



SCHOOL BOARD MEETING MINUTES

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| Date: | Tuesday 19 March 2024 |
| Venue: | School Library |
| Time: | 5.00pm |
| Invited: | Jane Caforio (JR) (Chair), Michelle Pedlow (MP) (Deputy Chair/Board Secretary), Jane Rowlands (JR) (Principal), Matthew Wright (MWr) (Deputy Principal), Jemima Salisbury (JS) (staff member), Kim Powell (KP) (staff member), Owen Linehan (MH) (staff member), Rebecca Hunt (RH) (P&C Representative Co-Opted Member), Marcus Dabner (MD) (parent member), Sarah Lambert (SL) (parent member), Mary Richards (MR) (parent member). |
| Apologies: | Alice Mills (parent member) |
| Observer: | Mark Walters (MWa) (Deputy Principal) |

Key items and highlights

- JC welcomed new student council members and existing leadership, acknowledging contributions and discussing future activities and community engagement.
- JR delivered the report, noting low vandalism, minimal parent concerns over class placements, an increase in enrolment numbers, and discussed various operational aspects such as overseas student impacts and before and after school care.
- The P&C President highlighted the busy start to the year, structural refinements within the P&C, fundraising achievements, and the need for improved school security after hours.
- The Board officially endorsed the Annual Report for 2023.
- MWr discussed the impact of term-time holidays on school attendance data and the educational risks of attendance rates below 90%.
- MWr reported on parent-purchased devices, plans for 2024 and beyond in technology, and discussed the use and teaching of AI.
- JC discussed community responses to the Sporting Globe's application and Forum Development plans, including strategies for managing urban sprawl.
- The Board discussed updates to the Good Standing Policy and communication platforms, endorsed the policies, and confirmed the board meeting dates for 2024, including the Graduation date on December 5th.
- Matters such as Year 6 leadership position voting, mandatory professional development for board members, and strategies to enhance board visibility were covered, with a plan to discuss further at the next meeting. The Board thanked Mary Richards for her term on the Board. The meeting closed with thanks to the Board members.

| TIME | ITEM | ACTION | WHO |
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| 5.05pm | <p>Welcome and Governance</p> <ul style="list-style-type: none"> • Acknowledgement of Country. • Apologies were noted from Alice Mills. • JC expressed a welcome to the student leadership. • The minutes of the previous meeting were endorsed by MD and MP seconding. • It was noted that no conflicts of interest were declared. • Greetings were extended to Sarah Lambert and to Alice Mills, and Owen Linehan was welcomed back. | | JC |
| 5.10pm | <p>Introduction of Semester 1 Student Council</p> <ul style="list-style-type: none"> • JR introduced the incoming student council members, who each shared an overview of their roles and aspirations: <ul style="list-style-type: none"> ○ Katherine – responsibility of coordinating meetings alongside Mr. Woods for the rotary. | | JR |



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| | <ul style="list-style-type: none"> ○ Charlotte – fundraising efforts and collating student suggestions for the school. ○ Madison – contributing leadership skills to fundraising initiatives. ● They all expressed their commitment to collaborating with the school principals, deputies, and the council. ● JC inquired about their favourite aspects of being on the council: <ul style="list-style-type: none"> ○ The members unanimously appreciated the strong sense of community, the abundance of activities and opportunities available. ○ They highlighted the variety of programs such as sports, arts, and music, emphasising the inclusive environment for new students and the diverse groups of students they get to work with. ● When JR asked about their choice of charity: <ul style="list-style-type: none"> ○ The council members disclosed their selection of Variety for children as their supported charity. ● They also mentioned their plan to participate in the ANZAC Day ceremony by laying a wreath. | | |
| 5.15pm | <p>Principal’s Report and Financials</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> - <i>Principal’s report</i> <p><u>Key discussion items:</u></p> <p>Vandalism on school grounds</p> <ul style="list-style-type: none"> ● JR reported minimal vandalism at the school, highlighting the effectiveness of current policies. <p>Class Placements</p> <ul style="list-style-type: none"> ● Concerns from parents about class placements were rare and promptly addressed, with positive feedback on the transparency of the Class Placement Policy. ● Parents valued being informed about placements before the holiday period. <p>Enrolments</p> <ul style="list-style-type: none"> ● Enrolment details indicate funding is based on student numbers, with a slight increase observed in class sizes. ● The rise in overseas university student enrolments is noticeable, affecting public schools. ● These students typically attend an international language school, but they are full. ● Public school education is free for children of parents undertaking Higher Degrees by Research. ● An increase in English as an Additional Language or Dialect (EALD) students is expected at Floreat, along with corresponding funding support. <p>TheirCare Outside of School Hours Provider</p> <ul style="list-style-type: none"> ● Issues with before and after school care, including facilities and enrolment changes, were discussed. | | JR |



