CHURCHLANDS PRIMARY SCHOOL

School Board Meeting — Minutes

Monday, 4 May 2026 | 6:02 PM | Staff Room

Date	Monday, 4 May 2026
Time Opened	6:02 PM
Time Closed	7:52 PM
Location	Staff Room, Churchlands Primary School
Chair	Principal (Kim Fraser)
Present	Kim Fraser (Principal), Deputy Principal (Jo Morgan), Board Members (names per roll)
Apologies	Rosie K
Next Meeting	Monday, 8 June 2026

1.0 WELCOME AND APOLOGIES

Item	Agenda Ref	Discussion / Resolution	Action
1.1	Open & Welcome	The Chair declared the meeting open at 6:02 PM and welcomed all members.	
1.2	Apologies	Apologies received from Rosie, who was attending her daughter's ballet performance. Quorum confirmed.	
1.3	Confirmation of Agenda & Previous Minutes	Members confirmed receipt of the previous meeting minutes, which were confirmed as a true and accurate record. Members confirmed receipt of the agenda for tonight's meeting.	Confirmed

2.0 DISCLOSURE OF INTEREST

Item	Agenda Ref	Discussion / Resolution	Action
2.1	Conflict of Interest	No declarations of interest were made.	Nil

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

Item	Agenda Ref	Discussion / Resolution	Action
3.1	Behaviour Management Policy — Webpage	Confirmed complete. The Behaviour Management Policy and Procedure has been added to the school webpage. A link will be included in the next newsletter alongside the Business Plan. The Deputy Principal noted a minor update: an older reflection sheet was identified and has been swapped out for the current version.	Complete
3.2	Annual Report — Finalised & Issued	Ratified. The 2025 Annual Report has been finalised and distributed to the community.	Complete
3.3	OSHC — Communications Follow-Up	The Principal reported on the follow-up with OSHC (Their Care) management regarding communication devices during the lockdown incident: • OSHC currently has three walky-talkies, though one has gone missing. • OSHC staff have sufficient personal phones; however, as a consequence of the current Federal Government law that all mobile phones must be locked away upon arrival at all Day care sites. This means that in an emergency, phones are not readily accessible.	Complete
3.4	Dog Signage	Confirmed that signage has been initiated however, the Principal reported it has had limited effect. Numerous large dog deposits were found in the basketball courts on the Monday morning following installation. The Principal also noted she personally witnessed a dog being walked through the school grounds just before 3:00 PM. Members noted that dog-related incidents are causing issues for autistic students who become anxious around dogs, and that dog fights have also occurred on-site. Parent complaints have been received. The situation continues to be monitored.	Ongoing

Item	Agenda Ref	Discussion / Resolution	Action
3.5	Let's Grow Grant	Confirmed that the application has been submitted.	Complete
3.6	Electricity Costs	The Principal provided a full explanation: • The school's electricity contract expired without the school being notified by the electricity provider. As a result, the account reverted to the provider's highest available rate across all time periods. • Under the previous contract, the school benefited from a three-tier tariff (off-peak, mid-peak, peak). Upon contract expiry, all usage was billed at the full peak rate. • This explains the significant increase in electricity costs despite no material change in usage. • The matter has been identified and is being addressed through the Department. A new contract will be put in place through the Department's procurement process. The Board noted this as a systemic issue in the way government school electricity contracts are managed and that closer monitoring of contract renewal dates is warranted.	Resolved — new contract being arranged

4.0 FINANCE

Item	Agenda Ref	Discussion / Resolution	Action
4.1	Comparative Budget Update	The Principal presented the comparative budget. Key points discussed: • The school is sitting comfortably in the black, with approximately $130,000 in the salaries budget. This provides flexibility in the event of an emergency, with the option to transfer funds to cash if required. • The general fund has approximately $3,873 available. While modest, this figure represents the net leeway after all revenue and expenditure is tracked, with all accounts actively monitored on a weekly basis by the business manager.	Principal to follow up clearing account

