

School Board Meeting: Agenda: Monday, 23 March, (T1, W8)

Venue: School Library/Meeting Room

Time: 5:00pm

Chair: TBC Keith Williams

Members: Kieth Williams, Kyla Bettridge, Di Kevan, Sara Madani, Amy Richards, Pippa Kelly,

Item	Agenda Items	Who	Time	Attach	Outcome/Action/Who/Recommendations, awaiting info/approval/Endorsed, Amendments
Communications					
	Opening and Acknowledgement of Country:	Ken		Nil	
1	Attend/ Apologies: Disclosure of Conflicts of Interest ✓ Members declare any conflicts of interest in relation to agenda items	Chair		Nil	Ken indicated that Pippa sent apologies Also, we are 1 parent and 1 community rep short for start 2026.
2 & 3	Communication: ins & outs	Chair		☒	Minutes: Previous Meeting: Review and endorsement of previous meeting minutes - Business arising
4. Item for information					
4.1	Confirm the chairperson.	Ken	2	☐	Kieth was nominated to be chair and 2 nd by Ken. Not contended. (Kieth Williams recommended as 2026 chair.)
4.2	Intro members, check details. Community Rep	Ken	5	☐	Ken introduced the new board; we still have 2 positions not filled. Keith nominated Kelly as a parent and will speak to her – waiting on approval and had another person who would be interested as the community (see poster —needs to be updated with new members' contact details). All to check contact details on contact info sent out and get back to Ken. Update needed. Ken to follow up with Kieth.
4.3	Principal's Report	Ken	8	☒	Ken went through – see below
5. Agenda Items/Discussions and Recommendations					
5.1	<ul style="list-style-type: none"> Endorse Terms of Reference Code of conduct Calendar 	Chair Ken	10	☒ ☒ ☒	All happy with TOR – nothing has changed (Ken quickly spoke about quorum for meetings) All members present signed for 2026 Changed updated calendar and will be sent out – Ken - Only one (1) meeting per term agreed, 1 training and 1 open – all agreed to just run an open and hope parents attend.
5.2	Approve the 2025 annual report. - Waiting on chair report	Ken	10	☒	Ken went through the 4 areas of the plan that did not meet the target. (see below) just waiting on the chair's message to be complete – Ken to send out for approval – all agree that this emailing out if not approved at meeting is the best way to get members approvals.
6. Decisions / Endorsement Required					
6.1	Finance report (including census)	Megan	10	☒	Ken provided the financial report went through the SCF, income, Salary and Cash – Board have been informed that the finance are tight this year. Board endorsed the cash budget with no issues with the finances presented. (see attached reports presented to members)
6.2	Board Training (TBC)	Ken	5	☒	The suggested date needs to be confirmed – Wk 5 Term 5 (2 hr session), Date set for Wk 2 28 April Ken to send out via invite
7. General / Other business					
7.1			2		No general business
8	Meeting Closed:				5:58pm

Signed: 
Principal, Ken Molyneux

25/ 03 / 2026

Date

/ / 2026
Chairperson, Keith Williams

Date

***Meeting dates may be subject to change
Monday evening meetings to commence at 5pm***

School Board Calendar – 2026

Term	Meeting Date	Items
1	Sunday, 8 March (end of Week 5)	☐ Introduce members ☐ Catch-up breakfast/coffee at TBC 9:30am ☐ 2026 calendar ☐ Look at the agenda for Wk. 6 meetings ☐ Discuss community representative appointment.
1	Monday, 23 Mar (Week 8)	☐ Confirm chairperson. ☐ Endorse Terms of Reference ☐ Approve 2025 annual report. ☐ Finance report (including census) ☐ Endorse 2026 budget ☐ Review school policies
2	Monday, 4 May (Week 3)	☐ Control self-assessment results. ☐ Finance report – Funding agreement ☐ Note 2026 funding agreement. ☐ NAPLAN results against school targets ☐ School Review 2026 ☐ P&C feedback
2	Tuesday, 2 April (Week 2) ☐ Board Training - TBC	<ul style="list-style-type: none"> Governance role, not operational, Principal manages day to day Act in the best interests of all students, maintain confidentiality and integrity Use evidence and data to inform decisions and provide budget oversight Stay strategic, respectful, and focused on student outcomes
3	Monday, 3 August (Week 3)	☐ Student attendance review ☐ Curriculum – update ☐ Department initiatives ☐ Finance report ☐ P&C feedback ☐ Board review - Survey
3	Monday, 14 September (Week 9) Annual Public Meeting	☐ Principal's annual public statement ☐ Curriculum – Demonstration ☐ Student academic data review ☐ Finance report ☐ P&C presentation
4	Monday, 26 Oct (Week 3)	☐ Voluntary contributions and charges ☐ Personal item lists (booklists) ☐ School development days ☐ 2026 meeting calendar ☐ Board review – Tenures coming to an end; nominations for 2026 board members to be announced at the end-of-year concert.
4	Date TBC (End of Term 4)	☐ Cluster Boards Sundowner Meeting (Venue TBC)

