

# UPPER SWAN PRIMARY SCHOOL

## Board Meeting Minutes

|                   |  |                          |                     |
|-------------------|--|--------------------------|---------------------|
| <b>DATE:</b>      | Monday 19 May 2025   | <b>CHAIR PERSON:</b>     | Rebecca Russell     |
| <b>TIME:</b>      | 3.30 pm  | <b>MINUTE SECRETARY:</b> | Terri-Anne Marriott |
| <b>ATTENDEES:</b> | Pam Hahnel, Jodie Jones (Teacher), Charlotte Gosatti, (Comm Reps) Karina Begley (Parent Reps), Kristyn Braithwaite (Teacher) |                          |                     |
| <b>APOLOGIES:</b> | Karen Corica, Daniel Fairbairn   |                          |                     |

| ITEM REF | ITEM                          | LED BY | DISCUSSION / PROGRESS REPORT  | ACTION & TIMELINE   |
|----------|-------------------------------|--------|---|---|
|          | Apologies                     | Chair  | <u>Absences</u><br>Karen Corica   |   |
|          | Minutes of Previous Meeting   | Chair  | <b>2.1 Minutes</b><br>Correction - Jodie away last meeting – mark as absent   | <b>2.1</b><br><b>Moved: Charlotte</b><br><b>Second: Kristyn</b> |
|          | School Board General Business |        | <p><b>3.1. Funding Agreement for Schools 2025</b><br/>96% spend question could this be rolled over? 96% guideline so funds spent on students of that year not rolled over.</p> <p><b>3.2 School Business Plan</b><br/>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.</p> <p>Next meeting to give the Board a draft of the whole plan covering all the domains.<br/>Common language to behaviour reflection – positive behaviour support already in place.<br/>Over this year making subtle changes but meaningful eg. Class Code of Conduct.</p> | <p><b>3.1 Signed</b></p> <p>Email complete plan</p>             |

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|----------|------|--------|---|--|
|          |      |        | <p>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.</p> <ul style="list-style-type: none"> <li>- Classroom behaviour is managed in a regulated space, negotiating rules, safe.</li> <li>- Reputation remained high over long period even despite changes, change in practices.</li> <li>- No big behaviour issues, out of area applications shows families wanting to be at our school, disciplined adequately.</li> <li>- High expectations delivered to students, swift actions, Code of Conduct has helped.</li> <li>- Students held accountable, parents aware of behaviour, managed well and quickly.</li> <li>- Community not knowing what is happening behind the scenes, perception, transparency line of knowledge but confidentiality.</li> <li>- Creating satisfaction for parents being explicit but holding the confidentiality at school environment, developing the trust to parents without crossing the boundaries.</li> <li>- Actioned quickly, respect for child and safety, communication to parents high, staff well trained to manage escalation.</li> </ul> <p>How can we do better and support students to work on behaviours and consideration going forward.</p> |  |
|          |      | Bec    | <p><b>3.3 School Board Visibility</b></p> <p>Assemblies – Karina attended last Friday, Charlotte attended time before. Lochlan to represent at next assembly 27 June.</p> <p>Members Profiles – thank you to everyone for the bio and summarised for the newsletter and website. Link to website from newsletter.</p>   | <p><b>3.3</b> Bec to email Term 3 slots to be filled</p> |
|          |      | Karina | <p><b>3.4 Faction Socks</b></p> <p>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</p>  | <p><b>3.4</b> Approved by all present</p>                |

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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. |                   |
|          | <b>Reports</b> <ul style="list-style-type: none"><li>• <b>Principals report</b></li><li>• <b>Operational One line budget</b></li></ul> | <b>Pam</b><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><b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|----------|------|--------|--|--|
|          |      | Terri  | <p>Parent survey good amount of responses, 87% agreed or strongly agreed. 48/50 connect notification awareness.</p> <p><b>4.2 Financial Report</b><br/>Operational Online Budget review on income and expenditure amounts. Current variance of \$138,853.<br/>All financials are in the black.</p> <p><b>4.3 Voluntary Contributions</b><br/>Return percentage end of April<br/>K – 43.10% PP- 60.89% P 47.06% = Total 48.02%. This time last year 49.14%<br/>As suggested we have included a thermometer target.</p> <p><b>4.4 Campion Contract – Booklist 2026</b><br/>Campion contract ends this year which they will impose a fee for collection of voluntary contributions/P&amp;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.<br/>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.</p> | <p><b>4.2</b><br/>Noted</p> <p><b>4.3</b><br/>Noted</p> <p><b>4.4</b><br/>Noted Terri to further investigate</p> |

|               |                       |                 |        |         |             |      |
|---------------|-----------------------|-----------------|--------|---------|-------------|------|
| NEXT MEETING: | Monday 11 August 2025 | MEETING CLOSED: | 5.30pm | SIGNED: |             |      |
|               |                       |                 |        |         | CHAIRPERSON | DATE |