**

Ref #	Related Meeting Date	Mtg Item N°	Person/s Involved	Action	Date Required	Status
1)	3.3	31/8/21	MS	Newsletter for nominations for the Board, 'Looking for a representative from the junior primary area'		
2)	3.4	31/8/21	MS	TOR – remove 6.5.4		
3)	4.2	31/8/21	SR	Board key focus areas		
4)	5.4	31/8/21	MS	Newsletter – PUBLIC MEETING 9/11/2021		
5)	6.5	31/8/21	RBo & MS	Contact Matthew Hughes & transport Minister		
6)	7.1	31/8/21	RB	School Board Email		

Signed



Suzanna Robertson  
Board Chair



Matthew Snell  
Principal

Date 23/3/22