

FLOREAT PARK PRIMARY SCHOOL BOARD MEETING MINUTES

	Staff Member	Expiry	Parent & community	Role	Expiry
Invited:	Michael McInerhoney (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 2016

Author: Secretary
Date: 30 March 2016 (Moved from 22 March 2016)
Location: FPPS Library, 5pm

TIME	REF	AGENDA	ACTION
	1.1	Welcome & Apologies <ol style="list-style-type: none"> Welcome Apologies / Absentees – SGor, EP and MP. Confirm Agenda 	Meeting opened 5pm Accepted Confirmed ALL
	1.2	Board Member Changes (Including Community & Co-opt Members) <ol style="list-style-type: none"> Elections for LEM community position post Easter. 	DISCUSSION: MM advised 3 parents had nominated for 1 Board position. Discussion on benefits of appointing 2 new parent members. If school community election required, will take place first week, term 2. ACTION: <ol style="list-style-type: none"> Agreement to appoint 2 new parent representative Board members; MM to discuss with nominees if they intend to proceed into community election process if required; MM to complete above discussion before end term 1 and advise Board Chair and Secretary; If election process required, will take place week 1, term 2 in preparation for 17 May Board mtg.
	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 Noted
	1.4	Previous Minutes <ol style="list-style-type: none"> Confirm Previous Minutes 	Confirmed ALL
		MEETING FOCUS – BULK OF MEETING TIME SET ASIDE FOR BP REVIEW	
	1.5	Board Self Reflection	DISCUSSION:

**FLOREAT PARK PRIMARY SCHOOL
BOARD MEETING MINUTES**

TIME	REF	AGENDA	ACTION
		<ol style="list-style-type: none"> 1. 2016 self-reflection: conducted by members. Members to discuss the self-reflection questions and table any areas that need to be focused. 2. Standing Note: to occur every 6 months 	<p><i>Documents tabled – IPS examples of Board Self-Reflection Questions.</i> LEM spoke to requirement for Board members to undertake regular self-reflection on purpose, participation, achievements of themselves as Board members and Board in general.</p> <p>Noted</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. ALL members to provide email comments to LEM on areas of Board performance where applicable by Tues May 10; 2. MM to collate responses and distribute to Board members before May 17 meeting.
	1.6	<p>Business Plan (BP) & Monitoring Focus of meeting is the review of the BP</p> <ol style="list-style-type: none"> 1. Standing Note: Review the strategic direction of the BP 2. Standing Note: Analysis of performance data. 	<p>DISCUSSION:</p> <p>Significant discussion on first year of Business Plan (BP) in action. How BP is assisting to shape self-reflection and the continuous improvement and achievement cycle across whole school community.</p> <p>BP Performance Review Table – Discussion on the need for FPPS admin to undertake a performance and achievement review of the BP’s four key Priority Areas, and the operational strategies contained within these areas. Admin to prepare a performance review table for the Board for the purpose of the ongoing review and adjustment of the BP and its desired outcomes.</p> <p>Parent/community board member input will be necessary to provide an alternative perspective on assessment of the school’s performance. The performance review table will be crucial to the eventual external review of the school’s IPS status in 2017. This cycle is to be continuous with time allocated in at least one Board meeting/term to discuss the performance review table.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. MM/SGod to undertake initial performance review of Business Plan preamble, core business, and key priority areas, prepare the initial performance review table, and distribute to Board members by email; 2. Parent/community Board members to assist in review for further refinement; 3. Standing note for time at one Board meeting/term to reflect and review on each of the four key priority areas, supporting

