

FLOREAT PARK PRIMARY SCHOOL BOARD MEETING MINUTES

| | Staff Member | Expiry | Parent & community | Role | Expiry |
|------------------|-----------------------------------------|---------------|-------------------------------|-------------|---------------|
| Invited: | Brendan Walker (BW) | Permanent | Marcus Le Messurier (LEM) | Chair | End 2015 |
| | Rod Cohen (RC) | End 2015 | Justine Whittome (JW) | Secretary | End 2016 |
| | Coral O'Neill (CO) | End 2015 | Sandy Gordon (SGor) | General | End 2017 |
| | Mahshid Taheri (MT) | End 2015 | Andrea Lam (AL) | General | End 2018 |
| | | | Enore Panetta (EP) | General | End 2018 |
| | | | Steve Godden (SGod) | Community | End 2015 |
| | | | Mel Pexton | P&C | End 2015 |
| Absent: | Sandy Gordon (SGor) | | | | |
| Author: | Secretary | | | | |
| Date: | Tuesday 31 March 2015 | | | | |
| Location: | FPPS (Room adjacent the Library) | | | | |
| Time: | 5.00pm | | | | |

| TIME | REF | MINUTES | ACTION |
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| | 1.1 | Welcome & Apologies <ol style="list-style-type: none"> Open meeting Apologies / Absentees Confirm Agenda | DISCUSSION: Meeting opened 5.05pm Received - Sandy Gordon Agenda confirmed - ALL |
| | 1.2 | Board Member Changes (Including Community & Co-opt Members) <ol style="list-style-type: none"> Nil | DISCUSSION: No changes. |
| | 1.3 | Disclosure of Interest <ol style="list-style-type: none"> Any new conflicts to be tabled. Existing conflicts - refer Conflict of Interest register | DISCUSSION: None tabled. Refer to register. |
| | 1.4 | Previous Minutes <ol style="list-style-type: none"> Confirm Previous Minutes | DISCUSSION: Confirmed and accepted - ALL |
| PRIORITY REIEW MATTERS | | | |
| | 1.5 | Key Time Lines <ol style="list-style-type: none"> DPA to be signed off by April 2015. Business plan to be distributed by June 2015. | DISCUSSION: DPA: BW informed DPA now due to be signed off by end term 2 2015. BP: No change – will be distributed by June 2015. |
| | 1.6 | School Resource Agreement (Budget 2015) / Financial Management <ol style="list-style-type: none"> EP to comment on the establishment of the finance sub-committee. | DISCUSSION: Documents tabled – <i>DoE Finalised School Budgets 2015, Student-Centred Funding Statement 26 March 2015.</i> BW advised school was close to receiving final DoE budget allocations. Once received the first meeting of finance sub-committee can be established. ACTION: <ol style="list-style-type: none"> BW/EP to convene term 2 mtg of finance sub-committee, to include Registrar Kim Dark, P&C Treasurer Libby Hamilton and, for a discretionary time, LEM. |
| | 1.7 | Delivery & Performance Agreement (DPA) <ol style="list-style-type: none"> Board to have final discussion on DPA with aim of signing off at the meeting. | DISCUSSION: No comments for change received. Document requires |

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| | | | <p>additional provision for all Board members to be signatories. Also requires Schedule A (FPPS one-line budget initial allocation statements) and Schedule B (FPPS Program Delivery) to be included.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. BW/LEM to add additional information required as above, with final and complete DPA to be ready for sign-off by all Board members at next meeting on 12/05/2015. |
| | 1.8 | <p>Business Plan ("BP" or "Strategic Plan") & Workforce Plan</p> <ol style="list-style-type: none"> 1. BP to be signed off by June 2015. 2. Board to have provided comments to CO in open emails. 3. CO to issue update 24/3/15 for review at meeting. | <p>DISCUSSION:</p> <p>CO and MT spoke to updated draft BP. Attn now on reporting back to Board on performance of BP objectives. Once finalised and signed off, will be on FPPS website.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. ALL members to provide any additional comment to CO/MT asap. 2. CO to distribute updated draft of BP before next Board meeting. |
| | 1.9 | <p>Board Member Profiles</p> <ol style="list-style-type: none"> 1. MP collating and to provide status. | <p>DISCUSSION:</p> <p>Most profiles and pics provided to MP.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. BW to provide profile and CO and JW to provide pic to MP asap. |
| OTHER MATTERS (TIME PERMITTING) | | | |
| | 1.10 | <p>New Policy Discussions</p> <ol style="list-style-type: none"> 1. Update of Anaphylaxis Policy due in response to recent issue arising from food brought to class for birthday celebrations. | <p>DISCUSSION:</p> <p>Allergy and Anaphylaxis Policy - Documents tabled – Letter from FPPS Allergy and Anaphylaxis Committee re: proposed changes to current June 2011 policy; current June 2011 FPPS Anaphylaxis Management Policy; Cardinia PS Anaphylaxis Management Communication Plan; Subiaco PS Nut Minimisation Policy; Wembley PS Nut Free policy; Kapinara PS Allergy Management Policy; Dalkeith PS Nut Aware Policy 2010.</p> <p>BW advised of circumstances surrounding a recent issue arising from food brought from</p> |