2026 School Board Members
[Councils and Boards Register \(det.wa.edu.au\)](http://det.wa.edu.au)

Category	Term length	Name	Email	Phone	Term ends
Parents	1 year		TBC		
	2 years	Keith Williams	Knxkeith@westnet.com.au	0423636272	Feb 2027
	3 years	Kyla Bettridge	kyla.bettridge@education.wa.edu.au	0408417614	Feb 2027
	2 years	Philippa Kelly	Pipjkelly@gmail.com	0493523711	Feb 2027
Staff	1 year	Amy Richards	amy.richards2@education.wa.edu.au	0431747103	Feb 2027
	2 years	Sara Madani	sara.madani@education.wa.edu.au	0476903962	18 Feb 2027
	3 years	Di Kevan	diana.kevan@education.wa.edu.au	0400832514	18 Feb 2027
Community	1 year	TBC	TBC		18 Feb 2027
Principal	NA	Ken Molyneux	ken.molyneux@education.wa.edu.au	0409202589	NA
Secretary	N/A	Megan Wiebrecht			N/A

Parent Members

- Pippa Kelly
- Kyla Bettridge
- Keith Williams
- TBC

Staff Members

- Sara Madani
- Amy Richards
- Di Kevan

Community Member

- TBC

Signed: 
Principal, Ken Molyneux

25/ 03 / 2026

Date

/ / 2026
Chairperson, Keith Williams

Date

Broome North
PRIMARY SCHOOL

School Board
Principal's Report

Curriculum
Workforce and Infrastructure
Operations
Projects

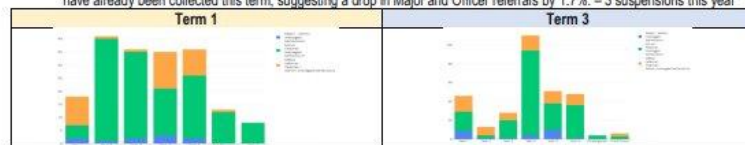
Term 4, Week 5 - 10/11/2025

ACADEMIC

- ✓ **Elastik** – School-based data tracking as expected – above mean in most areas.
- ✓ **Phonic:** UFLI in Yr 1 is tracking nicely and PLD is showing the PP are working above means
- ✓ **2025-27 Operational Plans:** Linked to funding, school-targeted initiatives and school review recommendations for 2026.
- ✓ **Reporting to Parents:** Student reports will be sent week 10
- ✓ **Curriculum & Paedagogy:** Planning for 2026 - 8 coaching and collab meetings
- ✓ **Professional Learning:** Updates from SCASA - revised version of WA curriculum, Hub for sharing, coaching
 - Coaches completed instructional coaching PL, working through the cycle in learning areas with teachers
 - Student services will manage the Berry Street Model – a few SAER students being enrolled and impacting on school budget as they are not funded.
 - New Psychologist allocated for 2026 – FTE 0.6 = (3 days)

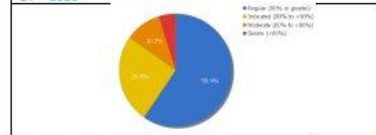
BEHAVIOUR - COMP

- ✓ **PBIS Team:** Led by Megan Flett, the draft operational plan is complete for 2026 – Megan to hand over team leadership
- ✓ **Behaviour Policy:** It aligns with Compass behaviour tracking, PBS expectations, and restorative practices, and the Berry Street Model will be added as we work this space.
- ✓ **Behaviour Data:** Compass Chronicle entries are being used to inform behaviour trends and directions. Some strong data sets have already been collected this term, suggesting a drop in Major and Officer referrals by 1.7% – 3 suspensions this year

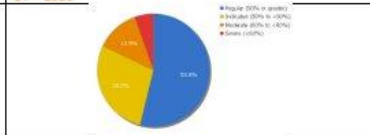


ATTENDANCE (SAR) – An absence is classified as

S1 – 2025



S1 – 2025



Attendance comparison

2024 - Semester 2 Collection (Finished for this Year/Semester)

Breakdown	Attendance Rate %	Regular	At Risk Moderate	At Risk Severe	Absent %	Suspended %
All	84.4%	27	12	9	5%	4%
PPR	84.6%	25	12	9	5%	3%
Y1	85.9%	32	11	3	5%	4%
Y2	84.4%	37	9	4	2%	5%
Y3	85.3%	32	10	6	3%	4%
Y4	85.3%	31	14	6	1%	3%
Y5	80.4%	34	14	6	1%	4%
Y6	85.3%	36	12	0	1%	3%
Compulsory	88.7%	221	35	38	10%	4%

