

FLOREAT PARK PRIMARY SCHOOL BOARD MEETING MINUTES

| Staff Member | Expiry | Parent & community | Role | Expiry |
|---------------------------------|-----------|---------------------------|-----------|-------------|
| Invite Michael McInerhenny (MM) | Permanent | Marcus Le Messurier (LEM) | Chair | End 2015 |
| Rod Cohen (RC) | End 2015 | Justine Whittome (JW) | Secretary | End 2016 |
| Steve Godden (SGod) | End 2015 | Sandy Gordon (SGor) | 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 |
| | | Jacky Yardley (JY) | Community | End T2 2016 |
| | | Mel Pexton (MP) | P&C | End 2015 |

Author: Secretary
Date: 4 November 2015
Location: Meeting Room next to FPPS Library
Time: 1.00pm start (Light lunch starting 12.30pm)

| TIME | REF | AGENDA | ACTION |
|--------------------------------|-----|---|--|
| | 1.1 | Welcome & Apologies 1. Welcome 2. Apologies / Absentees 3. Confirm Agenda | Meeting opened 1pm. Apologies MP, EP. Agenda confirmed - ALL |
| | 1.2 | Board Member Changes (Including Community & Co-opt Members) 1. Welcome Jacky Yardley as community representative. | Welcome Jacky Yardley (JY), from Churchlands SHS and Shenton College, as community representative. |
| | 1.3 | Disclosure of Interest 1. Any new conflicts to be tabled. 2. Existing conflicts - refer Conflict of Interest register | None tabled. Noted. |
| | 1.4 | Previous Minutes 1. Confirm Previous Minutes | Minutes of Sept 15 open and closed meetings confirmed and accepted – ALL |
| PRIORITY REIVEW MATTERS | | | |
| | 1.5 | DPA Review 1. Standing Note: Board to review DPA regularly. | Noted as standing agenda item. No changes suggested. |
| | 1.6 | Finance Management 1. Standing Note: Operational budget to be endorsed T1 yearly. 2. Comparative Budget report and Operational One-Line Budget statement review (invite Kim Dark, Registrar) 3. Discuss reporting and analysis of staffing budgets in line with the workforce plan and the business plan priorities to ensure appropriate allocation of staffing resources to achieve targeted outcomes. | DISCUSSION: Noted <i>Document tabled – Comparative Budget Report 4/11/15. MM/KD explained current budget position.</i> <i>Document tabled – FPPS Class Makeup for 2016. MM outlined likely 2016 class structure, with 20 classes (instead of current 17) likely, including some combined year level classes. Will need to use current computer lab and OSH club transportables as classrooms. OSH club has advised can use</i> |

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| | | <p>4. Discuss finance committee requirement, structure and function.</p> | <p>undercover area and pop-up facilities. Discussion on importance of integrating P&C budget into overall FPPS budget and spending priorities of whole school. Decision on value of maintaining finance sub-committee deferred.</p> <p>ACTION:</p> <ol style="list-style-type: none"> LEM/JW to ensure decision on continuation of Board finance sub-committee on agenda for Dec 2015 mtg. |
| 1.7 | <p>Business Plan (BP) & Monitoring</p> <ol style="list-style-type: none"> Standing Note: Review the strategic direction of the BP MM to update the establishment of the BP monitoring tools. Standing Note: Analysis of performance data. | <p>DISCUSSION:</p> <p>Noted. Board will dedicate one meeting in T1 2016 to discussing and updating Business Plan. MM provided example of monitoring tools being developed by PLCs and curriculum leaders. All noted comprehensive nature of document, and acknowledged the significant effort being applied by staff to these documents. Development is ongoing. JY provided insight into qualities/attributes being required of students as they transition into high school. General Board discussion. Noted.</p> | |
| 1.8 | <p>Workforce Plan (WP) & Workforce Matters</p> <ol style="list-style-type: none"> Updated Workforce Plan to present to the Board early term 4, 2015. FPPS staff organisational chart to be circulated General staffing report. | <p>DISCUSSION:</p> <p>MM discussed likely staff requirements for 2016. Further discussion at Dec mtg. MM discussed current scenario – for further discussion Dec mtg. As above.</p> <p>ACTION:</p> <ol style="list-style-type: none"> MM to provide update on staff requirements/org chart at Dec mtg. | |
| 1.9 | <p>School Development Day</p> <ol style="list-style-type: none"> MM to discuss | <p>DISCUSSION:</p> <p><i>Document tabled – 2016 School Planner.</i> MM discussed school development/student-free days for 2016 which have agreement of staff. Agreed - ALL Board members present.</p> | |
| 1.10 | <p>Annual Reports</p> <ol style="list-style-type: none"> School 2015 Report To be issued by the end of Term 1 2016. | <p>DISCUSSION:</p> <p>Timing of Annual Report noted. RC/MM discussed 2015 document likely to be significantly streamlined compared to previous years, consistent with annual reports provided by other IPS schools.</p> | |

