CHURCHLANDS PRIMARY SCHOOL

School Board Meeting — Minutes

Monday, 8 June 2026 | 6:06 PM | Staff Room

Date	Monday, 8 June 2026
Time Opened	6:06 PM
Time Closed	6:55 PM
Location	Staff Room, Churchlands Primary School
Chair	Bailey Love
Present	Kim Fraser (Principal), Deputy Principal (Luke Johnson), Business Manager (Deb Cuningham), Board Members
Apologies	Steve Breen, Will, Wian
Next Meeting	10 August 2026

1.0 WELCOME AND APOLOGIES

Item	Agenda Ref	Discussion / Resolution	Action
1.1–1.3	Welcome, Apologies & Disclosures	Meeting opened at 6:06 PM. Apologies noted for Steve Breen, Will, and Wian. Quorum confirmed. Agenda and previous minutes confirmed. No conflicts of interest declared.	

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	Dog Management	• Message added to Electronic signage physical signs on hold pending further review. • Tennis courts temporarily closed due to community misuse – dog faeces left and nets damaged. Irate community correspondence received; Principal responded clarifying the school is not public open space and asked for community support. • Council ranger conducted a drive-by following community request; infringements will be issued to dogs off-lead.	Ongoing

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Item	Agenda Ref	Discussion / Resolution	Action
		• Incidents on the oval continue — up to 9 large dogs off-lead observed during afternoon. Some students (including young children) distressed. **Action:** KF to encourage parents to contact council directly. Matter to remain on agenda.	
3.2	Tree Trim (Verge)	School logged a request to have dead tree on Council verge removed. Trees on school property trimmed.	Complete
3.3	Traffic Update — Stephanie Proud	Chair wrote to Councillor Stephanie Proud. Response received was non-committal; no timelines provided. Matter remains with City of Stirling. See also Item 10.1.	See 10.1

4.0 FINANCE

Item	Agenda Ref	Discussion / Resolution	Action
4.1	Online Budget — Mid-Year Update	DC presented the online budget as at end of May. Financial year closes 17 June. Key points: • Revenue tracking well. Still some revenue to come – Hire Agreements including $35 000 from TheirCare. Some may come from performing arts ticket sales, fundraising. SCF is paid through 4 Gateways over the year through School Allocation Module (SAM) next Gateway ($92,000 in July), • Book list commission slightly down — maths and English textbooks removed from list this year. Finance committee to review the allocation of the reduced commission. • Expenditure: electricity ($23,000 of $45,000 budget remaining); new contracts now in place for electricity, gas (Perth Energy), and waste removal (Instant Waste — approx. $12–15 cheaper per collection). All contracts cheaper than previous arrangements. • Kiln purchased: $14,198 (budgeted $13,500 — minor price in since quote). • ICT equipment: $19,000 – DT has been ordered and the money is allocated. Wellbeing officer second-half payment to be made and whole-school PD payment allocated. Science grant carry-forward remains and used for ongoing resources. • Overall variance: $8,684 favourable — includes $4,000 Business Fair proceeds held for camp subsidy. • Salaries variance: $132,000. School targets minimum $100,000 carry-over as operational buffer for the start of next year. • Reserve accounts: $61,000. Principal and Business Manager working of Reserve accounts for future spending i.e.: building painting, furniture replacement.	Principal / BM to action

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4.2	Purchase Card Clearing Account	Clarified: the clearing account ($3,198) is used to park credit card expenditures when teacher statements have not been returned by month-end. Reversed and reallocated once reconciled. No concern.	Resolved
4.3	Electricity Contract — Background	Confirmed: contract expired end of November without notification to school. Reverted to peak rate for all periods. Unable to dispute back-charges. New contract now in place via Department procurement process. Issue arose from a handover gap with the previous business manager.	Resolved
4.4	Student Centre Funding — How It Works	Funding arrives in 4 instalments (approx. February, April, July, September). Calculated via census data and student enrolments. Disability funding flows separately through SAM directly into salaries to fund additional staff. Next instalment of $92,000 due July.	Noted
4.5	Accounting System Upgrade — Cartigon	Phase 1 (student data) now complete. Phase 2 (finance) expected early next year. System will move toward a proper accrual-style accounting format. Regional schools going first; early feedback from business managers is mixed.	Noted

5.0 DEPARTMENT STRATEGIC PLAN

Item	Agenda Ref	Discussion / Resolution	Action
5.1	Alignment Review	Principal reviewed the Department's updated strategic plan (5 priorities: student success, early stages, fear-free, connected/respected, supported staff). School's Business Plan and Review recommendations are well-aligned across all areas. Members noted tension between the plan's stated commitment to SHS vocational pathways and recent departmental decisions removing certificate-level courses — reducing options for some students. Noted for context; no action required.	Noted