2025 - Semester 2 Collection

Breakdown	Attendance Rate %	Regular	At Risk Moderate	At Risk Severe	Absent %	Suspended %
All	87.4%	27	12	12	5%	4%
PPR	87.5%	36	16	7	1%	4%
Y1	85.9%	24	13	6	3%	4%
Y2	86.0%	25	12	6	2%	4%
Y3	86.1%	26	17	7	4%	4%
Y4	85.9%	28	17	5	5%	3%
Y5	87.5%	22	13	9	1%	2%
Y6	86.3%	31	11	7	3%	4%
Compulsory	86.9%	185	141	47	10%	4%

- 2024 attendance rates – S2 schools (88.7%) & 2025 attendance rates – S2 school (86.8%) WA public schools (86.8%)

HEALTH & WELLBEING

Wellbeing remains a key focus, led by Aly Stein and the Health & Wellbeing Committee, working with Admin and the P&C to drive whole-school events and initiatives.

- **Smiling Minds** mindfulness sessions (15–20 minutes weekly) continue to support focus, stress reduction, and emotional regulation.
- **Berry Street Education Model:** Staff will receive PL in this area starting next year.
- **PERMAH Survey:** We will use the PERMAH Survey, which is designed to help set, measure and celebrate your wellbeing goals all to assess Staff wellbeing initiatives.

ENROLMENTS – Trends

Semester 2	2021	2022	2023	2024	2025
Primary (Excluding Kin)	351	350	369	350	346

2026 – Census 367 - 41 Kindy already - 2 x Kindy ATM



Signed:
Principal, Ken Molyneux

25/ 03 / 2026
Date

Broome North
PRIMARY SCHOOL

School Board
Principal's Report

Curriculum
Workforce and Infrastructure
Operations
Projects

SDD - 2026

- **Administration begin Tuesday 27 January**
- **SDD 1 Thursday 29 January (T1)**
- **SDD 2 Friday 30 January (T1)**
- **Students begin Monday 2 February**
- **SDD 3 Tuesday 28 April following ANZAC day- Berry St Day 1 (T2)**
- **SDD 4 Monday 20 July (first day T3)**
- **SDD 5 Friday 25 September (last day of Term 3) Berry St Day 2**
- **Day in lieu: Friday, 18 December (T4)**

SCHOOL PROFILE – Workforce

School Profile

- **ICSEA:** 1005, 4th decile (2025) – 2026 (TBC)
- **Student with Disabilities:** 4% - 14 (2025)
- **Aboriginal Enrolments:** 15% - 60, (2025)

Age

	All Staff	Teaching Staff	School Support Staff
Under 25	2	0	2
25 to 34	14	10	4
35 to 44	24	15	9
45 to 54	14	5	9
55 to 59	1	0	2
60 to 64	1	1	1
65 to 69	0	0	0

Staff analysis

- ✓ **Teaching Staff:** Male: 11% Female: 89%
- ✓ **Non-Teaching Staff:** Male: 8% Female: 92%
- ✓ **Administration (School Leadership):** Male: 33% Female: 66%
- ✓ **Permanent Staff:** 23 Fixed Term: 7

Year	Aboriginal and Torres Strait Islander	Culturally and Linguistically Diverse (CALD)	PTL
2021	2	2	2
2022	2	2	2
2023	2	2	2
2024	2	2	2
2025	2	2	2

WORKFORCE PLAN

New Plan for 2026 in draft: Ken is working with Megan to support affordability (Admin to endorse and Board to endorse in the first meeting of 2026). Induction processes and exiting need to be included and tightened – based on compliance review.

Staff: Based on numbers and staff on leave returning in 2026, we have **15 classes** – drop by 2

- 2026 FTE: 20 teachers, 3 Admin, 10.34 educational assistants, 8 allied professionals

OPERATIONS

Demountable: Look at 'after school care' leasing it for 2026 – we need the finance.

KindiLink: To date this is not happening in 2026, but if we do it will run during the day from the demountable.

P&C: Drink fountain replacement/upgrade and shade are still major priorities – have funded tiles (\$4500) and the end-of-year concert (\$6000).

FINANCE

Current: OBI

Salary	YTD as at 06 Nov	Cash	Verified Oct
Carry Forward	\$214,914	Carry Forward	\$104,117
Student Centred Funding	\$5,175,449	Student Centred Funding	\$48,564
School Transfers	-\$488,395	School Transfers	\$488,395
Department Adjustments	\$0	Department Adjustments	\$0
Total Funds	\$4,691,968	Locally Raised Funds	\$62,011
Period Spend	\$240,966	Total Funds	\$623,968
YTD Spend	\$4,000,993	YTD Spend (Goods and Services)	\$516,869
YTD Balance	\$901,965	YTD Balance	\$107,129
Projected Expenditure (MMS)	\$4,001,949	Forecast Expenditure	\$621,650
Future Planned Expenditure (Planning)	\$26,003	Forecast Variance	\$2,347
Forecast Expenditure	\$4,027,952		
Forecast Variance	\$154,406		