FLOREAT PARK PRIMARY SCHOOL BOARD MEETING MINUTES

TIME	REF	AGENDA	ACTION
			operational strategies and achievement targets, led by a Board admin rep and a Board parent/community rep over a continuous 12-month cycle.
	1.7	Whole School Self-Assessment Cycle 1. MM to speak to item	DISCUSSION: <i>Documents tabled – School Assessment Schedule, Whole School Events and Incursions and Excursions FPPS 2016, FPPS Self Assessment Strategies 2016 and Schedule of NAPLAN preparation 2016.</i> MM spoke to school's 2016 ongoing self-assessment cycle. Has engaged DoE's Statewide Support Services to support assessment cycle. All staff will participate in self-assessment workshop as part of 3 June PD/student-free day. ACTION: 1. MM to extend email invite for one Board parent representative to participate in self-assessment workshop on June 3 PD day.
	1.8	Annual Report Focus of meeting on the review of Draft report, to be issued at meeting. 1. Final due by the end of Term 1 2016.	DISCUSSION: <i>Documents tabled – draft FPPS Annual Report.</i> MM advised report needs to be finalised for start term 2 2016. Discussion for future Annual Reports to be more succinct, with information links to FPPS website. Discussion on some re-ordering of report information. ACTION: 1. MM/SGod to finalised Annual Report and circulate to Board members for ratification.
OTHER MATTERS (TIME PERMITTING)			
	1.9	Principal's Position 1. Update on the Principal position & deferred selection process in 2016.	Discussion deferred to next meeting date due to Business Plan review.
	1.10	DPA Review 1. Standing Note: Board to review DPA regularly.	Discussion deferred to next meeting date due to Business Plan review.
	1.11	Finance Management 1. Standing Note: Operational budget to be endorsed T1 yearly. 2. Operational budget for 2016 to be tabled by Kim Dark (KD), Registrar.	DISCUSSION: <i>Documents tabled – Operational One Line Budget Statement (24/03/16), Student-Centred Funding Statement (24/03/16), FPPS 2016 Budget.</i> General discussion and explanation on FPPS operational budget. Requirement for Board to endorse 2016 Budget. ACTION: 1. MM to distribute the P&C spending priority list to all Board members.

**FLOREAT PARK PRIMARY SCHOOL
BOARD MEETING MINUTES**

TIME	REF	AGENDA	ACTION
			2016 FPPS Budget endorsed by Board. Moved LEM, accepted ALL.
	1.12	Strategic Plan for WA Public Schools & Focus 2016 1. MM to table (see annexures) 2.	Discussion deferred to next meeting date due to Business Plan review.
	1.13	Workforce Plan (WP) & Workforce Matters 1. MM to provide update on staff requirements/org chart at Dec mtg.	Discussion deferred to next meeting date due to Business Plan review.
	1.14	School Promotion in the Community 1. Standing Note: Ensure the Board is actively promoting the school within the Community. 2. SG/JW to report on establishing Alumni, investigating UWA model; 3. MP to provide a position description for a FPPS Alumni Coordinator. 4. Update school website to include a page/form to collect contact information from potential Alumni members. 5. MM - Roll out Alumni Invites to 2015 FPPS Year 6 students during their Graduation Ceremony – possibly under an opt-in arrangement.	Discussion deferred to next meeting date due to Business Plan review.
	1.15	Survey 1. Parent survey due out T1 2016	Discussion deferred to next meeting date due to Business Plan review.
	1.16	Procedural Matters 1. Nil	
OTHER MATTERS (TIME PERMITTING)			
	1.17	P&C Report 1. MP to provide update	Discussion deferred to next meeting date due to Business Plan review.
	1.18	NAPLAN & Curriculum 1. Curriculum Community Briefing: briefing to occur near end T3 2016. 2. Outcomes of DoE internal review of curriculum & NAPLAN focus. 3. FPPS stance on NAPLAN preparations	DISCUSSION: Noted. MM advised the internal review of FPPS's literacy/numeracy programs and NAPLAN planning was part of the ongoing wider self-assessment cycle being undertaken between Feb and July this year by the school. ACTION: 1. MM to keep Board members informed, as necessary, of review progress; 2. MM to provide Board with review outcomes and recommendations, expected early term 3.
	1.19	Mandarin Classes 1. MM to coordinate meeting with Mandarin Class Facilitator (Zoe Kai) to discuss contracts, program requirements and class set-up at FPPS T1 2016.	Discussion deferred to next meeting date due to Business Plan review.
	1.20	Policy Discussions	DISCUSSION: <i>Documents tabled – draft checklist for consideration alongside Private Service</i>

