

## Greenwood Primary School Board - Meeting Minutes

<b>Date</b>	<b>18 September 2025</b>
<b>Time</b>	<b>7pm</b>
<b>Location</b>	<b>Staff room</b>
<b>Chair</b>	<b>Hamish West</b>

**Attendees:** Hamish West (Chair), Rebecca Fall, Jai Shadbolt, Melissa McDonald, Sarah McGill, Matt Kerr, Tim Yorke

**Apologies:** Jessica Howatt, Jodie Southern, Jennifer Stojceski, Sandra Dias, Emma McFarland-O'Shea, Dean Gill

<u>Item</u>	<u>Documents</u>	<u>Purpose</u>	<u>Led by</u>	<u>Outcome</u>
<p><b><u>Welcome</u></b> Noting of minutes of previous meeting.</p> <p>Business arising from previous meeting.</p> <p>Correspondence in and out, conflicts of interest.</p>	Minutes of 8 May 2025 meeting	For review/endorsement  Actions	Chair  Chair  Chair	Minutes of last meeting reviewed and endorsed  No outstanding actions items from the prior meetings  No correspondence and no declarations of conflicts of interest
<b><u>New members and Board Structure</u></b>		Information	Chair	Hamish West introduced Rebecca Fall as Acting Principal. Rebecca will hold this role for the remainder of 2025
<b><u>NAPLAN Update</u></b>	NAPLAN Results Summary	For noting/discussion	Principal	Rebecca provided a NAPLAN results summary document, gave an overview interpretation of the school NAPLAN results, and responded to clarification questions from Board members
<b><u>Public School Review</u></b>		For noting/discussion	Principal	Rebecca tabled a copy of the Greenwood Primary School Public School Review report and provided an overview of the review process along with an explanation of the commendations and recommendations contained within the report.  Based on the findings and recommendations of the Public School Review Team, the next school review is scheduled for 2028
<b><u>Financial Report</u></b>		For noting/discussion	MCS	Jai tabled the school financial report, provided an overview of school finances and responded to clarification questions from Board members

<p><b><u>Contribution and charges</u></b> Jai will provide an overview and seek endorsement of the planned contributions and charges for 2026</p>		For discussion/endorsement	Manager Corporate Services	Jai tabled the planned contributions and charges for 2026. All member present voted to approve the contributions and changes for 2026. Not enough members were present for an absolute majority. List was to be circulated to remaining members for voting via email after the meeting.
<p><b><u>Contract discussions</u></b> Review and provide input on any upcoming contract discussions ie Booklist provider, OHSC agency etc</p>		For noting/ For discussion	Manager Corporate Services	Jai outlined the new proposal for OHSC from Zig Zag and her proposed counter.  The board noted the proposal and proposed counter offer and were happy for Jai to proceed.
<p><b><u>General Business</u></b></p>	GPS Board Handbook	For noting/ discussion	Chair/All	Hamish thanked Board members for their contributions to the draft GPS Board Handbook document and advised that these have been used to improve the content and clarity. Hamish indicated he intended to incorporate further contextual information relating to school values, when this has been finalised, to ensure alignment with other school policy documents  Following some discussion, there was general agreement to have the GPS Board Terms of Reference accessible as an appendix to the Handbook document and that these would be published and available on the school website
<p><b><u>Next Meeting</u></b></p>		For noting	Chair	The Term 4 GPS Board meeting is scheduled for 7PM Thursday 6 November 2025

Signed: 

Dated: 18/11/2025

Chairperson