Item	Agenda Ref	Discussion / Resolution	Action
		• Cost centre managers are allocated fixed budgets and are not permitted to exceed them. Requests that would exceed a budget allocation are declined. Professional learning is similarly managed, with days tracked against each staff member's allocation. • The $60,000 received for air conditioning resulted in a balance being returned to the school. This was used to fund the Year ECE playground upgrade. A small residual is being directed toward replacing blinds in ECE 2, with a quote pending. • Shade structure: a $40,000 donation from the P&C has been received and set aside. Council approval is still pending — a building permit is required as the structure is attached to a building. The builder is expected to attend shortly to assess the structure before works can proceed. • A query was raised regarding the 'Purchase Card Clearing Account' line item. The Principal was unable to clarify this at the meeting – KF to follow up with the business manager.	
4.2	Budget Reporting Format — Discussion	A board member raised the ongoing concern that the current budget document format makes it difficult for the Board to exercise meaningful oversight: • The document presents year-to-date figures without context, narrative, or forward projections, making it hard to assess whether the school is on track, overspending, or heading toward a cash flow issue. • Members noted that even with preparation prior to the meeting, they cannot fully interpret movements without explanation — the electricity issue was cited as an example where a quarterly tracking report would have flagged the anomaly earlier. • It was acknowledged that the Department's reporting templates are prescriptive and not designed with school board governance in mind. The Principal confirmed the business manager does maintain internal spreadsheets tracking revenue and expenditure against budgets.	Principal / Business Manager to action

Item	Agenda Ref	Discussion / Resolution	Action
		The Chair proposed a practical solution: given the Finance Committee meets once per term, a brief exception report — flagging only material variances with a short explanatory note — could be provided to the Board at each meeting. This would not require a new document; rather, a narrative note or legend attached to the existing budget. The Principal agreed to discuss this with the business manager and explore whether she could attend a future board meeting to walk members through the format. **Action:** Principal to ask business manager to prepare an exception-style summary note to accompany the comparative budget at each meeting, flagging key variances. Business manager to be invited to a future meeting to present.	
4.3	Wi-Fi Upgrade	The Chair noted a previous action for a staff member to investigate options for a Wi-Fi upgrade. WAPS have been installed	Completed

5.0 PRINCIPAL'S REPORT

Item	Agenda Ref	Discussion / Resolution	Action
5.1	Whole School Day — Parent Interviews	The Principal advised that a whole school parent interview day has been scheduled for the last day of term. Key details: • The Premier has approved schools to use up to two full days per year for parent reporting purposes. • After weighing costs and logistics, the school opted for a full school day rather than a half day. A half-day approach would have required the school to organise and fund relief supervision for students, which proved cost-prohibitive. • Interviews will be conducted in 10-minute blocks, with parents booking appointments through Compass. • Guiding questions are being prepared to help structure the 10 minutes productively for both parents and teachers, focused on what the school is doing and how parents can support their child.	Principal to action comms

Item	Agenda Ref	Discussion / Resolution	Action
		• Participation is voluntary — parents who are satisfied and in regular communication with their child's teacher are not obligated to book a session. • Student reports will be issued on the Monday of that week, so the interview day provides an opportunity to discuss report content in person. Parent feedback received so far has been generally positive, with no negative responses. A member suggested that a tick-box or indicator on reports — flagging whether a teacher wishes to meet with a parent — may assist parents in prioritising their bookings. The Principal outlined that the reports already have opportunity to flag a meeting with parents. **Action:** Principal to include clear communication to parents about the voluntary nature of interviews.	

6.0 OPERATIONAL PLANS — FOR BOARD REFERENCE

Item	Agenda Ref	Discussion / Resolution	Action
6.1	Maths & English Operational Plans	The Principal shared the Maths and English Operational Plans with the Board for reference. These were provided in the context of the prior discussion about how the Business Plan's strategic focus areas translate into practice. The Principal explained the hierarchy of planning documents: • Department Strategic Plan (overarching) • School Business Plan (aligned to Department strategic plan) • Operational Plans (aligned to Business Plan outcomes, detailing specific actions, timelines, responsible staff, and resourcing) The operational plans contain timelines, assigned staff, and where relevant, cost estimates. They are working documents used by staff and the executive to track progress against the school's strategic commitments. The Board noted the documents for reference. No further action required.	Noted

