

## School Board – Meeting Summary

23 February 2026

The first meeting of the West Leeming Primary School Board for 2026 was held on 23 February. The Board discussed a range of matters relating to school priorities, student learning, wellbeing and school operations.

### Board Membership

Board membership was discussed, including upcoming nominations for parent and staff representative positions. The Board also confirmed the appointment of the School Board Chair for 2026.

#### *Term One Board Membership*

Board Role	Members
Board Chair	Rachael Pui
Principal	Jennie Dawson
Parent Representatives	Natalie Williams, Mandy Goh, Kate Reid (process currently underway to elect an additional parent representative to the Board)
Community Representative	Jan Miles
Staff Representatives	Josh Butler, Chrissy Marcelli, Michelle Howell, Hayley Vermeulen
Executive Officer	Angie Brierley

### Principal's Report

The Principal provided an overview of the school context, including student demographics, attendance and staffing. The report also outlined the Department of Education's Aspirations for All system direction and how this aligns with West Leeming Primary School's vision and Business Plan priorities.

### School Finance

The Board reviewed the revised 2026 school budget. Adjustments reflected the final cash rollover from 2025 and updates to several budget areas. The Board noted the revised budget.

### Changes to Reporting Requirements

Board members discussed recent changes to reporting requirements for WA public schools. The Department of Education now allows schools to schedule up to two full days of school closure per year for parent meetings to discuss student progress.

Following consultation with staff, West Leeming Primary School proposed moving from a half-day closure to a full-day closure at the end of Semester 1 to allow longer meeting times with families. The Board discussed the proposal and supported this approach.

The revised end-of-semester reporting requirements introduced by the Department of Education were also shared with the Board and noted. These changes will have minimal impact at West Leeming Primary School as the school's current reporting practices are already aligned with Department requirements.

## Students at Educational Risk

The Board received an overview of the school's approach to supporting students at educational risk. This included the school's multi-tiered system of support, inclusive classroom practices, neurodiversity-informed approaches to learning and Department of Education requirements regarding documented plans for students requiring substantial or extensive adjustments.

## Communication Policy Update

The Board reviewed updates to the school's Parent Home–School Communication Policy. The updated policy reflects the school's move to Compass as the primary platform for school communication. The Board noted and endorsed the revised policy.

## SunSmart Practices

The Board discussed the school's SunSmart practices and procedures to support student health and safety. West Leeming Primary School operates in alignment with Department of Education guidelines regarding sun protection in schools. The school is recognised as a SunSmart School through the Cancer Council WA SunSmart Schools Program, with endorsement reviewed every two years.

## Buildings and Grounds

Updates were provided on recent improvements around the school, including installation of air conditioning in the library, playground soft fall upgrades, oval maintenance, relocation of bag racks, improvements to classroom layouts and installation of new classroom screens (TVs).

## Board Governance

The Board reviewed and signed the School Board Code of Conduct, which outlines expectations for confidentiality, respectful discussion and the role of Board members.

The Board also reviewed the Terms of Reference, which outline the purpose, responsibilities and operating procedures of the School Board.

## Next Meeting

The next meeting of the West Leeming Primary School Board will be held on Monday 23 March 2026.