



Floreat Park Primary School Board

SCHOOL BOARD MEETING - MINUTES

Date: Tuesday February 14, 2017

Venue: Library

Time: 1pm– 3.27pm

Apologies: Jacky Yardley (community member)

Attendees: Justine Burnett (Chair), Andrea Lam (Secretary), Emily Chee (parent member), Ian Gordon (parent member), Jane Rowlands (Principal), Mark Walters (Deputy Principal), Rod Cohen (Deputy Principal), Jayne Prentice (staff member), Kerry Pym (staff member), Kim Batina (co-opted parent member).

TIME	ITEM and SUMMARY OF DISCUSSION	ACTIONS	ACTIONEE
1:08pm	<p>Welcome and Governance Meeting opened at 1:08pm. Refer to list of attendees and apologies above. No new conflicts of interest tabled. JY apologies accepted by All. JB confirmed and accepted Agenda, EC seconded.</p> <p><u>Motion:</u> To approve the minutes for 6th December 2016. <u>Vote:</u> Motion carried. <u>Resolved:</u> Minutes from the meeting on 6th December 2016 approved without modification.</p>	N/A	-
1.12pm	<p>Finance Management JR noted that FPPS provisional budget cannot be finalised (and therefore not presented at this meeting) prior to the census – which is scheduled for 17/2/2017. The budget is linked to student enrolments and this year, the school starts the year off with 615 students (compared to 585 last year at the time of the February census). JR and MW attended the SCFM course in the Central Office during the 2016/17 school holidays. It was also noted that although voluntary collections (\$60 fee) remain high, annual review is required to preserve this collection rate. The school is currently burdened with \$3500 of unpaid fees, mostly for student excursions and activities which have already been utilised. JR confirmed with the Board and all are satisfied with the strategy of two reminders (paper/email) and a phone call to chase families up for unpaid fees. KB suggested a P&C funded incentive to encourage families to pay ahead of deadline (end of Term 1) so they qualify for a prize. This may help the school offset its' potential losses.</p>	<p>None</p> <p>1. Inform school community of incentives to pay voluntary & P&C contributions ahead of deadline.</p>	JR& KB

1.27pm	<p>Principal's Report</p> <p>JR presented principal's report (tabled prior to the Board Meeting).</p> <p>Discussion on the progress of the Early Childhood project and refurbishment of the new Art Room. Ramp to front office door construction to be scheduled for July 2017, proposed location of the disabled parking bay to be placed where the bike racks are, JR indicated that bike racks are to be retained in the same location.</p>	None	-
1.36pm	<p>Annual Report</p> <p>JR provided discussion on the proposed format of the Annual Report (tabled as a part of the Principal's Report). Contents of the report were discussed and approved by an absolute majority of board members. Once endorsed by board members, the report will be submitted to Department of Education and be accessible via school website.</p>	<p>2. Members respond to JR (by email) their endorsement of the annual report once it is available (by end of Term 1).</p> <p>JR upload document to school website after submission to DoE.</p>	All, JR.
1.41pm	<p>Business Plan 2015-2017</p> <p>EC and RC presented the review of Business Plan Priority 4 – <i>Positive Relationships</i>. Document tabled "Priority 4 – Positive Relationships".</p> <p>JR reminded all that the review, revision and implementation of the business plan is an ongoing process.</p> <p>The review identified the need to explore external relationships (with local council, businesses, and greater community). It was noted that the school may have already fostered a lot of these relationships (e.g. successful grants were received from local council for school art projects). To identify and nurture these relationships is a long term goal. School Alumni was also identified as a good avenue to capture past students and families who maybe able to offer help to the school.</p>	<p>3. All board members to note any further comments regarding the Priority 4 review to EC and RC.</p>	All
2.09pm	<p>IPS Review</p> <p>Discussion on the timeline leading up to the IPS Review on 27-28th April 2017.</p> <p>In preparation for the review, JR noted that Admin staff will meet with Subiaco Primary School principal Carolyn Press to get advice on the structure of the 2-day review and the level of detail expected. It was also noted that MW will be very helpful in this process as he went through an IPS review with his previous school. EC, MW and JR attended Board Training in Week 1, training material provided on the night was helpful and will be utilised as a part of the IPS review preparation.</p> <p>Folders containing relevant board documents were distributed to all members to ensure everyone has consistent information in the lead up to the IPS review.</p>	<p>4. Collate "guide words" from DPA to be used to support the IPS review information night. Agendas for this session and the subsequent session (with staff) on 26th April to be mapped out.</p> <p>5. All board members to attend the 1st March IPS review information</p>	<p>JR/MW/RC</p> <p>All</p>

