



SCHOOL BOARD MEETING MINUTES

Date: Tuesday 24th October 2023

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), 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).

Observer: Mark Walters (MWa) (Deputy Principal)

Key items and highlights

- The Board welcomed the new P&C President Rebecca Hunt to the Board.
- The Board welcomed Michelle Hart (1 year term) and Jemima Salisbury (2 year term) to the Board.
- Key discussion items / highlights:
 - Floreat Park winning the athletics trophy for them first time in 23 years
 - P&C in a period of consolidation and planning
 - November 2025 School Development Day scheduled to support planning for Year 6 camp
 - Parent Survey and ICAS Data
 - Feedback to be gathered and provided to Kapture Photography
 - Business Plan planning
 - Successful EOI from TheirCare for onsite OSHC (Out of School Hours Care)
 - Board Member mandatory training

TIME	ITEM	ACTION	WHO
5.00pm	<p>Welcome and Governance</p> <ul style="list-style-type: none"> • Acknowledgement of Country • Endorsement of previous minutes – (MR) and (SV) • No conflicts of interest declared • Welcome new members – Michelle Hart and Jemima Salisbury • Welcome and hear from the P&C President Rebecca Hunt 	<p>Action: All Board members to complete online training.</p>	JC
5.07pm	<p>Principal's Report</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> - Principal's report <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> • Enrolments <ul style="list-style-type: none"> • 2024 enrolments: 588 (up from 576 in August). • Three full Kindergarten classes. • Waitlisting in-catchment kindergarten students. • End of Term 3 Highlights <ul style="list-style-type: none"> • Learning Journey moved to Term 4. 	Noted by the Board	JR



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	<ul style="list-style-type: none"> • Successful Book Week; workshop by Kylie Howarth. • Interschool athletics carnival win after 23 years. • Choir performance at Massed Choir Concert; Kudos to Gemma Hadley. <p>• Term 4 Updates</p> <ul style="list-style-type: none"> • Successful Learning Journey event. • Year level camps at Lake Leschenaultia have started. • Preparing for Colour Run fundraiser with P&C on Friday 27th October. <p>• Parent Sessions</p> <ul style="list-style-type: none"> • End of year parent sessions planned. • Kindergarten and Pre-primary orientation meetings scheduled. 		
5.15pm	<p>P&C President</p> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> • Welcome extended to Rebecca Hunt. • Sharon Potts in Vice President role. • Future emphasis on diversity and inclusion. • Re-evaluating charter, roles, and alignment with school objectives. • Traditional activities will be reviewed, aiming for inclusive approach for community needs. <p>• Budget</p> <ul style="list-style-type: none"> • 2023 currently at 75% levy recovery: \$110k. • Major 2023 expense: Nature playground - \$122,620. • 66% general levy, 67% infrastructure levy; currently at 89% budget utilisation for 2023. <p>• Finances</p> <ul style="list-style-type: none"> • Cash balance: \$162,323. • Building fund: \$126,185. • Colour Run currently raised: \$22,000. <p>• Fundraising</p> <ul style="list-style-type: none"> • Athletics bake sale: \$3,800. • Ongoing fundraising for school basketball courts. 	Noted by the Board	RH
5.20pm	<p>School Data Review</p> <ul style="list-style-type: none"> • Parent Survey • ICAS Data <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> - Parent Opinion Survey Results October 2023.docx - ICAS Analysis 2023.pptx <p><u>Key discussion items:</u></p> <p>• Parent Survey (JC and MR prepared the analysis)</p> <ul style="list-style-type: none"> • Positive level of respondents from the parents. • Generally, very positive reflections on the school and teaching. 	Noted by the Board	JC & MR JR



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	<ul style="list-style-type: none"> Useful and constructive feedback was also provided that will help inform the business plan and other strategic considerations for the school Focus on school's improvement for community. <p>• ICAS Data (JR)</p> <ul style="list-style-type: none"> 6-year academic extension program. Comparison to broader curriculum vs. Australian one. Goal: Students achieving D and HDs. Scores above Australian mean in all areas. Assessments moved to before school, no impact on T&L. 		
5.47pm	<p>Personal Items Lists (Booklists)</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> <i>Kindy.pdf</i> <i>Pre-primary.pdf</i> <i>Year 1.pdf</i> <i>Year 2. Pdf</i> <i>Year 3.pdf</i> <i>Year 4.pdf</i> <i>Year 5.pdf</i> <i>Year 6.pdf</i> <p><u>Key discussion items:</u></p> <p>• The Board acknowledged:</p> <ul style="list-style-type: none"> Clear instructions on delivery and labelling added where applicable. Noted the booklist costs are on par or reduced. Campion prefers home delivery. 	<p>Endorsed: 2024 Booklists endorsed by the Board.</p> <p>Action: MWa to clarify home delivery on front page.</p>	MWa
5.50pm	<p>School Photographs</p> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> Board discussed the feedback provided by parents on the school photos. The Board noted there is a transition period when moving to a new provide, but feedback would be provided and discussed with Kapture. School website to be updated with new photos. Ordering complications; late fees due to unread instructions. <p>• Feedback to be provided to Kapture to include:</p> <ul style="list-style-type: none"> Fuzzy and plain backgrounds; preference for nature scenes. Photos not on quality photographic paper. Sibling photos appeared overly posed. Sibling waiting time for photos too long. 	<p>Noted by the Board</p> <p>Action: P&C to relay feedback and incorporate with other parent feedback to JR.</p> <p>Action: School to discuss feedback with Kapture; include parent inputs.</p>	MWa
6.00pm	<p>OSHC (Out of School Hours Care) and Vacation Care</p> <p><u>Documents tabled (prior to meeting):</u></p> <ul style="list-style-type: none"> <i>OSHC Selection Process.pdf</i> <i>TheriCare Successful EOI 2023.pdf</i> <i>Pre-primary.pdf</i> 	Noted by the Board	MWa



