



Open Board Meeting Minutes Winterfold Primary School

DATE:	9 September 2025	CHAIR PERSON:	Board Chair: James Pengelly
TIME:	7.00pm	MINUTE SECRETARY:	Manager Corporate Services (MCS): Leanne Cross
ATTENDEES:	Aylah Phipps, Amy Douglas, Alison Hilton, Mel Pember; Kim Calabrese, Kylie Bonser, James Pengelley, Danielle Doherty, Pascale Audy, Julia Calvert, Brenn Hislop		
APOLOGIES:	Leanne Hill,		
<p>Read by Ayla Phipps Kaya. Ngalak djoorabiny noonook djinanginy nidja. Ngalak dandjoo-koorl nidja kwobiak kaadadjiny-miya-p Beeljar Wadjak Noongar boodja-k. Ngalak kaadatj Noongar Birdiya wer moort koora, yeyi wer boordakan. Winterfold Kaadadjiny-Miya-p baal yengkalang kwobidak boorn wer djerup wer moorditj moort.</p> <p>Translation - Hello. We are happy to see you here. We come together at this beautiful school on Beeljar 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.</p>			

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.	<p>Welcome Apologies Acceptance of previous minutes</p>	<p>Chair</p>	<p>Minutes of the previous meeting signed and dated as accepted and confirmed by the Chairperson</p> <p>Accepted DD seconded AH All agreed</p>	



2.	Business arising from previous minutes	Chair	<p>Uniforms – discussion on uniforms. Leanne showed some examples of uniforms and tops.</p> <p>Discussion – maroon, with black panel with white piping on the side and white logo. Look at black trim on neck also.</p> <p>Black shorts - unisex, shorts can be bought from anywhere.</p> <p>No more dresses. No more skorts.</p> <p>Trackpants Cotton samples</p> <p>Discussion that the Board would like to go with Cotton only for tops, this can create issues with longevity for tops. Board agreed and are happy to keep with cotton.</p> <p>Jacket – where the grey is will be black.</p> <p>Faction hats reversible – bucket hats.</p> <p>Uniform change will be over 2 year timeframe.</p>	<p>Leanne C to get samples of these and share with the Board at next meeting</p> <p>Leanne to get samples of black tracksuit pants.</p>
3.	Principal Report	Kim Calabrese	See below	

Relationships and Partnerships		Role for Board
<p><u>School uniform</u></p> <p>Suppliers are flexible in the design of the polo tops. If we pick a standard design, it is cheaper but custom designs are available on request. Iron on logo – Winterfold Primary School logos should not be available to be placed on any top. With a review of the school uniform we will need to provide alternatives for students with particular sensory needs. This should be negotiated with the school. See above notes.</p>	Feedback	
<p><u>Communication</u></p> <p>I am open to finding ways to enhance our communication with community.</p> <p>Current communication consists of: Compass, Connect, Text, Calls, in person, Annual Report, Business Plan, Guidelines on website.</p> <p>Discussion on printing a hard copy of term planner.</p> <p>Introduce Compass login for Term One Day One 2026.</p>	Feedback	
<p><u>Staff Development Days</u></p> <p>Attached is the proposed Staff Development Days for 2026.</p> <p>Term 1 Monday 2 February</p>	Approval needed	



<p>Term 1 Tuesday 3 February Term 2 Monday 20 April Term 3 Monday 20 July Term 4 Monday 12 October Term 4 18 December</p> <p>Accepted JP seconded KB All agreed</p>	
<p><u>Voluntary Contributions and Fees</u> Attached is the proposed Voluntary contributions and fees for 2026. Discussion on incentives to pay Voluntary Contributions, will look at this for next year.</p> <p>Accepted JP seconded JC All agreed</p>	<p>Approval needed</p>
<p><u>Half Day closure</u> I would like to reintroduce the half day interview meetings with parents about student progress. Will include academic and social and emotional. With the change in reporting I would like your thoughts on a half day close for meetings with parents. Kim discussed her reasons behind this. Discussion on extra time that would create for staff, Staff feel that it would work well for staff to be able to give feedback to parents/guardians. Kim discussed how it may look like – 2 work samples (Literacy and Numeracy). Discussion about offering online and in person.</p>	<p>Feedback</p>
<p>Learning Environment</p>	
<p><u>Library Refurb</u> Re-opening with Simone McGurk. The new library is transformed to look so inviting and welcoming. We are going to have the library open every break time and assign Education Assistants to facilitate games with students. Having multiple EAs in the space will ensure that students are supported with structured games (a support strategy for our neurodiverse students). Library formal opening is scheduled for 17 October 2025.</p>	<p>Inform</p>
<p><u>Upgrade</u> 300K upgrade from department through government funding. We are planning to use this money to upgrade our toilets across the school. We have been reporting the toilet block situation for many years and it is great to have some monies to go towards school improvement. Kim discussed money to go towards a fence and how this will look.</p>	<p>Inform</p>
<p><u>WAPBS SOAR</u> Continuing with WAPBS roll out. It was great to see this in action during the carnival with students demonstrating Good Sports Code. The program will continue to build over time as we explicitly teach students expected behaviours aligned to the values of Safety, Optimism, Achievement and Respect.</p>	<p>Inform</p>
<p><u>Unwanted visitors</u></p>	<p>Inform</p>



