

FLOREAT PARK PRIMARY SCHOOL BOARD MEETING MINUTES

	Staff Member	Expiry	Parent & Community	Role	Expiry
Invited:	Brendan Walker (BW)	Permanent	Marcus Le Messurier (LEM)	Chair	End 2015
	Rod Cohen (RC)	End 2015	Justine Whittome (JW)	Secretary	End 2016
	Coral O'Neill (CO)	End 2015	Sandy Gordon (SGor)	General	End 2017
	Mahshid Taheri (MT)	End 2015	Andrea Lam (AL)	General	End 2018
			Enore Panetta (EP)	General	End 2018
			Steve Godden (SGod)	Community	End 2015
			Mel Pexton (MP)	P&C	End 2015

Apologies: Brendan Walker
Sandy Gordon
Mel Pexton

Author: Secretary
Date: Tuesday 12 May 2015
Location: FPPS (In Library)
Time: 1.00pm

TIME	REF	MINUTES	ACTION
	1.1	Welcome & Apologies 1. Open meeting 2. Apologies / Absentees 3. Confirm Agenda	Meeting opened 1pm BW, SGor, MP Agenda Confirmed - ALL
	1.2	Board Member Changes (Including Community & Co-opt Members) 1. Nil	No changes
	1.3	Disclosure of Interest 1. Any new conflicts to be tabled. 2. Existing conflicts - refer Conflict of Interest register	None tabled Refer to register
	1.4	Previous Minutes 1. Confirm Previous Minutes	Confirmed and accepted Moved MT, Seconded AL
PRIORITY REVIEW MATTERS			
	1.5	Key Time Lines 1. DPA to be signed off by End Term 2 2015. 2. Business Plan to be distributed by June 2015.	DISCUSSION: DPA and BP to be signed off by end term 2, Friday July 3, 2015.
	1.6	School Resource Agreement (Budget 2015) / Financial Management 1. BW to confirm receipt of final DoE budget allocations 2. EP to comment on the establishment of the finance sub-committee.	DISCUSSION: Deferred until next meeting. Finance sub-committee has had initial meeting for information exchange. Committee will meet prior to each Board mtg. Responsibility of Board to have clear understanding of Budget matters, for appropriate accountability and responsible financial management. <i>Documents tabled - Operational One Line Budget Statement 11 May 2015, Comparative Budget Report 11 May 2015.</i> ACTION: 1. ALL to direct Budget questions to EP to ensure two-way information flow between Board/sub-committee.

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			2. EP to prepare financial report and issue with Board papers for review by exception.
	1.7	Delivery & Performance Agreement (DPA) 1. Board execution of the DPA to occur at meeting.	DISCUSSION: Schedule A (One Line Budget Initial Allocation Statement) requiring confirmation before final Board sign-off. ACTION: 1. BW to finalise for Board execution at 16 June 2015 meeting.
	1.8	Business Plan & Workforce Plan 1. BP to be signed off by June 2015. 2. CO & MT to present latest update including performance assessment, management & reporting elements. 3. Terms of Reference sign off.	DISCUSSION: As above. Update: General discussion on most recent draft, will now include contextual historical/community information in first two pages. Document on track to be executed on or before due date. <i>Documents tabled - Draft Business Plan Monitoring Schedule.</i> TOR: As advised by Working with Children Department, WWC clearance not required by Board members. Requirement removed from FPPS Board TOR and confirmed. Moved LEM, Seconded JW.
	1.9	Board Member Profiles 1. MP collating and to provide status.	DISCUSSION: Final photos and bios being received, will be uploaded on website for launch.
OTHER MATTERS (TIME PERMITTING)			
	1.10	P&C Report 1. MP to table report of any key matters.	Deferred until next meeting.
	1.11	Policy Discussions 1. Ongoing discussion on the amendments required to the Anaphylaxis Policy based on suggestions from the committee.	DISCUSSION: Board awaiting response from FPPS Allergy and Anaphylaxis Committee to letter sent 1/05/2015. DoE has informed FPPS that current policy is comprehensive and not necessarily requiring additional points. However, two additions are suggested to reflect current FPPS practise a) teachers will not distribute food confirmed to contain nuts and b) auto-injectors to remain in possession of teacher/s-in-charge unless otherwise requested by parents/caregivers. As well, the school community will be surveyed on the issue of whether FPPS should stop all food from external sources from being brought in for all school activities/celebrations. ACTION: 1. CO, RC, JW to draft survey, ensuring current policy is available on FPPS website before being distributed.
	1.12	School Communication Structures 1. Communication structure to be finalised.	DISCUSSION: Board minutes to be accessible on FPPS website.

