



Leeming Primary School

An Independent Public School

Minutes for the General Meeting

Week 3, Term 3, 2025

Date	6 August 2025
Location	LPS Board Room and Google Meet
Chair	Thomas Albrecht (TA) - online
Attendees	Le-Anne Frossos (LF) , Cynthia Geiles (CG), Michael Lawrence (ML), Jessica Schneider (JS), Rebecca Swindles (P&C) - online
Apologies	Jacqui Needham (JN)
Secretary	Maria Ng (MN)

Agenda

1. Welcome
2. Previous meeting minutes
3. Principal's report
4. Financials
5. Tracking against Operational and Business Plan
6. General Business
 - a. Preliminary Budget
 - b. Naplan
 - c. Business Plan
 - d. Other Business
7. Close



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#	Item	Details	Documents	Motion
1	Welcome - Attendees/Apologies - Previous Meetings - Actions	Welcome to acting Principal, Ms Leanne Frossos (LF)	Meeting Minutes	Accepted
2	Previous Meeting	Minutes from the Previous Meeting (18 June) were accepted and approved.		
3	Principal's report	<ul style="list-style-type: none"> A general update was provided by LF and circulated to Board members prior to the meeting. LF provided updates around enrolments, public school review, recent Naplan results, business planning. The report was accepted as read and no further questions were raised. The school is transitioning to a new student information system (Compass) that is being rolled out by the Department of Education. Go Live Date was 05 August 2025 for the school. Public School Review <ul style="list-style-type: none"> Detailed discussion regarding the result of the Public School Review. LF raised that there were many commendations and it is important that the good continues. The Leadership starts in classrooms and it moves up. LF has experience in developing a structured framework that supports the one year return and believes it can well position the school in future reviews. There is a recommendation around culture responsiveness with the Indigenous people and a reconciliation action plan needs to be developed and implemented. Upcoming School Development Day 25 August will be held offsite. ML and TA will join School staff as well as invited guests by LF from the Department of Education to drive the development of the next Business Plan. The Staff is looking forward to working collaboratively towards the recommendations of the Public School review. 	Principal Report	
4	Financials - Financial Position - Updates	Review of financials by the Board. <ul style="list-style-type: none"> MN queried some under spend in budget and LF confirmed that the budget is anticipated expenditure. 	Budget	Noted



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	- Budgets	<ul style="list-style-type: none"> JG queried the meaning of the 96% budget utilised. LF confirmed that the School is expected to use at least 90% of the budget and only allowed to carry across 10% of remaining funds unless in exceptional circumstances. 		
5	Tracking against Operational and Business Plan	Work is underway to create and develop the next Business Plan. The importance of clear and measurable metrics was raised by Board members for future tracking and reporting.		
6	General Business	<p>a) Preliminary Budget: LF noted the 2nd census was just submitted and results pending from there will drive the preliminary budget for 2026.</p> <p>b) Naplan Results Results were received 1 August and the Staff is still yet to review the results in detail and identify any gaps and improvements required to the School's Curriculum. A report will be provided to the Board at the next meeting.</p> <p>c) Business Plan</p> <ul style="list-style-type: none"> LF acknowledged the Board for doing some preliminary research into other schools and will be taken into consideration in the business plan development. TA raised the importance of being clear, concise and specific metrics to allow measurement and reporting. Also that it creates a really good opportunity for the School/ Board to share the next three years. Recommendation from the Board that following the School Development Day, a community survey with specific questions to be developed around the Business Plan to obtain feedback or suggestions from the community. <p>d) Other Business</p> <ul style="list-style-type: none"> LF to assist with a formal Board Nominations call out. Discussions around different lengths of tenure should be included for overlap and adequate handover. 	Public School Review Report	



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		<ul style="list-style-type: none">Board members to assist with Open Night and be available to speak with families and promote the role of the School Board.		
7	Close <ul style="list-style-type: none">Thank younext meeting	<p>Summary: Board meeting centered on a detailed discussion of the Public School Review outcomes. The report's recommendations will inform the development of the School's upcoming Business Plan as well guide preparations for the One-Year Return, scheduled for Term 2, 2026. Board members have been invited to join school staff during the upcoming School Development Day to co-develop the framework for the new Business Plan. This collaborative effort will ensure alignment with the review's key recommendations and set a clear strategic direction for the school.</p> <p>17 Upcoming Engagements:</p> <ul style="list-style-type: none">Open Night & Public Board Meeting – 11 September 2025 This meeting will start at the conclusion of the School Open Night. It will serve as a public meeting, creating an opportunity for the wider community to engage with the school. Everyone is welcome to attend.		

NEXT MEETING

Next meeting in Week 8, Term 3 Thursday, 11 September 2025t at 6pm LPS board room.
The meeting closed at 6:45pm with no outstanding issues to discuss.



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Approved on 11/09/2025

Chair

Secretary