School Board Minutes

Date:	Thursday 17 September 2026
Time:	6.30pm
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) Claire Spencer (Parent Rep) Natalie Briskey (Parent Rep) Holly Nicholls (P&C Rep) Josh Valeri (Parent Rep/Secretary)
Apologies:	Jane Wyndham (Parent Rep)

1. Introduction – Welcome and Apologies

1.1 The meeting commenced at 6.30pm and Jacki-Lee welcomed members. Jacki-Lee reminded members that the Board is a community with a governance and advisory role, representing the school community. The start time had moved from 6pm, with notice to members on 16 September.

1.2 Apology noted from Jane Wyndham.

1.3 All members present agreed to AI note-taking to support the meeting record. The Secretary also took written notes.

2. Confirmation of Agenda and Correspondence

2.1 The meeting proceeded in accordance with the circulated agenda.

2.2 No correspondence in or out since the previous meeting.

- Note: operational complaints or queries are directed to the school in the first instance; governance-related matters will be brought to the Board by the Principal.

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 The minutes of the meeting of 8 June 2026 were confirmed and signed by the Chair.

4.2 Action items carried over from the previous meeting:

4.2.1 **ACTION – Bec** – Engagement activities with Sandcastles. **Ongoing** (book drive donations delivered to the hospice this term).

4.2.2 **ACTION – Joanne** – Call for 2027 Board nominations. **In progress**, see 5.6.

4.2.3 **ACTION – Joanne** – Discuss strategy and business plan with the Board at Term 3 meeting. **Complete**, see 5.4.

4.2.4 **ACTION – Joanne** – Connect notice regarding new reporting processes, to follow in the newsletter. **Complete** (Newsletter 6).

4.2.5 **ACTION – Joanne** – Distribute "How to Read" financials to Board members via email. Outstanding, carried forward.

4.2.6 **ACTION – Jacki-Lee** – Follow up community member on the sporting grant enquiry. Complete.

5. Agenda Items

5.1 Principal Update – Term 3 Overview

5.1.1 Joanne outlined Term 3 activity across curriculum, enrichment, sport and community.

- Excursions and camps (Year 6 Perth City Farm, Year 5 camp and Python coding workshop, Year 4 robotics workshop and Fremantle Prison).

- Inaugural Tournament of Minds team, chess club competition and WA puzzle state competition.
- Book Week parade, Reading by Lamplight and the book drive, with books delivered to the hospice. The book fair raised about $3,000 in one night.
- Open Night on 16 September was well attended, including Year 6 poetry, music and art displays.
- Pre-primary Father's Day morning tea, EA Appreciation Day and Dandelion WA dress-up day (about $415 raised).
- WA Mass Choir performance and the interschool athletics carnival on 18 September.

5.1.2 Staff professional learning included Future Leaders, Team Teach (behaviour and de-escalation), classroom observation training, early years literacy units and K–2 outdoor learning plans.

5.2 Financial Overview – Monitor Budget and Expenditure

5.2.1 Joanne presented the September cash summary.

- Carry forward from 2025 $128,302; Student Centred Funding $38,372; school transfer (June/July gateway) $80,000; locally raised funds $525,750. Total funds $772,424.
- Year-to-date goods and services spend $380,331; year-to-date balance $392,493.
- Forecast expenditure $639,070 (about 90% salaries). Forecast variance $133,754, expected to land near $120,000 after remaining costs, within the required 96% spend.
- Forecast variance is the key measure for the Board to monitor.

5.2.2 Funding model explained: per-student allocations vary by year level, with additional funding for students with disability and Aboriginal students. Funding depends on enrolment at the first census; average funding is about $10,000 per student. Schools Online shows a financial overview but not comparable school-level detail. Hire income (OSHC hall hire, Royal Show oval hire) is already built into the budget.

5.2.3 Budgets are being closed off now; the 2027 budget is built in Term 4.

5.2.4 Josh noted the circulated paper was high level and the verbal presentation contained detail not in the paper, and asked for more documented detail. Joanne advised the Board receives a high-level budget summary rather than the full operational budget, and that the circulated paper had been drawn from the standard summary for readability. Joanne agreed to provide the standard summary.

