

FLOREAT PARK PRIMARY SCHOOL BOARD MEETING MINUTES

	Staff Member	Expiry	Parent & community	Role	Expiry
Invited:	Michael McInerheney (MM)	Permanent	Marcus Le Messurier (LEM)	Chair	End 2015
	Rod Cohen (RC)	End 2015	Justine Whittome (JW)	Secretary	End 2016
	Steve Godden (SGod)	End 2015	Sandy Gordon (SGor)	General	End 2017
	Jayne Prentice (JP)	T3 2016	Andrea Lam (AL)	General	End 2018
	Kerry Pym (KP)	T3 2016	Enore Panetta (EP)	General	End 2018
			Jacky Yardley (JY)	Community	End 2016
			Mel Pexton (MP)	P&C	End 2015

Author: Secretary

Date: 23 February 2016

Location: FPPS Library

Time: 1pm

TIME	REF	AGENDA	ACTION
	1.1	Welcome & Apologies 1. Welcome 2. Apologies / Absentees (SGor sent apologies) 3. Confirm Agenda	Meeting opened 1pm Apologies SGor, MP. EP 1.12pm arrival Agenda confirmed - ALL
	1.2	Board Member Changes (Including Community & Co-opt Members) 1. P&C rep re-appointment	DISCUSSION: Board discussed need to reappoint P&C representative. ACTION: 1. LEM to offer P&C rep (MP) re-appointment to Board until end 2016; 2. JW to review TOR regarding Board membership number requirements and provide advice to MM/LEM.
	1.3	Disclosure of Interest 1. Any new conflicts to be tabled. 2. Existing conflicts - refer Conflict of Interest register	None tabled Noted
	1.4	Previous Minutes 1. Confirm Previous Minutes	Confirmed and accepted - ALL
PRIORITY REIVEW MATTERS			
	1.5	Upcoming Board Member Expiries 1. LEM position due to be put up for community election 2016.	DISCUSSION: LEM position as parent representative, RC and SGod positions as staff representatives, expired end 2015. Positions (3) need to be advertised to community (LEM) and staff (RC, SGod) for appointment and/or election. ACTION: 1. MM to alert school community and staff of relevant vacancies and manage processes for placement.
	1.6	Principal's Position 1. Update on the Principal position & deferred selection process in 2016.	DISCUSSION: Board discussed deferment of permanent Principal selection process by DoE.

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			<p>ACTION:</p> <ol style="list-style-type: none"> LEM to inquire with DoE when the selection process may resume and current permanent Principal's leave entitlement expiry.
	1.7	<p>DPA Review</p> <ol style="list-style-type: none"> Standing Note: Board to review DPA regularly. 	Noted as standing agenda item. No changes suggested.
	1.8	<p>Finance Management</p> <ol style="list-style-type: none"> Standing Note: Operational budget to be endorsed T1 yearly. Discuss finance committee requirement, structure and function. 	<p>DISCUSSION:</p> <p>MM advised operational budget nearing finalisation. Kim Dark (KD), Registrar, to attend next Board meeting.</p> <p>Deferred until next Board meeting.</p>
	1.9	<p>Strategic Plan for WA Public Schools & Focus 2016</p> <ol style="list-style-type: none"> MM to table (see annexures) 	<p>DISCUSSION:</p> <p><i>Documents tabled – Focus 2016 (Directions for Schools) and High Performance – High Care (Strategic Plan for WA public schools 2016-2019).</i> MM provided overview of above documents guiding public education for next three years, and where FPPS is placed, currently and in the future, to meet documents' requirements.</p> <p>ACTION:</p> <ol style="list-style-type: none"> MM to upload documents on FPPS website and alert school community to them in next newsletter.
	1.10	<p>Business Plan (BP) & Monitoring</p> <ol style="list-style-type: none"> Standing Note: Review the strategic direction of the BP BP Update: One dedicated BP update meeting to occur in T1 2016. Standing Note: Analysis of performance data. 	<p>DISCUSSION:</p> <p>Noted</p> <p>Board noted this will be next meeting in term 1.</p> <p>Noted</p>
	1.11	<p>Workforce Plan (WP) & Workforce Matters</p> <ol style="list-style-type: none"> MM to provide update on staff requirements/org chart at Dec mtg. 	<p>DISCUSSION:</p> <p>MM advised State Govt employment freeze is impacting on appointment of a new 0.8 Education Assistant (EA). MM in discussions with current EAs to increase their hours to cover requirements. MM also advised a number of staff will take overdue long service leave (LSL) this year as required by DoE/State Govt. Board discussed need for school to adequately inform parents/caregivers of staff movements.</p>
	1.12	<p>Annual Report</p> <ol style="list-style-type: none"> Draft report to be issued at meeting. Final due by the end of Term 1 2016. 	<p>DISCUSSION:</p> <p>RC advised Annual Report draft nearing completion. Will be reviewed alongside Business Plan at next meeting. Timing noted.</p> <p>ACTION:</p> <ol style="list-style-type: none"> RC to distribute draft Annual Report to Board members prior to next meeting.

