



# Floreat Park Primary School Board

## SCHOOL BOARD MEETING –MINUTES

**Date:** Tuesday 18 June 2019

**Venue:** Library

**Time:** 5.04pm

**Invited:** Emily Chee (Chair), Su Wu (Secretary), Kim Batina (parent member), Jane Rowlands (Principal), Mark Walters (Deputy Principal), Simon Heyting (staff member), Kerry Pym (staff member), Andrew Angel (parent member), Pen Melis (co-opted member)

**Apologies:** Leechelle Ruscoe, Morgan O’Shea, Kim Lawrance

**Observer:** Lincoln Day (Principal Wembley Downs)

### Key items and highlights

- NAPLAN was successfully completed. Data will be presented in Semester 2 to both the Board and parents.
- Discussion around Attendance data, processes and policy, and how absences affect students learning.
- Business Plan Review shows that we are on track. Discussions around the Aboriginal Cultural Standards Framework and how this can be implemented within the school.
- Attendance and Student Healthcare policies approved.
- The Board would like to thank Simon Heyting and Kerry Pym for their service on the Board. Their input has been invaluable and we appreciate their time and experience.

TIME	ITEM	ACTIONS	WHO
5.04pm	<p><b>Welcome and Governance</b></p> <p>Welcome to Lincoln Day, principal at Wembley Downs PS, who is observing our Board meeting today. JR attended the Wembley Downs PS Board meeting yesterday.</p> <p>Meeting opened at 5.05 pm. Refer to list of attendees and apologies above.</p> <p>No new conflicts of interest tabled.</p> <p>MW confirmed and accepted agenda, KP seconded.</p> <p>Minutes from 14/5/19 meeting were approved via email on 27 May 2019.</p>		

5.05pm	<p><b>Principal's Report</b> <i>Documents tabled (prior to meeting):</i></p> <ul style="list-style-type: none"> <li>• Mid Year enrolments stand at 614 - 307 boys and girls!</li> <li>• Rod Cohen will reduce his work fraction to part time and work every Monday morning, Tuesday and Thursday. His primary role will remain in Student Services and the Response To Intervention (RTI) support program from Pre-primary to Year 2. Staff will be given the opportunity to take on more leadership roles.</li> <li>• Fiona Farley to come back to one day a week to assist in student services.</li> <li>• Jade Birmingham will return for one day a week in year 5.</li> <li>• Shade sails have been removed and repaired over the winter. Costs around \$500.</li> <li>• NAPLAN was successfully completed. How the data will be presented and analysed will be different due to the online testing and may affect the current NAPLAN targets and how data is presented to parents.</li> <li>• Communication meeting. Met with parent volunteers Claire Yow and Liz Lockett and they will work with the school on how we can improve the Talking with My School document and the website.</li> <li>• Article about Violence in Schools discussed. Discussed schools around evacuation and lockdown procedures and communication to parents.</li> <li>• Proposed School Development Days for 2020 are Tuesday 2 June, Monday 24 August and Friday 6 November. Motion to approve these dates.</li> </ul>	<p>School to apply to the P&amp;C for funds to remove and repair the shade sails next year</p> <p>Development days for 2020 approved.</p>	JR
5.15pm	<p><b>Finance Management</b> <i>Documents tabled (prior to meeting):</i></p> <ul style="list-style-type: none"> <li>• Expenditure is in line with previous years for this time of year.</li> </ul>		JR