ACTION – Joanne – Circulate the standard budget summary with the Board papers, alongside the cash position presented.

5.3 NAPLAN and Student Progress

5.3.1 Joanne presented the 2026 NAPLAN results for Years 3 and 5 against like schools. It was noted that "Strong" indicates students are meeting the expected standard.

- Year 5 results were generally strong across domains and broadly in line with or above like schools.
- Year 3 results showed a solid proportion of students at Strong or above, but a lower proportion at Exceeding than like schools across numeracy, reading, writing, spelling and grammar and punctuation.
- Year 3 spelling and grammar and punctuation were identified as areas for attention. Writing results fell across like schools, with typed responses introduced this year being a potential explanation.

5.3.2 Members noted that intervention effort has tended to focus on students below the standard, and asked that students in the Strong band are also extended into Exceeding.

5.3.3 Improvement strategies include early intervention, flexible grouping, EA support and year-level data discussions. PAT assessments are run in Terms 2 and 4, give more immediate data, inform parent–teacher meetings and are now compared across the Shenton network.

5.3.4 Joanne advised that the NAPLAN presentation could not be circulated to members, citing Department requirements. The specific requirement was not identified at the meeting. Joanne referred members to My School for results from previous years.

5.4 Business Plan 2027–2029 – Board Input

5.4.1 Members completed three activities to inform the next Business Plan, following similar sessions with the P&C and staff.

- **What still matters:** culture and belonging as a key reason families choose the school and a precondition for learning; quality teaching in English, mathematics and extension; every child fulfilling their potential across all levels.
- **Picture of success in 2029:** students known, safe, confident, curious and proud; staff trusted, supported and energised; families welcomed, informed and connected; the school as the heart of the village and a reason people move to the area.
- **Think, feel, say, do:** evidence-based literacy instruction and a strong reading and writing culture; memorable K–6 rituals and experiences students look forward to each year; students leading and mentoring; staff observing and planning together; families as partners.
- Key phrase captured: "Everyone participates, every child matters – culture first, and the results will follow."

ACTION – Joanne – Incorporate the Board's activity outputs, alongside the P&C and staff input and other data being gathered, into the development of the 2027 to 2029 Business Plan, and bring the draft to the Board for review.

5.5 Operational Targets

5.5.1 Joanne presented the operational plan for Semester 2 2026 into 2027, developed through the distributed leadership team and aligned to the Public School Review recommendations and the Department standards domains. This sits alongside the new Business Plan being developed with Board input.

- Key target: increase the proportion of students achieving at the Exceeding level in NAPLAN by 10% by 2028, while maintaining or improving the proportion at Strong.
- Leadership: middle leader data literacy, writing pedagogy, collaborative practice.
- Learning environment: whole-school behaviour approach, good standing policy, restorative practices, data coaching and observations.
- Relationships and partnerships: student voice, newsletter quality and readership (now managed by Karen), student representation to the Board via Scott.
- Student achievement and teaching quality: literacy intervention, PAT coordination, Year 1 phonics check, graduate mentoring, phonics scope and sequence, K–2 collaboration.
- Resourcing: moving from cost-centre budgets to budgeting by priority area.

5.5.2 In response to a question on class sizes, Joanne advised class sizes are set by the Department and union agreement, not at the Principal's discretion, and flow through workforce and budget planning.

5.6 Board Nominations and Composition for 2027

5.6.1 Jane Wyndham, Jacki-Lee Munckton and Holly Nicholls will leave the Board at the end of 2026. Five parent nominations have been received, with one or two more expected. The final call goes out on 18 September and closes at the end of Term 3. If nominees exceed vacancies, a parent election will be run through the Department's online process.

5.6.2 Joanne advised that parent and community members must form a majority (ToR 5.7), and that staff numbers therefore determine how many parent positions can be offered. Options presented were 11, 13 or 15 members. Rotation of about one third of positions each year (ToR 6.9) was noted for succession.

