



Floreat Park Primary School Board

SCHOOL BOARD MEETING – MINUTES

Date: Tuesday 10 September 2019

Venue: Library

Time: 5.00pm

Invited: Emily Chee (Chair), Su Wu (Secretary), Kim Batina (parent member), Morgan O’Shea (parent member), Mark Walters (Deputy Principal), Leechelle Ruscoe (Staff member), Kim Lawrance (parent member), Andrew Angel (parent member), Pen Melis (co-opted member), Shelley Jenkinson (Staff member), Jayne Prentice (Staff member)

Apologies: Jane Rowlands

Observer:

Key items and highlights

- The Board had a walk around the school to discuss the Schools master plan.
- Business Plan continues to be on track, with many items scheduled for completion this year now completed. Focus for next year will be flexible learning environments.
- Assessment and Reporting and Anaphylaxis policies endorsed.

TIME	ITEM	ACTION	WHO
5.00pm	<p>Welcome and Governance</p> <p>Meeting opened at 5.00 pm. Refer to list of attendees and apologies above.</p> <p>No new conflicts of interest tabled.</p> <p>KB confirmed and accepted agenda, MW seconded.</p> <p>Minutes from 06/8/19 meeting were approved by MS and seconded by JR via email on 29 August 2019.</p>		
5.03pm	<p>Masterplan discussion & walk around</p> <p>Rough Masterplan document plan tabled.</p> <p>Need to consider</p> <ul style="list-style-type: none"> • Number of students. 	<ul style="list-style-type: none"> • All to share ideas and thoughts 	ALL

	<ul style="list-style-type: none"> • There are things that are imposed, and consideration of culture, and community. • Heritage listed buildings are the original buildings around the outdoor learning area. • Boundary adjoining the bush has been reclassified, so we do not necessarily need such a big boundary. • Discussion about the future development of Floreat Forum library site and the possibility of building a shared asset between the school, town of Cambridge, government. 	<p>around the masterplan discussion.</p> <ul style="list-style-type: none"> • JR to continue discussions with the Dept of Education about the building fund. • KL to investigate the changes around Floreat Forum library site. 	<p>JR</p> <p>KL</p>
5.40pm	<p>Principal's Report <u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> • Principals report 10 September.docx • SW raised that the school and P&C should consider the perceptions and communication around when the school leases items that have been previously been supported by the P&C. Specifically leasing the new laptops. • KB raised the issue of insurance with Total Tennis using the courts as they are not in very good condition. MW explained that Total Tennis insurance would cover this. 	<ul style="list-style-type: none"> • Endorsed Total tennis license 	
5.50pm	<p>Finance Management <u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> • SCF 030919.pdf • OLB 030919.pdf • Funding agreement 2019.pdf • Finance Report September 2019.docx • Audit Cover.pdf • Audit report <ul style="list-style-type: none"> ○ Very good audit, very positive ○ Improvements: <ul style="list-style-type: none"> ➢ Concerns about teacher reimbursement. ➢ Concerns around hospitality. Staff and board meeting food should not to be provided. • Funding agreement for Schools 2019 signed by JR and EC. 		
6.03pm	<p>Business Plan Update <u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> • Gantt Chart 2018-2020 September 2019 update.xlsx <p>Items completed:</p> <ul style="list-style-type: none"> • STEM room complete, specialist program up and running 		

	<ul style="list-style-type: none"> Enrichment programs: philosophy for children, girls in aviation program, science genetics Setting the scene activities <p>Focus for next year</p> <ul style="list-style-type: none"> Flexible learning environments <p>IPS review system changed. JR is reviewing a school and will be able to provide more information around the new process.</p>	EC to speak to JR about the review process.	EC
6.15pm	<p>P&C Reports & financials <u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> School Board P&C Report 100919.pdf Concerns about the last P&C meeting. The School supports the P&C executive committee and appreciate the close working relationship between the School and the P&C. Banksia budget will put into the fundraising budget. Fundraising levy proposal to be put out to a vote to the whole parent community. Forward purchase of the interactive screens. These upgrades are linked to the business plan. 		
6.45pm	<p>Policy Updates</p> <p>Healthy Food and drink</p> <ul style="list-style-type: none"> Reviewed the policy based on the DOE policy. Insurance only covers people 16 years and over. However, students may be covered if doing this as part of leadership program. Ownership of the policy to be between the P&C, School and the Board. Menu will be revised in accordance with traffic light training. Suggested that Nippy cups and fizzy drinks should be removed. The Board would like to thank PM for the work she has put into the Healthy Food and Drink Policy. <p>Assessment and reporting</p> <ul style="list-style-type: none"> Policy document tabled <p>Dress code Policy</p> <ul style="list-style-type: none"> Happy with the format of the survey. Parents will have one week to respond to the survey. 	<p>Feedback to PM</p> <p>PM to add a reference to the anaphylaxis policy.</p> <p>To be endorsed next meeting</p> <p>Endorsed</p> <p>MW to remove the reference to upper school in the interschool sports uniform question.</p>	<p>ALL</p> <p>PM</p> <p>ALL</p> <p>MW</p> <p>MW</p>

	<p>Student Engagement Policy</p> <ul style="list-style-type: none"> Final review. Endorse by end of term 3 via email. <p>Anaphylaxis Policy</p> <ul style="list-style-type: none"> Discussion around the Canteen and anaphylaxis policy 	<p>MW will send out survey at the end of this week.</p> <p>SJ to take back the specific reference to the specialist classrooms back to the PLC.</p> <p>Feedback to JR, before end of term 3.</p> <p>Endorsed</p>	<p>SJ</p> <p>ALL</p> <p>EC</p>
7.15pm	<p>Crossing update</p> <ul style="list-style-type: none"> Council are going to look at options for the budget 		
7.16pm	<p>Board Self-Assessment and Review</p> <ul style="list-style-type: none"> EC to review survey and an additional survey 	EC to review	EC
7.16pm	New Business and Parking Lot		
7.16pm	Meeting Close		
	<p>2019 Meeting Dates</p> <p>Term 4: Tuesday 29 October - 5pm (open) Tuesday 26 November - 5pm</p>		

BOARD CHAIRPERSON MINUTES CONFIRMATION



21 October 2019

SIGNED CHAIR

DATE