



Noranda Primary School Board Meeting Minutes

Our school community supports, challenges and inspires each other to personal excellence.

Date: 2nd September 2026	Time/Venue 5.30pm, Noranda Primary School
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Agenda Items	Who	Board Role
1.0 Welcome and apologies <u>Attendees:</u> Amanda McCormack Principal Kelly Maher Board Chair Patrick O'Callaghan Secretary/Staff Representative Nicette Cohen Staff Representative Kalli Mills Parent Representative Kate Armstrong Parent Representative Matthew Deaves Parent Representative Ahmed Siddique Community Member <u>Apologies:</u> Melissa Wroe Parent Representative Sally Palmer Community Member <u>Meeting commenced: 5:32pm</u>	K. Maher	Inform
1.1 Declarations of Conflicts of Interest No conflicts of interest were declared.	K. Maher	Inform
2.0 Minutes of Previous Meeting That the minutes of the 5 August 2026 meeting are a true and accurate record. Moved: Kate Armstrong Seconded: Nicette Cohen	K. Maher	Make
2.1 Actions of Previous Meeting Actions arising from the previous meeting were reviewed.	K. Maher	Inform
2.2 Angkor Project Discussion was deferred to Item 5.2 - Angkor Sub Committee Update.	K. Maher	Inform
2.3 Community Representative - Morley Rotary Club Grant A meeting regarding the ongoing relationship between Noranda Primary School and Morley Rotary, including the proposed further three years of grant support, is scheduled for Monday, 7 September at 1.00pm.	A. Siddique & A. McCormack	Inform
2.4 Board Structure / Timing The Board will wait until the upcoming Board Chair and Principal training has been completed before progressing nominations. The agreed nomination timeline is recorded under Item 4.3.	A. McCormack & K. Maher	Inform

2.5 Booklists for 2027 Booklists were addressed under Item 4.4 - Finances 2027.	A. McCormack	Inform																						
2.6 School Communication Compass includes a language translation function. However, attached documents cannot be translated automatically. Where appropriate, important information contained in an attachment should also be included in the body of the Compass post so families can access a translated version.	A. McCormack	Inform / Understand																						
2.7 Board Summary The Board Summary from the 5 August meeting was posted to Compass on 7 August, rather than ClassDojo. The post had been read by 249 people. Amanda advised that Compass allows Administration to identify which families have and have not viewed a post.	K. Maher	Inform																						
3.0 Regular Agenda Items																								
3.1 Correspondence The Board Chair and Principal held an agenda meeting on 27 August 2026 to prepare for the current Board meeting and discuss upcoming priorities.	K. Maher	Inform / Understand																						
4.0 New Business																								
4.1 Staffing Update The Board noted the following leadership and staffing arrangements for Term 4: - Principal Amanda McCormack will be on Long Service Leave until Week 4. Kerry Fullarton will serve as Acting Principal during this period and will subsequently take two weeks of leave upon Amanda's return. - Laura Vowles will serve as Acting Deputy Principal for the first six weeks of the term (Weeks 1–6). - Mikayla Foote will provide classroom relief throughout Term 4, covering Miss Vowles's class for Weeks 1–6, followed by Mrs. Zarina Sally's class for Weeks 7–10 while Mrs. Sally is on Long Service Leave.	A. McCormack	Inform																						
4.2 Staff Development Days 2027 <table><tr><td>Term 1</td><td></td></tr><tr><td>January</td><td>28</td></tr><tr><td></td><td>29</td></tr><tr><td>Term 2</td><td></td></tr><tr><td>April</td><td>27</td></tr><tr><td>June</td><td>4</td></tr><tr><td>Term 3</td><td></td></tr><tr><td>July</td><td>19</td></tr><tr><td>Term 4</td><td></td></tr><tr><td>October</td><td>11</td></tr><tr><td>December</td><td>17</td></tr></table> The proposed Staff Development Days for 2027 The first day of each term is an SSD, with an additional SSD in Term 2, along with the final day of the school year. These days are in addition to the existing parent interview arrangements.	Term 1		January	28		29	Term 2		April	27	June	4	Term 3		July	19	Term 4		October	11	December	17	A. McCormack	Make / Inform
Term 1																								
January	28																							
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December	17																							

