



LEDA PRIMARY SCHOOL BOARD MEETING MINUTES

Date	3 rd December 2025	Chair	Jaime Farrant	Time	3:00pm
Members Present	School Staff Sarah Hill Jodie Williams Tracey Sweetman Haylee Shaw (minutes)	Parents Jaime Farrant Soma Datta		Community Member Wendy Hill Kelly Barker	
Apologies	N/A				
Absent	Ethan Chadd				

Opening and Acknowledgement of Country, Welcome, Apologies, Absentees, resignations					
Time	Item	Documents	Purpose	Led By	Recommendations
3pm	<ul style="list-style-type: none"> Welcome Apologies Noting of minutes of last meeting Correspondence in and out 	Previous Minutes Parent nomination	For approval For approval	Chair	Jaime opened the board meeting and welcomed all members. Final board meeting for 2025. Confirmation of Previous Minutes The minutes of the previous meeting held on 05.11.2025 were reviewed and confirmed as a true and accurate record. MOVED: Wendy Hill ACCEPTED: Kelly Barker There was no correspondence in or out received for this meeting.

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	<ul style="list-style-type: none"> Principal's Report 	Report Attached	For noting/discussion	Sarah Hill	<p>Principal's Report Summary</p> <p>Student Numbers</p> <ul style="list-style-type: none"> Current enrolments: 369 students 2026 Kindergarten enrolments: 29 <p>Interm Swimming Lessons</p> <ul style="list-style-type: none"> Smoothly delivered with 76% participation 2026 lessons scheduled for May <p>Kindergarten Transition</p> <ul style="list-style-type: none"> Transition Day held on 18 Nov with strong attendance Community organisations supported the event Three further transition sessions to be run by Claire Lacey <p>2026 Staffing</p> <ul style="list-style-type: none"> Staffing finalisation underway AIEO process in breach period Ongoing recruitment: Deputy Principal and Special Needs EA pool Staff leaving: Piera Thom, Jenni Beauchamp, Katherine Davey Returning: Natasha Milby <p>2026 Student Leaders</p> <ul style="list-style-type: none"> Nominations and speeches completed Results to be announced at the Christmas Concert <p>School Development Day</p> <ul style="list-style-type: none"> Teams reviewed Maths and English targets Strong results in early years Maths, particularly Principles of Counting <p>Triple P</p> <ul style="list-style-type: none"> Jess Fitzgerald completing training to deliver parenting workshops in 2026 Topics may include Anxiety, Separation, Bullying, ADHD, and Fighting
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					<p>Complex Behaviour Support Coordinator</p> <ul style="list-style-type: none">• Mel Peacock has completed 9 PL days; audit of engagement, learning and wellbeing underway• Early analysis shows:<ul style="list-style-type: none">○ 28 wellbeing programs in place○ School Priorities: majority rated High/Very High○ Consistency and Impact rated mostly High/Medium• Implementation plan for 2026 to be shared next year <p>Closing</p> <ul style="list-style-type: none">• Thank you to all board members for your contributions throughout the year. <p>Discussions</p> <ul style="list-style-type: none">• PPP Flyers: Jaime suggested to provide Triple P program flyers to parents.• Staff Replacements: Soma raised whether teachers who have left will be replaced.• LOTE Program:<ul style="list-style-type: none">○ Discussion about the benefits of language learning for students.○ Consideration of seeking community input on preferred language options.○ Soma provided valuable insight into how increased cultural exposure through social media may influence language choices.○ Topic to be revisited in 2026.
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	<ul style="list-style-type: none"> Finance Update 	2026 Cash Budget One-Line Budget Student Centred Funding	For Noting	Haylee Shaw	<p>1. 2026 Preliminary Cash Budget The Finance Committee met on 25 November 2025 and approved the 2026 Cash Budget. Copies have been provided to Board members for noting.</p> <p>Key Changes & Highlights</p> <ul style="list-style-type: none"> Classroom budget reduced to \$600 per class. Total budgeted expenditure for 2026: \$712,039.28 <ul style="list-style-type: none"> <i>Comparison:</i> 2025 expenditure was \$772,600.05. Adjustments were made based on: <ul style="list-style-type: none"> Cost centre manager submissions Alignment to operational plans 2025 spending patterns <p>2. 2025 Cash Budget – Year-to-Date Expenditure</p> <ul style="list-style-type: none"> Current expenditure: 54.81% Several large invoices were paid yesterday, which are not yet reflected, so the percentage will increase. Projected rollover into 2026: approximately \$390,000. <p>3. Salaries</p> <ul style="list-style-type: none"> Projected salary rollover: \$800,000, which will support a 3rd Deputy Principal position for 2026. AIEO position has been advertised; currently in the breach period, so limited information can be shared at this stage. Special Needs Education Assistant pool was advertised to fill vacancies that may arise in 2026. Campion to date have received 30 orders for booklists compared to 13 this time last
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					year, reminders will be sent out to families with cut of time for ordering.
	Tenure of Board Members		For discussion/approval	Sarah Hill/Chair	<p>Tenure of Board Members</p> <p>Staff Representatives</p> <ul style="list-style-type: none"> • Sarah Hill – Mandatory Position • Haylee Shaw – Minutes • Jodie Williams – Term ends 31.12.2026 • Tracey Sweetman – Term ends 20.02.2027 <p>Parent Representatives</p> <ul style="list-style-type: none"> • Jaime Yallup – Term ends 25.10.2025 • Soma Datra – Term ends 31.12.2027 <p>Community Representatives</p> <ul style="list-style-type: none"> • Wendy Hill – Term ends 25.04.2025, extended to 31.12.2027 • Ethan Chadd – Term ends 07.08.2027 • Kelly Barker – Term ends 31.12.2025, extended to 31.12.2026 <p>Chair Nomination for 2026</p> <ul style="list-style-type: none"> • Jaime expressed willingness to be Chair for 2026 and to extend her tenure to 31.12.2026. Seconded: Soma Datta <p>General Discussions</p> <ul style="list-style-type: none"> • Brochures for Kindergarten Parents The Board discussed the idea of sending promotional brochures to Kindergarten parents to increase awareness of the School Board and encourage greater parent engagement.
	2026 Board Meeting Schedule	Copy given	For noting	Sarah	<p>A copy of the Leda Primary School Board Meeting Planner was provided to all members.</p> <ul style="list-style-type: none"> • The Board discussed holding the first meeting of 2026 as an Open Board Meeting to encourage parent and community involvement.

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					<ul style="list-style-type: none"> • Jaime will speak at assembly to explain the role of the School Board and clarify what an open board meeting involves. • Jodie suggested creating a flyer with a QR code to provide parents with easy access to information and encourage participation.
	Board Survey			Sarah	Sarah will send board survey to members 04.12.25 to complete.
4pm	<ul style="list-style-type: none"> • Conclusion of Board Meeting 			Chair	<p>Conclusion Jaime invited feedback from two Board members:</p> <ul style="list-style-type: none"> • Tracey Sweetman – Noted that Board meetings have consistently adhered to timelines throughout the year. • Soma Datra – Acknowledged the hard work and commitment of members behind the scenes throughout the year.
Next Meeting: 2026					

Signed: _____ Date: _____ Chairperson