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**School Board Meeting Minutes
Oakwood Primary School**

DATE:	9 September 2025	CHAIR PERSON:	<i>Will Davis</i>
TIME:	7:00 pm	MINUTE SECRETARY:	<i>Monique Tennyenhuis</i>

ATTENDEES:	Will Davis-Oakwood PS Principal, Kerry Butterworth-Parent, Aimee Turner-Oakwood PS Teacher, Denika Meehan- Community, Shibu Sandhu-Parent Rep, Haylee Lewis-Parent, Jacqui Norris-Parent Rep, Amy Walsh – Parent, Megha Jensen- Parent,
COMMUNITY ATTENDEES;	
APOLOGIES:	Stacey Hope-Community, Shannon Wright-Community Member. Brad Heggs-Parent Rep Peta Whitfield-Staff, Bashir Ahmaydyar- Community Rep, Nikki Fairhurst- Community Rep.

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.	Welcome Apologies Acknowledgment to Country	Will Davis Denika Meehan	Apologies- See above. Haylee & Amy on Webex Acknowledgement to Country	
2.	Business arising from previous meeting minutes	Will Davis	<ul style="list-style-type: none"> Minutes 10 June 2025 – correction made to Denika’s name and Shibu. Motioned, Shibu Sandhu Second, Denika Meehan	<i>Previous minutes signed by Will Davis</i>
3.	Ice Breaker		<ul style="list-style-type: none"> Did not complete as this was going to be conducted by Nikki. 	
4.	Principals Report	Will Davis	<ul style="list-style-type: none"> General Update- Currently working on 2026. Staffing and student and school planning. Student Numbers- Projected 918 students to date. Kindy numbers are lowest at this stage of the year than other years. We will have one split yr 1/2 class. Not a lot of room in Yrs 1,2,3 area for new enrolments. If we don’t have a 5th kindy may have a room to use for yr 1 class to have smaller numbers in the year 1 classes. 	

