



# Floreat Park Primary School Board

## SCHOOL BOARD MEETING – MINUTES

**Date:** Tuesday 29 November 2022

**Venue:** School Library

**Time:** 5.00pm

**Attendees:** Emma King (Chair), Michelle Pedlow (Deputy Chair/Board Secretary), Marcus Dabner (parent member), Tracey Daly (parent member), Santosh Valvi (parent member), Jane Caforio (parent member) Jane Rowlands (Principal), Mark Walters (Deputy Principal), Penelope Hickman (staff member), Gemma Cronan (staff member), Cara Chia (staff member)

**Apologies:** Terry Lu (P&C Representative Co-Opted Member)

**Observers:** Matthew Wright

### Key items and highlights

- The Board welcomed a new staff member representative, Cara Chia.
- The Board discussed:
  - 82% voluntary contribution has been received to date in 2022 compared to 91% this time last year.
  - Four students won medals and are in the top categories for Australia: two in Maths, one in Science and one in English.
  - In 2023, NAPLAN will be conducted in March, week 7 of term 1.
  - 2022 shows there is a slight drop in data in terms of the like-schools comparison. The students are achieving at an expected rate but not achieving at we would expect for a typical FPPS cohort. The board noted the school action plan to support this cohort of students undertaking NAPLAN in the next round.
  - There were 161 responses in the DEI Diversity & Inclusion Survey.
  - The focus on the technology infrastructure, 5 years' worth of professional learning and community support has contributed to the success of the 1:1 Technology program.
  - The School are not planning to roll out the 1:1 Technology Program any earlier than Year 3.
  - The new playground build will go ahead as soon as practicable with expected completion approx. 6-8 weeks after commencement.
- Approved policy:
  - Homework Policy.

TIME	ITEM	ACTION	WHO
5.05pm	<b>Welcome and Governance</b> <ul style="list-style-type: none"> <li>• Meeting opened at 5.05pm. Refer to list of attendees and apologies above. No conflicts of interest declared.</li> <li>• Welcome to Country.</li> <li>• Welcome to Cara Chia – teacher representative.</li> <li>• MW and GC confirmed and accepted the agenda</li> <li>• Minutes from 16 August 2022 meeting were confirmed by TD and MW.</li> </ul>		Chair
5:10pm	<b>Principals Report</b> <u>Documents tabled (prior to meeting):</u> - <i>Principal's Report November.docx</i> <u>Key discussion items:</u> <ul style="list-style-type: none"> <li>• General Principal's update:               <ul style="list-style-type: none"> <li>○ JR reflected in the success of 2022.</li> </ul> </li> </ul>		JR

	<ul style="list-style-type: none"> <li>○ Moving forward the focus will be on the data and filling any gaps.</li> <li>○ NAPLAN will be held in term 1 in 2023, not in term 2.</li> <li>○ Class lists will be sent out on the 9<sup>th</sup> December 2022.</li> <li>○ New Chaplain will commence next year.</li> <li>○ Success of the technology 1:1 Technology Program was a highlight for 2022.</li> <li>○ Three teachers will be presenting at the <i>WA Tech Talk</i>.</li> <li>○ Increase in teachers advancing in their levels in 2022, particularly in the middle level leadership.</li> </ul>		
5.15pm	<p><b>Finance Management</b></p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> <li>- 2023 Budget provisional for noting.xlsm</li> <li>- Finance report November.docx</li> <li>- FPPS 2022 Charges and Voluntary Contributions for website.pdf</li> <li>- FPPS 2023 Charges and Voluntary Contributions for website.pdf</li> <li>- One Line Budget.pdf</li> <li>- Student Centred Funding.pdf</li> </ul> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> <li>• Financials: <ul style="list-style-type: none"> <li>○ The board noted the budget allocation towards Targeted initiatives.</li> <li>○ 82% voluntary contribution has been received to date in 2022 compared to 91% this time last year.</li> <li>○ Provisional budget noted by the board.</li> <li>○ Substantial amount has been allocated towards the technology initiatives – There will no longer be this allocation at the end of 2023.</li> <li>○ Charges and voluntary contributions noted by the board.</li> </ul> </li> </ul>	<p>2023 Provisional budget endorsed by the Board</p> <p>2023 Contribution and charges endorsed by the Board</p>	JR
5.22pm	<p><b>Data Review</b></p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> <li>- ICAS Analysis 2022.pptx</li> <li>- Learning Technologies Survey -School Board 2022.pdf</li> <li>- NAPLAN 2022.pptx</li> </ul> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> <li>• ICAS <ul style="list-style-type: none"> <li>○ Four students won medals and are in the top categories for Australia: two in Maths, one in Science and one in English.</li> <li>○ Recent changes were made to the ICAS structure to ensure less impact on the school day.</li> <li>○ Students are nominated by the teachers in consultation with the parents.</li> <li>○ The spelling and digital testing element was removed, as endorsed by the board last year.</li> </ul> </li> <li>• NAPLAN: <ul style="list-style-type: none"> <li>○ In 2023, NAPLAN will be conducted in March, week 7 of term 1.</li> <li>○ NAPLAN provides the school with a gauge of where the school is sitting nation wide.</li> <li>○ Floreat Park compares the data with top 10 like-schools in the state.</li> <li>○ Data at FPPS is triangulated with other school-based tests throughout the year levels.</li> </ul> </li> </ul>		MW
5.40pm			

