



# SCHOOL BOARD MEETING MINUTES

**Date:** Tuesday 26<sup>th</sup> November 2024

**Venue:** Staffroom

**Time:** 5.00pm

**Invited:** Jane Caforio (JC) (Chair), Michelle Pedlow (MP) (Deputy Chair), Jane Rowlands (JR) (Principal), Matthew Wright (MW) (Deputy Principal), Jemima Salisbury (JS) (staff member), Kim Powell (KP) (staff member), Owen Linehan (OL) (staff member), Rebecca Hunt (RH) (P&C Representative Co-Opted Member), Marcus Dabner (MD) (parent member), Sarah Lambert (SL) (parent member), Kerrie Chapman (KC) (parent member), Alice Mills (AM) (parent member), Amelia Tuck (AT) (MCS / Board Secretary)

**Guests:** Jayne Prentice (JP) (Level 3 Teacher)

**Apologies:** Rebecca Hunt, Marcus Dabner, Jemima Salisbury

**Observer:** Mark Walters (MWa) (Deputy Principal)

TIME	ITEM	PURPOSE	LED BY
5.12pm (5 mins)	<b>Welcome</b> <ul style="list-style-type: none"> <li>Acknowledgement of Country</li> <li>Apologies acknowledged.</li> <li>Endorsement of previous minutes passed.</li> <li>Approved by KC, seconded by MP</li> <li>Reviewed action items</li> <li>Agenda confirmed</li> <li>Conflicts of interest</li> </ul>		JC
5:17pm (15 mins)	<b>Principal's Report</b> <ul style="list-style-type: none"> <li>Read prior to meeting (in Dropbox)</li> <li>Kindy Orientation <ul style="list-style-type: none"> <li>Attendance levels satisfactory. Thanks to MWa for coordination.</li> </ul> </li> <li>PPP Program <ul style="list-style-type: none"> <li>Explained by MWa. Being provided in conjunction with Jodie Bell for new Kindy</li> </ul> </li> <li>End of Year Parent Meetings <ul style="list-style-type: none"> <li>Scheduled Week 9.</li> </ul> </li> <li>New Staff <ul style="list-style-type: none"> <li>Discussed structure. Distribution on Friday 6<sup>th</sup> December to community.</li> </ul> </li> <li>PBS <ul style="list-style-type: none"> <li>To be kicked off in 2025.</li> </ul> </li> <li>Music night <ul style="list-style-type: none"> <li>Great success and opportunity for our students.</li> </ul> </li> </ul>	For discussion	JR
5.32pm (10 mins)	<b>Financials</b> <ul style="list-style-type: none"> <li>Read prior to meeting (in Dropbox) <ul style="list-style-type: none"> <li>Explained current position.</li> <li>Outcomes of Finance Committee Meeting from Term 4</li> </ul> </li> <li>2025 Charges &amp; Contributions <ul style="list-style-type: none"> <li>Explained <ul style="list-style-type: none"> <li>Approved</li> <li>Passed by MP, seconded by KC</li> </ul> </li> </ul> </li> </ul>	For noting and discussion	JR, AT