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			<ul style="list-style-type: none"> Staffing Update- Only a couple of new faces in 2026, most staff will be held. Some are coming back from leave for Mat and a couple going on Mat leave. We will have stable staffing. Peta Whitfield won a position at Pinjarra for 12 months in 2026, this will be a loss to our school. Our DP position is open at the moment. A lot of interest from applicants. This is a new full time position. Term Planner- We have a lot of events in the school in between now and end of term. Open night tomorrow night, Book Fair this week, P-3 carnival this Friday, Yr 4-6 carnival Friday week 9. Principals Lunch was today. P&C are fundraising with socks and crazy Hair day and cookie dough fundraiser. SDD Monday 13 Oct School Review Update-later in business. 																																				
<p>5.</p>	<p>Finance Update</p>	<p>Monique Tennynehuis</p>	<ul style="list-style-type: none"> Census was Friday 1 Aug; we counted 973 students (3 unfunded). 2026 planning has started, Will has submitted our proposed numbers for 2026 into SRS. Minimum Expenditure Requirement report is Green and within 96% expenditure for 2025. We received \$35,000 from 2025 State Election promise in a special cash gateway on 1 July 2025. Playground install is booked in to commence during the next school holidays. We received a donation of \$25,000 from P&C in Dec 2024. Total playground is \$31,099 for the soft fall and \$56,963 for the playground. Total \$88,062 Book list supplier quotes have been received from Campion and Office Works. The Finance Committee have chosen to use Office Works again for 2026. Booklist quotes also approved by FC. To be approved by Board. Voluntary Contributions and Charges presented at FC 8/9/25. Approved contributions \$50 per child as this seems to be a good collection rate. 2024-54.66%. Only items that are charged/paid by invoice by the school are on the Charges schedule. No big adjustments from 2025. This information will go home to parents with the booklist on or before 1 December 2025 as per policy. Motioned: Aimee Turner Second: Jaqui Norris Flagpole- we will be installing 2 additional Poles. quote \$6820.00. Voluntary Contributions update: <table border="1" data-bbox="766 1098 1756 1321"> <thead> <tr> <th></th> <th colspan="2">Total paid @ 25/3/25</th> <th colspan="2">Total Paid @ 5/6/25</th> <th colspan="2">Total Paid @ 5/8/25</th> </tr> </thead> <tbody> <tr> <td>Kindy</td> <td>\$3000</td> <td>56%</td> <td>\$3,450</td> <td>62%</td> <td>\$3,500</td> <td>61%</td> </tr> <tr> <td>Pre Primary</td> <td>\$2050</td> <td>40%</td> <td>\$2,900</td> <td>57%</td> <td>\$2,900</td> <td>55%</td> </tr> <tr> <td>Primary (1-6)</td> <td>\$16,050</td> <td>41%</td> <td>\$19,400</td> <td>51%</td> <td>\$20,150</td> <td>51%</td> </tr> <tr> <td></td> <td>\$21,100</td> <td>43%</td> <td>\$25,750</td> <td>52%</td> <td>\$26,550</td> <td>52%</td> </tr> </tbody> </table> <p>NOTE: although percentage paid is the same for 5/6/25 and 5/8/25, this is due to the number of students that have enrolled and billed. This shows that new enrolments are still paying the Voluntary Contributions.</p>		Total paid @ 25/3/25		Total Paid @ 5/6/25		Total Paid @ 5/8/25		Kindy	\$3000	56%	\$3,450	62%	\$3,500	61%	Pre Primary	\$2050	40%	\$2,900	57%	\$2,900	55%	Primary (1-6)	\$16,050	41%	\$19,400	51%	\$20,150	51%		\$21,100	43%	\$25,750	52%	\$26,550	52%	<p><i>Book list provider and quote approved.</i></p> <p><i>V & C schedule approved.</i></p>
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			<ul style="list-style-type: none"> Quotes received for reverse cycle air conditioning in Library, Staffroom and new sensory room in ECE. FC approved all to commence works. Total cost \$49,858.05. FC decided this would be in place of the Synthetic turf as previously planned as we don't have a clear solution for this to go ahead as yet. 	
6.	Review terms of reference and Code of Conduct	Will Davis	<ul style="list-style-type: none"> Terms of reference- reviewed by Board. No changes or updates required. Board Code of Conduct- reviewed by Board. No changes or updates required. 	
7.	Planning, Workforce and Projected School numbers 2026. SDD 2026	Will Davis	<ul style="list-style-type: none"> Will discussed the SDD's for 2026. First day back for students is Monday 2 Feb. SDD- staff voted trade off – Wed Jan 28, SDD Thurs 29 & Fri 30. SDD T2 – none @ start of term SDD T2- Fri 29 May (School Planning Day) long weekend SDD T3- Mon 20 July SDD T4- Mon 12 Oct If Will can book Shiela for Maths these may be adjusted. 	<i>Dates noted.</i>
8.	School Review Items	Will Davis	<ul style="list-style-type: none"> NAPLAN data provided. The Progress and Achievement for Years 3 – 5 (2023 – 2025) is shown on the quadrants in the graph. It shows that Writing, Numeracy, Reading and Spelling are showing High Achievement and High Progress. Grammar and Punctuation was just outside High progress but still has high achievement. When this is compared the last time, we had Year 3- 5 progress data (2021), writing was the only area to show high progress, high achievement and Grammar and Punctuation was in the low progress, low achievement in 2021. This is a huge upturn in our performance and is no doubt due to the extensive work we have done in creating High Impact Explicit Instruction and a low variance teaching and learning across our school. The target of being at or exceeding the performance of Like Schools has been achieved in 2025 for both Year 3 and Year 5 Reading. For both year levels, Like Schools were outperformed by a significant figure. The year 5 result was our best result and gained a green light. Maintaining a consistent focus on the K-6 Phonics and Whole Class Reading Approach has had a clear positive impact on the results. The target of being at or exceeding the performance of Like Schools has been achieved in 2025 for both Year 3 and Year 5 Numeracy. Year 5 recorded our highest score to date, reflecting the continued improvement in this area. There has been a clear improvement in the NAPLAN scores for Numeracy over the last few years and whilst lower than 2024, the 2025 Year 3 score is still our second-best performance. This is the fourth year in a row we have achieved a green light in Year 5 Numeracy. The commitment to refining and maintaining consistency in approaches to learning including daily reviews and data-informed teaching have continued to positively impact these results. The target of being at or exceeding the performance of Like Schools has been achieved in 2025 for both Year 3 and Year 5 Writing. Year 5 achieved a green light and produced our best score to date and Year 3 have maintained consistency in being within one standard deviation of the expected results. Consistency with Talk 4 Writing has continued to positively impact this area, and the introduction of The Syntax Project will hopefully continue to see continued growth in this area. The data below indicate significant results in Year 5 Writing, with scores exceeding the national mean in seven areas. 	