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| | | | <p>ACTION:</p> <ol style="list-style-type: none"> RC to ensure draft 2015 Annual Report presented to first Board mtg term 1, 2016. |
| 1.11 | <p>School Promotion in the Community</p> <ol style="list-style-type: none"> Standing Note: Ensure the Board is actively promoting the school within the Community. | <p>DISCUSSION:</p> <p>Members noted FPPS self-promotion/reputation/visibility in wider community greatly assisted by website. Discussion on establishing FPPS Alumni and harnessing former students to proactively promote FPPS and take on role of FPPS community champions.</p> <p>ACTION:</p> <ol style="list-style-type: none"> SG/JW to discuss details of establishing Alumni, investigating UWA model; Report back to Dec Board mtg on progress. | |
| 1.12 | <p>Board Self Reflection</p> <ol style="list-style-type: none"> Board to undertake its own self-reflection of its effectiveness each 6 months. Draft form attached. | <p>DISCUSSION:</p> <p><i>Document tabled – IPS Examples of Board Self-Reflection questions.</i> General discussion on merits of self-reflection, as discussed during recent board training.</p> | |
| 1.13 | <p>Procedural Matters</p> <ol style="list-style-type: none"> Nil | No discussion required. | |
| OTHER MATTERS (TIME PERMITTING) | | | |
| 1.14 | <p>P&C Report</p> <ol style="list-style-type: none"> MP to table report of any key matters. MM/SGod provide the unfunded School priority resourcing list across each year group. | <p>DISCUSSION:</p> <p>MM informed Board that the P&C's proposal to realign its budget had been approved at recent P&C mtg.</p> <p>MM advised school admin continuing discussions on whole school and PLC spending priorities.</p> | |
| 1.15 | <p>NAPLAN & Curriculum</p> <ol style="list-style-type: none"> NAPLAN Results: whole school results due before end T3. Curriculum Community Briefing: review of responses to 22/9 briefing. | <p>DISCUSSION:</p> <p>Confirmed – can be removed from future agendas.</p> <p>Agreement that a whole school community briefing should take place each year, near end term 3, after release of NAPLAN results.</p> | |
| 1.16 | <p>Policy Discussions</p> <ol style="list-style-type: none"> Final Anaphylaxis Policy ratification. Behaviour Management Policy Classroom Placement Policy | <p>DISCUSSION:</p> <p><i>All draft policies distributed to Board Members with agenda prior to meeting.</i></p> <p>Previously ratified.</p> <p>Draft discussed. Members to provide feedback to SGod by 11/11/15.</p> <p>Draft discussed. Members to provide feedback to MM by 11/11/15.</p> | |

