

Date: 23 Mar 26

Time: 6pm

Venue: Library

Board Members Present: Jacki-Lee Munckton (Chair)
 Joanne Newhouse (Principal)
 Bec Robson (Deputy)
 Maryanne Hood (Staff Rep)
 Nic Kemp (Staff Rep)
 Scott Barker (Staff Rep)
 Holly Nicholls (P&C Rep)
 Claire Spencer (Parent Rep)
 Jane Wyndham (Parent Rep)
 Josh Valeri (Secretary, Parent Rep)

Apologies: Natalie Briskey (Parent Rep)

1. Introduction - Welcome, Apologies & Positive Moment

- 1.1 The meeting commenced at 6pm and Acknowledgement of Country completed by Jacki-Lee.
- 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 01 Dec 2025 had been tabled and approved.
- 4.2 Action items carried over from previous meeting:
 - 4.2.1 **ACTION – Jacki-Lee** – Completion of Board member contact details and position start dates to be completed. **Complete.**
 - 4.2.2 **ACTION – Joanne** – Progress reticulation pipe issue with Aria apartments. **Julia Robinson is progressing planning.**

5. Agenda Items

5.1 Item A – Board Governance Overview

- Board training has been distributed; Scott Barker and Josh Valeri to attend session at Rosalie Primary School on Wednesday 25 March 5:30pm – 7:00pm
- Governance roles clarified:
 - Board: strategic oversight, alignment, advice and influence
 - Leadership: educational leadership and operations
 - P&C: community engagement and fundraising

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- Meeting schedule confirmed (Week 8 each term), with Term 4 meeting as AGM/open meeting.
- Josh Valeri appointed as Board Secretary for 2026.
- Terms of Reference and Code of Conduct distributed.

ACTION - Scott Barker and Maryanne Hood - Complete and submit Code of Conduct documentation to Joanne ASAP.

5.2 Item B – Principal Update

5.2.1 Overview of 2026 commencement

- Trauma-informed practice professional learning underway (two sessions completed, one upcoming), supporting staff capability in responding to student needs.
- Term has been busy, particularly due to the Public School Review, with reduced staff collaboration time. Additional collaboration time to be prioritised in Term 2.
- NAPLAN completed successfully following resolution of a prior server issue.
- Staffing updates:
 - Jayne Ricciardello and Annette Hodder returned
 - Neil Johnson retired – function pending
 - Jacob Pinto appointed ongoing from Term 2
- Kindergarten classes settled well; Year 6 cohort demonstrating strong enthusiasm and leadership.

5.2.2 Student Achievement and Data

- The Board reviewed student achievement data across all year levels, based on Semester 1 and 2 reporting (A–E grades) and ABE (Attitude, Behaviour, Effort) / Personal and Social Learning indicators.
- Overall performance:
 - Student achievement across the school remains strong, with the majority of students clustered within the B and C bands across English, Mathematics, HASS and Science.
 - Very few students are represented in the D or E bands, indicating generally consistent performance across cohorts.
 - A smaller proportion of students are achieving at the A level, identifying opportunities for further extension.
 - Comparative data with “like schools” indicates the school often reports lower grades despite comparable performance in NAPLAN and PAT assessments.
 - This suggests more rigorous grading practices, with ongoing discussion around moderation to ensure alignment while maintaining high standards.
- Grading and Moderation:
 - The school acknowledges that grading may be more stringent than comparable schools.

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- External data (NAPLAN, PAT) indicates student performance is comparable or strong.
- Staff use moderation processes, including tools such as Brightpath, although some discrepancies between tool outputs and teacher judgement were noted.
- Bec stated that the school maintained high expectations and strong feedback practices, rather than shifting to more lenient grading.
- Attendance:
 - Attendance remains high and consistent across semesters.
 - Slight increase in unauthorised absences and at-risk categories, largely influenced by external factors such as holidays.
 - No concerns identified at a class level.

5.2.3 Class Sizes

- One class removed due to enrolments; Year 4/5 composite class introduced and functioning effectively.
- One Year 4 class has 31 students (within limits).
- Flexible grouping supports differentiation and student outcomes.