	<ul style="list-style-type: none"> <li>• School licenses variance to be investigated. This should be and in/out account.</li> <li>• Rod reducing time will go towards leadership time.</li> <li>• Looking at leasing more laptops. Teachers to review how they are using laptops.</li> <li>• Website revamp or rebuild costs will be looked at next term</li> </ul>	<p>Audit / annual review of licenses looking at what we use and who is using them.</p> <p>MW to provide website update next meeting</p>	MW
5.34pm	<p><b>Data Review</b> <u>Documents tabled (prior to meeting):</u></p> <p>Attendance: teachers need to record absences under specific codes. The important metric is the unauthorised absence - this means parents have not told us why their child is not at school. For extended vacation, we inform parents the impact of absence. In cases where a child records significant absences there will be a discussion with the parents about their obligations and the impact of non-attendance on learning.</p> <p>Parents are responsible for getting their child going to school.</p> <p>Compared to last year the data is indicating there will be less vacation absences at the end of Term 2.</p> <p>Attendance policy: Principal can refuse vacation time. This will result in an unauthorised absence and be recorded as such.</p> <p>In cases where parents who plan to take their child out of school for an extended time eg a term or more, other education options will be discussed e.g.School of Isolated and Distance Education (SIDE)</p> <p>Attendance rate of 95.8% (compulsory school years only). 0.2% off target.</p>		
5.47pm	<p><b>Board Chair Report</b> EC will send out a draft report shortly for review. Report to be sent out in week 10.</p>	<p>Send out Board report for Semester 1 for review prior to publication.</p>	EC
5.49pm	<p><b>Business Plan Review</b> <u>Documents tabled (prior to meeting):</u></p> <p>Mid year review of business plan</p> <ul style="list-style-type: none"> <li>• 3 pillars: will probably stay the same for the next business plan</li> </ul>		

	<ul style="list-style-type: none"> <li>• Successful students <ul style="list-style-type: none"> <li>○ Staff evaluates progress using the National School Improvement Tool, (NSIT). Evaluation is based on 5 domains that are matched to the business plan.</li> <li>○ NAPLAN targets may need to be reviewed based on the online NAPLAN data analysis.</li> <li>○ Assessment policy being reviewed. PATR online testing each year. ICAS will be online this year. Will include tests on digital technologies and writing.</li> <li>○ Implemented Best Performance data hub to record and analyse school data– specialised software for schools for this purpose.</li> </ul> </li>   <li>• Safe and motivating learning environment <ul style="list-style-type: none"> <li>○ Bounceback – introduction last year. Now the focus is on sustainability and long term future.</li> <li>○ Engagement and Behaviour policy almost complete. Will be sent out next term for input.</li> <li>○ Review of the Aboriginal Cultural Standards Framework. From this, the school will focus on the Learning Environment and Relationships. <ul style="list-style-type: none"> <li>▪ Established a committee to work on how this will be applied in the school, with the focus on a broad implementation within the school.</li> <li>▪ Year 6 excursion to tree planting and spending time with an Aboriginal Elder in Bindoon. Paid for by a PALS grant.</li> </ul> </li> <li>○ The school have defined categories of Attitudes Behaviour and Effort (ABE) on reports. These will be outlined to parents in a letter along with the reports.</li> <li>○ Outdoor learning space redesign is in progress.</li> </ul> </li>   <li>• Teachers <ul style="list-style-type: none"> <li>○ Have an active Wellbeing committee who organise events and team building.</li> <li>○ Draft policy for the staff's Performance and Development culture presented for information only as it is in the</li> </ul> </li> </ul>		
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	<p>business plan. This is an operational policy.</p> <ul style="list-style-type: none"> <li>○ Teachers are heavily involved in the Churchlands Regional Network and other leadership networks.</li> <li>○ School is part of a Future Leaders Trial</li> </ul> <ul style="list-style-type: none"> <li>• Enablers <ul style="list-style-type: none"> <li>○ Technology, Resources and Community and culture all on track.</li> </ul> </li> </ul>		
6.18pm	<p><b>P&amp;C Reports &amp; financials</b>  <u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> <li>○ Good meeting in term 2, which was well attended with representation from all year groups.</li> <li>○ Have received 67% of contributions Reminder to be sent out.</li> <li>○ Fundraising, good book fair result. Increase in profits due to the sausage sizzle from the Ride to School day.</li> <li>○ Election cake sale was very popular.</li> <li>○ Entertainment books sales are ongoing.</li> <li>○ Work in the front garden is ongoing.</li> <li>○ Fathering project approved.</li> <li>○ Edudance video – being negotiated.</li> <li>○ Building fund start up – will be reported in the P&amp;C fund.</li> </ul>		
6.30pm	<p><b>Policy Updates</b></p> <ul style="list-style-type: none"> <li>• Healthy Food and drink is in the process of being reviewed by KB, PM and members of the P&amp;C. The Policy needs to have major revisions, including: <ul style="list-style-type: none"> <li>○ OH&amp;S section needs to be reviewed, firstly by Rod Cohen who has just been on an OH&amp;S course and then the P&amp;C.</li> <li>○ Agreed that the Board and the P&amp;C should be responsible for the policy.</li> </ul> </li> <li>• Attendance – small change about vacation absences</li> <li>• Student Healthcare Policy <ul style="list-style-type: none"> <li>○ Add room number for epipen</li> </ul> </li> <li>• Class Placement for 2020.  <u>Documents tabled (prior to meeting).</u> FAQ not part of policy so it can be amended easily if required.</li> </ul>	<p>PM taken ownership of this document and will discuss with Rod and the P&amp;C Exec, before asking for Board review and approval.</p> <p>Approved via email 23/5/2019, pending agreed change</p> <p>Approved via email 23/5/2019, pending clarification of room number.</p> <p>To be sent to the Board for review and approval via email</p>	<p>PM</p> <p>EC</p> <p>EC</p> <p>EC</p>

