

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)	General	End 2016
	Coral O'Neill (CO)	End 2015	Sandy Gordon (SG)	General	End 2017
	Mahshid Taheri (MT)	End 2015	Andrea Lam (AL)	General	End 2018
			Enore Panetta (EP)	General	End 2018
			Steve Godden	Community	End 2015
			Mel Pexton	P&C	End 2015

Absent: Rod Cohen

Author: Justine Whittome

Date: Tuesday 17 February 2015

Location: FPPS (Room adjacent the Library)

Time: 12.30pm for light lunch, meeting commences 1.00pm

TIME	REF	MINUTES	ACTION
	1	Welcome & Apologies <ol style="list-style-type: none"> Open meeting Apologies / Absentees Confirm Agenda 	DISCUSSION: Meeting opened 12.59pm Apologies RC Agenda confirmed - ALL
	1.1	Board Member Changes <ol style="list-style-type: none"> Welcome new members 	DISCUSSION: Welcome back existing Council (Board) members and thanks and welcome to new and prospective new members.
	1.2	Community Representatives Member (Voting) <ol style="list-style-type: none"> Motion to co-opt Steve Godden to the Board as a community representative for a 12 month term to assist with the data analysis, profiling and performance management elements of the Business Plan. 	DISCUSSION: Community Representative: LEM discussed merits of inviting Steve Godden as community rep to inaugural Board. Moved LEM, seconded JW
	1.3	Co-opt Members (Non-voting) <ol style="list-style-type: none"> Motion to co-opt Mel Pexton to the Board as P&C representative. 	DISCUSSION: P&C representative: LEM discussed merits of co-opting Mel Pexton, P&C President, to be interface between P&C and Board to maintain and strengthen relationships between two groups. Moved LEM, seconded JW
	1.4	Disclosure of Interest <ol style="list-style-type: none"> Any new conflicts to be tabled. Existing conflicts - refer Conflict of Interest register 	DISCUSSION: Potential new conflicts of interest: SG discussed potential for his company, Best Performance, to be engaged by FPPS for paid data analysis and consulting work. Existing conflicts: Noted. ACTION: <ol style="list-style-type: none"> Secretary to note in item 1.29, Conflict of Interest Register, potential SG conflict.
	1.5	Previous Minutes <ol style="list-style-type: none"> Confirm Previous Minutes 	Confirmed and accepted. Moved LEM, seconded JW
PRIORITY REIVEW MATTERS			
	1.6	Key Time Lines <ol style="list-style-type: none"> Board to be established by Feb 2015. DPA to be signed off by April 2015. 	DISCUSSION: Board: Achieved and noted. DPA: Noted.

FLOREAT PARK PRIMARY SCHOOL

BOARD MEETING MINUTES

TIME	REF	MINUTES	ACTION
		3. Business plan to be distributed by June 2015.	Business Plan: Noted change of timeframe. Business Plan to be finalised by end term 1 2015.
	1.7	<p>Terms of Reference</p> <p>1. Draft Terms of Reference attached.</p> <p>2. Motion to adopt the document and appoint JW as Board Secretary.</p>	<p>DISCUSSION:</p> <p>TOR: Members considered draft TOR, discussing role of Chairperson and Secretary. Noted that TOR is proforma as provided by Dept of Education, with changes as necessary to make specific to FPPS and Board constitution. Discussion regarding JW to formally undertake role of Board Secretary.</p> <p>Moved LEM, seconded AL.</p>
	1.8	<p>Code of Conduct</p> <p>1. Draft code of conduct document attached.</p> <p>2. Motion to adopt the document.</p>	<p>DISCUSSION:</p> <p>Code of Conduct: Members were advised of previous discussions of School Council on Code of Conduct.</p> <p>Moved LEM, seconded SG.</p> <p>ACTION:</p> <p>General discussion about the need for Board transparency and accountability to greater FPPS school community through FPPS's new website. Agreement that DPA, Business Plan and Code of Conduct to be loaded to website and abridged version of meeting minutes (similar to 2015 Council reports provided to P&C by JW) to be made available through website. JW to work with MP to ensure above as soon as practicable, dependent on website launch timeframe.</p>
	1.9	<p>Schedule of Board Meetings & Times</p> <p>1. Board to discuss & agree schedule and time of meetings for 2015. (NB: After hours may be required due to community participation.)</p>	<p>DISCUSSION:</p> <p>Board meeting schedule: LEM advised of the need for Board to meet twice/term while transition to IPS continues. Discussion that the Board meets one week after P&C so P&C can refer issues to the Board if necessary and ensure these matters are dealt with as soon as practicable.</p> <p>ACTION:</p> <p>Meeting schedule: Board to meet weeks 4 and 9 of each term, alternating day time meetings with after school hour meetings. Schedule is as follows:</p> <p>Term 1 (remainder) 31 March 2015 - 5pm start. NB: an additional term 1 meeting may be required to approve Business Plan.</p> <p>Term 2 12 May 2015 - 1pm start 16 June 2015 - 5pm start</p> <p>Term 3</p>

