Noranda Primary School Ordinary Board Meeting Minutes

Date: 13 May 2026	Time/Venue 5.30pm, Noranda Primary School
Attendees Kerry Fullarton Kelly Maher Kalli Mills Kate Armstrong Nicette Cohen Sally Palmer Ahmed Siddique Patrick O'Callaghan Melissa Wroe Matthew Deaves	**Apologies** N/A

Meeting Commenced: 5:30pm

Agenda Items

1.1 Welcome and apologies

Kelly welcomed attendees to the meeting and noted no apologies

1.1 Declarations of Conflicts of Interest

Nil

2.0 Minutes of Previous Meeting

That the minutes of the March 18 meeting are true and correct.

Moved: Kate Armstrong

Second: Nicette Cohen

2.1 Kristy to send the Working with the Community document to board members

Kerry unable to locate updated document

2.2 Kelly to ask P&C for Square

Completed 18 March

2.3 Kristy to email Annual Report to board members for endorsement by end of term

Completed 31 March

2.4 Kerry to release Family Survey and gather staff feedback on reporting to Parents Interview Day.

Completed 30 April

2.5 Kalli will write ClassDojo summary for 18 March meeting

Completed 19 March

3.0 Regular Agenda items

3.1 Correspondence

Email received from Matthew Deaves prior to the 18 March 2026 Board meeting regarding correspondence previously minuted for Board attention.

As Matthew was an apology for the 18 March meeting, the matter was deferred and agended as Item 4.5 at the current Board meeting.

4.0 New Business

4.1 Principal process

The Board was advised that the principal appointment process has commenced.
The process will include the application stage, shortlisting stage and interview stage. The Board Chair is included as a member of the selection panel.

It was noted that the school will not be formally informed of the outcome until Kerry has been notified by the Department of Education.

Action: Kerry to advise Board of outcome once it is known

4.2 Angkor Project Sub-committee Update

The Angkor Project Sub-committee acknowledged the success of the Bangers and Beats event and thanked those involved in its organisation. It was noted that the event's community reach exceeded expectations and that the final fundraising total increased to $3,312, up from the initial figure of $3,200.

The sub-committee also discussed a potential future fundraising project involving a mural in the undercover area. The proposed concept includes a tree design with approximately 180 engraved leaves, with family names included on each leaf. Funds raised through this project would go towards the Angkor Project.

Action: Angkor Project Sub-committee to discuss the proposed mural project with staff at an upcoming staff meeting.

4.3 Feedback on Reporting to Parents Day

The Board discussed feedback received regarding Reporting to Parents Day. A total of 38 responses were received from the school community, with mixed feedback overall, though the majority was positive. It was noted that families appreciated the opportunity to meet with teachers in a format that felt less rushed and allowed for more meaningful discussion.

The Board discussed the positives and negatives of the day, including the timing of the event. It was noted that the Department of Education is still actively developing guidelines in this area, which may impact the timing and structure of Reporting to Parents Day in future years.

The Board noted that holding the day in Term 2 may be more valuable in future, as it would allow more time for teachers to build a stronger picture of student progress before meeting with parents. The Board also discussed arrangements made for classes where teachers were on long service leave, including alternative options provided for impacted families.

Action: Kerry to inform the Board of any school planning changes regarding Reporting to Parents Day in future years.

4.4 Student Data

The Board was provided with an update on student data, including On-entry Assessment and preliminary NAPLAN results.

On-entry Assessment data for pre-primary students was discussed confidentially. This assessment is mandated by the Department of Education and is conducted one-to-one with each child. Testing is conducted in pre-primary as a mandated assessment, with Year 1 testing completed as an optional measure to track student progress over time. It was noted that this process is working well and providing useful information about student development.

The Board was also provided with preliminary NAPLAN data, noting that writing data was not yet available.

Preliminary NAPLAN data indicated that Year 3 results are generally tracking within the strong proficiency level when considered against whole-school data. Year 5 results are also positive, with many students sitting across the strong and exceeding proficiency levels.

The data is measured year by year and analysed against previous NAPLAN and On-entry Assessment data. The results reflect positively on changes to school initiatives and indicate that these approaches are having a positive impact.

The Board was also advised that Year 6 students participated in the optional NAPLAN assessments for Civics and Citizenship, Science and ICT literacy.

Action: School leadership to inform the Board of final NAPLAN student data once it becomes available.

4.5 Review of Terms of Reference

The Board discussed the need to review the current Terms of Reference, which were last endorsed in 2023.

It was noted that the Terms of Reference should be checked against the wording of relevant legislation, including requirements around how legal proceedings are recorded in the minutes. The Board discussed the need for future meeting records to clearly state whether a meeting is ordinary or public, and whether the meeting is open or closed.

It was also noted that attendance and quorum requirements should be clearly recorded, including where only 60% of members are present. The Board discussed the importance of recording votes on Board decisions to ensure clear and accurate meeting records.

Action: Kerry to send the current Terms of Reference to Board members for review.

5.0 Scheduled Business

5.1 Annual Report 2025

It was noted that endorsement of the 2025 Annual Report was completed via email.

All Board members confirmed their endorsement of the Annual Report prior to its release.

5.2 P&C Update

The Board was provided with a brief P&C update where recent and upcoming P&C activities were discussed, including Walk to School, the Mother's Day photo opportunity, the coffee van at assembly, the upcoming sausage roll day and the Roller Drome event.

Sally Palmer requested that relevant dates for upcoming P&C events be provided to support communication and planning.

Action: Kelly to send the relevant Instagram links to Sally Palmer.

5.3 Board Member Training

In person training being offered by the Network on 4th June. Kelly, Kalli and Sally expressed interest.

Melissa Wroe and Matt Deaves to complete mandatory training. The Board discussed the process for Board members accessing the training, including possible technical barriers when completing training away from a Department of Education site.
It was noted that the training may need to be completed at, or through, a primary school site due to access requirements connected to the Department of Education portal.

Action: Kerry to confirm the number of Board members attending the in-person training to the Network organisers.

Action: Melissa Wroe and Matthew Deaves to complete the mandatory Board training.

6.0 Upcoming Agenda Items

6.1 Review Terms of Reference

7.0 Closing

Next meeting: 17th June 2026 at 5.30pm

7.2 Board Reflections

Action: Matthew Deaves to write ClassDojo summary of this meeting.

7.3 Meeting Close 6:18pm

Summary of Actions

Date	Action	Due
13/5/2026	Principal process – Kerry to advise Board of outcome once it is known	When able
"	Angkor Project - Angkor Project Sub-committee to discuss the proposed mural project with staff at an upcoming staff meeting.	20 May
"	Reporting to Parents Day - Kerry to inform the Board of any school planning changes regarding Reporting to Parents Day in future years.	When available
"	Student Data - School leadership to inform the Board of final NAPLAN student data once it becomes available.	When available
"	Kerry to send the current Terms of Reference to Board members for review.	By next meeting
"	P & C Update - Kelly to send the relevant Instagram links to Sally Palmer.	ASAP

"	Kerry to confirm the number of Board members attending the in-person training once members have advised their availability.	ASAP
"	Melissa Wroe and Matthew Deaves to complete the required Board training.	On-Going
"	Matthew Deaves to write ClassDojo summary of this meeting.	By next meeting

Chairperson: Kelly Maher Signed: Date: 17/6/26