FLOREAT PARK PRIMARY SCHOOL BOARD MEETING MINUTES

TIME	REF	AGENDA	ACTION
		<ol style="list-style-type: none"> SGod to finalise Private Service Provider Policy, load on FPPS website and refer parents to new policy in next newsletter; 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. 	<p><i>Provider (PSP) Policy.</i> School is finding it increasingly difficult to provide private on-site space for PSP's (for eg: private tutors, occupational therapists) during school hours given the extreme constraints on classrooms/buildings and accommodation in general.</p> <p>ACTION:</p> <ol style="list-style-type: none"> PSP policy to remain in place for remainder of 2016 school year; PSP situation to be reviewed again by Board at Sept 13 meeting in light of accommodation constraints; SGod to write to parents currently accessing on-site accommodation for PSP's to update them on accommodation difficulties.
	1.21	<p>Enrolments 2014 & Accommodation Requirements (Organisational Profile)</p> <ol style="list-style-type: none"> Enrolments as of Feb 2016 at 585 students. 	Discussion deferred to next meeting date due to Business Plan review.
	1.22	<p>Permanent School Facilities</p> <ol style="list-style-type: none"> Update on status Official opening of cricket nets – invite Minister MM/LEM to consider providing information to parents on website about managing future school growth. 	Discussion deferred to next meeting date due to Business Plan review.
	1.23	<p>IT – Website, Hardware & Software</p> <ol style="list-style-type: none"> General discussion (if any). 	Discussion deferred to next meeting date due to Business Plan review.
	1.24	<p>OSH Club</p> <ol style="list-style-type: none"> Review of OSH fee with contract renewal (2 year contract, expires ??) 	Discussion deferred to next meeting date due to Business Plan review.
	1.25	<p>Youthcare Lunchtime Kids Club</p> <ol style="list-style-type: none"> MM to ensure questions to support this issue are included in term 2 parent/caregiver survey. 	Discussion deferred to next meeting date due to Business Plan review.
	1.26	<p>School Survey Refer schedule of survey types and dates.</p> <ol style="list-style-type: none"> Term 4 staff survey: MM to issue results. Student & Parent survey due again in 2016. 	Discussion deferred to next meeting date due to Business Plan review.
	1.27	<p>Focus Groups</p> <ol style="list-style-type: none"> SGoD to distribute all the comments gathered from the workshop and reconvene with the Focus Group members in T1 2016. 	Discussion deferred to next meeting date due to Business Plan review.
	1.28	<p>Events Marketing Approach</p> <ol style="list-style-type: none"> JW/SGod to draft guidelines for external marketing presence at school events and present to next Board meeting; 	Discussion deferred to next meeting date due to Business Plan review.

**FLOREAT PARK PRIMARY SCHOOL
BOARD MEETING MINUTES**

TIME	REF	AGENDA	ACTION								
		2. AL, RC and MM to review the provider of students' annual school photos for 2016 and beyond.									
	1.29	New Business 1. New business items.	LEM advised he would not seek to be reappointed to the Board. Thanked Board for opportunity to be involved as member and Chairman for three years. Vote of thanks to LEM.								
	1.30	<p>Board Meeting Dates 2016 Dates to be confirmed for 2016 year</p> <table border="1" style="width: 100%;"> <tbody> <tr> <td style="width: 25%;">Term 1</td> <td>23 February 1.00pm 22 March 5.00pm (Moved to 30 March)</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> </tbody> </table>	Term 1	23 February 1.00pm 22 March 5.00pm (Moved to 30 March)	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	
Term 1	23 February 1.00pm 22 March 5.00pm (Moved to 30 March)										
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										
	1.31	Meeting Close	Meeting Closed 8.08pm								