4.3 Board Nominations Timeline Kelly Maher and Amanda McCormack are scheduled to attend Board Chair and Principal training on 14 September. The Board discussed whether nominations would be better conducted in Term 1 so incoming Kindergarten families could participate. However, five current positions expire in January and delaying nominations would also delay the first Board meeting of 2027. Decision & Process: • Official nominations will be released electronically in Wk 7, Term 4. • A Compass post will be used to reach new and incoming families. • Nomination forms to be returned by the beginning of Wk 8, with the process finalised by Wk 10. A Compass notification regarding the Annual Public Meeting will be distributed 14 days before the meeting on <u>4th November 2026</u> (as per the Terms of Reference). The Annual Public Meeting remains scheduled for Wednesday, 18th November 2026.	A. McCormack & K. Maher	Inform / Understand								
4.4 Finances 2027 Booklists: Ana Johnson (MCS) has worked through the 2027 booklist costings with Campion. Each year level's booklist is expected to be approximately \$15 - \$40 cheaper than the equivalent 2026 booklist. Ana and Amanda raised concerns regarding postage pricing and delivery guarantees following delays in 2026, but were unsuccessful in securing reduced postage pricing. Voluntary Contributions: The proposed contributions are \$60 for one child, \$100 for two children and \$140 for three or more children. Contributions are payable by 12 February. Families will also receive a list of anticipated additional charges for the year. Government Student Subsidy: Ahmed asked whether the subsidy can be used towards booklists or school contributions. Amanda can identify families who haven't claimed it. A Compass message was sent to the school community advising families needing assistance with claiming the payment - specifically those lacking standard 100-point identification or computer access - that they may schedule an appointment with Amanda for identity verification. Any remaining subsidy funds are directed to the school's P&C. Decision: <u>The 2027 fees and contributions were endorsed unanimously.</u>	A. McCormack	Make								
5.0 Scheduled Business										
5.1 P&C Update The P&C AGM was held on 5 August 2026. All office bearer roles were vacated. The Office bearers for 2026/2027 are: <table><tr><td>President:</td><td>Rosie Hatswell</td></tr><tr><td>Vice President:</td><td>Saori Matsuo</td></tr><tr><td>Treasurer:</td><td>Andrew Hobson</td></tr><tr><td>Secretary:</td><td>Ashley O'Neill</td></tr></table>	President:	Rosie Hatswell	Vice President:	Saori Matsuo	Treasurer:	Andrew Hobson	Secretary:	Ashley O'Neill	K. Maher	Inform / Understand
President:	Rosie Hatswell									
Vice President:	Saori Matsuo									
Treasurer:	Andrew Hobson									
Secretary:	Ashley O'Neill									

<u>Fundraising Update:</u> The Interschool Cross Country Bake Sale raised \$223, with an additional donation from the coffee van still to come. The Father's Day Raffle had raised \$827 as of 2 September, with more tickets being handed in daily. Upcoming events include Walk to School Day on 22 September, the Colour Run on 13 November and Christmas Market confirmed for the 4th of December. Student Christmas stall dates to be confirmed.		
5.2 Angkor Sub Committee Update Work is continuing the undercover-area art display supporting the Angkor Project. The tree component has been cut, although production issues occurred after part of the acrylic's protective plastic covering was left in place during cutting and fused to the material. The original plan was to cut the Angkor Project logo directly into the log/tree display. As this proved difficult and caused delays, a plaque has instead been produced explaining that each leaf purchased contributes to the Angkor Project. Further details regarding installation and completion are to come. Access to the undercover area will be required for installation.	K. Maher	Inform / Understand
6.0 Upcoming Agenda Items		
6.1 Review Terms of Reference Terms of Reference will be reviewed at a later date.	K. Maher	Inform
7.0 Closing		
7.1 Next meeting: <u>Wednesday, 18 November 2026</u>	K. Maher	Make / Inform
7.2 Board Reflections Kate Armstrong will prepare the Board Reflection from this meeting.	K. Maher	Make / Inform
7.3 Meeting Close 6:13pm	K. Maher	Inform

Action Register

Action	Responsible	Due / Status
Attend the meeting regarding the ongoing relationship between Noranda Primary School and Morley Rotary, including the proposed further three years of grant support.	A. Siddique & A. McCormack	7 September 2026, 1.00pm
Attend the Board Chair and Principal training workshop.	A. McCormack & K. Maher	14 September 2026
Release Board nominations electronically and notify new and incoming families through Compass.	A. McCormack & K. Maher	Week 7, Term 4
Receive Board nomination forms and finalise the 2027 Board membership process.	A. McCormack & K. Maher	Forms due start of Week 8; finalise by Week 10
Post the Annual Public Meeting notice on Compass.	A. McCormack	4 November 2026
Prepare and post the Board Reflection from this meeting.	K. Armstrong	Following the meeting