

# FLOREAT PARK PRIMARY SCHOOL

## BOARDMEETING MINUTES

	Staff Member	Expiry	Parent & community	Role	Expiry
<b>Invited:</b>	Michael McNerheney (MM)	Permanent	Marcus Le Messurier (LEM)	Chair	End 2015
	Rod Cohen (RC)	End 2015	Justine Whittome (JW)	General	End 2016
	Steve Godden (SGod)	End 2015	Sandy Gordon (SG)	General	End 2017
	Jayne Prentice (JP)	T3 2016	Andrea Lam (AL)	General	End 2018
	Kerry Pym (KP)	T3 2016	Enore Panetta (EP)	General	End 2018
	Kim Dark (KD) (for discussion of Section 1.8 only)		Jacky Yardley (JY)	Community	End T2 2016
			Mel Pexton	P&C	End 2015

**Absent:** Rod Cohen, Marcus Le Messurier, Justine Whittome  
(attendance via tele-conference)

**Author:** Andrea Lam

**Date:** **Tuesday 8December 2015**

**Location:** **FPPS (Staff Room)**

**Time:** **5pm**

TIME	REF	MINUTES	ACTION
	1.1	<b>Welcome &amp; Apologies</b> <ol style="list-style-type: none"> <li>Open meeting</li> <li>Apologies / Absentees</li> <li>Confirm Agenda</li> </ol>	<b>DISCUSSION:</b> Meeting opened 5.03pm Apologies RC, LEM. JW to join in via Teleconference. <b>Agenda confirmed - ALL</b>
	1.2	<b>Board Member Changes</b> <ol style="list-style-type: none"> <li>Nil</li> </ol>	<b>DISCUSSION:</b> No changes suggested.
	1.3	<b>Disclosure of Interest</b> <ol style="list-style-type: none"> <li>Any new conflicts to be tabled.</li> <li>Existing conflicts – refer Conflict of Interest register.</li> </ol>	<b>DISCUSSION:</b> None tabled. Noted.
	1.4	<b>Previous Minutes</b> <ol style="list-style-type: none"> <li>Confirm Previous Minutes.</li> </ol>	<b>Minutes of 4 November 2015 meeting confirmed and accepted - ALL</b>
<b>PRIORITY REIEW MATTERS</b>			
	1.5	<b>Upcoming Board Member Expires</b> <ol style="list-style-type: none"> <li>LEM position due to be put up for community election before T1 2016.</li> </ol>	<b>DISCUSSION:</b> Noted.
	1.6	<b>Principal's Position</b> <ol style="list-style-type: none"> <li>Update on the Principal position &amp; selection process for 2016.</li> </ol>	<b>Discussion:</b> Document tabled – MM note to school community outlining the current status of the Principal's position and the subsequent application process for the role to be filled in 2016.  MM explained that the principal position is offered as a "fixed-term" position and is not a permanent position. MP suggested the note needs to be reworded to avoid confusion.  <b>Action:</b> <ol style="list-style-type: none"> <li>MM to revise note- remove the word "permanently" from the first sentence "The principal's position at Floreat Park Primary School will be <i>permanently</i> filled in 2016."</li> <li>MM to send revised note out to School Community by C.O.B. 9<sup>th</sup> Dec 2015.</li> </ol>
	1.7	<b>DPA Review</b>	

