Noranda Primary School Board Meeting Minutes

Date: 18 March 2026	Time/Venue 5.30pm, Noranda Primary School
Attendees Kristy Harrison Kelly Maher Kalli Mills Kate Armstrong Nicette Cohen Sally Palmer Ahmed Siddique Patrick O'Callaghan Melissa Wroe Ana Johnson (Guest) Laura Vowles (Guest)	**Apologies** Matthew Deaves

Meeting Commenced: 5:33pm

Agenda Items

1.0 **Welcome and apologies**

Kelly welcomed attendees to the meeting and noted Matthew Deaves as an apology.

1.1 Declarations of Conflicts of Interest

Nil

2.0 Minutes of Previous Meeting

That the minutes of the November meeting are true and correct.

Moved: Nicette Cohen

Second: Kate Armstrong

2.1 Kristy to update CAB with Board Chair and Secretary roles

Kristy has updated and shared this information to those who need it within the school community

2.2 Kristy to order School Board badges for Matthew and Melissa

Badges arrived and Kirsty handed hers to Melissa, will give to Matthew when next available

2.3 Kelly to see if the platform can add a sausage sizzle purchase in addition to the ticket

Kelly Provided an update on this, and you can now purchase tickets with a sausage sizzle being added on.

2.4 Kristy to send Kelly a high-resolution logo for website

Kristy has sent this and it has been added to the website

2.5 Nicette to contact IGA seeking donations of sauces, drinks etc

Nicette has contacted IGA and received items.

2.6 Kelly to finalise online platform and share link for Kristy to Dojo to families

2.7 Kristy to share Angkor / Bangers & Beats at the upcoming assembly on February 27th

Kristy Shared information at previous assembly

2.8 Sally to sign Code of Conduct at next meeting

Signed by Sally

2.9 Kristy to update and circulate Board Chair Report

2.10 Kate to write the ClassDojo summary of this meeting

Kate wrote the summary and was posted by Kristy on 20th Feb

3.0 Regular Agenda items

3.1 Correspondence

1. Correspondence

- Board Chair and Principal Meeting – Meeting on Thursday 12/3/2026

- Board Chair and Principal emails - various organising Angkor event

Although the official meeting was held on 12 March, there has been ongoing, almost daily correspondence between Kristy and Kelly regarding planning for the Bangers and Beats event; there were also delays relating to permit requirements, as the school is required to obtain approval from the City of Bayswater, which has now been finalised with approval granted on the afternoon of 18 March; the permit has been made open-ended to cover all potential items the school may sell over the course of the year, and Kristy also raised the matter of permits at the Morley Schools Network meeting, where it was noted that only one other school (outside the City of Bayswater) was obtaining a similar permit.

- Email from M. Deaves to Board Chair

Email received from Matthew Daves with an apology for today; this item has been deferred to the next meeting.

4.0 New Business

4.1 Financial update for 2026

Guest: Ana Jonson

Minimum Expenditure Requirement (2026) - In 2026, we will meet the minimum expenditure requirement set by the Department of Education.

- Required to spend: **$4,556,295**
- Planned to spend: **$4,941,898**
- We will exceed the requirement by **$385,603**

Preliminary Student-Centred Funding (2026) - This report outlines the enrolment numbers and the expected funding for 2026. Total expected funding for 2026: **$4,553,089.76**

2026 One-Line Budget Overview, Preliminary Cash and Salaries **Plans**
Total projected revenue: **$5,347,083**
Total salary and cash expenses: **$4,957,998**

Which leaves Carry-forward funds during 2026:
Cash: **$68,100**
Salary: **$320,984**