	<ul style="list-style-type: none"> <li>○ 2022 shows there is a slight drop in data in terms of the like-schools comparison.</li> <li>○ The students are achieving at an expected rate but not achieving as we would expect for a typical FPPS cohort.</li> <li>○ A range of reasons for this was discussed and the board noted the school action plan to support this cohort of students undertaking NAPLAN in the next round.</li> </ul>		
6.15pm	<p><b>Business Plan</b></p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> <li>- <i>Business Plan Review – major actions.docx</i></li> <li>- <i>DEI Survey Notes.pdf</i></li> <li>- <i>Pillar 1 - Provide Every Student with a Pathway to a Successful Future.pdf</i></li> <li>- <i>Pillar 2 - A Safe, Motivating and Inclusive Learning Environment.pdf</i></li> <li>- <i>Pillar 3 - A School Culture That Grows Excellence in Teaching and Leadership.pdf</i></li> </ul> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> <li>• Staff development day <ul style="list-style-type: none"> <li>○ JC and MD provided feedback about the planning day – safe and formal environment to provide feedback.</li> <li>○ JC noted that she shared with other parents about how progressive and strategic the staff development days are.</li> <li>○ The board discussed that it would be holding some broader communication around the FPPS student supports available.</li> <li>○ JR noted that the school are focusing on how they are going to implement the high impact teaching strategies.</li> </ul> </li> <li>• DEI Diversity &amp; Inclusion Survey: <ul style="list-style-type: none"> <li>○ There were 161 responses in the DEI Diversity &amp; Inclusion Survey.</li> <li>○ The data helped to highlight areas of awareness/priorities for the school moving forward.</li> <li>○ A similar survey will be circulated to the teachers.</li> </ul> </li> <li>• The board discussed the possibility of have shorter and more regular School Board meetings in 2023.</li> </ul>	<p>Action: Two School Board meetings will be held in Term 1, 2023, and the cadence would be evaluated going forward.</p>	JR
6.41pm	<p><b>Future Technology at FPPS</b></p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> <li>- <i>Learning Technologies Survey - School Board 2022.pdf</i></li> </ul> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> <li>• Learning technologies survey <ul style="list-style-type: none"> <li>○ The data from the annual staff learning technologies survey was tabled.</li> <li>○ The data shows teacher preparedness and perception of the technology at FPPS is positive.</li> <li>○ The focus on the technology infrastructure, 5 years' worth of professional learning and community support has contributed to the success of the 1:1 Technology program.</li> </ul> </li> <li>• General update: <ul style="list-style-type: none"> <li>○ Parent information session – 37 Year 2 parents attended</li> <li>○ The students showcased what they are doing in the classrooms.</li> </ul> </li> </ul>		MW