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| <ul style="list-style-type: none"> • JC voiced concerns about adequate heating during winter, which JR confirmed would be addressed. • A suggestion to run a survey for feedback was made by SL. • MWa mentioned a promotional relaunch planned for the next term, in conjunction with a school disco event. <p>Faction shirts</p> <ul style="list-style-type: none"> • New faction shirts are being developed moving to a single name for simplicity. • Spartan currently have stock which represents approximately three years' worth of supply. JR and RH are investigating whether this can be reduced. <p>Basketball Court Resurfacing</p> <ul style="list-style-type: none"> • Basketball court improvements were discussed with the Department of Education approving a civil engineering review. • Plans are underway for two full courts and a half court resurfacing, pending final costings and approval. • Discussions with the Town of Cambridge for potential co-funding were mentioned by JR. <p>Staff Challenges</p> <ul style="list-style-type: none"> • Staffing challenges and the definition of school responsibilities versus out-of-hours activities were discussed, noting the impact on planning and events. • The initial offer from the Department of Education was rejected by the teachers' union, leading to adjustments in staff meetings and performance management sessions. • The support from parents and effective communication were highlighted as positive aspects amidst these challenges. <p>Complex Behaviours</p> <ul style="list-style-type: none"> • A focus on managing complex behaviours, including a revised policy for students with needs, was noted. • P Hickman's involvement in professional learning and efforts to influence local school support were mentioned. • A Department of Education review of funding processes for behavioural support and the creation of a Diversity, Equity, and Inclusion (DEI) vision statement were discussed. <p>School Business Plan</p> <ul style="list-style-type: none"> • The Business Plan's pending release was discussed, with JC inquiring about its availability for broader review. <p>Strong Triangle of Governance</p> <ul style="list-style-type: none"> • A "strong triangle of governance" consisting of the School, Board, and P&C was emphasised by JR as a foundation for successful school management. | <p>Action: Behaviour and Engagement Policy to be reviewed.</p> | |
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| 6.10pm | <p>Finance</p> <ul style="list-style-type: none"> • JR did not present a report for Term 1, indicating that it would be provided in upcoming meetings. • The Board reviewed and acknowledged the financial details outlined in the Annual Report. | | JR |
| 6.12pm | <p>P&C Reports & financials</p> <p><u>Documents tabled (prior to meeting):</u></p> <p>- None</p> <p><u>Key discussion items:</u></p> <p>P&C Restructure</p> <ul style="list-style-type: none"> • The P&C has undergone structural refinements, including the creation of a 'Grants' role aimed at securing funding and a compliance support role to ensure adherence to regulations, separate from P&C responsibilities. • Special thanks were extended to Jenni Wilding for taking on the communications role. • The absence of a father figure role was noted, sparking a discussion on how to engage more fathers. • Positive feedback received on the revised structure for class representatives and Whatsapp groups. <p>Treasurer's Report</p> <ul style="list-style-type: none"> • The treasurer's report was encouraging, with \$66,000 raised through various fundraising activities against \$190,000 in funding requests, demonstrating efficient budget management. • Plans are in place to establish a fundraising goal in collaboration with the school and communicate this to parents, underlining the P&C's business-minded approach. <p>Canteen</p> <ul style="list-style-type: none"> • Changes to the Canteen's menu and pricing were implemented to ensure financial viability, including a requirement for volunteers to complete a food handling course and the introduction of a recycling facility. <p>Uniform Shop</p> <ul style="list-style-type: none"> • The uniform shop's inventory, particularly the sports tops, was noted. <p>Sustainability Focus</p> <ul style="list-style-type: none"> • Sustainability remains a primary focus for the P&C, with ongoing concerns about after-hours security at the school. • JC inquired about the processes for managing sponsorships and advertising with external entities, to which RH responded that proper governance and documentation would be essential for such agreements. | | RH |
| 6.27pm | <p>Annual Report 2023</p> <p><u>Documents tabled (prior to meeting):</u></p> | <p>Action: The Board endorsed the Annual Report for 2023.</p> | JC |



