



# Floreat Park Primary School Board

## SCHOOL BOARD MEETING –MINUTES

**Date:** Tuesday 29 October 2019

**Venue:** Library

**Time:** 5.00pm

**Invited:** Emily Chee (Chair), Su Wu (Secretary), Kim Batina (parent member), Morgan O’Shea (parent member), Jane Rowlands (Principal), Mark Walters (Deputy Principal), Leechelle Ruscoe (Staff member), Kim Lawrance (parent member), Andrew Angel (parent member), Pen Melis (co-opted member), Shelley Jenkinson (Staff member), Jayne Prentice (Staff member)

**Apologies:**

**Observers:** Natalie Dimmock, Alex Bertram, Monique Jenner, Emer Basso

### Key items and highlights

- Excellent NAPLAN results this year, with the School achieving all targets.
- Will need to create an extra class in 2020, which will have an impact on next year’s budget.
- Presentation and discussion around the Schools support programs: what the School offers; how they are funded; how they decide which programs to run; and who attends these programs.
- Healthy Food and Drink policy and Student Engagement policy were both endorsed by the Board.

TIME	ITEM	ACTION	WHO
5.05pm	<p><b>Welcome and Governance</b></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, KB seconded.</p> <p>Minutes from 10/9/19 meeting were approved by MO and seconded by AA via email on 21 October 2019.</p>		
5.10pm	<p><b>Principal’s Report</b></p> <p><i>Documents tabled (prior to meeting):</i></p>		

	<ul style="list-style-type: none"> <li>Principal's report 29 October.docx</li> </ul> <p>2020 enrolments:</p> <ul style="list-style-type: none"> <li>Will need to create an additional class in 2020. Class placement process will start soon.</li> <li>Will top up Kindy enrolments with some out of bound enrolments. Currently, 74 enrolments in kindy.</li> <li>Class structures will be announced at end of year class meetings</li> <li>Class lists will be posted at the end of week 9 (13 December)</li> </ul> <p>Outdoor Learning area:</p> <ul style="list-style-type: none"> <li>Demolition will commence this weekend. 3 week build schedule.</li> <li>Would like the year 6s to have an opportunity to use it.</li> <li>Thank you to Tony Szlichta, MW, PM and Kim Latham for driving this project.</li> </ul> <p>Student Services</p> <ul style="list-style-type: none"> <li>This year have a new system of collecting data on playground incidents.</li> <li>Incidents have been predominantly boys in the early years. There are 75% boys in the early years so this may need to be managed.</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>CIY club will not be continued. Considering other options, not just coding</li> <li>Thank you to Alex Bertram for his work on the fathering project.</li> </ul>		
5.18pm	<p><b>Finance Management</b></p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> <li>➤ Financial report 29 October.docx</li> <li>➤ SCFM 251019.pdf</li> <li>➤ OLB 251019.pdf</li> <li>➤ Minimum Expenditure report.pdf</li> </ul> <ul style="list-style-type: none"> <li>The school has spent 96% of funds for 2019 as required.</li> <li>QKR is an online payment system which will be introduced next year for: <ul style="list-style-type: none"> <li>○ Manage payments and permission slips.</li> <li>○ Payments to the P&amp;C, including the uniform shop and the canteen. These will be phased in.</li> </ul> </li> </ul>		
5.19pm	<p><b>Data Review</b></p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> <li>➤ Board NAPLAN Data Review 2019.docx</li> <li>➤ ICAS 2019 final.pptx</li> </ul>		