	<ul style="list-style-type: none"> <li>• Assessment and reporting <ul style="list-style-type: none"> <li>○ First draft in progress.</li> </ul> </li> <li>• Dress code Policy: <ul style="list-style-type: none"> <li>○ <u>Documents tabled (prior to meeting):</u></li> <li>○ KB, LR have a shared vision that uniforms should be neat, affordable, modern and comfortable.</li> <li>○ Have completed a survey of Year 6's about the uniform. Parent survey to be sent early in Term 3.</li> <li>○ Have met with the uniform shop who are working with uniform suppliers to look at different options.</li> </ul> </li> <li>• Behaviour and Engagement Policy <ul style="list-style-type: none"> <li>○ <u>Documents tabled (prior to meeting):</u></li> <li>○ Policy almost ready for final review. Outstanding items: <ul style="list-style-type: none"> <li>▪ Three way conferencing being workshopped by Amanda Gibbon and Penelope Hickman</li> </ul> </li> <li>○ Concerns that there should include more around pastoral care in policy.</li> </ul> </li> </ul>	<p>Comment on this version to be sent to JR</p>	<p>JR</p>
7.09pm	<p><b>New Business and Parking Lot</b></p> <ul style="list-style-type: none"> <li>• Crossing update <ul style="list-style-type: none"> <li>○ Town of Cambridge has approved funding.</li> <li>○ Application needs to come from the school and P&amp;C</li> </ul> </li> <li>• Term 3 &amp; 4 meetings <ul style="list-style-type: none"> <li>○ Will keep the second meeting in term 3 as is. JR or SW will Chair in EC's absence.</li> <li>○ Agreed to move second meeting in Term 4 to 26 November.</li> </ul> </li> <li>• The Board would like to thank SH and KP for serving on the Board. This was their last meeting. KP is the longest standing board member so far!</li> </ul>	<p>JR and EC to meet with KL to discuss how to move forward</p> <p>Agreed to move second meeting in Term 4 to 26 November, 5pm. Diary needs to be amended</p>	<p>JR, EC, KL</p> <p>JR</p>
7.19pm	<p><b>Meeting Close</b></p>		
	<p><b>2019 Meeting Dates</b></p> <p><b>Term 1:</b>  Tuesday 19 February - 5pm  Tuesday 26 March - 5pm</p> <p><b>Term 2:</b>  Tuesday 14 May - 1pm  Tuesday 18 June - 5pm</p> <p><b>Term 3:</b></p>		

	Tuesday 6 August - 1pm Tuesday 10 September - 5pm  <b>Term 4:</b> Tuesday 29 October - 5pm (Open) Tuesday 26 November - 5pm (moved)		
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BOARD CHAIRPERSON MINUTES CONFIRMATION

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SIGNED CHAIR

DATE