	<ul style="list-style-type: none"> <li>○ Feedback was positive, however the parents felt it was quite rushed.</li> <li>○ The plan is to run it again next year.</li> <li>○ Good feedback with the iPad ordering portal.</li> <li>● Current Year 2 iPad orders: <ul style="list-style-type: none"> <li>○ 75 students</li> <li>○ 40 orders via the portal</li> <li>○ 10 parents bought iPads from current Year 6 cohort.</li> <li>○ Some students will be bringing from home.</li> </ul> </li> <li>● The School are not planning to roll out the 1:1 Technology Program any earlier than Year 3.</li> </ul>		
6.47pm	<p><b>P&amp;C Reports &amp; Financials</b></p> <p><u>Documents tabled (after the meeting):</u></p> <ul style="list-style-type: none"> <li>- P&amp;C Board Report T4 2022.pdf</li> <li>- ANNEXURE E (i) P&amp;C Treasurer's Report.pdf</li> <li>- ANNEXURE E (ii) 06112022 P&amp;C Budget 2022.pdf</li> <li>- ANNEXURE E (iii) P&amp;C Profit and Loss Report 06.11.2022.pdf</li> <li>- ANNEXURE E (iv) P&amp;C Balance Sheet Report 06.11.20221.pdf</li> <li>- ANNEXURE E (v) Canteen Profit &amp; Loss 06.11.2022.pdf</li> <li>- ANNEXURE H Canteen PC Subcommittee Report November 2022 (1) copy copy.pdf</li> <li>- ANNEXURE I FPPS Sustainability Report - November 2022.pdf</li> <li>- ANNEXURE K Scholastic Book Club PC Report November 2022.pdf</li> </ul> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> <li>● JR provided a general update: <ul style="list-style-type: none"> <li>○ Vacant positions on the P&amp;C have been filled.</li> <li>○ The P&amp;C have this year not yet reached the percentage of levy's that they were aiming for.</li> <li>○ 2022 fundraising activities have gone really well.</li> <li>○ Uniform shop is still progressing well.</li> <li>○ World teacher event was well received and the teachers appreciated it.</li> <li>○ The P&amp;C are currently reviewing the class reps process for next year.</li> <li>○ Successful 2022 book fair.</li> <li>○ Flyer created to distribute to kindy parents for socialisation of the P&amp;C. This has been well received.</li> </ul> </li> <li>● Financials: <ul style="list-style-type: none"> <li>○ Money in the bank is looking healthy due to the money for the playground – it was agreed that the new playground build will go ahead as soon as practicable with expected completion approx. 6-8 weeks after commencement.</li> </ul> </li> </ul>		JR
6.52pm	<p><b>Policy Review</b></p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> <li>- Homework Policy November 2022.pptx</li> </ul> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> <li>● Policies reviewed: <ul style="list-style-type: none"> <li>○ Homework Policy.</li> <li>○ Curriculum, Assessment, Reporting Policy – still under review</li> </ul> </li> <li>● Upcoming policy reviews in 2023:</li> </ul>	Homework policy endorsed by the Board.	

	<ul style="list-style-type: none"> <li>○ Term 1: <ul style="list-style-type: none"> <li>▪ Code of conduct – due next term – Michelle can review</li> </ul> </li> <li>○ Term 2: <ul style="list-style-type: none"> <li>▪ Class placement</li> <li>▪ Sponsorship coming to schools</li> <li>▪ Talking with your school</li> </ul> </li> </ul>		
6.59pm	<p><b>Other business</b></p> <ul style="list-style-type: none"> <li>• Road crossing safety: <ul style="list-style-type: none"> <li>○ Nearby road safety discussed, with proposed letter to Town of Cambridge from school board to be prepared</li> </ul> </li> <li>• Academic GATE program at Churchlands SHS <ul style="list-style-type: none"> <li>○ Churchlands seeking support from FPPS for a GATE Academic Program.</li> <li>○ Churchlands already have a Music GATE program.</li> <li>○ Chair to prepare a letter of support.</li> </ul> </li> <li>• FPPS School Board Administration: <ul style="list-style-type: none"> <li>○ 4 nominees for the board position and we will know the outcomes next week.</li> </ul> </li> </ul>		EK/JR
	<p>Note of offline activity - The Board endorsed the following items:</p> <ul style="list-style-type: none"> <li>• Personal Items lists for 2023</li> <li>• School Development Day dates for 2023</li> </ul>	<p>Endorsed Endorsed</p>	Chair
7.21pm	<b>Meeting Close</b>		Chair
	<p><b>2022 Graduation Date</b> Thursday, 8 December 11.00 am Churchlands SHS Auditorium</p>		

BOARD CHAIRPERSON MINUTES CONFIRMATION

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SIGNED CHAIR

DATE