

2025 School Board Minutes

Wednesday 6th August 2025

Members:			Apologies:
Staff Representatives	Parent Representatives	Community Representatives	Aden Van den Beld
Paul Marshall Rachel Weller Jean Muthukumaraswamy Michelle Goodman Kim Stone Melissa Conway (Guest) Tobi Galley (Guest) Deborah Taylor (Secretary)	Amy Lang Emily Muxlow Julia Fry Rai Dietrich		

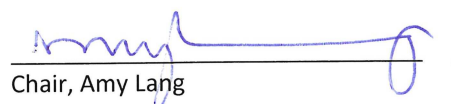
ACTION/ DECISION	WHO	ACTION
Welcome The meeting was opened at 6:36pm by Amy. Amy gave a warm welcome to all attendees for meeting one of Term 3. Amy thanked Mel and Tobi for attending.	Amy	Welcomed
Apologies Noted as above.	Secretary to note	Noted
Approval of Previous Minutes – 18th June 2025 No revisions or amendments to minutes.	All	Approved
Business Arising from Previous Minutes Compass An update was given to Board Members. Staff are using compass for attendance. Teachers are marking the roll twice a day and are beginning to feel more confident, requesting further learning in newsfeeds and emails. Amy asked if this would take the place of Connect? Yes, this will eventually. The system is much more user friendly for parents. A discussion was held around flags and the privacy view. Rachel will look at this to ensure that teachers have this view on. Amy thanked Rachel. Statewide Service Initiatives Small Group Tuition (SGT) and Complex Behaviour Support Coordinator (CBSC) mentioned at the last meeting. Successful application for both programs. Lorraine Steele has taken on the role of SGT for Math. Angela Betts has taken (CBSC). There is a lot of PD involved - 10 days throughout the year for CBSC. These roles are for an 18-month tenure.	Paul/Rachel	Informed
Strategic Direction Domain 4 – Use of Resources Melissa provided an overview of the Use of Resources Domain (4.1 -4.4) to Board members. Resource management is central to student learning. Discussions were held around the following:	Melissa	Informed

4.1 RAPS Plan has had financial allocations since 2024. Expanding to other budgets. Bank of relief days for staff that have workload expectations. AIEO work hours for this year 8:30 – 11:30. Employed under Special projects on a fixed term basis. Aboriginal student numbers are steady. 4.2 A request form for PL needs to be completed and forwarded to Rachel for approval prior to booking. Final approval by Paul or Mel. 4.3 Cost Centre Management (CCM) Budgets are submitted in Term 4 to the Financial Committee for approval for the following year. If it aligns with the Operational Plan, then this will be approved. CCM budgets are monitored throughout the year. 4.4 Special needs funding. Rachel, Michelle and Melissa look at this regularly and adjust EA timetables accordingly. Tier 2 intervention – students are identified through NAPLAN. Data is collated by EAs, provided to Teachers and Michelle. Education Assistants must be made permanent after 2 years on fixed term. This is the only funding level that changes throughout the year with student levels.		
• Financial Update Melissa outlined the One-line budget highlighting the following. ➤ Voluntary contributions are higher at this stage, this year, than we were last year at 57.8%. ➤ A reminder unpaid billing items is sent to parents each term. ➤ We had an Election promise of \$40,000 from Steve Catania to upgrade our playground. This has been received. ➤ We have also received a couple of other different grants to the value of ex GST \$25,000 through RAPS connections. ➤ We are on course to spent 96% on students in accordance with minimum spend requirements. ➤ Since changing bank accounts to CBA – Interest is earned on the operational account and amounts to approx. \$700 to \$1,000 per month. ➤ Reserves – Moved to ICT leasing rather than purchasing for most of this equipment, replacement of furniture in classrooms is being planned for over next 5 years. ➤ ICT – new server next month on lease as it will always be in a 5-year warranty. The Department will then repair and pay for any issues.	Melissa	Informed
• Campion Booklist Supplier Every 2 years the school is required to enter a new service agreement. We have previously approved Campion, and they are the main WA local supplier. There are a few changes from the last agreement – home delivery \$8 for all on time orders. Nothing has been listed for freight for late orders. Melissa to follow up with Campion and give the following feedback. Delivery was just \$5 last year. Possibility of negating this with a bulk delivery in Term 4 to school for parents to collect. Will continue with Campion, parent price reduction in lieu of rebate to school.	Melissa	Approved Feedback via email.

