



# Leeming Primary School

An Independent Public School

## Minutes for the General Meeting

*Week 8, Term 2, 2025*

**Date** 18 June 2025

**Location** LPS Board Room and Teams

**Chair** Thomas Albrecht (TA)

**Attendees** Clive Emby (CE), Jacqui Needham (JN), Cynthia Geiles (CG), Michael Lawrence (ML), Jessica Schneider (JS)

**Apologies** Jamie Graham (JG)

**Secretary** Maria Ng (MN)

## Agenda

1. Welcome
2. Chair's comment
3. Principal's report
4. Financials
5. Tracking against Operational and Business Plan
6. General Business
  - a. Funding agreement
  - b. Public School Review
  - c. Administration
7. Close



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#	Item	Details	Documents	Motion
1	<b>Welcome</b> - Attendees/Apologies - New Members - Correspondence - Previous Meetings - Actions	- Minutes from Previous Meeting: CN noted that she was marked absent but was present. TA to amend.	Meeting Minutes	Accepted
2	<b>Chair's comment</b>	- Run thru of agenda		
3	<b>Principal's report</b> - Staffing - Enrolments - P&C - Curriculum/ Programmes - AOB	- 376 students - Principal report was emailed electronically to the chair, deputy chair and secretary prior to the meeting - CE provided overview with key items being: <ul style="list-style-type: none"> <li>• Department of Education strategic document is looking at early 2026 release although a brief could come out mid July</li> <li>• Naplan results expected in August, this will give us indication as we can compare back to 2023</li> <li>• Public school review recommendations needs to be addressed, with immediate actions to review committees and strategic leadership for the school. Several committees required and resources is key.</li> <li>• Mrs Linda Thomas will return to classroom and backfill some roles while internal recruitment is in place. Expression of interest have been received internally and Leadership committee will meet 19 June to select a candidate</li> <li>• \$30k funding to go into library resources – 3D printer.</li> </ul>		
4	<b>Financials</b>	- Review of financials by the Board.	Budget	Noted



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	<ul style="list-style-type: none"> <li>- Financial Position</li> <li>- Updates</li> </ul>	<ul style="list-style-type: none"> <li>• TA noted locally raised funds better than budget and CE confirmed this does not include \$30k funding</li> <li>• CE confirmed casual payments are additional days for current staff not reliefs – these are charged to the department</li> <li>• MN confirming variances is due to budget is full 12 months but results are for 5 months (YTD)</li> </ul>		
5	<b>Business Plan 2026+</b> <ul style="list-style-type: none"> <li>- Tracking against Operational and Business Plan</li> </ul>	<ul style="list-style-type: none"> <li>• TA checked with CE whether any further support can be provided in establishing the new business plan</li> <li>• CE advised that next School Development Day – 25 August 2025, there will be a scheduled discussion and input from staff and asked if any Board Members are available to be present.</li> <li>• Suggestion to have a survey to community members and that questions should be targeted and not open ended.</li> <li>• CE raised its about brining the processes together and linking staff, board and community.</li> <li>• It was mutually agreed that (1) CE will develop a draft template with comments suggested by Board Members last meeting and come up with headings/ domains by end of July, (2) questions to go out to community by early August so that responses can be reviewed before 25 August.</li> </ul>		



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6	General Business	<ul style="list-style-type: none"> <li>- <b>Funding Agreement</b> provided by CE last meeting, noted and passed for signing by Chair.</li> <li>- <b>Public School review</b> update by CE: <ul style="list-style-type: none"> <li>• Report has been drafted and is waiting for release, expected end of term.</li> <li>• Overall, there were good evidence that we were meeting most of the domains and certain aspects that was commended.</li> <li>• CG noted that it is not uncommon for one domain to come back for one year review.</li> </ul> </li> <li>- <b>Administration</b> <ul style="list-style-type: none"> <li>• Board Email: MN suggested <a href="mailto:leemingps.board@gmail.com">leemingps.board@gmail.com</a> to be set up for future correspondences for Board members.</li> <li>• New Members: Expression of interest received from a parent, Wendy Saw. TA to action and invite to next meetings</li> <li>• Ideas for new members/ succession planning: open night, newsletter, consider skill sets. TA is due for rotation end of the year and possibly ML.</li> <li>• JS suggested following up prev. board engagements i.e. award nominations etc</li> </ul> </li> </ul>		
7	<b>Close</b> <ul style="list-style-type: none"> <li>- Thank you</li> <li>- next meeting</li> </ul>	<p>Summary:</p> <p><i>The focus of the meeting was a discussion around the strategies forward on development a new business plan for 2026 to 2028 linking Board, Staff and community input. This will need to</i></p>		



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		<p><i>incorporate any recommendations from the recent Public School Review that took place on 21 May 2025 as well as Department of Education new strategic document due early 2026. The final report from the Public School Review will be released to the Principal towards end of the term.</i></p> <p><i>There are currently two open positions on the School Board. We encourage interested parents or community members to express their interest by emailing: <a href="mailto:leemingps.board@gmail.com">leemingps.board@gmail.com</a>. The next board meeting is scheduled for Week 3, Term 3, <b>Wednesday, 6 August at 6pm</b> in the LPS Board Room.</i></p>		

## NEXT MEETING

Next meeting in Week 3, Term 3 Wednesday, 6 August at 6pm LPS board room.

The meeting closed at 7:05pm with no outstanding issues to discuss.

Approved on \_/ \_/ \_

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Chair

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Secretary



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