BOORAGOON PRIMARY SCHOOL

Proudly an Independent Public School

School Board Meeting Minutes

Date	Tuesday Week 3 Term 2 2025 13 May 2025	Time	6:00pm
Present	Susan Hall (SH), Craig Ashby (CA), Sharne Elsbury (SE), Lenka Del Rosso (LDR), Carl Engel (CE), Emma Bax (EB), Joe Novak (JN), Fatima Ramirez (FR), Rebecca Hass (RH)		
Apologies	Sam Lim (SL), Paul Murphy (PM)		

Item	Who	Details	Actions
Welcome and apologies	SH		• Last meeting minutes endorsed and noted from Term 1 2025 • Acknowledgement of country by SH • Welcomed CA to school as new permanently appointed Principal. • Board is pleased to see a permanent leadership team in place again and is looking forward to supporting the Administration team.
Conflicts of interests	SH		• None reported.
Terms of Reference & Talking Points	SH	• Presentation of School Board training notes by CA	CA shared: - school board governance tree to demonstrate where school board fits into this with operations of the school. - School Board role - inform strategic direction and ensure resourcing is aligned with our priorities and providing advice and influence. - Board to act with integrity - important component of the school's accountability processes and exercise judgement. School boards work at three levels of decision making – understand, inform, make. Board Requirements are: - submit the school's annual one line budget to board for noting. - submit annual funding agreement with schedule A&B to board for noting and signing by Board Chair.

			- submit statement of expectation to board for noting and signing by Board Chair. - End Term 3, submit annual proposed contributions and charges/personal items list to board for approval. - invite nominations to fill vacancies. - conduct elections as required. - hold at least one public meeting that is open to the public. - hold at least two ordinary meetings per year. - keep all meeting minutes signed by Board Chair. - complete mandatory online training – Aboriginal and Torres Strait Islander Cultural Awareness course and Accountable and Ethical Decision Making • CA offered to host an informal session where we work through the key components. • SE to add Board members to DAM for access to online training when needed. • CA shared BPS will begin to use online CAB tool to record School Board information in. • SH reiterated role of the board and support the Board can provide for BPS. SH reminded board members role of school board is in influencing strategy and direction.
Principal Update	CA	• Principal Introduction • Student Numbers update • Staffing update • Capital works update	• CA shared previous role as collegiate principal based at the Leadership Institute involved in coaching and mentoring other principals and has a family connection to the school and past school role at Bertram PS along with many other school contexts. CA shared it is a real privilege to be here and working with the BPS community. • Reported current enrolments sitting at 432 Term 2 2025 • Provided Kindy enrolment update – 26 enrolments as @ 13th May. Monitor numbers as they progress over the year to note the impact on our 2026 staffing plans. • Welcomed Talynt Newton-Webb as new music teacher - different approach from our previous music teacher, and we're looking forward to her doing some wonderful things in our school as well.

		• Kaartdijin (Compass) Update	• Provided air con update – visit from power company to make assessments on BPS power capability for air con across the school. Audit on power supply completed to achieve best possible outcome for BPS.
		• Year 6 Graduation	• Provided Undercover area near canteen - letter from our local member confirming that we are getting a grant of well, from a grant $35,000 to instal a permanent shade structure outside the canteen. • Transportable update – Term 1 – site visit for measuring and planning. CA to follow up timing for delivery.
		• Statement of Expectation	• SE shared Kaartdijin (Compass) information including Phases 1 and 2 update. • BPS will use Compass for all communications across school – office, classroom/teacher. • Connect used with students only • Plans in Phase 2 to move over with financial programs and event set up/permissions • Parent use of Compass app in school plans – step by step gradual approach. • Year 6 Graduation looking at an alternative venue - Mount Pleasant college/Church • auditorium type venue holds 640 in the actual seats – can add 100 more - 740 people total. • local for families • provides same facilities as John Curtin • Visit by admin team and Year 6 teachers today – teachers' approval for change and venue. • venue presents professionally • AV system is high performing includes AV guide with lights, which can be customised to our school colours. Price to follow but this is preferred venue choice for BPS team • Feedback provided by school board: - EB said makes a lot of sense as we already use it for the school discos. - FR asked did we ever have a connection with Applecross High School? RH reported it was a family connection previously. - SE – Teachers happy as venue provides flexibility to leave equipment and instruments for whole day and set it up the way that we want and leave it.

			- CA shared no bus costs due to walking to and from venue for rehearsals. CA reported pricing to come back before final decision is made. • The Board noted the 2025 Statement of Expectation and signed by School Board Chair and Principal. • CA will scan and submit to Director General as per requirement.
2024 Annual Report	CA	• Draft report to be considered for endorsement	• The Annual Report noted and endorsed by School Board. • Action to revisit Annual Report 2024 – Board to review and Principal to share examples of annual report. • CA will submit annual report for approval then will upload to Schools online • Modifications and alterations would be made 2025 Annual Report. • CE reported he hoped that information on capital works would be shared in future Annual Reports by school. • CA informed alterations will be made to Annual Reports moving forward in the following areas: learning areas, capital works info and progression of Business Plan targets, to ensure minimum requirements are met.
Financial Report	CA	• Financial Summary • One Line budget • Funding Agreement	• Shared school financial summary and dashboard screenshot from BPS school resourcing and one line budget. • School board job is to ensure that that box in the top is green and not red – BPS currently in green. • Discussion on salary saving EG provided - not backfilling admin roles when someone is on leave. • Use surplus salary savings to fund student programs such as junior choir supervision and coaching roles for literacy/technology. Junior choir example provided to board. • Shared school one line budget and explained accounts, expenditure and savings and everything is in a positive position. • Allows us to be flexible and innovative in our approach to student focused funding and programs. • Different strategies will be put in place. EG year six camp staff funding allocation. • Discussion around run club role and longevity – CA informed this would be looked at if volunteer program ceases at any point. • The Board noted and endorsed the 2025 One Line Budget in first meeting of Term 2, week 3 as this information is not populated by the first meeting of the year – Term 1, Week 6.

			• The Board noted and endorsed the 2025 Funding agreement in first meeting of Term 2, week 3 as this information is not populated by the first meeting of the year – Term 1, Week 6.
School Self-Assessment	All	• Continued use of the NSIT tool to be discussed.	• SH national schools' improvement tool as part of the movement towards having a more reflective approach. • SH sought feedback around what the board thought was useful. Would the board like to trial to enhance what the board does, and if that's a potential pathway forward to self-reflect and provide feedback and use it as a tool to provide feedback to the board. • Board members provided positive feedback and perspective from the board in general. Positive for board self-reflection and feedback, and to help us in the public-school review process. • CA suggested we continue to focus on the public-school review process on the six domains and use the ESAT tool that links up to inform us over the three-year process. It is proactive work that would help provide evidence. and provide a strategic approach to the school board discussions • Board agreed to move forward and trial some other topics for use in the future – happy to use in future meetings as a focus.
Other Business	SH	• Sam Lim (community member) • Glenis Barber • Re-elections Term 2 2025 – 6 members	• Discussion around replacing Sam Lim with possible delegate from Sam's office. • Board agreed to remove Sam from board. • CA to follow up with CJ and invite Glenis from City of Melville • Next Board Meeting Week 8 Term 2 – open meeting

Signed (Board Chair): _____ Date: _____