



GOOLLELAL PRIMARY SCHOOL BOARD

MEETING MINUTES

16 September 2021



Time	Item	Documents	Recommendations
7.00	<p>Welcome</p> <ul style="list-style-type: none"> -Acknowledgement of Country -Apologies -Conflicts of interest 		<p>The Chair opened the meeting with the Acknowledgement of Country and welcomed all attendees, including Candice Patterson and Trevor Hinchcliffe, parent visitors.</p> <p>Present: Paul Fuller, Vanessa Furlong, Kelly Egan, Julia Easton, Chris De Beer, Pat Kiddey, Claire Willis</p> <p>There were no conflicts of interest and no apologies from anyone.</p>
	Minutes of last meeting	Minutes of meeting 5, 4 August 2021	The minutes of the last meeting were endorsed by the Board Chair and seconded by the Finance Committee Member. The minutes were signed off by the Principal.
	Correspondence in and out		There was no correspondence in or out.
	Budget Update	Operational One line Budget Statement	The Principal presented the one-line budget and the budget was noted by the Board.
	General Update	Advice to parents - camp	<p>The Principal explained that the school had asked for input from the parent body regarding a school-led camp. In the past parents had elected to conduct a parent-led camp independent of the school.</p> <p>This year the feedback from parents regarding a school-led camp was positive, and as such, Ern Halliday has been tentatively booked.</p> <p>Camp costs will be added to Contributions and Charges and will be presented at the next meeting.</p> <p>The Board Chair asked for comments and all in attendance were in agreement that a school-run camp was a good idea.</p>
	General Update	Book Awards	<p>The Principal presented staff feedback on Book Awards as communicated in a recent survey. The survey revealed that 15 staff were against the Book Awards, while only 3 were for keeping the awards in their current format.</p> <p>Feedback was requested from members of the Board. The Board made suggestions such as:</p> <ul style="list-style-type: none"> • ensuring categories/parameters for the awards are clearly defined and understood; • removing the need for teachers to read out



			<p>comments; and</p> <ul style="list-style-type: none"> offering opportunities for awards relating to endeavour. <p>The Principal suggested putting to the staff a proposal that two children from each class receive an award – one for progress/growth and another for caring/sharing/learning.</p> <p>This would be based on the requirement that children could only receive the award once and there would be a formal record kept.</p> <p>The Board agreed to this proposal.</p>
	School Development Days 2022 and early close for interviews	Proposed School Development Days 2022	<p>The Principal presented the proposed School Development Days for 2022. The Board Chair moved a motion to support the proposed school development days. The motion was endorsed by the Staff Representative and seconded by the Community Representative.</p> <p>The Principal explained about the proposed early close for parent interviews scheduled for Wednesday 30 March. One of the parent visitors asked about the timing of the interviews being in Term 1. The Principal explained that this would enable feedback to be given in a timely manner, and strategies to be put in place early in the year.</p> <p>The Board approved the early close for parent interviews.</p>
	School Survey	Student Survey 2021	<p>The Principal presented the School Survey and the Board read and discussed its content. The Principal outlined some of the changes that had already been made in response to student concerns. The Principal outlined that reference to the survey would be included in the School Review.</p>
	Terms of Reference	Goollelal Primary School Board Terms of Reference (Reviewed Sept 2021)	<p>The Board Chair provided an overview of the Terms of Reference and highlighted any terms that were deemed significant. The Principal proposed an amendment to 12.4: from “Procedures for counting of votes will be a show of hands”, to: “Normal procedure for counting of votes will be a show of hands, but a secret ballot may be requested by any member on any occasion”.</p> <p>The Board Chair confirmed that the above amendment would be included in the Terms of Reference. The Finance Officer suggested that there be a minimum</p>



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			time frame during which any Board Member should complete Board Training. The Principal responded that this could be added as a recommendation, but not a requirement.
	School Review	Selection of School Self-Reflections	The Principal requested that Board Members be present for the School Review on Wednesday 3 November. The Staff Representative asked about preparation for speaking with the reviewers. The Principal indicated that there could be an opportunity to do this as a team prior to the event.
		School Board Reflection	The Principal thanked the Board for their contribution to the School Review Reflection. In response to providing opportunities for collegiality between Board members, the Collegiate Board Meeting Dinner was scheduled for Friday 5 November.
	Self-Reflection of Numeracy		<p>The Principal outlined the Numeracy Self-Assessment and some of the specific strategies that have been identified to support greater whole-school consistency. The Community Representative asked how we can ensure that this happens. The Principal suggested that a Tracking Tool had been helpful in Literacy and that this could be beneficial in Numeracy also.</p> <p>The Finance Representative asked about homework and said that he felt students were not being adequately prepared for the high school homework load. It was agreed this item would be added to the agenda of the next meeting.</p>
	Staff Relationships Reflections	School Review Reflection	The Principal summarised the Staff Relationships Reflection document. It was noted that staff relationships are generally positive and respectful.
	Workforce Plan	Workforce Plan 2021	<p>The Principal outlined identified workforce issues.</p> <p>It was explained that if all current permanent staff were to return from leave simultaneously, a redeployment process would be necessary. To safeguard against this, it had been decided that when a staff member next retires, the position will be replaced with a fixed term position.</p> <p>Two current succession planning processes were outlined:</p> <p>1) The current School Officer is undergoing training and gaining experience in the MCS role; and</p>



			<p>2) the feasibility of an additional 0.2 Deputy Principal allocation is being investigated.</p> <p>This is to address the goal of ensuring multiple staff members have the skills necessary to quickly step into key positions as required.</p> <p>The Principal explained that an increase in class sizes would be necessary as the school grows. The 2021 class sizes are significantly below the maximum permitted under the award, which comes at a significant financial cost. Higher class sizes would allow for extra funds to be allocated to quality classroom resources.</p> <p>The Principal also emphasised the necessity of carefully assessing the viability of enrolling undiagnosed students with special needs from outside of catchment area. This is to ensure Special Needs Education Assistants are fully funded from Individual Disability Allocations. This approach was supported by the Board.</p>
	Literacy Self-Assessment		<p>The Principal highlighted some key aspects of the Literacy Self-Assessment, such as: the Early Birds Program, a renewed focus on handwriting, and the benefits of the Tracking Tool. The Board congratulated the Deputy Principal's efforts with the Tracking Tool and the positive contribution it had made in capturing student progress and achievement.</p>
8.46	Close		<p>There was no further business. The meeting ended at 8:46pm.</p>