



SCHOOL BOARD MEETING – MINUTES

Date: Tuesday 20 June 2023
Venue: School Library
Time: 5.00pm
Attendees: Jane Caforio (Chair) ("JC"), Michelle Pedlow (Deputy Chair/Board Secretary) ("MP"), Mark Walters (Deputy Principal) ("MWa"), Penelope Hickman (staff member) ("PH"), Gemma Cronan (staff member) ("GC"), Cara Chia (staff member) ("CC"), Mary Richards (parent member) ("MR"), Emma King (parent member) ("EK"),
Apologies rec'd: David Hollingworth (P&C Representative Co-Opted Member), Santosh Valvi (parent member), Jane Rowlands (Principal) ("JR")
Apologies not rec'd: Marcus Dabner (parent member) ("MD")
Observers: Matthew Wright (Deputy Principal) ("MWr")

Key items and highlights

- The Board thanked Gemma Cronan and Mark Walters for their contributions to the Board.
- The Board accepted Kim Powell and Matthew Wright onto the Board for 3-year terms
- Key discussion items / highlights:
 - Meeting Chaplain Esther Longhurst and finding out about her role
 - The Board discussed ways to highlight importance of attendance and punctuality in students
 - The Board discussed the need for a sub-committee to begin working on a revised Business plan
 - The Board agreed that communication is needed about inclusivity, before the Faction Athletics Carnival
 - The Board agreed that a sub-committee will need to be formed to investigate onsite Before/After School Care
- Reviewed policies:
 - Class Placement
 - E-Safety and Mobile Device
 - Curriculum, Assessment and Reporting

TIME	ITEM	ACTION	WHO
5.00pm	<p>Welcome and Governance</p> <ul style="list-style-type: none"> • Meeting opened at 5.00pm. Refer to list of attendees and apologies above. • Acknowledgement of Country (MWa). • No conflicts of interest declared. • The Board welcomed Esther Longhurst (School Chaplain). She explained her role at the school, including engagement with students to support welfare, running a drama club, lunchtime programs, working on social skills and growth mindset. She works on Thursdays and Fridays. • Documents for completion: Good governance online training. • Test signing- it is working • Videographer- notification sent out but still role still vacant. • Minutes from 23 March 2023 meeting were confirmed by MP and JC. Thanks noted to MD. • Actions from last minute were discussed and progress noted. 	<p>Action: Complete online training. MWa to recirculate.</p> <p>Action: Continue to communicate with school community to seek an experience videographer to</p>	<p>Chair</p> <p>All</p> <p>MWa</p>



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		assist on ongoing basis	
5:10pm	<p>Principals Report</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> - Principals report to the Board June.docx <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> • General Principal's update: <ul style="list-style-type: none"> ○ Semester 1 student reports completed and the process involved was outlined. Query about comments for all learning areas, not just English and Mathematics. Expected standard as outlined in SCSA is comments for English, Maths, general comment. MWa thanked teachers for detailed report comments. ○ School Development Day theme was inclusivity. ○ Before and after school on-site care discussed. Several leads for 2024, including the Y. MWa will complete an EOI and share once complete. Subcommittee to be formed to review submissions. ○ After school clubs: In the interim the above on-site care is being finalised, the school has reached out to Kidz n Sport who have agree provide pick-up/support on Mondays. MWa to continue investigating possibilities for Tuesday and Wednesdays. 	<p>Action: Form subcommittee to help with on-site care submissions for the board to ratify. Action: Kidz n Sport to send communication via FPPS.</p> <p>Investigate after school club for Tuesdays and Wednesdays.</p>	<p>MWa</p> <p>MWa</p> <p>MWa</p>
5.27pm	<p>Attendance and Punctuality</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> - Attendance Codes.png - Attendance flowchart.docx - How attendance affects learning.pdf - Information for parents.docx - Term 1 and 2 absences 2023.xlsx <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> • General update: <ul style="list-style-type: none"> ○ Statistics show a significant number of absences due to holidays taken during term time. ○ Currently when parents say they are going abroad during term time, it is recorded as an authorised absence (V code) ○ Absences impact the children academically and socially, particularly when they come back and have to catch up. Also impacts teachers when trying to catch them up. ○ Any child that has less than 90% attendance is at educational risk. • Consideration may be given in the future to recording holidays as an unauthorised absence. Suggestion made to highlight attendance and punctuality in class and at an assembly in addition to parent communication. 	<p>Action: Create statement including data/pie chart about importance of attendance and punctuality for distribution to parents.</p>	<p>MWa</p> <p>MWa</p>