DECISION – By show of hands (8 in favour, with 2 members preferring 15), the Board determined its membership for 2027 at 13 (ToR 5.3): the Principal, five staff members and seven parent/community members.

Members noted the composition options were drawn from the Department-format Terms of Reference, which had not previously been provided to members.

ACTION – Joanne – Issue the final call for parent nominations, closing at the end of Term 3, and run an online parent election if nominees exceed vacancies. **In progress**, final call in Newsletter 9.

ACTION – Joanne – Seek one additional staff member; a staff vote will be held if more than one nominates.

5.6.3 Under ToR 5.6 the P&C may nominate one of its members for the parent/community category. The nominee still goes through the nomination and election process; it is not an automatic seat.

ACTION – Joanne – Confirm P&C representation arrangements with the Department and advise the Board.

ACTION – Holly – Arrange for the P&C to nominate a Board candidate by the end of Term 3.

5.6.4 Joanne advised the 2027 Chair is elected by the new Board at its first meeting in Term 1 2027, not at the Annual Public Meeting, correcting earlier advice. Outgoing members' terms end at the end of 2026, so there will be no Chair until that meeting unless it is brought forward.

5.6.5 Two versions of the Terms of Reference were referred to: the March 2025 version signed by David Knox, which the Board has used as its reference, and a Department-format version, which Joanne advised contains provisions not in the 2025 version. Joanne advised the Terms of Reference have lapsed and are due for review. The review falls due in Term 1 under the Board's annual review schedule.

ACTION – Joanne – Circulate the Department-format Terms of Reference as soon as possible, and no later than the Term 4 papers, so both versions can be reviewed.

ACTION – Joanne / all members – Joanne to circulate the Board skills matrix; all members to complete it.

5.7 Risk Review

5.7.1 Community safety incidents outside school hours were noted: a pedestrian clipped by a student cyclist on the way to school, a young child running onto the road after school, and an incident on the tyre swing after school. Students and parents have been notified and the matters raised at muster. Earlier incidents in Terms 1 and 2 involved people outside the school community.

5.7.2 A member noted the risk spreadsheet provided was dated 2023. Joanne advised the full risk register is a whole-school operational document and should not go to the Board; Board reporting should be a brief summary of incidents and relevant risks.

5.7.3 In response to a question on how the Board receives assurance on risk, Joanne advised incidents and risk management are reported to and reviewed by the Department, with serious or critical incidents escalated. Bullying is managed through curriculum and behaviour processes rather than the risk register.

6. Subcommittee Updates

6.1 Communications Committee

6.1.1 Update provided by Jacki-Lee on Jane's behalf.

- Website is up to date, with Karen managing updates.
- Complaints process communication was included in the newsletter (Newsletter 7).
- Term 2 minutes are still to be uploaded to the website.

ACTION – Joanne – Arrange for the Term 2 minutes to be uploaded to the school website via Karen.

6.2 P&C Committee and Grounds Committee

6.2.1 Holly reported on P&C activity.

- About $80,000 in P&C funds.

- Lapathon: about $23,200 received against about $25,400 pledged.
- School wishlist fully funded and approved, including robotics equipment and $15,000 for home readers. Thanks to Kerry for managing this.
- Year 6 car wash has raised about $6,500. Three more veggie pods ordered for classrooms.
- Upcoming: parents' hoedown night in the hall on 6 November (staff welcome); Swanny Camp Out on 20 November, combined with the movie night due to the fire ban.
- Grandparents Day: P&C bake sale and support. Holly asked for school communication as well as P&C communication, including for families with interstate grandparents.
- Toy drive (Big W recycling program): suggestion to move the collection bin to the front of the office.

ACTION – Joanne, with P&C – Send school communication about Grandparents Day.

6.2.2 Grounds: Kate Wilson is managing the veggie pods and toy drive.

7. General / Other Business

7.1 2027 Contributions and Charges and Booklists

7.1.1 Bec presented the 2027 schedule, largely unchanged from 2026.

- New competitions contribution (Years 1–6) to cover Tournament of Minds, puzzle club and similar, freeing school funds for literacy and numeracy.
- Year 1 cooking contribution of $15 added.
- Year 6 camp maximum charge of $800, reduced from the previous level.
- Booklist costs have increased slightly in line with supplier prices, and have been kept as low as possible considering cost of living pressures on families.
- School voluntary contribution $60 and P&C voluntary contribution $120 per child, capped at three children, paid through the booklist.

