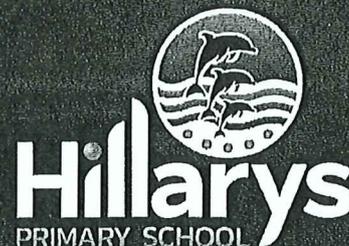


# School Board

Connected • Engaged • Successful



## School Board Agenda and Minutes

Time:	6:30pm – 8:00pm
Date:	31 MARCH 2025
Location:	Conference Room - Hillarys Primary School
Chair:	
Apologies:	
Visitors:	

### *Acknowledgement of Country*

*We acknowledge the traditional custodians of the land on which our students live and are educated, the Whadjuk Noongar people.*

*We wish to acknowledge and show our respect for their elders, past, present and emerging, for their continuing culture and the contributions they make to the life of our school community, both now and in the past.*

*Followed by.*

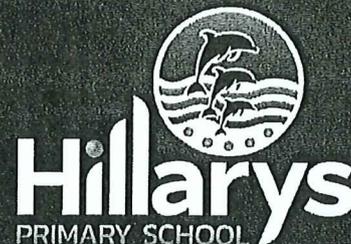
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Lisa Sgambelluri	Teacher (3 years; 03/2025 – 03/2028)
Heather Satinover	P & C President / Parent (3 years 03/2024 – 03/2027)
Kristy Spencer	Parent (3 years; 04/2023 – 04/2026)
Bianca Pincar	Parent (3 years; 04/2024 – 04/2027)
Emily Brown	Parent (3 years; 04/2024 – 04/2027)

# School Board

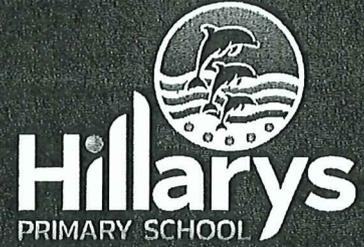
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Time	Item	Documents	Purpose	Led By	Recommendations
6:30 pm	<ul style="list-style-type: none"> <li>Welcome</li> <li>Introductions</li> <li>Welcome to Country</li> <li>Apologies</li> <li>Noting of minutes of last meeting.</li> <li>Election of Board Chair</li> <li>Correspondence in and out,</li> <li>Conflicts of Interest</li> </ul>	<p>Previous Minutes</p> <p>Correspondence</p>	<p>For approval</p> <p>For discussion</p>	<p>Principal</p> <p>Marisha</p>	<ul style="list-style-type: none"> <li>Welcome Lisa and James</li> <li>TM on LSL</li> <li>Dannon has resigned due to relocation</li> <li>Bianca has resigned due to work commitments</li> <li>Minutes last meeting noted, motioned by EB and KS</li> <li>Emily voted in as Chair, all voted for</li> <li>3 vacancies, 4 parent nominations received</li> <li>All voted and agreed for community member as one of the nominated parents as they can only commit for 1 year</li> <li>So other 3 can be voted in as board members</li> <li>Letter from Caitlin Collins – commitment of \$50K to the school – staging, ipads, cultural space, ipad trolley. Donations to P&amp;C, invite to parliament house</li> <li>No conflicts</li> </ul>
6:40 pm	<ul style="list-style-type: none"> <li>Board Recruitment and Training</li> <li>Mandatory Board member training</li> <li>Signed Code of Conduct for 2025</li> <li>Board meeting schedule for 2025</li> <li>Self-assessment tool and recommendation review</li> </ul>			<p>Marisha</p> <p>Principal</p>	<ul style="list-style-type: none"> <li>Need to check date for PSR</li> <li>All ok for schedule</li> <li>Look at self assessment and bring anything to next meeting</li> <li>Statement of expectation is still 2021-2024, still current for 2025</li> </ul>
7:00 pm	<ul style="list-style-type: none"> <li>2025 Statement of Expectation – to be signed</li> </ul>			Principal	