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5.37pm	<p>Business Plan</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> - Christ Church Strategic Plan 2021-2025.pdf - CSHS 2020-2022 School Business Plan.pdf - FPPS Business plan 2020-2023.pdf - GG Business Plan 2020-2022.pdf - Hale Strategic Plan 2018-2023.pdf - Iona Strategic Plan 2022-2025.pdf - PMS Business Plan 2020-2024.pdf - Rosalie PS Business Plan.pdf - Shenton College Business Plan.pdf - St Marys Strategic Plan 2021-2025 <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> • Discussion held on the current business plan and structure. • Noted that we need to have a Business Plan not a strategic plan (DoE requirement). • Comparisons with other schools was discussed. Thanks to MWa for adding other plans to the Dropbox for comparison. Rosalie has a detailed version and 1 page snapshot version • Our Business Plan has to align with the Department’s strategic directions • What strategic pillars do we move forward with? Do we swap ‘resources’ with another enabler such as sustainability, wellbeing, the environment or global citizenship. • Thoughts about whether we have self-reflected enough on our current Business Plan. How regular are the check-ins and are we being purposeful in the way we report back. 	<p>Action: Business plan sub-committee to put together framework before next meeting</p>	<p>MWa</p> <p>Include JR (Lead), JC, MP, MWa, MWr, PH, MR</p>
6.00pm	<p>Diversity, Equity and Inclusivity</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> - Athletics Australia.pdf - Australia’s 2032 High Performance Sport Strategy.pdf - DEI Survey Summary Community Feedback DRAFT.docx - DoE Guidance Supporting Gender Diverse Students.pdf - FPPS Gender Diversity in Sports Policy DRAFT.pdf - Trans and Gender Diverse Guidelines 2019.pdf <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> • Board discussed further the approach to FPPS’s Diversity, Equity and Inclusion policy with a focus on gender diversity in sports. • The School Sports WA Policy was discussed in detail in terms of why the school could align with the Policy and the content of the Policy itself. • It was agreed that the Schools Sports WA Policy would be adopted. • It was noted that the School Sports WA policy states that children 11 years and younger are to be included in all events. • It was agreed that we need to communicate clearly our policy, the context behind it, higher level WA education legislation and who to speak to about it if required. 	<p>Action: Draft a document stating school’s position and SSWA policy. Share draft with board before the end of Term 2 for final comment and finalisation</p> <p>Communicate to the school community about the FPPS policy, the state and federal legislation that guides it and who parents can speak to about it if required.</p> <p>Policy will be shared on FPPS website (per practice)</p>	<p>JC, MWa</p> <p>All</p>



