



EAST NARROGIN PRIMARY

Board Minutes

Monday 4 November 2024

5:00pm

Time minutes		Agenda Item	Documents	Purpose	Led by	Recommendations / actions
3	1.0	OPEN MEETING			Chair	
	1.1	Opening and welcome		Inform	Chair	
	1.2	Apologies/absentees		Inform	Chair	Present: Ashleigh Dixon, Lisa Nelson, Joanna Hayes, Fiona Kirby, Josephine Reynolds, Laycee Coles, Lochlan Mickle, Regina Razumovska, Kylie Nardini, Kirstn Partykam Karla Tulipan Absent: Tracey Abraham
	2.0	Disclosure of Interests			Chair	
5	3.0	Minutes of Previous Meeting			Chair	Accepted: Kylie Nardini Approve: Laycee Coles
5	3.1	Review of Previous Meeting Minutes	Minutes	Discuss	Chair	
5	3.2	Business Arising		Discuss	Chair	
	4.0	Proposed Items				
5	4.1	Principal Report		Inform	Principal	<ul style="list-style-type: none"> • Overview of Term 4 Culture Emersion for staff and students. • Thank you to school community for supporting leave. • New Principal acknowledgement. Welcome Lisa Nelson who is starting in Week 8 for Term 1. Principal appointment position will be run in 2025. • 2025 Board Chair nominations needed. • Book Awards and Graduation Monday 2 December Week 9, Board members have been invited.
5	4.2	Principal Position				
10	4.3	2025 Planning Staffing and Classroom Structures Budget Planning 2025			MCS/Principal	Discuss process for operational planning. 2025 Proposed Class Structures presented. 2025 Proposed Staffing presented.

10	4.4	Finance			MCS	<p>MCS Finance Report presented. Operational One line Budget presented. Cash Report presented. Minimum Expenditure Report presented. School Financial Summary Report presented. Preliminary Student-Centred Funding Statement present. East Narrogin Primary School 2025 Proposed Budget presented, to be approved at first school board meeting in 2025.</p>
10	4.5	Financial Approvals: Booklists Voluntary Contributions			MCS	<p>2025 Student Personal Item List presented. <i>East Narrogin Primary School Board approve presented 2025 Student Personal Items List.</i> <i>Action: School Officer to update East Narrogin Primary School website, share with families on Compass and provided a hard copy to students with school reports.</i></p> <p>2025 Voluntary Contributions presented. <i>East Narrogin Primary School Board approve presented 2025 Voluntary Contributions.</i> <i>Action: School Officer to update East Narrogin Primary School website, share with families on Compass and provided a hard copy to families on Tuesday 4 November, Week 5 and on enrolment.</i></p> <p>Fiona to discuss Voluntary Contribution payment incentive with P&C in 2025.</p>
10	4.6	Reporting to Parents				<p>Ashleigh presented Department-wide expectation on reporting and East Narrogin Primary Schools standards for Semester 2 reporting. Discussed option of parent/teacher progress interview for 2025. Lisa Nelson to action with staff in 2025.</p>
5	4.7	Annual Report			Principal	<p>Draft report for input and consideration. Final Draft to be presented at Term 1 Board Meeting and published in Term 1 2025.</p>
5	4.8	School Survey			Principal	<p>Discussion held on how to improve parent engagement in completing the School Survey.</p>
5	4.9	School Development Day Dates			Principal	<p>2025 School Development Days</p> <ul style="list-style-type: none"> • Monday 3 February 2025, Week 1, Term 1 • Tuesday 4 February 2025, Week 1, Term 1 • Monday 28 April 2025, Week 1, Term 2 • Monday 21 July 2025, Week 1, Term 3 • Friday 16 September 2025, Week 10, Term 3 (combined PL with NSHS, NPS and State-wide services) • Friday 19 December 2025, Week 10, Term 4

						<i>East Narrogin Primary School Board endorse 2025 School Development Days.</i>
5	4.10	Focus 2025				Jay Peckitt, New Director General appointed. 2025 Focus presented and provided to Board Members.
1	5.0	Time and Date of Next Meeting				Survey board members for best time. Proposed meeting for Monday Week 3 and Week 8.
1	5.1	Meeting close				6:25pm

These minutes are an accurate account of the School Board meeting.

Principal: _____ Signed: _____ Date: _____
Board Chair: _____ Signed: _____ Date: _____