# FLOREAT PARK PRIMARY SCHOOL

## BOARDMEETING MINUTES

TIME	REF	MINUTES	ACTION
		<ol style="list-style-type: none"> <li><b>Standing Note:</b> Board to review DPA regularly.</li> </ol>	Noted as standing agenda item. No changes suggested.
	1.8	<p><b>Finance Management</b></p> <ol style="list-style-type: none"> <li><b>Standing Note:</b> Operational budget to be endorsed T1 Yearly.</li> <li>Discuss finance committed requirement, structure and function.</li> </ol>	<p><b>DISCUSSION:</b> Noted.</p> <p>Document tabled – Comparative Budget Report 8/12/15 . MM/KD explained current budget position.</p> <p>MM provided an update on a recent \$50,000 grant from the government for Building/Maintenance Works. Funding allocation to be prioritised – painting of halls outside classrooms, new carpet for library, new carpet for Room 13 (transportable), painting of Room 6 and Kindergarten.</p>
	1.9	<p><b>Business Plan (BP) &amp; Monitoring</b></p> <ol style="list-style-type: none"> <li><b>Standing Note:</b> Review the strategic direction of the BP.</li> <li><b>BP Update:</b> One dedicated BP update meeting to occur in T2 2016.</li> <li><b>Standing Note:</b> Analysis of performance data.</li> </ol>	All noted.
	1.10	<p><b>Workforce Plan (WP) &amp; Workforce Matters</b></p> <ol style="list-style-type: none"> <li>MM to provide update on staff requirements/org chart at Dec mtg.</li> </ol>	<p><b>DISCUSSION:</b> Documents tabled –</p> <ol style="list-style-type: none"> <li>Status of enrolled students for each year group (2016).</li> <li>Classroom Teachers allocation from K to 6.</li> <li>List of Specialist Teaching Staff for 2016.</li> </ol> <p>MM indicated that student class allocation yet to be finalised pending teachers/MM discussion and will require MM's final approval.</p>
	1.11	<p><b>Annual Reports</b></p> <ol style="list-style-type: none"> <li>School 2015 Report to be issued by the end of Term 1 2016.</li> </ol>	<p><b>DISCUSSION:</b> MM noted that the draft report will be available for viewing at the first board meeting of 2016 (T1).</p>
	1.12	<p><b>School Promotion in the Community</b></p> <ol style="list-style-type: none"> <li><b>Standing Note:</b> Ensure the Board is actively promoting the school within the Community.</li> <li>SG/JW to report on establishing Alumni, investigating UWA mode;</li> </ol>	<p><b>DISCUSSION:</b></p> <ol style="list-style-type: none"> <li>Noted.</li> <li>SG provided information on how the UWA Alumni functions. The discussion leads to recommendations to kick-start an Alumni for coordination and networking of past/present FPPS students, which will begin with a database to collate contact information. It was noted that the school is rich with history (65<sup>th</sup> year anniversary in 2016) and has a lot of untapped resources. It was noted that the social media /word-of-mouth is a good forum to attract the attention of potential Alumni members. All noted the coordination role is onerous and will require a person who can</li> </ol>

# FLOREAT PARK PRIMARY SCHOOL

## BOARDMEETING MINUTES

TIME	REF	MINUTES	ACTION
			<p>devote their time voluntarily and is passionate about history/community. It was noted that P&amp;C maybe able to source a volunteer through its network to fulfil this role.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. MP to provide a position description for a FPPS Alumni Coordinator.</li> <li>2. Update school website by MM with Greg Lynch (web designer) to include a page/form to collect contact information from potential Alumni members.</li> <li>3. MM - Roll out Alumni Invites to 2015 FPPS Year 6 students during their Graduation Ceremony – possibly under an opt-in arrangement.</li> </ol>
	1.13	<p><b>Board Self Reflection</b></p> <ol style="list-style-type: none"> <li>1. <b>Standing Note:</b> Board to undertake its own self-reflection of its effectiveness each 6 months. Draft form attached.</li> </ol>	<p><b>DISCUSSION:</b></p> <p>It was noted that a Parent Survey is due next year 2016 T1.</p>
	1.14	<p><b>Procedural Matters</b></p> <ol style="list-style-type: none"> <li>1. Nil</li> </ol>	
<b>OTHER MATTERS (TIME PERMITTING)</b>			
	1.15	<p><b>P&amp;C Report</b></p> <ol style="list-style-type: none"> <li>1. MP to table report of any key matters.</li> <li>2. MM to provide update on whole school and PLC spending priorities.</li> </ol>	<p><b>DISCUSSION:</b></p> <ol style="list-style-type: none"> <li>1. None tabled.</li> <li>2. MM – School’s wish list generated. Finance committee met last Thursday (3/12/15) to discuss Teacher’s cost centre which is now available. MP noted that there is an interest amongst the school community on how the P&amp;C utilise its funds. It was recommended finance stakeholders to meet once a term to demonstrate spending allocation, and to earmark P&amp;C contributions to be spent on prioritised School’s wish list. It was noted by all that these meetings should satisfy the school community’s interest in how the P&amp;C funds are expended.</li> </ol> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. MM and KD to rationalise the wish list against teacher’s cost centres and report back.</li> <li>2. MM to initiate monthly finance meeting with relevant stakeholders.</li> </ol>
	1.16	<p><b>Class Makeup / Structures</b></p> <ol style="list-style-type: none"> <li>1. Update on final make up for 2016.</li> </ol>	<p><b>DISCUSSION:</b></p> <p>Already covered by MM in 1.10.</p>
	1.17	<p><b>Mandarin Classes Afterhours</b></p> <ol style="list-style-type: none"> <li>1. Update on class opportunity.</li> </ol>	<p><b>DISCUSSION:</b></p> <p>MM provided updates on the discussions held with AL and Mandarin Class Facilitator</p>