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<p>6.40pm</p>	<p>P&C Reports & Financials</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> - No documentation received for the second Board meeting of Term 2 <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> • Successful Bingo night, \$8900 raised • Low turnout at last P&C meeting, possibly due to illnesses 		<p>JC MWa/MWr</p>
<p>6.41pm</p>	<p>Policy Updates</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> - 2023 Whole School Assessment Schedule 2023 V5.docx - CAR Policy 2023 Review (May).docx - Class Placement Policy Review 2023.docx - E-Safety and Mobile Devices Policy.docx - Floreat Park PS Reporting Schedule 2022-2025 <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> • Class Placement Policy <ul style="list-style-type: none"> ○ Split classes: <ul style="list-style-type: none"> ▪ Thank you to MWr and JP on your work on the policy ▪ Discussion to refine the policy was held. ▪ Consider including what this means for a child in terms of how they learn, such as “the Year X student will still be taught the Year X curriculum” • E-Safety Policy <ul style="list-style-type: none"> ○ eSafety Policy and Personal devices policies amalgamated into one document ○ Changes highlighted in yellow. It was noted that missing school devices can be tracked if on school premises. . • Curriculum Assessment and Reporting <ul style="list-style-type: none"> ○ Main change in Appendix 1- Reporting to Parents overview- Learning Journey moved to Term 4 	<p>Action: Review policy with changes and Board to agree offline</p> <p>Action: Check policy with FTC before ratifying with Board before next meeting</p> <p>Action: MWr to upload correct schedule and Board to vote to agree</p>	<p>MWa/JC</p> <p>MWr, EK</p> <p>MWr</p>
<p>7:05pm</p>	<p>Other business</p> <ul style="list-style-type: none"> • Plans to share DEI survey summary with school community. • Future Tech Committee- Confirmed MWa to step down, MWr to lead. Thanks noted to MWa for this work on this committee. <ul style="list-style-type: none"> ○ Email current members to check if they still want to be involved. Seek new members (particularly of lower year groups) ○ Let current members know that MWr will now lead • Last meeting for GC and MWa. The Board thanked them both for their contributions and appreciates all the extra time and effort they have put in. MWa will continue on as an observer. • Incoming Board members: Kim Powell and Matthew Wright, both terms for 3 years. Nominations accepted by JC and MP. • Campion- Personal items: 	<p>Action: Survey community for those who would like to be involved</p> <p>Action: MWr to send email to current FTC members</p>	<p>MWa</p> <p>MWr</p> <p>MWa</p>



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	<ul style="list-style-type: none"> ○ MWa gave Campion the feedback from survey. All feedback can be actioned except for click and collect, which is not possible. ○ School to continue using Campion 		
7.13pm	Meeting Close		Chair
	<p>2023 Meeting Dates</p> <ul style="list-style-type: none"> • Term 3: <ul style="list-style-type: none"> ○ Week 5: Tuesday 15th August 5pm • Term 4: <ul style="list-style-type: none"> ○ Week 3: Tuesday 24th October 5pm ○ Week 8: Tuesday 28th November 5pm <p>2023 School Development Day</p> <ul style="list-style-type: none"> • Friday 10th November 2023 time TBA <p>2023 Graduation Date</p> <p>Thursday 7th December 2023 time TBA (Churchlands SHS)</p>		

Actions Register from previous meeting

Action	Who	Date
Board members to complete online training modules – refer to Mark's email for links	All members	By T3 meeting
MWa to discuss afterschool clubs with other operators – explore possibility of offering more afterschool clubs in T3 and 4, 2023	MWa	Update at T3 meeting
MWa to explore OSHC – Put out EOI	MWa	Form sub committee at T3 meeting
Class Placement Policy discussed amendments to me made Also include how students in a split are taught	MWa	Aim to ratify at T3 meeting
Business Plan Sub Committee: Jane C, Jane R, Matt W, Mark W, Mary R, Michelle C, Kim P, P Hickman to develop new plan 'pillars' and 'enablers' Also look at having a '1-pager' as well as the final plan	JR	Provide update at T3 meeting
Confirm Tech committee ongoing members and note to them the new lead is MWr	MWr, MWa	Before next meeting
Attendance Policy and procedures In analysis, include comparison of past few years	MWa	Share draft at T3 meeting
ESafety/Mobile device Policy	MWr & EK	Share with Future Tech Sub Cttee and bring draft to T3 meeting
DEI Survey Data shared with community – include call for community members to be involved via MS Forms	MWa	By end of T2
FPPS Gender Diversity in Sports Policy – share amendments with board. Vote (offline) with a view to adopting before holidays	JC, MWa	By end of T2



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MWa to include reference to it in Week 10 comms	All	
CAR Policy – Matt to make changes	MWr	Agree at T3 meeting
DEI policy/working group plan	JR	Share at T3 meeting
JC to approach SV about taking minutes at T3 meeting	JC SV	Ahead of T3 meeting

BOARD CHAIRPERSON MINUTES CONFIRMATION


SIGNED CHAIR

06 September 2023
DATE