# School Board

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7:10 pm	<ul style="list-style-type: none"> <li>• Other Business:</li> <li>• Finance – one line budget</li> <li>• Finance meeting/update</li> <li>• 2024 Annual Report</li> <li>• Funding Agreement to be signed by Board Chair before next meeting (documents will be sent to board members)</li> </ul>			Principal/ Marisha	<ul style="list-style-type: none"> <li>• Still operating in preliminary budget</li> <li>• Most spending on staff salaries</li> <li>• Good revenue from facility hire</li> <li>• Gardener on limited hours (WC), can't find replacement, have contractors in to assist</li> <li>• T3 Busy Bee around school gardens</li> <li>• Installation 1<sup>st</sup> Monday holidays, kindy shade sail approved by council</li> <li>• Additional enrolments after census</li> <li>• Noted Finance Review in T2</li> <li>• All agree and endorse 2024 annual report</li> </ul>
7:15 pm	<ul style="list-style-type: none"> <li>• Summary of meeting and evaluation</li> </ul>		For discussion	Principal	<ul style="list-style-type: none"> <li>• All happy</li> <li>• Welcome new members at next meeting</li> </ul>
7:18 pm	<ul style="list-style-type: none"> <li>• Close of Meeting</li> </ul>	Council/Board Calendar	For noting	Principal	<ul style="list-style-type: none"> <li>• Next meeting 23 June @ 6:30pm</li> </ul>

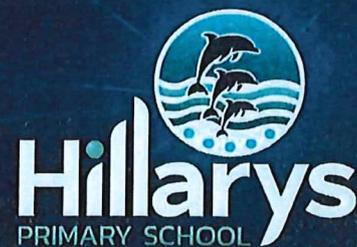
School Board Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

31/3/2025

# School Board

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## School Board Agenda and Minutes

Time:	6:30pm – 8:00pm
Date:	23 JUNE 2025
Location:	Conference Room - Hillarys Primary School
Chair:	Emily Brown
Apologies:	Adam Alessandrino
Visitors:	

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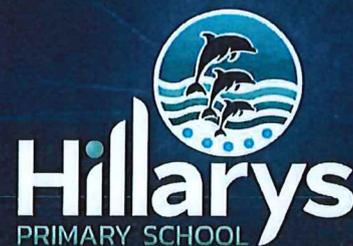
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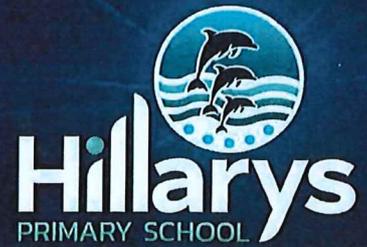
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Time	Item	Documents	Purpose	Led By	Recommendations																		
6:30 pm	<ul style="list-style-type: none"> <li>Welcome</li> <li>Welcome to Country</li> <li>Introductions – welcome new members</li> <li>Apologies</li> <li>Noting of minutes of last meeting.</li> <li>Correspondence in and out,</li> <li>Conflicts of interest</li> </ul>	<p>Previous Minutes</p> <p>Correspondence</p>	<p>For approval</p> <p>For discussion</p>	<p>Principal Emily-Chair</p> <p>Marisha</p>	<ul style="list-style-type: none"> <li>Introductions for all members</li> <li>Review of last meeting minutes – James seconded meeting was accurate</li> <li>From last meeting – confirmation that PSR for HPS is scheduled for T4 2025</li> <li>Shade sail for kindy only got installed in April 2025. Cost to have professionally removed \$400 (\$200+gst each way) for the 2x sail shades installed. Plus \$80+gst for each extra sail shade requested. Budgeted and scheduled for removal in 2026</li> <li>Letter from Caitlin Collins being re-elected.