

MINUTES OF GOOLLELAL SCHOOL BOARD MEETING

Date 10 August 2017

ATTENDEES: Lynne Anderson, Kerry Hartmann, Jo Dee Mansell, Geoff Rintoul, John Logan, Danielle Crawford, Marion Coad (Executive Officer)

Absent : Julia Easton

Commenced at : 9.00 am

1	Opening and Welcome:	Actions
2	Apologies: Julia Easton, Marion running late due to appointment.	
3	Minutes of previous meeting: These were approved and accepted by all members present.	These were signed on the day.
4	Correspondence: Another Uniform company has sent information for us to consider. As we are under a contract with Tudor/Academy this will have to be shelved until we are looking at the end of our contract. Kerry noted that we had to buy out the remaining polo tops when we changed and that costs \$1,000. We will need to look into the options for phase out.	Jo-Dee to email the company back
5	On Going business: 5.1 Financial Report – Early in June, Marion asked Doug Booth (from Schools Resourcing) to come in and check that the One Line Budget was on track. This was because Greg Clarke oversaw the program and Marion had only small amounts of input. Doug was very happy with everything and said they were in a healthy position. He suggested that the only reports the members of the school board needed were (1) Cash report, (2) 2017 Minimum Expenditure Report. Jo-Dee is happy to see the Comparative Budget and Marion will email this to Jo-Dee prior to each meeting. We currently have \$34,070 in unallocated cash (money not designated to a Cost Centre) however this will reduce as the year progresses. There is also \$101,221 in the staffing budget that is waiting to be allocated also.	

The Minimum Expenditure report indicates that we are well within required amount for expenditure.

5.2 Self-Assessment Audits - The 2016 Self Assessment Audit was email to everyone on the 24 July. We received 'Good' for Receipting and Banking but Marion could not honestly say that Greg had received or monitored the Aged Debtors Listing. We actually reverse these and so an n/a should have been used instead of 'No'.

5.3 Student Survey - This is done bi-annually and is anonymous. Lynne advised that from the survey results the children at Goollelal Primary School were generally happy with their school. A couple of children got growled at the day before.

Areas of concern (see paperwork) Lynne will look at it.

Leadership group - Jo-Dee mentioned that everyone is now included.

Kerry - Complaints about children not giving them the same level of responsibility as others - children voted them in.

Geoff - we have a small Year 4 cohort, some children may not want to be involved in the leadership group. We need to keep evolving these groups.

Geoff and Kerry attended the kitchen garden group.

Lynne - this school has more activities available at lunchtime than most schools.

Distribute leadership opportunities for all. Have a lot of varied activities.

Jo Dee asked if the staff effort was sustainable to run these clubs long term. Kerry mentioned that the clubs do not need to run all the time. Geoff mentioned that two of the clubs are built in as a lunchtime duty to ensure sustainability.

Geoff mentioned that there were robotic's opportunities at Curtin Uni etc

Kerry mentioned that the Kitchen Garden was linked to the operational plan.

Almost every class are doing something. We are moving the Kitchen garden to the back of the school near the chickens.

Jo-Dee The School Board assessment of the Survey is Good. A couple of issues - Kids talking to teachers.

John - Chaplain role - Buz program. Kids are able to talk to him if they are having issues.

5.4 Workforce Planning and update - From Head Office

Positive trends Teachers taking less leave

Lynne explained 2 Maternity leave and 2 Long term sick leave.

Recruited Vanessa 3 days for class (TA9) and then in Term 4

will do Phys Ed. Forward planning to cover Marcus Serravite leaving.

John asked about High School teachers qualified to teach Primary school.

Jo Dee – Substitute teaching and impact and disruption to students. Kym is using leave as Department directive. Kym to ask Vanessa to do any absent days. Kerry mentioned that previously we used the same relief staff.

Danielle mentioned the disruption to gold slips when there are multiple relief teachers in a class.

Kerry mentioned that this is a real issue but no one wants to get rid of the gold slip system.

