

LEDA PRIMARY SCHOOL BOARD MEETING MINUTES

Date	18.06.25	Chair	Jaime	Time	3pm
Members Present	School Staff Sarah Hill Jodie Williams Tracey Sweetman Haylee Shaw Emma Augustin	Parents Jaime Farrant Soma Datta	Community Member Wendy Hill		
Apologies	Katherine Gray Ethan Chadd Kelly Barker				
Absent					

Opening and Acknowledgement of Country, Welcome, Apologies, Absentees, resignations

Time	Item	Documents	Purpose	Led By	Recommendations
3pm	- Apologies - Noting of minutes of last meeting - Correspondence in and out	Previous Minutes	For approval	Chair	Confirmation of Previous Minutes The minutes of the previous meeting held on 21.05.25, were reviewed and confirmed as a true and accurate record. Moved: Soma Seconded: Jodie Tracey Sweetman added to minutes of previous meeting, signed by Jaime. Acknowledgment to Country
General Business					
3.05pm	Principals Report	Principals Report Naplan Analysis data	For noting	Sarah H	Sarah's Update:

					Department of Education Initiatives – SGT & CBSC Sarah provided an overview of recent initiatives introduced by the Department of Education, specifically SGT and CBSC. • <i>Jaimie queried whether schools are expected to appoint permanent staff to these roles.</i> • <i>Sarah clarified that these are not permanent positions.</i> Sarah will continue to keep the Board updated as further information becomes available. Minor Works and Election Commitment Funding – Playground The school has received funding designated for a “Playground for the school oval.” • Haylee has been liaising with the Department to confirm whether the funds can be used for a different location on school grounds (between Blocks 2 and 4), as the oval already has recently installed playgrounds and available space is limited. • Board members suggested surveying students to gather input on what they would like to see in the new playground. This was done last year and we have student feedback. • Additional suggestions included installing shade sails over existing playgrounds. • Haylee will obtain three quotes/proposals from contractors and present these to the school community for feedback. WA Student Assistance Payment
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					• 298 student claims have been submitted by parents and carers. • The Board acknowledged this as a strong result. • Jaimie asked for a comparison with the previous year's data; however, the school was not provided with that information. • Haylee and Mindi will send final reminders to families to ensure any remaining claims are submitted. NAPLAN Data • Printed copies of the 2024 NAPLAN data were distributed to Board members. • This marks the earliest the school has received this data. • Wendy noted that this early release is a positive development, especially from the perspective of The Smith Family.
3.15pm	Finance Update	Student Centred Funding Statement, Operational One Line Budget Statement & Voluntary Contributions Survey	For noting	Haylee	Student-Centred Funding Statement & Operational One Line Budget Statement The school's financial position remains on track, with current expenditure and allocations aligning closely with projected budgets. Spending continues to be monitored. Cost Centre Managers will be reminded to utilise this year's allocated funds by the end of Term 3. • <i>Jaimie asked whether unspent budgets are returned to the Department of Education.</i> • <i>Haylee clarified that unspent funds are not returned but instead roll over as part of the school's carry forward into the following year. However, schools are required to meet a minimum annual expenditure target of 96%.</i>

					- Budgets will be reviewed in Term 4 and adjusted as needed for the next school year. Voluntary Contributions Survey A reminder post encouraging families to pay their Voluntary Contributions has been drafted and will be published on Facebook this week. <i>Soma inquired about the frequency of these reminders.</i> <i>It was noted that formal Statements are sent to families in Term 1, and in subsequent terms, reminders are shared via Facebook and Connect notices.</i>
3.20pm	School Review	Public School Review the Standard	For information and feedback	Sarah	Sarah provided an overview of the upcoming School Review process, including a clearer understanding of the six Domains on which the school will be assessed. A brief outline of the review procedure was also shared. There was a particular focus on the "Relationships and Partnerships" Domain: - Emphasis was placed on the importance of clear communication and the School Board's role in supporting school governance. Recent Board training was referenced as an example of this. - Discussion included the school's strong community partnerships and alignment with local community values. Examples mentioned were: - Local businesses contributing items for raffles and graduation awards - Support from EdConnect, OzHarvest, Foodbank, and Eat Up - Coles regularly supplying sausages for school events such as sausage sizzles Jaime will attend the School Review session. Other non-staff Board members are also welcome and encouraged to participate. It was

					suggested that an email be sent to the wider Board to invite expressions of interest in attending.
3.45pm	Attendance (from previous meeting) Consider the following 2 questions and give feedback. What is working well to encourage students to attend school regularly? Suggestions for improvement?	Reflection & Feedback	For Feedback	Jodie	Attendance Discussion Jodie presented comparative attendance data from a neighbouring school, which highlighted a significant difference in attendance rates. • <i>Jaimie</i> noted the gap and suggested seeking student input by running a forum with Year 6 students to better understand their perspectives. • A question was raised about the school's current strategies to address attendance issues. ◦ Current communication methods include: phone calls, SMS messages, and letters sent home. • Discussions implementing incentives to encourage student attendance and raised the question of fairness regarding the Good Standing policy, suggesting a transparent conversation with students is needed. • <i>Wendy</i> supported the idea of using badges or rewards and highlighted the need for greater parent and student education around the importance of regular attendance. • <i>Tracey</i> suggested conducting a parent survey to gather insights. • <i>Soma</i> recommended exploring the demographics and diversity of families to better tailor communication strategies and increase engagement. • Also suggested student feedback on attendance badges. <i>Soma</i> thought the badges were good for students who were attending 100% of the time.

					Wendy highlighted the effectiveness of attendance charts as a powerful visual tool to support discussions around student attendance. It was acknowledged that while the school makes significant efforts to encourage and support regular attendance, some factors remain beyond the school's control. A student forum was proposed to gain further feedback on attendance issues, with planning suggested for Term 3, following the School Review.
4.05	Conclusion		Noting	Jaimie	Jaimie congratulated the school on the recent newsletter. The Board agreed it was a productive meeting with valuable discussion across several key areas. Meeting concluded at 4.10pm
Next Meeting: 13 th August 2025					

Signed: _____ Date: _____ Chairperson