</li> <li>Letter from Jay Peckett, confirming Caitlin's \$50K pledge – money to go into sustainability, IT, staging</li> </ul>																		
6:38 pm	<ul style="list-style-type: none"> <li>Finance meeting minutes</li> </ul>			Principal	<ul style="list-style-type: none"> <li>noted</li> </ul>																		
6:42 pm	<ul style="list-style-type: none"> <li>2025 Vol Cons Paid</li> </ul>	<table border="1"> <thead> <tr> <th colspan="3">% of Voluntary Contributions Paid</th> </tr> <tr> <th>Year Level</th> <th>Term 2 Week 4</th> <th>Term 2 Week 8</th> </tr> </thead> <tbody> <tr> <td>Kindy</td> <td>61%</td> <td>69.81%</td> </tr> <tr> <td>Pre-Primary</td> <td>65%</td> <td>73.77%</td> </tr> <tr> <td>Year 1</td> <td>71%</td> <td>70.67%</td> </tr> <tr> <td>Year 2</td> <td>53%</td> <td>63.08%</td> </tr> </tbody> </table>		% of Voluntary Contributions Paid			Year Level	Term 2 Week 4	Term 2 Week 8	Kindy	61%	69.81%	Pre-Primary	65%	73.77%	Year 1	71%	70.67%	Year 2	53%	63.08%	Principal	<ul style="list-style-type: none"> <li></li> </ul>
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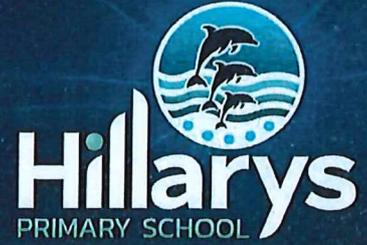
		Year 3	62%	50.67%		
		Year 4	50%	65.08%		
		Year 5	46%	56.06%		
		Year 6	47%	47.88%		
6:42 pm	<ul style="list-style-type: none"> <li>Other Business:</li> <li>Compliance Audit (school planning)</li> <li>School Review (school planning)</li> </ul>				Principal	<ul style="list-style-type: none"> <li>Week 7 completed, last school audit was 2014, mini audit conducted, 7 audit findings which was good. Action plan submitted with evidence.</li> <li>Review - Members asked to complete short form on relationships and partnerships</li> <li>Looked at previous review (pages 3 and 4)</li> <li>P&amp;C survey, data still being sorted through, will bring summary to next meeting</li> </ul>
7:32pm	<ul style="list-style-type: none"> <li>Summary of meeting and evaluation</li> </ul>			For discussion	Principal	<ul style="list-style-type: none"> <li>Updates</li> <li>School review</li> <li>Looked at finances</li> <li>Compliance audit</li> <li>NAPLAN review at next meeting</li> <li>Fees and charges</li> </ul>
7:34 pm	<ul style="list-style-type: none"> <li>Close of Meeting</li> </ul>	Council/Board Calendar		For noting	Principal	<ul style="list-style-type: none"> <li>Next meeting is Week 9, Term 3, TBC pending review information needed</li> </ul>

