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**School Board Meeting Minutes
Oakwood Primary School**

DATE:	10 June 2025	CHAIR PERSON:	<i>Nikki Fairhurst</i>
TIME:	7:00 pm	MINUTE SECRETARY:	<i>Michelle Bishop</i>

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

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.	Welcome Apologies Acknowledgment to Country	Nikki Fairhurst Denika Meehan	Apologies- See above. Acknowledgement to Country	
2.	Business arising from previous meeting minutes		<ul style="list-style-type: none"> • Minutes 25 March 2025 <ul style="list-style-type: none"> - Playground Update-in MCS Finance update - Committee member- Megha Jensen - Amendments to minutes from last meeting- Change spelling of Denika’s name and Nikki didn’t chair the meeting as she was absent. Motioned, Kerry Butterworth Second, Brad Heggs	<p><i>Previous minutes signed by Chair</i></p> <p><i>Changes to be made to previous minutes</i></p>
3.	Principals Report	Will Davis	<ul style="list-style-type: none"> • General Update- Week 7 Term 2 have reached the biggest we have ever been at 975. Started prep for next year. No split classes. Staffing changes- Keira Stone has taken over 7F. Felt a change was needed. That 	

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			<p>group is now at 14 students, so no more out of area kids for Kindy this year. Number of out of area for that class who have not been offered a spot next year.</p> <ul style="list-style-type: none"> Staffing Update- EA Sharon Baker, 25 June will be retiring. Brooke Harvey on Maternity leave next term. Lauren Clark will be in M-W and Chelsea with be T-F. Term Planner- Principal lunch week 9 if you are available to come for that, please let Will know. This Friday Winter Carnival. Week 9 Senior Cross country Reports to go out for Semester 1 on Monday 30 July. Kindy now falls under the reporting to parents as apposed to the ones we were creating previously. <p>School Review scheduled for Term 2 next year. Confident it will be early. NAPLAN results should be in this week and will be the last ones received before our next review.</p> <p>Recently EBA agreement for teachers – extra time for behaviour and academic support was to be allocated where needed. Last week we got an email saying we have been allocated 0.3. We have looked at our complex cases and think that’s what we need. Guidelines not yet finished for this program. System of 3 tier for behaviour. We requested for this to be used next year so it could be planned and better utilised, this was declined. We decided not to proceed as we didn’t know what we were signing up for as they didn’t yet have all information, not enough time to prepare or plan and would be too much of an impact that wouldn’t help.</p> <p>Questions - Chris is the tiered system already used in this school – Answer yes for all areas not just behaviour Tier 3 requires a lot of work, and you don’t always see success.</p> <p>Any chance of that funding being available next year? – Answer no we had to say yes now to commit</p> <p>Were other schools offered? – Answer I don’t know I may find out more at next Network meeting.</p>																										
<p>4.</p>	<p>Finance Update</p>	<p>Monique Tennyenhuis</p>	<ul style="list-style-type: none"> Voluntary Contributions update <table border="1" data-bbox="768 1002 1447 1195"> <thead> <tr> <th></th> <th colspan="2">Student numbers and total payable</th> <th colspan="2">Total paid to date</th> </tr> </thead> <tbody> <tr> <td>Kindy</td> <td>107</td> <td>\$5350</td> <td>\$3000</td> <td>56%</td> </tr> <tr> <td>Pre Primary</td> <td>101</td> <td>\$5050</td> <td>\$2050</td> <td>40%</td> </tr> <tr> <td>Primary (1-6)</td> <td>772</td> <td>\$38,600</td> <td>\$16,050</td> <td>41%</td> </tr> <tr> <td></td> <td>980</td> <td>\$49,000</td> <td>\$21,100</td> <td>43%</td> </tr> </tbody> </table> School Financial Summary Report- presented reporting One line budget, staffing, cash budget and Student-Centred funding received as a result of census numbers in term 1, 2025. Minimum Expenditure Requirement report is Green and within 96% expenditure for 2025. Playground update- Will and Monique met with Rhyse Williams and assistant Daniel on 12 May to discuss the available funding for the playground. Rhyse informed that the funds are now being paid directly to Dept of Education. Schools will need to apply for funding and provide an acquittal. Will informed Rhyse of our playground upgrade plan and quote. We will need to wait until DOE have released the grant application. 		Student numbers and total payable		Total paid to date		Kindy	107	\$5350	\$3000	56%	Pre Primary	101	\$5050	\$2050	40%	Primary (1-6)	772	\$38,600	\$16,050	41%		980	\$49,000	\$21,100	43%	
