



# Floreat Park Primary School Board

## SCHOOL BOARD MEETING –MINUTES

**Date:** Tuesday 14 May 2019

**Venue:** Library

**Time:** 1.00pm

**Invited:** Emily Chee (Chair), Su Wu (Secretary), Kim Batina (parent member), Morgan O’Shea (parent member), Jane Rowlands (Principal), Mark Walters (Deputy Principal), Simon Heyting (staff member), Kerry Pym (staff member), Leechelle Ruscoe (staff member), Andrew Angel (parent member), Pen Melis (co-opted member)

**Apologies:** Kim Lawrance

**Observer:** Jayne Prentice (Teacher), Ian Gordon (parent)

### Key items and highlights

- The Board thanked Ian Gordon for his contribution.
- Discussion around how we can promote effective parent/staff communication to ensure respectful and constructive dialogue.
- Presentation and discussion around the types of contemporary teaching methods used in the school and how these methods can improve student outcomes.

TIME	ITEM	ACTIONS	WHO
1.07pm	<p><b>Welcome and Governance</b> Meeting opened at 1.07pm. Refer to list of attendees and apologies above.</p> <p>No new conflicts of interest tabled.</p> <p>KB confirmed and accepted agenda, EC seconded.</p> <p>The Board thanked Ian Gordon for his contribution to the school and Board. During his time on the Board, Ian was a major contributor to the GAFIC and the Business Plan.</p>		
1.05pm	<p><b>Principal’s Report</b> <i>Documents tabled (prior to meeting):</i></p> <ul style="list-style-type: none"> <li>• Actions from the last meeting:</li> </ul>		

	<ul style="list-style-type: none"> <li>○ PM advised that 2 parents have volunteered to help with the website refresh.</li> <li>○ Work has commenced in enhancing the front of the school</li> <li>○ Personal Devices Policy implemented</li> </ul> <ul style="list-style-type: none"> <li>● NAPLAN The Board was briefed on the issues with Naplan writing test today. The school is working with the relevant bodies to ensure that the other online tests will be successful. The school will also send out communication to parents.</li> </ul> <ul style="list-style-type: none"> <li>● Communication <ul style="list-style-type: none"> <li>○ 'Talking with my School' details who to direct enquiries to</li> <li>○ How we can ensure that we continue to have good, honest communication, both positive and constructive, with and between students, parents, teachers, staff and the wider community.</li> </ul> </li> </ul>	JR to review the current communication policy and methods in the school	JR
1.46pm	<p><b>Finance Management</b> <u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> <li>● Changes to the approved budget <ul style="list-style-type: none"> <li>○ New account for leadership of budget \$1000. Extension for students, resources, student council.</li> <li>○ Grad shirts – in/out account</li> <li>○ Phys Ed – decreased as the P&amp;C are paying for some of the requests.</li> <li>○ Year 6 less student budget has decreased as there are less students.</li> <li>○ Minor works over budget waiting for P&amp;C reimbursements</li> <li>○ Voluntary contributions on target</li> </ul> </li> <li>● Student centred funding model review highlights. <ul style="list-style-type: none"> <li>○ Item 5 – budget cycle means that term 1 is cash short</li> <li>○ Item 8 – stronger accountability but room for improvement</li> <li>○ Item 11 – shift in funding towards earlier school years and less in the middle years</li> <li>○ Item 24 – disability funding where if a child is in a specialist school they get higher funding than in a main stream school.</li> <li>○ Item 26 – EALD funding how to cater for that</li> </ul> </li> </ul>		
2.08pm	<p><b>Annual Report</b> <u>Documents tabled (prior to meeting):</u></p>		

	Approved EC, seconded PM	Approved	
2.09 pm	<p><b>Data Review</b> <i>Documents tabled (prior to meeting):</i></p> <p>AEDC – Australian Early Development Census based on a set of questions on each child that pre-primary teachers complete. The review is specific to our area and it monitors changes in the community (including students attending other schools). The survey is conducted every 3 years, with this report based on data from 2018.</p> <p>The AEDC report showed an increase in students, while average age is about the same. Male and female is balanced.</p> <p>Other changes include:</p> <ul style="list-style-type: none"> <li>○ EALD increased</li> <li>○ Change in emotional maturity</li> <li>○ Language</li> </ul> <p>Strategies to improve:</p> <ul style="list-style-type: none"> <li>○ Talk for writing</li> <li>○ Student service member from EALD</li> <li>○ Support programs across EA</li> </ul>		
2.24pm	<p><b>P&amp;C Reports &amp; financials</b> <i>Documents tabled (prior to meeting):</i></p> <p>Budget approved at last P&amp;C meeting. School requests all approved. Last meeting was very well attended.</p> <p>Playspace update. Needs to go out to tender, hence waiting for a budget estimate. Site works will be done first and then will ask for Parent help to do landscaping.</p> <p>Would like to link to the building fund on the website. Contributions to the building fund are tax deductible. Funds must be used for capital works in the school.</p> <p>Have a sponsorship deal with Sage Property where \$5000 will be donated to the P&amp;C for every house sold in Floreat in 2019.</p>	Building fund is run by the P&C	PM
2.38pm	<p><b>Policy Updates</b></p> <ul style="list-style-type: none"> <li>• Healthy Food and drink KB to review and if up to date, send out for approval.</li> <li>• Anaphylactic policy – location of epi pen in PP needs to be updated. EC to send around updated policy.</li> </ul>	<p>KB to review of last version of Healthy food and drink</p> <p>Anaphylactic policy to be updated and sent around for review.</p>	<p>KB</p> <p>EC</p>

2.45pm	<p><b>Discussion on Contemporary Learning Research</b></p> <p>JR, MW, LR, Jayne Prentice and SH gave a presentation on the different types of learning within the school:</p> <ul style="list-style-type: none"> <li>• Deep learning</li> <li>• Explicit learning</li> <li>• Inquiry based learning</li> <li>• Adventure learning</li> </ul>		
3.22pm	<p><b>New Business and Parking Lot</b></p> <ul style="list-style-type: none"> <li>• Staff list contact emails are no longer listed on website due to phishing issues. Suggest that we add email addresses for class and specialist teachers to Connect</li> <li>• Code of Conduct signed</li> <li>• Town of Cambridge letter regarding the school crossing. The Town of Cambridge are compiling budget and have made allowance for a school crossing, so if we are approved there will be funds available. Waiting for approval from the police department.</li> </ul>	<p>MW to add specialist teachers emails to Connect.</p> <p>EC and KL to review letter and respond if required.</p>	<p>MW</p> <p>EC, KL</p>
3.34pm	<p><b>Meeting Close</b></p>		
	<p><b>2019 Meeting Dates</b></p> <p><b>Term 1:</b> Tuesday 19 February - 5pm Tuesday 26 March - 5pm</p> <p><b>Term 2:</b> Tuesday 14 May - 1pm Tuesday 18 June - 5pm</p> <p><b>Term 3:</b> TBC</p> <p><b>Term 4:</b> TBC</p>		

**BOARD CHAIRPERSON MINUTES CONFIRMATION**

SIGNED CHAIR



DATE: 31 May 2019