



# Floreat Park Primary School Board

## SCHOOL BOARD MEETING –MINUTES

**Date:** Tuesday 17 August 2021

**Venue:** School Library

**Time:** 5.00pm

**Attend:** Emma King (Chair), Su Wu (Secretary), Andrew Angel (parent member), Kim Batina (parent member), Tracey Daly (parent member), Santosh Valvi (parent member), Jane Rowlands (Principal), Mark Walters (Deputy Principal), Jayne Prentice (staff member), Ann Johnston (staff member), Claire Shoebridge (P&C Representative Co-Opted Member)

**Apologies:** Shelley Jenkinson

**Observers:** Matthew Wright

### Key items and highlights

- Board endorsed that iPads will be parent owned, school managed/supervised.
- Board agrees to discontinue the fleece vests.
- The following policies were endorsed:
  - Talking with my School
  - Curriculum Assessment and Reporting
  - Healthy Food and Drink Policy
  - Homework Policy
  - Media Policy
- School review date is on 17 November.

TIME	ITEM	ACTION	WHO
5.04pm	<p><b>Welcome and Governance</b></p> <p>Meeting opened at 5.04pm. Refer to list of attendees and apologies above.</p> <p>No new conflicts of interest tabled.</p> <p>KB confirmed and accepted agenda, AA seconded.</p> <p>Minutes from 18 May 2021 meeting were approved by AJ and seconded by AA.</p>		


5.05pm	<p><b>Introducing the Student Council for Semester 2</b></p> <p>Welcome Michael, Sophie, Briar, Brooklyn, Tim, Olive. Good luck with your peace pole fundraising event.</p>		
5:12pm	<p><b>Data Review</b>  <u>Documents tabled (prior to meeting):</u>  1. SEL Survey Results.pptx</p> <p><b>Social and Emotional survey</b></p> <ul style="list-style-type: none"> <li>Survey to provide baseline data for the school</li> <li>Students from early childhood (PP-2) and 3-6 were surveyed</li> <li>Questions were tailored to age group: PP-2 in small groups or with Jodie</li> </ul> <p><b>Year 5/6 Students Survey</b></p> <ul style="list-style-type: none"> <li>Results similar to like schools</li> <li>Next steps: <ul style="list-style-type: none"> <li>Conduct workshops with small groups of students on a few key points to see what changes would look like</li> <li>Triangulate with other data.</li> </ul> </li> </ul>	Student Services to operationalise recommendations	
5.11pm	<p><b>Principal's Report</b>  <u>Documents tabled (prior to meeting):</u>  2. Principal's report.docx  3. FPPS Style Guide_Draft One_FA.pdf</p> <ul style="list-style-type: none"> <li>Talking with My School is ready for endorsement. Added text around perception. Need to update with Board email address.</li> <li>Advertising for a pool of teachers this term.</li> <li>School Review date is 17 November. Would like Board to be available for interviews.</li> <li>Style guide gives guidelines for logo, fonts, photos, signatures.</li> </ul>	<p>Board endorse Talking with My School Policy.</p> <p>KB suggests that we should have a reverse version of the logo.</p> <p>MW to look into why the T2 newsletter is no longer available.</p>	<p>JR</p> <p>MW</p>
5.50pm	<p><b>Finance Management</b>  <u>Documents tabled (prior to meeting):</u>  4. Financial Report August 2021.docx  5. Student Centred Funding Report August 2021.pdf  6. One Line Budget Report August 2021.pdf</p> <ul style="list-style-type: none"> <li>Financials reviewed and are on track.</li> </ul>		
5.55pm	<p><b>Business Plan</b>  <u>Documents tabled (prior to meeting):</u>  7. FPPS Business Plan DRAFT V1.pdf.docx  8. Gantt Chart 2020-2022 August 2021 Board meeting 18 May.xls</p>		

	<ul style="list-style-type: none"> <li>Gantt chart updates. <ul style="list-style-type: none"> <li>Change in student services team. Cara Chia joined the team while Emily Eldridge is away. Restorative practices have been postponed.</li> <li>Yr4 flexible furniture arrived</li> <li>Flagpoles are installed</li> <li>4 teachers have been identified to go on Future Leaders training - 18-month training.</li> </ul> </li> </ul>	Provide any comments to the new business plan format.	ALL
6.00pm	<p><b>Online Learning</b>  <u>Documents tabled (prior to meeting):</u>  9. COVID-19 Action Plan V4 (1).pdf  10. Parents' Guide to Home Schooling (1).pdf</p> <ul style="list-style-type: none"> <li>All schools have been asked to have an online learning action plan.</li> <li>Will use Connect as main communication to parents.</li> <li>Upper school will use Connect and lower school Seesaw for student communication.</li> </ul>	Update COVID Action Plan contact details for Board and P&C.	JR
6.15pm	<p><b>Future Technology at FPPS</b>  <u>Documents tabled (prior to meeting):</u>  11. iPad Procurement Modes.pdf</p> <ul style="list-style-type: none"> <li>Last Committee meeting looked at the options as to how the school will implement 1:1 iPad program within the school. Options reviewed: <ol style="list-style-type: none"> <li>Parent owned and unmanaged.</li> <li>School owned, school managed</li> <li>Parent owned, school supervised – Will setup device to be used as a learning tool only. Portal will provide device support, warranty, trade-in.</li> </ol> </li> </ul>	<p>Board endorses the strategy that iPads will be parent owned, school managed/supervised</p> <p>Update document to be clearer around management and supervision</p>	MW
6.46pm	<p><b>School Review Preparation</b>  <u>Documents tabled (prior to meeting):</u>  12. Public+School+Review+-+the+Standard.pdf</p> <ul style="list-style-type: none"> <li>Additional Board meeting, 7 September 2021, to workshop the key areas of the school review.</li> </ul>	Read review document	ALL
6:47pm	<p><b>P&amp;C Reports &amp; Financials</b>  <u>Documents tabled (prior to meeting):</u>  13. P&amp;C Report 210817.pdf  14. 210815 Forecast T3 2021.pdf  15. 14082021 Revised Budget &amp; Current Actuals 2021_Term3 .pdf  16. P&amp;C Logo Options</p> <ul style="list-style-type: none"> <li>Budget is looking healthy.</li> <li>Major fundraisers for the nature play area.</li> <li>70% paid levies</li> </ul>		

