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

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

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

5. Agenda Items

5.1 Item A – Board Governance Overview

5.1.1 School Newsletter – Published week 9 – Board Photo

5.1.2 Annual Funding Agreement – Signed Off and Approved

5.1.3 Term 3: Call Nominations for 2027 Board Chair & 2 x New Members, finance, legal or governance variety of school age children and passion for the school.
ACTION - Joanne - Call for 2027 Board Nominations for 2027.

5.1.4 Term 3 Board Meeting – Thursday - Week 9

5.2 Item B – Principal Update

5.2.1 Principal Update – Term 2 Overview

- A highlight for term 2 is the Public School review
- Cross school moderation which determined the level of marking is consistent
- Project for Year 6 extension program has commenced.
- Positive Behaviour Expectations (PBE) framework increasingly embedded in classrooms with a good response from students. Strong attendance for the term.
- Incorporating Public School review and identifying KPIs, operational requirements and business plan.

ACTION - Joanne - Discuss strategy and business plan for Board at Term 3 meeting

5.2.2 Review On Entry Data

- On Entry reading median scores -
- Pre-primary higher than like schools and other public schools
- Writing is not showing the same progress as like schools and public schools
- Median numeracy is scoring higher than like schools and public schools.

5.2.3 Policy Update – Teacher Reports

- Bec has created a spreadsheet on policies in school and when they will be reviewed and by whom
- Uniforms, attendance and reporting to parents
- The policies are linked to risk assessment.

ACTION - Joanne - Upload Connect notice to teachers regarding new reporting processes - to follow in the newsletter for Week 9.

5.3 Item C - Public School Review

5.3.1 Public School Review – School and DOE Recommendations

- Six recommendations received to then be implemented in strategic plan, KPIs and business plan.

5.3.2 Update on Strategic Plan
ACTION - Joanne - Discuss Board's strategy and business plan at Term 3 meeting.

5.4 Item D – Financial Overview

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Date: 08 June 2026

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)
Claire Spencer (Parent Rep)
Jane Wyndham (Parent Rep)
Natalie Briskey (Parent Rep/Acting Secretary)
Kerry Mahoney (Parent Rep/Acting P&C)

Apologies: Josh Valeri (Parent Rep)
Holly Nicholls (P&C Rep)

1. Introduction - Welcome, Apologies & Positive Moment

1.1 The meeting commenced at 6pm and welcoming guest speaker was completed by Jacki-Lee.

1.2 Apologies noted.

1.3 Guest speaker Carrick Robinson, CEO of PCH foundation to provide an overview and update of Sandcastles Hospice. Key discussion points included available programs and ways the school community can engage with the hospice.
ACTION - Bec - item Engagement activities with Sandcastles. Organise children to be invited to the opening of the hospice and planting day. Tour of the hospice can be for up to 10 people at a time. To include head boy/and girl. Continued liaison with Carrick and Sandcastles as per already established.

1.4 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 23 Mar 2026 had been tabled and approved.

4.2 Action items carried over from previous meeting:

4.2.1 **ACTION – Joanne/Julia Robinson** – Progress reticulation pipe issue with Aria apartments. **Complete**

4.2.2 **ACTION – Maryanne/Scott** - Complete and submit Code of Conduct Documentation - **Complete**

4.2.3 **ACTION – Joanne** – Circulate ESAT Summary and supporting materials - **Complete**

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

4.2.5 **ACTION - Joanne** – Initiate or confirm formal police report to support escalation. **Complete**

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Signed as a correct record.

.....14/09/26.....

Signature of Chairperson Date

.....

Name of Chairperson

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5.4.1 Financial Overview – Monitor Budget and Expenditure
- Budget and expenditure indicates that school is operating within its means while maintaining sufficient flexibility to respond to emerging needs and future priorities.
- Overall financial position of surplus of approximately $274,000 at the end of the financial year.

5.4.2 Including "How to Read" Financials
- Budget is set by workforce planning all staff and FTE, casual staff days, incidentals.
- Income is from Student-Centred Funding (Including school transfers, disability adjustments and targeted initiatives)
- Locally raised funds (OSHC rentals, ovalparking for Perth Royal Show and P&C funding)
- Expenditure - Salary 90% of budget, 10% resources, grounds, incidentals.
- Reserve Account Balances noted
- Bank Account Balances noted

ACTION - Joanne - Distribute "How to Read" Financials to board members via email.

5.5 Item E – Risk Review.

5.5.1 Update on key risk tracking across the school
- Emergency Services Attendance 1 (Term 2)
- Critical injury 1 (Term 1)

5.5.2 Risk responsibilities of Board
- Noted and a high level spreadsheet was presented within DOE requirements for risk reporting.

6. **Subcommittee Updates**

6.1 Communications committee

6.1.1 Website updates and Process for updates moving forward.
- Regular updates on the website, including term planner and photos.

6.2 P&C Committee and Grounds Committee

6.2.1 Update on Term 2 and Gala
- Budget $59,000
- Since last meeting, the implementation of vegepods
- Gala ball was very successful and raised $13,500 with generous donations from sponsors and within the school community.
- Assisted the Year 6 Opera fundraiser
- Decodable readers have been distributed to the school

6.2.2 Update on school wishlist
- To be updated on P&C website

6.2.3 Update on Grounds Committee
N/A

7. **General / Other Business**. Community member inquired about Sporting Grant for refurbishing the lawn on the oval.
ACTION - Jacki-Lee to follow up with community member to inform them on how to proceed with a line of inquiry to Lori.

8. **Next Meeting**. Term 3 – 17 September 2026 at 6pm, Library.
9. **Meeting Close.** The chairperson closed the meeting at 20:05.