



LEDA PRIMARY SCHOOL BOARD MEETING MINUTES

Date	05.11.2025	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	<p>For approval</p> <p>For noting</p>	Chair	<p>Jaime opened the board meeting and acknowledged the seasonal changes, noting the blooming of the kangaroo paw and the shift in seasons.</p> <p>Confirmation of Previous Minutes The minutes of the previous meeting held on 10.09.25 were reviewed and confirmed as a true and accurate record.</p> <p>Moved: Jodie Willaims Accepted: Kelly Barker</p> <p>Discussion was held regarding the potential for additional parent representation on the School Board. Sarah and Jodie will follow up with the identified contact and report back at the next meeting.</p>

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<p>3.15pm</p>	<ul style="list-style-type: none"> Principals Report 	<p>Report Attached</p>	<p>For noting/discussion</p>	<p>Sarah Hill</p>	<p>Principal's Report</p> <p>The Principal's Report was provided to all members for review and discussion. Key items included:</p> <ul style="list-style-type: none"> Ride/Walk to School day Swimming lessons Social media ban Interschool Carnival Transition to Gilmore Open Night survey feedback <p>Board Member Feedback</p> <ul style="list-style-type: none"> Positive behaviour and sportsmanship from Leda students at the Interschool Carnival was noted. Tracey S, who attended, confirmed students represented the school proudly. The Open Night was acknowledged as highly successful. Soma shared that her children enjoyed the activities and found the evening great! Jaime suggested exploring the possibility of holding the Open Night twice a year. Wendy spoke about Smith Family engagement with Gilmore transition.
<p>3.30pm</p>	<ul style="list-style-type: none"> 2026 Contributions and Charges & Booklists 		<p>For Approval</p>	<p>Haylee Shaw</p>	<p>2026 Voluntary Contribution, Charges and Booklists</p> <p>Approved by the School Board</p> <ul style="list-style-type: none"> Voluntary Contributions remain at \$ 50 Booklists remain relatively the same as 2025, with a reduction in Year 3

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					<ul style="list-style-type: none"> • Recorder has been removed • Swimming increased to \$65 • Instrumental music- increased to \$125 • Teachers will be reminded to send unused items home <p>It was agreed that the parent information letter will be updated to clearly communicate that the school has access to stationery and school supplies for families requiring support.</p> <p>Jodie also shared information regarding the Give Write charity, which provides stationery and school supplies for students in need.</p> <p>Haylee advised that the school has applied for additional backpacks through Dandelions WA which contain new stationery, lunch boxes and other supplies to support students. Teachers are aware of how to access these resources for students in need.</p>
3.40pm	<ul style="list-style-type: none"> • Finance Update 	Student Centred Funding Statement, One Line Budget Statement, Cash Report & Min Exp Report	For Noting	Haylee Shaw	<p>Finance and Budget Update</p> <p>Reports were presented to the Board. Haylee noted that some Services and Expenditure areas are showing a lower percentage of funds spent at this point in the year. This is due to works that have been booked but not yet completed, meaning the invoices have not been received. These costs will therefore roll over into 2026.</p> <p>Buildings and Grounds</p> <ul style="list-style-type: none"> • The playground upgrade between Blocks 4 and 2 has been scheduled for January. • The shade sails for the undercover area have been approved. However, a date for installation is yet to be confirmed.

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					<p>Budget Cycle The Cash Budget will be presented to the Finance Committee for approval on 25 November. Following Finance Committee approval, the School Board will formally note the Cash Budget.</p>
3.50pm	<ul style="list-style-type: none"> 2026 School Development Days 	Principals Report	Inform/discuss	Sarah/Jaime	<p>2026 School Development Days Term 1 Thursday 29 and Friday 30 January Term 2 Friday 29 May (week 6 before WA Day) Term 3 Friday 21 August (week 5) Term 4 Monday 23 November (week 7)</p>
3.55pm	<ul style="list-style-type: none"> Student Health and Well-being Data 		For information	Sarah	<p>Student Survey Results The Kwinana Federation of school agreed to administer the Be You health and well-being survey to Year 3-6 students. A slideshow was presented to the Board showing the student survey results. Sarah advised that results from network data will be shared once received. Jaime suggested that the survey results be provided to Smith Family, Koya, and other agencies for their information. Board members suggested engaging students in conversations about the survey findings to support understanding and action.</p>
4.03pm	<ul style="list-style-type: none"> Conclusion 			Jamie	<p>The meeting concluded positively with members noting a great turnout and active participation from the Board.</p>
<p>Next Meeting: Wednesday 3rd December 2025</p>					

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Signed: _____ Date: _____ Chairperson