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			<p>The target of being at or exceeding Like School performance has been achieved for both Year 3 and Year 5 in 2025 in Spelling. Year 5 achieved the highest score to date, which has improved year on year since 2022. With continued consistency in Spelling Mastery in Years 2 – 6, and the implementation of UFLI Foundations in P – 2, further improvement in performance is expected in the future.</p> <p>The target of being at or exceeding Like School performance has been achieved for both Year 3 and Year 5 in 2025 in Grammar and Punctuation. Year 3 significantly achieved a green light for the third year in a row and significantly outperformed Like Schools. Year 5 has maintained consistent improvement and was very close to a green light. The Syntax Project implementation is in its second year and it looks to be having a positive effect on the results, and it is expected that this area will continue to improve as greater consistency has been achieved.</p> <p>We have been addressing the categories on the enrolment forms so that they are as accurate as can be. Will questioned DoE about the categories and how this effects our ICSEA and Decile ratings. Once updated we may change to a 5 rating.</p> <p>The results show overall good progression and should be proud of, we have also been able to choose our staff even though we have rapidly increased in numbers in staffing and students. Our programs are consistent and have fidelity across the years.</p> <p>People at Work Survey-95 workers participated. 91% response rate. Completed Oct/Nov 2024. Overall result shows minimal concern in the quadrant.</p> <p>Discussed bully comments in the survey. Explained that these two staff are now not on staff. The positive culture has prevailed; Will addressed this using the code of conduct and managed through S&I. Those people chose to move on. The wellbeing committee has also stemmed from this. Oakwood has a great school culture and employs nice people.</p> <p>The entire Karnup network completed the survey at the same time of year. We do not see other schools results.</p> <p>All of this information is contributing to our ESAT for assessment at review next year.</p>	<p><i>Will to bring the information and what we are doing around Psychosocial risk assessment.</i></p>
9.	School Board Internal Review	Will Davis	<ul style="list-style-type: none"> Will sent the 2023 Internal Review to members to view. This year we are due to complete the long survey; however it is no longer available so Will is going to enter it into Microsoft Forms so that it can be distributed to the Board before the next meeting. When received please take time to complete as it is long. The comments have been the most valuable component of the survey in previous years. Results will be reviewed at the meeting to follow. (not the public meeting) 	<p><i>Will to format Review and distribute to members.</i></p>
10.	General Business	Will Davis	<ul style="list-style-type: none"> We have 6 meetings per year. Term 1 x 1, Term 2 x 2, Term 3 x 2, Term 4 x 1. Will tabled a change. to have 2 in term 4 and only 1 in term 3 as there is a lot of sickness in term 3. Suggest we have the dinner as the last term 4 meeting for a celebration. Board members voted in favour. We will set next year’s meeting dates at our T4 meeting 2025. This will commence in 2026. Sickness has influenced the attendance of students and staff. Currently Will does not have a source to tell parents the attendance rate for this year due to Compass being implemented in July. 	<p><i>Board approved change to meeting schedules. Action for 2026.</i></p>

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			<ul style="list-style-type: none"> Compass will take over Connect for parents and staff at the start of 2026. Aimee suggested a couple of staff trial T4 ready for 2026. Will will take this to the LT to discuss how this will work. 			<i>Will to take to LT to trial Compass for the class in place of Compass.</i>
11.	Attachments		<ul style="list-style-type: none"> Minutes of 25 March 2025 meeting Agenda for 10 June 2025 meeting School Review Items – NAPLAN, People at Work Survey, Off Year NAPLAN. School Board Review Survey 2023 Financial information 2026 Voluntary Contributions and Charges Schedule MCS update 			
NEXT MEETING:		MEETING CLOSED:	9.47	SIGNED:		
					CHAIRPERSON	DATE