



## LEDA PRIMARY SCHOOL BOARD MEETING MINUTES

<b>Date</b>	25.02.2026	<b>Chair</b>	Jaime Farrant	<b>Time</b>	3:00pm
<b>Members Present</b>	<b>School Staff</b> Sarah Hill Jodie Williams Tracey Sweetman Haylee Shaw (minutes)	<b>Parents</b> Jaime Farrant Soma Datta (Via teams meeting)		<b>Community Member</b> Kelly Barker	
<b>Apologies</b>	Wendy Hill				
<b>Absent</b>	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"> <li>Welcome</li> <li>Apologies</li> <li>Noting of minutes of last meeting</li> <li>Open Board Meeting</li> <li>Review of Board Membership Tenure</li> <li>Board meeting Planner</li> </ul>	As Above Previous Minutes	For approval	Chair	<p><b>Welcome</b></p> <p>Jaime opened the first Board Meeting of 2026 and warmly welcomed all members. As an icebreaker, members were invited to share what they are looking forward to in 2026. Responses included a focus on stability across the school, strong leadership within the Year 6 cohort, the resilience of staff, and continued growth in both students and staff. Soma shared positive feedback regarding a Year 4 teacher and the supportive way transition for new students has been managed, particularly through consistent communication and messages home. Members acknowledged how encouraging it is to hear positive feedback and to recognise the practices that are working well within the school.</p>

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					<p><b>Minutes of the previous meeting</b> Dated 3<sup>rd</sup> December 2026 were reviewed and accepted as true and accurate record of the meeting.</p> <p><b>ACCEPTED: Kelly Barker</b> <b>SECONDED: Tracey Sweetman</b></p> <p><b>Open Board Meeting</b> It was noted that today's meeting was scheduled as an Open Board Meeting. No members of the public were in attendance.</p> <p><b>Review of Board Membership Tenure</b> The Board membership was reviewed last term, with agreement that additional members are needed to strengthen parent representation. It was agreed that Board flyers will be sent home to families, with a particular focus on targeting Kindy and Pre-Primary parents. Nominations for new members will open in Term 3.</p> <p><b>Board Meeting Planner</b> The document was reviewed by Board members, and a copy has been attached for reference. Changes to be made for review Board Members Term, move from Tern 4 to Term 3 (underneath New business Plan.</p>
<b>3.30pm</b>	<ul style="list-style-type: none"> <li>Principals Report</li> </ul>	Report Attached	For noting/discussion	Sarah Hill	<p><b>Principal's Report</b></p> <p>The school has had a positive start to 2026 with 358 students enrolled, an increase of one student from 2025. There are 24 new students in PP-6 and 32 Kindergarten students. New staff welcomed include Ms Melanie Bailey (Year 3), Ms Courtney Traynor (Year 5), Samantha Mason (Deputy Principal) and Ebony Maguire</p>