	<p>➤ Board Student Achievement Targets 2019 Performance.docx</p> <p>NAPLAN</p> <ul style="list-style-type: none"> <li>• Achieved all targets this year.</li> <li>• Introduced programs identified from previous data analysis are showing improved results.</li> <li>• Reading has been historically strong and the results this year are consistent.</li> <li>• Writing in year 5 was very strong compared to like schools.</li> <li>• Talk for writing program is being considered for upper school.</li> <li>• Spelling: looking into dip in year 3.</li> </ul> <p>ICAS</p> <ul style="list-style-type: none"> <li>• Aimed at extending high achieving students.</li> <li>• Teachers and parents can nominate students, however this year's data showed that parent nominated students did not perform as well.</li> <li>• Online testing this year, which required more teacher support.</li> <li>• Need to look at resourcing for 2020 as there is a teacher cost to administer the test.</li> <li>• Need to consider how to communicate parents about the costs of the testing.</li> <li>• NAPLAN data shows that there are many students who reach a ceiling. The school uses the ICAS data as another data source.</li> <li>• School will hand out results and certificates once they arrive. Students who received a high distinction or distinction will be presented with certificates at assembly. Parents can access results through student number.</li> </ul> <p>How do we use this data?</p> <ul style="list-style-type: none"> <li>• JR presented on what data the school receives from NAPLAN and how it is used.</li> <li>• How can the school communicate that we look after all our students (not just the high performing students)</li> <li>• Data is looked at through the following questions <ul style="list-style-type: none"> <li>○ What does the data indicate?</li> <li>○ Why do you think it is so?</li> <li>○ What do you plan to do about it?</li> </ul> </li> <li>• NAPLAN adaptive pathways – depends on how students start answering the questions, this will</li> </ul>	<p>KL asked:</p> <ul style="list-style-type: none"> <li>• what is the unique the number of students receiving high distinctions and distinctions.</li> <li>• What is the number of unique students nominated by parents who received high distinctions and distinctions.</li> </ul> <p>JR would like feedback on how we can communicate with parents about how ICAS is used.</p> <p>JR would like feedback on how to make programs visible to parents, reflections and thoughts about programs.</p> <p>JR to reach out to other schools and see what they do in terms of support programs.</p> <p>Make some time at next Board meeting to discuss this further.</p>	<p>JR</p> <p>ALL</p> <p>ALL</p> <p>JR</p> <p>EC</p>
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	<p>determine which pathway they go to next. At the end, the raw score is converted to a band. Bands are the same for each year.</p> <ul style="list-style-type: none"> <li>• JR, JP, SJ discussed the support programs within the school.</li> <li>• School Programs are funded through SCF after school operations, teacher salaries and contingencies costs have been removed.</li> <li>• KB asked about the exit interviews. School should collect data about why students are leaving.</li> </ul>	JR to consider collecting data on reasons why students leave the school	JR
6.45pm	<p><b>P&amp;C Reports &amp; financials</b> <u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> <li>➤ School Board P&amp;C Report 291019.pdf</li> <li>• Same report that will be given to the P&amp;C meeting</li> <li>• New signage for The Canteen and The Uniform Shop</li> <li>• Interactive screen project completed.</li> <li>• Outdoor learning space will be completed with additional funds provided by the school. Thank you to the school.</li> <li>• QKR app will be used by the P&amp;C.</li> <li>• Maintenance on Kindy shade sails and tree lopping delayed.</li> <li>• Thanks to Alex and team for Floreat Dads. Dads camping ongoing and mini golf day in December.</li> <li>• Get your Melbourne Cup tickets – only 20 left! Social event not for fundraising.</li> <li>• Fundraising levy survey to go out next week. There will be an option to pay fundraising amount.</li> <li>• Financials <ul style="list-style-type: none"> <li>○ End of year around \$32k.</li> <li>○ Landscaping in the new play space would be good to be done this year.</li> <li>○ Playground costs (\$65k) has not been paid as yet. School contributing \$50k to finish.</li> </ul> </li> </ul>	<p>PM to ask the class reps to provide information to the Kindy parents about what the Banksia is.</p> <p>Can fundraising levy be tax deductible. PM to research the options.</p>	<p>PM</p> <p>PM</p>
7.00pm	<p><b>Policy Updates</b> <u>Documents tabled (prior to meeting):</u></p> <p>Healthy Food and drink</p> <ul style="list-style-type: none"> <li>• Document: 201910 Floreat Healthy food and drink policy - final.pdf</li> <li>• Updates from previous version include: <ul style="list-style-type: none"> <li>○ Additional information for year 6 students.</li> <li>○ Clarification to parent's insurance coverage.</li> <li>○ Additional wording around FoodSafe training.</li> </ul> </li> </ul>	<p>Endorsed 29/10/19</p> <p>MW to put into policy template and arrange to be put online.</p>	<p>MW</p>

	<ul style="list-style-type: none"> <li>Board endorsed this policy and would like to review this policy annually.</li> </ul> <p>Dress code Policy</p> <ul style="list-style-type: none"> <li>Parent survey went out and had 142 responses.</li> <li>Biggest issues tops and girls bottoms. Tartan skirt is nice but not linked to school.</li> <li>Student survey girls prefer shorts, skirts and leggings.</li> <li>Need to be decisive about this for the uniform shop need to order for next year P&amp;C has looking ahead and making some changes to the orders based on previous discussions with the committee.</li> <li>The Uniform Shop will start phasing out dress, tartan skirt and jazz pants.</li> <li>Logo is being refreshed not changed</li> <li>Next steps. P&amp;C, uniform shop and board to meet to make some decisions based on the survey data.</li> <li>Board endorses next steps as discussed above.</li> </ul> <p>Student Engagement Policy</p> <ul style="list-style-type: none"> <li>No further comments received from the last meeting.</li> <li>Board endorsed this policy and would like to review this policy annually.</li> </ul>	<p>P&amp;C, uniform shop and board to meet to make some decisions based on the survey data.</p> <p>Consider Fairgame to donate discontinued uniforms</p> <p>Communicate clearly to the community that 'old' uniforms may be worn for as long as it takes to phase them out.</p> <p>Endorsed 29/10/2019</p> <p>JR to arrange to be put online.</p>	<p>KB</p> <p>PM</p> <p>JR</p>
7.15pm	<p><b>Crossing update</b></p> <ul style="list-style-type: none"> <li>No update</li> </ul>		
7.15pm	<p><b>New Business and Parking Lot</b></p> <ul style="list-style-type: none"> <li>Personal items list approved via email in Oct 2019.</li> <li>The Board are invited to the year 6 graduation 12 Dec 1.30pm at Churchlands Senior High School.</li> <li>School development day 15<sup>th</sup> Nov. The Board is invited to attend the 8.45am – 10.30am slot.</li> <li>School development days should maybe consider private school student free days. However, Fridays are not suitable for teachers, whereas Tuesdays after long weekends most staff members are in.</li> <li>Thanks to Mark for organising the visit to the girls in aviation excursion. The girls who attended</li> </ul>		

	had a wonderful experience.		
7.20pm	<b>Approval of the 2020 Charges and Contributions</b> <ul style="list-style-type: none"> <li>Will be sent out via email for approval. Need to be approved by 13 Dec.</li> </ul>		
7.21pm	<b>Meeting Close</b>		
	<b>2019 Meeting Dates</b>  <b>Term 4:</b> Tuesday 26 November - 5pm		

BOARD CHAIRPERSON MINUTES CONFIRMATION



29 October 2019

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SIGNED CHAIR

DATE