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1.13	<p>School Promotion in the Community</p> <ol style="list-style-type: none"> Standing Note: Ensure the Board is actively promoting the school within the Community. SGor/JW to report on establishing Alumni, investigating UWA model; MP to provide a position description for a FPPS Alumni Coordinator. Update school website to include a page/form to collect contact information from potential Alumni members. MM - Roll out Alumni Invites to 2015 FPPS Year 6 students during their Graduation Ceremony – possibly under an opt-in arrangement. 	<p>DISCUSSION: Noted</p> <p>Board noted this was an ongoing initiative with no specific timeframes. Required dedicated person to co-ordinate and manage. Discussion deferred until next meeting.</p>
1.14	<p>Board Self Reflection</p> <ol style="list-style-type: none"> Standing Note: Board to undertake its own self-reflection of its effectiveness each 6 months. Draft form attached. 	<p>DISCUSSION: Noted. This will take place concurrent with Business Plan/Annual Report review at next meeting.</p> <p>ACTION:</p> <ol style="list-style-type: none"> JW to distribute SIRU Board self-reflection document with minutes of this meeting; ALL members to review and consider before next term 1 meeting.
1.15	<p>Survey</p> <ol style="list-style-type: none"> Parent survey due out T2 2016 	<p>DISCUSSION: Survey will take place in term 2, 2016 (required every two years). MM investigating various survey approaches with the intention to allow for long-term comparative analysis.</p>
1.16	<p>Procedural Matters</p> <ol style="list-style-type: none"> Nil 	None tabled
OTHER MATTERS (TIME PERMITTING)		
1.17	<p>P&C Report</p> <ol style="list-style-type: none"> MP to table report of any key matters. MM to provide update on whole school and PLC spending priorities. 	<p>DISCUSSION: Deferred</p> <p>MM advised very productive discussions between school, P&C and PLCs (learning groups) on fundraising spending priorities. Intention is to finalise these discussions in term 1 of each school year.</p>
1.18	<p>NAPLAN & Curriculum</p> <ol style="list-style-type: none"> NAPLAN school community letter Curriculum Community Briefing: briefing to occur near end T3 2016. 	<p>DISCUSSION: MM advised a letter to all parents/caregivers on 2016 NAPLAN program at FPPS would be distributed week beginning Mon Feb 29. Noted</p>
1.19	<p>Mandarin Classes</p> <ol style="list-style-type: none"> MM to coordinate meeting with Mandarin Class Facilitator (Zoe Kai) to discuss contracts, program requirements and class set-up at FPPS T1 2016. 	<p>DISCUSSION: Mandarin classes began after-school at FPPS last week and adult education classes being offered at nearby Churchlands SHS.</p>

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1.20	<p>Policy Discussions</p> <ol style="list-style-type: none"> 1. Behaviour Management to be ratified 2. Classroom Placement Policy to be ratified 3. Private tutoring policy to be ratified. Discretionary charges to be discussed. 4. Complaints Policy – to be drafted 	<p>DISCUSSION:</p> <p>Tabled and ratified</p> <p>Tabled and ratified</p> <p>Tabled, discussed and ratified. To be reviewed Term 3 2016.</p> <p>MM identified need for FPPS to have a parent concern/complaints handling policy in place.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. SGod to finalise Private Tutoring Policy, load on FPPS website and refer parents to new policy in next newsletter; 2. JW to review parent concern/complaints policies of other schools and work with MM to draft FPPS own policy for presentation to next Board meeting.
1.21	<p>Enrolments 2014 & Accommodation Requirements (Organisational Profile)</p> <ol style="list-style-type: none"> 1. Enrolments status 	<p>DISCUSSION:</p> <p>Enrolments as at Feb 2016 at 585 students.</p>
1.22	<p>Permanent School Facilities</p> <ol style="list-style-type: none"> 1. Update on status 	<p>DISCUSSION:</p> <p>LEM/MM advised discussions ongoing with DoE for new permanent five classroom block for PP, outstanding issue is accommodation in remainder of school, with enrolment pressure on existing classroom space.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. MM/LEM to consider providing information to parents on website about managing future school growth.
1.23	<p>IT – Website, Hardware & Software</p> <ol style="list-style-type: none"> 1. General discussion (if any). 	<p>DISCUSSION:</p> <p>MM advised upgrades underway</p>
1.24	<p>OSH Club</p> <ol style="list-style-type: none"> 1. Transition of OSH Club services to pop-up facilities in 2016 2. Review of OSH fee with contract renewal 	<p>DISCUSSION:</p> <p>Smooth start to 2016</p> <p>Noted</p>
1.25	<p>Youthcare Lunchtime Kids Club</p> <ol style="list-style-type: none"> 1. MM to set up parent survey to gauge the reaction of school community if a kids-club with religious elements is introduced to the school. 	<p>DISCUSSION:</p> <p>Discussion regarding use of school facilities after hours by external groups and need to gauge parent interest in supporting clubs and organisations which offer a wide choice of extra curricular opportunities.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. MM to ensure questions to support this issue are included in term 2 parent/caregiver survey.
1.26	<p>School Survey</p> <p>Refer schedule of survey types and dates.</p> <ol style="list-style-type: none"> 1. Term 4 staff survey: MM to issue results. 2. Student & Parent survey due again in 2016. 	<p>Schedules noted</p>