Carryover - \$154,406

\$2,347

PROJECTS

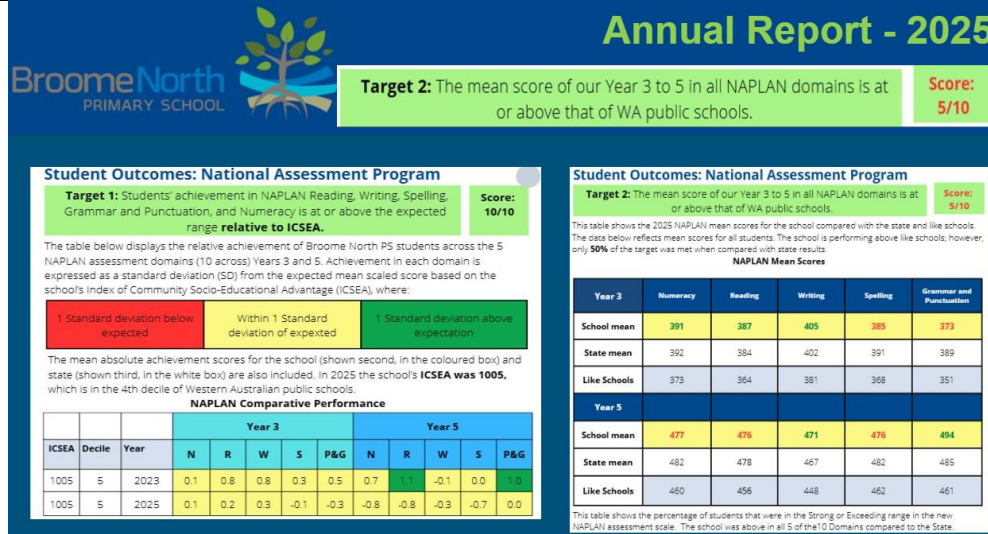
- 10-Year Anniversary: Waiting for tiling
- Concert
- Shade over playground
- Water fountain replacement

