

Date: 08 Sep 25

Time: 6pm

Venue: Library

Board Members Present: Jacki-Lee Munckton (Chair)
 Joanne Newhouse (Principal)
 Nic Kemp (Staff Rep)
 Angus Hammond (Staff Rep)
 Ryan Davey (Parent Rep)
 Jane Wyndham (Parent Rep)
 Chelsea Crane (Staff Rep)
 James Pears (Secretary, Parent Rep)
 Ben Galvin (Parent Rep)
 Lauren Pavlich (Parent Rep)
 Bec Robson (Deputy)

Special Guest Selena Evans (Mathematics and English Curriculum Leader)

Apologies: Holly Nicholls (P&C Rep)
 Stephanie Ward (Parent Rep)
 Shree Thanapal (Parent Rep)

1. Introduction - Welcome, Apologies & Safety Moment

- 1.1 The meeting commenced at 6pm and Acknowledgement of Country completed by Jane.
- 1.2 Apologies noted.
- 1.3 Positive Moment – each member shared a positive reflection since the previous meeting.

2. Confirmation of Agenda

- 2.1 Board members confirmed receipt of Agenda and pre-read documentation – confirmed by Jacki-Lee.

3. Disclosure of Interest

- 3.1 There were no disclosed conflicts of interest with the agenda.

4. Minutes of Previous Meeting and Actions

- 4.1 Jacki-Lee confirmed the Minutes from the previous meeting of 16 Jun 2025 had been distributed for review and feedback.
- 4.2 Action items carried over from previous meeting:
 - 4.2.1 **ACTION – Chelsea** – Board meeting minutes to be distributed to all staff members after approval – **Work in progress, carried forward to next meeting.**
 - 4.2.2 **ACTION – Joanne** – send summary of surveys to board members. – **Work in progress, carried forward to next meeting.**
 - 4.2.3 **ACTION – Joanne** – confirm upgraded rooftop solar system is functioning efficiently – **Complete.**
 - 4.2.4 **ACTION – Joanne** – follow up building inspector attendance at Aria erosion site. – **Complete.**
 - 4.2.5 **ACTION – Jacki-Lee** – look for a fencing contact. – **Complete.**
 - 4.2.6 **ACTION – Joanne** – circulate annual report to board members. – **Complete, update to follow.**
 - 4.2.7 **ACTION – Jacki-Lee** – organise a meeting with Joanne and Julia to assist with Aria Apartment fencing and erosion issues. – **Complete.**

5. Agenda Items

5.1 Item A – Presentation by Ms Selena Evans. Ms Evans introduced herself, outlining her extensive experience within the education department, and at Swanbourne PS. Ms Evans' presentation allowed board members to understand how the curriculum is created and implemented for numeracy and literacy.

5.2 Item B – Chairperson's General Update

5.2.1 Nedlands Council Meeting. Jacki-Lee described a positive meeting with commissioner Caddy who indicated willingness to assist the school with issues such as school oval parking and managing challenges with the Aria apartments. Commissioner Caddy indicated that the school should create a 'wish list' of projects the council may be able to assist with.

5.2.2 Jacki-Lee noted challenges with generating community awareness about Kindy enrolments.

5.2.3 The system for filing board documents is being updated.

5.2.4 The Chair noted the recent successful Modern Day Castaway presentation on 13 August.

5.2.5 Jacki-Lee outlined her recent attendance at P&C and Grounds committee meetings.

5.3 Item C – Principal's Update

5.3.1 Expanded Kindy. Jo updated members on the recently released policy allowing schools to apply to trial moving to a 5 day per week Kindy offering. Jo provided feedback from the community for and against the proposal and there was significant discussion of the pros and cons of the school applying to be part of the trial. Jo indicated that she intended to discuss the matter with staff next week.

5.3.2 Board Membership. Jo briefed members on the Terms of Reference guidelines regarding the election and tenure of board members and noted the significant turnover expected at the end of 2025. Jo highlighted the skills and experience qualities that would be desirable in replacement members. **ACTION (ALL)** – canvass the school community for individuals with desirable skills and experience, encourage them to nominate for election at the Term 4 meeting and AGM. Provide names of potential nominees to Jacki-Lee/Jo.

5.3.3 Values. Jo highlighted the ambiguity surrounding the 'CARE' and 'STRIVE' value models. **DECISION** – delete reference to the CARE model and refocus on the STRIVE values.

5.3.4 Financial Update (agenda item D). Operational One Line Budget Statement reviewed. Spending is on track and general finances appear to be in a good state.

5.3.5 NAPLAN. Jo provided an in-depth presentation of the most recent NAPLAN results. The takeaway theme seemed to be consistent results over the last 3 years, with writing as an area to watch for declining performance.

5.3.6 2026 Enrolments. Jo highlighted the complexity of attempting to lock down 2026 class sizes in the face of potentially incomplete enrolment numbers, exacerbated by uncertainty regarding last minute enrolments by ADF families. Board members agreed that if split classes were required in 2026, the school should get ahead of parent communications early, explaining the rationale and the pros and cons, to avoid generating angst in the parent community due to late notice expectation changes.

5.3.7 2026 Staff Development Days (SDD). In preparation for setting SDDs for 2026, Jo undertook a thorough consultation process including with our Shenton Network partner schools to understand their plans and priorities, ensuring alignment where possible. We also sought feedback from our own staff to ensure the structure supports both professional learning and operational needs. Based on this collective input, SDDs will continue to be held on the first Monday of each term in 2026. This approach reflects both staff preference and commitment to collaborative planning across the network.

SDD Future developments:

- **2026.** Jo is currently in discussions with one or two other schools to establish cross-school moderation opportunities, to enhance professional learning.
- **2027.** The Shenton Network is planning a collaborative conference in Term 2, bringing our schools together around strategic focus areas and featuring guest speakers. The SDDs for 2027 may look different.

5.3.8 Chaplain/Student Wellbeing Position. Jo informed the board of the potential to access funding to provide for a chaplain or wellbeing officer for up to 1.5 days per week. The board did not arrive at any firm opinion regarding this option but there was general agreement that selection of the right individual and appropriate definition of their roles and responsibilities would be the key to making it beneficial.

5.3.9 Japanese Exchange. Jo canvassed members about whether a reciprocal Japan exchange could provide an incentive to increase student numbers in the higher years where the school traditionally experiences enrolment attrition. Enthusiasm was muted, with some members indicating reservations about sending primary aged children overseas. **ACTION** – Jo to convene a roundtable meeting to consider enticement options for remaining at the school in the latter years.

5.4 Item E – Risk Review. No significant new risks were raised. The ongoing challenges surrounding parking, road and bike safety were discussed.

5.5 Item F – Communications Committee. Nil updates.

5.6 Item G – Indigenous Committee. The PALS grant to visit Beverley is approved.

5.7 Item H – P&C Update. ELC grass is scheduled for installation in the September school holidays.

- 6. General / Other Business.** Community Feedback. Members have heard positive feedback about the updated oval parking arrangements.
- 7. Next Meeting.** Term 4 – 1 Dec 25 at 6pm, Library. **Note** – this meeting will be open to the school community and will be combined with the AGM.
- 8. Round table Evaluation of the Meeting.** Conducted by Chairperson – no further comments received from board members.
- 9. Meeting Close.** The chairperson closed the meeting at 8:10pm

Signed as a correct record.

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Signature of Chairperson

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Date

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Name of Chairperson

15/09/25

