

Board Meeting:

School Board Meeting: Agenda: Thursday, 06 August, (T3, W3)

Venue: School Library/Meeting Room

Members: Ken Molyneux, Di Kevan, Sara Madani, Amy Richards, Pippa Kelly, Kelli Small

Time: 5:00pm

Chair: Keith Williams

Apologies: Kyla Bettridge,

Item	Agenda Items	Who	Time min	Attach	Outcome/Action/Who/Recommendations, awaiting info/approval/Endorsed, Amendments / Attachments
Communications					
1	Opening and Acknowledgement of Country:	Ken	1	Nil	
	Attend/Apologies: - Kyla Bettridge	Chair	1	Nil	Ken indicated that Kyla sent apologies Also, we are still a community rep short for board
	Disclosure of Conflicts of Interest Declare any conflicts of interest in relation to agenda items				
2 & 3	☐ Communication: ins & outs - See email (Kieth Resignation email)	Chair	1	☒	✓ Minutes: Previous Meeting: Review and endorsement of previous meeting minutes - Business arising (nil) ✓ Incoming resignation from chair - email
4. Item for information			0		
4.1	☐ P&C update - chair	Ken	10	☐	Finance and project update give – outline of events and school collaborations.
4.2	☐ Principal Report	Ken	8	☒	Ken went through the principal's report; see attached.
4.3	☐ Policy Review – Workforce Planning, Control Self-assessment	Megan Ken	10	☒	Draft work for planning put together but will need to be signed by the board at the next meeting. Control self-assessment indicates we are going well – Human Resourcing is the area for actions – OHS is the reason
5. Agenda Items/Discussions and Recommendations					
5.1	☐ Student performance data	Ken	10	☐	Ken and Di went through the NAPLAN date – Shows we are at expect for our ICSEA (998)- Grammar and Punctuation and Maths still looks like needing directed support. Results are available on my school website.
5.2	☐ Finance summary ☐ Control self-assessment	Megan Ken	5	☒	Ken quickly went through the minister's update! see attached.
6. Decisions / Endorsement Required					
6.1	☐ New chair nominations	Keith	2	☒	Ken tabled an email from Keith informing he will be leaving town and thus the position of Board chair. Tabled for board members to nominate – Kieth nominated Kelli – who tentatively agreed, seconded by Ken and passed by members. - see attached. Ken to put out an expression of interest to parents for Parent and Community reps, by Week 6, Term 3.
7. General / Other business					
7.1	☐ Message from the minister	Ken	5	☐	Ken quickly went through the minister's update! see attached.
7.2	Book list		5	☒	Book list – Di proposed increasing the book list for 2027 – Maths program whiteboards to be added to schoolbook list – moved by Di seconded by Pippa – all in favour
8	Meeting Closed:		60		6:10pm

Signed:


Principal, Ken Molyneux

06 / 08 / 2026

Date

/ / 2026

Chairperson, Keith Williams

Date

School Board
Principal's Report

Term 3, Week 3 - 08/08/2026

ACADEMIC

- ✓ NAPLAN Data: Shows we are at expect for our ICSEA (998)- Grammar and Punctuation and Maths still looks like needing directed support.

Year	ICSEA	Decile	N	R	Year 3	S	P&G	N	R	Year 5	S	P&G
2026	998	S	0.3	-0.1	0.8	-0.1	-0.2	0.7	-0.1	-0.6	0.1	-0.5
2025	998	S	0.1	0.2	0.3	-0.1	-0.3	-0.8	-0.6	-0.3	-0.7	0
			0.2	-0.3	0.5	0	0.1	1.5	0.7	-0.3	0.8	-0.5

- ✓ Reporting to Parents: Student reports were sent out Term 2 Week 10 (Wednesday).
- ✓ Curriculum & Pedagogy: School coaching focusing on explicit teaching.
- ✓ Professional Learning: Graduate teachers are receiving targeted support and additional time for development.
 - The instructional coaching cycle is going well in most areas.
 - Science and Language specialists are collaborating on a two-way Science project with Year 5/6 students, focusing on the seasons and aligning with science outcomes.
 - Mini PI: SAER - ASD and supporting Tier 2 students

