OSBORNE PRIMARY SCHOOL BOARD

Albert Street, Osborne Park, W.A. 6017
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Our vision is to develop innovative, knowledgeable leaders of teaching and learning who create a safe and inclusive learning environment in partnership with families and the wider community for the future success of our students. We aim to enhance our students' academic progress and develop curious and passionate life-long learners who become effective members of society.

SCHOOL BOARD MEMBERS

Joe Vettoor	Chair & Parent Rep
Hayley Robinson	Secretary and Parent Representative (*1yr due December 2025)*
Ralmo Dias	Principal
Thomas Sutcliffe	Deputy Principal
Penny Henshaw	Teacher (1yr Due for review February 2026)
Julia Boardman	Teacher *(1yrs due for review October 2025)*
Tat Khaw	Parent (*1yr due March 2026)*
Vanessa Robertson	Parent (*1yr due November 2025)*
Ryan Bonjour	Community member (1yr due March 2026)
Mina Hamidi	Parent (*1 yrs. due for review March 2026)*
Kym Eaton	Parent (*1yrs for review March 2026)*

MINUTES

	School Board General Meeting **Tuesday 11th March 2025** **Staff Room 6.00pm**	WHO to follow up
1.0	**WELCOME AND APOLOGIES**	
1.1	Opening, Acknowledgement of Country and Welcome Meeting opened: 6pm	
1.2	Apologies/Absentees	
1.3	Welcome – Welcomed by Ralmo, opened position of chair, all in agreeance of Joe to continue as chair. Joe welcomed new members Penny, Ryan and Mina.	
1.4	Confirmation of Agenda: Agenda confirmed by: Julia Boardman Seconded by: Tat Khaw	
1.5	Confirmation of previous minutes: Minutes confirmed by: Vanessa Robertson Seconded by: Mina Hamidi	
2.0	**Business arising from previous meeting**	
2.1	Nil	
3.0	ITEMS	

3.1	**Principals report:** There has been a big change of staff, a number of changes in leadership over the past few years which has seen a number of inconsistent practises. The business plan looks at putting in clean, clear practises in place for consistency for staff and students to get the best results. The school is looking at focusing of strengths of individual staff members and introducing co-lab times for sharing of knowledge and expertise. A new rewards system has positive feedback from kids. A new behaviour matrix was introduced as the previous one was quite long and repetitive. It's been a hectic term 1 with Naplan, school photos and school swimming.	
3.2	**Agenda schedule:** Ralmo explained the idea of breaking down agenda items into terms to highlight items of importance such as fees and charges and ensures we discuss these points to avoid extraordinary meetings.	
3.3	**Delivery agreement:** Signed statement of expectation signed by Director General, Ralmo and Joe and is valid for 3yrs.	
3.4	**Training for new members:** The only way for us to be an effective board is to be up to date with training. Training for new members Mina, Ryan and Penny – Julia to get connect back up and running. Discussed face to face sessions however, these are usually for chair and principal only. Ralmo to email Hayley links for the online training 5 modules to go out with minutes.	
3.5	**Functions of school board:** discussed code of conduct and a copy was given to all members, discussed minutes of board meetings be put on the website, confidentiality concerns raised, and decision was made not to publish minutes publicly on the website, all board members to send Ralmo a photo and small blurb about themselves by Monday 17/03. Joe read out points of importance in the terms of reference.	
3.6	**2025 staffing:** The school currently has a relief chaplain. The plan is to get a permanent chaplain that can work 2 days including Fridays so breakfast club can resume.	
3.7	**2025 students:** Current total number of students 265. 12 classes.	
3.8	**School business plan:** There has been a big focus on consistency. Class Dojo and seesaw are the main means as communication for parents to communicate with teachers. The school looking at having 1 platform, the same as high schools. Looking at increasing dott time for teachers to meet and share expertise and knowledge. Joe discussed having measurable targets in the business plan to track progress, Ralmo discussed having it for student achievement not each target. Because of the way naplan has changed, we don't have the data to have set goals for achievement, lengthy discussion was had about the Business plan - motioned moved as all in agreeance.	
3.9	**Policies and procedures:** The school are making sure there are very clear processes in place that ensures teachers are not interrupted in delivering their lessons. The school don't want to encourage attention seeking behaviour and instead use a variety of low-key strategies and regular brain breaks to help regulate those big emotions and teaching coping strategies.	
3.10	**Student services policy:** Student consistent processes are in place to identify children early who require extra assistance. The school support officer Penny is there to support teachers, assist with documented plans for students, having conversations with parents and follow up with parents to assist the teachers, to ensure children with additional needs are tracked appropriately and not having kids fall through the gaps. Considering the workload of teachers, capturing the needs of children who require extra assistance and needs.	

3.11	**Financial Report:** The school is in a difficult financial state. They have a high number of special needs EA's but a low number of special needs students. The school is currently in the red. Salaries paid for, utilises are not yet paid for, costs not paid for. There is money in the bank, but the school is not getting the March gateway. Ralmo had tno explain to the Director General the school's position and the systems in place and the department is going to financially support the school. The budget and the amendments have been approved by the finance committee and noted by the school board.	
3.12	**Annual report:** Has been updated to make it in context to the school. It captures the performance of the school. Just Awaiting Joe's part then will be put on school website.	
3.13	**Other business:** Their care has increased their contributions. The two options presented to the board 1: to increase contribution to $40,000 and no extra charge to parents or option 2: $45,000 but extra charge to parents. School chose option 1 and the board were all in agreement.	
4.0	**CORRESPONDENCE**	
4.1	Nil.	
5.0	REVIEW AGREED ACTIONS	
5.1	Nil.	
6.0	**CLOSURE AND NEXT MEETING**	
6.1	Meeting closed: 8:15pm.	
6.2	Next Meeting: Tuesday 13th May 2025 6pm in the staffroom.	