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| | <p>- None</p> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> • The Board endorsed the Annual Report for 2023. | | |
| | <p>Response to Board Survey – discussion</p> | <p>Action: Response to Board Survey to be tabled at the T2 meeting</p> | |
| 6.30pm | <p>Data – Attendance (see Annual report)</p> <p><u>Documents tabled (prior to meeting):</u></p> <p>- None</p> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> • MWr noted that parents are taking their children on holiday during the school term. • This adversely affects attendance records. • The Department of Education considers any attendance rate below 90% as posing an educational risk. • JR said that she understands the reason for families taking holidays during term time and communicates to the families that they are simply recorded as ‘unauthorised absences.’ | | MWr |
| 6.35pm | <p>Future Technology Sub Committee</p> <p><u>Documents tabled (prior to meeting):</u></p> <p>- None</p> <p><u>Key discussion items:</u></p> <p>iPads</p> <ul style="list-style-type: none"> • MWr presented data on iPad devices purchased by parents, noting that out of 303 students in Years 3-6, 297 had devices purchased by their parents, while 6 students were using devices loaned by the school. • This resulted in a 98.1% uptake rate, with a particular focus on the 84 out of 85 Year 3 students. • SL raised concerns about the plan for instances when students might not purchase an iPad, to which MWr responded that decisions would be made on a case-by-case basis. <p>Planning</p> <ul style="list-style-type: none"> • For planning beyond 2024, six key focus areas were identified: coaching, ensuring accessibility, evaluating impact (particularly in creative and critical thinking), the ethical and responsible application of AI, community education and support, and eSafety. • MP inquired about Jenny Jongst's continued involvement. MWr highlighted that teaching staff are increasingly learning from one another within their community. • JC proposed the idea of leveraging AI expertise from within the parent community to benefit the school. <p>Showcase</p> | | MWr |



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| | <ul style="list-style-type: none"> • MWr also shared insights from a training session on the accessibility features of Apple devices, illustrating how these functions can support diverse learning needs. | | |
| 6.58pm | <p>Forum development/Sporting Globe</p> <p>The Sporting Globe Licencing Request Rejected</p> <ul style="list-style-type: none"> • The Sporting Globe's application to modify its use for the inclusion of gambling machines and extend operating hours was addressed through a letter representing the P&C, Board, and community standpoint. • The application was ultimately not approved due to a lack of social impact assessment. <p>Floreat Forum Redevelopment</p> <ul style="list-style-type: none"> • The Town of Cambridge conducted a community consultation, which the Board participated in, primarily discussing concerns about urban sprawl. • Information about early-stage plans for the Floreat Forum, potentially affecting around 1000 properties, was inadvertently disclosed to the media. • SL provided some further insight based on meetings she had attended, explaining that the Town of Cambridge is responding to state-level directives on managing urban sprawl by considering increased density in strategic locations. • The Floreat Forum is identified as a key activity centre slated for development, with the specifics of how it will be developed still under discussion. • To navigate this, the Coast Ward Ratepayers Association plans to form a subcommittee dedicated to creating a precinct structure plan to guide future development initiatives. | | JC |
| 7.10pm | <p>Policy Updates</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> - <i>Good Standing Policy</i> - <i>Communication platforms (Appendix to Talking with my School)</i> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> • The Good Standing Policy, aligning with the department's 2019 expectations, has been updated to focus on the 2024 objectives of promoting unity against violence and fostering connections and respect within the school. • The review confirmed the policy's comprehensive implementation, aiming to minimise violence. • The policy ensures all students begin the year in good standing, with provisions in place for restoring this status if lost. • Additionally, a new document detailing communication strategy for both the P&C and the school will be incorporated as an appendix to the existing "Talking with my School" Policy. • The Board gave its endorsement to these updates. | <p>Action: Good Standing Policy and the Communication platforms (Appendix to Talking with my School) were both endorsed.</p> | JR and MWr |



