



SCHOOL BOARD MEETING MINUTES

Date: Tuesday 22nd August 2023

Venue: School Library

Time: 5.00pm

Invited: Jane Caforio (JR) (Chair), Jane Rowlands (Principal), (Deputy Chair/Board Secretary), Jane Rowlands (JR) (Principal), Matthew Wright (MWr) (Deputy Principal), Penelope Hickman (PH) (staff member), Kim Powell (KP) (staff member), Cara Chia (CC) (staff member), David Hollingworth (DH) (P&C Representative Co-Opted Member), Marcus Dabner (MD) (parent member), Santosh Valvi (SV) (parent member), Mary Richards (MR) (parent member).

Apologies rec'd: Michelle Pedlow (MP)

No apologies rec'd: David Hollingworth (DH)

Observer: Mark Walters (MWa) (Deputy Principal)

Key items and highlights

- The Board thanked Emma King for her long and significant contributions to the Board.
- The Board thanked Penelope Hickman and Cara Chia for their contributions as staff representatives.
- The Board welcomed Kim Powell and Matthew Wright onto the Board for 3 year terms
- Key discussion items / highlights:
 - School Development Days 2024
 - Initial indications of student numbers for 2024
 - Year 3 and 5 NAPLAN and Year 1 Phonics Assessment Data
 - Business Plan planning
 - Diversity, Equity and Inclusivity Working Group formation
 - OSHC (Out of School Hours Care) EOI process underway
 - Board Member mandatory training
- Reviewed policies:
 - Class Placement - Ratified
 - Attendance and Punctuality - Ratified
 - Curriculum, Assessment and Reporting – Ratified
 - eSafety Policy / Personal Devices Policy – with Future Tech Sub-Committee

TIME	ITEM	ACTION	WHO
5.00pm	Welcome and Governance <ul style="list-style-type: none"> • Acknowledgement of Country • Apologies received – Michelle Pedlow • No apologies received – David Hollingworth • Endorsement of previous minutes – (MWr) and (PH) • No conflicts of interest declared • Welcome new members – Matthew Wright and Kim Powell • Welcome and hear from the New Student Council • Review of Code of Conduct and protocols 	Action: All Board members to complete online training.	JC



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<p>5.20pm</p>	<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> <ul style="list-style-type: none"> • Enrolments <ul style="list-style-type: none"> ○ Projected enrolments 2024 ○ Classes and numbers for 2024. Full classes is best as it allows us to run the programs we want to. ○ NAPLAN Data – agenda item today. Shows that 1:1 program has enhanced the learning. Thanks to Mark for work with Future Technology Sub Committee in setting it up and thanks to Matt for his work in ensuring the focus remains on high quality learning with technology. • School Development Days <ul style="list-style-type: none"> ○ School development days 2024. ○ School Development Day Friday 10 November. • Financials <ul style="list-style-type: none"> ○ Additional money after census comes from students diagnosed with a disability that attracts funding. If they leave, we lose this. ○ \$17,000 received from Commonwealth to support wellbeing – put into Student Services budget. ○ Workforce. Budget is tighter than it was during COVID. 	<p>Second MWr Endorsed by Board</p> <p>Action: JR to send out invitation to Board members</p>	<p>JR</p>
<p>5.30pm</p>	<p>School Data Review</p> <ul style="list-style-type: none"> • NAPLAN Data <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> - <i>NAPLAN2023.pptx</i> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> ○ A national assessment program. Results help Government know where resources are needed. ○ ICSEA (Index of socio-economic advantage) ○ Floreat Park PS second highest in WA. ○ Our targets are compared to similar ('like') schools. Not all schools. Our targets are ambitious 'stretch' targets. ○ Due to NAPLAN being earlier and new 'Proficiency Levels', data cannot be compared to previous years. ○ As it is online, it is not the same test for each child. 'Pathways' are adaptive. ○ Year 3 – Progress is measured from Pre-primary On-Entry Assessments. ○ Year 3 progress and achievement is above like schools. ○ Shows that our K-2 program is preparing students well in basic literacy and numeracy foundations. ○ Year 5 don't have progress measures from Year 3 as this is a new scaling system. ○ Year 5 achievement is similarly high as Year 3 • Next steps: <ul style="list-style-type: none"> ○ Triangulate this with other data using our 'Elastik' platform. 	<p>Action: Share NAPLAN results with community.</p>	<p>JR</p>