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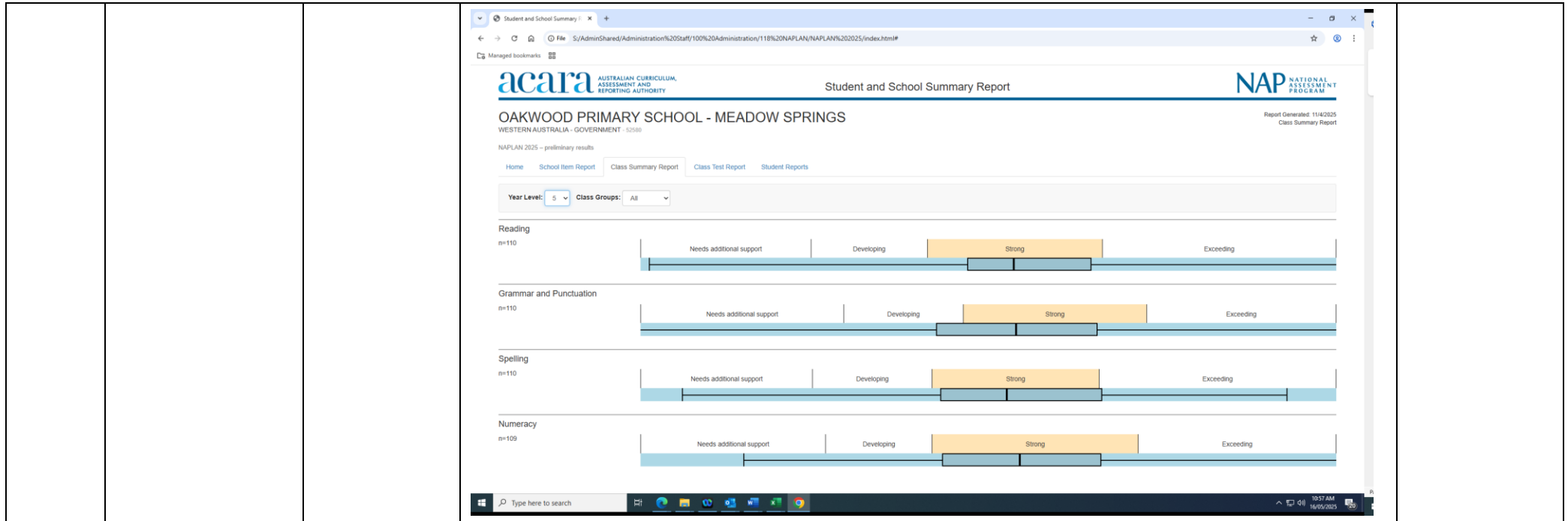
			<p>Funds are guaranteed and will be paid in July. We will go ahead and contact suppliers to book in a date for instillation as this will coordinate nicely.</p> <ul style="list-style-type: none"> Funding Agreement 2025 presented and informed committee. Agreement outlines the accountability expectations of the principal in relation to the management of funding through the school budget. Targeted Initiatives and Student Characteristics are detailed from Census Term1. The Agreement is presented for noting and signed by the Chairperson and Principal. <p>Question – Did we get \$35,000 from Reece. T the start of the process were told a few weeks but haven’t heard anything further. It is in my diary for tomorrow to follow up. We have to complete a grant application for that but waiting on details for that. 12th May when we met with them. We are ready to go.</p>	<p>Funding Agreement 2025 Signed</p>
<p>5.</p>	<p>Reconciliation Action Plan and Process</p>	<p>Will Davis</p>	<ul style="list-style-type: none"> School based drivers – Amii Kyte, Denika Meehan, Linda Starbuck and Bree Van Beek. One of actions when creating the plan was to include a specific acknowledgement. Met with year 6 students and advised what needed to be included and workshopped with them and ended up with our RAP. Been on the Oakwood agenda since we opened K-6 RAP is a formal commitment to reconciliation. Not many schools have a RAP in our area May 2024 started our journey invited AEIO at the time and Denika was involved as a community member along with students and teachers. Aug 2024 met and added information to website. Looked at other schools throughout WA to see what is out there and what we wanted ours to look like. March 2025 created a draft and reviewed with team and Brett Hill (Elder). March 25 set RAP actions. Created 18 goals to commit to. March 2025 acknowledgement of country written. May 2025 Launch. Visuals up at the school cultural shirts created. Padlet to track and keep us accountable for our RAP. We collaborated with the team and Brett Hill for feedback and blessings. Narra Gully Wally official website to use and they take at least 6 weeks to publish and ensure all steps have been completed. 14 recommended actions for the RAP that were required with specific wording that had to be used for those actions. Each item has been delegated to a team member to ensure these actions have been met. Note we looked at this sooner but getting information 5 years ago about this wasn’t available compared to what is accessible now. As a team we added an additional 4 actions. Including a Staff student and community member award to be given at EOYBA celebrating students. Convert tucker area into a more sensory play area – long term goal. Padlet – 18 actions with evidence of what has been completed so far. For all staff to add to, use for ideas for future years Shirts – we have the design rights to the image so you will see it around Oakwood a bit. Question – Nikki what is the drive from the department for this to happen. – Answer – choice by schools not mandatory. Since opening we have made efforts to be culturally responsible. We were already doing some of these actions already and have found some aspects where we can improve. Surprised about the lack of promotion from department regarding this. Question – Amy Any training that is mandatory for staff to complete – Answer Yes online PL’s. 	