4.2 Instructional Coaching at Noranda PS

Guest: Laura Vowles

Refer to Board Meeting Instructional Coaching Initiative Review V2 PowerPoint

Laura presented a QR code survey to gather board members' familiarity with the instructional coaching model implemented at Noranda Primary School. Laura explained that the model commenced in 2024 as an outcome of the Centre for Excellence Literacy Program and is endorsed by the SSTUWA. Laura outlined instructional coaching as a framework that encourages regular observation and feedback cycles, a focus on excellence in teaching practice, daily review of cognitive load and lesson planning, and the use of coaching as an ongoing mechanism for improvement. Laura further explained that the model centres on one-on-one teacher coaching (as outlined in the PowerPoint), with the aim of improving teacher quality and instructional practice while supporting stronger student outcomes through collaboration. Laura described the reflection cycle underpinning the model, including reflecting on practice (with the use of video), identifying areas for improvement, developing and implementing targeted strategies, observing others to refine practice, and reviewing goals as part of a continuous cycle. Laura also highlighted supporting structures such as high-impact teaching strategies, checklists, reflection goals, and data collection methods to track progress. Discussion included considerations around defining clear coaching goals, the limited correlation between class size and participation, the potential use of anonymous surveys to gather feedback, and the possibility of extending coaching support to Education Assistants (EAs), noting potential challenges around time, complexity, and funding.

4.3 Angkor fundraising sub-committee update and event

Discussion centred on finalising the venue and operational model for Bangers and Beats, with the event now moved to the undercover area due to weather considerations, ticketing logistics, and improved sound control. This change was communicated to the community via Dojo on the 18th of March by Kristy. Loaded Donuts have not been able to secure a permit due to being classified as high risk, so the school will be on-selling donuts on their behalf in conjunction with 8 Ball. Loaded will still attend, with the school now pre-purchasing stock; however, no costs have been discussed at this stage. Approximately 170 tickets have been sold. Assembly and pack-up arrangements were discussed. Roles were allocated across the event. St George's students will assist where possible, and the board was asked to bring an esky ready for Friday morning to support the event.

Action: Kali to ask P+C for Square

4.4 Working with your community

The Working with the Community policy was noted for review; however, discussion was deferred to the next meeting. The document will be circulated by Kristy in preparation for this.

Action: Kristy to send the Working with the Community document to board members.

5.0 Scheduled Business

5.1 Annual Report 2025

The 2025 Annual Report is due at the end of Term 1 and is currently in draft form. It is expected to be finalised prior to the end of term, with the document approximately 25–30 pages in length and undergoing detailed refinement. As the next meeting is scheduled for next term, the report will need to be endorsed by the Board via email once finalised.

Action: Kristy to email the Annual Report to board members for endorsement by the end of term.

5.2 P & C Update

Kristy provided an update on upcoming P&C initiatives. An Easter egg guessing competition will be held in Week 9 as a fundraising activity, run by the Faction Captains. The P&C is also organising an Easter event within the ECE to help build its profile in the early childhood area. Planning for the Faction Carnival is underway, with Subway notes currently being prepared and set to be distributed ahead of the event in Week 2 next term. On the day of the carnival, the P&C will coordinate food trucks and coffee, with an ice cream van also available following the event.

6.0 Upcoming Agenda Items

6.1 On Entry student data

On-Entry reading/writing/numeracy Data from PP and Year 1 students will be analysed

Action: Kristy to present data at next board meeting

6.2 Feedback from Reporting to Parent Meetings

Report to Parents Day 1st April feedback from community surveys and staff input to be discussed

Action: Kristy to release Survey and gather staff feedback on reporting to parent day

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7.0 Closing

7.1 Next Meeting: Wednesday 6th May 2026 at 5.30pm

7.2 Board Reflections

Action: Kali will write the ClassDojo summary of this meeting.

7.3 Meeting Closed 6.55pm.

Summary of Actions

Date	Action	Due
18/2/2026	Kristy to send the Working with the Community document to board members.	ASAP
	Kelly to ask P+C for Square	ASAP
	Kristy to email the Annual Report to board members for endorsement by the end of term.	3/4/2026
	Kristy to release Survey and gather staff feedback on reporting to parent day.	1/5/2026
	Kali will write the ClassDojo summary of this meeting.	ASAP

Chairperson: Kelly Maher Signed: [signature] Date: 13/5/26