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	<ul style="list-style-type: none"> ○ Maintain this high achievement and progress through our next Business Plan targets. ● Y1 Phonics Screening Data <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> - <i>Phonics Screening Check 2023.pdf</i> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> ○ K-2 phonics program – credit to staff who have gone through a big change process to teach in this way. ○ Contemporary, science and research evidence based program. ○ More EAL/D (English as an Additional Language or Dialect) students and program fatigue with Soundwaves led to the change. ○ Starting to see much stronger results. K-2 staff are preparing students well as evidenced by Year 3 NAPLAN results. 	<p>Action: How this will be shared with parents? Mark to investigate and see what other schools do.</p>	MWa
6.00pm	<p>Business Plan</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> - <i>Examples of other school plans</i> - <i>Parent Opinion Survey questions</i> - <i>A guide to Developing Your Business Plan</i> - <i>FPPS Business Planning Overview</i> - <i>Department of Education Strategic Directions 2020-2024</i> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> ● Strategic Intent good language. ● Time to make the plan more succinct. ● Plan must reflect Department of Education Strategic Directions. ● Parent opinion survey. Matt has prepared this ready to send. Questions are mandated but we add comments opportunity at the end. ● Discussion about wording. What does success look like in a wider sense? ● Staff opinion survey. Just done. 	<p>Action: Organise Sub-Committee meeting with Teams option</p> <p>Action: (Parent Survey) Take out “The school would like your feedback” sentence. Personalise by using terms like “your child”.</p> <p>Action: Workshop strategic Pillar 1 with staff to come up with wording that captures successful students. Include community engagement as an Enabler.</p> <p>Action: Share Staff Opinion Survey at next Board meeting</p>	JR MWr JR MWr
6.00pm	<p>Diversity, Equity and Inclusivity</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> - <i>None</i> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> ● Working group <ul style="list-style-type: none"> ○ Two parents have volunteered. 	<p>Action: Organise first working group meeting</p>	JR



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6.20pm	<p>P&C Reports & financials</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> - None <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> o Congratulations to P&C for great effort in Carnival Bake Sale o Event very well organised and run o Thanks to P&C for the contributions to resources like tents, ribbons, trophies etc o Great examples of inclusion and celebration 	<p>Action: JR to speak to DH. JC to contact DH to discuss. Ask DH to share report for us to read before next meeting.</p>	JR, JC
6.30pm	<p>Policy Updates</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> - Class placement + FAQs / communications for parents (split level classes) (MWa) - Attendance and Punctuality statement (MWr) <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> • Class Placement Policy <ul style="list-style-type: none"> o Ratified by all • Attendance Policy <ul style="list-style-type: none"> o 'At Risk' amounts to one day absence per fortnight. Impact of missing school can be profound. o Lots of holiday requests coming in since borders opened. o Understand that families have not seen each other. o Many holidays coming through lately are more family holidays (e.g Bali) o Standard response is that we do not encourage absence but understand. o Proposal that this will continue as our response but the absence will no longer be authorised. o This will result in poorer attendance data but will help us track the issue better • eSafety Policy / Personal Devices Policy (MWr) • Curriculum, Assessment and Reporting (CAR) (MWr) • Diversity, Equity and Inclusivity Policy (DEI) (JR) 	<p>Action: Class Placement – Endorsed</p> <p>Action: Attendance and Punctuality - Bold last para Clarify the Implications of 'unauthorised absence' and 'at risk attendance'</p> <p>Commence this approach from 2024</p> <p>Messaging to community this year of the change</p> <p>Endorsed with the above change</p> <p>Action: E-Safety - Future Technology committee working on this. Review next meeting</p> <p>Action: CAR - Change at end made - Endorsed</p> <p>Action: DEI - Coming out of work with the Working Group</p>	<p>MWa</p> <p>MWr</p> <p>JR</p> <p>MWr</p> <p>MWr</p> <p>JR</p>
6.45pm	<p>Other Business</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> - Refer to Board Member tenure (below) <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> • Emma King stepping down 	<p>Action: Seek staff to replace Cara and Penelope. Discuss MP's</p>	JR