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| | | <p>4. Private tutoring Policy (new)</p> <p>5. Excursion Policy</p> <p>6. Mobile Phone Policy</p> <p>7. SunSmart Policy</p> <p>8. Member allocation of remaining policy reviews.</p> | <p>Draft discussed. SGod advised with increase in enrolment numbers for 2016, only 'dungeon' available for tutoring. Discretionary charges to be discussed in more detail before being finalised. Feedback direct to SG.</p> <p>Draft discussed. Comments to provide feedback to RC by 11/11/15.</p> <p>Draft discussed. MM to remove section from draft requiring teachers to take responsibility for mobile phones/devices being brought to school by students. Board member comments to MM by 11/11/15.</p> <p>Draft discussed. Comment to SGod by 11/11/15.</p> <p>Allocated.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. ALL members to provide comments on any/all above policies to responsible staff member by 11/11/15 or as soon as practicable thereafter; 2. SGod to ensure all policies are consistently styled (cover page, font, style, layout) in hard copy and on website; 3. MM to reissue draft Mobile Phone policy to all members asap after above-mentioned amendments; 4. LEM/JW to ensure discretionary charges contained in Private Tutoring Policy on Dec Board mtg agenda for discussion; 5. MM/SGod/RC to ensure all above draft policies are presented to Dec Board mtg for further discussion/ratification. |
| | 1.17 | <p>Contribution & Charges Schedule</p> <ol style="list-style-type: none"> 1. MM to present final Voluntary C&C 2016 for ratification. | <p>DISCUSSION:</p> <p><i>Documents tabled – FPPS 2016 Voluntary Contributions and Charges Year K-6.</i></p> <p>MM discussed document and noted small change required to swimming charges. 2016 Charges and Contributions accepted and agreed to by ALL members.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. RC to amend 2016 C&C to reflect change to swimming charges. |

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| | | | 2. MM to ensure 2016 C&C uploaded to website asap. |
| | 1.18 | School Communication Structures 1. Update on Tiqbiz contract. | DISCUSSION: MM advised 172 people had so far signed up to Tiqbiz. |
| | 1.19 | Enrolments 2015 & Accommodation Requirements (Organisational Profile) 1. Enrolments as of Oct 2015 at 580 students. | DISCUSSION: Noted. |
| | 1.20 | Permanent School Facilities 1. Update on accommodation discussions with DoE infrastructure dept. | DISCUSSION: MM/LEM recently met with DoE to discuss permanent new on-site Early Learning facility, likely funded by the Commonwealth Govt. MM advised architects meeting scheduled for Nov 6, 2015. |
| | 1.21 | IT – Website, Hardware & Software 1. General discussion (if any). | No discussion required. |
| | 1.22 | Tutoring Using School Facilities 1. Report on current private tutoring situation, and suggestions for management. | DISCUSSION: SGod previously presented situation of private tutors using FPPS facilities to tutor individual students during school hours. Draft policy to be further discussed at Dec Board mtg. |
| | 1.23 | OSH Club 1. Comment by exception only | DISCUSSION: MM advised OSH Club had been informed that transportable facility would be required as a classroom in 2016. OSH Club has advised it can continue to provide its services to FPPS in 2016 using pop-up facilities. |
| | 1.24 | Lunchtime Kids Club 1. RC to outline proposal from YouthCare. | DISCUSSION: RC briefly outlined the “Treasure Hunters” program being run by YouthCare at Karrinyup PS, by way of non-denominational games/interaction at lunchtime. ACTION: 1. Board agreed for RC to invite YouthCare to provide a similar program to FPPS students. |
| | 1.25 | School Survey 1. Term 4 staff survey due. 2. Student & Parent survey due again in 2016. | DISCUSSION: MM advised approx. 50% of staff responded to survey. Noted ACTION: 1. MM to distribute results of staff survey to Board members asap. |
| | 1.26 | New Business 1. New business items. | DISCUSSION: |

