

INDEPENDENT PUBLIC SCHOOL



Minutes - Meeting No: 1
 Harmony Primary School
 Date: 19 February 2025

PARTICIPANTS: Principal – Craig Anderson
 Staff – Amy Farr, Hayley Herron, Erin Taylor, Stella McQuade.
 Parents - Berry Johnston, Jenelle Whitehead, Kirsty de Blanken, Jessica Stockwell, Steph Butler, Louise Byrne, Kirsten Wood,
 Yasmin Jerovich, Carly Hartshorn.
 Community – Carol Zhang.

1.0	Welcome and apologies	Actions
1.1	The meeting was opened by Berry Johnston at 5 pm, including a Welcome to Country.	
1.2	<p>Board member review</p> <ul style="list-style-type: none"> • New staff have been elected to the School Board for 2025 <ul style="list-style-type: none"> ○ Amy Farr ○ Hayley Heron ○ Erin Taylor ○ Stella McQuade • The following parents vacate their position after tonight’s meeting, and we thank them for their commitment over their tenure <ul style="list-style-type: none"> ○ Jenelle Whitehead ○ Karolyn Ward and ○ Sarah Hintz • The following parents were duly elected at the end of 2024, commencing with tonight’s meeting; <ul style="list-style-type: none"> ○ Steph Butler ○ Louise Byrne ○ Kirsten Wood ○ Yasmin Jerovich ○ Kirsty de Blanken and ○ Jessica Stockwell • We welcome back; <ul style="list-style-type: none"> ○ Carol Zhang ○ Berry Johnston and ○ Carly Hartshorn 	
1.3	Apologies: None received.	
1.4	Confirmation of agenda	
2.0	Disclosure of Interests & Agenda Additions	

2.1	Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be raised with the chair before the meeting to determine the appropriate way to manage the conflict. None noted.	
3.0	Minutes of Previous Meeting	
3.1	<ul style="list-style-type: none"> • Business Arising from the Minutes of the email meeting 18 November – none. <ul style="list-style-type: none"> ○ Berry to sign copy for school file and school to upload to website now confirmed. <p>Motion: That the Minutes of the Previous Meeting be accepted as a true and accurate record. Moved: Jess Seconded: Jenelle Carried: Previous minutes were endorsed by all members present.</p>	
4.0	Standing Items	
4.1	P&C update	
	<ul style="list-style-type: none"> • First meeting of the year to be held directly after this board meeting, no update. 	
4.2	Finance update	
	<ul style="list-style-type: none"> • At this stage, with the information we have available, we anticipate operating a balanced salary budget in 2025 (ie: No surplus funds to start the school year). • Student Census is on Friday, with per student funding calculated from the information provided at this time. • At our next meeting we may be provided a copy of our Annual Funding Agreement if finalised in time. • A copy of Comparative Budget was provided to be noted by the board, highlighting the budget is not in deficit. • Board noted that we are not running in deficit. • Noted that from Meeting two, Financial Reports will be provided to members attached to the agenda with any questions or queries required to be submitted a minimum 24 hours prior to the Board Meeting to allow time to address them in a timely manner during our meetings. • Parent question as to what happens if there is a staffing budget surplus. Craig noted that any surplus is rolled over and allocated within the school. For example, there are two additional classes this year that may not have been able to without the additional funding. 	
5.0	General Business	
5.1	Election of Board Chair	
	<ul style="list-style-type: none"> • Welcome all new Board Members to their first meeting and thank returning Board Members for their ongoing commitment and support. • Berry elected unopposed as Board Chairperson for 2025. • Noted that Berry is happy to continue for another year however succession planning should occur to allow Berry to step down at the end of 2025. 	
5.2	Allocation of terms to newly elected parent representatives.	
	<ul style="list-style-type: none"> • From the 6 parent representatives elected at the end of 2024, we need to allocate 4 x 2 year terms and 2 x 1 year terms. • Parents happy to accept a 1 year term <ul style="list-style-type: none"> ○ Jessica Stockwell ○ Kirsty de Blanken • Remaining newly elected parent reps on 2 year terms <ul style="list-style-type: none"> ○ Steph Butler ○ Louise Byrne ○ Kirsten Wood 	

	<ul style="list-style-type: none"> ○ Yasmin Jerovich 	
5.3	<p>Review – Terms of Reference</p> <ul style="list-style-type: none"> • A copy of the Terms of Reference (2024 Version) document was provided to all members prior to our meeting to give Board members an opportunity to consider its contents. • Slight change to TOR, regarding membership term being up to two years. • Noted and endorsed. 	Craig to amend membership term
5.4	<p>Review – Code of Conduct</p> <ul style="list-style-type: none"> • Similarly, a copy of the Code of Conduct for Harmony Primary School Board Members (2024 Version) was provided to all members prior to our meeting to give Board members an opportunity to consider its contents. <ul style="list-style-type: none"> ○ Noted and endorsed. • A copy of the Code of Conduct and Confidentiality agreement will be sent to all Board Members to be signed. 	Board members to sign code of conduct and confidentiality agreement
5.5	<p>2025 Board Calendar</p> <ul style="list-style-type: none"> • A yearly planner covering a six meeting schedule was distributed to members prior to tonight’s meeting <ul style="list-style-type: none"> ○ Noted and endorsed. 	
5.6	<p>Staffing Update</p> <ul style="list-style-type: none"> • We continue to try and limit the changeover of staff at Harmony each year, resulting in a start to 2025 with only a handful of new faces; <ul style="list-style-type: none"> ○ Roxane Tognela – Pre Primary ○ Heineke Ruth – Year One ○ Lee Young – Year Two ○ Patrick Greenaway - Art 	
5.7	<p>Early Close for Parent Interviews</p> <ul style="list-style-type: none"> • The school is seeking approval of the board to close for instruction early on Wednesday 21 May (Term Two, Week Four) for the purpose of conducting Parent – Teacher Interviews as part of our Reporting to Parents in 2025. • School will finish at 11:30am on this day with interviews running from 12.00pm – 5.15pm. • Any students not picked up at 11:30am will be supervised until they are collected, up until normal close time at 2.45pm. • Parents/Carers will be able to book 10-minute interviews with the classroom teacher and indicate their preference for a face 2 face or phone interview. • These interviews are tightly scripted to cover progress in English, Mathematics and Behaviour. Additional interviews, if required, will need to be arranged at another time. • This has been shifted from Term One to Term Two provide a more comprehensive comment from the classroom teachers and support the change in comments in Maths and English on written reports. • Parent question about when parents will be notified of the early close. Although this is in Term Two, agreement to send the date out with the PD days this term for parents to plan ahead. <ul style="list-style-type: none"> ○ Noted and endorsed. 	Craig to provide advanced notice to families of early close
6.0	Other business	
6.1	<p>Comments in Maths and English on written reports</p> <ul style="list-style-type: none"> • Parent questions about students with lower grades and if there is an identified issue around the lack of comments. • Craig reassured the Board that parents should be receiving information from classroom teachers in other formats well before reports are released. There should be regular communication between parents and teacher. • The Board can advocate for parents to utilise opportunities for parents to connect with teachers, including parent interviews, email and opportunistic discussions. 	

	<ul style="list-style-type: none">• The Board will monitor parent feedback as the year progresses.	
7.0	Meeting closed/Adjournment/Next meeting	
7.1	Next Meeting – 19 March 2025 Meeting Closed: 6.10pm	