

**WOODLANDS PRIMARY SCHOOL**  
Board Meeting Minutes – Open Board Meeting



<b>Meeting:</b>	2024 Meeting #4
<b>Time and date:</b>	6:00 pm Tuesday 5 November 2024
<b>Location:</b>	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
Deb Lyon	P&C Secretary	Y
TBA	Community Representative	
TBA	Community Representative	

No.	Subject	Notes
1.	<b>Welcome &amp; Apologies</b>	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.	<b>Conflicts of Interest</b>	<ul style="list-style-type: none"> <li>No conflicts of interests declared.</li> </ul>
3.	<b>Previous Minutes</b>	<ul style="list-style-type: none"> <li>Accept Previous Minutes – Accepted by all Board members.</li> <li>Sign Previous Minutes – Signed at the meeting.</li> </ul>

6:00pm



	<p><b>Actions Arising</b></p> <ul style="list-style-type: none"> <li>• <b>ACTIONS:</b> <ul style="list-style-type: none"> <li>○ Community Rep –           <ul style="list-style-type: none"> <li>▪ Minesh - Charlie Cunningham was the chair when the school celebrated its 50<sup>th</sup> anniversary. He lives locally. Minesh to discuss with Charlie to gauge a level of interest. <b>Pending</b> – Continue action moving forward into 2025.</li> </ul> </li> <li>○ Children's Crossing –           <ul style="list-style-type: none"> <li>▪ Helen to email WA Police to find out if Woodlands Primary School can advertise the crossing attendant role. <b>Pending</b> – Start advertising for crossing attendant role, as can be quite hard to find, suggestions notice board at the Woodlands shops.</li> </ul> </li> <li>○ Board Member Screening and Training –           <ul style="list-style-type: none"> <li>▪ Laura to check which board members have a current screening number after they have sent the details above. <b>Pending</b> - All Board members need to send Laura their full name and date of birth ASAP to confirm the mandated Nationally Coordinated Criminal History Screening Check is current. Has been updated continue action moving forward into 2025.</li> </ul> </li> <li>○ Business Plan Priorities –           <ul style="list-style-type: none"> <li>▪ Board members to mark each subsection of the three Public School Review domains with 'meeting' or 'working towards' and email it to Laura before the end of term. <b>Pending</b> - Received from Steve Floyd and Michelle Edwards. School review coming up in Week 2 Term 1. Staff across the board are involved in the process.</li> </ul> </li> </ul> </li> </ul>	
<p>4.</p>	<p><b>Functions of the Board</b></p> <p>1. To take part in:</p> <ol style="list-style-type: none"> <li>a) establishing and reviewing from time to time, the school's objectives, priorities and general policy directions</li> <li>b) the planning of financial arrangements necessary to fund those objectives, priorities and directions</li> <li>c) evaluating the school's performance in achieving them</li> <li>d) formulating codes of conduct for students at the school</li> </ol>	

	<p>2. With the approval of the Director General to:</p> <ol style="list-style-type: none"> <li>a) take part in the selection of, but not the appointment of, the school principal or any other member of the teaching staff</li> </ol> <p>3. To approve: (relevant to this meeting)</p> <ol style="list-style-type: none"> <li>a) of a charge or contribution determined by the principal for the provision of certain materials, services and facilities</li> <li>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</li> <li>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</li> <li>d) of an agreement or arrangement for advertising or sponsorship in relation to a government school</li> </ol> <p>4. To determine in consultation with students, their parents and staff a dress code for students when they are attending or representing the school</p> <p>5. To provide advice to the principal of the school on:</p> <ol style="list-style-type: none"> <li>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</li> <li>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</li> </ol> <p>6. To promote the school in the community</p> <p>7. To note the school's Funding Agreement (with Schedules).</p> <p>The Principal explained the role of the board members and guests at an open board meeting.</p>	
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5.	<b>Board Chair</b>	<ul style="list-style-type: none"> <li>• Board Chair's Annual Report</li> <li>• The Principal and school board thanked Michelle for all her work in the role of board chair.</li> </ul>	
6.	<b>Principal's Report</b>	<p><b>Principal's Report</b></p> <ul style="list-style-type: none"> <li>• 2025 Contributions and Charges</li> <li>• 2025 Booklists</li> <li>• Preliminary Budget for 2025</li> <li>• Staffing for 2025</li> <li>• 2025 School Development Days</li> <li>• After School Care EOI for 2025 contract Outcome</li> <li>• Projected 2025 student numbers</li> <li>• Finance Report – Budget review – expenditure is tracking as planned</li> </ul> <p><b>Children's Crossing</b></p> <ul style="list-style-type: none"> <li>• Discussion about the progress on the Children's Crossings. Multiple agencies are collaborating on these projects including the Department of Education, City of Stirling, Main Roads and WA Police.</li> </ul> <p><b>60<sup>th</sup> Anniversary P&amp;C Event</b></p> <ul style="list-style-type: none"> <li>• Deb to convey thanks for the P&amp;C's efforts that went into organizing and running the 60<sup>th</sup> event.</li> <li>• Close to 8k - 10k that was raised for the school.</li> </ul> <p><b>OSH Before and After School Care Contract</b></p> <ul style="list-style-type: none"> <li>• There were four tenders for the OHSC service.</li> <li>• Camp Australia was the successful tender.</li> <li>• A panel consisting of three parents and two members of the school leadership team followed the Department's procurement process.</li> </ul>	



