

Board Meeting Minutes

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

Item	Discussion	Actions
1 Welcome (Chair)	- 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)	- Jessy noted acceptance of previous meeting minutes with no concerns raised. - Apologies noted for members absent	
3 Finance Update - Finance Update - Personal Items List (Jackie Adams)	- Jackie provided an update on the school's financial position, referencing the One Line Budget Summary and Cash Report. - No questions or objections were raised following the finance update. - The Board acknowledged reviewing the 2027 Personal Items Lists. - Jessy enquired whether a comparison had been undertaken with previous years. Jackie advised that costs for 2027 are expected to remain broadly consistent with the previous year, with only a slight difference identified. - Jackie advised that six expressions of interest had been received for OSH. Following consideration by the review panel, comprising two school staff and two school members, there was consensus to retain the current OSH. - Jackie advised that the school T-shirt may require minor changes as the supplier has advised that sourcing the striped sleeve material is becoming difficult. The Board discussed whether the current style should be retained with minor sleeve changes or whether the T-shirt should be changed. Kristy noted that changing the school uniform entirely could result in a significant increase in costs to families. The Board agreed that the supplier should provide a mock-up of the proposed T-shirt changes for review.	Jackie to request a mock-up from the uniform supplier showing the proposed T-shirt sleeve changes and present it to the Board for consideration.
4 P&C Update (Kristy Mularczyk)	- Kristy provided the P&C update on behalf of the P&C on current and planned projects and activities. - A \$32,000 allocation was discussed for a project outside the library area for Years 1 and 2. A further	

		\$68,000 project involving a hammock area and associated installation works was discussed, with the initiative intended to support neurodivergent children. Other playground initiatives, including monkey bars, were also discussed. • The school disco will proceed, although it will be held earlier than previously planned. • Father's Day activities will follow a similar approach to previous years. • The P&C identified ongoing challenges with volunteer participation. In some instances, people have nominated to assist but have not attended on the day. It was noted that teachers were required to assist with the previous year's disco due to a shortage of volunteers. • A dedicated Compass post for P&C recruitment was suggested, outlining the role, activities, time commitment and benefits of participating.	
5.	School Governance & School Update/Reviews • Review Reporting to Parents (School closure for interviews) • Term Planners and School Development Days for 2027 • School Review Board Reflection • Uniforms • OSH Tender Expression of Interest (Kristy Mularczyk)	• Kristy shared the outcomes from the Reporting to Parents interview sessions with the Board. • A total of 579 parents were seen in person, 57 were contacted by phone and 9 were engaged through alternative/mediated communication. • Booking numbers across year groups were reviewed. • The revised approach of initially offering a single day was considered more effective than the flexible two-week booking approach used previously. • Although the date had been included in the term planner and communicated through the newsletter, some families indicated that they were unaware of the date. The Board discussed the importance of reinforcing communication, particularly for new families. • Kenece suggested that signage and wayfinding on the day could be improved, particularly for families that had to meet with specialist teachers who were located at different parts of the school. • The Board supported continuing the Reporting to Parents format next year, with improvements to signage and communication. • The Board discussed whether children should attend as concerns were raised regarding child safety and children being left unsupervised on the playground. It was noted that playgrounds were closed and signage was provided, but some children were still observed unsupervised. • The educational benefits of children, particularly older students, participating in some interviews were also discussed. Three-way conferences could be considered on a case-by-case basis where appropriate. • It was noted that the presence of children can make it more difficult for teachers to discuss sensitive issues candidly with parents. • The Board discussed the need for clearer communication to families regarding children	

		attending and the availability of phone interviews as an option. • The term planner was discussed as the central scheduling tool for school events with the Board noting the weekly updates provided by Shilleen were a great addition. The Board suggested if it was possible for Shilleen to include a direct link to the planner. • The annual Board reflection and annual report were discussed, including the importance of communicating the Board's governance activities and outcomes to the wider school community. • The OSH tender process was discussed, including the work undertaken by Board members in reviewing submissions and complaints policies. • An OSH complaint raised by a parent was discussed. The concern related to an incident involving two children where the parent was reportedly directed to the school rather than the appropriate OSH management contact. • It was noted that OSH matters should be managed through the OSH provider in accordance with its complaints process. The Board discussed the respective responsibilities of the school and OSH provider, noting that the school is responsible for matters occurring during school hours, while the OSH provider's duty of care applies after school hours. It was also noted that further clarification may be required, as the matter may have involved advice provided by an inexperienced OSH staff member or an incident that occurred across both school and OSH hours. Kristy and the parent undertook to follow up with the OSH provider. • The additional School Development Day for next year was discussed. This takes the school developments days to a total of seven. The exact date could not be confirmed as the relevant documentation was with Jackie. The date will be confirmed and communicated through via email. • The Board review process was discussed. The review is a formal governance process and may involve Board members being asked questions about the Board's functioning and effectiveness. A review meeting was tentatively identified for Monday of Week 5, approximately 9 November at 2PM. While all board members are invited to the review, it was clarified that attendance may not be strictly mandatory. The group was encouraged to attend where possible.	
6.	Other Business • Summary of Meeting and Council/Board Reflection (Jessy Singh)	• Kristy advised the Board that it was time to complete the Board Reflection for the Annual Report. Jessy will prepare the reflection and encouraged Board members to share their feedback via email. The consensus was positive, with Board members acknowledging and appreciating Kristy's efforts to keep the Board informed and involved in the school's activities and initiatives, including providing insight into	

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		the behind-the-scenes work undertaken across the school. • The Board noted the importance of ensuring that Board and P&C activities and outcomes are visible to the wider school community. • Kristy noted that it is time for the Board survey to be conducted, as the survey is now due. • The Board noted that the next meeting will be an open meeting.	
8.	Chair Items (Jessy Singh)	• None	
Meeting closed: 4:30pm			
Next meeting: Term 4 Wednesday 18 November 2026			

Jasvinder (Jessy) Singh

Board Chair

7/09/26