



LEDA PRIMARY SCHOOL BOARD MEETING MINUTES

Date	01.04.2026	Chair	Jaime Farrant	Time	3:00pm
Members Present	School Staff Sarah Hill Jodie Williams Tracey Sweetman Haylee Shaw (Minutes)	Parents Jaime Farrant Soma Datta (via teams)	Community Member Wendy Hill Kelly Barker Ethan Chadd (via teams 3.30pm)		
Apologies	N/A				
Absent	N/A				

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 	Previous Minutes	For approval	Chair	Welcome Jaime opened the meeting and spoke about the change of seasons and the cooler weather. Minutes of Previous Meeting The minutes of the previous meeting held on 25 February 2026 were reviewed and confirmed as a true and accurate record. Accepted: Kelly Barker Seconded: Tracey Sweetman
3.10pm	<ul style="list-style-type: none"> Principals Report 	Report Attached	For noting/discussion	Sarah Hill	Harmony Day Harmony Day was held on 20 March. The Year 4 class, led by Justine and Naomi, presented a lovely item that strongly embodied the message of Harmony Day and reflected the school's values. The student artwork displayed in the background was also noted as beautiful.

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					<p>A big thank you was extended to the P&C for organising the Subway and sushi lunch. The picnic was very successful, and it was great to see so many families in attendance.</p> <p>Comments: All members agreed it was a fantastic event. Jaime suggested exploring deeper connections to Aboriginal culture, including recognition of different nations and tribes. It was also suggested that a similar event could be held in Term 3, incorporating large group games to further encourage community connection.</p> <p>It was discussed that the school could also join the ESC Book Week picnic.</p> <p>NAPLAN Testing NAPLAN testing has been completed. Results will be shared once available, with previous years indicating this is likely to be around mid-May.</p> <p>Bushfire Drill DFES met with both schools on 6 March 2026 to confirm compliance with bushfire regulations. They were satisfied with both the emergency plans and the school grounds.</p> <p>A practice drill was conducted across both schools on 26 February, which ran smoothly.</p> <p>Parent/Teacher Interviews Parent/Teacher interviews were held on Wednesday across both campuses and were highly successful, with 162 bookings recorded.</p>
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3.20	<ul style="list-style-type: none"> Finance Update 	Student Centred Funding Statement Operational One Line Budget Voluntary Contributions Update	For Noting	Haylee Shaw	<p>Voluntary Contributions The Board noted that \$4,770 has been received in voluntary contributions to date, exceeding the total of \$4,044 received for the whole of the previous year. Voluntary contributions were explained to kindy parents at the orientation last year and we have posted on Facebook the items for students that are purchased with voluntary contributions.</p> <p>Finance Committee Report The Board noted the Finance Committee met in Week 7 and considered the following:</p> <ul style="list-style-type: none"> Water Leak: A significant water leak resulted in a \$33,569 account from Water Corporation. The issue has been rectified. An application for a leak allowance is in progress, with an anticipated reimbursement of approximately 50%. Reserve Accounts: A review of reserve accounts has commenced. The Committee will continue this work next term with an updated reserve plan to be presented to the Board.

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					<ul style="list-style-type: none"> • Planned Improvements: Preliminary discussions have commenced regarding potential capital and maintenance works, including library upgrades, general painting, and improvements to wet area kitchens. <p>Other Business The Board noted the Funding Agreement for Schools has been released and will be presented at the Term 2 meeting for endorsement and signing by the Board Chair and Principal.</p>
3.30	<ul style="list-style-type: none"> • Review Progress of Business Plan 	Business Plan Review	For noting	Sarah Hill	<p>Business Plan Staff reviewed the Business Plan at the start of the year. We are now in the final year of the Business Plan and are seeking input from the board. The Board noted the Business Plan Review was circulated prior to the meeting.</p> <p>Board members discussed the plan and raised the following points:</p> <p>Clarification was sought on the term “intensify.” Staff were asked to make a judgement against each domain to maintain or intensify.</p> <ul style="list-style-type: none"> • It was noted that staff awareness of key focus areas has increased and should be reflected in the next Business Plan. • Recent professional learning in psychosocial hazards (undertaken by Sarah) was highlighted as relevant and meaningful, with consideration to be given to its inclusion in the plan. • The increasing complexity of student needs was acknowledged, with

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					<p>discussion around the need to adapt educational approaches accordingly.</p> <ul style="list-style-type: none"> • Members agreed that the changing educational landscape requires a shift in priorities, with greater emphasis on empathy, resilience, and self-esteem. • The importance of responding to the needs of students, staff, and the wider community was reinforced. <p>Action: Further discussion and development of priorities will be undertaken at the next Board meeting, including a planned activity to guide direction.</p>
3.45	<ul style="list-style-type: none"> • Review Good Standing Policy 	PBS Brochure	For noting	Sarah Hill	<p>Positive Behaviour Support (PBS) The Board noted updates to the PBS policy, with changes (highlighted in yellow) made in response to staff feedback.</p> <p>Student feedback was also considered, with strong positive responses to the “spinning wheel” rewards. Adjustments have been made to the prize options, including replacing less popular items (pencils) with alternatives such as fidget puzzles.</p> <p>Clarification has been provided regarding “good standing” requirements, particularly in relation to eligibility for extra-curricular activities, whole-school events, and PBS reward days.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • The Board discussed the importance of measuring the effectiveness of PBS initiatives. It was noted that Good Standing trackers are in place, and the

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					<p>PBS Committee will continue to analyse data.</p> <ul style="list-style-type: none"> • Positive feedback has been received from both students and parents, with students motivated to maintain eligibility and avoid missing out on activities. • A query was raised regarding inconsistency among staff in reinstating Good Standing. This is being addressed, with a focus on consistent expectations and processes across the school.
4pm	<ul style="list-style-type: none"> • Conclusion of Board Meeting 			Chair	<p>Mandatory Training</p> <p>The Board noted the requirement for completion of the following mandatory training modules:</p> <ul style="list-style-type: none"> • Accountable and Ethical Decision Making • Aboriginal and Torres Strait Islander Cultural Awareness <p>Action:</p> <p>Haylee to distribute further information to Board members.</p>
<p>Next Meeting: 13th May 2026</p>					

Signed: _____ Date: _____ Chairperson