	JR urged all members to attend the 1 st March IPS review information session. All agreed start time should move forward to 6pm.	night, commencing 6pm.	
2.31pm	<p>Grounds and Facilities Planning (GAFIC) IG tabled "Grounds and Facilities Improvement Strategy - Board Update / Approval 14 February 2017" prior to the meeting. IG gave an overview on how the principles were derived from the 2016 community workshops and the structure of the document. It was noted that JR and KB are currently working together to align and prioritise P&C funding for school projects. Further discussion on funding avenues and how they are applied.</p> <p><u>Motion:</u> JB made a motion to approve the use of the document "<i>Grounds and Facilities Improvement Strategy Board Update / Approval 14 January 2017</i>". <u>Vote:</u> 10 for, 0 opposed. <u>Resolved:</u> Motion carried.</p>	6. Draft up covering letter to school community summarising the GAFIC findings.	IG
3.03pm	<p>P&C Report KB reported on P&C related developments. It was noted that the committee's structure has slightly changed; some roles now require more than one coordinator to share the workload. All executive and coordination roles filled except for the Banksia Coordinator. There is now only 1 P&C meeting per term with an additional meeting scheduled for (late) Term 4 to accommodate the AGM. Event wise – the Welcome Back Icy Pole event was well attended. Next event on the agenda is the Sundowner on 23rd Feb with the P&C funding the finger food. Data collection for the P&C directory is in progress, with the information collated electronically by Blue Chip Timing and OnReg and is a fully secured process. P&C is currently working on the 2017 budget. "No Towers" group set up opposing the proposed mobile phone base station at the Floreat Forum. The P&C & the school were asked by school community member if they are willing to fund a \$2000 opposition signage to lobby the proposed action. JR indicated the school has to retain neutral views on this matter and therefore cannot direct any funding towards the petition. Discussion on the importance of Class Representatives. P&C have provided role outline for class reps and will be distributed to the 2017 volunteers for their reference.</p>	7. A schedule of P&C meeting dates to be provided for all board members.	KB
2.50pm	<p>New Business JB provided update on the "No Towers" Group. It is currently fronted by two families from the school. Further meetings to be scheduled for the upcoming weeks and the P&C will assist</p>	None	-

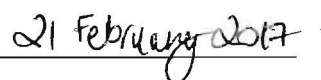
	through broadcasting in order to maintain support and interests. No Towers group has written to the mayor and minister and pleaded delay in the tower installation project. At this stage no building application has been identified.		
2.55pm	2017 Board priorities and self-reflection JB tabled "FPPS Board- Self Assessment", and "Board Activity Planner for 2017", JB informed all board members are required to conduct self-reflection as a part of the Independent School protocol. She noted that the self-assessment was conducted a year ago with no significant findings. JB has subsequently created a new version based on various resources available. JB urged all members to review the Board Activity Planner and note the key dates.	8. Board members to complete Self-Assessment Survey once it is available in an electronic format (Survey Monkey). Input to be provided by Input to the self-reflection by 2 nd March. JB will collate data and feedback presented in the next Board Meeting (21 st March).	MW & JB All
3.27pm	Meeting Close Next Meeting of the board will be on 21 st March 2017.		