# FLOREAT PARK PRIMARY SCHOOL

## BOARDMEETING MINUTES

TIME	REF	MINUTES	ACTION
			<p>(Zoe Kai). General information regarding the program offered and costs were provided to the Board for discussion.</p> <p>It was noted that the Mandarin classes can be offered either as an afterschool or weekend program. They can also facilitate holiday classes but there is insufficient time to organise for the upcoming holidays.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>MM to coordinate meeting with Mandarin Class Facilitator (Zoe Kai) to discuss contracts, program requirements and class set-up at FPPS T1 2016.</li> </ol>
	1.18	<p><b>Year 6 Graduation Ceremony</b></p> <ol style="list-style-type: none"> <li>Update on ceremony plans.</li> </ol>	<p><b>DISCUSSION:</b></p> <p>MM informed that Brendan Walker will not be able to attend the Year 6 graduation ceremony as he is recovering from a medical procedure.</p>
	1.19	<p><b>NAPLAN &amp; Curriculum</b></p> <ol style="list-style-type: none"> <li>Curriculum Community Briefing: briefing to occur near T3 2016.</li> </ol>	Noted.
	1.20	<p><b>Policy Discussions</b></p> <ol style="list-style-type: none"> <li>Behaviour Management to be ratified.</li> <li>Classroom Placement Policy to be ratified.</li> <li>Private tutoring policy to be ratified. Discretionary charges to be discussed.</li> <li>Excursion policy to be ratified.</li> <li>Mobile phone policy to be ratified.</li> <li>Sunsmart policy to be ratified.</li> </ol>	<p><b>DISCUSSION:</b></p> <ol style="list-style-type: none"> <li>SGoD to incorporate comments from Board members and finalise by COB this week (11/12/15).</li> <li>No further comments from Board.</li> <li>Discussion on the current situation of private tutoring (self-funded by parents) on site during school hours. It was noted that there are currently 9 students who receive this service on site. The Board was all in favour for the school to charge a cost per use of the school grounds for private tutoring. Discussion also includes how much the school should charge (either as a percentage of the private session or a standard fee of eg. \$15/usage).</li> <li>No further comments from Board.</li> <li>MM noted that the policy has been ratified and is ready for sign off.</li> <li>No further comments from Board.</li> </ol> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>MM/SGoD to update the Private Tutoring Policy to include a fee to be charged to the Tutor/Parents for the use of school facilities during school hours. MM to discuss with staff on an appropriate fee.</li> </ol>
	1.21	<p><b>School Communication Structures</b></p> <ol style="list-style-type: none"> <li>No new discussion.</li> </ol>	No discussion required.
	1.22	<p><b>Enrolments 2014 &amp; Accommodation Requirements (Organisation Profile)</b></p> <ol style="list-style-type: none"> <li>Enrolments as of Oct 2015 at 580 students.</li> </ol>	Noted.
	1.23	<p><b>Permanent School Facilities</b></p> <ol style="list-style-type: none"> <li>DoE preparing designs and costings for permanent</li> </ol>	<p><b>DISCUSSION:</b></p> <p>MM informed Board that there will be a</p>

