SCHOOL BOARD MEETING – MINUTES

Date:	**Tuesday 7 March 2023**
Venue:	**School Library**
Time:	**5.00pm**
Attendees:	**Jane Caforio (Chair), Michelle Pedlow (Deputy Chair/Board Secretary), Jane Rowlands (Principal), Mark Walters (Deputy Principal), Penelope Hickman (staff member), Gemma Cronan (staff member), Cara Chia (staff member), Marcus Dabner (parent member), Santosh Valvi (parent member), Mary Richards (parent member).**
Apologies:	**Terry Lu (P&C Representative Co-Opted Member), Emma King (parent member)**
Observers:	**Matthew Wright (Deputy Principal)**

Key items and highlights

- The Board elected Jane Caforio as Board Chair and welcomed new parent member representative, Mary Richards.
- The Board thanked Emma King for her 2-year service as Board Chair.
- The Board thanked Tracey Daly and Terry Lu for their contribution to the Board.
- Key discussion items / highlights:
  - Presentations from the new Student Councillors for 2023.
  - There is a continuing trend of greater diversity in 2023 of the student demographics and the school will continue to provide adequate support to those students.
  - The Board discussed the need for more clarity of mutually beneficial relationships between the School and local business and the P&C and local business.
  - The Future Technology at FPPS Committee sought guidance from the Board on their role moving forward. The Board felt that it is important to maintain the Future Technologies at FPPS Committee for transparency and to maintain creditability so that the initiative is supported.
  - A survey has been circulated to the community to determine the level of interest in an onsite OSHC provider.
  - The contract with School photographer Grant Taylor has ended. The School are currently reviewing new provider options.
- Reviewed policies:
  - Code of conduct
  - Healthy Food and Drink

TIME	ITEM	ACTION	WHO
5.05pm	**Welcome and Governance** - Meeting opened at 5.05pm. Refer to list of attendees and apologies above. Welcome to Country. No conflicts of interest declared. - The Board thanked Emma King for her 2-year service as Board Chair. Emma will remain on the board as a parent member representative. The Boards also welcomed Mary Richards. - The Board thanked Tracey Daly for her contribution to the Board. - Welcome to Jane Caforio who is the new Board Chair. - Welcome to the new Student Councillors for 2023 who introduced themselves and presented some of theire plans and ideas for the school during their 2023 term: ○ Myles, Isabelle, Ella and Harriet.	 **Action**: Code of Conduct to be sent for electronic	Chair MP/MWa

	o Apologies from Oliver and Mitchell. • Minutes from 29 November 2022 meeting were confirmed by MP and MD. • Code of Conduct to be sent to MR for electronic signature via HelloSign.	signature via HelloSign.	

5:20pm	**Principals Report**
	
	Documents tabled (prior to meeting):
	- *Principals report to the Board March.docx*
	
	Key discussion items:
	• General Principal's update:
	   o Enrolments at Census: The total number of year-to-date enrolments are as predicted at the end of last year. There is a continuing trend of greater diversity within the student demographics and the school will provide adequate support to those students.
	   o The start of 2023 was very smooth. Teachers have noticed that the new school drop-off routine is having a positive impact to students and the start to the school day. They have settled into 2023 very quickly.
	   o NAPLAN has moved to Term 1 in week 7 from Term 2 week 3
	   o Vandalism to the school during school holidays is still ongoing: the School are working with the P&C to see if this can be rectified.
	   o Diversity, Equity and Inclusivity (DEI): The School will work with Deloittes to unpack the data collected from 2022.
	   o School logo on bins sponsored by Realmark: The Board discussed the need for more clarity of mutually beneficial relationships between the School and local business and the P&C and local business.
		Action: Speak to the P&C about the scope of the relationship/ agreement with RealMark.	JR
			
			JR

5.35pm	**Finance Management**
	
	Documents tabled (prior to meeting):
	- *2022 Financial Summary for Annual Report.docx*
	- *Finance report March.docx*
	- *How schools are financed.pptx*
	- *OLB Deb 2022.pdf*
	- *SCF Dec 2022.pdf*
	- *Staff Structure Org Chart 2023 SEM 1 NEW V3.pdf*
	
	Key discussion items:
	• General report:
	   o School budget overview and How Schools are Financed – noted by the Board.
	   o The board noted the budget allocation towards Targeted initiatives.
	   o 82% voluntary contribution has been received to date in 2023 compared to 91% this time last year.
	   o Provisional budget and Charges & Voluntary Contributions noted by the Board.
	• School licences: All licences approved for start of 2023.
		Action: The Annual Financial Report will be circulated to the Board before the end Term 1.	JR
			
			JR

5.50pm	**Business Plan**		MWa
	Documents tabled (prior to meeting):		
	- *Business Plan Review – major actions.pdf* - *Pillar 1 - Provide Every Student with a Pathway to a Successful Future.pdf* - *Pillar 2 - A Safe, Motivating and Inclusive Learning Environment.pdf* - *Pillar 3 - A School Culture That Grows Excellence in Teaching and Leadership.pdf*		
	Key discussion items:		

	• Business plan was noted by the Board.
	 • MWa reported on the notes against the three pillars from the Staff Development Day:
	   • KPI1:
	     o Strategies of focus: Focusing on daily reviews, learning intentions.
	     o Develop a sequence of skills that support digital learning - MWa drafting a set of threshold standards.
	   • KPI2:
	     o Engagement and behaviour policy being reviewed.
	     o Provide more clarity to parents on the role of the school psychologist and maintain a focus on wellbeing.
	   • KPI3:
	     o Performance and development culture and upskilling of education assistants
		Action: JR to relay frequent school initiatives and updates to the School Community via the weekly Connect reports.	JR