AREA OF RESPONSIBILITY	BOARD MEMBER/S RESPONSIBLE	PROGRESS
Business Plan 2015-2017 Priority 1 <i>Successful Students</i>	Steve Godden/Andrea Lam	Review presented
Business Plan 2015-2017 Priority 2 <i>Excellence in Teaching</i>	Jayne Prentice/Kerry Pym/Ian Gordon	Review presented
Business Plan 2015-2017 Priority 3 <i>Effective Leadership</i>	Jane Rowlands/Sandy Gordon (in 2017 to be shared by JR/MW/RC)	Review presented
Business Plan 2015-2017 Priority 4 <i>Positive Relationships</i>	Rod Cohen/Emily Chee	Review presented
Grounds and Facilities Planning (GAFIC)	Ian Gordon	For ratification Feb 2017

BOARD CHAIRPERSON MINUTES CONFIRMATION



SIGNED (CHAIR)



DATE



Floreat Park Primary School Board

Principal's Report 14 February 2017

Thanks to the hard work of the staff and support from the parents, we have enjoyed a very smooth start to the year. Our enrolments are as follows:

Year	K	PP	1	2	3	4	5	6
	79	79	77	92	79	68	80	61

TOTAL : 615

Of these students, the following attract additional funding due to other characteristics:

Diagnosed disability: 19.3

Aboriginality: 3

Social disadvantage: 4

These figures will be confirmed after the census on Friday 17 February. Remembering that we are funded on the number of students enrolled and their characteristics, should we lose or receive enrolments next week or changes in status of students this will impact on this information. We will be informed of the funding we will receive for the year in March.

End of 2016

At the end of last year the Class Placement Policy was amended to facilitate class placements being distributed with student reports rather than at the beginning of the 2017.

Feedback from parents and teachers to date is very positive on changes made. During the last week of term I worked through seven cases in which parents were unhappy with their child's placement. We continue to monitor these children this year. Benefits for staff include knowing their class before the end of the year enabled them to plan for the following year more effectively; they were able to focus on the professional learning at the beginning of this year and not formation of classes. The process facilitated a more comprehensive handover of information.

However this is an area that still requires refining. This year we have allocated the whole morning of the last pupil day of school (15 December) to do this more thoroughly.

We continue to identify opportunities for the PP/1 and Yr4/5 split classes to work in their year groups (as outlined in the letter accompanying last year's reports). During the first two weeks the Pre-primary students had separate recess times; the Year 1 students from PP1 joined other year one classes and enjoyed recess together. We are having to alter this arrangement in the coming week due to the new buildings but will be providing all PP students with a vest to wear for easy identification. Year 4 students from

the Year 4/5 class will be participating in Science lessons with the other two year 4 classes and joining them in an excursion on 2 March to the Gravity Centre.

Start of 2017

We welcome the following staff to Floreat Park this term: Deputy Principal Mark Walters, Year 6 teacher Simon Heyting, Year 2 teacher Fiona Miller, Year 1 teacher Sophie Bennett (replacing Ros Watt until she returns after shoulder surgery), Pre-primary teacher Kate Bridge, Pre-primary support teacher Susannah Le Messurier and PE specialist Jonathon Bowman. Janis Boyce co-ordinated a comprehensive induction program last year that had very positive feedback from all staff; their suggested improvements will add value to the process. A small number of staff will be required to clear leave this year as per leave arrangements for Department of Education employees. Replacements for teachers taking long periods of leave at one time will be noted in the school newsletter.

Buildings and infrastructure

Alliance Builders will commence the Early Childhood project on Monday 13 January. We are anticipating these buildings will be completed in time for the 2018 school year. At the pre-start meeting we expressed our strong desire to be as flexible and accommodating as possible to expedite completion.

The Art room in the undercroft is almost complete and is the size of a regular classroom all be it not the same shape. Thanks to the P&C the roof is being covered with sound absorbing material to reduce a very prominent echo in the room. The Department is paying for all the other major work. Furniture is currently being stored in the sea container. The school is paying for new shelving and cupboards.

White ant damage in Rooms 6 and 7 has been fully treated with white ant monitoring devices now placed around the school. Ceilings were painted last weekend leaving the installation of a new window frame in Room 6 as the final task. This will be done at the end of February depending on delivery of the custom made frame.

The ramp to the front door will not be started until July at this stage however we have been advised that a disabled parking bay will be placed where the bike racks are.

Annual Report 2016

This needs to be completed, signed off by the Board and posted on *Schools Online*, a public view section of the Department's website enabling the public to access various types of school information.