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| | | | <p>outside the school. BW also noted only this incident, and one other – both of which occurred outside the classroom but on school grounds – had occurred since current policy in place. General Board discussion on allergy/anaphylaxis issues. BW advised he has sought advice from DoE on legal requirements/implications of suggested changes. Discussion that any proposed changes may need to be put to school community for feedback before finalised. In the meantime, current June 2011 policy remains in place. Members unanimous that the current policy should be reviewed as it is more than two years since adopted and were supportive of measures to increase general awareness and education of allergies/anaphylaxis in the school community. General agreement to work towards finalising any policy changes by end term 2.</p> <p>Draft Healthy Food and Drink Policy – draft tabled by MP.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. BW to inform Board once advice from DoE received. 2. LEM to respond formally to FPPS Allergy and Anaphylaxis Committee in the first instance and to seek Committee’s suggestions on measures to increase awareness and education in school communications. 3. ALL to provide any comments on proposed Healthy Food and Drink Policy to MP for finalisation, to be signed off at 12/05/2015 Board meeting. |
| | 1.11 | <p>School Survey</p> <ol style="list-style-type: none"> 1. Finalisation of school survey result letter. (Due out 4/3/15) | <p>DISCUSSION:</p> <p>General agreement on 2014 draft Parent Opinion Survey Result Overview. BW noted minor change to Top 10 table as error made by National School Surveys group.</p> |

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| | | | <p>ACTION:</p> <ol style="list-style-type: none"> BW to distribute Overview to school community via email before end Term 1 2015. |
| | 1.12 | <p>School Performance</p> <ol style="list-style-type: none"> Steve to provide summary interpretation of NAPLAN results and Board to issue summary to P&C. | <p>DISCUSSION:</p> <p>Documents tabled – <i>Summary FPPS 2014 NAPLAN Results (authored by Steve Godden)</i></p> <p>Thanks to LEM, AL and SGod for input. Excellent results for school community.</p> <p>ACTION:</p> <ol style="list-style-type: none"> BW to send out results, excluding reference to other local schools, to school community by email by end Term 1. SGod to provide overview of 2014 NAPLAN results to interested parents prior to P&C meeting May 5 2015, in liaison with MP. |
| | 1.13 | <p>Staff 2014</p> <ol style="list-style-type: none"> Staffing strategy for 2015. Workforce Plan required as part of the Business Plan | <p>DISCUSSION:</p> <p>Documents tabled – <i>Floreat Park Primary School Five Year Profile 2010-2014</i>. Spoken to briefly by BW.</p> |
| | 1.14 | <p>Enrolments 2015 & Accommodation Requirements (Organisational Profile)</p> <ol style="list-style-type: none"> Status: Update on enrolments, particularly PP | <p>DISCUSSION:</p> <p>BW advised K-6 enrolments at 512 students. Kindy 2016 enrolments already being received.</p> |
| | 1.15 | <p>OSH Club</p> <ol style="list-style-type: none"> Commenced in T1 2015. BW to comment only if there are issues by exception. | <p>DISCUSSION:</p> <p>BW advised income to FPPS from OSH Club in 2015 would be as expected between \$8000-\$10,000. Early indications are around \$15,000 income in 2016.</p> |
| | 1.16 | <p>Fund Raising</p> <ol style="list-style-type: none"> Option to review a weekend market on site post close of Subiaco Markets. | <p>NO DISCUSSION REQUIRED</p> |
| | 1.17 | <p>School Communication Structures</p> <ol style="list-style-type: none"> Communication structure to be established. Feedback due from teachers and P&C. | <p>NO DISCUSSION REQUIRED</p> |
| | 1.18 | <p>IT - Website</p> <ol style="list-style-type: none"> Update on status. <p>IT – Tablet Software / Hardware Purchase:</p> <ol style="list-style-type: none"> Status and any actions. | <p>DISCUSSION:</p> <p>Website Status: MP advised website would be 'live' in week 4, term 2.</p> <p>NO DISCUSSION REQUIRED</p> |

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| | 1.19 | Annual Report 1. Updated content and format for 2013/14 report due to issue 2015. 2. P&C skillsets to be sought to assist. | DISCUSSION: RC distributed final draft of 2014 Annual Report. ACTION: 1. ALL to provide any feedback to RC asap with final Annual Report to be distributed to school community in term 2. | | | | | | | | |
| | 1.20 | Cricket Net Facilities 1. Status of replacement nets. | NO DISCUSSION REQUIRED | | | | | | | | |
| | 1.21 | Permanent School Facilities 1. Status of discussions with Minister's office. | Documents tabled – <i>Letter from Hon Minister Collier on proposed school redevelopment (25 Nov 2014) and response from LEM (24 March 2015).</i> | | | | | | | | |
| | 1.22 | New Business 1. New business items. | Documents tabled by BW – <i>WAPPA Regulatory Guidance Statement on Successful School Governance.</i> | | | | | | | | |
| | 1.23 | Board Meeting Dates 2015 Dates to be confirmed for 2015 year <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 20%;">Term 1</td> <td>17 February 1.00pm 31 March 5.00pm</td> </tr> <tr> <td>Term 2</td> <td>12 May 1.00pm 16 June 5.00pm</td> </tr> <tr> <td>Term 3</td> <td>11 August 1.00pm 15 September 5.00pm (Open Meeting)</td> </tr> <tr> <td>Term 4</td> <td>3 November 1.00pm 8 December 5.00pm</td> </tr> </tbody> </table> | Term 1 | 17 February 1.00pm 31 March 5.00pm | Term 2 | 12 May 1.00pm 16 June 5.00pm | Term 3 | 11 August 1.00pm 15 September 5.00pm (Open Meeting) | Term 4 | 3 November 1.00pm 8 December 5.00pm | CONFIRMED |
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| | 1.24 | Meeting Close MEETING CLOSED 7.35PM | | | | | | | | | |