



## GOOLLELAL PRIMARY SCHOOL BOARD

### MEETING MINUTES

12 November 2021



Time	Item	Documents	Recommendations
6:10pm	<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 the Acknowledgement of Country and welcomed all attendees.</p> <p>Present: Paul Fuller, Vanessa Furlong, Kelly Egan, Julia Easton, Chris De Beer, Claire Willis</p> <p>Apologies: Pat Kiddey</p> <p>There were no conflicts of interest.</p>
	Minutes of last meeting	Minutes of meeting 6, 16 September 2021	The minutes of the last meeting were endorsed by the Board Chair and seconded by the Deputy Principal. The minutes were signed off by the Principal.
	Correspondence in and out		<p>The Principal presented a letter from North Metropolitan Regional Office. The Principal explained its contents:</p> <ul style="list-style-type: none"> <li>• The school's request to alter the configuration of the school day on 30 March 2022 for parent interviews had been approved; and</li> <li>• the conditions relevant to this approval.</li> </ul> <p>The document was noted by the Board.</p>
	Budget Update	Operational One line Budget Statement	<p>The Principal presented the one-line budget and the budget was noted by the Board. At the time of the meeting, there was a positive variance of \$45,940. There is also an expectation of being 262 children enrolled at the school in 2022, and therefore growth in student numbers. The Principal stated that there will be no increase to the number of classes, meaning there is an expectation that the positive variance will increase further.</p> <p>The Finance Representative asked if money had been contributed to the Reserve Fund, and the Principal outlined that there had been a \$25,000 increase to the Reserves since the start of the year.</p>
	Contributions and Charges 2022	Draft Contributions and Charges Schedule for 2022 (and comparative schedule for 2021)	The Principal outlined the Contributions and Charges Schedule for 2022. He explained that the \$350 figure relating to Year 6 Camp was a <i>maximum</i> amount. This figure includes transport, food and accommodation. It was expected that the total amount may be less, and this was detailed on the document. Payments can be made via the Qkr app, and parents are not expected to pay the full amount up front.



			<p>The Secretary asked a question regarding excursions, and the expectations around each class completing excursions. It was suggested that this be discussed with teachers at the start of each year and an excursion roster be created, so that each child could have an excursion to look forward to each year. The Deputy Principal agreed to speak with the teachers about this at the commencement of the 2022 school year.</p>
	Public School Review		<p>The Principal asked for feedback from Board Members who participated in the recent School Review. The following feedback was received from Board members:</p> <ul style="list-style-type: none"> <li>• It was a great reflective process which was both transparent and validating. She stated that she was pleased with the participation of staff and community members, and with the useful feedback for going forward.</li> <li>• Another member commented on the process and how positive it was.</li> <li>• Parent representatives had presented their message in a respectful way and stated they felt listened to. They had opportunities to talk about progress made and where they could see the school heading.</li> <li>• The Principal spoke about the time frame of the review process – that there would either be a 12 month, 3 year or 5 year return recommended. He explained that he had requested a 1-year return in regards to teaching quality, student achievement and progress, but that all six areas would be reviewed again in 2024.</li> <li>• It was asked whether the same two reviewers would be present at the next Review. The Principal responded that this was unlikely, but would certainly be helpful.</li> <li>• The absence of any ‘surprise’ findings indicated the review aligned with what had already been discussed, and this was a positive reflection on the school.</li> </ul>
	Fathering Project governance	Email from Lorraine Popham, Currambine Primary	<p>The Principal summarized the role of the Fathering Project and the importance of the initiative to the school. He explained that he had requested information</p>



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			<p>regarding advice around financial management of The Fathering Project.</p> <p>He outlined the need to establish the group as either a sub-group of the P&amp;C, or a sub-committee of the Board. This is to ensure the Fathering Project group is covered by insurance.</p> <p>The Board's feedback was requested about the implications of each scenario.</p> <p>The Board Chair moved a motion to set up the Fathering Project as a sub-committee of the Board. The Finance Representative endorsed, and the Secretary seconded the motion.</p> <p>The Principal explained that this would mean all finances would go through the school books. It was noted that we would need to be clear about having all the financial processes and governance processes in place prior to commencement.</p>
	Community Board Member 2022		<p>The Board Chair proposed that a 12-month extension be offered to Community Representative, Pat Kiddey, to extend her term until Term 1, 2023. The motion was seconded by the Deputy Principal, and the Board unanimously agreed.</p> <p>The Board Chair proposed that we complete a skills matrix of all Board Members to identify what skills are held, and what skills are lacking.</p>
	Parent Representative election		<p>The Principal and Board Chair explained that applications for the next Parent Representative were due by next Friday. Two applications have already been received by the Board Chair for this position. The Principal asked for these applications to be directed to him along with an email stating that the applicant wished to formally nominate for the position.</p> <p>The Board Chair agreed to contact the applicants and advise them of this process.</p>
	General Business – Kiss and Ride		<p>The Finance Representative stated that the Kiss and Ride was not being used effectively, as many people were parking in the area. The Secretary identified that she had noticed some Student Teachers parking in the area. The Deputy Principal agreed to speak with the Student Teachers about this. The Kiss and Ride area will be patrolled by staff over the next few weeks.</p>



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	General Business – Executive Officer of the Board		<p>The Principal proposed a motion to add a new role to the School Board, which would be filled by a staff member. The title of the new role would be Executive Officer of the Board, and the role would encompass the organization of meeting papers, and documentation of meeting minutes. The Principal thanked the Board Chair and Secretary for their contributions in these areas to date.</p> <p>The Board Chair seconded this motion, and the Principal agreed to start the process to engage this role in 2022.</p>
	Farewell to retiring Parent Representative		<p>The Board thanked retiring Board member Chris de Beer for all of his valuable contributions to the School Board, and presented him with a small token of appreciation.</p>
7:04pm	Close		<p>There was no further business. The meeting adjourned at 7:04pm.</p>