Churchlands Primary School

Meeting Minutes Churchlands Primary School Board meeting minutes for Monday 24.02.25 pm in Staff Room 6.00pm		
1.0	**Welcome and Apologies**	**ACTIONS**
1.1 Chair	Open and welcome – review of our thoughts and focus for 2025	
1.2 Chair	Apologies *Kim Fraser Luke Vanson*	
1.3 Chair	Confirmation of agenda Confirmation of previous minutes	Minutes from previous meeting approved. confirmed
2.0	**Disclosure of Interest** (Real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda)	
2.1 Chair	None reported	
3.0	**Business Arising from previous minutes**	
Chair	• Bibs for Their Care, after numerous complaints from parents and staff, it has been promised that the new green Bibs will be available by 6 March 2025 • After a long wait, it has been announced that funding will be provided $750k for pedestrian crossing installation	
4.0	**Finance**	
4.1 Kim 10 mins	Not much to update. Awaiting final budget port Census update Budget in the black Increase in enrolments to 477 Funds received for toilet upgrades	
5.0	**Review of SB Documents**	
Kim 10 mins	• TOR • Code of Conduct • Tasks for the year • Policy/Guidelines – what's to be reviewed. Emergency Management Plan being reviewed by HSR	Agreed Agreed To be moved to next meeting
6.0	**Celebrations & Achievements**	
	• P&C Picnic • Disco • Bookfair • Christmas Carols • Graduation Ceremonies It was suggested to review seating arrangements during events on the lawn to segregate spectators on chair from spectators on picnic rugs The Year 3s settled in well into Term 1 day 1 who commenced their swimming on their first day back	

Respect • Resilience • Engage • Excel

7.0	**School Focus/ Direction/Leadership – Overview of where we are at**	

Kim/Luke 20	• Department Focus 2025
	  o New DG appointed.
	  o 6 Domains to remain the same.
	  o DG is currently reviewing the focus, expect some changes.
	• Business Plan -Overview of the 2026 – 2029
	  o Need to review targets and objectives.
	  o Board and staff to be involved.
	• School Leadership 2025 – plan and direction
	• Psychosocial Hazard
	  o JM provided an overview of requirements under WHS Legislation
	  o What impacts will this have on staff and volunteers
	  o CPS HSR working on a plan and risk tool
		BL to provide a sample plan and tool to KF

8.0	Elections – Car taker mode Guidelines for schools	
Km/i/Luke	• During the caretaker period, efforts are made to ensure that decisions are not taken that would bind an incoming government and/or limit its freedom of action. The practices associated with the caretaker role are also directed at protecting the apolitical role of the public sector.	
9.0	**P & C Rep**	
JV	• Overview of P & C current focus • - AGM scheduled for Monday 10th August. All positions open for nomination. President, Jess Vanson, will not be renominating but will nominate for Vice President to help mentor the new President. Without a President by end April, the P&C will fold. • The P&C requires a Comms Officer • - 2025 events will remain the same as 2024 with the addition of State and Federal election Cake Stalls and/or Sausage Sizzles. Details TBC. • - The P&C are set to help fund landscaping to extend the undercover area and shade cover. Expected funds towards this will be in excess of $30,000 and this would then reduce funds available for the 2025 Supplementary School Resources wish list funding. Financial motions set for the upcoming AGM. • - Canteen prices may need to increase. Wages have increased and the Canteen may need some top up funding from the P&C in 2025, as has been done historically. The Canteen is meant to run as a "not for Profit" type business with the aim to keep prices affordable. Canteen Treasurer, Sunny Lim, has indicated that increased recess and lunch time sales would assist to keep the Canteen	

Respect • Resilience • Engage • Excel

	profitable/financially sustainable. Volunteer work force is also helpful. • The uniform shop has plenty of second hand gear available for kids in need • It was suggested that the canteen look at additional payment options i.e., Spriggy Card or similar as many people no longer carry cash/ It was agreed that cash is a good learning tool however with the absence of cash in circulation it could impact potential which could impact spending habits at the canteen.	
10.0	**General Business**	
	• Thank you to Lucy O for service on the board. Lucy will be leaving her tenure. • It has been agreed that the Board meeting will now commence at 6.00pm for each meeting moving forward • It has been noted that many parent members have difficulty accessing Connect – consider sending meeting content in email to ensure all members receive meeting content	

Next meeting: 24 March 2025

Meeting Closed: 7.52pm

Chair signed:
Date : 24/3/25.

Principal signed:
Date:

Respect • Resilience • Engage • Excel