5.2.4 Staff Development & Parent Engagement

- Staff development days scheduled at the start of each term.
- New Department model allows full non-teaching days for parent meetings.
- Discussion noted regarding balancing teacher workload and parent access, including clearer expectations for booking processes.

5.3 Item C - Public School Review

5.3.1 Board representatives (Claire Spencer, Josh Valeri, Jacki-Lee Munckton, James Pears) to participate in a 30-minute session with reviewers.

5.3.2 Session will be informal and focused on clarifying submitted Electronic Self-Assessment Tool (ESAT) information.

5.3.3 ESAT documentation will be shared with the Board prior to submission.

5.3.4 Key dates:

- Submission: Tuesday Week 1, Term 2
- Staff Development Day: Monday Week 1
- Review: Wednesday Week 2
- Community understanding of the Board's role identified as an area for improvement.

ACTION – Joanne - Circulate ESAT summary and supporting materials.

ACTION – Jacki-Lee – Coordinate board members to contribute to school newsletter outlining the Board's role and recent activities.

5.4 Item D – Financial Overview

5.4.1 No financial overview is available due to Department system closure.

5.4.2 This is expected annually in Term 1.

5.5 Item E – Risk Review.

5.5.1 Safety concerns identified:

- Students riding bikes through school grounds and carparks
- Near miss involving a bike and a vehicle (“the white-van incident”)

5.5.2 Mitigation options discussed, including signage, speed calming measures and improved visibility.

5.5.3 Escalation pathway requires engagement with traffic authority and council, supported by police reporting.

ACTION – Joanne – Initiate or confirm formal police report to support escalation.

5.6 Item F – Annual Report.

5.6.1 Annual Report positively received.

5.6.2 Enrolments increased (457 → 465), with increased staffing including additional support staff.

5.6.3 Writing identified as a priority area, particularly Year 5, with improvement noted but below projected growth expectations.

5.6.4 Reporting has been simplified and aligned to curriculum.

5.6.5 Financial position:

- Salaries budget tight (~\$32k remaining)
- Staffing currently sufficient
- School officer vacancy (Thursday/Friday) noted

ACTION – Board members – Provide final feedback on Annual Report. **Complete.**

ACTION – Joanne – Incorporate financial data into Annual Report once available and circulate final version of Annual Report to board.

ACTION – Jacki-Lee – Coordinate board to review Annual report, and formally sign off prior to submission.

6. Subcommittee Updates

6.1 Communications committee

6.1.1 Website updates to be prioritised from Term 2.

6.1.2 Improved visibility of Board activities identified as important.

6.2 Item H – P&C Committee and Grounds Committee

6.2.1 AGM held in Week 3; executive roles confirmed.

6.2.2 Key activities include canteen, uniform shop, veggie pod rollout, grants and Fathering Project.

6.2.3 Early childhood grounds upgrades completed.

6.2.4 Wishlist items under review and being funded where possible.

6.2.5 Current bank balance approximately \$50,000.

6.2.6 Gala Ball scheduled for 15 May.

6.3 Defence Families Update, including global perspective

6.3.1 95 students from Defence families (63 families; ~22% of school population).

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6.3.2 Deployment activity increasing under “heightened tempo” conditions as a result of the conflicts in the Middle East.

6.3.3 Potential impacts discussed:

- Increased anxiety and wellbeing concerns.
- Cost of living pressures (including fuel and supply impacts).
- Possible broader disruptions affecting families and staff.

6.3.4 School approach is to maintain stability and normal routines while supporting families as needed.

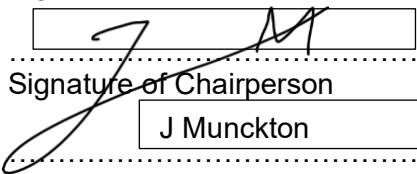
ACTION – Nic – Investigate and provide options for parent engagement or information sessions.

7. General / Other Business. No formal community feedback recorded. Concern noted regarding Gala Ball pricing and accessibility.

8. Next Meeting. Term 2 – 8 June 2026 at 6pm, Library.

9. Meeting Close. The chairperson closed the meeting at 7:48pm

Signed as a correct record.

	08 / 06 / 26
Signature of Chairperson	Date
J Munckton	
Name of Chairperson	