Ken Molyneux - Principal

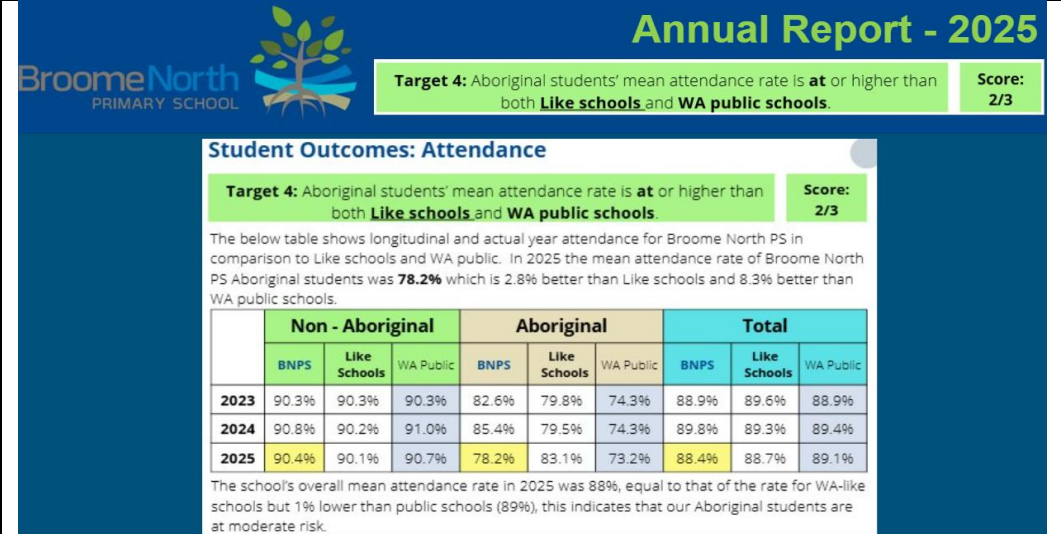
Chairperson, Keith Williams

/ / 2026
Date

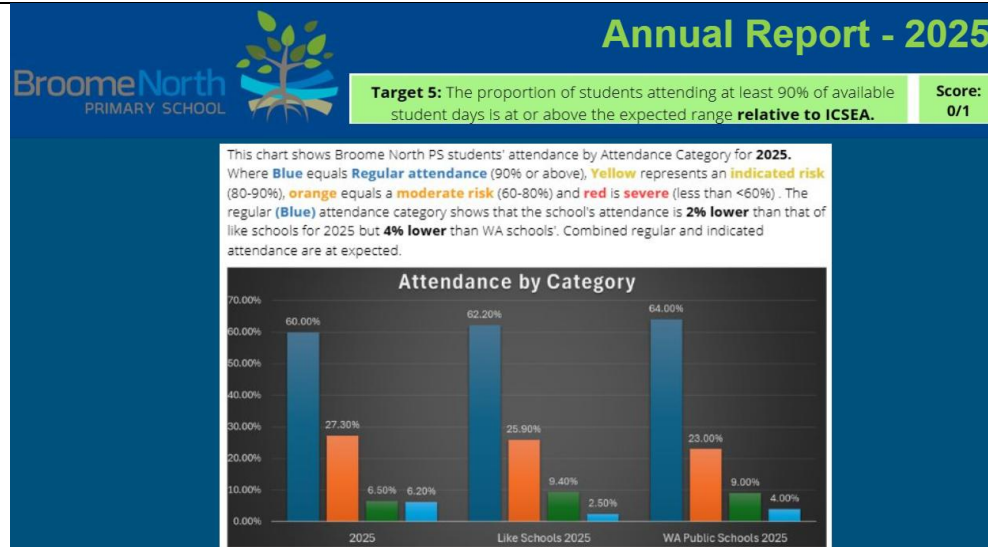
Annual Report - 2025



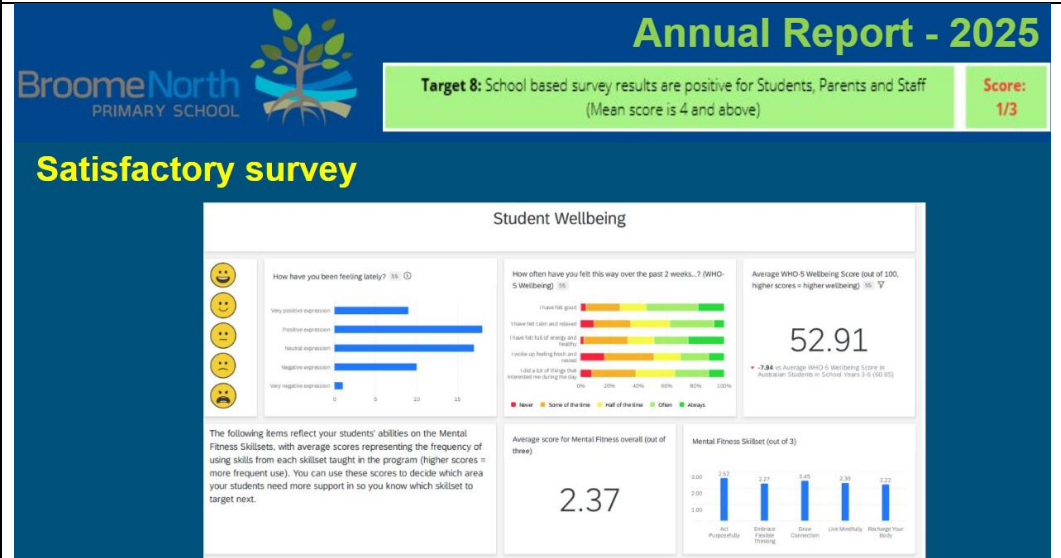
Annual Report - 2025



Annual Report - 2025



Annual Report - 2025



Signed: 
Principal, Ken Molyneux

25/ 03 / 2026

Date

Chairperson, Keith Williams

/ / 2026

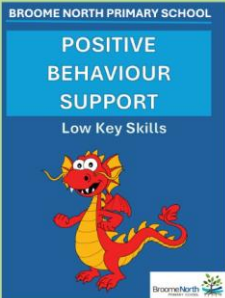
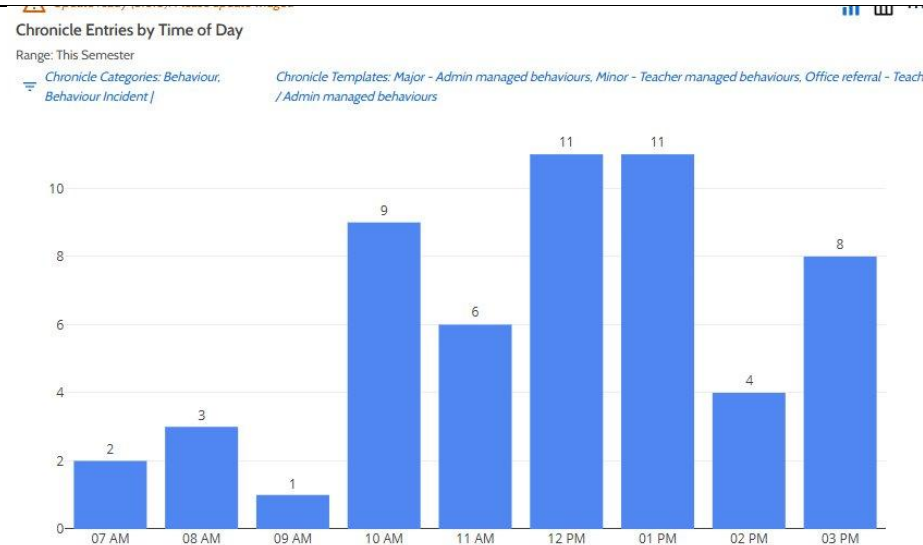
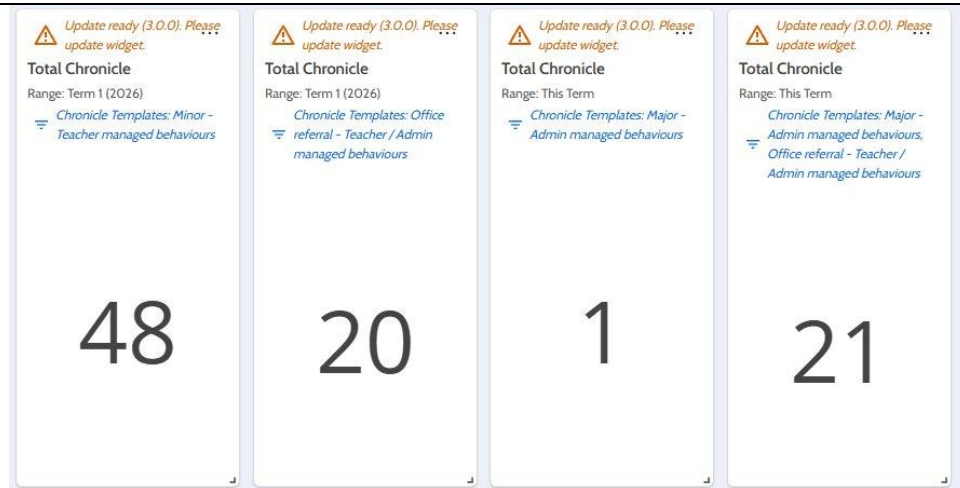
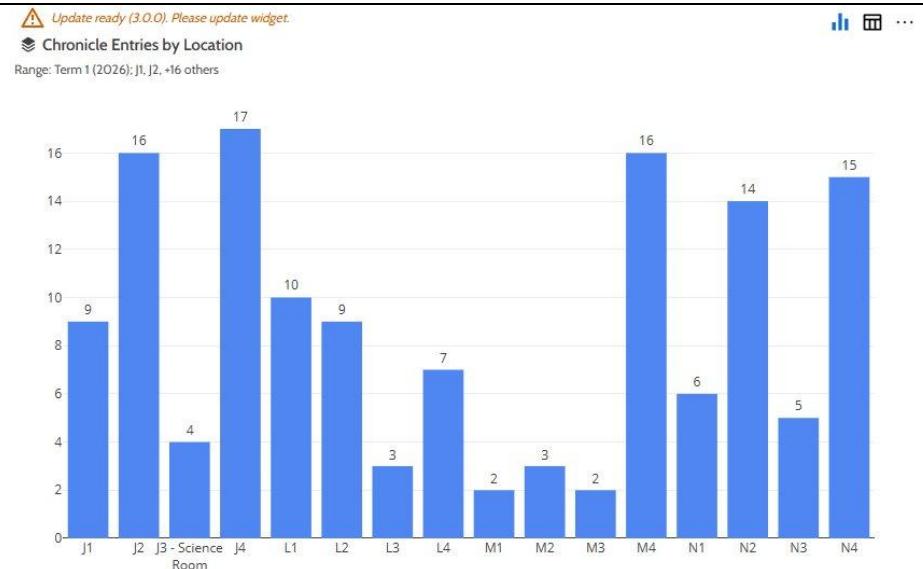
Date

Items for discussion - Reports Behaviour

PBiS team: Team leader: Amy Richards

- Compass and chronical entries will make up the data for behaviour directions; we are still working on mail-merge Lettes for goods standing, as linked to our policy.
- Ongoin PL is required for data entry and analysis.
- Lessons are still being used. However, this year the team will revise videos and lessons for the team to do in planning time.

Training: Whole school push for CMS, this focus on new teachers (Anne to coordinate)