	<ul style="list-style-type: none"> <li>• Canteen: changes in staff. Recent survey was overall positive.</li> <li>• Uniform shop. All stock now comes through Spartan. Plan to reduce costs on items and have a standard mark-up.</li> <li>• P&amp;C logo to be voted on.</li> </ul>	Board agrees to discontinue fleece vest.	
6:33 pm	<p><b>Policy Updates</b>  <u>Documents tabled (prior to meeting):</u>  17. FPPS Student Healthcare Policy-2021  18. Healthy food and drink policy 2021  19. Talking with my School 2021  20. Assessment and Reporting Policy  21. Class Placement Policy  22. incoming-sponsorship-to-public-schools-p  23. Media Policy</p> <p><b>Curriculum Assessment and Reporting</b></p> <ul style="list-style-type: none"> <li>• Update appendices to be correctly reflect current reporting schedule</li> </ul> <p><b>Class Placement Policy</b></p> <ul style="list-style-type: none"> <li>• Update on the website. Need to update the Dropbox</li> </ul> <p><b>Student Healthcare Policy</b></p> <ul style="list-style-type: none"> <li>• Waiting on update for anaphylaxis policy from Canteen before finalising the policy</li> <li>• Can remove head lice policy from website once endorsed</li> </ul> <p><b>Healthy Food and Drink Policy</b></p> <ul style="list-style-type: none"> <li>• Special events are exempt</li> <li>• Offer green incentive for healthy events</li> <li>• Added COVID-19 training</li> <li>• Endorsed</li> </ul> <p><b>Homework Policy</b></p> <ul style="list-style-type: none"> <li>• No changes</li> <li>• Will need to be updated when going to 1-1 devices</li> <li>• Set Review date to T1 2022</li> </ul> <p><b>Sponsorship Policy</b></p> <ul style="list-style-type: none"> <li>• No change to sponsorship</li> </ul> <p><b>Media Policy</b></p> <ul style="list-style-type: none"> <li>• Updated appendices</li> <li>• KB would like to discuss how to include Facebook. Check what other like schools do. Aim to promote a community</li> </ul> <p><b>Student Engagement Policy</b></p> <ul style="list-style-type: none"> <li>• Waiting on Jodie Bell and to be reviewed in light of the recent survey data</li> </ul> <p><b>To be reviewed:</b></p> <ul style="list-style-type: none"> <li>• Community Guidelines - JR</li> <li>• Interschool Athletics – N Tropiano</li> </ul> <p><b>Future Policies to consider:</b></p> <ul style="list-style-type: none"> <li>• Diversity and Inclusive Policy</li> </ul>	<p>Board endorses Curriculum Assessment and Reporting.</p> <p>SW to update Class Placement Policy in the Dropbox.</p> <p>Board endorses Healthy Food and Drink Policy.</p> <p>Board endorses Homework Policy.</p> <p>Board endorses Media Policy.</p>	SW
7.21pm	<p><b>New Business and Parking Lot</b></p> <ul style="list-style-type: none"> <li>• Feedback on these meetings</li> <li>• Will send out the Board survey</li> </ul>		EK/SW

	<ul style="list-style-type: none"> <li>• Time of meetings is good</li> <li>• Dropbox is good</li> <li>• JP and AJ term finishes this term.</li> </ul>	Create 2021 Board survey and distribute prior to T4 meeting.	
7.30pm	<b>Meeting Close</b>		
	<b>2021 Meeting Dates</b>  <b>Term 3:</b> Tuesday 7 September, 5pm  <b>Term 4:</b> Tuesday 23 November, 5pm		
	<b>Dates to note</b>  12 Nov – School development day w/ Board 17 Nov – School review 9 Dec – Graduation		

BOARD CHAIRPERSON MINUTES CONFIRMATION



17 August 2021

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SIGNED CHAIR

DATE