



# Floreat Park Primary School Board

## SCHOOL BOARD MEETING – MINUTES

**Date:** Tuesday 23 May 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), Emma King (parent member), Mary Richards (parent member), David Hollingworth (P&C Representative co-opted member).

**Apologies:** Santosh Valvi (parent member) Matthew Wright (Deputy Principal - observer)

### Key items and highlights

- The Board welcomed David Hollingworth (P&C President) as new co-opted board member.
- Update from Council and Board Training Workshop – updated documents reviewed and signed by members present.
- Principal’s Report, Financial Report and P&C President report tabled and discussed as noted below.
- Key discussion items / highlights:
  - Update regarding post-census enrolment
  - Presentation of on-entry assessment data and Elastik by GC
  - Update on OSHC survey and outcomes, short term plan for more after school sports groups.
  - Discussion regarding Diversity and Inclusion survey review and findings from this, in particular around whether to adopt SSWA policy on gender identity and sport.
- Endorsed policies:
  - Code of conduct
  - Healthy food and drink

TIME	ITEM	ACTION	WHO
5.05pm	<p><b>Welcome and Governance</b></p> <ul style="list-style-type: none"> <li>• Meeting opened at 5.05pm. List of attendees and apologies above. Acknowledgement of Country. No conflicts of interest declared.</li> <li>• The Board welcomed David Hollingworth (P&amp;C president)</li> <li>• Minutes from 7/3/23 meeting were confirmed by GC and MR.</li> <li>• Documents for signing: Code of Conduct and Privacy statement completed by all members present, still to be completed by SV</li> <li>• Documents for noting: Terms of reference and Statement of expectations, Nomination Form and Responsibilities of Council/Board Members and School Council/Boards</li> <li>• Attendance JR, MWa, MR, MP at Councils and Boards Training Workshop (Churchlands Primary)               <ul style="list-style-type: none"> <li>○ Outcomes from workshop: value of working with school versus just minimum governance requirements (limited things that boards can do - not getting operationally involved but influence discussion and decisions), several documents that board members are required to sign, included ones that we were not aware of.</li> </ul> </li> </ul>	<p><b>Action:</b> SV to complete Code of conduct and Privacy statement</p> <p><b>Action:</b> Several modules for members to complete</p>	<p>Chair</p> <p>SV/MWa</p> <p>MWa to circulate</p>
5:15pm	<p><b>Principals Report</b></p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> <li>- Principals report to the Board March.docx</li> <li>- Annual Report 2022 Draft.docx</li> </ul>		JR





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	<ul style="list-style-type: none"> <li>MWa suggested seeking parent/school community members with video production skills to help produce short videos on things happening in the school (e.g. phonics, buddy program etc)</li> </ul>	<p>invited to next board meeting</p> <p><b>Action:</b> Communicate with school community to seek experienced videographer to assist FPPS on an ongoing basis</p>	MWa
5.40pm	<p><b>Business Plan</b></p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> <li>Gantt Chart 2023.xlsx</li> </ul> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> <li>Business plan update noted by the Board.</li> <li>School Planner – Priorities for 2023</li> <li>Formal discussion of both items deferred to next board meeting, noted this is the last year of the current cycle, new plan to be put in place for 2024. Suggested formation of subcommittee and for evaluation data to be incorporated.</li> </ul>	<p><b>Action:</b> Board to review other schools business plans. JR/MWa to highlight some examples for reading (Dropbox), via the weekly Connect reports.</p>	JR/MWa
5:50pm	<p><b>School Data Review</b></p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> <li>2023 Whole School Assessment Schedule.pdf</li> <li>Board On-entry Data Analysis – Front Load Information.docx</li> <li>Early-Childhood-EALD-Progress-Map.pdf</li> <li>Elastic Board Presentation T2 2023.pptx</li> <li>On-entry data analysis – school board report 2023.pptx</li> </ul> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> <li>On-entry assessment results: Presentation by GC. Generally positive data, good progress from PP-Y1 and generally Y1-Y2, impact of early focus on oral language and learning sprints is noted, earlier intervention. Noted 29% of PP students are EALD (progress map and reporting in first 2 years), discussion about strategies and issues, possibility of identification and intervention potentially in Kindergarten in future.</li> <li>Elastik demonstration by GC. Noted value of this data tool and possibilities for guiding decision making.</li> <li>School assessment schedule noted.</li> </ul>	<p><b>Action:</b> Assessment schedule to be discussed at next meeting</p>	GC GC MWw
6.10pm	<p><b>After School Care</b></p> <ul style="list-style-type: none"> <li>School response to parent survey</li> <li>Next steps</li> </ul> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> <li>Reasonable response to parent survey. Most of interest for OSHC is in junior years, several possible operators have been contacted, no ideal solution due to space and financial considerations, balancing needs of school, service provided to parents and cost/benefit to school. JR noted that school is likely to lose a demountable in 2024 or 2025.</li> <li>Short term next steps: investigate more after school sports programs – MWa met with Kidz n Sport and MBA, can offer after school club arrangement for 2 afternoons per week, On McLean oval therefore not a school licence – if it rains school would be backup option.</li> </ul>	<p><b>Action:</b> MWa and JR to follow up ASC in medium term.</p> <p><b>Action:</b> MWa to discuss further with operators.</p>	JR