# FLOREAT PARK PRIMARY SCHOOL

## BOARDMEETING MINUTES

TIME	REF	MINUTES	ACTION
		<p>new on-site Early Learning facility, possibly funded by the Commonwealth Govt. Discussions with Town of Cambridge about possible boundary realignment to occur.</p> <p>2. Official opening of cricket nets – invite Minister.</p>	<p>meeting on 10/12/15 (5pm) to review feasibility studies conducted on school structure. Of particular concern is the space constraint issue at the ELC grounds.</p>
	1.24	<p><b>IT – Website, Hardware &amp; Software</b></p> <p>1. General discussion (if any).</p>	<p>None tabled.</p>
	1.25	<p><b>OSH Club</b></p> <p>1. Transition of OSH Club services to pop-up facilities in 2016.</p>	<p><b>DISCUSSION:</b></p> <p>MM informed Board that the facility will not be a pop-up arrangement; instead the “Dungeon” will be in use.</p> <p>It was noted that the Dungeon was previously not considered suitable for use since it did not have the appropriate upgrades (painting). It was noted that OSH will fund the cost of painting the room.</p> <p>MM also noted that the contract signed with OSH for the 2-year lease of the school facilities to provide before/after school care services requested a significantly lower rental fee when bench-marked against what other schools typically charge (approx. 3 to 4 times less). Renewal of contract discussions with OSH will take this point into consideration.</p>
	1.26	<p><b>Youthcare Lunchtime Kids Club</b></p> <p>1. Robbert from Youthcare to present to Board.</p>	<p><b>DISCUSSION:</b></p> <p>Robbert from Youthcare and his team leader Joy presented to the Board their “Treasure Hunters” program, general discussion on the merit of the program.</p> <p>Youthcare facilitates CRE (Christian/Religious Education) Kids Club programs to several other schools (Karrinyup, Doubleview Primary) and is well received and wishes to offer the same for FPPS.</p> <p>It was noted that the kids club services will be opt-in, parent approvals will need to be given before children attend. The kids-club will be offered on a weekly basis during lunch time. Several Board members were concerned that introduction of religious related kids club to the school will attract mixed reaction from the school community. The subject will need to be further investigated through a parent survey.</p> <p><b>ACTION:</b></p> <p>1. MM to set up parent survey to gauge the reaction of school community if a kids-club with religious elements is introduced to the school.</p>
	1.27	<p><b>School Survey</b></p> <p>Refer schedule of survey types and dates.</p> <p>1. Term 4 staff survey: MM to issue results.</p> <p>2. Student &amp; Parent survey due again in 2016.</p>	<p><b>DISCUSSION:</b></p> <p>1. Focus Group workshop conducted on 3/12/15. It was noted that the Staff survey did not provide indicative results for the school to move forward with. Hence a Focus Group was conducted to identify the school community’s concerns.</p> <p>2. Noted.</p>