Each school makes a decision over how their report is presented and what is included in addition to mandated information. A suggested format for our 2016 reports is as follows:

- Length: 8-10 pages (data to be presented graphically).
- Overviews: Principal; Board Chair; P&C President; outlining key achievements and recommendations.
- School Performance against academic and non-academic targets and recommendations (mandated).
- NAPLAN and On-entry data overview including value-adding between Pre-primary and Year 3 and Years 3 and 5 and recommendations (mandated).
- Concise overview of the reviews of Business Plan Priorities one, two and three and recommendations.
- Other significant data reviews.
- School events and activities (include photos throughout)
- Key reflections against the Delivery and Performance Agreement and recommendations.
- Staff information (mandated)
- Financial statement (mandated)

If the Board is happy with this format, the report will be compiled and circulated for endorsement by the next meeting.

School Development Days 30 and 31 January 2017

On 30 and 31 January teachers and education assistants participated in two full days of professional learning. Topics included interrogating our school vision from the perspective of all stakeholders; Writing in the Western Australian Curriculum: English; using technology as a tool for learning; inclusive practices for students with special needs; Viewing in the Western Australian Curriculum: English; acute allergy reactions and the use of an epi-pen; and the Seedlings program (developing resilient students).

I am delighted to acknowledge the outstanding session on Visual Literacy presented by our Art Teacher, Mrs Nicole Kettell. It is great to be able to share expertise amongst staff in this way.

As a result of this professional learning and a follow-up session last Tuesday all teachers are involved in planning and implementing a whole-school project focusing on producing a multi-modal text using technology. We look forward to students sharing their work at the end of term.

Feedback from the two days was extremely positive. Education Assistants indicated they welcome the opportunity to participate.

Independent Public School Review

Thursday and Friday 27 and 28 April. Documentation has to be presented on 28 March.

Reviewers: Cris Sandri (Lead Reviewer) and Tim Emery.

Cris is a retired Principal formally from Highgate Primary and was one of the 34 inaugural IPS Principals. She is very well respected in her field.

I received this email outlining a new report format.

Independent Public School Review 2017

This email is to wish you well with the start of the new school year and clarify requirements for your upcoming Department of Education Services (DES) IPS review.

As communicated to you in 2016, the purpose of the IPS review is to verify the commitments of the Delivery and Performance Agreement (DPA) have been met; that there are effective processes in place bringing about improved student learning.

The DPA requires annual self-assessments of school performance, student improvement targets and priorities as detailed in the school's business plan. The school's critical self-assessment conclusions of the extent to which the business plan has been enacted, student achievement improved and the success of strategies implemented are at the core of the DES review process, which seeks to verify the claimed improvements to student learning and effectiveness of processes used.

We are continually improving the review process in response to survey responses from principals and board chairs along with feedback from the Department of Education and other stakeholders. In 2017 we will be trialling a modified findings report format aimed at making the document more informative and succinct. The review and review findings report will focus on the accountabilities of the following DPA sections:

- Business Plan
- Teaching and Learning
- Student Performance Monitoring
- Program Delivery
- Resourcing and Support
- School Board.

Importantly, the structure of the actual review process and what the IPS reviewers will be looking at during the review visit remains unchanged and there is no need for you to prepare differently for your review.

Should you have any questions in the lead up to your IPS review, please contact the IPS review team through ipsreview@des.wa.gov.au and we will be very happy to assist you.

Financials

Our budget will not be finalised until March however our provisional planning shows a balance of +\$56 000. However this does vary daily. Having started the year with a projected surplus of \$ 220 000 we made the decision to employ another support teacher, Susannah Le Messurier 0.6 for Pre-primary and Year 1, enabling Karen Mancini to move back to supporting Years 2 and 3.

Voluntary contribution rates for 2016 averaged out at 96.15%; 98.4% in kindergarten, 94.75% in Pre-primary and 96.01% form Years 1 – 6 (document attached). These percentages are very pleasing. We will continue with current processes of sending reminders to sustain this level of support.

One area that we must address is the non-payment of charges. Last year the school paid over \$3 500 in unpaid charges. To address this we will

follow up non-payment on a more regular basis, and include a phone call from me as a final strategy.

I look forward to a successful and productive term.

Jane Rowlands