FLOREAT PARK PRIMARY SCHOOL

BOARD MEETING MINUTES

TIME	REF	MINUTES	ACTION
		<p>2. Board to discuss & agree the “open or public” meeting date for 2015 and rules around the conduct of the meeting. i.e. Chair invites participants to speak.</p>	<p>11 August 2015 - 1pm start 15 September 2015 - 5pm start</p> <p>Term 4 3 November 2015 - 1pm start 8 December 2015 - 5pm start</p> <p>Open meeting: Open public meeting set down for term3, 15 September 2015 for 5pm start.</p>
	1.10	<p>School Resource Agreement (Budget 2015) / Financial Management</p> <p>1. BW to issue a copy once received from the DoE.</p> <p>2. Finance management sub-committee may be established to assist School with the management of this agreement.</p> <p>3. All Board members are to sign off on the Budget and Annual Reports</p>	<p>DISCUSSION: 2015 Budget: BW tabled documents - <i>Preliminary Cash Plan</i> (issued 16 Feb 2015); <i>Preliminary Student-Centred Funding Statement School Revised</i> (issued 16 Feb 2015); <i>Preliminary One Line Budget Statement School Revised</i> (issued 16 Feb 2015); <i>Student Centred funding and one-line budgets</i> (a new way of resourcing and working), and <i>A new, fair, student-centred funding model</i> (Dept of Education). BW advised as of 13 Feb 2015, on student census day, FPPS had 512 students from K-6. Enrolments constantly monitored and managed.</p> <p>Finance sub-committee: EP elected to chair Board finance management sub-committee, to include FPPS Registrar Kim Dark, P&C Treasurer Libby Hamilton and, for a discretionary time, LEM.</p> <p>Budget/Annual reports: Noted by all.</p> <p>ACTION: BW to issue up-to-date 2015 Budget information to LEM, EP, Libby Hamilton and Kim Dark. MP to brief EP on P&C Budget history.</p>
	1.11	<p>Delivery & Performance Agreement (DPA)</p> <p>1. The DPA needs to be signed by April 2015. 2. Draft DPS attached for review.</p> <p>3. All Board member to sign off.</p>	<p>DISCUSSION: DPA sign-off: Noted and on-track. Review of DPA: Board members to review with a view to signing off at next meeting, 31 March 2015. Sign off: LEM requested all Board members to sign off on DPA, supported by BW. Not a formal Edu Dept requirement, however, shows unity of Board and commitment of all to DPA.</p> <p>ACTION: All members to forward comments via open email to LEM over the next 2 weeks. LEM will prepare revised draft and to circulate to all members before next meeting with view to final sign off by ALL Board members on 31 March 2015.</p>
	1.12	<p>Business Plan (“BP” or “Strategic Plan”) & Workforce Plan</p> <p>1. BP to be signed off by June 2015. 2. 3 year document but reviewed every 6-12 months (living document). 3. Draft Business Plan attached for review and discussion at the meeting.</p>	<p>DISCUSSION: Sign off: Noted and on-track. Living document: Noted</p> <p>Draft BP: new draft BP distributed by CO, who spoke to the detailed work put to the plan by FPPS admin and staff.</p>

