OFFICIAL

SCHOOL BOARD MEETING MINUTES

Date: Tuesday 24th March 2026

Venue: Staffroom

Time: 5.00pm

Invited: Kerrie Chapman (KC) (parent member/Chair), Sarah Lambert (SL) (parent member/Deputy Chair), Mark Walters (MW) (Principal), Jefferson Harcourt (JH) (P&C Representative Co-Opted Member), Linda Sewell(LS) (parent member), Aklil Girma (AG) (parent member), Steven Hendry (SH) (Parent Member), Jayne Prentice (JP) (Deputy Principal/staff member), Emily Johnson (EJ) (staff member) .

Apologies: Bernese Whitcomb (BW) (Parent Member), Shannon Russon (SR) (staff member)

Observer: Penelope Hickman (Deputy Principal)

TIME	ITEM	Notes / Actions	Member(s)
5.00pm (10 mins)	**Welcome** • Acknowledgement of Country (Emily Johnson Cultural Responsiveness Leader) • Expectations of observers (If applicable) • Apologies • Endorsement of previous minutes **(motion)** • Agenda confirmation **(motion)** • Conflicts of interest • Review Board Actions Register • Terms of reference – Review and adopt **(motion)** • Code of Conduct – Review and sign • Appoint Chair from Term 2 **(motion)** • TOR parent Board terms (Sec 8) • TOR Board roles (Chair/Sec) • Appoint Deputy Chair/Secretary **(motion)** • Clarification on P&C President membership (Sec 8.2 and 6.7) **(motion)** • Profile photos and bio	**ACTION: MWa/JP** to clarify the guidance around P&C President and inclusion/method on the Board at the face-to-face training on Monday 30/03 DECISION: New Board Chair to be Sarah Lambert, in place of Kerrie Chapman who is finishing up her term on the Board after this meeting. **ACTION: SL** to confirm if Deputy Chair role has a volunteer, given Sarah has moved to Chair role	
5:10pm (5 mins)	**Student Council** • Introduction and update from the Semester 1 Student Council		
5:15pm (15 mins)	**Principal's Report** (Please read prior to meeting) • Starting the year strong as a School Board (in TEAMS Administration Folder) • Board training online and face-to-face • Reporting days proposal • Example DOE risk assessments for online platforms • Digital platforms guides for parents	DECISION: One closure day in Semester 1 to enable parent / teacher meeting based on formal report (mid-year). **ACTION: MWa** to send out comms in regards to decision and frame as "response to feedback on more insight on child's progress..." **ACTION: JH** find a way to involve class reps to get feedback on school day / general challenges (e.g. include reps in P&C coffee catch up) **ACTION: SL** add 'third party information consent approach' on	

SCHOOL BOARD MEETING MINUTES

		T3 agenda (e.g. opt-out, confirm by end of T4 to enable day 1 operation in new school year).	
5:30 pm (10 mins)	**Financials** • 2026 Preliminary Budget		
5:40 pm (10 mins)	**P&C President** • P&C Introducing the new P&C President		
5:50 pm (20 mins)	**Sub-Committees** • PBS – unproductive behaviour response flowchart (PH) • Future Technologies – 1:1 program update (PH)		
6:10 pm (35 mins)	**Policies** • Dress code (JH and Uniform Team) • Homework (BW) • E-Safety/Media (PH and Future Tech Cttee) • Healthy food and Drink (JH & Canteen) • Talking with my school appendix (Communication guidelines) (JP) • Engagement and Behaviour* (PH/SL and PBS Cttee) - this policy is still at consultation phase • Board Risk Register (MWa) Module 4 - Monitoring risk	Policy discussion to be taken forward to next meeting.	
6:45pm (10 mins)	**Other Business** • School times (SL) • Clarify Sub Committee Membership (MWa) Suggest Future Technology and Cultural Responsiveness Parent Member (MWa)	**DECISION**: Linda Sewell to join Future Tech Sub-committee as parent board member. **ACTION**: Parent Board members to advise if interested in joining Cultural Responsiveness sub-committee	
6.55 pm	**Meeting Close**		