**FLOREAT PARK PRIMARY SCHOOL
BOARD MEETING MINUTES**

REGISTERS & SUB-COMMITTEES																																																																	
1.32	<p>Conflict of Interest Register</p> <table border="1"> <thead> <tr> <th>Board Member</th> <th>Potential Conflict</th> </tr> </thead> <tbody> <tr> <td>Marcus Le Messurier</td> <td>Wife is EA employee at FPPS</td> </tr> </tbody> </table>	Board Member	Potential Conflict	Marcus Le Messurier	Wife is EA employee at FPPS																																																												
Board Member	Potential Conflict																																																																
Marcus Le Messurier	Wife is EA employee at FPPS																																																																
1.33	<p>Policy Schedule</p> <table border="1"> <thead> <tr> <th>Policy</th> <th>Date Issued</th> <th>Review Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Homework</td> <td>Dec 2014</td> <td>Dec 2016</td> <td>Up to date</td> </tr> <tr> <td>Head lice</td> <td>4/8/2015</td> <td>Aug 2017</td> <td>Up to date</td> </tr> <tr> <td>Anaphylaxis</td> <td>16/8/15</td> <td>Aug 2017</td> <td>Up to date</td> </tr> <tr> <td>Behaviour Management</td> <td>Feb 2016</td> <td>Feb 2018</td> <td>Up to date</td> </tr> <tr> <td>Bicycle Safety</td> <td>No date</td> <td>OD</td> <td>Under review</td> </tr> <tr> <td>Dress Code</td> <td>No date</td> <td>OD</td> <td>Under review</td> </tr> <tr> <td>Media</td> <td>2009</td> <td>OD</td> <td>Under review</td> </tr> <tr> <td>Medical Admin</td> <td>No date</td> <td>OD</td> <td>Under review</td> </tr> <tr> <td>Mobile Phones</td> <td>Dec 2015</td> <td>Dec 2017</td> <td>UP to date</td> </tr> <tr> <td>Attendance</td> <td>No date</td> <td>OD</td> <td>Under review</td> </tr> <tr> <td>Class Placement</td> <td>Feb 2016</td> <td>Feb 2018</td> <td>Up to date</td> </tr> <tr> <td>SunSmart</td> <td>Dec 2015</td> <td>Dec 2017</td> <td>Up to date</td> </tr> <tr> <td>Private Tutoring</td> <td>Feb 2016</td> <td>T3 2016</td> <td>Up to date</td> </tr> <tr> <td>Complaints</td> <td></td> <td>New</td> <td>Being prepared</td> </tr> <tr> <td>Excursion</td> <td>Dec 2015</td> <td>Dec 2017</td> <td>Up to date</td> </tr> </tbody> </table>	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	16/8/15	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
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	16/8/15	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																																																														
1.34	<p>Finance Sub-Committee</p> <table border="1"> <thead> <tr> <th>Member</th> <th>Role</th> <th>Date Joined</th> </tr> </thead> <tbody> <tr> <td>Enore Panetta</td> <td>Chair</td> <td>2015</td> </tr> <tr> <td>Kim Dark</td> <td>Registrar</td> <td>2015</td> </tr> <tr> <td>Libby Hamilton</td> <td>P&C Treasurer</td> <td>2015</td> </tr> <tr> <td>Marcus Le Messurier</td> <td>Participant</td> <td>2015</td> </tr> </tbody> </table> <p>Function under review.</p>	Member	Role	Date Joined	Enore Panetta	Chair	2015	Kim Dark	Registrar	2015	Libby Hamilton	P&C Treasurer	2015	Marcus Le Messurier	Participant	2015																																																	
Member	Role	Date Joined																																																															
Enore Panetta	Chair	2015																																																															
Kim Dark	Registrar	2015																																																															
Libby Hamilton	P&C Treasurer	2015																																																															
Marcus Le Messurier	Participant	2015																																																															
1.35	<p>School Survey Program</p> <table border="1"> <thead> <tr> <th>Survey Form</th> <th>Responsible Person</th> <th>Survey Issue Date</th> <th>Survey Report Date</th> </tr> </thead> <tbody> <tr> <td>Student</td> <td>MM</td> <td>Term 3 2016</td> <td></td> </tr> <tr> <td>Parents & Carers</td> <td>MM</td> <td>Term 2 2016</td> <td></td> </tr> <tr> <td>Staff</td> <td>MM</td> <td>Term 4 2015</td> <td></td> </tr> </tbody> </table>	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																																																	
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 April 2016

SIGNED (CHAIR)

DATE