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		2. Board update to P&C.	Board information to be provided to whole school community as above and added to verbally by MP at P&C meetings if necessary.
	1.13	LOTE Program <ol style="list-style-type: none"> 1. A request from a community member for review of the LOTE program offering has been made. 2. Relevance of Italian option for yr 3 onwards and options to provide a varying range of languages. 	DISCUSSION: LOTE options were put to whole school community in survey approx. 4 years ago. Discussion on benefits of Italian as a solid foundation for learning other languages. Board agreement to include questions on the LOTE program in the next whole school survey. ACTION: <ol style="list-style-type: none"> 1. RC to provide LOTE information for response to community member. 2. LOTE program questions to be included in 2015 whole school survey.
	1.14	School Performance <ol style="list-style-type: none"> 1. Steve to arrange P&C briefing on performance results and analysis. 	DISCUSSION: Awaiting confirmation on presentation prior to next P&C meeting.
	1.15	Staff 2014 <ol style="list-style-type: none"> 1. Staffing strategy for 2015. 2. Workforce Plan required as part of the Business Plan 	Ongoing
	1.16	Enrolments 2014 & Accommodation Requirements (Organisational Profile) <ol style="list-style-type: none"> 1. Brief status update on enrolments and early PP numbers for 2016. 	Ongoing
	1.17	Fund Raising <ol style="list-style-type: none"> 1. MP to provide overview of fund raising activities. 	No discussion required.
	1.18	IT - Website <ol style="list-style-type: none"> 1. Update on status. – Due live week 4 T2. IT – Tablet Software / Hardware Purchase: <ol style="list-style-type: none"> 2. Status and any actions. 	DISCUSSION: On track Ongoing
	1.19	Annual Report <ol style="list-style-type: none"> 1. RC to confirm the report was issued to the community T2. 	DISCUSSION: Annual Report issued and is on “Schools Online” website and will be on FPPS website.
	1.20	Permanent School Facilities <ol style="list-style-type: none"> 1. Status of discussions with Minister’s office about School Master Plan 	DISCUSSION: Latest communication from Hon Minister for Education confirms DoE will engage an architect to develop a Master Plan for the FPPS school site.
	1.21	Cricket Net Facilities <ol style="list-style-type: none"> 1. Status of replacement nets. 	DISCUSSION: Construction of new cricket nets on McLean Oval close to being finished.
	1.22	OSH Club <ol style="list-style-type: none"> 1. BW to comment only if there are issues by exception. 	Ongoing

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	1.23	School Survey 1. No activity	DISCUSSION: Surveys foreseen for 2015 include teacher survey, student survey, prohibition of external food for all celebrations, and whole school community survey.								
	1.24	New Business 1. New business items.	DISCUSSION: General discussion on off-level testing using past NAPLAN papers.								
	1.25	Board Meeting Dates 2015 Dates to be confirmed for 2015 year <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Term 1</td> <td>17 February 1.00pm 31 March 5.00pm</td> </tr> <tr> <td>Term 2</td> <td>12 May 1.00pm 16 June 5.00pm</td> </tr> <tr> <td>Term 3</td> <td>11 August 1.00pm 15 September 5.00pm (Open Meeting)</td> </tr> <tr> <td>Term 4</td> <td>3 November 1.00pm 8 December 5.00pm</td> </tr> </table>	Term 1	17 February 1.00pm 31 March 5.00pm	Term 2	12 May 1.00pm 16 June 5.00pm	Term 3	11 August 1.00pm 15 September 5.00pm (Open Meeting)	Term 4	3 November 1.00pm 8 December 5.00pm	
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	1.26	Meeting Close 3.10PM									