7.0 ON ENTRY ASSESSMENT — PRE-PRIMARY RESULTS

Item	Agenda Ref	Discussion / Resolution	Action
7.1	On Entry Assessment Overview & Results	The Deputy Principal presented the On Entry Assessment results for the current Pre-Primary cohort. Background: • The On Entry Assessment is conducted by the WA Department of Education for all Pre-Primary students in Weeks 3–6 of Term 1. It is not a test; teachers conduct individual one-on-one assessments covering early literacy and numeracy skills. • Results are compared against the school's like-school cohort and the WA public school median. • The assessment provides teachers with a formative baseline to inform planning and targeted teaching for each student. Results for the current Pre-Primary cohort: • Numeracy: 45% in the top band, 50% in the middle band, 5% (≈3 students) in the bottom band. The school sits well above like schools and the WA median. • Reading: More than 20% in the top 20% bracket; performing above like schools. • Writing: Comparable to like schools, with slightly more students in the middle band and fewer in the bottom. Writing is generally the weaker domain at this age across all schools, as 5–6-year-olds are only beginning to develop fine motor and writing skills. Discussion points: • The Chair asked whether students in the bottom band tend to be the same individuals across all domains. The Deputy Principal confirmed this is generally the case, with writing typically having slightly more students at the lower end due to developmental factors at this age. • Members noted that students in the bottom band often have identifiable reasons: developmental diagnoses, being among the youngest in the cohort, nervousness during the assessment, or having not attended Kindy. • A member raised the observation that students who did not attend the school's Kindy programme (either attending another Kindy or coming directly from day care) are more likely to appear in the lower band. Staff confirmed this is	Noted

Item	Agenda Ref	Discussion / Resolution	Action
		notably the case, particularly in phonics readiness. • The data suggests the school's Kindy programme is effectively preparing students for Pre-Primary. Students who have come through the school's Kindy are entering Pre-Primary with strong foundational literacy and numeracy skills. • A member noted the assessment tool itself has not been updated for approximately 30 years and may benefit from modernisation — the Deputy Principal acknowledged this limitation. Parent reports reflecting On Entry results were sent home during the current week. The reports show individual skill snapshots, with parents often noting dramatic growth since the assessment was conducted (e.g. a child assessed counting to seven is now counting to 200). **Note:** No NAPLAN results are available at this stage.	

8.0 CELEBRATIONS & ACHIEVEMENTS

Item	Agenda Ref	Discussion / Resolution	Action
8.1	ANZAC Assembly	The Chair reported on the recent ANZAC Assembly: • The assembly was a great success. Thomas and Millie (student councillors)were praised for doing a fantastic job coordinating and running the event. • A student from Shenton Senior High School played the Last Post on trumpet, which drew particular positive comment from attendees. • The Chair noted strong parent attendance and expressed thanks to all parents who assisted on the morning, including those who helped prepare the floral arrangements.	
8.2	Business Fair	The Business Fair was celebrated as a well-organised and successful event: • The fair raised approximately $4,000 in net revenue. This is considered an excellent result. • Funds raised will be directed toward reducing the cost of camp for students, which has increased significantly due to rising insurance	

Item	Agenda Ref	Discussion / Resolution	Action
		and transport costs (camp is estimated to be approximately $500 per student). • Members noted highlights including strong student engagement, a burger stall that auctioned off the last remaining patties for $15, and a popcorn machine. • The Board commended all staff, students, and parents involved in the organisation and running of the event.	
8.3	Inter-School Swimming Carnival	The school participated in the inter-school swimming carnival: • While the school was not among the top placings overall, the feedback was that students represented the school well and had an excellent time. • One student placed second in their event, which was celebrated. • The Principal noted that inclusion and enjoyment are prioritised — students who nominated for events despite limited swimming ability were supported, with staff managing the situation sensitively.	
8.4	Easter Raffle	The Easter raffle raised $3,960. The Board noted this as a strong result.	

