



Floreat Park Primary School Board

SCHOOL BOARD MEETING –MINUTES

Date: Tuesday 03 December 2019

Venue: Library

Time: 5.30pm

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

Apologies: Jayne Prentice, Kim Lawrance

Observer: Emma King

Key items and highlights

- Approved Voluntary Contributions and Charges for 2020
- Approved Provisional Budget for 2020
- Approved additions to Personal Devices Policy
- Thank you to all Board Members for serving on the Board this year.

TIME	ITEM	ACTION	WHO
5.30pm	<p>Welcome and Governance</p> <p>Meeting opened at 5.34pm. Refer to list of attendees and apologies above.</p> <p>Welcome to Emma!</p> <p>No new conflicts of interest tabled.</p> <p>Added personal devices policy discussion to the Agenda. MW confirmed and accepted agenda, MO seconded.</p> <p>Minutes from 29/10/19 meeting were approved by AA and seconded by MW via email on 27 November 2019.</p>		
5.35pm	<p>Principal’s Report</p> <p><i>Documents tabled (prior to meeting):</i></p>		

	<p>➤ Principal's report 3 December 2019.docx</p> <ul style="list-style-type: none"> • Class structures will be shared with parents this week. One additional class next year. • Year 2/3 split will be housed in the current existing Italian room, and Italian will move to the old art room. • Outdoor learning area will be ready next week. • DoE will not do the ceilings over the holidays. Painting will be done. • Support programs: discussed what other schools are doing. We are the only school providing out of school programs. • Good meeting with Claire and website company. Will get 2 other quotes. Looking to launch in term 1. Package costs about \$19,000. • Student numbers are looking about the same as this year. • One new teacher coming in to replace a teacher on leave. No new permanent appointments. 		
5.48pm	<p>Finance Management <u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> ➤ Financial report comments.docx ➤ SCF Stmt 21.11.19.pdf ➤ One Line Budget Statement 21.11.19.pdf ➤ Collection Rates Vol Cons 2019.xlsm ➤ Provisional Budget for 2020.XLSM ➤ 2019 Charges and Voluntary Contributions K-6.xls ➤ 2020 Voluntary Contributions and Charges K-6.xls <ul style="list-style-type: none"> • Voluntary contributions 94.7% collection rate, slightly down from last year. The Wembley kindy group did not contribute. • Slight increase in Student Centred Funding. • Will rollover about \$50k. Most of this is committed to playspaces and painting. • QKR payment app, to be introduced next year. Setup as departments, online approval for excursions. • Voluntary Charges <ul style="list-style-type: none"> ○ Change the wording to levy instead of Contribution for P&C charges. ○ Add costs for Banksia ○ Edudance add video costs ○ School will cover QKR fees, P&C will on charge fees ○ Remove Excel Test Zone, add Bug Club. ○ Reword Aboriginal Cultural framework to experience 	<p>Approved Voluntary Contributions and Charges pending changes as minuted.</p> <p>Approved Provisional budget</p>	<p>EC approved, SW seconded</p> <p>SW approved and MO seconded</p>

	<ul style="list-style-type: none"> • Comments on Provisional budget <ul style="list-style-type: none"> ○ General discussion on big variations in provisional budget. Variations include budget for: <ul style="list-style-type: none"> ▪ Flexible furniture ▪ Website renewal ○ In/out costs are not budgeted in 2020 ○ Next year to start a discussion around BYOD as the computer leases 	MW to convene a steering committee to investigate options for delivery technology hardware within the school	MW
6.20pm	<p>Business Plan</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> ➤ Business Plan Review – 25 11 19.docx ➤ Business Plan Evidence and EBI.docx ➤ BUSINESS PLAN Colour Coding 25 11 19.docx ➤ Gantt Chart 2018-2020 November 2019 Update.xlsx <ul style="list-style-type: none"> • Discussed key themes. • Staff reviewed the Business Plan at the recent Staff Development • Need to engage more with the wider community. • Gantt chart <ul style="list-style-type: none"> ○ on track and no red flags 		
7.05pm	<p>Data Review</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> • Student survey <ul style="list-style-type: none"> ○ Completed by year 5 & 6. Education Services Australia survey that is endorsed by the DoE. ○ Done every year with the same questions. ○ Everything this year is up from last year. ○ Fairness is a concern ○ Student services have been asked to source a survey that can be done in term 1 and term 4. • Suggestion for a Year 6 parent “exit” survey 	Develop questions for parent survey to be sent out in the last week of school	KB, SW JR
7.22pm	<p>P&C Reports & financials</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> ➤ School Board P&C Report 031219.pdf <ul style="list-style-type: none"> • New constitution was adopted. P&C is already compliant. • Draft minutes on website. They need to remain draft until next general meeting where they will be ratified. • Fundraising donation: will not proceed with a survey but will provide an option to contribute via a one off fee. 		

	<ul style="list-style-type: none"> • Qkr - 3 merchant facilities for the uniform shop, canteen and P&C funds. All three in place. • Quikcliq can refund any credit balances. Will send out information to parents so they don't top up credit for canteen too much. • Camping very popular this year as was the Kindy Camp out on school oval. • Golf day this Sunday. Booked out. • Nominations for positions in P&C have gone out. Vote at the AGM on 23 Feb 2020. • Building fund \$2500. Advertise to the greater community. 	<p>Send out Quikcliq discontinuation information to parents</p> <p>School to put in Funding request for website and landscaping this year.</p>	<p>PM</p> <p>JR, MW</p>
7.32pm	<p>Policy Updates</p> <ul style="list-style-type: none"> • Dress code Policy <ul style="list-style-type: none"> ○ PM, LC, JR, KB and Louise worked through recommendations from the parent, student, teacher survey. ○ Draft version of new dress code policy. ○ Looked at what other schools are doing. Raised some questions about whether it should be included in our policy. ○ Will publish the survey results to P&C. ○ Parents should be re-assured the current school uniform can still be worn ○ Will start to roll out updated uniforms and communication next year. • Personal Mobile Devices Policy <ul style="list-style-type: none"> ○ Additional text to existing policy ○ Concern about the administration of permission slips. ○ Will consider adding this to the existing acceptable use form. ○ Will start discussing this now with parents. 	<p>Include photos of the school uniform in the Appendix</p> <p>Approved changes.</p> <p>Review of policy mid 2020.</p>	<p>KB, LR</p> <p>MW</p>
7.45pm	<p>Follow-up discussion on support programs</p> <ul style="list-style-type: none"> • Improve communication about what happens in the school <ul style="list-style-type: none"> ○ Website, other channels? ○ Who does it, what platform does go to ○ Word of mouth works well - Class reps? ○ Newsletter – pictures with less text. ○ Shenton College brochure is a good example • Positivity is key, keep negativity at a minimum. 	<p>Email suggestions to Jane</p>	<p>ALL</p>

Emily Chee

Emily Chee

Monday February 03,2020