



Floreat Park Primary School Board

SCHOOL BOARD MEETING –MINUTES

Date: Tuesday 26 May 2020

Venue: Webex

Time: 5.00pm

Invited: Emily Chee (Chair), Andrew Angel (parent member), Kim Batina (parent member), Emma King (parent member), Jane Rowlands (Principal), Mark Walters (Deputy Principal), Leechelle Ruscoe (Staff member), Kim Lawrance (parent member), Shelley Jenkinson (staff member), Claire Shoebridge (P&C representative co-opted member), Shelley Jenkinson (Staff member), Jayne Prentice (Staff member) Morgan O'Shea (parent member)

Apologies:

Observers:

Key items and highlights

- **Impact of COVID on the school and school's response**

TIME	ITEM	ACTION	WHO
5.09m	<p>Welcome and Governance</p> <p>Meeting opened at 5.09 pm. Refer to list of attendees and apologies above.</p> <p>No new conflicts of interest tabled.</p> <p>MW confirmed and accepted agenda, KB seconded.</p> <p>Minutes from 10/9/19 meeting were approved by MO and seconded by AA via email on 21 October 2019.</p>		
5.10pm	<p>Principal's Report & Covid-19</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> ➢ Principal's report docx ➢ COVID -19 Action Plan V3.docx ➢ No annual report required for 2019, however we believe it is important – a draft is in the drop box for comment ➢ We were not chosen as a school for Covid study. 	<p>EK – how have the students handled the situation in terms of emotions and mental health?</p> <p>KB – Is there a policy for keeping sick children home and temperature taking?</p>	<p>MW responded</p> <p>Note – Parents have</p>

			been strongly encouraged and will continue to be to keep students home if they are unwell
5.30pm	<p>Finance Management <u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> ➤ Financial report Financial report May 2020.docx ➤ OLB May 2020 ➤ Funding Agreement 2020.pdf <ul style="list-style-type: none"> • Voluntary contributions are up based on same time last year – approx. 72% paid 	Noted	
5.42pm	<p>Business Plan <u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> ➤ Gantt Chart 2018-2020 May 2020 Update.xlsx <p>Planning process to commence next term with the majority up and running by the end of the year – Ian Gordon to assist. Board members and members of the community will be involved in the vision.</p> <ul style="list-style-type: none"> • Technology will have a key role in the next business plan 	<p>EK - is this always a 3 year plan?</p> <p>Emma King volunteered for the committee</p>	Most schools do 3 year plan
5.57	<p>Refreshing the School Image Uniforms</p> <ul style="list-style-type: none"> • After a refreshed logo has been decided this will be given to the uniform committee for further discussion. • A long transition will be in place where old uniform can still be worn <p>Communication</p> <ul style="list-style-type: none"> • Website upgrade has been delayed due to Covid 19 • Refreshed logo (vote to be held end of term 3/beginning of term 4) <p>Currently working on the text for the new website making it more streamlined and less cluttered.</p>	Noted	
6.05	<p>BYOD</p> <ul style="list-style-type: none"> ➤ Exploring the viability of BYOD for years 4,5 & 6. ➤ Currently supported through P&C and school budget – Looking at options ➤ Process of consulting to commence asap 	MW to put data together and put to the board and P&C	
6.25pm	<p>Data Review On Entry – LR <u>Documents tabled (prior to meeting):</u></p>		

	<ul style="list-style-type: none"> ➤ On Entry Data Presentation 2020.pptx 		
6.45pm	<p>P&C Reports & financials <u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> ➤ School Board P&C Report 200526.docx ➤ May2020 Financials_Budget_Actuals_P&L_BS.pdf <ul style="list-style-type: none"> • Voluntary contributions and Levy are only at about 20% • Fundraising is down due to Covid19 restrictions 		
7.00pm	<p>Policy Updates <u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> • Talking to the school - Covid 19 has shown the strengthened relationships between parents and teacher. • Uniforms – waiting for refreshment of the logo to then move forward. 	Report in Term 4	
7.15pm	Meeting with the Department of Education Finance Director	Deferred to next meeting	
7.15pm	<p>Board Update</p> <ul style="list-style-type: none"> • Emily Chee to step down as board chair at the end of 2020 • 3 new nominations will be called for 	Term 3	EC and JR
7.22pm	<p>New Business</p> <ul style="list-style-type: none"> • Terms of reference required for uniform shop, canteen and Floreat Dads • Community Canvas to be created? 		
7.26pm	Meeting Close		
	<p>2020 Meeting Dates Term 1: Tuesday 26 May - 5pm Term 3: Tuesday 18 August - 5pm Term 4: Tuesday 10 November – 5pm</p>		

BOARD CHAIRPERSON MINUTES CONFIRMATION

SIGNED CHAIR

DATE