Julia asked if Campion take a proportion of the voluntary contributions paid when ordering the booklist, Mel confirmed that this is not the case, and about interest from contribution funds held prior to releasing to school.		
NAPLAN Results These came out on Friday, and more information will be released next week. Staff will be released to analyse the data in the coming weeks. Rachel ran through various comparative performance charts on the smartboard. Reading will be looked at intensely and the Literacy committee are also aware of lack of progress in Writing. Reports went home to parents last Friday. Amy thanked Rachel.	Rach	Informed
School Development Days 2026 6 pupil free days. ➤ 29th and 30th Jan nonnegotiable. Meet & Greet will be held on the Friday afternoon. ➤ SVN will all have a combined SDD on 29th May, Term 2 backing on to June long weekend. ➤ 2 days at the start of Term 4, 12th and 13th October - 2 days at the start of term 4 to analyse data and for school planning for the following year. CMS accreditation for EAs – 2 days training. Hosted at Kiara College. Board members will be invited on Monday 13th October to go through NAPLAN data. ➤ 18th December to be traded off pending staff agreement.	Paul	Approved
Student Health Guidelines The Department has a policy, and they have made some changes. Elle Mariano has been working on this for the last few months. Paper copy of Student Health Guidelines tabled with the notion that members will peruse it and put on next agenda. If there is any feedback, please email to Deborah.taylor3@education.wa.edu.au within the next 2 weeks. Copy to be sent out with minutes.	Paul	Informed Email copy with minutes. Next meeting.
Wellbeing Initiative Paul has been looking at the possibility of having a wellbeing dog at the school. He has researched through Dogs Connect, having had an initial Conference call and a discussion on how this would work and what it would look like. 6 months training is involved with training some staff members rather than the dog. The Department has put out guidelines around schools. The wellbeing dog would be a Golden Retriever who is 6 months old and called Maggie and would spend up to 3 days per week at school. Paul has been liaising with staff at Lockridge Primary who already have one on site. Paul will bring this back to the Board more formal approval later.	Paul	Informed Next meeting
RAPS Update Tobi provided the Board with a RAPS update.	Tobi	Informed

School Development Day bus tour with John informing staff of local history. Daniella Borg and John Mogridge will provide the significance of Aboriginal history and culture. This is earmarked for Term 4 SDD – Tuesday 14th October @ 12:00 – 2:30pm.		
• P&C Update Louise Pekan is creating more structure around P&C processes and direction. Information to be tabled at next meeting. There will be direction around the following: ➢ FAQ guide – general P&C operations. ➢ Fine tuning social media. Creating sub committees. ➢ Terms of Reference. What you can and can't do! - Upcoming fundraising ➢ Father's Day stall – Week 7, Term 3. ➢ Art Exhibition – Week 4 next term.	Rach	Informed Next meeting.
• Annual Public Meeting Notice to the Community for next meeting, 10th September. One meeting every calendar year must be advertised to the public. To be advertised in this Friday's newsletter. Classroom teachers will also advertise this to parents.	Paul/Amy	Noted
• General Business ○ School Board Training Friday 22nd August, 9:00 – 11:00am @ Beechboro Primary School Julia Fry would like to attend. Please email Paul re attendance. ○ Development in Hazelmere. Attached map shows new zoning areas and roads. Discussion was held around traffic concerns. Parents can contact/comment on City of Swan website: Hazelmere Development.	Paul	Informed Copy of map to be emailed with minutes.
• Next Meeting Term 3, Week 8 - Wednesday 10th September 2025 Advertised Open Meeting		
• Meeting Closed: 8:25pm		

We, the undersigned, agree these minutes to be a true and correct record of this meeting.


 Chair, Amy Lang


 Principal, Paul Marshall