BEHAVIOUR

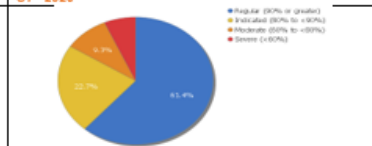
- ✓ PBIS Team: Led by Megan Flett, operational plan complete and working on signage for around the school.
- ✓ **Tier 2:** Tier 2 supports refer to the practices and systems that enable targeted interventions for students who are not successful with Tier 1 supports alone. The focus at Tier 2 is supporting students who are at risk for developing more serious unwanted behaviours before they start.
- ✓ Behaviour Data: Compass Chronicle entries are being used to inform behaviour trends and directions. Some strong data sets have already been collected this term.
- ✓ Behaviour Policy: Done and aligns with Compass behaviour tracking, PBS expectations, restorative practices, and Berry Street Model.
- ✓ Training: 4 staff have completed the CMS training and coaching.

ATTENDANCE (SAR) - An absence is classified as

S1 - 2025



S1 - 2026



Attendance comparison

Breakdown	Attendance Rate %	Regular	All Data Indicated	All Data Moderate	All Data Severe	Abs. %	Weekly %
K5V	88.3%	27	12	3	4	69%	32%
PPR	89.1%	17	16	3	4	62%	36%
V31	84.3%	26	14	4	8	73%	28%
V32	80.4%	29	13	3	4	67%	37%
V33	88.7%	35	13	4	3	58%	42%
V34	88.0%	34	15	4	2	61%	39%
V35	89.2%	38	14	3	1	79%	24%
V36	88.7%	32	15	3	3	68%	40%
Compulsory	88.4%	222	194	26	23	80%	39%

2025 attendance rates - S1 schools (88.4%) & 2026 attendance rates - S1 school (88.1%) WA public schools (89.1%)

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:** completed domain 1 - Body (community circles and ready to learn) and have domain 2 last day of term 3.
- **PERMAH Survey:** The PERMAH Survey completed
- **Psychological Safety:** School will be looking at a planning session in week 7 to workshop a plan for how we will deal with the issues that have come up from staff feedback.

School Board
Principal's Report

ENROLMENTS - Trends

Semester 1	2022	2023	2024	2025	2026
Primary (Excluding K5V)	341	345	334	354	345

2026, **Census** - current numbers: 394 students,
2027 - **projected** 382
41 Kindy already.
2 x Kindy ATM



SCHOOL PROFILE - Workforce

School Profile

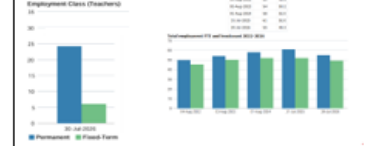
ICSEA: 988, 5th decile (2026)
Student with Disabilities: (7) 4% - (2026)
Aboriginal Enrolments: 15% - 60, (2025)

Staff analysis

Teaching Staff: **Male: 10% Female: 90%**
Non-Teaching Staff: **Male: 8% Female: 92%**
Administration (School Leadership): **Male: 33% Female: 66%**

Age

Age Group	All Staff	Teaching Staff	School Support Staff
Under 25	4	0	4
25 to 34	12	0	4
35 to 44	20	16	4
45 to 54	15	5	10
55 to 64	3	0	1
65 to 74	3	1	2



WORKFORCE PLAN

New Plan for 2027 in draft: Ken has drafted it and is working with Megan to support affordability (Admin to endorse and Board to endorse next meeting). Induction processes and exiting need to be included.
Parent notes: sent out asking parents to provide information to support planning.
Staff Preferences: Will be sent out in Week 6 for 2027.
Staff: Based on numbers and staff on leave returning in 2026, we may need to employ one teaching staff.
Staff on Leave: Mat leave 2 staff.

OPERATIONS

Demountable: KindiLink and after school care - still possible.
KindiLink: should be good for 2027
School Strategic Operational plan, linked to Business plan and school review recommendations.
Principal Review - Term 4 Wk. 2
P&C - Drink fountain replacement/upgrade - Students writing letters to support P&C grant applications
Photo permissions: Commissioner of eSafety we will review our policy and make changes accordingly.