FLOREAT PARK PRIMARY SCHOOL

BOARD MEETING MINUTES

TIME	REF	MINUTES	ACTION
		<ol style="list-style-type: none"> 4. BW to provide the data uses to underpin the Schools performance so members can become more familiar with it and understand how its interpreted and incorporated into the BP. 5. All Board member to sign off. 	<p>ACTION: ALL members to provide feedback to CO, MT and RC on draft Business Plan, in suggested 'open email' format so all Board members are included and informed.</p> <p>MP to consider and report back to Board on suggestions for professional production and presentation of the BP.</p> <p>CO to incorporate Workforce plan and</p> <p>CO to redistribute new draft BP to all Board members by Tuesday 24 March 2015 - one week prior to next Board meeting (31 March) - with view to final Board sign-off on 31/03/2015.</p>
	1.13	<p>Board Member Profiles</p> <ol style="list-style-type: none"> 1. Decide on how the profile of the Board and its participants is to be managed in communications to the school community. 2. Photos of Board Members to add to school website and publications. 	<p>DISCUSSION: Communication: Agreement that all member profiles and short explanatory blurbs be loaded onto the school website when up and running. Photos: Members required to provide up-to-date personal photo for publication.</p> <p>ACTION: ALL members to provide to LEM with a professional personal photo and brief 100 words for inclusion on school website by Wednesday 25 February 2015. MP and JW to assist in professional presentation of the above on website.</p>
OTHER MATTERS (TIME PERMITTING)			
	1.14	<p>New Policy Discussions</p> <ol style="list-style-type: none"> 1. Nil 	Noted
	1.15	<p>School Survey</p> <ol style="list-style-type: none"> 1. School survey closed on Wed 3/12/14. BW to provide Board with results. 2. Key improvement areas to be assessed for inclusions in Business Plan strategies. 	<p>DISCUSSION: Results: BW distributed School Surveys results of FPPS 2014 Parent Opinion Survey, and Parent Survey Anecdotal Comments (prepared by FPPS admin). Member discussion on need to provide results feedback to school community.</p> <p>ACTION: LEM to draft summary of survey results and joint letter (between LEM and BW) to present to school community. To focus on overall results of survey and importantly how these will be used by FPPS and incorporated into BP. ALL to provide feedback on these documents, with view to being distributed to whole school community by Wednesday 4 March 2015, via email.</p>
	1.16	<p>OSH Club</p> <ol style="list-style-type: none"> 1. Status Update: sufficient community demand 	NOT DISCUSSED DUE TO TIME

FLOREAT PARK PRIMARY SCHOOL

BOARD MEETING MINUTES

TIME	REF	MINUTES	ACTION
		response and identifying room location. 2. Start date in 2015 to be confirmed	CONSTRAINTS
	1.17	Fund Raising 1. Option to review a weekend market on site post close of Subiaco Markets.	NOT DISCUSSED DUE TO TIME CONSTRAINTS
	1.18	Enrolments 2014 & Accommodation Requirements (Organisational Profile) 1. Status: Update on enrolments, particularly PP	NOT DISCUSSED DUE TO TIME CONSTRAINTS
	1.19	Staff 2014 1. Staffing strategy for 2015. 2. Workforce Plan required as part of the Business Plan	NOT DISCUSSED DUE TO TIME CONSTRAINTS
	1.20	School Communication Structures 1. Communication structure to be established. Feedback due from teachers and P&C.	NOT DISCUSSED DUE TO TIME CONSTRAINTS
	1.21	IT - Website 1. Update on status. 2. Content & photo required about Board members IT – Tablet Software / Hardware Purchase: 3. Status and any actions.	NOT DISCUSSED DUE TO TIME CONSTRAINTS
	1.22	Annual Report 1. Updated content and format for 2013/14 report due in 2015. 2. P&C skillsets to be sought to assist.	NOT DISCUSSED DUE TO TIME CONSTRAINTS
	1.23	Cricket Net Facilities 1. Status of replacement nets.	NOT DISCUSSED DUE TO TIME CONSTRAINTS
	1.24	Permanent School Facilities 1. Status of discussions with Minister post meeting on 30/9/14. 2. Minister promised to review and respond. Concern was size of play areas and management of Duty of Care if public oval lands are used before and after school.	NOT DISCUSSED DUE TO TIME CONSTRAINTS
	1.25	New Business 1. New business items.	NOT DISCUSSED DUE TO TIME CONSTRAINTS
	1.26	Board Meeting Dates 2015 Dates to be confirmed for 2015 year ❖ Term 2: ❖ Term 3: ❖ Term 4:	AS PREVIOUSLY NOTED
	1.27	Meeting Close	MEETING CLOSED 3.13PM