# FLOREAT PARK PRIMARY SCHOOL

## BOARDMEETING MINUTES

TIME	REF	MINUTES	ACTION								
	1.28	<b>FOCUS GROUPS</b> 1 . Update on Focus Group Forums.	<b>DISCUSSION:</b> MM noted that SGoD ran a successful Focus Group workshop, enabling an open discussion between Staff, selective Board Members and Parents on various topics relating to the School.  <b>ACTION</b> 1. SGoD to collate all the comments gathered from the workshop and reconvene with the Focus Group members in T1 2016. Date yet to be set.								
	1.29	<b>NEW BUSINESS</b> 1 . New business items.	None identified.								
	1.30	<b>Board Meeting Dates 2016</b> Dates to be confirmed for 2016 year  <table border="1" style="width: 100%;"> <tr> <td><b>Term 1</b></td> <td>23<sup>rd</sup> February 1:00pm 22<sup>nd</sup> March 5:00pm</td> </tr> <tr> <td><b>Term 2</b></td> <td>17<sup>th</sup> May 1:00pm 21<sup>st</sup> June 5:00pm</td> </tr> <tr> <td><b>Term 3</b></td> <td>9<sup>th</sup> August 1:00pm 13<sup>th</sup> September 5:00pm (Open)</td> </tr> <tr> <td><b>Term 4</b></td> <td>2<sup>nd</sup> November 1:00pm 6<sup>th</sup> December 5:00pm</td> </tr> </table>	<b>Term 1</b>	23 <sup>rd</sup> February 1:00pm 22 <sup>nd</sup> March 5:00pm	<b>Term 2</b>	17 <sup>th</sup> May 1:00pm 21 <sup>st</sup> June 5:00pm	<b>Term 3</b>	9 <sup>th</sup> August 1:00pm 13 <sup>th</sup> September 5:00pm (Open)	<b>Term 4</b>	2 <sup>nd</sup> November 1:00pm 6 <sup>th</sup> December 5:00pm	<b>DISCUSSION:</b> Discussion to amend Term 4 November meeting to a Wednesday, 2 <sup>nd</sup> November due to a clash with Melbourne Cup. Open meeting amended to Term 3, 13 <sup>th</sup> September.
<b>Term 1</b>	23 <sup>rd</sup> February 1:00pm 22 <sup>nd</sup> March 5:00pm										
<b>Term 2</b>	17 <sup>th</sup> May 1:00pm 21 <sup>st</sup> June 5:00pm										
<b>Term 3</b>	9 <sup>th</sup> August 1:00pm 13 <sup>th</sup> September 5:00pm (Open)										
<b>Term 4</b>	2 <sup>nd</sup> November 1:00pm 6 <sup>th</sup> December 5:00pm										
	1.31	<b>Meeting Close</b>	<b>MEETING CLOSED 7:58PM</b>								

		REGISTERS & SUB-COMMITTEES																																																								
	1.32	<b>Conflict of Interest Register</b>  <table border="1" style="width: 100%;"> <tr> <th>Board Member</th> <th>Potential Conflict</th> </tr> <tr> <td>Marcus Le Messurier</td> <td>Wife is EA employee at FPPS</td> </tr> </table>	Board Member	Potential Conflict	Marcus Le Messurier	Wife is EA employee at FPPS																																																				
Board Member	Potential Conflict																																																									
Marcus Le Messurier	Wife is EA employee at FPPS																																																									
	1.33	<b>Policy Schedule</b>  <table border="1" style="width: 100%;"> <thead> <tr> <th>Policy</th> <th>Date Issued</th> <th>Review Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr><td>Homework</td><td>12/2014</td><td>12/16</td><td>Up to date</td></tr> <tr><td>Head lice</td><td>4/8/15</td><td>8/17</td><td>Up to date</td></tr> <tr><td>Anaphylaxis</td><td>16/8/15</td><td>8/17</td><td>Up to date</td></tr> <tr><td>Behaviour Mgmt</td><td>TBC</td><td>OD</td><td>Up to date</td></tr> <tr><td>Bicycle Safety</td><td>No date</td><td>OD</td><td>Under review</td></tr> <tr><td>Dress Code</td><td>No date</td><td>OD</td><td>Under review</td></tr> <tr><td>Media</td><td>2009</td><td>OD</td><td>Under review</td></tr> <tr><td>Medical Admin</td><td>No date</td><td>OD</td><td>Under review</td></tr> <tr><td>Mobile Phones</td><td>TBC</td><td>OD</td><td>Up to date</td></tr> <tr><td>Attendance</td><td>No date</td><td>OD</td><td>Up to date</td></tr> <tr><td>Class Placement</td><td>TBC</td><td>OD</td><td>Up to date</td></tr> <tr><td>Sunsmart</td><td>No date</td><td>OD</td><td>Under review</td></tr> <tr><td>Private Tutoring</td><td>No date</td><td>OD</td><td>Under review</td></tr> </tbody> </table> 1. Policies to be uploaded to the website.	Policy	Date Issued	Review Date	Comments	Homework	12/2014	12/16	Up to date	Head lice	4/8/15	8/17	Up to date	Anaphylaxis	16/8/15	8/17	Up to date	Behaviour Mgmt	TBC	OD	Up to date	Bicycle Safety	No date	OD	Under review	Dress Code	No date	OD	Under review	Media	2009	OD	Under review	Medical Admin	No date	OD	Under review	Mobile Phones	TBC	OD	Up to date	Attendance	No date	OD	Up to date	Class Placement	TBC	OD	Up to date	Sunsmart	No date	OD	Under review	Private Tutoring	No date	OD	Under review
Policy	Date Issued	Review Date	Comments																																																							
Homework	12/2014	12/16	Up to date																																																							
Head lice	4/8/15	8/17	Up to date																																																							
Anaphylaxis	16/8/15	8/17	Up to date																																																							
Behaviour Mgmt	TBC	OD	Up to date																																																							
Bicycle Safety	No date	OD	Under review																																																							
Dress Code	No date	OD	Under review																																																							
Media	2009	OD	Under review																																																							
Medical Admin	No date	OD	Under review																																																							
Mobile Phones	TBC	OD	Up to date																																																							
Attendance	No date	OD	Up to date																																																							
Class Placement	TBC	OD	Up to date																																																							
Sunsmart	No date	OD	Under review																																																							
Private Tutoring	No date	OD	Under review																																																							
	1.34	<b>Finance Sub-Committee</b>																																																								