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| | | | <p><i>Document tabled – Timetabling/Pre-Primary and Specialist Roles 2016.</i></p> <p>MM spoke to proposal to alter the existing 8-period day to a 6-period day, to have PP serviced by school specialist staff, and to adjust the number of specialist staff overall. MM advised proposal had full support of staff and would be implemented from 2016. Board to note only.</p> | | | | | | | | | | | | |
| | 1.27 | <p>Board Meeting Dates 2015 Dates to be confirmed for 2015 year</p> <table border="1"> <tr> <td>Term 1</td> <td>17 February 1.00pm 31 March 5.00pm</td> <td></td> </tr> <tr> <td>Term 2</td> <td>12 May 1.00pm 16 June 5.00pm</td> <td>ACTION:</td> </tr> <tr> <td>Term 3</td> <td>4 August 1.00pm (Amended from 11th) 15 September 5.00pm (Open Meeting)</td> <td>1.</td> </tr> <tr> <td>Term 4</td> <td>4 November 1.00pm (Amended from 3rd) 8 December 5.00pm</td> <td></td> </tr> </table> | Term 1 | 17 February 1.00pm 31 March 5.00pm | | Term 2 | 12 May 1.00pm 16 June 5.00pm | ACTION: | Term 3 | 4 August 1.00pm (Amended from 11 th) 15 September 5.00pm (Open Meeting) | 1. | Term 4 | 4 November 1.00pm (Amended from 3 rd) 8 December 5.00pm | | <p>DISCUSSION: Discussion to amend Dec mtg date to week prior, Tuesday 1 December, followed by drinks with FPPS staff.</p> <p>ACTION: 1. MM/LEM to discuss asap and advise Board members of any change.</p> |
| Term 1 | 17 February 1.00pm 31 March 5.00pm | | | | | | | | | | | | | | |
| Term 2 | 12 May 1.00pm 16 June 5.00pm | ACTION: | | | | | | | | | | | | | |
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MEETING CLOSE: 3.35pm

BOARD CHAIRMAN MINUTES CONFIRMATION



DATE:

17 November 2017

FLOREAT PARK PRIMARY SCHOOL BOARD MEETING MINUTES

| REGISTERS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1.28 | Conflict of Interest Register <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%;">Board Member</th> <th style="width: 50%;">Potential Conflict</th> </tr> </thead> <tbody> <tr> <td>Marcus Le Messurier</td> <td>Wife is EA employee at FPPS</td> </tr> </tbody> </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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.29 | Policy Schedule <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 35%;">Policy</th> <th style="width: 15%;">Date Issued</th> <th style="width: 15%;">Review Date</th> <th style="width: 35%;">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 Management</td><td>No date</td><td>OD</td><td>Under review</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>No date</td><td>OD</td><td>Under review</td></tr> <tr><td>Attendance</td><td>No date</td><td>OD</td><td>Under review</td></tr> <tr><td>Class Placement</td><td></td><td></td><td>Under review</td></tr> <tr><td>SunSmart</td><td></td><td></td><td>Under review</td></tr> <tr><td>Excursion</td><td></td><td>OD</td><td>Under review</td></tr> <tr><td>Private Tutoring</td><td></td><td>New</td><td>Being prepared</td></tr> </tbody> </table> <p style="margin-top: 10px;">Policies to be uploaded to the website.</p> | | | 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 Management | No date | OD | Under review | 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 | No date | OD | Under review | Attendance | No date | OD | Under review | Class Placement | | | Under review | SunSmart | | | Under review | Excursion | | OD | Under review | Private Tutoring | | New | Being prepared |
| 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 Management | No date | OD | Under review | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | No date | OD | Under review | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Attendance | No date | OD | Under review | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Class Placement | | | Under review | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SunSmart | | | Under review | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Excursion | | OD | Under review | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Private Tutoring | | New | Being prepared | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.30 | Finance Sub-Committee <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 40%;">Member</th> <th style="width: 30%;">Role</th> <th style="width: 30%;">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&C Treasurer</td><td>2015</td></tr> <tr><td>Marcus Le Messurier</td><td>Participant</td><td>2015</td></tr> </tbody> </table> <p style="margin-top: 10px;">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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.31 | School Survey Program <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 35%;">Survey Form</th> <th style="width: 15%;">Responsible Person</th> <th style="width: 20%;">Survey Issue Date</th> <th style="width: 30%;">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 & 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>Complete</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 | Complete | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | Complete | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |