



Board Meeting Minutes Winterfold Primary School

DATE:	24 March 2026	CHAIR PERSON:	Board Chair: James Pengelly
TIME:	7.00pm	MINUTE SECRETARY:	Manager Corporate Services (MCS): Leanne Cross
ATTENDEES:	Amy Douglas, Leanne Hill, Mel Pember; Kim Calabrese, Kylie Bonser, Julia Calvert, Liam Parkinson,		
APOLOGIES:	Brenn Hislop, Pascale Audy, Alison Hilton		

Kaya. Ngalak djoorabiny noonook djinanginy nidja.
Ngalak dandjoo-koorl nidja kwobidak kaadadjiny-miya-p Beeliar Wadjak Noongar boodja-k. Ngalak kaadatj Noongar Birdiya wer moort koora koora, yeyi wer boordakan.
Winterfold Kaadadjiny-Miya-p baal yengkalang kwobidak boorn wer djerup wer moorditj moort.

Translation -
Hello. We are happy to see you here.
We come together at this beautiful school on Beeliar Wadjak Noongar country.
We acknowledge Noongar Elders and families from long ago, today and into the future.
Winterfold Primary School is surrounded by beautiful trees and birds and is supported by strong families.

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.	Welcome Apologies Acceptance of previous minutes	Chair	Minutes of the previous meeting signed and dated as accepted and confirmed by the Chairperson Accepted MP seconded KB. All agreed	
2.	Business arising from previous minutes	Chair	Uniforms – in Principal Report	
3.	Principal Report	Kim Calabrese	See below	



Relationships and Partnerships	Role for Board
<p>Feedback on transition and start to the year.</p> <p>What is working well and how can we improve further? Transition session with stds, passports, social stories. Amy said went smoothly, liked the Friday before 1st day of school for drop off. Positive feedback the Board have received on transition. More? - not at this stage.</p>	<p>Feedback</p>
<p>Board outside Health Room – students are sharing updates and currently teacher profiles. Leaders setting this up each day with community messages. Parents will communicate this with the parents in their group. Blurb in newsletter</p>	<p>inform</p>
<p><u>New Board Members</u> We will be needing new Board members for 2026. Feedback from the last process was that families would have liked to have a bio about each nomination before voting. My suggested process</p> <ul style="list-style-type: none"> - School Board Chair – shares communication about the role of the School Board with community. - Expression of Interest called for nominations for School Board members. - Nominations are sent a template to complete outlining key strengths, reasons to be on the School Board and their contributions to the role. - If more than one vote, then we can run a process with online voting. - Timeline for this process <p style="padding-left: 40px;">Term 2 Week 1 - Board Chair Communication calling for nominations Term 2 Week 3 - Nominations close. Term 2 Week 3 –Nominations are sent a template for strengths. Term 2 Week 4 – Voting 2 weeks Term 2 Week 6 – New Board Members selected.</p> <p>Board members agreed on above process for nomination for Board Members. Open School Board meeting – discussion on when to have Open Board members decided to be Term Four</p>	<p>Action James will send out information in newsletter “watch this space” for new Board member before the end of term.</p>
<p><u>Uniform Update-</u></p> <ul style="list-style-type: none"> - Information sent to community about updates in changes. To reduce challenges with transition school has made a bulk purchase order to ensure there is enough stock. This means the school will need to run the uniform shop for a short period of time. This will be communicated with the P&C. 	<p>inform</p>



<ul style="list-style-type: none"> - Example of uniform will be shared with community once we have them in stock. - Example of tops and track pants available to see tonight. 	
<p><u>Before School Clubs</u></p> <ul style="list-style-type: none"> - Interest in parents wanting before school groups and associated challenges with potential impacts on service providers. Any concerns with this are to be directed to our service provider. 	feedback
<p>ANZAC service – All Board member’s welcome.</p>	
<p>Learning Environment</p>	
<p><u>Classroom Fit out</u> Over the holidays 6 classrooms have been fitted out with new carpentry. The plan is to continue this in Yellow Block later in the year. Admin fit out.</p>	Inform feedback
<p>Toilet block refurb is being finalised and works should start soon. The same with a school fence. We are hopeful that it will happen before winter kicks in. We continue to have intruders sleeping in our alcoves.</p>	inform
<p>Leadership</p>	
<p>End of last year Keely Wrathall presented in Canberra at Narragunnawali Conference.</p>	inform
<p>Kylie working 0.8FTE. Will run a process for Term 2 0.2FTE</p> <p>ECE – vision – Revamp the ECE, possible playgroup or early transition sessions for new families</p>	feedback
<p>Use of Resources – Leanne Cross (Manager Corporate Services)</p>	
<p>Leanne Cross can share our finances. We are travelling well.</p>	
<p>Teaching Quality – Leanne Hill (Deputy Principal)</p>	
<p><u>Visit from Centre for Excellence</u> This term we have been assessed for becoming a Centre School. This attracts an extra 25k and four schools from across the state to mentor. Provides leadership opportunities for staff, professional learning development. Waiting to hear back.</p>	inform

<p><u>Maths workshop</u> – Tiff and Carmela Great opportunity to share with community what maths looks like in our classrooms. If we have positive turn out and feedback we will continue these workshops.</p>	<p>feedback</p>
<p>Shaping Minds cohort two are planned for this year.</p>	
<p>Student Achievement and Progress</p>	
<p>Lea H discussed NAPLAN for 2026 completed. We will use the data to shape future - remedial and extension support.</p> <p>On Entry to go home with information on how to support at home.</p>	
<p>Full day close x 2. - Monday 18 May 2026 - Monday 2 November 2026</p> <p>Students welcome to conference with parents to discuss one writing sample and one number strand assessment. The purpose will be to share where the child is at and how the parent and teacher are going to support continuous improvement. James suggested giving families questions on what to discuss with teachers on what this looks like at the interview. Kim suggested a template for teachers. Online booking system will be available.</p>	<p>Survey to parents after the event to see how it went.</p>
<p>Is there an opportunity to have an after school or early evening Board meeting?</p> <p>The general consensus for our Term Two meeting time is 5:00pm. We will meet at this new time, and after the meeting we will check in with members to see how well it suits everyone.</p> <p>Kim Calabrese PRINCIPAL</p>	<p>Send out information to all Board Members with minutes advising members not here to let them know.</p>

<p>4.</p>	<p>Finance Report</p>	<p>Leanne Cross</p>	<p>Voluntary Contributions Received payments for Vol Cons and P&C. We have set up Qkr and this is an easy way for families to pay for Vol Cons, P&C and Excursions. Collection Rates – K = 43% PP = 50% 1 – 6 = 45%</p>	
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			<p>Budgets and Planning Spending has started for our budget.</p> <p>2026 Budgets Cash Budget has been approved by the Finance Committee, to be ratified by School Board.</p> <p>Student Centred Funding (SCF) Student Numbers @ Census in February = 314</p> <p>2026 Cash Budget to be ratified by School Board</p> <p>2026 Funding Agreement to be noted and signed by Principal and Board Chair.</p> <p>Accepted JP seconded KB All agreed</p>	
5.	General Business	Chair	Nil	

NEXT MEETING:	Term Two Tuesday 9 June @ 5pm	MEETING CLOSED:	8.10pm	SIGNED:	<i>James Pengelly</i>	24 March 2026
					CHAIRPERSON	DATE

Actions	Item	Due by
School Board Nominations	3	Term Two