FINANCE Current:

Salary	YTD as at 30 Jun	Cash	Verified Jun
Salary	\$172,240		\$26,910
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PROJECTS

- Open Night
- Rock Seat

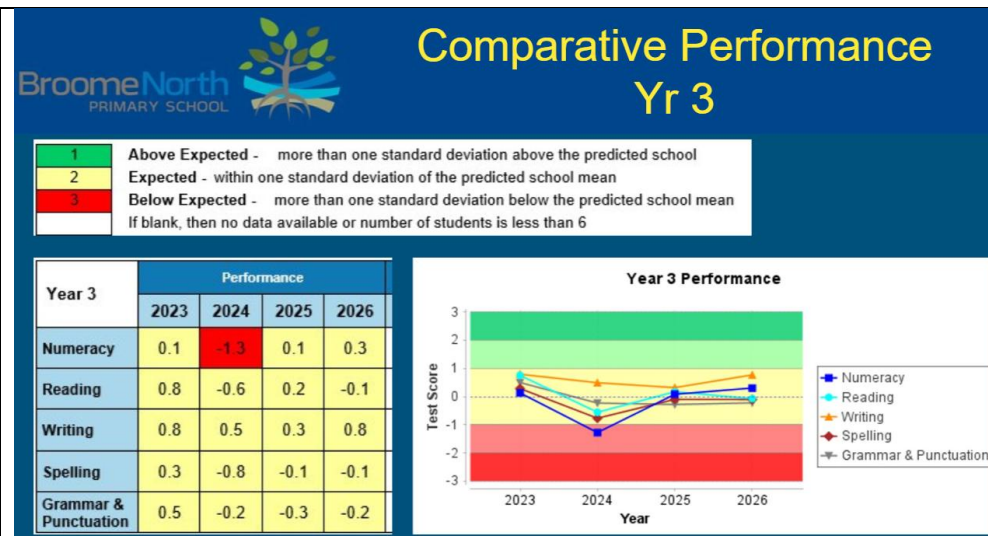
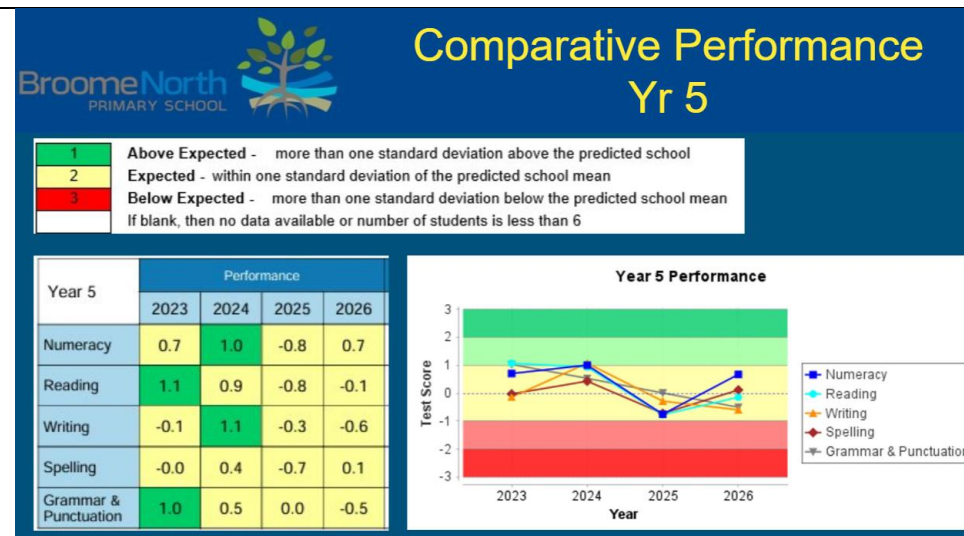
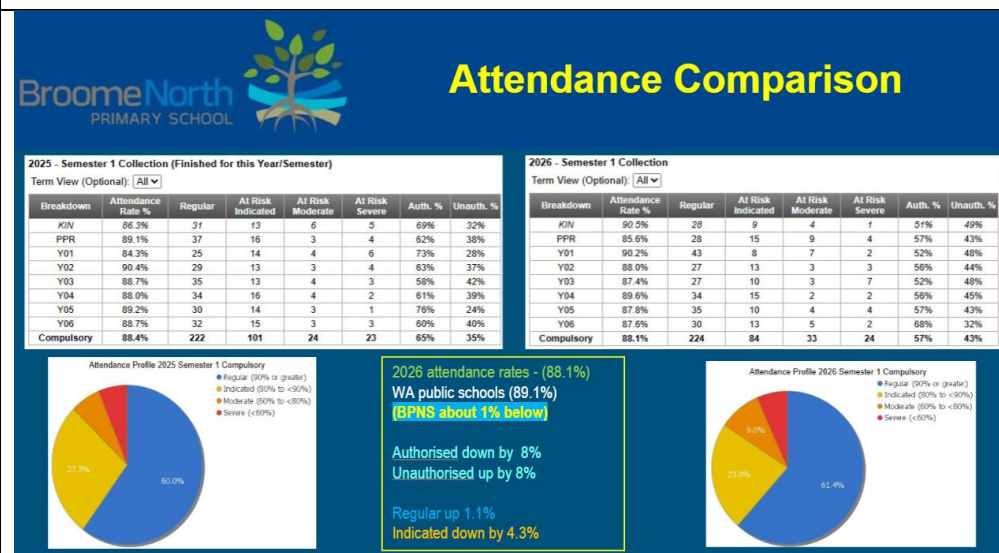
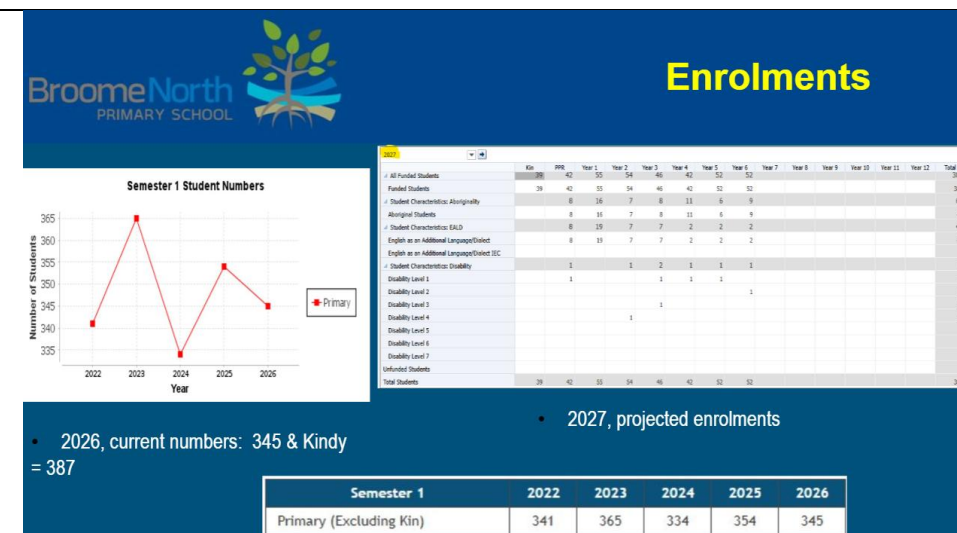
Ken Molyneux - Principal