# FLOREAT PARK PRIMARY SCHOOL

## BOARDMEETING MINUTES

TIME	REF	MINUTES	ACTION																
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 30%;">Member</th> <th style="width: 20%;">Role</th> <th style="width: 10%;">Date Joined</th> </tr> </thead> <tbody> <tr> <td>Enore Panetta</td> <td>Chair</td> <td>2015</td> </tr> <tr> <td>Kim Dark</td> <td>Registrar</td> <td>2015</td> </tr> <tr> <td>Libby Hamilton</td> <td>P&amp;C Treasurer</td> <td>2015</td> </tr> <tr> <td>Marcus Le Messurier</td> <td>Participant</td> <td>2015</td> </tr> </tbody> </table> <p>Function under review.</p>	Member	Role	Date Joined	Enore Panetta	Chair	2015	Kim Dark	Registrar	2015	Libby Hamilton	P&C Treasurer	2015	Marcus Le Messurier	Participant	2015		
Member	Role	Date Joined																	
Enore Panetta	Chair	2015																	
Kim Dark	Registrar	2015																	
Libby Hamilton	P&C Treasurer	2015																	
Marcus Le Messurier	Participant	2015																	
	1.35	<p><b>School Survey Program</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 25%;">Survey Form</th> <th style="width: 15%;">Responsible Person</th> <th style="width: 20%;">Survey Issue Date</th> <th style="width: 40%;">Survey Report Date</th> </tr> </thead> <tbody> <tr> <td>Student</td> <td>MM</td> <td>Term 3 2016</td> <td></td> </tr> <tr> <td>Parents &amp; Carers</td> <td>MM</td> <td>Term 2 2016</td> <td></td> </tr> <tr> <td>Staff</td> <td>MM</td> <td>Term 4 2015</td> <td></td> </tr> </tbody> </table>	Survey Form	Responsible Person	Survey Issue Date	Survey Report Date	Student	MM	Term 3 2016		Parents & Carers	MM	Term 2 2016		Staff	MM	Term 4 2015		
Survey Form	Responsible Person	Survey Issue Date	Survey Report Date																
Student	MM	Term 3 2016																	
Parents & Carers	MM	Term 2 2016																	
Staff	MM	Term 4 2015																	

**MEETING CLOSE:** 7:58PM

**BOARD CHAIRMAN MINUTES CONFIRMATION**

\_\_\_\_\_

**SIGNED (CHAIR)**

10<sup>TH</sup> December 2015

\_\_\_\_\_

**DATE**