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	<ul style="list-style-type: none"> ○ Recognise the important contribution she has played. On Board for over 4 years. Played a key part in some big changes at Floreat. Was great counsel to JR and always gave her heads up about the community. ● Thank you, Cara Chia and Penelope Hickman for all your input and guidance to the Board. ● Noting that Santosh and Michelle’s terms will end this year. ● Reminder: Mandatory PD for school board members: <ul style="list-style-type: none"> ○ Good governance: Online training for all council and board members ○ Aboriginal and Torres Strait Islander cultural awareness ● Update on Expressions of Interest for OSHC Club: <ul style="list-style-type: none"> ○ Seven EOI’s received. JR, MWa, Sue Morgan (Manager Corporate Services), Dina, Sharon Potts and Sarah Lambert are reviewing. ● Board Self-Assessment and Review <ul style="list-style-type: none"> ○ Discussion over wording. Quite long winded at the moment ○ Representation of P&C at Board and vice-versa. MD suggestion that Board members attend P&C meetings ○ JR important to maintain visibility e.g at carnivals and other functions, in communications ● Future Technology Committee – MWr gave update. 4th September meeting planned. Currently designing parent sessions for Year 2 parents coming into the 1:1 program next year. 1 session on how students use tech for learning. 1 session on logistics – can’t decide this until we know what the new iPad will look like. <ul style="list-style-type: none"> ○ Committee are also going to develop an ICT strategic plan including Teaching and Learning and Engaging the Community. ○ JC suggested parents feeding back to parents in the planned sessions. ○ MWr important to articulate to community how contemporary our program is and how proud we are of it. 	<p>role next year and put out expressions of interest and vote to the community</p> <p>Action: Board Members to send certificates to Mark when done. Any outstanding training to be completed in the next week.</p> <p>Action: OSHC working group to meet at review EOI’s.</p> <p>Action: Board to review questions and agree at the next meeting.</p> <p>Action: Encourage all existing members to contribute to review. Invite new members.</p>	<p>All</p> <p>MWa, JR</p> <p>All</p> <p>MWr</p>
7.00pm	Meeting Close		JC
	<p>2023 Meeting Dates</p> <ul style="list-style-type: none"> ● Term 4: <ul style="list-style-type: none"> ○ Week 3: Tuesday 24th October 5pm ○ Week 8: Tuesday 28th November 5pm <p>2023 School Development Day</p> <ul style="list-style-type: none"> ● Friday 10th November 2023 - Board Members invited to part of morning session <p>2023 Graduation Date</p> <ul style="list-style-type: none"> ● Thursday 7th December 2023 time TBA (Churchlands SHS) 		



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School Board Sub-Committees	BOARD MEMBERS RESPONSIBLE
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
Kim Powell	Staff Member	3 years	End T2 2026
Penelope Hickman	Staff Member	2 years	End T3 2023
Cara Chia	Staff Member	1 year	End T3 2023
Santosh Valvi	Parent	3 years	End T4 2023
Michelle Pedlow	Parent	2 years	End T4 2023
Mary Richards	Parent	1 year	End T1 2024
Emma King	Parent	3 Years	End T4 2024
Marcus Dabner	Parent	3 years	End T1 2025

Actions Register

Action	Who	Date
Several modules for Board members to complete – in progress to be completed before next meeting – send certificates to Mark when done	All	By next board meeting
Seeking videographer to assist FPPS on an ongoing basis	MWa	Ongoing – until found
Send invitation to board members for School Dev Day in Nov	JR	T3
Share NAPLAN results with the community	JR	T3
Consider how to share phonics data with parents	MWa, MR	T4
Organise Business Plan Subcommittee meeting	JR	T3
Finalise and send out parent survey	MWr	T3
Share staff option survey	MWr	Next board meeting



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Organise first meeting with DEI subcommittee	JR	T4
Liaise with P&C on report and attendance	JR/JC	Next board meeting
Attendance and punctuality – policy and comms	JR	2024
OSHC working group to meet to review EOI's	MWa, JR	T3 / T4
DEI response to survey ongoing. - in progress	JR/MWa	T2, 23/5/23
To review eSafety Policy / Personal Devices	MWr/EK	Next board meeting
Seek staff to replace CC and PH on board	JR	T3
Action parent vacancies on board	JR	T4
Board – self assessment – review questions ready for next board meeting discussion	All	Next board meeting