

Board Meeting Minutes

Date:	27/05/2026
Time:	3:00pm
Secretary:	Kenece Bonilla
Attendees:	Jasvinder (Jessy) Singh, Kristy Mularczyk (Principal), Christine Woodward (Teacher) Abhinithi Sundaramoorthy, Kenece Bonilla Cerna, Jason Coleman, Brad Stenton, Frank Robinson, Cheryl Sun
Apologies:	Angela Crane (Teacher), Shapnem Bhanu, Yasodhaa Ganesan, Scot Craig, Christopher Tan, P&C President
Invitees:	Jackie Adams, Rachel Bennion
Chairperson	Jasvinder (Jessy) Singh

Item	Discussion	Actions
1 Welcome (Chair)	<ul style="list-style-type: none"> The meeting was opened at 3pm, and a quorum was noted. Acknowledgement of country presented. 	
2 Review of Previous Minutes, business arising and endorsement (Chair)	<ul style="list-style-type: none"> Jessy noted acceptance of previous meeting minutes with no concerns raised. Apologies noted for members absent 	
3 Finance Update <ul style="list-style-type: none"> Funding Agreement Booklist supplier Uniform Concepts Car Park Development & Traffic Management (Jackie Adams)	<ul style="list-style-type: none"> The Funding Agreement was reviewed and signed by Board Chair. The Board discussed options for 2026 booklist providers, including Officeworks, West School Supplies, and Champion. It was noted that Officeworks had committed to meeting the required price point. Champion has been used for the past two years, with approximately 260 parents placing orders in 2026; however, parents were charged delivery fees. Feedback from parents indicated that while Officeworks offers lower pricing, the product range is more limited, resulting in some families still needing to purchase specific items through Champion. A motion was put forward and seconded to continue using Champion as the booklist provider. An update was provided on the uniform sizing; with confirmation that Uniform Concepts has been contacted regarding sizing requirements. Kristy provided an update on the transition from cash accounting to accrual accounting. She outlined the extensive tender process involved and advised that the change would provide improved alignment with Compass and Treasury reporting requirements. It was noted that a tender process will be required for OSH Club services for 2027. Jackie will coordinate the advertising of expressions of interest (EOI) and 	<ul style="list-style-type: none"> Kristy to sign Funding Agreement as well. Jackie will publicise EOI for OSH at end of Term 2.

		<p>commence negotiations following the submission process.</p> <ul style="list-style-type: none"> • A car park update was provided, with confirmation that the received quote came in under budget. It is hoped that the remaining funds will allow for covers to be installed over both the entry bike racks and the EC bike racks. 	
4	P&C Update (Lynn Viljoen)	<ul style="list-style-type: none"> • No updates in the absence of the P&C president. 	
5	NQS Verification Report (Rachel Bennion)	<ul style="list-style-type: none"> • Rachel walked the Board through the National Quality Standard Verification Report. • The school has elected to undertake the audit process as part of its commitment to self-reflection and continuous improvement. The NQS report highlighted several key strengths, including explicit teaching practices, hands-on learning activities, strong parent and community engagement, student wellbeing initiatives, emergency procedures and protective behaviours, collaborative and well-structured staffing arrangements, the Positive Behaviour Support (PBS) approach, a strong focus on self-regulation, and a clear business plan with defined priorities. • The report also identified several areas for further improvement, including developing a shared understanding of the educational program, increasing student agency and engagement, continuing to enhance play-based learning resources, strengthening collaboration with K–2 teams, further embedding EAL/D support and cultural responsiveness, and establishing a clearer Early Years vision. • Kenece asked how the school determines which improvement areas to prioritise. Kristy explained that the school adopts a whole-school collaborative approach, with priorities identified and reviewed through committees and broader staff consultation processes. 	<ul style="list-style-type: none"> • Leadership to develop a Quality Improvement Poan (QIP) that brings together all NQS findings, school principals and priorities.
6.	School Governance & School Update/Reviews <ul style="list-style-type: none"> • School Review • Aspiri Annual Report (Kristy Mularczyk)	<ul style="list-style-type: none"> • An update was provided regarding upcoming audits and reviews. The School Review is scheduled for Monday, 16 November. The review will assess whether the school is delivering against the commitments and objectives outlined in the Business Plan, including the effectiveness of Board operations and governance processes. • Kristy advised that she would like representatives from the P&C, the Board, and Indigenous communities to be invited to participate in the review process. 	

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		<ul style="list-style-type: none">It was noted that the Aspiri Annual Report is available on the school website.	
7.	Other Business	<ul style="list-style-type: none">Several Board Members raised concerns regarding issues receiving Connect notifications relating to finance documents.	<ul style="list-style-type: none">Jackie to investigate and help resolve the issue.
8.	Chair Items (Jasvinder Singh)	<ul style="list-style-type: none">The Board Chair closed the meeting by reminding members to provide agenda items prior to the next meeting to support adherence to the agreed ways of working. This approach is intended to ensure meetings remain focused on the published agenda, with discussion of items outside the agenda limited to matters requiring urgent attention.	
Meeting closed: 4:00pm			
Next meeting: Term 3 Wednesday 26th August 2026			

Jasvinder (Jessy) Singh

Board Chair

2/6/2026