

WOODLANDS PRIMARY SCHOOL
Extraordinary Board Meeting Minutes



Meeting:	2024 Meeting #5
Time and date:	7:30am Friday 6 December 2024
Location:	School Conference Room

Attendees	Position	Present
Michelle Edwards	Board Chair - Parent Representative	Y
Laura O'Hara	Principal	Y
Marisa Phoebe	School Representative	Y
Samantha Harvie	School Representative	Y
Helen Mc Shane	Parent Representative	Y
Minesh Hirani	Parent Representative	Y
Steve Floyd	Parent Representative	Y
Stef Kirk	Secretary	Y
TBA	Community Representative	
TBA	Community Representative	

No.	Subject	Notes
1.	Welcome & Apologies	Principal welcomed everyone to the meeting and thanked them for making the time to attend an extraordinary meeting. Acknowledgement of Country – Michelle Edwards, Board Chair I respectfully acknowledge the Whadjuk Noongar people as the traditional owners and custodians of this land on which I work and live and pay my respects to the Elders, past, present and emerging.
2.	Conflicts of Interest	<ul style="list-style-type: none"> No conflicts of interests declared.
3.	Previous Minutes	Minutes not reviewed at this meeting. Board to approve at next scheduled meeting.



4.	<p>Functions of the Board</p> <ol style="list-style-type: none"> 1. To take part in: <ol style="list-style-type: none"> a) establishing and reviewing from time to time, the school's objectives, priorities and general policy directions b) the planning of financial arrangements necessary to fund those objectives, priorities and directions c) evaluating the school's performance in achieving them d) formulating codes of conduct for students at the school 2. With the approval of the Director General to: <ol style="list-style-type: none"> a) take part in the selection of, but not the appointment of, the school principal or any other member of the teaching staff 3. To approve: <ol style="list-style-type: none"> a) of a charge or contribution determined by the principal for the provision of certain materials, services and facilities b) of the costs determined by the principal to be paid for participation in an extra cost optional component of the school's educational program c) of the items determined by the principal to be supplied by a student for the student's personal use in the school's educational program and d) of an agreement or arrangement for advertising or sponsorship in relation to a government school 4. To determine in consultation with students, their parents and staff a dress code for students when they are attending or representing the school 5. To provide advice to the principal of the school on: <ol style="list-style-type: none"> a) a general policy concerning the use in school activities of prayers, songs and material based on religious, spiritual or moral values being used in a school activity as part of religious education and
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		<p>b) allowing time for the special religious education of students in the school, but the total number of hours so allowed in a school year is not to exceed 40</p> <p>6. To promote the school in the community</p> <p>7. To note the school's Funding Agreement (with Schedules).</p>	
5.	Board Chair	<ul style="list-style-type: none"> • 	
6.	Principal	<p>Principal - Functions of the board have been included in the agenda for reference.</p> <ul style="list-style-type: none"> • Discussion included: <ul style="list-style-type: none"> ○ Class structures are determined by the staff and leadership team at the school, using a rigorous process with consideration given to individual student needs. Decisions are based on the school's enrolment numbers and class size guidelines as outlined in the Teachers Agreement. ○ The School Board may be informed about the school's considerations or draft class structures, but do not have a role in approving class structures. • Parent feedback on draft class structure <ul style="list-style-type: none"> ○ Parent petition against split classes, particularly in Year 6, was discussed. ○ Copies of the petition were shared with the Board. ○ Split classes are common and normal at government schools, including Woodlands' neighbouring schools. ○ It was suggested that the Board could assist in 2025 in supporting the school by taking part in developing parent communications addressing split classes, and why they are a normal and necessary in creating class structures based on enrolment numbers. • Three draft options for 2025 class structures were discussed. 	

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7.	Other Business	Nil	
8.	Close Next meeting: 4 March 2025 6:00pm		8:35pm

Principal: Laura O'Hare

Board Chair: ABZ

Date: 4.3.25

Date: 4/3/25