



## LEDA PRIMARY SCHOOL BOARD MEETING MINUTES

|                        |                                                                              |                                 |       |                                                       |     |
|------------------------|------------------------------------------------------------------------------|---------------------------------|-------|-------------------------------------------------------|-----|
| <b>Date</b>            | 10 <sup>th</sup> September 2025                                              | <b>Chair</b>                    | Jaime | <b>Time</b>                                           | 3pm |
| <b>Members Present</b> | <b>School Staff</b><br>Sarah Hill<br>Jodie Williams<br>Haylee Shaw (Minutes) | <b>Parents</b><br>Jaime Farrant |       | <b>Community Member</b><br>Wendy Hill<br>Kelly Barker |     |
| <b>Apologies</b>       | Tracey Sweetman, Soma Datta, Ethan Chadd                                     |                                 |       |                                                       |     |
| <b>Absent</b>          |                                                                              |                                 |       |                                                       |     |

| Opening and Acknowledgement of Country, Welcome, Apologies, Absentees, resignations |                                                                                                                                           |                  |              |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| Time                                                                                | Item                                                                                                                                      | Documents        | Purpose      | Led By | Recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3pm                                                                                 | <ul style="list-style-type: none"> <li>Apologies</li> <li>Noting of minutes of last meeting</li> <li>Correspondence in and out</li> </ul> | Previous Minutes | For approval | Chair  | <p><b>Confirmation of Previous Minutes</b><br/>The minutes of the previous meeting held on 18.06.25, were reviewed and confirmed as a true and accurate record.<br/><b>Moved: Kelly Barker</b><br/><b>Seconded: Wendy Hill</b></p> <p>The Board noted the resignation of Katherine Gray due to personal reasons.</p> <p>It was also noted that Emma Kirby is no longer a staff member at Leda Primary School.</p> <p>The Board discussed the need to increase membership to strengthen parent representation and ensure a broader parent voice.</p> |

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| <b>General Business</b> |                          |                                           |            |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>3.10pm</b>           | <b>Principals Report</b> | Principals Report<br>Public School Review | For noting | Sarah H | <p><b><u>2025 School Review</u></b></p> <p>Our Public School review was held on 6 August. We have received a three-year return on all domains which is very positive. Thank you to Jaime, Ethan, Wendy, Lauren, Jared and Kelly who spoke to the reviewers in the domain of Relationships and Partnerships as parents, community members and representatives of the school board and P&amp;C. Commendations by the reviewers noted:</p> <p>‘The School Board and P &amp; C are active partners in school life. Their support and contributions enhance the learning opportunities for students and assist in shaping the school’s strategic direction.’</p> <p>‘Strategic partnerships with organisations including The Smith Family, City of Kwinana, Koya Aboriginal Corporation, the Institute of Indigenous Wellbeing and Sport, YouthCARE, the Polly Farmer Foundation, and more recently the Stephen Michael Foundation, work collectively to enhance outcomes for students and their families.’</p> <p>All members present agreed that the recommendation from the review regarding <i>Relationships and Partnerships</i> is to “enhance.”</p> <p><b><u>School Development Day</u></b></p> <p>We had a very productive staff development day on the first day of Term 3. We continued our professional learning on Maths with Sheila Griffin. Staff spent two hours on place value. Staff also had a look at preliminary Naplan data and then spent time looking at observation and feedback of teaching to build capacity.</p> <p><b><u>Update on Playground</u></b></p> |

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|------|------------------------------------------|--|------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      |                                          |  |            |       | <p>As part of the Cook government's small scale election commitment, Leda Primary School has received \$95 000 for a new playground on the oval. As the playground equipment on the oval is relatively new, we are requesting that the funding be used to replace the equipment in between blocks 2 and 4. We are awaiting a decision from Finance. In the meantime, Haylee has sourced some playground designs, taking into account feedback given to us by students.</p> <p><b><u>Compass</u></b></p> <p>As communicated with families, we are currently preparing to roll out the Department of Education's new system. We are the final network to receive the training. Currently, staff are being trained in how to use the system. The system will 'go live' on 16 September which will mean that all attendance sms messages will come from Compass. Families will still receive an sms notifying them of student absences. However, they will not be able to reply directly to the sms; they must use the link.</p> |
| 3.20 | Open Night<br>Format<br>Survey Questions |  | For noting | Sarah | <p>Similar to last year, a coffee van will be provided for staff. Families who complete the survey will receive a free sausage sizzle. The survey will include the same three questions as last year, with the possibility of adding one additional multiple-choice question.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 3.25 | Critical Incident Report                 |  | For noting | Sarah | <p>A recent incident was reported to the Department of Education as a critical incident. The Principal noted the concerns regarding the behaviour and the impact on staff, particularly in the presence of students. The Board acknowledged the matter and discussed the support provided to all parties involved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| 3.30                                                      | Finance Update | Student Centred<br>Funding Statement<br>One-Line Budget<br>Statement<br>Cash Report<br>Minimum Expenditure<br>Requirement Report | For noting     | Haylee      | <p>The Board received the Student Centred Funding Statement, One-Line Budget Statement, Cash Report, and Minimum Expenditure Requirement Report.</p> <p>The Finance Committee met on 2 September. Reserve Accounts were reviewed, with proposals to use funds for new classroom bookshelves and refurbishment of wet area kitchens.</p> <p>\$80,604.66 has been received in Disability Adjustments to date, with staffing increased through the appointment of a fixed-term SNEA (0.3 FTE) for Term 4.</p> <p>Voluntary contributions are currently at 21%, which is 5% lower than this time last year.</p> <p>2026 Budget planning has commenced, with submissions distributed to Cost Centre Managers. The 2026 Cash Budget will be noted by the Board following Finance Committee approval.</p> <p>As of 2025, 67.7% of salaries and 41.8% of cash have been expended, with large projects in progress and some funds to roll over into 2026.</p> |
| 3.35pm                                                    | Conclusion     |                                                                                                                                  | For discussion | Jaime/Sarah | <p>The board noted and discussed the following for the next board meeting:</p> <ul style="list-style-type: none"> <li>• Open board meeting for term 4.</li> <li>• Booklists, contributions, and charges to be approved at the next Board meeting.</li> <li>• School development days for 2026.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                           |                |                                                                                                                                  |                |             | Meeting Closed at 3.40pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Next Meeting: Week 4 Term 4 5 <sup>th</sup> November 2025 |                |                                                                                                                                  |                |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Chairperson