Signed:
Principal, Ken Molyneux

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Chairperson, Keith Williams

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 Principal, Ken Molyneux

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Workforce planning

New Plan for 2027 in draft: Ken has drafted and working with Megan to support affordability (Admin to endorse and Board to endorse next meeting). Induction processes and exiting need to be included and tighten – based on compliance review.

Staff Preferences: Will go out end of term 3. Teaching pool may be done as a cluster.

Staff: Based on numbers and staff on leave returning in 2027, we may need a teacher.

2027 Teaching Pool (possible cluster)

Workforce Analysis – SWOT	
Strengths <ul style="list-style-type: none"> Experienced staff Stable staff cohort Permanent workforce 5 x Senior teachers 2 	Weakness <ul style="list-style-type: none"> Low L3 teacher numbers (0) Limited staff diversity Induction processes
Opportunities <ul style="list-style-type: none"> Succession planning Cross school sharing Distributed leadership Leadership development - Future Leaders Framework - Level 3 classroom teachers Specialist learning areas Targeted recruitment 	Threats <ul style="list-style-type: none"> Retirements Staff retention – moving home Leaving (Mat leave, other jobs, eg AIO) LSL liability Promotions Staff health and wellbeing

SCHOOL PROFILE – Workforce

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Employment Class (Teachers)

Employment Class (Non-Teachers)

Controlled Self Assessment

CSA Questionnaire Response Summary
Frequency of response types across the completed 2026 CSA questionnaire.

CSA compliance status by area
Responses grouped as established practice, improvement required, or priority action. Contextual and not applicable questions are excluded.

CSA compliance status by area

Area	Established practice	Improvement required	Priority action
Recepting and banking	18	2	0
Governance	18	2	0
Human resources	18	2	0

Controlled Self Assessment

Summary
Established Practice: 84.5%
• Responses of **Yes** and **Always**, demonstrating strong compliance.
Improvement Required: 7.3%
• Responses of **Often** and **Sometimes**, where processes are generally in place but require greater consistency.
Priority Action: 8.2%
• Responses of **No** and **Never**, representing the highest priority areas for action planning.

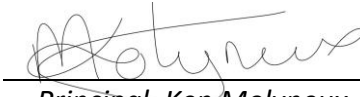
Priority area	Current response	Recommended action
Extreme heat and heatwave plan	No	Develop, approve and communicate a school-specific plan
Annual review of reserve plan	No	Add the reserve plan review to the annual finance calendar
Overdue leave approvals	Never	Review affected balances and obtain the required approvals
Work health and safety plan	No	Develop and endorse a current WHS plan
WHS governance	No	Form a committee or make WHS a standing whole-school meeting agenda item
Excess leave balances	Yes	Establish documented leave-management plans for affected employees

Controlled Self Assessment

Priority area	Current response	Recommended action
Extreme heat and heatwave plan	Have one drafted this year	Develop, approve and communicate a school-specific plan
Work health and safety plan	Have one just needs up-dating	Develop and endorse a current WHS plan
WHS governance	Working on it	Form a committee or make WHS a standing whole-school meeting agenda item
Psychological Safety	Working on it	Assess current situation and put together a plan

WORK HEALTH AND SAFETY SITE VISIT

Broome North Primary School	Date of visit	31/08/2022
Principal	Kenneth Molyneux	
MCS	Cheryl Parkinson-Varga	
Health and Safety Representatives	Rosie Kizoon	
Health & Safety Consultant	Dylan Farmer & Cheryl McCall	
Observations / Recommendations		

Signed: 
Principal, Ken Molyneux

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SCHOOL DEVELOPMENT DAYS

There are 7 school development days in 2027. There are 3 mandated dates & meeting day:

SDDs include:

- 28 January
- 29 January
- 27 April (BSEM; first day of T2 after ANZAC day public holiday)
- 19 July (first day T3)
- 24 September (BSEM; last day of Term 3)
- 11 October (first day of Term 4)
- 17 December (Trade off—last day of term)

Parent interviews:

- Monday 5 April (Day, no students)
- Parent open night

Public Holidays

- Australia Day on Tuesday 26 January
- Labour Day on Monday 1 March - falls during Term 1
- Good Friday on Friday 26 March - falls during school holidays
- Easter Monday on Monday 29 March - falls during school holidays
- Anzac Day on Sunday 25 April (with an additional day off on Monday 26 April) - first day of Term 2
- WA Day on Monday 7 June - falls during Term 2
- King's Birthday on Monday 27 September - falls during Term 3 school holidays



Resignation as Board Chair

From Keith Williams <knxkeith@westnet.com.au>

Date: Thu 2026-07-23 10:17 AM

To: MOLYNEUX Kenneth [Broome North Primary School] <ken.molyneux@education.wa.edu.au>

Warning: This email was sent from outside of the Department of Education. Do not click on links or open attachments unless you are confident that this email is safe.

Hi Ken,

It is with genuine regret that I submit my resignation as Board Chair of Broome North Primary School, effective 31 July 2026.

I have secured employment in Tom Price and will be leaving Broome, necessitating my departure from the Board.

I have enjoyed my involvement in the School Board as both a community and parent representative, and most recently as Board Chair. I have learned a lot and have great faith in your leadership and the team at Broome North Primary School, and appreciate everything the School is doing for the Broome North community.

Thank you for your support along this journey - I would be continuing on the Board if it wasn't for this new opportunity.

Regards
Keith Williams

Signed:


Principal, Ken Molyneux

06 / 08 / 2026

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/ / 2026

Chairperson, Keith Williams

Date