UPPER SWAN PRIMARY SCHOOL Board Meeting Minutes						
DATE:	Monday 19 May 2025 CHAIR PERSON: Rebecca Russell					
TIME:	3.30 pm MINUTE SECRETARY: Terri-Anne Marriott					
ATTENDEES:	Pam Hahnel, Jodie Jones (Teacher), Charlotte Gosatti, (Comm Reps) Karina Begley (Parent Reps), Kristyn Braithwaite (Teacher)					
APOLOGIES:	Karen Corica, Daniel Fairbairn					

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
	Apologies	Chair	Absences Karen Corica	
	Minutes of Previous Meeting	Chair	2.1 Minutes Correction - Jodie away last meeting – mark as absent	2.1 Moved: Charlotte Second: Kristyn
	School Board General Business		3.1. Funding Agreement for Schools 2025 96% spend question could this be rolled over? 96% guideline so funds spent on students of that year not rolled over. 3.2 School Business Plan Plan provided to committee to review the first two domains. Preamble of each domain and accountability framework. Plan aligns with the preamble and outcomes from the school review. Plan shows targets, strategies and how we work towards achieving the targets and intent of the plan. Next meeting to give the Board a draft of the whole plan covering all the domains. Common language to behaviour reflection – positive behaviour support already in place. Over this year making subtle changes but meaningful eg. Class Code of Conduct.	3.1 Signed Email complete plan

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			What do the committee think about student behaviour at the school and what do you think the public think. How we approach conditions for learning and the perceptions hold space.	
			- Classroom behaviour is managed in a regulated space, negotiating rules, safe.	
			 Reputation remained high over long period even despite changes, change in practices. 	
			 No big behaviour issues, out of area applications shows families wanting to be at our school, disciplined adequately. 	
			 High expectations delivered to students, swift actions, Code of Conduct has helped. 	
			 Students held accountable, parents aware of behaviour, managed well and quickly. 	
			 Community not knowing what is happening behind the scenes, perception, transparency line of knowledge but confidentiality. 	
			 Creating satisfaction for parents being explicit but holding the confidentiality at school environment, developing the trust to parents without crossing the boundaries. 	
			 Actioned quickly, respect for child and safety, communication to parents high, staff well trained to manage escalation. 	
			How can we do better and support students to work on behaviours and consideration going forward.	3.3 Bec to email Term 3 slots to be filled
		Bec	3.3 School Board Visibility	
			Assemblies – Karina attended last Friday, Charlotte attended time before. Lochlan to represent at next assembly 27 June.	
			Members Profiles – thank you to everyone for the bio and summarised for the newsletter and website. Link to website from newsletter.	3.4 Approved by all present
			3.4 Faction Socks	
		Karina	Printout of sock design of factions and school provided. Good quality from ID Athletic provider. Previous rollout not done through correct means. Good response by parents sold	

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			out but some students missed out. Changes to uniform have to be approved School Board. Price to cover costs for P&C and for them to decide on the profit of the sales.	
	Reports	Pam	4.1 Principal Report Report handed out to committee. Governance and accountability. Kaardfijin rollout – training completed by Terri, Teresa and Tania. All staff training this week. Parents will receive notification soon on impact using Compass for absences in Phase 1. Census – transparent link to funding agreement and our data varication, no errors. Grants and projects – Waste Wise coming along – busy bee planned. Grant didn't cover pay for a skip, neighbour took the dirt saved us money plus pledge from P&C. PALS received recently. PALS – successful grant application from Local Government Sport and Industry going towards bush tucker education. Planting and the garden used by all classrooms, science, cooking, HASS. Michelle Yr 5 QR codes for plants learn about the plant. Along with busy bee with PALS. Going Set up near cleared area garden with Yarning Circle in the middle. Possible event to invite community. On Entry Assessment – compulsory for PP. Snapshot when they enter school. We do reading again in Year 1 to see where they are tracking progress. Table review analysis in report and slides for accountability measure on what the school is doing. Year 1 reading we are wanting to see more gains. How we are using our resources to intervention groups SNEA run them to strict routine. The SNEA run Letters and Sounds intervention. Supporting teachers, action learning, moderation making judgments, What is your impact? Moderation – grade of student need to hit targets to get that grade. Peers work together example of student work tell what grade they got, 3 pieces of assessments, why they got the grade against the curriculum assessment. Came up with common tasks then chose a student and they all sit and are assessing against, make notes agree or disagree, ask questions, then come back agree or disagree. Reflective practice. Network with other schools, this Wed taking writing examples then moderate against other schools. The assessment are made against the curriculum, judging standards to ensure aligned to the evide	4.1 Noted
			Parent teaching meetings – good results, connect notices, sms, Facebook, deadlines, lots of notifications reminders.	

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		Terri	Parent survey good amount of responses, 87% agreed or strongly agreed. 48/50 connect notification awareness. 4.2 Financial Report Operational Online Budget review on income and expenditure amounts. Current variance of \$138,853. All financials are in the black. 4.3 Voluntary Contributions Return percentage end of April K – 43.10% PP- 60.89% P 47.06% = Total 48.02%. This time last year 49.14% As suggested we have included a thermometer target. 4.4 Campion Contract – Booklist 2026 Campion contract ends this year which they will impose a fee for collection of voluntary contributions/P&C levy. They will charge 3% for administration fees through the personal item list paid online by parents. Campion 3% collection fee for Vols based on 2025 collection of \$10,875 will be \$326.25. Quote received from West School Supplies (WSS) to compare costs as they don't charge collection fees. In comparison to Campion Year 4 list. Campion \$7.80 cheaper overall which parents would pay. Will look at one more alternative to evaluate if we change.	4.2 Noted 4.3 Noted 4.4 Noted Terri to further investigate
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NEXT MEETING:	Monday 11 August 2025	MEETING CLOSED:	5.30pm	SIGNED:		
	nagasi 2020				CHAIRPERSON	DATE