6.0 CAR PARK / TRAFFIC UPDATE

Item	Agenda Ref	Discussion / Resolution	Action
6.1	Car Park Design Progress	• A Western Power pole on the proposed land has complicated the boundary. Council legal team is in process of sign off on the land transfer to DoE. • The 2021 ARUP feasibility study is being resubmitted to council to avoid repetition of the process.	Principal to update

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		• Current plan includes two entry/exit points: kiss-and-drop and parking. Council's earlier objection to dual access has been resolved. • Services locating already completed. Design is advanced. Progress is slow but real. Action: KF to continue liaising with Department contact (John) and provide update at next meeting.	

7.0 CELEBRATIONS & ACHIEVEMENTS

Item	Agenda Ref	Discussion / Resolution	Action
7.1	Cross-Country	Cross-country was a good success. Strong parent attendance noted. A coffee van at future outdoor events was suggested. Principal noted a deal is being negotiated with OSHC: if the new OSHC contract is signed, OSHC will fund a coffee van or other incentives ($4,000) for school events including sports carnival and open nights.	
7.2	Girls' Netball	Years 5/6 girls won the West Coast Fever competition. Congratulations to the team and coaches.	
7.3	Mother's Day Coffee Morning	The Ducks-run Mother's Day coffee morning was acknowledged as a success.	

8.0 P&C REPORT

Item	Agenda Ref	Discussion / Resolution	Action
8.1	Parents' Social Night	Tickets close 10 June. Event features live stand-up comedian, DJ, 6 finals ticket raffle. Strong attendance encouraged. A push via school communications on the day.	
8.2	Cake Stall	Cake stall raised $1,230.90. Thanks extended to all involved.	
8.3	Canteen Volunteers	Three flexible shift slots in operation. Continued call for volunteers. Year-group rotation model (agreed at last meeting) to be progressed by P&C.	P&C to progress
8.4	3D Printing Fundraiser	Chair has a top-of-range 3D printer available. Concept: weekly pre-order menu of personalised items (name tags, keyrings, Christmas decorations). Orders in Friday, delivered Monday. End-of-year teacher gift prints also suggested as an opportunity. **Action:** P&C to develop ordering process and present at next meeting.	P&C to develop

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Item	Agenda Ref	Discussion / Resolution	Action
8.5	Local Member — Basil	Basil to attend P&C meeting 10 August. Coffee catch-up with Chair and Will also being arranged — two Friday morning slots at 9 AM available. Chair to follow up directly.	Chair to follow up

9.0 GENERAL BUSINESS

Item	Agenda Ref	Discussion / Resolution	Action
9.1	Traffic — Escalation	A board member raised the need for escalation given continued inaction on the pedestrian crossing. The crossing was described as an accident waiting to happen. Board to write a formal letter, directed to the correct recipient (KF to confirm via John at the Department). KF suggested the community to be vocal with to their council. Chair offered to push a WhatsApp message to the community encouraging parents to contact council. The matter has already appeared in the local newspaper. Action: K F to contact DoE to confirm letter recipient. Board to draft letter for next meeting. Chair to consider community WhatsApp push.	KF + Chair to action
9.2	Morning Fitness — Supervision	A member raised a concern about younger students (Year 1) making their way to the oval unsupervised at 8:35 AM. KF clarified: teachers collect their class at 8:35 AM and head down together. Staff on duty also do a sweep to collect stragglers. The schedule is Monday–Thursday (weather permitting); Wednesday is run day with the high school; other days rotate between running and activities. Action: Communication point to go out to parents clarifying the morning fitness routine and supervision arrangements.	KF to communicate
9.3	Newsletter Communication Points	The following items were flagged for inclusion in the upcoming newsletter: Dogs on the oval — encourage community to use nearby dog parks. Morning fitness schedule and supervision arrangements. Traffic upgrade — progress update and call to community action. Finance — brief note that school finances are healthy at the halfway mark.	KF to publish

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		Holiday attendance — reminder that holidays during assessment periods (weeks 9–11) will affect academic reports; Principal cannot sanction absences at these times. PBS Respect blitz — school-wide focus on respectful behaviour toward staff is underway.	

MEETING CLOSURE

The Chair declared the meeting closed at **6:55 PM**.

The next meeting will be held on Monday, 10 August 2026

Chair Signature	**Principal Signature**
Date: 10/8/2026	Date: 10/8/26

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