

# INDEPENDENT PUBLIC SCHOOL



Principal Speaking Notes No: 6  
 Harmony Primary School  
 Date: E-mail sent 18 November 2024

1.0 Welcome and apologies	Actions
2.0 Disclosure of Interests & Agenda Additions	
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.	
3.0 Minutes of Previous Meeting	
<ul style="list-style-type: none"> <li>• Business Arising from the Minutes of Wednesday 23 October.                             <ul style="list-style-type: none"> <li>○ Changes to Reporting to Parents process communicated with all families</li> <li>○ Board Vacancies Advertised, with closing date Friday 15 November. Bio's are currently being sought from 8 applicants and a ballot will be held to identify the 6 new members filling vacancies for 2025.</li> </ul> </li> </ul>	
4.0 Standing Items	
<p>4.3 Financial Update</p> <ul style="list-style-type: none"> <li>• The school is well placed financially at the end of October with a small Cash Variance (\$ 26 929) and a Salary Variance of \$215 556. Surplus funds have been calculated in to 2025 provisional budget allocations to allow a balanced budget to commence the new school year.</li> <li>• Despite having surplus funds, the school will exceed the 2024 Minimum Expenditure Requirement of \$5 452 680, with current forecast expenditure at \$5 744 354.</li> <li>• Verified October Cash figures saw 75% of budgeted Curriculum and Student Services funding, as well as 83% of budgeted Professional Development funds spent</li> </ul>	
5.0 General Business	
<p>5.1 2024 Draft Budget</p> <ul style="list-style-type: none"> <li>• Craig shared reports from the Preliminary Dashboard showing current planning for 2025.                             <ul style="list-style-type: none"> <li>○ Preliminary Student-Centred Funding Statement</li> <li>○ Preliminary One Line Budget Statements</li> </ul> </li> <li>• At present, with our current student enrolments, preliminary staffing profile and projected 2024 carry over funds, we look to be starting the new school year with approximately \$30 000 in salary surplus and a small cash surplus of around \$5 000</li> <li>• The preliminary one-line budget for 2025 was <i>noted</i> by the Board.</li> </ul>	

5.2	<p>Workforce Planning and Recruitment Strategy</p> <ul style="list-style-type: none"> <li>• In 2025, we have again allocated 0.80FTE of teaching time to an 'Instructional Coach'. Ms Carly Williams will be continuing in this role, supporting our classroom teachers with both their planning and in-class instructional and engagement strategies.</li> <li>• The school continues to work on securing the best available teachers for our classrooms/programs in 2025</li> <li>• For 2025, we have made four permanent offers of employment to existing fixed term staff <ul style="list-style-type: none"> <li>○ Hanna Gray</li> <li>○ Emily Stevenson</li> <li>○ Nat Chai</li> <li>○ Maria Vidler</li> </ul> </li> <li>• In addition, we have offered fixed term offers to <ul style="list-style-type: none"> <li>○ Amanda Ginty</li> <li>○ Janelle Mudie</li> <li>○ Brooke Brophy</li> <li>○ Jacqui Burdinat</li> <li>○ Hayley Whittaker</li> <li>○ Heineke Ruth</li> <li>○ Sarah Hitchcock</li> <li>○ Tennille Vickers</li> </ul> </li> <li>• As of last week, all teaching positions were filled, with just one new face joining the team in 2025.</li> <li>• I have just been advised by one of our permanent staff members of their intention to transfer their employment elsewhere in 2025, meaning an additional teacher is now required – we hope to have this process completed by the end of the month.</li> <li>• Selection processes are currently underway to identify and employ additional Education Assistants as required for the new school year.</li> </ul>	
5.3	<p>2025 Community Representative to the Board</p> <ul style="list-style-type: none"> <li>• As per our Terms of Reference, the School Board can co-opt a member of the local community to be a member of the Board for such period, or in relation to such matters, as determined by the Board where that person's experience, skills or qualifications would enable him or her to make a contribution to the Board's functions.</li> <li>• In 2024, the board resolved to invite Cr Carol Zhang to the position of Community Representative to the board, replacing Rachel Shave.</li> <li>• Carol will continue her current tenure into 2025.</li> </ul>	
5.4	<p>2024 Annual Report</p> <ul style="list-style-type: none"> <li>• A draft copy (incomplete) of the 2024 Annual Report was provided for members</li> <li>• The final copy will be available to the community in March 2025.</li> </ul>	
5.5	<p>2025 Operational Plans</p> <ul style="list-style-type: none"> <li>• Following ongoing review processes, Operational Plans for each Learning Area, as well Well Being, PBS &amp; Instructional Coaching are being developed.</li> <li>• These plans will be shared with the School Board once complete</li> </ul>	
<b>6.0 Other Items/Comments</b>		
6.1	Next Meeting, Term One, 2025	