School Board Sub-Committees	MEMBERS
Future Technology at Floreat Committee	Penelope Hickman (Chair), Parent BOARD MEMBER? Non-Board members: (Staff) Owen Linehan, Cara Chia, Melanie O'Neill, Jemima Salisbury Non-Board members: (Parents) Michelle Pedlow, Sarah Pledger, Helen McKnight, Mayank Dhamija
Student Wellbeing – (including Positive Behaviour Support (PBS))	Mark Walters (Chair), Penelope Hickman, Sarah Lambert Non-Board members: Teachers: Leechelle Ruscoe (K-2 coach), Penelope Hickman (Y3-6 coach),

SCHOOL BOARD MEETING MINUTES

	Roslyn Watt, Ann Johnston, Susannah Le Messurier, Simon Heyting, Deborah Morison, Gemma Hadley, Jodie Bell (School Psychologist) Jessica Hallett (Student Services) and Melissa Gillam (EA)
Cultural Responsiveness – (including Reconciliation Action Plan (RAP) and Ngaparrtji Ngaparrtji Two-Way Science program)	Emily Johnson (Chair), Jayne Prentice, Parent BOARD MEMBER? Non-Board members: Kristie Downing Mark Walters, Michael Butler, Nicole Kettell Ngaparrtji Ngaparrtji – Two-Way Science Program Amanda Gibbon, Sophie Bennett, Emily Johnson, Shelley Jenkinson

Board Members	Type	Length of Term	Expiry
Kerrie Chapman	Chair	2 years	End T1 2026
Mark Walters	Principal	N/A	N/A
Jayne Prentice	Deputy Principal	3 years	End T2 2029
Susannah Le Messurier	Staff Member	2 years	End T2 2028
Emily Johnson	Staff Member	2 years	End T4 2027
Shannon Russon	Staff Member	1 year	End T4 2026
Sarah Lambert	Parent/Deputy Chair	3 years	End T4 2026
Aklil Girma	Parent	3 years	End T1 2028
Linda Sewell	Parent	3 years	End T4 2028
Steven Hendry	Parent	3 years	End T1 2028
Bernese Whitcomb	Parent	3 years	End T1 2028
Bronwen Hart	Parent	3 years	End T1 2029

OFFICIAL

SCHOOL BOARD MEETING MINUTES

Actions Register

Action	Who	Date/Status
Policies for review • Curriculum, Assessment and Reporting – PH • Dress Code – JH, Uniform Shop & staff member to be assigned • e-Safety & Personal Devices Policy – PH Future Tech Committee • Media (combine with e-Safety) • Healthy Food and Drink – JH, Canteen & P&C • Homework – BW		
Class placement policy edits complete and published on website	MWa	Done
Explore moving to online ordering of school uniform	P&C	In progress
Profile photo and bio – all board members	All	Next meeting
Aboriginal and Torres Strait Islander cultural awareness Board members who are not employees complete this training through the Public Sector Commission.	All	In progress
Speak with Department to enquire if further funding is available for BBall Courts	MWa	DONE
Inform incoming Kindy parents.	MWa	DONE
KC will communicate board vote results.	MWa	DONE
Confirm how we can communicate to follow up and send comms to school as a reminder.	MWa	DONE
Risk register – move to agenda for meeting in T1.	MWa	In progress
PBS flowchart – will get sent post mtg for some feedback.	PH	This meeting
Curriculum Assessment and Reporting - Working group. Teachers and Board parents late T1 or T2.	PH	This meeting
Personal items lists – further refine clarity on labelling	MWa	Term 4

Sarah Lambert
Board Chair (from Term 2, 2026)

21/05/2026

Mark Walters
Principal

21/05/2026