




SUBIACO PRIMARY SCHOOL BOARD MEETING

Minutes

Date	Tuesday 20 May 2025 (Term 2 – Meeting 1)	
Time	5:30 pm	
Location	Subiaco Primary School Library	
Chair	Emma Thunder resigned – new BC to be elected.	
Apologies	Katherine Vines	
Present	Hannah McKelvie (HMCK)	Board Chair
	Katherine Vines (KV)	Parent Representative
	Christina Dismuke (CD)	Parent Representative
	Gabrielle Kotai (GK)	Parent Representative
	Simone Janney (SJ)	Community Representative
	Gemma Hayley (GH)	Staff Representative
	Alan Ramsey (AR)	Assistant Principal
	Heather McNeil (HMCKN)	Principal
Invited Guests	NA	
Endorsed as complete and accurate	9/9/25	
	_____	_____
	Date	Board Chair

Agenda Item	Actions
1 Welcome, Introductions, Conflicts, Minutes	
<p><u>Welcome</u></p> <ul style="list-style-type: none"> • HMCKN officially welcomed everyone to the Board. After a delayed start, we are excited to begin with some new BM's. • Emma Thunder has stepped down from Chair and the Board. 	
2. Board Chair Elect	
<ul style="list-style-type: none"> • HMCKN asked for a new Chair through a raise of hands. HMCK nominated and was unanimously voted in by members. • HMCK informed the Board that her intentions may only be to complete the years tenure but will reconsider closer to the time. <p>HMCKN – explained the key requirements of a Board meeting</p> <ul style="list-style-type: none"> • HMCKN and HMCK will meet before each meeting to discuss key items of the upcoming meeting. • Agenda is compiled by AR and then confirmed with Principal and Chair before emailed and uploaded to SharePoint Board folder. Agenda is ideally sent out 1-2 weeks before. • Minutes are completed by AR, approved by Principal and Chair before distribution to members. 	HMCK has been voted in as our new Board Chair.
3. Code of Conduct	

<ul style="list-style-type: none"> • AR provided an overview of Code of Conduct • All attending members signed 	<p>KV to sign Code of Conduct at the next meeting.</p>
<p>4. Principal's Report - HMcN</p>	
<ul style="list-style-type: none"> • <u>City of Subiaco (CoS) Meeting</u> – Classroom LP1 is owned by the CoS. A rebuild of the council buildings will mean we will lose LP1 in 2027. The Department of Education was unaware of this but is now involved in future planning. A CoS representative meets with HMcN regularly. He has been proactive in his support of the school and wants to know how they can support the school. HMcN has asked that the road into Subiaco Arts Centre parking, behind Pre Primary would benefit from a dedicated kiss and drive for the safety of our students. The school would make this the designated front entrance of the school. HMcN also requested access to the Theatre Garden area for students to be able to use as a play area. • <u>Graduation</u> – will be held at the Subiaco Theatre Arts centre. The CoS will provide some funding to make this happen. • <u>Architect – Undercover Area.</u> HMcN explained the changes required to the U/C area and has approved the initial \$50 000 cost to begin the process. It is important to note, no change is required to the structure. Funding is coming from TheirCare (OSHC). Purpose is to provide TheirCare with a designated building with an opportunity to expand their number to support the community. The school currently provides additional spaces within the school to assist with extra numbers. • <u>Infrastructure Sub Committee</u> – HMcK provided context to our new members as to why the two subcommittees were formed. GK asked about the opportunity for a digital subcommittee. HMcK and AR are in support of organising a subcommittee. More information would be required first. HMcN shared a WA Today article on population growth expected in the next 10 years. It states Subiaco will see significant growth and school enrolments. Through the infrastructure committee, this provides guidance on the need for future planning and parent/community support. • <u>Factions</u> – SPS only has three factions which is a major challenge for a school it's size. To include another faction, there is a process we need to follow as there is a lot of information to take into consideration. HMcN mentioned a quote from Board training that has stuck with her, especially thinking about this change. 'Think what it will look like in the future and don't get too bogged down on the current position'. There has been some preplanning, but we need to review to see if it is still relevant. HMcN is very keen to ensure we consider the feasibility of indigenous names. • <u>Telethon</u> – mock setup filmed by Channel 7 that will be used as promotion throughout the year in the lead-up to the event. HMcN will film nominated students for a speaking role. There will be a mock fundraiser that will be filmed by Channel 7 and used as a promo leading up to Telethon. Genelle Cox is a great supporter of our philanthropic fundraisers and will assist again. Our idea will be around selling books after the book week parade, and will finish with a family picnic. • <u>Centre of Excellence</u>- Application was sent in and Ms N Simons and AR were interviewed. We were accepted, which is a fantastic and exciting result for our school. AR will partner with AERO to collect data on the program. Three interns (classroom teachers) have been 	<p><u>Factions</u> Separate meeting to be organised with appropriate historical documentation emailed.</p>