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	<p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> • Sub-committee feedback <ul style="list-style-type: none"> • The Board acknowledged the work by the sub-committee: Mark Walters, Sharon Potts, Dina McWilliam and Sarah Lambert. • TheirCare was selected. • Targeted start: Term 1, 2024 including vacation care. • Undercover area renovation underway. • Review of outside school hours sports programs. 		
6.15pm	<p>Future Technology Sub-committee</p> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> • Sub-committee update <ul style="list-style-type: none"> • Reviewed initial program aims. • Achieved set objectives. • Efforts: <ul style="list-style-type: none"> ○ Parental support and community education on tech use. ○ Collaboration with local high schools. ○ Strategic planning led to planning documents; 3-year plan priorities. ○ Year 5 students to attend technology conference on sustainability and culture: sharing learnings upon return. ○ Evaluating new-generation iPads for suitability. ○ Analysing parent survey for key themes related to the technology program. 	Noted by the Board	MWr
6.30pm	<p>Business Plan Sub-committee</p> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> • Sub-committee update <ul style="list-style-type: none"> • Subcommittee met on 17th October. • Aiming for simplicity and succinctness with new Business Plan, building on the strong foundations of the previous Business Plan.. <p>Planning will include consideration to the survey results, school data, and other schools' strategic plans (benchmarking).</p> <ul style="list-style-type: none"> • Focused on 3 main pillars with streamlined themes. • Consultation to be held on professional learning day with teachers and Board members. • Supporting photos completed based on key themes from the parent survey, provided by Kapture. 	Noted by the Board	JR/Planning Committee
6.33pm	<p>School Development Days 2024</p> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> - Floreat's school development day for 2025 will be finalised now to support future planning for the Year 6 camp. <p>Year 6 Camp</p>	Noted by the Board	JR

Endorsed: School to schedule school development day for Week 5, Term 4 in 2025.



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	<ul style="list-style-type: none"> Scheduled for November (Week 5, Term 4). Rottnest introduced new booking system affecting future years. Concerns with future costs and logistics. Parent representatives are exploring more cost-effective alternative locations. 		
6.38pm	<p>Policy Updates</p> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> Upcoming reviews to be tabled at next meeting: <ul style="list-style-type: none"> eSafety Policy / Personal Devices Policy (MWr) Dress code (MP and MD) – faction shirts co-naming 	<p>Action: E-Safety - Future Technology committee working on this. Review next meeting.</p> <p>Action: MP and MD to review Dress code policy. Liaise with JR about new faction shirts co-naming.</p>	<p>MWr</p> <p>MP & MD</p>
6.40pm	<p>Other Business</p> <p><u>Key discussion items:</u></p> <ul style="list-style-type: none"> Reminder for School Board Members (new) <ul style="list-style-type: none"> Mandatory training: <ul style="list-style-type: none"> Good governance for all council and board members. Aboriginal and Torres Strait Islander cultural awareness. Board Self-Assessment and Review School Board call for nominations <ul style="list-style-type: none"> In 2024, the School Board will require three parent members; one for a three year term, one for a two year term and another for a one year term. Nominations will be sought by the school. 	<p>Noted by the Board</p> <p>Action: MWa to distribute training links to Mandatory Training – Board members to complete before the next meeting.</p> <p>Action: JC and JR to discuss the Board Self-Assessment and Review.</p> <p>Action: JR to send out application information for the new board positions.</p>	<p>MWa</p> <p>JR & JC</p>
6.47pm	<p>Meeting Close</p>		
	<p>2023 Meeting Dates</p> <ul style="list-style-type: none"> Term 4: <ul style="list-style-type: none"> 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) 	<p>Noted by the Board</p>	<p>ALL</p>



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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
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	2 years	End T4 2023
Mary Richards	Parent	1 year	End T1 2024
Vacancy	Parent	3 Years	From T1 2024
Marcus Dabner	Parent	3 years	End T1 2025

Actions Register

Action	Who	Date
Docusign ratified policies	MWa	Ongoing
Training modules for Board members to complete	All	Ongoing
DEI response to survey ongoing. - in progress	JR	T4, 2023
To review eSafety Policy / Personal Devices	MWr – Future Tech Cttee	T4, 2023