



Floreat Park Primary School Board

SCHOOL BOARD MEETING - MINUTES

Date: Tuesday June 13, 2017

Venue: Library

Time: 5:04pm– 8:03pm

Apologies: Jane Rowlands (Principal), Kerry Pym (staff member), Ian Gordon (parent member)

Attendees: Justine Burnett (Chair), Andrea Lam (Secretary), Emily Chee (parent member), Jacky Yardley (community member), Mark Walters (Acting Principal), Leechelle Ruscoe (staff member), Simon Heyting (staff member), Kim Batina (co-opted parent member).

TIME	ITEM and SUMMARY OF DISCUSSION	ACTIONS	ACTIONEE
5:04pm	<p>Welcome and Governance Meeting opened at 5:04pm. Refer to list of attendees and apologies above. JB welcomed new members and provided information on housekeeping items.</p> <p>No new conflicts of interest tabled. JR, IG and KP apologies accepted by All. MW confirmed and accepted Agenda, EC seconded.</p> <p><u>Motion:</u> To approve the minutes for 9th May 2017 <u>Vote:</u> Motion carried. <u>Resolved:</u> Minutes from the meeting on 9th May 2017 approved without modification.</p>	N/A	-
5.09pm	<p>Finance Management <u>Documents tabled (prior to meeting):</u></p> <ol style="list-style-type: none"> 1. Student-centred funding statement (Issued 9/6/17). [SCFS] 2. Comparative Budget Report (Issued 9/6/17). [CBR] 3. Operational One Line Budget (Issued 9/6/17).[OOLB] <p>MW noted that Sue Morgan (Finance Manger) is currently on leave. Jaymie Georgiades to fill in for Sue until the end of Term 2. Finance committee met last Thursday attended by Rod Cohen, Jaymie G, IG and MW. Minutes for that meeting to be made available once completed. JB tabled IG's comments (on behalf of his absence) regarding this latest meeting.</p>	-	-

	<p>MW informed that P&C funded a recent purchase of 20 iPads, with a further 4 units purchased using school funds. This means Specialist Teachers (PE and STEM) now have a full set to use to run their classes.</p> <p>MW provided an update on reticulation installation for the school oval. The works to be funded by the school and will not be subsidised by the DoE. Once installed, school gardener's hours will not be affected. Discussion on the impact of new (or the relocation of) demountables. MW informed that no new demountable classroom is anticipated based on predicted student numbers for 2018. Paper budget for the calendar year already fully utilised, usage for the remaining year will be carefully monitored.</p> <p>The school will conduct a furniture audit to identify requirements. It is anticipated that money will be spent to create flexible working spaces, with Year 1 classrooms identified as a good candidate for trial.</p> <p>MW noted that Kindy (Birkdale) missed out on the last ICT upgrade. The internet service there is not acceptable and the school will push for the DoE to provide improvement. Technology maintenance budget will increase to accommodate Technician's hours from 2 hours a fortnight to 4 hours a week – this equates to \$13k per year.</p>		
5.27pm	<p>Acting Principal's Report <u>Documents tabled (prior to meeting):</u> 4. Acting Principal's Report 13th June.</p> <p>MW informed that the DoE will pay for the variation upgrade from evaporative air conditioners to split refrigerated system for the new PP classrooms. The spare units previously funded by the P&C will be allocated to the Art and Computer Rooms.</p> <p>Discussion on the ICT Workshops and the feedback from the school community has been very positive. EC noted that the sessions starting at 6:30pm can be awkward for some families, the school should consider running similar workshops at times that will suit most.</p>	-	-
5.34pm	<p>IPS Review and planning for the 2018-2020 Business Plan MW and JB provided an update on the IPS review draft report. JB informed that JR has already</p>	-	-

	<p>provided feedback to the IPS Lead Reviewer Cris Sandry based on JR/JB's check for accuracy on the preliminary (and confidential) report. Next step is for the Reviewers to consider the school's comments. Final report is not expected until Term 3, and will become a public document accessible via the school's website.</p>		
5:38pm	<p>External Research <u>Documents tabled:</u></p> <p>5. Curtin University "Research into Developing Highly Effective School Boards for IPS". (<i>Tabled prior to meeting</i>).</p> <p>JB facilitated Board discussions on how this research informs our Board governance and effectiveness. The Board identified the need for a summary of functions (e.g. define the functions of Principals, School Board, P&C etc) and link it to the "Talking with your School" Guidelines.</p> <p>Board further identified the need to host a next-step Board Training for new and existing Board Members. The suggestion was for the school to host a training session, invite several other schools in the area which also had their IPS review recently and split the costs.</p>	<ol style="list-style-type: none"> 1. Prepare a summary of functions as an attachment to the "Talking with your School" Guidelines. 2. Investigate opportunities to host a "next step" Board Training. 	<p>MW/JB</p> <p>MW</p>
5:56pm	<p>2017 Board Self Reflection Survey <u>Documents tabled:</u></p> <p>6. Post IPS Review Workshop WWW/ EBI. (<i>Tabled prior to meeting</i>).</p> <p>Discussion of EBI's from survey – priorities areas of improvement. JB facilitated discussion for Board to identify top six areas for improvement. All agreed the role of community member is of great significance, and the recruitment for this role should be targeted in accordance with the expertise required. JB suggested Board to identify <u>two key areas for development</u>.</p> <ol style="list-style-type: none"> 1. Provide definition to stakeholder's roles and functions. 2. When developing the next Business Plan, produce an "overview" of the plan by mapping out timeframes and achievement milestones for the next 2 years. <p>Discussion on benefits of networking with other School Boards. Suggestions include a Board Chair-Principal network which backs up the Curtin Uni research by encouraging Board/Principal working closely together; this also helps the Board</p>	<ol style="list-style-type: none"> 3. Develop an organisation chart for the school. 	<p>JB</p>

