



SCHOOL BOARD MEETING MINUTES

Date: Tuesday 28th November 2023
Venue: School Library
Time: 5.00pm
Invited: Jane Caforio (JC) (Chair), Jane Rowlands (JR) (Principal), Michelle Pedlow (MP) (Deputy Chair/Co-Board Secretary), Matthew Wright (MWr) (Deputy Principal) (staff member), Kim Powell (KP) (staff member), Jemima Salisbury (JS) (staff member), Michelle Hart (MH) (staff member), Rebecca Hunt (RH) (P&C Representative Co-Opted Member), Marcus Dabner (MD) (parent member), Santosh Valvi (SV) (parent member), Mary Richards (MR) (parent member).

Apologies rec'd:

No apologies rec'd:

Observers: Mark Walters (MWa) (Deputy Principal) (Co-Board Secretary)
 Alice Mills (AM), Sarah Lambert (SL) (Parents and Board Members from 2024)

Key items and highlights

- The Board thanked Santosh Valvi for his contributions to the Board and welcomed Alice Mills, Sarah Lambert and Michelle Pedlow (re-elected).
- Key discussion items / highlights:
 - Enrolment update
 - Reflections on the year
 - P&C finances, provisional school budget and Contributions and Charges
 - School Board Survey
 - Business Plan 2024-2027
 - Future Technologies Sub-Committee update
 - E-Safety Policy - Ratified
 - Dress Code Policy – in progress
 - Term 1 meeting date
 - Board Member mandatory training

TIME	ITEM	ACTION	WHO
5.00pm	Welcome and Governance <ul style="list-style-type: none"> • Acknowledgement of Country • Apologies received – None • Endorsement of previous minutes – (MH) and (MP) • No conflicts of interest declared • Welcome and introduction of new members following School Board Election – Congratulations Michelle (1-year term) Alice (2-year term) and Sarah (3-year term) – commencing Term 1, 2024 • Review of action register 	MW add AM and SL to the Dropbox MW to update/delete double-ups	JC



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		MW to send out links to training for all members	
5.20pm	<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"> ○ Enrolment update, leavers (before Y6) less than previous years, class structures, kindy orientation done, pp orientation done, school photos feedback. • Reflections on the year <ul style="list-style-type: none"> ○ See report. ○ Acknowledged Santosh Valvi's contributions to the Board over the years. • Financials <ul style="list-style-type: none"> ○ Student Centred Funding (SCF) – based on numbers Friday 16 February 2024 ○ Contributions and charges – Contribution is voluntary – Charge must be paid for child to take part in the activity ○ 86% received so far in 2023, 85% this time in 2022 ○ MP noted it worthwhile to know what other public schools charge. Also important our community understand what our program entails. Board noted that the quality of the FPPS programs is high. ○ BH noted the same was raised for P&C contributions. ○ JC noted that there are more questions about the reasons for the Voluntary Contributions than the Charges. BH concurred. ○ SV noted the cost of the iPad has a big impact on charges and is a one-off ○ BH and JR noted the P&C spending over the years on play spaces has had a significant positive impact on the school environment ○ MP suggested the addition of 'indicative' at bottom. Board agreed ○ MD enquired about parents not paying for some things. JR this is rare. School receives budget for social disadvantage based on enrolment information. ○ MW noted Kindy charges are not quite accurate 	<p>Board noted provisional budget for 2024</p> <p>Board endorsed Contributions and Charges with slight amendment to Kindy and addition of the word 'indicative'</p>	JR
5.30pm	<p>P&C President</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> - <i>Treasurer's Report</i> - <i>P&C Term 3 Meeting Minutes (Draft)</i> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> • Financials 		BH



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	<ul style="list-style-type: none"> ○ Healthy financial balance earmarked for basketball courts ○ JC noted that The Board appreciated the addition of P&C minutes into the Dropbox 		
6.00pm	<p>School Board Survey</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> - Visual Data - Written Responses <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> ● JC thanked members for completing survey and explained context. 11 responses. JR, survey reflects previous ones. Acknowledged that some topics are polarising and will not be comfortable. Important to create a safe space where members can share their views. Important that views of the community are represented. ● JC suggested at next meeting, discuss responses to survey as agenda item. Focus on how we manage: <ul style="list-style-type: none"> ○ Challenging topics ○ Even better ifs.... ○ Communication with the community and staying informed of Board activity ○ Aim to get to more metrics to 'strongly agree' ● JR and JC – would be good to workshop our even better if's – add this to Term 1 agenda ● MP suggested a regular review of the terms of reference ● Board members agreed on importance of presenting one voice within the community ● JR noted that the actual remit of the Board is quite narrow, but we aim to make it more relevant through more meaningful involvement and working in partnership ● MP noted that the Board is quite progressive compared to feedback from other school at recent training 	<p>Add response to survey as agenda item for Term 1 meeting.</p> <p>Regular reviews/focus on Terms of Reference (TOR).</p>	JR
6.00pm	<p>Business planning sub-committee</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> - Business Plan 2020-2023 Reflection - Business Plan Draft <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> ● JR explained process of reviewing previous plan – JC, MR. Board members and staff all involved. ● JR encouraged Board to read Reflection Document ● Sub-committee crafted 'pillars', and 'enablers' ● Successful Students <ul style="list-style-type: none"> ○ KP led on 'Successful Students' pillar with Jayne Prentice. ○ Representation from teachers across school ○ Took inspiration from Christchurch Plan (concise, aspirational) ○ Input from parent survey and staff/board on School Development Day 	<p>Business Plan endorsed with all suggested amendments.</p>	JR



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	<ul style="list-style-type: none"> ○ Were mindful not to be too granular ○ Clear link to current Department of Education initiatives – High Impact Teaching Strategies (HITS) ● Safe and Engaging Learning Environments <ul style="list-style-type: none"> ○ Penelope Hickman worked on this pillar. ○ Focus on positive psychology, and the creation of a wellbeing framework. ○ Took on a lot of feedback from parents about what skills/characteristics they would like their children to develop. ○ Department of Education (DOE) emphasis on Aboriginal culture, particularly since referendum. ○ Continuing the good work that is happening around identification and early intervention for students with additional needs. ○ Seeing increasing numbers of students presenting with high levels of anxiety. Investing in student services team. ○ Important to make the work of the student service team more clearly communicated to the community. ○ JC and BH noted importance of communicating this well to P&C ● Teaching and Leadership <ul style="list-style-type: none"> ○ Gemma Cronan worked on this pillar. ○ Ensuring we continue to improve and inspire meaningful staff development. ○ Maintaining evidence based, future focused pedagogies. Important to keep refining. ● JC provided feedback on the School Development Day. Very thorough process and passionate discussions amongst all present. ● MP suggested that 2.2 included Global Goals and ‘we will’s to match them. ● MR asked how this plan builds on last. JR explained much of it is next steps from previous plan. New additions are from DOE initiatives and the changing student well-being landscape. 		
6.20pm	<p>Future Technologies Committee <u>Documents tabled (prior to meeting):</u> - None</p> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> ● MWr – strategic planning meeting took place with external professionals ● Analysed what we have done, what we will do ● Produced Gantt style chart to plan next 12 months ● Priorities – <ul style="list-style-type: none"> ○ Measuring impact of 1:1 program, important not to use NAPLAN to do this ○ Maintain good professional learning for staff ○ Explore AI, immersive learning, inquiry learning and e-safety 	MWr to share 6 key priorities with Board at next meeting	MWr



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	<ul style="list-style-type: none"> ○ 6 key priorities – MWr to share with Board ● Out of this work MWr and MP have improved the E-Safety policy ● Discussion about AI – important we focus on how students use it ethically and responsibly ● MP and AM – important to support teachers to know what it can do (both Board Members work in this field) ● MWr – big but exciting piece of work ● MR – important to look at age-appropriate ways to introduce these concepts. ● MWr – our big focus is on putting the learning first. NAPLAN are introducing an assessment around ICT. Worth investigating. AM noted that this may help analyse the impact of technology at school. 		
6.30pm	<p>Policy Updates</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> - <i>E-Safety (MWr & MP)</i> - <i>Dress Code (MP & MD)</i> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> ● E-Safety Policy <ul style="list-style-type: none"> ○ MWr – This is amalgamation of e-safety and personal devices. Matt and Michelle have worked on this. This policy will be regularly reviewed as part of new business plan. ○ Particular focus on smart watches. Importance of ensuing school issues can be addressed promptly and safely in school. Also that students can't message each other – Change to policy to acknowledge the use of school mode. Bec welcomed this. ○ Other change is around tracking lost/stolen devices ○ BH asked how this policy interfaces with Behaviour Policy particularly in terms of bullying. ○ MWr – The policy is up for review next year and will be important to make this link ○ JR agreed and said Engagement Policy will be reviewed ○ Discussion about Space Talk and Apple Watch capabilities. ● Dress Code Policy <ul style="list-style-type: none"> ○ MP and MD reviewed important changes to note <ul style="list-style-type: none"> - Dual naming of faction shirts - JR gave update – dual naming based on values rather than animals: - Koort - heart - Koorndarn – respect - Danjoo koorliny – going along together (collaboration) - Djoorupiny – happy (from parent survey) - Still to match words to particular factions - MWr to finalise this with students - JR – will commence from next year - MP noted that Danilo koorliny might be challenging for students to say. JR to investigate - SL asked about existing shirts. JR – no need to change. Just new purchases only. 	<p>Board endorsed E-Safety Policy – 1-year review</p> <p>Dress Code Policy tracked changes to be reviewed by MWr. Aim to endorse by or at next meeting</p>	<p>MWr</p> <p>JR, MWr</p>



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	<ul style="list-style-type: none"> ○ Smoking ceremony will occur when new shirts arrive. ○ Comments to discuss from community feedback – clarifying aspects such as swimming uniform. ○ JR – When policy was last reviewed, we pared the policy back in terms of having specific uniform items. MD – agree, but more about communicating this to the community. ○ MP agreed – eg the wearing of nail polish ○ JC – what is next step on dresses? JR explained that went out with last policy. Not ordering more. 		
6.45pm	<p>Other Business</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"> ● Board meetings 2024 <ul style="list-style-type: none"> ○ Week 5 (27 Feb) before P&C meeting ○ Bec will confirm P&C meeting date with Jane R ○ Jane R – 2 meetings term 2 and 4 worked well. ● BH raised the development at Forum. Have school been approached? JR no but could be because we are not rate payers. Revisit at next meeting. 	JC to find out more information on Forum redevelopment.	JC
7.00pm	Meeting Close		JC
	<p>2024 Meeting Dates</p> <ul style="list-style-type: none"> ● Term 1: <ul style="list-style-type: none"> ○ Week 5: Tuesday 27th February 5pm <p>2023 Graduation Date</p> <ul style="list-style-type: none"> ● Thursday 7th December 2023 time 10:30 for 11:00 start (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
Rebecca Hunt	Co-opted P&C President	N/A	N/A
Matthew Wright	Deputy Principal	3 years	End T2 2026
Kim Powell	Staff Member	3 years	End T2 2026
Jemima Salisbury	Staff Member	2 years	End T3 2025
Michelle Hart	Staff Member	1 year	End T3 2024
Santosh Valvi	Parent	3 years	End T4 2023
Michelle Pedlow	Parent	(Re-elected) 1 year	From T1 2024
Mary Richards	Parent	1 year	End T1 2024
Marcus Dabner	Parent	3 years	End T1 2025
Alice Mills	Parent	2 years	From T1 2024
Sarah Lambert	Parent	3 years	From T1 2024

Actions Register

Action	Who	Date
Several modules for Board members to complete – send certificates to Mark	All	By next board meeting