



School Board Meeting

Minutes

Meeting Number & Location	Meeting Number 84 – Library
Date:	Thursday 27 March 2025 at 7:30am

Time	Item	Action	Who
Welcome and Apologies			
7:32am	Opening and Welcome	Chair	
Board Members in Attendance	Travis Miller	(Principal)	Rowena Skinner (Community Representative)
	Yuanji (Gigi) Wen	(Board Chair)	Bronwyn Ife (Community Representative)
	Alex Barry	(Parent Representative)	Bek Terry (Staff Representative)
	Erica Voges	(Parent Representative)	Tara Claassens (Staff Representative)
	Luke Gibson	(Parent Representative)	Jane Locke (Staff Representative)
			Sharon Cockroft (Ex-officio Executive Officer)
Apologies	Antony Barrier	(Parent Representative)	
Agenda	Confirmed		All
Disclosure of Interests			
7:33am	2.0	No conflicts of interest declared.	
Minutes of previous meeting			
7:33am	3.1	Review of previous meeting minutes	• Minutes confirmed Moved: B Terry Seconded: B Ife
7:33am	3.2	Actions arising from previous minutes	• None
Priority Items for Decision/Discussion			
7:34am	4.1	Welcome new parent representative	• Welcome to new parent representative Luke Gibson • Three-year term. Chair/Principal
7:36am	4.2	Camp Australia	• 2024 was successful. Travis received 1 minor complaint. • 2 incidents of concern occurred at the start of this year. - A special needs child left the school grounds and was found in the local area. - An incident of manhandling was reported • Service leader sacked as a result. New service leader commences 28 March. • Community event planned by Camp Australia once new service leader has settled into role. • Attendance at Camp Australia remains good.

7:54am	4.3	PAT Data	- PAT testing takes place twice a year in February and October. Tests for Maths, Reading, Spelling, Grammar and Punctuation. - Years 2 – 6 participate and testing is done on-line. - Expectation for students to perform well above Australian mean. - Students performed well above in all areas. - Data assists teachers with areas of concern, tracks improvement. - School invests in intervention – MiniLit resources. - Pre-primary completes on-entry testing. - Pre-primary and Year 1 complete phonics screening.	
8:07am	4.4	Parent Interviews	- Two half day closures per year. First in week 8 Term 1, second in week 8 Term 3. - Interviews are 10 minutes long. 316 interviews booked across the 20 classes. - Fourteen students were supervised at school.	
8:15am	4.5	Financial Report – Voluntary Contributions	- Statements were sent home 26 March. 56% of Voluntary Contributions across all years have been collected. 62% Kindy 57% Pre-primary 55% Yrs 1-6 - Explain in newsletter how Voluntary contributions are expended.	Principal
8:18am	4.6	Principal's Report	504 students enrolled. - Funding from Census is due to be released on 1 April. - Budget will be presented for endorsement at next Board meeting. - Fully staffed apart from office and cleaners. - IT technician currently provided externally. Looking into hiring IT technician part time. - P&C Sundowner was very successful. New families to the school attended. - NAPLAN went well – students well prepared. - Playground tender process stalled due to state election. Department of Finance attending site meeting on Monday to commence tender process. - Interschool swimming carnival to be held today. - Summer carnival week 9. - School Photos week 10. - Extra-curricular activities – looking into art/drama group. - Discuss school photo contract later in the year.	Principal
Meeting Closure				
8:25am	5.1	Next Meeting	Next meeting to be held 15 May, 7:30am in the library.	Chair
8:25am	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