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	1.27	<p>Focus Groups</p> <p>1. SGoD to collate all the comments gathered from the workshop and reconvene with the Focus Group members in T1 2016. Date yet to be set.</p>	<p>ACTION:</p> <p>1. SGoD to distribute to all Board members collation of comments from 2015 Focus Group before next Board meeting.</p>								
	1.28	<p>New Business</p> <p>1. New business items.</p>	<p>DISCUSSION:</p> <p>Events Marketing Approach: MM advised approach to school for private company to provide water free-of-charge/tent presence at FPPS House swimming carnival. Board discussed need to have protocols/guidelines in place to ensure requests are considered fairly and are in the best interests of students and school community.</p> <p>Student Photos: MM advised of approach to school for alternative private company to produce and supply students' annual school photos.</p> <p>ACTION:</p> <p>1. JW/SGoD to draft guidelines for external marketing presence at school events and present to next Board meeting;</p> <p>2. AL, RC and MM to review the provider of students' annual school photos for 2016 and beyond.</p>								
	1.29	<p>Board Meeting Dates 2016 Dates to be confirmed for 2016 year</p> <table border="1" style="width: 100%;"> <tr> <td>Term 1</td> <td>23 February 1.00pm 22 March 5.00pm</td> </tr> <tr> <td>Term 2</td> <td>17 May 1.00pm 21 June 5.00pm</td> </tr> <tr> <td>Term 3</td> <td>9 August 1.00pm 13 September 5.00pm (Open meeting)</td> </tr> <tr> <td>Term 4</td> <td>2 November 1.00pm 6 December 5.00pm</td> </tr> </table>	Term 1	23 February 1.00pm 22 March 5.00pm	Term 2	17 May 1.00pm 21 June 5.00pm	Term 3	9 August 1.00pm 13 September 5.00pm (Open meeting)	Term 4	2 November 1.00pm 6 December 5.00pm	
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	1.30	Meeting Close	3.21pm								

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REGISTERS & SUB-COMMITTEES				
1.31	Conflict of Interest Register			
	Board Member	Potential Conflict		
	Marcus Le Messurier	Wife is EA employee at FPPS		
1.32	Policy Schedule			
	Policy	Date Issued	Review Date	Comments
	Homework	Dec 2014	Dec 2016	Up to date
	Head lice	4/8/2015	Aug 2017	Up to date
	Anaphylaxis	16/8/2015	Aug 2017	Up to date
	Behaviour Management	Feb 2016	Feb 2018	Up to date
	Bicycle Safety	No date	OD	Under review
	Dress Code	No date	OD	Under review
	Media	2009	OD	Under review
	Medical Admin	No date	OD	Under review
	Mobile Phones	Dec 2015	Dec 2017	Up to date
	Attendance	No date	OD	Under review
	Class Placement	Feb 2016	Feb 2018	Up to date
	SunSmart	Dec 2015	Dec 2017	Up to date
	Private Tutoring	Feb 2016	T3 2016	Up to date
	Complaints		New	Being prepared
	Excursion	Dec 2015	Dec 2017	Up to date
	1. Policies to be uploaded to FPPS website.			
1.33	Finance Sub-Committee			
	Member	Role	Date Joined	
	Enore Panetta	Chair	2015	
	Kim Dark	Registrar	2015	
	Libby Hamilton	P&C Treasurer	2015	
	Marcus Le Messurier	Participant	2015	
	Function under review.			
1.34	School Survey Program			
	Survey Form	Responsible Person	Survey Issue Date	Survey Report Date
	Student	MM	Term 3 2016	
	Parents & Carers	MM	Term 2 2016	
	Staff	MM	Term 4 2015	



8 March 2016

SIGNED (CHAIR)

DATE