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5.42pm (10 mins)	<b>P&amp;C President</b> <ul style="list-style-type: none"> <li>P&amp;C Update (read prior to meeting in Dropbox)</li> <li>Provided by KC <ul style="list-style-type: none"> <li>Vacancies discussed</li> <li>Levy review discussed.</li> </ul> </li> <li>Financial report provided via Dropbox <ul style="list-style-type: none"> <li>Less fundraising events to be held in 2025 in light of current financial status.</li> </ul> </li> <li>Ferrari Group <ul style="list-style-type: none"> <li>Explained to the board.</li> </ul> </li> <li>Technology <ul style="list-style-type: none"> <li>Survey on 1 to 1 program to gain feedback from community.</li> </ul> </li> <li>WaitMate <ul style="list-style-type: none"> <li>Open and operational.</li> </ul> </li> <li>Cybersecurity efforts to continue behalf of P&amp;C and School Administrative team to continually improve.</li> <li>WhatsApp <ul style="list-style-type: none"> <li>2024 overview of usage.</li> <li>Rules of engagement drafted. Clarification to be provided in early 2025.</li> </ul> </li> <li>Canteen positions advertised. <ul style="list-style-type: none"> <li>Menu to be reviewed. Benchmarking exercise to be held to gain further insights.</li> </ul> </li> </ul>	For noting and discussion	RH
5.52pm (35 mins)	<b>Business Plan Review</b> <ul style="list-style-type: none"> <li>Review of Pillar 3 – Quality Teaching and Leadership</li> <li>Information presented from document provided in Dropbox.</li> </ul>	For discussion	JP
6.27pm (15 mins)	<b>Future Technologies Committee</b> <ul style="list-style-type: none"> <li>Read prior to meeting (in Dropbox)</li> <li>Meeting held on 26<sup>th</sup> Nov. Discussed insights.</li> <li>MWr agreed to communicate to parents on latest updates and thoughts regarding committee meeting. (Actions)</li> </ul>	For approval	MWr
6.42pm (10 mins)	<b>Other Discussion Items</b> <ul style="list-style-type: none"> <li>School Uniforms (Junior Years' Dresses) <ul style="list-style-type: none"> <li>Community insights into understanding behind removal of younger years' dresses.</li> </ul> </li> <li>Closing Comments <ul style="list-style-type: none"> <li>Board thanked and acknowledged the contribution of board member, Michelle Pedlow in final board meeting.</li> </ul> </li> </ul>		SL
6.52pm	<b>Thank you to Board Members</b> <ul style="list-style-type: none"> <li>Meeting Close</li> </ul>	For discussion & approval	JR, AT
	<b>Key dates</b>  <b>Graduation Week 9 Thursday 5 December 11am – 1pm Churchlands Senior High School</b>		



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Future Technology at Floreat Committee	Matthew Wright (Chair), Jane Rowlands, Michelle Pedlow, Alice Mills, Owen Linehan, Jemima Salisbury Non-board members: Paul Georgiades
Engagement and Behaviour (Positive Behaviour Support - PBS Committee)	Mark Walters (Chair), Bec Hunt, Sarah Lambert, Kim Powell, Owen Linehan, Jemima Salisbury Non-Board members:  Teachers: Leechelle Ruscoe (K-2 coach), Penelope Hickman (Y3-6 coach), Fiona Farley, Roslyn Watt, Ann Johnston, Susannah Le Messurier, Simon Heyting, Gemma Hadley, Jodie Bell (School Psychologist) Jessica Stoop (Student Services) and Melissa Gillam (EA)

Board Members	Type	Length of Term	Expiry
Jane Rowlands	Principal	NA	NA
Jane Caforio	Chair	3 years	End T1 2025
Matthew Wright	Deputy Principal	3 years	End T2 2026
Kim Powell	Staff Member	3 years	End T2 2026
Jemima Salisbury	Staff Member	2 years	End T3 2025
Owen Linehan	Staff Member	1 year	End T3 2025
Sarah Lambert	Parent	3 years	End T4 2026
Michelle Pedlow	Parent	1 year	End T4 2024
Kerrie Chapman	Parent	2 years	End T1 2026
Alice Mills	Parent	2 years	End T1 2025
Marcus Dabner	Parent	3 years	End T1 2025
Rebecca Hunt	P&C Representative		

## Actions Register

Action	Who	Date
Raise the recent tragic incidents in Victoria as reminder to community in next Principal's notice.	JR	Completed
Provide voluntary return figure for next meeting.	AT	Completed
Forum notice to be created to go to staff to ensure unused items are being sent home promptly prior to Campion order cut off date.	MW & JR	Completed
Junior years dresses (FYI Uniform Policy 2019) discussion for next meeting.	JC	Completed
Commencement process of recruiting a Board member to replace Michelle Pedlow position (End T4).	JR	Underway. To be transitioned to Term 1 2025 Board Meeting
Pedestrian Crossing proposal to be discussed in 2025.	BH	



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Communication item to be distributed to community regarding outcomes of Future Tech Committee discussions	MWr	
Communication to be drafted as reminder of uniform dress removal decision.	MWr & JR	

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Board Chair

Jane Caforio

03/04/2025

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Principal

Jane Rowlands

03/04/2025