7.1.2 A reduction in the P&C voluntary contribution was raised as an option for a future year, for the P&C to consider. No change for 2027.

DECISION – The Board approved the 2027 contributions and charges schedule and booklists.

ACTION – Jacki-Lee – Sign the approved schedule and booklists. **Complete** (signed and provided to the school on 21 September).

7.2 Qkr Account Balances

7.2.1 Members reported confusion about small outstanding-balance notices (for example $1.50) and not being able to see a total balance owing in Qkr.

ACTION – Bec – Check with Lori how parents can see outstanding balances and how small-balance notices are handled.

7.3 Pupil-Free Day and Connect Notices

7.3.1 Communication about the additional pupil-free day should be mindful of working parents; flexibility in parent–teacher meeting times was raised.

7.3.2 Several members reported not receiving Connect notices with parent–teacher meeting schedules, or receiving them late. Joanne advised the system shows who notices were sent to and opened, and the school will check for faults.

ACTION – Joanne – Review consistency of Connect notice delivery, particularly pupil-free day notices and meeting schedules.

ACTION – Joanne – Add upcoming pupil-free days as a standing newsletter item. **Ongoing**, started Newsletter 9.

7.4 Free Dress Days

7.4.1 Parent feedback was passed on that more than 24 hours' notice of free dress days is needed, particularly for some students. The school acknowledged the feedback.

8. Next Meeting

8.1 Monday 30 November 2026, Library, including the Annual Public Meeting. Time to be confirmed. Jacki-Lee noted she may have a graduation ceremony to attend.

9. Meeting Close

9.1 The Chair closed the meeting at 8.20pm.

Action Register

Ref	Action	Owner	Due	Status
4.2.5	Distribute the "How to Read" financials to Board members (carried over from Term 2)	Joanne	Term 4 papers (23 Nov)	Open
5.2	Circulate the standard budget summary with the Board papers, alongside the cash position presented	Joanne	Term 4 papers (23 Nov)	Open
5.4	Incorporate Board activity outputs, with P&C and staff input and other data, into development of the 2027 to 2029 Business Plan; bring the draft to the Board for review	Joanne	Draft in Term 4 papers (23 Nov)	Open
5.6	Issue final call for parent nominations; close at end of Term 3; run online parent election if nominees exceed vacancies	Joanne	End of Term 3	In progress
5.6	Seek one additional staff member; run a staff vote if more than one nominates	Joanne	End of Term 3	Open
5.6	Confirm P&C representation arrangements (ToR 5.6) with the Department and advise the Board	Joanne	Term 4 papers (23 Nov)	Open
5.6	Arrange for the P&C to nominate a Board candidate	Holly	End of Term 3	Open
5.6	Circulate the Board skills matrix; all members to complete it	Joanne / all members	Circulate by end of Term 3; complete by 13 Nov	Open
5.6	Circulate the Department-format Terms of Reference so both versions can be reviewed	Joanne	As soon as possible, no later than Term 4 papers (23 Nov)	Open
6.1	Upload Term 2 minutes to the school website	Joanne (via Karen)	Before Term 4	Open
6.2	Send school communication about Grandparents Day, including for families with interstate grandparents	Joanne, with P&C	Before the event	Open
7.1	Sign approved 2027 contributions and charges schedule and booklists	Jacki-Lee		Complete
7.2	Check with Lori how parents can see outstanding Qkr balances and how small-balance notices are handled	Bec	Term 4 meeting	Open
7.3	Review consistency of Connect notice delivery, particularly pupil-free day notices and meeting schedules	Joanne	Term 4 meeting	Open
7.3	Add upcoming pupil-free days as a standing newsletter item	Joanne	Ongoing	Ongoing

Signed as a correct record.

..... 26/10/26

Signature of Chairperson Date

Jacki-Lee Munckton