	<p><b>Projected Enrolments and Funding Allocation 2025</b></p> <ul style="list-style-type: none"> <li>• As of 5<sup>th</sup> of November 2024 @ 4:30pm 390 students were enrolled to attend Woodlands in 2025. However, the enrolments fluctuate daily.</li> <li>• Current enrolments in 2024 are 381.</li> <li>• Discussed class size guidelines from the Teachers Agreement.</li> <li>• Discussed possibility of composite classes (split). We have had mostly straight classes for the last few years, but this may change for 2025 depending on enrolments.</li> <li>• Student-centered funding was discussed.</li> </ul> <p><b>Class and Teacher Allocations 2025</b></p> <ul style="list-style-type: none"> <li>• Parents will be notified of their child's class allocation and teacher(s) at the end of the school holidays.</li> </ul> <p><b>School Development Days</b></p> <ul style="list-style-type: none"> <li>• Staff return to school on Monday 3 February for school development days.</li> <li>• Students return to school on Wednesday 5 February.</li> <li>• School Development Days set for 2025. Parent feedback about spreading SDDs across different week days was taken into consideration.</li> <li>• Parent teacher meetings date is still to be confirmed.</li> </ul> <p><b>Staffing 2025</b></p> <ul style="list-style-type: none"> <li>• Staffing for 2025 was discussed and will be shared with the parent community via Compass.</li> </ul> <p><b>2024/2025 Contributions and Charges.</b></p> <ul style="list-style-type: none"> <li>• Discussion of the school Contributions and Charges and Personal Items Lists (book lists)</li> </ul>
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	<ul style="list-style-type: none"> <li>• Board approved the Contributions and Charges and the Personal Items Lists</li> <li>• In 2025, the BYO iPad program will be for Years 4-6 only.</li> </ul> <p><b>Board Member Terms/ Vacancies</b></p> <ul style="list-style-type: none"> <li>• 2 parent category vacancies for 2025. Expressions of interest will be called for at the beginning of Term 1 2025.</li> <li>• 2 Community member vacancies for 2025. Board continues to look for suitable candidates.</li> </ul> <p><b>PAT and NAPLAN DATA</b></p> <ul style="list-style-type: none"> <li>○ Discussion about how the school uses the PAT and NAPLAN data</li> <li>○ Discussion about the changes to NAPLAN test.</li> <li>○ As of this date, NAPLAN comparative data has not been released.</li> <li>○ The school uses PAT data to monitor individual and cohort progress and growth for planning purposes. Individual student PAT test data can be shared with parents on request.</li> </ul> <p><b>Public School Review</b></p> <ul style="list-style-type: none"> <li>• Woodlands' Public School Review is scheduled for 13 February 2025.</li> <li>• Board members will be invited to attend a meeting with the Public School Review team on the review day.</li> <li>• A Director of Public School Review will attend with a current school Principal to meet with staff and parents to validate the school's self-assessment.</li> </ul>	
7.	<b>Other Business</b> School Board Member Terms:	

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	<p>Michelle Edwards – Term 1 2022 – Term 4 2024 – Completed                  Helen Mc Shane – Term 1 2022-Term 4 2024 – Completed                  Marisa Phoebe – Term 1 2023-Term 4 2025                  Sam Harvie – Term 1 2023 – Term 4 2025                  Minesh Hirani - Term 1 2023-Term 4 2025                  Steve Floyd – Term 1 2024 – Term 4 2026</p> <p><b>General Business</b></p> <ul style="list-style-type: none"> <li>• Request for Year 6 camp dates</li> <li>• Feedback for Compass – Please consider an upgrade to the parent view which includes a full term calendar visible to parents, in an easy to print format.</li> <li>• Principal thanked Michelle and Helen for their contributions to the school board over the past three years. Gifts were presented as a token of the school’s appreciation.</li> <li>• Thank you to Deb Lyon for coming to the open Board meeting.</li> </ul>	
<p>8. <b>Close</b> Next meeting: Tuesday 4 March 2025 6:00pm</p>		7:59pm

School Principal: Laura O'Hare

Board Chair: MS

Date: 4/3/25

Date: 4/3/25