<p>selected to participate with the Principal. Our lead school is Caledonia PS. Officially begins Term 3 and runs for a year.</p>	
<p>3. Appropriate Financial Statements</p>	
<ul style="list-style-type: none"> • HMcN presented a summary of our Use of Resources document. As it is detailed, BM's have been provided time to read and ask any questions at our next meeting. 	<p>HMcN to email finance documents. Questions for the next meeting.</p>
<p>4. 2025 Terms of Reference</p>	
<ul style="list-style-type: none"> • This document was tabled for BMs to familiarise themselves with our constitution. 	
<p>5. Statement of Expectation 2021-2024</p>	
<ul style="list-style-type: none"> • This document was tabled for BMs to familiarise themselves with the expectations and responsibilities of schools and the Department in student achievement and progress. • As we have a new Chair it is important for this to be signed. 	<p>Principal and Chair will meet separately to sign.</p>
<p>6. Funding Agreement for Schools 2025</p>	
<ul style="list-style-type: none"> • This document was tabled for BM's to familiarise themselves with the funding expectations of a public school. • As we have a new chair, they are required to note the Principal's signature. 	<p>Principal and Chair will meet separately to complete this process.</p>
<p>7. Strategic Plan/Focus Areas</p>	
<ul style="list-style-type: none"> • AR shared our Pathways to Success document. • This self-assessment document is based on the Department of Education's School Self-Assessment guidelines, Business Plan and Operational Plans. • Document is reviewed by leaders termly, staff semesterly and is shared with the Board annually. • This keeps everyone accountable and ensures that we are working towards our goals and targets. A traffic light system is incorporated as our form of assessment. 	<p>AR to post the 2025 Pathways to Success document on the school website.</p>
<p>8. Student Numbers/Attendance Overview</p>	
<ul style="list-style-type: none"> • AR presented a longitudinal summary of school <u>enrolments</u> from 2018. From 2019, our student numbers have remained within the low 700's. However, this does not show the transient nature of our families as numbers during the year can fluctuate. Some of the reasons can be attributed to families returning home – domestically and internationally. Families moving for job opportunities or being seconded to jobs and the opportunity to teach/learn at UWA. • AR presented an overview of 2025 <u>attendance</u> figures with a comparison to the same time in 2024. Student attendance is showing signs of stabilising since the first time after borders reopened. Many families returned home for long periods of time or went on holidays which affected attendance numbers. Currently our attendance sits just below 94% which is above the state average. It is also 2% higher than the previous year. AR showed an Attendance Profile graph where our regular attendance was almost 8% higher than last year. The students who currently reside in the Severe category are being monitored and where appropriate, support is being provided. 	
<p>9. Policy Review Cycle</p>	
<ul style="list-style-type: none"> • This was updated and emailed to all BMs for 2025. • GH asked how this list of policies is selected for Board review. AR responded with information through Board documentation that you 	<p>Chair has requested further investigation from the school and, if required, board to</p>

<p>share what has a direct influence of the parents and would benefit from their input to create a more inclusive policy.</p> <ul style="list-style-type: none"> • GH also asked about the Homework Policy and does it need review by the Board. CD said it would be a great help at home to know exactly what is required. This would help with consistency. HMcN reiterated that this is also what the Centre for Excellence will help the school move towards. • AR also stated that Department policy, School expectations and staff beliefs all need to be reviewed. 	<p>review homework policy in 2026.</p>
<p>10. Annual Public Meeting (Open Meeting)</p>	
<ul style="list-style-type: none"> • Originally scheduled for Meeting 1, Term 1. Due to the requirement for new board members and election, Term 1 meetings were cancelled. • Chair suggested a new date in Week 4, Term 4. All members agreed. • Promoting the Open Meeting would be a focus. Newsletter, Compass feeds and the use of CLPs was discussed. 	
<p>11. Reporting to Parents</p>	
<ul style="list-style-type: none"> • AR shared with BM's the change the RTP process in 2024 will remain. As there is no English and Maths comment, the school has made a concerted effort to advertise to the parents that if they would like more information on their child/ren's progress to meet with the teacher. • AR and HMcN explained that they were happy with the comments from the teachers as most wrote more than was expected. • CD thought the comments were a lot more personable and it came through that the really know the children. 	
<p>12. Crunch and Sip Policy and Sun Smart Policy</p>	
<ul style="list-style-type: none"> • These two policies were reviewed by the Board last year. However, they also needed to be approved by the staff. This was done. • SunSmart Policy – There was a request by a BM to find out if all visitors to the school should wear broad brimmed hats. This is required as it is what makes us a SunSmart school. 	<p>Crunch and Sip and SunSmart Policy have been endorsed by the Board.</p> <p>Advertise in the newsletter.</p>
<p>Meeting closed: 7:08pm</p>	

Action Register

Action	Responsibility	Timing

OFFICIAL