Signed: 
Principal, Ken Molyneux

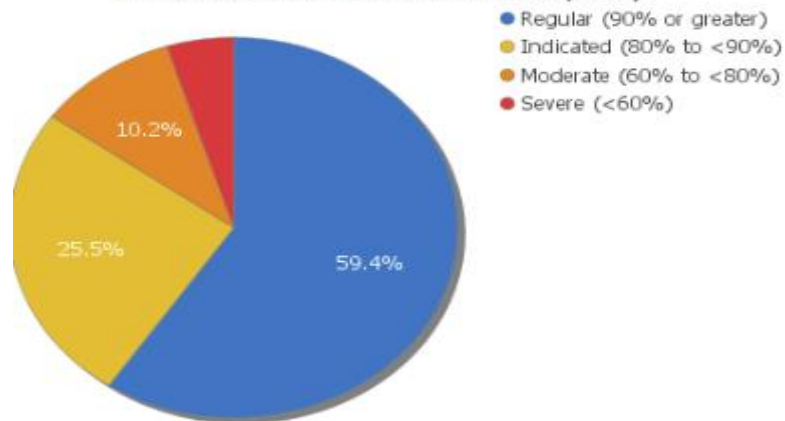
25/ 03 / 2026
Date

/ / 2026
Chairperson, Keith Williams

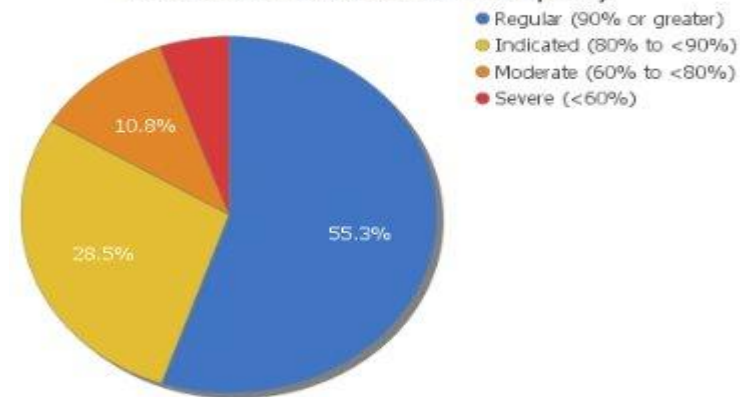
/ / 2026
Date

Semester 2	2021	2022	2023	2024	2025	2026
Primary (Excluding Kin)	351	350	369	350	346	345

Attendance Profile 2024 Semester 2 Compulsory

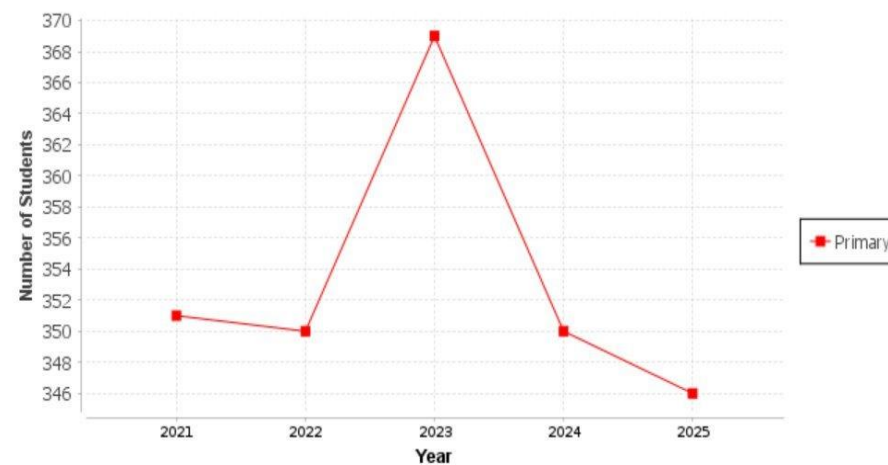


Attendance Profile 2025 Semester 2 Compulsory



Kin	PPR	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
42	52	58	43	43	52	49	48
42	52	58	43	43	52	49	48
7	14	6	8	11	6	9	12
7	14	6	8	11	6	9	12
	15	10	8	0	1	2	0
	15	10	8	0	1	2	0
1		1	2	1	1	1	1
1		0	1		0		
		1				1	
			1	1	1		1
42	52	58	43	43	52	49	48

Semester 2 Student Numbers



Signed: 
Principal, Ken Molyneux

25/ 03 / 2026

Date

/ / 2026
Chairperson, Keith Williams

Date



Items for discussion - Reports Workforce

Classroom Teachers

M3	K	21	Ash Burn
M1	PP	25	Mrs Molyneux
M2	PP	25	Mrs Turner
M4	1	18	Miss Daws
L1	1	18	Ms Masitto
L2	1	18	Ms Stanley/Mrs Winikerei
L3	2	21	Ms Bowman
L4	2	21	Miss Buitendag
N1	3	21	Miss Willmott
N2	3	20	Ms Lukic
N3	4	30	Miss Betts
N4	4 5	29	Miss James
J1	5/6	28	Ms Richards
J2	5/6	32	Ms Madani
J4		29	Ms Hambrecht/M. Lindley
Yes	M, T, W	Yr 3/4	Ms Lewis - 1/2
		Yr 1/2	Ms Lewis - N3/M1
	M, T, W		Ms Burn - M3/M2
	W,Th	Yr 4	Ms Lindley - N3
		Yr 5/6	Ms Lindley - J2
			Ms Bell (LWOP 20/7/2026)

✓ Classroom teachers – 15 classes (16.2 FTE)

- ✓ Music – 0.7 (3.5 days) IMSS – 0.3
- ✓ Phys Ed – 0.6 (3 days)
- ✓ Science - 0.6 (3 days)
- ✓ Yawuru - 0.7 (3.5 days)
- ✓ Technology – 0.8 (ICT)

Occupation Group	Active Headcount	Active FTE	Inactive Headcount	Inactive FTE	Total Headcount	Total FTE
Leadership	3	3.0	0	0.0	3	3.0
Teacher	23	23.4	5	5.0	31	28.4
Mainstream EAs	7	5.5	2	1.8	9	7.3
Education Support EAs	7	6	1	0.9	6	5.0
AIED	1	1.5	1	0.7	3	2.2
Admin	3	2.9	1	0.9	4	3.9
Cleaner	2	2.0	0	0.0	2	2.0
Other	3	2.5	0	0.0	3	2.5
Grand Total	51	44.8	10	9.4	61	54.3



Items for discussion - Reports Health & Wellbeing

Wellbeing remains a key focus, led by Aly Stein and the Health & Wellbeing Committee, working with Admin and the P&C to drive whole-school events and initiatives.

