

#### **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:
  - o Update regarding post-census enrolment
  - o Presentation of on-entry assessment data and Elastik by GC
  - o Update on OSHC survey and outcomes, short term plan for more after school sports groups.
  - o 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:
  - o Code of conduct
  - Healthy food and drink

TIME	ITEM	ACTION	WHO
5.05pm	Welcome and Governance		
	<ul> <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> </ul>	Action: SV to complete Code of conduct and Privacy statement	Chair SV/MWa
	Attendance JR, MWa, MR, MP at Councils and Boards Training Workshop (Churchlands Primary)  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.	Action: Several modules for members to complete	MWa to circulate
5:15pm	Principals Report		
	Documents tabled (prior to meeting): - Principals report to the Board March.docx - Annual Report 2022 Draft.docx	JR	JR



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	- Annual Report photos 2022		
	Key discussion items:		
	General update:		
	<ul> <li>Report as tabled endorsed by board.</li> </ul>		JR
	Key actions and notes since last meeting:  Weaking with PS Cate make apparent in (sift arrangements classes).		
	<ul> <li>Working with P&amp;C to make sponsorship/gift arrangements clearer</li> <li>Weekly messages from the principal published on Connect</li> </ul>		
	Suggested statement added to Code of Conduct around protecting		
	the school's reputation.		
	<ul> <li>Kapture approved as official school photographers. Booked in for</li> </ul>		
	term 4.		
	<ul> <li>Enrolments at Census: 570 students confirmed at census; since then an additional 12 students have enrolled with a further 6 due to</li> </ul>		
	commence at the start of term 3. Noted that these additional		
	enrolments are not funded.		
	o NAPLAN went smoothly, acknowledged MWr and MWa organisation,		
	results to be available end of term 2 or start of term 3. FPPS has been selected by ACARA to participate in the 2023 ACARA Item Trial.		
	<ul> <li>Swimming program ran smoothly (first time run since 2020).</li> </ul>		
	Interschool students represented well, breaking two SSWA records		
	and coming 3 <sup>rd</sup> overall. Meritorious trophy for best performance of a		
	school compared with number of enrolments.		
	<ul> <li>Y6 students conducted ANZAC assembly and student councillor represented school at Town of Cambridge ANZAC service.</li> </ul>		
	o Y6 camp successfully held at Nanga Bush Camp in Dwellingup.		
	o JR on long service leave commencing 29 May until end of term, MWa		
	will be acting principal during this time.		
	<ul> <li>Annual Report approved, for distribution without need for further amendment.</li> </ul>		
5.25pm	Finance Management		
	Documents tabled (prior to meeting):		JR
	Finance Report May.docx     Contino Budget adf		
	<ul> <li>One Line Budget.pdf</li> <li>Student Centred Funding.pdf</li> </ul>		
	Key discussion items:		
	General report:		
	o Funding Agreement has been presented to the Board for JR and JC	Action: Funding	JR/JC
	to sign.	agreement to be signed	
	o Funding allocations noted by the Board.	0.01100	
	o Workforce: One less class that 2022 means we have one less		
	teacher and specialist time. PH is providing support to teachers with planning adjustments for students on specialist plans as well		
	as providing support for groups of identified students in Year 3 and		
	4. Lisa Evans is providing 2 additional days of support in the early		
	years for phonics which includes EAL/D students. Michelle Norman		
	is providing additional support to EAL/D students in Yrs 3-6 along with an Education Assistant.		
	o \$3000 Sporting Schools Grant for Tennis in Term 1.		
	o In response to lower than expected voluntary contributions in		
	2022, letter from the school and P&C was sent via Connect to all		
	parents and caregivers outlining voluntary contributions and		
	charges and where these funds go. To date we have received 16.66 % more funds than this time last year. We have received 65% of		
	voluntary contributions. Final 2022 figures noted.	Action: Esther	
	School welcomed new Chaplain Esther Longhurst. Board agreed to	Longhurst to be	
	invite to next meeting.		