It is hard not to give naughty kids a gold slip when they are doing the right thing, but overlook the good ones. They need to be evenly spread out. It sometimes seems unfair. Lynne and Kerry will discuss this with staff again.

Staff – Lynne and Kerry have been trying to find a Music and Art teacher but have not had any success. Next year the school has to provide LOTE to the children. Lynne has been looking into the online course. This would be preferred as you do not need to employ a teacher. Lynne will be attending a course next Wednesday on this issue.

5.5 Uniforms - Kerry mentioned that the children have been pushing the boundaries of uniform code recently (children wearing bunny ears headbands etc). Lynne and Kerry were clamping down on children out of uniform and things have improved. There are always exceptions where the child has a valid reason why they have not got the correct clothes on for a day. We tend to know the regulars who abuse this.

Kerry asked if the School Board would support their endorsement of the policy. They all unanimously agreed.

Dresses – Marion mentioned that her sister is a dressmaker and will make the dresses up (Using the remaining material that we have). We will revisit this issue when that comes to an end.

John mentioned that it is good for kids to be made to wear the uniform as it prepares them for High School and adulthood.

5.6 Working with Children cards - Marion asked if they had all got their WWCC. Only Julia has presented her paperwork to the school so far. John has a current card and will send it in for our records. The others were reminded to please complete this process before the review.

Marion to follow up on those who have not presented their cards.

	<p>5.7 Sponsorship - As Julia is away this was postponed until she is back.</p>	
<p>6</p>	<p>New Business:</p> <p>6.1 Gas Quote – Marion explained about the Gas quote and how Kleenheat have quoted for us to save around \$900 a year. Marion will speak with the other Kingsley MCS at a meeting next week and see what they say. If not she will contact the Dept and seek advice. All board members present agreed to move over to Kleenheat if that is what we are asked to do.</p> <p>6.2 Anonymous complaints - Lynne and Kerry feel very frustrated when people come and say ‘everyone is saying...’ This is not helpful and they would appreciate if board members would ask people to email the school or come and see Admin rather than pass messages through the board members anonymously.</p> <p>6.3 Internal Board review- survey of effectiveness - Geoff and John had not been given the Code of Conduct forms when they began and therefore this reflected on the responses in the survey. They now have these. Lynne suggested that this is checked at the first meeting of every year. It was suggested that a Term by Term planner be available for 2018 so members can see important events that are coming up. It was agreed that Jo-Dee would send out the Agenda at least a week before the meeting so members can be prepared. John mentioned that he is on another school board and that Goollelal Primary School was a well-run board without being overloaded with information and not as formal. It was agreed that dissenting voices need to be heard.</p> <p>6.4 Board Training - Lynne set out the modules for members to read and discuss at the next meeting.</p> <p>6.5 Preliminary review of business plan and planning for a new three year cycle Lynne asked for this to be postponed until this year’s NAPLAN results are available. NAPLAN 2017- Student reports will be sent home by the end of Term 3.</p>	<p>Marion to seek further advice.</p> <p>Jane will be asked to do this.</p>

<p>7</p>	<p>General Business: Kerry - NQS is on 29th August. Kerry and Michelle Smith have made up evidence files for K – 2. A lot of work has been done already. School Carnival – Geoff, Marcus and Kerry went to the last meeting for this and it was suggested that Moderation should go across the schools for PE. It will be helpful with student grading in their reports and provide facts as to why they got the score they did. This is being done at Dalmain PS. School review – it is not called DES review now just “School Review”. There will be a 1 hour session on the session on the School Development Day 9 October at 9.00am for all staff to see where things are at. Radio program - John was thanked for his Radio program and everyone felt it was a great thing to do. John mentioned that the City of Joondalup has a program where they cover 50% of cost to increase parking around the schools.</p>	
	<p>Meeting closed: 10.40am</p>	
	<p>Next Meeting: 26 October, 2017</p>	

Signed (Chair)

Date