- **Smiling Minds** mindfulness sessions (15–20 minutes weekly) continue to support focus, stress reduction, and emotional regulation.
- **Berry Street Education Model**: Staff will receive PL in this area starting next year. - Implementation plan put together.
- **PERMAH Survey**: We will use the PERMAH Survey, which is designed to help set, measure and celebrate your wellbeing goals all to assess Staff wellbeing initiatives.

Demountable: We have been looking at leasing it to after school care.

KindiLink - will only be funded 50% by KSP. – Aly Stein teacher + Kindy, not sure after T2.

Tiles wall completed: - just waiting to paint rest of the wall.

Rocks for seat and front: Kodee will put them in these holidays.

Minor works: Carpets and painting of doors and walls

Signed: 
Principal, Ken Molyneux

25/ 03 / 2026

Date

/ / 2026
Chairperson, Keith Williams

Date

Items for Information

4.3 Finance Report

• Summary

One Line Budget Summary

Year: - 2026

Version: - Current

School		One Line Budget								Salaries Plan			Cash Plan		
Name	Code	Carry Forward Cash	Carry Forward Salary	Student-Centred Funding	Transfers and Adjustments	Locally Raised Funds	Total Funds	Total Expenditure	One Line Budget Variance	Salary Budget	Salary Expenditure	Salary Variance	Cash Budget	Cash Expenditure	Cash Variance
Broome North Primary School (5839)	5839	\$38,910	\$170,000	5,296,339	0	\$51,870	\$5,557,119	\$5,514,682	\$42,439	\$4,881,339	\$4,860,106	\$21,233	\$675,780	\$654,576	\$21,204

Preliminary Student-Centred Funding Statement School Revised

Issued on 23 March 2026

School: Broome North Primary School School Year: 2026

Region: Kimberley Region Aria: 9
Distance to Perth (km): 1680.63

Forecast Student-Centred Funding 2026

Per Student Funding:	\$	3,615,621.00
Student and School Characteristics:	\$	1,534,652.61
Targeted Initiatives:	\$	107,303.28
Operational Response Allocation:	\$	6,458.00
Regional Allocation:	\$	0.00
School Entered Targeted Initiatives:	\$	32,304.55
School Entered Operational Response Allocation:	\$	0.00
School Entered Regional Allocation:	\$	0.00
Total 2026:	\$	5,296,339.44

Preliminary Salaries Plan

Issued on 23 March 2026

School: Broome North Primary School School Year: 2026
Region: Kimberley Region Aria: 9
Distance to Perth (km): 1680.63

Forecast One Line Budget - Salaries Component (Workforce Plan) 2026

Carry Forward:	\$	170,000
Student-Centred Funding:	\$	4,711,339
School Transfers:	\$	0
Total Funds:	\$	4,881,339

EXPENDITURE	Actual YTD	Future	Forecast
Appointed Staff:	\$ 705,738	3,825,166	4,530,904
New Appointments:		230,407	230,407
Casual Payments - General:	\$ 10,193	42,113	52,306
Casual Payments - Leave Relief:	\$ 46,489	0	46,489
Other Salary Expenditure:	\$ 0	0	0
Total Salary Expenditure:	\$ 762,420	4,097,686	4,860,106
Unallocated / Over Allocated (-):	\$		21,233

Goods and Services

Expenditure	Sum
Administration	\$13,750.00
Lease Payments	\$71,964.00
Utilities, Facilities and Maintenance	\$354,531.00
Buildings, Property and Equipment	\$19,500.00
Curriculum and Student Services	\$125,660.55
Professional Development	\$20,000.00
Transfer to Reserve	\$43,670.00
Other Expenditure	\$5,500.00
Payment to CO, Regional Office and Other schools	\$0.00
Residential Operations	\$0.00
Residential Boarding Fees to CO (Ag Colleges only)	\$0.00
Farm Operations (Ag and Farm Schools only)	\$0.00
Farm Revenue to CO (Ag and Farm Schools only)	\$0.00
Camp School Fees to CO (Camp Schools only)	\$0.00
Total	\$654,575.55

Signed:


Principal, Ken Molyneux

25/ 03 / 2026

Date

/ / 2026

Chairperson, Keith Williams

Date