	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)	invited to next board meeting  Action: Communicate with school community to seek experienced videographer to assist FPPS on an ongoing basis	MWa
5.40pm	Business Plan  Documents tabled (prior to meeting):  Gantt Chart 2023.xlsx  Key discussion items:  Business plan update noted by the Board.  School Planner – Priorities for 2023  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.	Action: Board to review other schools business plans. JR/MWa to highlight some examples for reading (Dropbox), via the weekly Connect reports.	JR/MWa
5:50pm	School Data Review  Documents tabled (prior to meeting):  - 2023 Whole School Assessment Schedule.pdf - Board On-entry Data Analysis – Front Load Information.docx - Early-Childhood-EALD-Progress-Map.pdf - Elastic Board Presentation T2 2023.pptx - On-entry data analysis – school board report 2023.pptx  Key discussion items:  - 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 Elastik demonstration by GC. Noted value of this data tool and possibilities for guiding decision making School assessment schedule noted.	Action: Assessment schedule to be discussed at next meeting	GC GC MWr
6.10pm	After School Care  School response to parent survey  Next steps  Key discussion items:  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.  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.	Action: MWa and JR to follow up ASC in medium term.  Action: MWa to discuss further with operators.	JR



	- MWa to work with P&C to promote these ideas and have further discussions with these operators. Several others suggested (ProFootball, Motiv8) as well as non-sport options.		
6.20pm	Diversity, Equity and Inclusivity  Documents tabled (prior to meeting):  DEl Update May.docx  Diversity and Inclusion Survey Review.pptx  Diversity, Equity and Inclusion at Floreat Park Primary School (preview).pdf  Inclusion and Transgender Students Policy 2018.docx  policy-47978291-equal-opportunity-discrimination-and-harassment-policy.pdf  procedure-75668634-equal-opportunity-discrimination-and-harassment-procedures		
	<ul> <li>WA School Sport Policy – vote to amend or adopt.</li> <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> <li>English as an Additional Language (EAL) – noted.</li> <li>Aboriginal and cultural competency:         <ul> <li>NAIDOC week – noted.</li> <li>T-shirt – nothing to report.</li> </ul> </li> <li>Disability / Inclusion</li> </ul>	Action: Working group to review policy and amend or adopt before 13 <sup>th</sup> August (due to upcoming sporting events)  Action: Carried over to next meeting.	JR JC/MWa
6.40pm	P&C Reports & Financials  Documents tabled (prior to meeting):  - Treasurer's Report 20May23.pdf  Key discussion items:  • General update: Report by DH on P&C activities  • Sponsorship  • Fathering project still looking for representative.  • "Dad's camp" to continue this year – year reps have been nominated.		DH
6.55pm	Policy Updates  Documents tabled (prior to meeting):  Class-placement-policy-2022-Ratified-May-24-2022.pdf  18-05-05_Draft - Healthy Food and Drink Policy GLC and MP review.docx  E-safety-Policy.pdf  Healthy Food and Drink Policy 2023 FINAL.docx  Mobile-Devices-Policy.pdf  Talking with my school 2022.pdf		



	Vou discussion items	T-	
	<ul> <li>Key discussion items:         <ul> <li>Term 1:</li> <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> <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> <li>Diversity, Equity and Inclusivity Policy (JR)</li> </ul> </li> </ul>	Action: To review Curriculum, Assessment and Reporting policy next meeting Action: To review Class placement policy next meeting Action: To review eSafety Policy / Personal Devices next meeting	MWr MWa MWr/EK
7.15pm	Other business  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)  Campion personal items lists (MWa)  Election of two staff members – 3yr terms  Sharing of minute taking at future meetings. MD minute taker for this meeting.	Action: School/Campion to be more explicit with lists in terms of labelling  Action: JC to approach SV regarding possibly taking minutes for next meeting.	MWa MWa JC
7.34pm	Meeting Close		Chair
	Term 1:  Week 6: Tuesday 7 <sup>th</sup> March 5pm  Term 2:  Week 5: Tuesday 23 <sup>rd</sup> May 5pm  Week 9: Tuesday 20 <sup>th</sup> June 5pm  Term 3:  Week 5: Tuesday 15 <sup>th</sup> August 5pm  Term 4:  Week 3: Tuesday 24 <sup>th</sup> October 5pm  Week 8: Tuesday 28 <sup>th</sup> November 5pm  Week 8: Tuesday 28 <sup>th</sup> November 5pm  Term 4:  Week 8: Tuesday 28 <sup>th</sup> November 5pm		
	Thursday 7th December 2023 time TBA (Churchlands SHS)		



#### **Actions Register from previous meeting**

Action	Who	Date
Code of Conduct signatures AND PRIVACY STATEMNT – 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

61/09/2023

SIGNED CHAIR

DATE