SCHOOL BOARD MEETING MINUTES

Date: Tuesday 23rd June 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), Emily Johnson (EJ) (staff member), Shannon Russon (SR) (staff member), Susannah Le Messurier (SLM) (staff member), Jefferson Harcourt (JH) (P&C Representative Co-Opted Member)

Apologies:

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

ITEM	TIME	DESCRIPTION	NOTES / ACTIONS
00	5.00pm (10 mins)	**Welcome and Board Administration** • Acknowledgement of Country (Susannah Le Messurier) • Apologies • Endorsement of previous minutes **(motion)** • Agenda confirmation **(motion)** • Conflicts of interest • Review Board Actions Register	Minutes from last meeting approved.
01	5:10pm (15 mins)	**Principal's Report** • Please read prior to meeting	DECISION: BW, SL and BH (parents) and EJ (teacher) on business planning committee
02	5:25pm (15 mins)	**Risk Register** • Working document	**ACTION MWa** – Consider expanding risk register to include: explanation around controls, link to business plan categories, lower impact risks etc
03	5:40pm (15 mins)	**School Upgrade Plan** • Prioritisation and next steps	**ACTION MWa** – Consider splitting P&C vs school funded items + adding criteria for prioritisation of non-school funded items and linked to strategic priorities (aligned to new business plan)
04	5:55pm (15 mins)	**Financials** • Refer to commentary and budget help cards	NOTED: Board members noted Cash Budget Tool for 2026. **ACTION MWa** – Share long-term projections from Department on student numbers
05	6:10pm (15 mins)	**P&C President** • P&C Updates • Communications outline - appendix to Talking with my School	**ACTION Comms Committee** – Create communication infographic to clarify who communicates what
06	6:25pm (15 mins)	**Policies** • Curriculum Assessment and Reporting	DECISION: CAR Policy: **Ratified** based on two changes - align parent teacher reporting days and add note in Section 5.2 around parents contacting teachers

		• Engagement and Behaviour • Homework • **Media (draft for review & comment)**	proactively for any info they would like on their children. SH moved, SR second. **3 year review.** DECISION: Engagement and Behaviour Policy: **Ratified** with some changes noted (e.g. TOC). JP m oved, BH second. **2 year review.** DECISION: Homework Policy: **Ratified** with some changes – physical copy & parents not expected to print + new digital . SH moved, BH. **3 year review.** **ACTION SL** – Add eSafety + Uniform Policy ratification in Term 4 M1. Healthy Food & Drink in Term 3 M1 agendas.
07	6:40pm (15 mins)	**Sub-Committee Reports (standing items – not necessarily each meeting)** • Future Technologies Committee - Technology Policy update (Verbal) • PBS – Verbal update • Cultural Responsiveness Verbal update on operational plan	**ACTION BH** – Seek other possible contacts for cultural responsiveness team to provide support indigenous context / training.
08	6:50pm (10 mins)	**Any Other Business** • Updated Board Activity Planner	**ACTION MWa/SL** – Agree how best to get feedback from community on reporting day and uniform (i.e. survey or other).
09	7:00pm (5 mins)	**Meeting Reflection and Close** - **Reflection** - **Summary of actions** - **Close**	

School Board Sub-Committees	MEMBERS
Future Technology at Floreat Committee	Penelope Hickman (Chair), Linda Sewell (Board Member) Non-Board members: (Staff) Owen Linehan, Cara Chia, Melanie O'Neill, Jemima Salisbury, Shannon Russon 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), Susannah Le Messurier PBS Committee member Non-Board members: Teachers: Leechelle Ruscoe (K-2 coach), Penelope Hickman (Y3-6 coach),

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School Board Sub-Committees	MEMBERS
	Roslyn Watt, Ann Johnston, Susannah Le Messurier, Simon Heyting, Deborah Morison, 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, 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, Emily McGough

Board Members	Type	Length of Term	Expiry
Sarah Lambert	Chair	3 years	End T4 2026
Aklil Girma	Secretary	3 years	End T1 2028
Mark Walters	Principal	N/A	N/A
Jayne Prentice	Deputy Principal	2 years	End T2 2028
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

Actions Register

Date Raised	Action	Who	Status / Comment
	Policies for review refer to **Policy Update Planning** Excel in Policies folder	All	Various
	Explore moving to online ordering of school uniform	P&C	In progress
	Profile photo and bio – all board members	All	Term 3 M1
	Aboriginal and Torres Strait Islander cultural awareness training Board members who are not employees complete this training through the Public Sector Commission.	All	In progress
	Risk register – move to agenda for meeting in T2. (MWa) Module 4 - Monitoring risk	MW	In progress
	PBS flowchart - will get sent post mtg for some feedback	PH	Term 2 M1

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Date Raised	Action	Who	Status / Comment
	Curriculum Assessment and Reporting - Working group. Teachers and Board parents late T1 or T2.	PH	Term 2 M1
	Personal items lists – further refine clarity on labelling	MW	Term 4
	Confirm if Deputy Chair role has a volunteer, given Sarah has moved to Chair role	SL	Term 2 M1
	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)	JH	Ongoing
	Add 'third party information consent approach' on T3 agenda (e.g. opt-out, confirm by end of T4 to enable day 1 operation in new school year).	SL, MW	Term 3
26-05-21	Board members to review Risk Register template and populate with key risks at Board level they wish to add for discussion next meeting.	All	**Closed**
26-05-21	Board members to review School Upgrade and Improvement plan to provide feedback for next meeting	All	**Closed**
26-05-21	Form a Communication Sub-Committee to devise an approach on how to address challenges being raised by community.	SL	**Closed**
26-05-21	2026 Budget (for noting) to be added to next meeting agenda.	MWa/SL	**Closed**
26-05-21	Communicate good news story regarding additional support in learning for SEN children.	MWa	Open
26-05-21	Student Healthcare policy – add missing form	MWa	Open
26-05-21	Policy Update Planning.xlsx (Board to include review frequency as part of discussion)	All	Open
26-05-21	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	MWa	Open
26-05-21	Add link to Incoming Sponsorship to Public School Policy to school website (external policies section)	MWa	Open
26-05-21	Draft letter of support to Churchlands for GATE program for Board to review	MWa	Open
26-05-21	Update Board members on discussion with Town of Cambridge on bushland adjacent to the school	MWa	Open
26-06-23	Consider expanding risk register to include: explanation around controls, link to business plan categories, lower impact risks etc	MWa	New
26-06-23	Consider splitting P&C vs school funded items + adding criteria for prioritisation of non-school funded items and linked to strategic priorities (aligned to new business plan)	MWa	New
26-06-23	Share long-term projections from Department on student numbers	MWa	New
26-06-23	Create communication infographic to clarify who communicates what	Comms Committee	New
26-06-23	Add eSafety + Dress Code ratification in Term 4 M1. Healthy Food & Drink in Term 3 M1 agendas.	SL	New
26-06-23	Seek other possible contacts for cultural responsiveness team to provide support indigenous context / training.	BH	New
26-06-23	Agree how best to get feedback from community on reporting day and uniform (i.e. survey or other).	MWa/SL	New

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Sarah Lambert
Board Chair

10/09/2026.

Mark Walters
Principal

10/9/26.