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	<ul style="list-style-type: none"> <li>- Mwa to work with P&amp;C to promote these ideas and have further discussions with these operators. Several others suggested (ProFootball, Motiv8) as well as non-sport options.</li> </ul>		
6.20pm	<p><b>Diversity, Equity and Inclusivity</b></p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> <li>• <i>DEI Update May.docx</i></li> <li>• <i>Diversity and Inclusion Survey Review.pptx</i></li> <li>• <i>Diversity, Equity and Inclusion at Floreat Park Primary School (preview).pdf</i></li> <li>• <i>Inclusion and Transgender Students Policy 2018.docx</i></li> <li>• <i>policy-47978291-equal-opportunity-discrimination-and-harassment-policy.pdf</i></li> <li>• <i>procedure-75668634-equal-opportunity-discrimination-and-harassment-procedures</i></li> </ul> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> <li>• WA School Sport Policy – vote to amend or adopt. <ul style="list-style-type: none"> <li>○ Discussion around survey findings, survey has shown there is a spectrum of feeling within the school with broad consensus on equality and CALD students but less agreement regarding gender diversity.</li> <li>○ Board supports school approach on focus on inclusion broadly, making clear to community that school is required to support students. JR noted that messaging needs to be around making it clear to community that this is about accommodation and inclusive behaviours, not about ‘teaching’ students directly. School leadership happy to discuss individual issues with parents and work with affected students/families.</li> <li>○ Board felt unable to adopt SSWA policy at this meeting due to complexity of issues.</li> </ul> </li> <li>• English as an Additional Language (EAL) – noted.</li> <li>• Aboriginal and cultural competency: <ul style="list-style-type: none"> <li>○ NAIDOC week – noted.</li> <li>○ T-shirt – nothing to report.</li> </ul> </li> </ul> <p>Disability / Inclusion</p>	<p><b>Action:</b> Working group to review policy and amend or adopt before 13<sup>th</sup> August (due to upcoming sporting events)</p> <p><b>Action:</b> Carried over to next meeting.</p>	<p>JR</p> <p>JC/MWa</p>
6.40pm	<p><b>P&amp;C Reports &amp; Financials</b></p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> <li>- <i>Treasurer’s Report 20May23.pdf</i></li> </ul> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> <li>• General update: Report by DH on P&amp;C activities</li> <li>• Sponsorship</li> <li>• Fathering project still looking for representative.</li> <li>• “Dad’s camp” to continue this year – year reps have been nominated.</li> </ul>		DH
6.55pm	<p><b>Policy Updates</b></p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> <li>- <i>Class-placement-policy-2022-Ratified-May-24-2022.pdf</i></li> <li>- <i>18-05-05_Draft - Healthy Food and Drink Policy GLC and MP review.docx</i></li> <li>- <i>E-safety-Policy.pdf</i></li> <li>- <i>Healthy Food and Drink Policy 2023 FINAL.docx</i></li> <li>- <i>Mobile-Devices-Policy.pdf</i></li> <li>- <i>Talking with my school 2022.pdf</i></li> </ul>		