	<p>meet their accountability requirements.</p> <p>MW informed that a meeting was organised for next Monday (19th June) working with IG for Business Plan development.</p>		
6:38pm	<p>P&C Report and financials</p> <p><u>Document Tabled:</u></p> <p>7. School Board Meeting P&C Report (<i>Tabled prior to meeting</i>).</p> <p>KB informed that a contract will be drawn up and offered to the selected Traffic warden candidate. The candidate will require training. Grant Taylor indicated he will be able assist with filming of Edu-dance. He can provide equipment to film one session and he will personally shoot the second session.</p> <p>P&C funds currently at 64% of budgeted contribution (88% expected).</p> <p>KB identified the need for an Auditor – the current volunteer is unable to continue with the role due to new legislative requirements.</p> <p>KB further identified the need for the School Board to acknowledge the rebranding of the school's P&C Association. Board has no objections but suggested P&C seek advice from WACSSO.</p> <p>Discussion on Banksia (yearbook) production, currently only preliminary discussions conducted but no plan in place for its development.</p>	<p>4. Organise meeting (before end of Term 2) to discuss Banksia (yearbook) production - invites extended to KB, AL and Steve Godden.</p>	MW
7:12pm	<p>Policy Updates</p> <p>General discussion on school's policies development.</p> <ul style="list-style-type: none"> • MW provides an update on 'Talking to your school' policy. Members submitted various suggestions to personalise the policy and develop the "Talk to your school" flowchart. JB noted this flowchart fits well with the Complaints Policy. • IG (via email tabled prior to Board Meeting) provided an update on the Bicycle Safety policy. Board collectively agreed the policy should not be limited to Bike Safety but it should be a general policy which covers the use of all the other vehicles (bikes, scooters). This general policy shall make reference to the new traffic warden on Chandler Ave. 	<p>5. Parent/Staff team up to review the Road Safety/bike Policy to capture the school's approach to teach safe practices. Consider inclusion of a non-board staff member for advice.</p> <p>6. Co-op JY and SH into Sports Selection Sub-Committee to further develop guiding</p>	<p>MW/IG</p> <p>MW</p>

	<ul style="list-style-type: none"> JB provided background information for the School/Interschool Athletics and Swimming Sports Selection policy guidelines – presentation of ‘In principle’ statement. All acknowledged that the final decision issued at the discretion of the Sports Specialist is paramount. A sub-committee to be set up to further develop this structure. Also suggested was for the school to inform the community regarding this selection process one morning before school. <p>Noted in Term 2 the following policies are targeted for Board endorsement and review:</p> <ul style="list-style-type: none"> Interschool Athletics (Participation Selection Guidelines) – AL/JR/Jon Bowman Sponsorship – IG & JR Bicycle Safety – IG & JP Healthy Food and Drink – KB & FC <p>And in Term 3 the following policies are targeted for Board endorsement and review:</p> <ul style="list-style-type: none"> Media – JB & MW Medical Admin – EC&RC Attendance – EC & RC 	principles.	
7:50pm	<p>Community Issues SEDA Perth Glory soccer coaching clinic. MW provided an update regarding the Physical Education program run by SEDA on 1st June run for senior school students. Complaints were fielded regarding inappropriate conduct of some of the presenters. The coordinator of the program Matthew Wood is conducting his own investigations into the matter, and is managing the behaviour of their student coaches. It was noted by the Board that the SEDA student coaches should be made accountable for their actions and a formal apology to our students should be made.</p>	<p>7. Collate Board comments regarding the SEDA coaching clinic incident and feedback to Matthew Wood.</p> <p>8. Investigate Churchlands SHS’s development of processes to manage external program providers.</p>	<p>MW</p> <p>JY</p>
7:55pm	<p>New Business <u>Motion from MW:</u> To give AGX (coding club) permission to use school’s facilities during term break to run a holiday program. <u>Vote:</u> 0 in favour, 8 against. <u>Resolved:</u> Motion failed. <u>Amendment:</u> Board will re-consider this proposal once the club becomes more established in our school.</p>	-	-

8:03pm	<p>2017 Meeting Dates JB reinforced the meeting dates for the calendar year.</p> <p>Term 1: Tuesday February 14 - 1pm Tuesday March 21 - 5pm</p> <p>Term 2: Tuesday May 9 - 1pm Tuesday June 13 - 5pm</p> <p>Term 3: Tuesday August 1 - 1pm Tuesday September 5 - 5pm</p> <p>Term 4: Tuesday October 24 - 5pm (OPEN MEETING) Tuesday November 28 - 5pm</p>	-	-
8.03pm	<p>Meeting Close Next Meeting of the board will be on 1st Aug 2017.</p>		

BOARD CHAIRPERSON MINUTES CONFIRMATION



SIGNED (CHAIR)



DATE