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| 7.15pm | <p>2023 Meeting Dates</p> <p>Term 2</p> <ul style="list-style-type: none"> • Term 2 Week 4: Meeting on May 7 • Term 2 Week 6: <u>P&C</u> Meeting on May 21 • Term 2 Week 9: Meeting on June 11 <p>Term 3</p> <ul style="list-style-type: none"> • Term 3 Week 7: Meeting on August 27 • Term 3 Week 6: <u>P&C</u> Meeting on August 20 <p>Term 4</p> <ul style="list-style-type: none"> • Term 4 Week 4: Meeting on October 29 • Term 4 Week 8: Meeting on November 26 • Term 4 Week 6: <u>P&C</u> Meeting on November 12 <p>2024 Graduation Date</p> <ul style="list-style-type: none"> • 5th December 2024 time TBA (Churchlands SHS) | | JC |
| 7.17pm | <p>Other Business</p> <ul style="list-style-type: none"> • JC relayed feedback that some parents would like clarity on the method of selecting Year 6 leaders. JR noted that a review is under review for better clarity. • Board Member Training Update: The majority of board members have finished their mandatory training. • Deliberations on actions to amplify positive feedback and boost the Board's presence are scheduled for the next meeting. • JR will initiate the recruitment for an additional Board member. • The Board thanked Mary Richards for her term on the Board. | | JC |
| 7.20pm | <p>Thank you to Board Members</p> <p>Meeting Close</p> | | JC |

| School Board Sub-Committees | BOARD MEMBERS RESPONSIBLE |
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| Future Technology at Floreat Committee | Matthew Wright (Chair), Jane Rowlands, Gemma Cronan, Claire Shoebridge, Tony Brown, Michelle Pedlow, Marc French, Adam Georgiu, Jeremy Smyth, Paul Georgiades, Mikayla Snow, Owen Linehan – Invite P&C President |

| Board Members | Type | Length of Term | Expiry |
|----------------|------------------|----------------|-------------|
| Jane Rowlands | Principal | NA | NA |
| Jane Caforio | Chair | 3 years | End T1 2025 |
| Matthew Wright | Deputy Principal | 3 years | End T2 2026 |



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| Kim Powell | Staff Member | 3 years | End T2 2026 |
| Jemima Salisbury | Staff Member | 2 years | End T3 2025 |
| Owen Linehan (for Michelle Hart) | Staff Member | 9 months | End T3 2024 |
| Sarah Lambert | Parent | 3 years | End T4 2026 |
| Michelle Pedlow | Parent | 1 year | End T4 2024 |
| Mary Richards | Parent | 1 year | End T1 2024 |
| Alice Mills | Parent | 2 Years | End T1 2025 |
| Marcus Dabner | Parent | 3 years | End T1 2025 |

Actions Register

| Action | Who | Date |
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| DEI response to survey ongoing. | JR | Ongoing |
| Response to Board survey | JR | T2, 2024 |
| Forum redevelopment | JC | Ongoing |