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	<p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> <li>• Term 1: <ul style="list-style-type: none"> <li>○ Code of conduct (MWa) – endorsed by Board</li> <li>○ Healthy food and drink (GC &amp; MP) – endorsed by Board with discussion</li> <li>○ Curriculum, Assessment and Reporting (MWr) – not discussed, for next meeting.</li> </ul> </li> <li>• Term 2: <ul style="list-style-type: none"> <li>○ Class placement + FAQs / communications for parents (split level classes) – not discussed, for next meeting.</li> <li>○ eSafety Policy / Personal Devices not discussed, for next meeting. (MWr/EK)</li> <li>○ Talking with my school (MWa) – not due until 2024 but currently no issues with this policy.</li> </ul> </li> <li>• Upcoming: <ul style="list-style-type: none"> <li>○ Diversity, Equity and Inclusivity Policy (JR)</li> </ul> </li> </ul>	<p><b>Action:</b> To review Curriculum, Assessment and Reporting policy next meeting</p> <p><b>Action:</b> To review Class placement policy next meeting</p> <p><b>Action:</b> To review eSafety Policy / Personal Devices next meeting</p>	<p>MWr</p> <p>MWa</p> <p>MWr/EK</p>
7.15pm	<p><b>Other business</b></p> <ul style="list-style-type: none"> <li>• Canberra tour for students. Board agrees with MWa this is worth exploring (World Strides are organiser, noted potential for other similar excursions to be considered in future)</li> <li>• Champion personal items lists (MWa)</li> <li>• Election of two staff members – 3yr terms</li> <li>• Sharing of minute taking at future meetings. MD minute taker for this meeting.</li> </ul>	<p><b>Action:</b> School/Campion to be more explicit with lists in terms of labelling</p> <p><b>Action:</b> JC to approach SV regarding possibly taking minutes for next meeting.</p>	<p>MWa</p> <p>MWa</p> <p>JC</p>
7.34pm	<p><b>Meeting Close</b></p>		<p>Chair</p>
	<p><b>2023 Meeting Dates</b></p> <ul style="list-style-type: none"> <li>• Term 1: <ul style="list-style-type: none"> <li>○ Week 6: Tuesday 7<sup>th</sup> March 5pm</li> </ul> </li> <li>• Term 2: <ul style="list-style-type: none"> <li>○ Week 5: Tuesday 23<sup>rd</sup> May 5pm</li> <li>○ Week 9: Tuesday 20<sup>th</sup> June 5pm</li> </ul> </li> <li>• Term 3: <ul style="list-style-type: none"> <li>○ Week 5: Tuesday 15<sup>th</sup> August 5pm</li> </ul> </li> <li>• Term 4: <ul style="list-style-type: none"> <li>○ Week 3: Tuesday 24<sup>th</sup> October 5pm</li> <li>○ Week 8: Tuesday 28<sup>th</sup> November 5pm</li> </ul> </li> </ul> <p><b>2023 School Development Day</b></p> <ul style="list-style-type: none"> <li>• Friday 10th November 2023 time TBA</li> </ul> <p><b>2023 Graduation Date</b></p> <p>Thursday 7th December 2023 time TBA (Churchlands SHS)</p>		



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## Actions Register from previous meeting

Action	Who	Date
Code of Conduct signatures AND PRIVACY STATEMENT – MWa to follow up with SV	Chair/JR/MWa	T1, 7/3/23
Speak to the P&C about the scope of the relationship/ agreement with RealMark COMPLETE	JR	T1, 7/3/23
The Annual Financial Report will be circulated to the Board before the end Term 1. DONE	JR	T1, 7/3/23
JR to relay frequent school initiatives and updates to the School Community via the weekly Connect reports. DONE – ongoing?	JR	T1, 7/3/23
Set up Docu-sign for the policy update ??? not sure if this is done	MWa/MP	T1, 7/3/23
Code of Conduct - Include an action to add a statement around the School Reputation wording for the Board to review. DONE	MWa/JR	T1, 7/3/23
GC and MP to review the Healthy food and drink policy. DONE	GC/MP	T1, 7/3/23
JR to circulate the costings of Kapture DONE – flying minute	JR	T1, 7/3/23
MWa work on the Board Activity Planner to align with same DONE	MWa	T1, 7/3/23
Communicate to the parents the work the teachers put into compiling the booklist. Teachers to outline their wants more clearly. ONGOING	JR/MWa	T1, 7/3/23
MWa/JC to work on a survey to parents to feedback re the Campion DONE AND DISCUSSED TODAY	MWa/JC	T1, 7/3/23

BOARD CHAIRPERSON MINUTES CONFIRMATION

SIGNED CHAIR

DATE

01/09/2023