



School Board Meeting

Minutes

Meeting Number & Location	Meeting Number 83 – Library
Date:	Thursday 20 February 2025 at 7:30am

Time	Item	Action	Who
Welcome and Apologies			
7:37am	Opening and Welcome	Chair	
Board Members in Attendance	Travis Miller (Principal) Yuanji (Gigi) Wen (Board Chair) Alex Barry (Parent Representative) Antony Barrier (Parent Representative)	Rowena Skinner (Community Representative) Bronwyn Ife (Community Representative) Bek Terry (Staff Representative) Tara Claassens (Staff Representative) Jane Locke (Staff Representative) Sharon Cockroft (Ex-officio Executive Officer)	
Apologies	Erika Voges (Parent Representative)		
Agenda	Confirmed		All
Disclosure of Interests			
7:37am	2.0	No conflicts of interest declared.	
Minutes of previous meeting			
7:40am	3.1	Review of previous meeting minutes	• Minutes confirmed
			Moved: B Terry Seconded: B Ife
7:40am	3.2	Actions arising from previous minutes	• None
Priority Items for Decision/Discussion			
7:41am	4.1	Introduction of new Staff Representative	• Welcome to new Staff Representative, Jane Locke, Year 2 Room 10 Teacher.
7:42am	4.2	Advertise for new Parent Representative	• One Parent Representative position vacant. • Three-year term. • Advertise in newsletter and school stream for parent nominations. • If more than one nomination, Travis will contact and confirm nomination then the school community will vote electronically.
7:46am	4.3	School Signage	• Way-point signs at Geddes Street/Camp Australia/Front Office entry points to the school. • Double sided, map with direction arrows.

			Also creating 4 PBS character signs for undercover area and playground.	
7:48am	4.4	Contracts	- Current contracts with Camp Australia, school photo provider, book list provider, uniform provider, rubbish removal. - Board to review from time to time. - Look into school photo provider for 2026. Important considerations are quality and cost.	
8:01am	4.5	Financial Report	- School Census 21 February 2025. School funding is based on Census. Receive Census information mid-March. \$189,000 rolled over from 2024. \$100,000 in Term Deposit, \$300,000 in Reserves. \$5,460,000 in Salaries. - Extra income to come from Voluntary contributions and Camp Australia. - Preliminary budget will be presented to Finance Committee next week.	
8:05am	4.6	Principal's Report	512 students enrolled. - Added extra kindy class this year and running three straight Pre-primaries. Smooth start to the school year and Kindy staggered start successful. - Deb Eke has returned as Deputy Principal and looking after Student Services. - Fully staffed except for cleaners – 1 has resigned, 1 is on extended leave, 1 is on short leave. - Upcoming events for the term: leaders' day, swimming carnival, summer carnival and Year 6 camp week 2 of Term 2. - Working groups will be refreshing Harmony Day, Book Week, Graduation and Carols events. - Received playground approval from the heritage council and is now out to tender. On track to start in 2025. P&C is contributing \$140,000. - Oval renovation is looking good. - Extra-curricular activities: chinese, volleyball, Maine Rippers, swim squad. Planning to start drama group by end of Term. - Organising more bike racks. - Next year plan to have class lists sent out electronically.	
Meeting Closure				
8:25am	5.1	Next Meeting	Next meeting to be held 27 March, 7:30am in the library. Antony Barrier will be an apology for this meeting.	Chair
8:25am	5.2	Closure or adjournment of meeting	Meeting closed at 8:25am.	Chair

Minutes sighted and approved by:

Principal – Travis Miller

Date

Chair – Gigi Wen

Date