



School Board Meeting

Minutes

Meeting Number & Location	Meeting Number 81 – Board Room
Date:	Thursday 24 October 2024 at 7:30am

Time	Item	Action		Who
Welcome and Apologies				
7:30am	Opening and Welcome		Chair	
Board Members in Attendance	Travis Miller	(Principal)	Rowena Skinner	(Community Representative)
	Yuanji (Gigi) Wen	(Board Chair)	Bronwyn Ife	(Community Representative)
	Catherine McNaughton	(Parent Representative)	Anthea Davies	(Staff Representative)
	Erika Voges	(Parent Representative)	Bek Terry	(Staff Representative)
	Alex Barry	(Parent Representative)	Sharon Cockroft	(Ex-officio Executive Officer)
	Antony Barrier	(Parent Representative)		
Apologies	Tara Claassens (Staff Representative)			
Agenda	Confirmed			All
Disclosure of Interests				
7:31am	2.0	No conflicts of interest declared.		
Minutes of previous meeting				
7:32am	3.1	Review of previous meeting minutes	Minutes confirmed	Moved: B Terry Seconded: R Skinner
7:33am	3.2	Actions arising from previous minutes	Nil	
Priority Items for Decision/Discussion				
7:34am	4.1	2025 Voluntary Contributions and Charges Schedule	- Increase to swimming due to travel costs. - Planning to introduce a Leavers Jacket for Year 6. - Camp moving to Woodman Point for 3 nights. - Motion to endorse 2025 Voluntary Contributions for \$60 per student and 2025 Charges Schedule.	Moved: B Ife Seconded: R Skinner
7:40am	4.2	2025 Personal Requirements Lists	- Campion is the nominated supplier for 2025. - Lists are consistent across all year levels. - Parents may choose to source items from another supplier. - Year 4 to 6 lists - move USB and calculator request to under the “parents to supply” heading. - The School Voluntary Contributions and P&C Levy have been placed under separate headings to avoid confusion.	

			- P&C Levy request to be added to the P&C box at the bottom of the 2025 Charges Schedule. - Motion to endorse the 2025 Personal Items lists from Kindergarten through to Year 6.	Moved: A Barrier Seconded: E Vogues
7:48am	4.3	2025 School Development Days	- Six School Development days for the year. - Three are mandated and the other three are proposed to be held in Terms 1,2 and 4. - Motion to endorse the 2025 School Development Days for 3 February, 4 February, 28 February, 3 June, 7 November and 18 December.	Moved: A Davies Seconded: C McNaughton
8:00am	4.4	Reporting to Parents	- Reporting requirements have changed commencing from Semester 2 2025. - Reports will contain strand grades for English and Maths, global grades for other subjects, no learning area comments, EALD will be reported on progress maps, general comments will have a character limit of 1000. - Reports will be emailed week 8. - Open Night will no longer occur, instead two Parent Teacher Interviews days will be introduced in 2025. These will take place on 25 March and 9 September. - Interviews will be 12 minutes long. - The school will close from 11:30am and interviews will go through until 5:00pm.	
8:10am	4.5	130 th Anniversary Fete	- Fete was very successful and well attended. - Nudging \$30,000 profit. - Archive historical memorabilia and photos.	
8:20am	4.6	Financial Report Voluntary Contributions	Voluntary Contributions payments have reached 75% of the student population.	
8:25am	4.7	Principal's Report	- Years 1 to 6 Swimming Lessons commence Week 4. Pre-primary Swimming Lessons commence Week 9. - Choir busy with upcoming performances at the MCF rehearsal and concert, and the Remembrance Day ceremony for Town of Vic Park. Telethon performance at Optus Oval and Elizabeth Quay was a great experience. - Mini assembly planned for this Friday to acknowledge AMC and ICAS award/prize winners. - Anticipating 525 students in 2025. Running three Kindy classes and three Pre-primary classes. - Finalising staffing for 2025.	
Meeting Closure				
8:30am	5.1	Next Meeting	Public meeting to be held 28 November, 7:30am in the library. Breakfast will be provided.	Chair
8:30am	5.2	Closure or adjournment of meeting	Meeting closed at 8:30am.	Chair

Minutes sighted and approved by:

Principal – Travis Miller

Date

Chair – Gigi Wen

Date