




# SUBIACO PRIMARY SCHOOL BOARD MEETING

## Minutes

<b>Date</b>	<b>Tuesday 5 November 2025 (Term 4 – Meeting 1)</b>	
<b>Time</b>	5:30 pm	
<b>Location</b>	Subiaco Primary School Library	
<b>Chair</b>	Hannah McKelvie	
<b>Apologies</b>		
<b>Present</b>	Hannah McKelvie (HLM)	Board Chair
	Katherine Vines (KV)	Parent Representative
	Christina Dismuke (CD)	Parent Representative
	Gabrielle Kotai	Parent Representative
	Simone Janney (SJ)	Community Representative
	Gemma Hayley (GH)	Staff Representative
	Alan Ramsey (AR)	Assistant Principal
	Heather McNeil (HM)	Principal
<b>Invited Guests</b>	Subiaco Council Representatives	
<b>Endorsed as complete and accurate</b>	<u>5 November 2025</u> Date	 Board Chair

Agenda Item	Actions
<b>1 Welcome, Introductions, Conflicts, Minutes - HLM</b>	
<ul style="list-style-type: none"> <li>Acknowledgement of Country</li> <li>No conflicts of interest</li> <li>HL to continue monitoring outstanding Action Tracker items.</li> </ul>	Open meeting to be rescheduled and communicated to the school community for week 8.
<b>2. Subiaco Council Representatives (SCR)</b>	
<ul style="list-style-type: none"> <li>Civic precinct</li> <li>Primary school is the only neighbour of the civic precinct.</li> <li>Where we've come from – 1930s 1960s</li> <li>Why is it being developed – fire and the building were no longer fit for purpose.</li> <li>Community Feedback to date – better facilities, green spaces, gathering places.</li> <li>Project objective – design a civic building and develop a landscape.</li> <li>Design principles – multipurpose – can be used actively and passively.</li> <li>LP1 – end of life, The DoE is currently exploring options.</li> <li>The DoE has not informed Heather of a change or relocation. She informed them and the Director General when he visited last week.</li> <li>Heather has asked to be in the loop between the council and the DoE as she needs to keep the community informed.</li> </ul>	<p>Joel (SCR) has offered to set up a tripartite meeting to organise a school walkthrough and discuss potentially releasing the land for an DoE to increase school infrastructure to support growing student numbers.</p> <p>HM and HL thanked the council members on behalf of the board for presenting.</p>

<ul style="list-style-type: none"> <li>• Is there a possibility for the land to be provided to the DoE to enable infrastructure to be built to cater for the growing Subiaco school community and to match the development of the Civic Precinct?</li> <li>• Is there any idea when the crosswalk will be installed? Not sure.</li> <li>• There is an opportunity for the arts centre and the PP to design a kiss-and-ride.</li> <li>• Option to balance the use of the kindy site for staff parking.</li> <li>• Future planning – community needs analysis</li> <li>• A landscape first approach</li> <li>• A visual fly through of the new council building – amazing!</li> </ul>	
<b>3. Principal's Report - HM</b>	
<ul style="list-style-type: none"> <li>• Due to the presentation by the council representatives, there was no principals report.</li> </ul>	
<b>4. Finance Report</b>	
<ul style="list-style-type: none"> <li>• Due to the presentation by the council representatives, there was no financial report.</li> </ul>	
<b>5. 2026 Contributions and Charges</b>	
<ul style="list-style-type: none"> <li>• To be emailed to the members as soon as possible with key notes.</li> </ul>	AR to email 2026 Contributions and Charges for online endorsement.
<b>6. Graduation Award Guidelines</b>	
<ul style="list-style-type: none"> <li>• AR explained the changes to the guidelines</li> <li>• Awards now fall into two categories: academic and personal attributes and a graduating student can receive more than one award and in both categories.</li> </ul>	BM's endorsed the Graduation Award Guidelines.
<b>7. Evaluation of Board Effectiveness</b>	
<ul style="list-style-type: none"> <li>• Please email any final board effectiveness surveys to Alan asap.</li> </ul>	
<b>8. 2024 Annual Report</b>	
<ul style="list-style-type: none"> <li>• AR shared the 2024 Annual Report via email.</li> <li>• HM thanked Alan for the hard work he has put into updating and modernising this document.</li> </ul>	BM's endorsed the 2024 Annual Report
<b>9. Proposed 2026 School Development Days</b>	
<u>Term 1 –</u> Thu 29 January ( <b>Dept mandated</b> ) Fri 30 January ( <b>Dept Mandated</b> ) <u>Term 2 –</u> Fri 29 May ( <b>School requested</b> ) <u>Term 3 –</u> Mon 31 August ( <b>School requested</b> ) <u>Term 4 –</u> Mon 12 October ( <b>School requested</b> ) Friday 18 December ( <b>School requested</b> )	BM's endorsed the proposed 2026 SDD's
<b>10. Subcommittee Updates</b>	
<ul style="list-style-type: none"> <li>• <b>Infrastructure:</b> KV requested a meeting before the end of the year to prepare any recommendations leading into 2026.</li> </ul>	HM to organise an Infrastructure Meeting before the end of Term 4
<b>11. Any other Business</b>	
<ul style="list-style-type: none"> <li>• TheirCare fine – reschedule to next meeting</li> <li>• Homework Policy – HL raised parent concerns about inconsistencies across the school and the availability of staff for a meeting. HM and AR explained</li> </ul>	

that the school is in the process of aligning all the classrooms. This is on the 2026 board planner for further discussion.

**Meeting closed: 7:11pm**