<p>Dogs on site continues to be a problem with some members of community coming on school site during the day thinking that the ovals are community ovals. This is not the case; the ovals are department of education ovals. We will continue to put notices in the newsletter and anyone on site with a dog will be asked to leave. We also continue to have vandalism and unwanted visitors over the weekends. People using our spaces inappropriately. We continue to report this.</p>	
<p>Teacher Quality</p>	
<p>Recruitment process underway. WPS has a number of fixed term teachers and we follow a merit select process. Will be some changes in teachers.</p>	<p>Inform</p>
<p>Continue with professional learning around a range of areas in connection to our Business Plan objectives. Eg a selection of staff are completing Shaping Minds a pl on pedagogy.</p>	<p>Inform</p>
<p>Use of Resources</p>	
<p>Finances are in good order. Leanne to share overview, information below in Finance report</p>	<p>inform</p>
<p>Library fit out complete. Grand opening Friday 17 October 2026 at 9.00am. All Board members cordially invited</p>	<p>inform</p>
<p>We are working towards refitting our classrooms to create improved learning environments. We are hoping to start over the Christmas break if not before.</p>	<p>inform</p>
<p>Class structures for 2026 underway. Will definitely be split classes. Still working out numbers and where splits will be.</p>	
<p>Class Placement guidelines on our website.</p>	
<p>Leadership</p>	
<p>Principal Performance Review in Term 4 for Kim. Department process every three years.</p>	<p>Inform</p>
<p>Good opportunity to reflect on my leadership, celebrate successes and set goals for continuous improvement.</p>	
<p>Public School Review completed earlier in the term. Please see attached PSR results.</p>	<p>Inform</p>
<p>Outstanding results for Winterfold PS with a 5-year return date. This is a credit to all our staff, students and community.</p>	<p>Feedback</p>
<p>Student leadership is strong at Winterfold PS. Opportunities for students to lead without a badge.</p>	<p>inform</p>
<p>Student Leaders and Faction Captains went on excursion to develop leadership skills. We are running 2026 process early in term 4 to allow time for mentoring.</p>	
<p>Staff are embracing leadership opportunities within system.</p>	<p><u>inform</u></p>
<p>Student Achievement and Progress</p>	
<p>NAPLAN results are outstanding!</p>	<p>inform</p>
<p>Outperforming many schools across network, state.</p>	



Comparative Performance Summary		Year 3			Year 5		
		2023	2024	2025	2023	2024	2025
Numeracy	-0.2	0.8	1.3	-0.3	0.6	-0.2	
Reading	-0.4	1.6	1.8	1.3	1.7	2.1	
Writing	-0.9	1.0	0.8	-0.3	0.0	0.1	
Spelling	1.5	0.3	0.4	0.2	0.6	1.6	
Grammar & Punctuation	1.5	0.9	1.0	0.1	0.7	0.9	

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Above Expected - more than one standard deviation above the predicted school mean

Expected - within one standard deviation of the predicted school mean

Below Expected - more than one standard deviation below the predicted school mean

If blank, then no data available or number of students is less than 6

Data to be interpreted during Board Meeting.
 Reading is a strength across Year 3 and Year 5.
 Grammar and Punctuation is close to being a green in both Year 3 and Year 5.

Areas of focus
 Year 5 Writing – Online testing ?? Could this be a contributing factor? We are exploring the possibilities.
 Year 5 Numeracy – This will be a focus next year.
Kim Calabrese
PRINCIPAL

		inform
4. Finance Report	<p>Leanne Cross</p> <p>Voluntary Contributions Collection Rates – K = 60% PP = 73% 1 – 6 = 61%</p> <p>Budgets and Planning Spending is continuing well with the Cost Centre Budgets. Budgets will close at the end term three. Currently looking towards 2026 and will be sending out budget submissions to Cost Centre Managers. Budgets will</p>	



		<p>be aligned with Operational Planning, staff will be given time to complete the Operational Plans in Term 4.</p> <p>Student Centred Funding (SCF) Currently working in Preliminary Planning on SCF with our projected 2026 numbers.</p> <p>Voluntary Contributions and Charges 2026 Once approved by the Board these will be sent to families as per Dept policy – at least 2 months before the start of school.</p> <p>Booklists – We are now going through Campion as we have been with Winc for many years and after doing comparison and presenting to Finance Committee Campion came out cheaper. As per Dept policy the Selection Process is to be undertaken at least every 2 years, therefore we will relook at this at the end of 2027</p>	
Actions		Item Due by	
Uniforms		Cash Report	Relook at Term 3 meeting - ongoing

NEXT MEETING:	Term Four Tuesday 2025	MEETING CLOSED:	7.30pm	SIGNED:	<i>James Pengallegys</i>	9 September 2025
CHAIRPERSON					DATE	