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			<ul style="list-style-type: none"> Question – will community members and students be able to order these shirts. Answer – this was discussed at leadership due to the cost and already having leavers shirts faction shirts it will dilute it. At this point for staff only due to number of hoops we had to jump to order them and how challenging this would be on a larger scale. May change in the future but for now just staff. 											
<p>6.</p>	<p>School Review Items</p>	<p>Will Davis</p>	<ul style="list-style-type: none"> Staff induction processes 8th year of operation and induction has changed over the years. Classroom process PBS this is due to feedback we have received over the years. <p>Question – Aimee is there a provision for some staff induction for staff who don't start at the beginning of the year. Answer – join teams and</p> <p>Attendance this term 79.9%. Reached 80% term one. Over 1000 days in unauthorised vacation which I understand but really affects the percentage.</p> <p>Question Aimee - With moving to compass will you be able to get as detailed data. Answer – Yes but the format is different. Won't be grouped by class anymore.</p> <p>If attendance drops below 70 parents get a letter below 60% really harsh letters. It an opportunity to start a conversation with a family as to why they aren't here.</p> <p>Question – Do we have a Parent code of conduct for new enrolees. Secret harbour has and their attendance has increased to 90%</p> <p>Could the drop in Spelling results be due to swapping from letters and sound to UFLI. Could also be due to changes to spelling mastery. Won't know until more data is received.</p> <p>Jacqui - Current data shown not yet official that is expected Thursday this week. Parents will get results mid term 3.</p> <div data-bbox="779 847 1592 1410" data-label="Figure"> <p style="text-align: center;">Attendance Profile 2025 Semester 1 DRAFT - 08/04/2025</p> <table border="1"> <caption>Attendance Profile 2025 Semester 1 Data</caption> <thead> <tr> <th>Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Regular (90% or greater)</td> <td>75.9%</td> </tr> <tr> <td>Indicated (80% to <90%)</td> <td>17.4%</td> </tr> <tr> <td>Moderate (60% to <80%)</td> <td>~4.7%</td> </tr> <tr> <td>Severe (<60%)</td> <td>~1.9%</td> </tr> </tbody> </table> </div>	Category	Percentage	Regular (90% or greater)	75.9%	Indicated (80% to <90%)	17.4%	Moderate (60% to <80%)	~4.7%	Severe (<60%)	~1.9%	
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The screenshot displays the ACARA NAP National Assessment Program report for Oakwood Primary School - Meadow Springs. The report is for Year Level 3 and includes data for four subjects: Reading, Grammar and Punctuation, Spelling, and Numeracy. Each subject's performance is visualized through a horizontal bar chart showing the distribution of students across four achievement levels: Needs additional support, Developing, Strong, and Exceeding. The 'Strong' category is highlighted in orange, while the other categories are in blue. The number of students (n) is provided for each subject: Reading (n=120), Grammar and Punctuation (n=120), Spelling (n=120), and Numeracy (n=119).

Subject	n	Needs additional support	Developing	Strong	Exceeding
Reading	120	~15%	~35%	~40%	~10%
Grammar and Punctuation	120	~15%	~35%	~40%	~10%
Spelling	120	~15%	~35%	~40%	~10%
Numeracy	119	~15%	~35%	~40%	~10%



7.	General Business		E scooter – any policies? – children under 10 can't go faster than 10km however we can't confirm speed. Nothing for helmets though.	
8.	Attachments		<ul style="list-style-type: none"> • Minutes of 25 March 2025 meeting • Agenda for 10 June 2025 meeting • School Review Items – Preliminary NAPLAN Data, Induction Analysis, Attendance Data Term 1 • Year 3 NAPLAN 2023 – 2025 • Year 5 NAPLAN 2023 - 2025 • Reconciliation Action Plan • School Financial Summary • Funding Agreement 2025 	

NEXT MEETING:	12 Aug 2025	MEETING CLOSED:	8.35pm	SIGNED:		
					CHAIRPERSON	DATE

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