OFFICIAL

SCHOOL BOARD MEETING MINUTES

Date: Thursday 21st May 2026

Venue: Staffroom

Time: 5.00pm

Invited: Sarah Lambert (SL) (parent member/Chair), Mark Walters (MWa) (Principal), Bernese Whitcomb (BW) (Parent Member), Linda Sewell (LS) (parent member), Aklil Girma (AG) (parent member), Steven Hendry (SH) (Parent Member), Bronwen Hart (BH) (parent member/Chair), Jayne Prentice (JP) (Deputy Principal/staff member), Shannon Russon (SR) (staff member), Susannah Le Messurier (staff member), Jefferson Harcourt (JH) (P&C Representative Co-Opted Member)

Apologies: Emily Johnson (EJ) (staff member)

Observer(s): Penelope Hickman (PH) (Deputy Principal)

ITEM / FOLDER	TIME	DESCRIPTION	NOTES / ACTIONS
00	5.00pm (10 mins)	**Welcome** • Acknowledgement of Country (Shannon Russon) • Apologies • Welcome Bronwen (replacing Kerry), Susannah (replacing Kim) and Jayne (officially replacing Matt) • Confirm Deputy and Secretary roles • Endorsement of previous minutes **(motion)** • Agenda confirmation **(motion)** • Conflicts of interest • Review Board Actions Register	Minutes from last meeting approved. Deputy Chair (SH) and Secretary (AG) roles approved **Conflict of interest (for noting):** Student data shared on Pre-primary agenda item (3 parents with PP aged children). **MOTION APPROVED:** P&C President co-opted member of the Board, no voting rights to avoid conflict of interest (MW approved, SH second) **ACTION All** – Board members to review Risk Register template and populate with key risks at Board level they wish to add for discussion next meeting.
01	5:10pm (15 mins)	**Principal's Report** • Please read prior to meeting • Annual report **(To ratify)** – A sample report format is included to show that all mandates areas have been addressed	**DECISION:** Annual report ratified (LS moved, BW second) on the basis that one the spelling error changed (Dianella). **ACTION All** – Board members to review School Upgrade and Improvement plan to provide feedback for next meeting **ACTION SL** – Form a Communication Sub-Committee to devise an approach on how to address challenges being raised by community.
02	5:25 pm (20 mins)	**Data Review** **On Entry (Pre-primary)** • Please review before the meeting **(for noting)**	
03	5:45 pm (15 mins)	**Financials** • 2026 Budget **(for noting)**	One-line budget not available to discuss. **ACTION MWa/SL** – 2026 Budget (for noting) to be added to next meeting agenda. *(SELF discussion happened separately, unrelated to finances)*

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			ACTION MWa – Communicate good news story regarding additional support in learning for SEN children.
04	6:00 pm (15 mins)	**P&C President** • P&C Updates • Feedback to P&C from Board	**Feedback to P&C from Board:** • Highlight of volunteers and their work (nice to see) • Need for consolidated communication (especially WhatsApp) • Review of fundraising events – number and cost • Consider community building events (at no cost)
05	6:15 pm (20 mins)	**Policies** • Discussion on a policy review process for the Board	**ACTION MWa** - Student Healthcare policy – add missing form. **ACTION MWa** - Talking with my School policy – change deputy email address **DECISION:** Criticality agreed as per proposal from SL in Excel and review dates added with action owners for review. **ACTIONS** - Policy Update Planning.xlsx (Board to include review frequency as part of discussion) **ACTION MWa** – Update Gender Diversity in Sport on website to link to source (not a school-owned policy). Consider split on the site to show school-owned versus external (e.g. Department of Education) policies **ACTION MWa** – add link to Incoming Sponsorship to Public School Policy to school website (external policies section)
06	6:35 pm (5 mins)	**Sub-Committee Reports (standing items – not necessarily each meeting)** • Future Technologies Committee (Full report at Term 2 Meeting 2) – Quick Verbal update on Department of Education's Digital Schools Alliance • PBS (No report) • Cultural Responsiveness (No report) – Note that this will be suggested as one of the three 'pillars' of our new Business Plan	**DECISION:** BW volunteered for Cultural Responsiveness Parent
07	6:40pm (10 mins)	**Any Other Business** Churchlands SHS request for letter of support for proposed new GATE (Gifted and Talented Education) Academic program – see example from other local school in folder and email from Churchlands Principal.	**ACTION MWa** – Draft letter of support to Churchlands for GATE program for Board to review **ACTION MWa** – Update Board members on discussion with Town of Cambridge on bushland adjacent to the school
08	6.50 pm	**Meeting Reflection and Close**	

	(10 mins)	- **Reflection** - **Summary of actions** - **Close**	

School Board Sub-Committees	MEMBERS
Future Technology at Floreat Committee	Penelope Hickman (Chair), Shannon Russon (Teacher Rep), Linda Sewell (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))	Penelope Hickman (PBS), Jayne Prentice (Student Wellbeing Programs), Sarah Lambert (Board Member) Non-Board members: Teachers: Leechelle Ruscoe (K-2 coach), Penelope Hickman (Y3-6 coach), Roslyn Watt, Ann Johnston, Susannah Le Messurier, Simon Heyting, Deborah Morison, Jodie Bell (School Psychologist) Jessica Hallett (Student Services) and Melissa Gillam (EA-Special Needs)
Cultural Responsiveness – (including: • Reconciliation Action Plan (RAP) and • Ngaparrtji Ngaparrtji Two-Way Science program)	Jayne Prentice (Chair RAP), Emily Johnson (Ngaparrtji Ngaparrtji), Bernese Whitcomb (Board Member) Non-Board members: Kristie Downing, Jayne Prentice, 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
Sarah Lambert	Parent, Chair	3 years	End T4 2026
Aklil Girma	Parent, Secretary	3 years	End T1 2028
Mark Walters	Principal	N/A	N/A
Jayne Prentice	Staff Member	2 years	End T2 2026
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
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 T2 2029

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Sarah Lambert
Board Chair (from Term 2, 2026)

10/09/2026.

Mark Walters
Principal

23/6/26.

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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 Please 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