School Board Chair Signature: \_\_\_\_\_

Date: 23.6.25

# School Board

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## School Board Agenda and Minutes

Time:	6:30pm – 8:30pm
Date:	15 SEPTEMBER 2025
Location:	Conference Room - Hillarys Primary School
Chair:	Trevor Mitchell
Apologies:	Emily Brown, Kristy Spencer
Visitors:	NA

### Acknowledgement of Country

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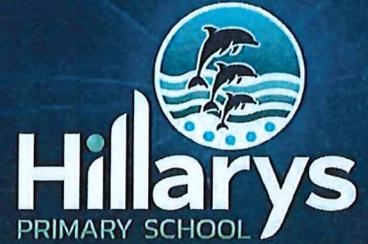
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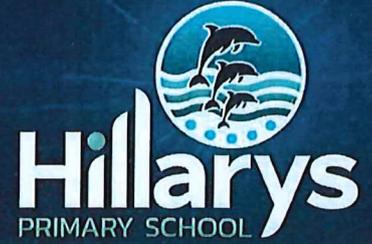
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Time	Item	Documents	Purpose	Led By	Recommendations																														
6:30 pm	<ul style="list-style-type: none"> <li>Welcome</li> <li>Welcome to Country</li> <li>Introductions – welcome new members</li> <li>Apologies</li> <li>Noting of minutes of last meeting.</li> <li>Correspondence in and out,</li> <li>Conflicts of interest</li> </ul>	Previous Minutes  Correspondence	For approval  For discussion	Principal  Marisha	<ul style="list-style-type: none"> <li>Minutes true and accurate – motioned – Kristie Pring, second – Lisa S</li> <li>Emily B and Kristy S</li> <li>Cook Government letter confirming \$50K allocation to HPS</li> <li>none</li> </ul>																														
6:35pm	<ul style="list-style-type: none"> <li>Finance meeting minutes</li> <li>Minimum Expenditure</li> <li>Operational One Line Budget</li> </ul>			Principal	<ul style="list-style-type: none"> <li>Sighted by all board members</li> </ul>																														
6:38pm	<ul style="list-style-type: none"> <li>2026 Booklists</li> <li>Fees and Charges</li> <li>SDD days</li> </ul>			All	<table border="1"> <thead> <tr> <th colspan="3">% of Voluntary Contributions Paid</th> </tr> <tr> <th>Year Level</th> <th>Term 3 2024</th> <th>Term 3 2025</th> </tr> </thead> <tbody> <tr> <td>Kindy</td> <td>84%</td> <td>76%</td> </tr> <tr> <td>PP</td> <td>80%</td> <td>82%</td> </tr> <tr> <td>Y 1</td> <td>84%</td> <td>74%</td> </tr> <tr> <td>Y 2</td> <td>66%</td> <td>75%</td> </tr> <tr> <td>Y 3</td> <td>82%</td> <td>58%</td> </tr> <tr> <td>Y 4</td> <td>65%</td> <td>76%</td> </tr> <tr> <td>Y 5</td> <td>69%</td> <td>63%</td> </tr> <tr> <td>Y 6</td> <td>60%</td> <td>54%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Trevor motioned all members approve booklists and fees and charges Second – Sara C Trevor motion to accept 2026 SDD days Second – Wanda V</li> </ul>	% of Voluntary Contributions Paid			Year Level	Term 3 2024	Term 3 2025	Kindy	84%	76%	PP	80%	82%	Y 1	84%	74%	Y 2	66%	75%	Y 3	82%	58%	Y 4	65%	76%	Y 5	69%	63%	Y 6	60%	54%
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6:41pm	<ul style="list-style-type: none"> <li>NAPLAN overview</li> </ul>			Kristie	<ul style="list-style-type: none"> <li>Focus on summary and future plans</li> <li>Additional support for teachers</li> </ul>																														
6:54pm	<ul style="list-style-type: none"> <li>Other Business:</li> <li>Choir Shirts</li> <li>School Review (school planning)</li> <li>Fencing Update</li> </ul>			Principal	<ul style="list-style-type: none"> <li>Planning for 2026 choir shirts, may forward to P&amp;C for assistance with purchasing</li> </ul>																														

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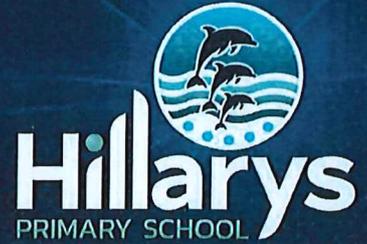
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	<ul style="list-style-type: none"> <li>• School Operations</li> </ul>				<ul style="list-style-type: none"> <li>• James A queried sleeve colour, same as year 6 grad shirt</li> <li>• Also considering sports shirts (interschool events)</li> <li>• PSR – 11 DEC, involving lots of staff and providing lots of evidence/samples</li> <li>• 1:30pm-2pm school board session</li> <li>• School surveys scheduled for week 1 and 2 Term 4</li> <li>• Fencing – before rebuild we applied through school fencing program, public consultation process, all approved, then neighbour complained, department re-planned fencing line Trevor has requested today another update, still waiting for reply</li> <li>• Wanda – P&amp;C survey results: overall positive 70% interested in being part of the P&amp;C Feedback on bringing back Christmas Concert, which will happen in 2025</li> </ul>
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# School Board

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					<p>Increase in 2026 P&amp;C fees</p> <p>Community Board – to show what they are spending the money on (visual board) – in front office</p> <p>Wanda confirmed can be used for PSR evidence</p> <p>2025 events, all positive from parents</p>
7:27pm	<ul style="list-style-type: none"> <li>Summary of meeting and evaluation</li> </ul>		For discussion	Principal	<ul style="list-style-type: none"> <li>All on track for PSR</li> <li>Mentioned RAP – in the process, survey has gone out to staff</li> <li>Board members welcome to join committee;</li> <li>Adam A has connections and offered to assist if required</li> </ul>
7:37pm	<ul style="list-style-type: none"> <li>Close of Meeting</li> </ul>	Board Calendar	For noting	Principal	Next meeting Week 8 Monday 1 December – all agreed

