

**West Leeming Primary School  
Board Meeting Summary  
24 March 2025**

**Welcome and Acknowledgements**

- The meeting commenced at 6:00 PM with an Acknowledgement of Country by Rachael Pui.

**Board Membership Updates**

- Parent Representative: Two nominations received; an election will be held electronically and via paper prior to the end of term.
- Staff Representative: Josh Butler elected unopposed for a two-year tenure.
- Principal Selection: The selection process is underway with interviews scheduled this week. The process should be finalised by the end of term, most likely in week 10.

**Key Documents and Policies**

- Statement of Expectation: Outlines the roles of responsibilities of school principals. This statement will be signed by the current and incoming Principal, endorsed by the School Board Chair and the Director General.
- Policies for Review this year:
  - Carnival selection and participation policy (Term 2)
  - Class placement policy (Term 3).

**School Performance and Self-Assessment**

- West Leeming's Business Plan 2023 – 2026 self-assessment: An update on the school's progress in achieving the school improvement targets and strategies was shared with the Board. The self-assessment process is part of an Internal review annually, with progress tracked over four years. This self-assessment will also be incorporated into evidence provided for the Public School Review later this year.
- Public School Review (PSR): This external review occurs every 1-5 years as part of the Department of Education's school accountability processes. The next review for West Leeming is scheduled for Term 3. The PSR process involves the school submitting evidence about our school improvement progress and achievements, followed by a school visit by the review team. This school visit will incorporate meetings preparations involving staff, students, the school board and West Leeming community members.

**Learning Environment: Neurodiversity**

- Presentation on how the school is supporting neurodiverse students, including staff professional learning and the incorporation of strategies to create an inclusive learning environment and reduce community stigma.

**Parent/Teacher Meetings**

- Early closure approved for Term 2, Wednesday, July 2, to facilitate parent/teacher meetings.

**Community Surveys**

- TREK2School Study: Participation in 2007 and 2023, with findings discussed.
- Speaking Out Survey 2025: West Leeming will participate in this research project conducted by the Commissioner for Children and Young people. It is scheduled for Term 2 and will focus on student wellbeing.

**School Operational Reports**

- Grounds and Buildings: Applications for community use grants submitted; ongoing efforts to secure funding for the oval improvement project.

**Other Business**

- Principal acknowledged the School Board's contributions and achievements over the past six years, including school reviews and improvement initiatives.

The meeting concluded at 7:35 PM.