9.0 P&C REPORT

Item	Agenda Ref	Discussion / Resolution	Action
9.1	Upcoming Events & General Update	The P&C Representative provided the following update: • Mother's Day Coffee Morning: Wednesday of the current week. • Parents' Social Night: Coming up, featuring a live saxophonist, stand-up comedian, and premium raffle. Details to be promoted via flyer. • Raffle — 2 premium seats: Currently running, closing 13 May. Uptake has been low. The raffle has been promoted via school announcements but members present were unaware of it, suggesting wider promotion is needed via newsletter and direct class communications.	P&C to promote raffle more widely

Item	Agenda Ref	Discussion / Resolution	Action
		• Cake Stall: Scheduled for 28 June 2026. WhatsApp Communications: The Chair commended Shan for the significant improvement in school communications via WhatsApp. The volume and timing of information is now well-calibrated — timely, relevant, and not overwhelming.	
9.2	Canteen Update	The P&C representative reported on canteen operations: • Canteen volunteer shifts have been restructured into three shorter blocks to encourage more parents to participate: 9:00–10:45 AM (preparation), 10:45–11:15 AM (recess service), and 11:15 AM–1:45 PM (lunch service/pack-down). • A board member suggested rotating the volunteer call-out by year group each week (e.g. 'This week is the Year 1 group's turn — if you can fill a spot, please sign up'). This creates gentle social pressure within year-group networks and reduces the burden falling on the same volunteers each time. The P&C agreed this was worth trialling. • Menu update: Chicken has been removed from the menu; burgers have been reintroduced. Members noted positive feedback from students. **Action:** P&C to trial year-group rotation model for canteen volunteer coordination.	P&C to trial rotation model
9.3	3D Printing Fundraising Idea	The Chair introduced an idea for a new fundraising stream using 3D printing: • The concept involves taking orders from students/families for personalised 3D-printed items (e.g. name tags, keyrings) at a modest price point, with a quick turnaround (orders in by Friday, collected Monday). • The Chair offered to donate filament to support the initiative. • A member proposed building a simple online ordering system similar to a model used at the Business Fair for pancake pre-orders, allowing families to customise and pre-pay. However, it was noted that any web-based ordering system must be able to operate outside the	P&C to develop proposal

Item	Agenda Ref	Discussion / Resolution	Action
		Department's network, which has historically blocked third-party tools. • An alternative 'drop model' was suggested: a periodic school-wide order (similar to a lamington drive) where families submit orders in advance and items are delivered in bulk. The idea was positively received and will be further developed by the P&C for consideration at a future meeting. **Action:** P&C to develop a simple ordering and production process for 3D printing fundraiser and report back.	
9.4	Netball Coordinator	The P&C confirmed that a Netball Coordinator has been found and is in place.	Complete

10.0 GENERAL BUSINESS

Item	Agenda Ref	Discussion / Resolution	Action
10.1	Traffic & Car Park Update	The Chair provided an update following a conversation with Christine Tonkin (the predecessor to local member Basil): • Christine has provided advice on the current status of the traffic and lighting project. She suggested the school contact Stephanie Proud, the local ward councillor, for an up-to-date briefing, as the matter is currently sitting at council level. • The Principal expressed frustration that progress has stalled. The project was previously advancing, with services locating already completed. The Dept are waiting on approvals from Stirling Council to transfer land to them. The Chair offered to write directly to Councillor Stephanie Proud to request an inside update from council on the current status of the project. • The Principal noted that Basil has offered a visit to Parliament House for the school's Student Council — a half-day tour including attendance at Question Time. The Principal indicated this would be a worthwhile opportunity for the students.	Chair to write to Councillor Proud

Item	Agenda Ref	Discussion / Resolution	Action
		Action: Chair to write to Councillor Stephanie Proud seeking an update on the traffic/car park project.	
10.2	Tree Safety — Grounds	A board member raised a concern about a tree near the parking area on the Kindy side of the school that appears to be dead or severely diseased, with repairs noted during the recent school break. • The Principal confirmed the school had regular arborist inspections. Red gum (widow maker) trees on the grounds are regularly assessed. • The grounds are on the arborist's schedule and monitoring is ongoing. • Members noted the increasing use of the grassed areas for morning fitness activities, which increases the importance of proactive tree management. • A member also noted low-hanging branches along the path leading to the undercover area that require ducking under — particularly hazardous with umbrellas in wet weather. The Principal agreed to ask the gardener to trim these when he returns. **Action:** Principal to arrange trimming of low branches near the undercover walkway path.	Principal to review the dead tree and seek arrangement for its removal. Principal to arrange trimming

MEETING CLOSURE

The Chair declared the meeting closed at **7:02 PM**.

The next meeting will be held on Monday, 8 June 2026

Chair Signature	Principal Signature
Date: 8/6/2026	Date: 8/6/26