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					<p>(Aboriginal Education Officer, Monday–Wednesday).</p> <p>The new playground has been completed through Small Scale Election Commitment funding. Students contributed feedback to the design process. The upgrade has enhanced play opportunities, and the Hon. Roger Cook visited the school on 13 February to view the completed project. Thanks were acknowledged to Lauren Verner (P&amp;C President) for accepting the funds on behalf of the school.</p> <p>NAPLAN for Years 3 and 5 will run from 11–23 March. On-Entry testing for Pre-Primary and Year 1 will occur during Weeks 3–6. Harmony Day will be celebrated jointly with Leda ESC on 20 March.</p> <p>The Kaartdijin Bidi Program has commenced for Year 4–6 Aboriginal boys, delivered by the Institute of Indigenous Wellbeing and Sport, focusing on cultural identity and strengths.</p> <p>A bushfire evacuation drill will occur on 26 February, with DFES visiting on 6 March to review compliance.</p> <p>Department updates include upcoming changes to end-of-semester reporting (including possible timetable suspension for parent meetings and a consistent P–10 reporting template from Semester 1, 2026), expansion of the School Breakfast Program (the school has been accepted to deliver five days per week in partnership with Foodbank WA), and the establishment of a Disability Reform Directorate</p>
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					focused on strengthening staff capacity and supporting students with disability.
3.40	<ul style="list-style-type: none"> <li>Finance Update</li> </ul>	Prelim Student-Centred Funding Statement Vols Collection Rate	For Noting	Haylee Shaw	<p><b>1. Reports Presented</b></p> <ul style="list-style-type: none"> <li>Preliminary Student-Centred Funding Statement tabled.</li> <li>Operational Dashboard scheduled to go live at the end of March, future reports generated from the Operational Dashboard.</li> </ul> <p><b>2. Voluntary Contributions Update</b></p> <ul style="list-style-type: none"> <li>\$2,650 received via Campion</li> <li>\$1,050 received directly from parents</li> <li>Total received to date: \$3,700</li> <li>At the same time in 2025: \$2,450</li> </ul> <p>Funds received via Campion will be allocated to student accounts before statements are issued to families. Termly Facebook reminders will follow.</p> <p><b>3. Finance Committee Update</b> The Finance Committee met in Week 3. Naomi has resigned from the Committee.</p> <p>2026 Members:</p> <ul style="list-style-type: none"> <li>Sarah Hill – Principal</li> <li>Haylee Shaw – Manager Corporate Services</li> <li>Mairi Brooks – Deputy Principal</li> <li>Sam Mason – Deputy Principal</li> <li>Sandra Redmond – Teacher</li> <li>Cathy Boyes – Library Officer</li> </ul> <p>Meeting Schedule: Weeks 3 and 7 each term.</p>

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3.45	<ul style="list-style-type: none"> <li>Parent Meetings Early Close at 1pm 25<sup>th</sup> March.</li> </ul>		For approval	Sarah Hill	<p><b>Parent Meetings – Early Close (25 March)</b> Board approval was sought and received for an early school close at 1:00pm on 25 March to facilitate Parent Meetings. Sarah Hill will submit the application to the District Office. The school will make arrangements to accommodate students who are unable to be collected at that time.</p>
3.50	<ul style="list-style-type: none"> <li>2025 Board Survey</li> </ul>		For information	Sarah Hill	<p>Sarah Hill presented the Board Survey results and provided a comparison between 2023 and 2025. The 2023 results were lower overall when compared to 2025. The Board acknowledged the improvement and agreed there has been increased capacity and effectiveness across the Board.</p>
3.55	<ul style="list-style-type: none"> <li>Configuration of the School Day Changes to reporting to Parents (Plan for changes to the school day for the purpose of reporting to parents.</li> </ul>		For information	Sarah Hill	<p>Sarah Hill informed the Board of changes to the Configuration of the School Day policy, allowing schools to close for up to two full days for the purpose of parent meetings.</p> <p>It is proposed that this may take effect at Leda PS from 2027. Board members discussed the option and suggested surveying parents in 2026 to gather feedback. Consideration was given to offering incentives to encourage parent attendance at meetings. Concerns were raised regarding the number of students who may still attend school on those days, and it was agreed that clear and thorough communication with parents would be essential should the change proceed.</p>
4pm	<ul style="list-style-type: none"> <li>Communication</li> <li>Conclusion of Board Meeting</li> </ul>			Chair	<p><b>Communication</b> The board discussed ways to improve communication with parents, focusing on providing information earlier and more consistently. Suggestions included adding more content to the newsletter, providing parents with guidance on how to communicate with teachers, and ensuring board meeting dates are updated</p>

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					on the school website calendar. Positive feedback was noted for the Facebook posts about upcoming events, and it was suggested that posters be displayed around the school to keep the community informed.
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**Next Meeting:**  
1<sup>st</sup> April 2026

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