6.05pm	**Future Technology at FPPS**		MWa
	Documents tabled (prior to meeting):		
	- *Update on 1:1 device implementation*		
	Key discussion items:		

	• General update:
	   o Thank you to the Future Technology Committee for all the work that has been done - a testament to the success of the program.
	   o The Future Technology at FPPS Committee sought guidance from the Board on their role moving forward.
	   o The Board felt that it is important to maintain the Future Technologies at FPPS Committee for transparency and to maintain creditability so that the initiative is supported. The remit:
	     ▪ Keep abreast of current and contemporary technology trends.
	     ▪ Develop a set of Technology Enhanced Learning Standards.
	     ▪ Continue to collect and analyse data.
	     ▪ Regular communication with the community on use of technology in the classroom and technology developments.
	   o Successful TechTalk collaboration with Scotch College and Our Lady of Grace for the teachers: a community of practice for teachers to share and learn.		

6.17pm	**P&C Reports & Financials**		

	Documents tabled (prior to meeting):
	
	- *230307 P&C Board Report.pdf*
	- *ANNEXURE J (I) Treasurer's Comments Report.pdf*
	- *ANNEXURE J 2023 Budget Final.pdf*
	- *ANNEXURE J Canteen ProfitAndLossReport 23022023.pdf*
	- *ANNEXURE J P&C – BalanceSheetReport 2022.pdf*
	- *ANNEXURE J P&C – ProfitAndLossReport 2022.pdf*
	- *ANNEXURE J P&C Budget vs Actual 2022.pdf*
	
	Key discussion items:
	
	- General update:
	  o Terry Lu will be stepping down as P&C President. The Board thanked Terry for his contribution to the P&C.
	- Budgeted items for 2023 noted by the Board:
	  o New playground: School has requested a summary of the ongoing maintenance costs.
	  o Shade sails: will be taken down during winter on a reoccurring basis.
	  o Parent information sessions (Cyber Safety), Kindy resources, STEM resources, school sign, Aboriginal Cultural Signage, update to library books.
			JR

6.25pm	**Policy Review**
	
	Documents tabled (prior to meeting):
	
	- *FPPS Board Code of Conduct for 2021 Board.pdf*
	- *Healthy Food and Drink Policy.docx*
	
	Key discussion items:
	
	- Term 1:
	  o Code of conduct:
	    ▪ Include a statement about the Board overseeing the School's reputation.
	  o Healthy food and drink:
	    ▪ Include the latest research on the healthy eating framework supported by Healthy WA dietician's advice.
	    ▪ Clarify the roles of both the parents and the school and each child's healthy eating.
	
	Upcoming policy reviews in 2023:
	
	- Term 2:
	  o Class placement + FAQs / communications for parents
	  o eSafety Policy / Personal Devices
	  o Talking with my school
	- Later in 2023:
	  o Diversity, Equity and Inclusivity Policy
		Action: Docu-sign for the policy updates
		
		Action: Code of Conduct - Include an action to add a statement around the School Reputation wording for the Board to review.
		
		Action: GC and MP to review the Healthy food and drink policy.
			MWa/MP
			
			MWa/JR
			
			GC/MP

6.35pm	**Other business**
	
	- School photographer under review:
	  o Photographer Grant Taylor has been notified that the contract will not be renewed.
	  o The School's indicated new preferred provider is currently Kapture, pending a costing schedule to be provided and reviewed by the Board.
		Action: JR to circulate the costings of Kapture.	JR

	• Outside of School Hours Care (OSHC) Facilities on site:
	   ○ Some parents were concerned at the lack of choice in the area and would like a provider onsite until 6.00pm.
	   ○ Other providers such as Motiv-8/Kidz n Sport are also being considered as an OSHC option.
	   ○ A survey has been circulated to the community to determine the level of interest in an onsite OSHC provider.
	• Meeting frequency: The Board agreed to add two more meetings to the annual schedule.
	• Campion:
	   ○ From a school operational perspective, the transition to Campion has been positive and beneficial.
	   ○ School to survey parents and staff to gather feedback on their experience with new stationery provider Campion.
		Action: MWa work on the Board Activity Planner.
		
		Action: Communicate to the parents the work the teachers put into compiling the booklist. Teachers to outline their wants more clearly.
		
		Action: MWa/JC to work on a survey to parents on the feedback re Campion.
			MWa
			
			JR/MWa
			
			MWa/JC

7.01pm	**Meeting Close**		Chair

	2023 Meeting Dates
	
	• Term 1:
	   ○ Week 6: Tuesday 7th March 5pm
	• Term 2:
	   ○ Week 5: Tuesday 23rd May 5pm
	   ○ Week 9: Tuesday 20th June 5pm
	• Term 3:
	   ○ Week 5: Tuesday 15th August 5pm
	• Term 4:
	   ○ Week 3: Tuesday 24th October 5pm
	   ○ Week 8: Tuesday 28th November 5pm
	
	2023 School Development Day
	
	• Friday 10th November 2023 time TBA
	
	2023 Graduation Date
	
	Thursday 7th December 2023 time TBA (Churchlands SHS)		

BOARD CHAIRPERSON MINUTES CONFIRMATION

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SIGNED CHAIR   DATE