School Board Chair Signature: \_\_\_\_\_

Date: 15/9/2025

# School Board

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## School Board Agenda and Minutes

Time:	6:30pm – 8:30pm
Date:	01 DECEMBER 2025
Location:	Conference Room - Hillarys Primary School
Chair:	Trevor Mitchell
Apologies:	Kristy Spencer. Late Apology – Heather Satinover
Visitors:	Monique Sperring MCS, Denise Dewing AP

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# School Board

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Time	Item	Documents	Purpose	Led By	Recommendations
6:30pm	<ul style="list-style-type: none"> <li>Welcome</li> <li>Welcome to Country</li> <li>Introduction: new members</li> <li>Apologies</li> <li>Noting of minutes of last meeting.</li> <li>Correspondence in and out,</li> <li>Conflicts of interest</li> </ul>	<p>Previous Minutes</p> <p>Correspondence</p>	<p>For approval</p> <p>For discussion</p>	Principal	<ul style="list-style-type: none"> <li>Apologies HS, KS</li> <li>Previous minutes noted – acceptance KP, seconded SC</li> <li>No conflicts</li> <li>No correspondence in</li> </ul>
6:32pm	<ul style="list-style-type: none"> <li>Draft One Line Budget Approval</li> </ul>			Monique	<ul style="list-style-type: none"> <li>Some costs have increased. 78% vol con collection rate for 2025, was less than expected.</li> <li>Will roll over with \$20K from P&amp;C for marine grade carpet for covered assembly area as works carried out in Jan/Feb 2026</li> <li>Approved 2026 budgets, AA seconded by KP</li> </ul>
6:45pm	<ul style="list-style-type: none"> <li>Public School Review Process</li> </ul>	Outline the process and show the Board our submission on the ESAT Portal		Principal, Kristie, Staff	<ul style="list-style-type: none"> <li>49 evidence submissions!</li> <li>Board to focus on review summary.</li> <li>Ready for Business Plan review and planning in 2026</li> <li>Focus on WWW and EBI</li> </ul>
7:52pm	<ul style="list-style-type: none"> <li>Public School Review Summary Document and Pre-reading</li> </ul>	Feedback / Input from the Board - Pre-reading		Principal	<ul style="list-style-type: none"> <li>Working on more student voice/advocacy, extension programs</li> <li>Feedback – we are doing amazing, but the school community don't know – more advertising of the school as a business, not capturing enough in the newsletters (look to social media etc)</li> <li>Suggestion that school leaders take turn presenting to the board highlighting e.g. Maths, English, HASS etc</li> </ul>

# School Board

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7:55pm	<ul style="list-style-type: none"> <li>• 2026 members – confirmation and vacancies (secretary, 1 x community member, 1 x parent rep)</li> </ul>			Principal	<ul style="list-style-type: none"> <li>• Advertise in Term 1, 2026</li> </ul>
7:56pm	<ul style="list-style-type: none"> <li>• Other Business:</li> <li>• Sports Shirts</li> <li>• 2026 Meeting Schedule</li> </ul>			Principal	<ul style="list-style-type: none"> <li>• Sports uniforms and choir shirts defer to Term 1, 2026</li> <li>• 2026 schedule – all agreed with Week 9 dates for 2026, keeping at 6:30pm start</li> </ul>
8:00pm	<ul style="list-style-type: none"> <li>• Summary of meeting and evaluation</li> </ul>		For discussion	Principal	<ul style="list-style-type: none"> <li>• AA queried fencing update – communication to community in last newsletter for 2025. Fencing coming in slightly (closer to school grounds) so we have more oval space, near tree line and courts. More space for year 2's. Should be completed by end of Term 1, 2026.</li> </ul>
8:02pm	<ul style="list-style-type: none"> <li>• Close of Meeting</li> </ul>	Board Calendar	For noting	Principal	<ul style="list-style-type: none"> <li>• Next meeting Week 9, Term 1 2026</li> </ul>

School Board Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

6/2/2026