



## GOOLLELAL PRIMARY SCHOOL BOARD

### MEETING MINUTES

13 MAY, 2021



Time	Item	Documents	Recommendations
9.15	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>-Acknowledgement of Country</li> <li>-Apologies</li> <li>-Conflicts of interest</li> </ul>		<p>The Chair opened the meeting with Acknowledgement to Country and welcomed everyone.</p> <p>The Principal introduced Chris Hemsley, the new manager of Corporate Services.</p> <p>There were no conflicts of interest and no apologies.</p>
	Minutes of last meeting	Minutes of meeting 2, 25 March 2021	The minutes of the meeting from 25 March 2021 were endorsed by a Staff Representative and seconded by the Community Representative. The minutes were signed off by the Board Chair.
	Correspondence in and out		The Board presented a letter regarding the timing of the School Review and the tools available to prepare for the Review.
	Budget Update	<p>Operational One Line Budget Statement</p> <p>Distributed Leadership Structure 2021</p>	<p>The Principal presented the one-line budget and explained the items in the statement.</p> <p>He noted that there may be an opportunity to access some funding of \$40,000 for the Science Learning Area as part of the Department's Science Resource Grants funding initiative.</p> <p>The budget was noted by the Board.</p> <p>The Principal named the members of the Finance Committee as described on the Distributed Leadership Structure.</p>
	Staff Survey	2021 Goollelal Primary Staff Survey	<p>The Deputy Principal presented the Staff Survey, and the Board reviewed the data. The Principal explained that performance development conversations had been commenced with staff members, in response to the question regarding feedback on performance.</p> <p>A staff Representative confirmed that the process of her teaching being reviewed had been helpful and authentic. The Principal stated that the focus was on improving, not proving.</p> <p>The Deputy Principal presented a summary of the findings from the Staff Survey, noting areas of strength and areas that could benefit from improvement.</p>



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			<p>The Principal stated that the summary tool would be added to the electronic documents included in the School Review.</p> <p>The Finance Committee Member asked if the assessment tool that had been developed last year was currently being used as a tool for feedback.</p> <p>The Deputy Principal responded in the negative, as the tool was relatively new and did not yet provide long range data. She explained that there were other tools being used, such as the PLD framework. The Principal noted that using a whole school approach in literacy had proven to be helpful in giving clear and consistent feedback.</p>
	Business Plan Format	Greenwood College Business Plan	<p>The Principal presented a range of Business Plans and discussed the format of each. He suggested that the next Business Plan should encompass a simple, easy to read format resembling Greenwood College's.</p> <p>Some discussion took place around the benefits of this layout. The Secretary noted that she liked the direct link to performance and inclusion of clear, measurable targets. The Principal proposed that the Business Plan be renamed Strategic Plan going forward, and the Board unanimously agreed to this.</p> <p>The Finance Committee representative asked whether future Business Plans could include a diagrammatic representation of the various plans/documents that provide strategic direction for the school. The Principal and Board agreed that this was a good idea.</p> <p>The Principal stated that one of the Collegiate Principals (Carolyn Press from Subiaco Primary School) was available to attend the next Board Meeting to provide input towards the next Review. The Principal proposed a motion to invite the Collegiate Principal to the next Board Meeting. This was endorsed by the Community Representative and seconded by the Board Chair.</p>
	Personal Item Lists	Proposal from Ziggies	<p>The Deputy Principal explained that the maximum purchase amount for the Personal Items List may need to be increased from \$75 to \$100.</p> <p>The Principal clarified that some personal items were currently being paid out of teachers' classroom budgets. Therefore, an increase to the personal items</p>



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			<p>list would better reflect reality and enable a higher quantity of quality teaching and learning resources.</p> <p>The Board supported this increase.</p>
	Third Party use of Facilities	Copy of Deed of Licence for Therapy Focus	<p>The Principal presented the current Licence for Use of School Property that exists between Therapy Focus and Goollelal Primary School (valid to 30 June 2021). He suggested that, for the next agreement, the price could be increased to meet the current market value. He noted that he would be asking for an increased licence fee from \$17,000, with \$25,000 set as the starting point for negotiations. This was endorsed by the Board.</p>
	Dogs on school grounds		<p>The Principal proposed that having dogs on school grounds was causing issues such as children being frightened and dog droppings presenting health and hygiene issues. The Principal stated that he would consider introducing a “No Dogs” policy in future and noted that he would flag the issue with the community.</p>
	General Business		<p>The Finance Committee Representative notified the Board that he would be leaving in term 4 as he would become ineligible after that. The Principal moved that the position was held by the current Finance Committee Representative until the end of term 4. The Board Chair seconded this motion.</p> <p>The Principal asked that all Board members send a photo of themselves to be uploaded to the school website.</p> <p>The Secretary presented parent feedback around school photos. Some issues raised included: “grainy” resolution and quality on cardboard and the lack of protective plastic sleeves being included with photos.</p> <p>The Deputy Principal and Principal suggested that parents could contact the company if they wanted photos to be retaken or reprinted.</p>
8.24	Close		<p>The Chair drew the meeting to a close at 8.24pm.</p> <p>The next meeting was set for 10 June.</p>