

Independent Public Schools

UNLOCK YOUR SCHOOL'S FUTURE



An Independent Public School

Minutes of Meeting March 30, 2026

Morawa DHS Library, commencing at 3.37 pm

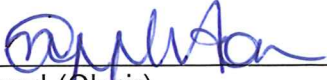
- ATTENDEES:** Tracy Tapscott (Principal), Helen Walter, Linda Jenkins (MCS), Nicola Appleton, Narelle Knox, Aimee North, Sara Coaker, Maryanne Milloy-Rakich (IPS Assistant), Robert Cheekes (secondary student representative), and Khobi Porter and Amelia Cheekes (primary student representatives)

1.0	Welcome and Apologies	Actions
1.1	Opening and Welcome. - Meeting opened at 3.37 pm - Welcome to student representatives Khobi Porter, Amelia Cheekes, Robert Cheekes - Thank you to Helen Walter for her past role of Chairperson	
1.2	Confirmation of Agenda	Agenda confirmed
1.3	Apologies: - Carolyn Lewis - Luke Wallace	
2.0	Housekeeping	
2.1	Call for nominations for Chairperson and vote - Helen Walter nominated Nicola Appleton as chairperson - Nicola Appleton accepted.	Nicola Appleton appointed Board chairperson for 2026 Nicola Appleton chaired the meeting from this point
2.2	Call for nominations for Deputy Chairperson and vote - Tracy Tapscott nominated Sara Coaker as Deputy Chairperson - Sara Coaker accepted the nomination	Sara Coaker appointed Deputy Chairperson
2.3	A Board member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality and privacy of the people involved. If the issue relates to an operational matter of the school, the parent should be encouraged to speak with the principal or the classroom teacher. However, if the issue relates to a school policy or procedure, it should be put on the agenda for discussion at the next School Board meeting, where it will be dealt with in a generic sense to protect the privacy of individuals involved. A Board Member or Members who fail to act in this manner can be removed from the Board.	Nil
2.4	Identify real, perceived, or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be raised with the Chairperson prior to the meeting to determine the appropriate way to manage the conflict.	No conflicts
3.0	Minutes of Previous Meeting	

3.1	Review Minutes of previous meeting December 1, 2025 <i>Sara Coaker moved the minutes of the cancelled 1 December meeting be approved, seconded Tracy Tapscott. Carried.</i>	Previous Minutes tabled and confirmed
4.0	Correspondence	
	Outwards • 25/11/25 Thank you email sent to Bradley • Barbuto for his time on the board • Information ISP Assistant • Emails to Makayla Milloy with information • about being a board member starting the 3/2/26 • To Danielle Wilton, coordinator Regional • operations asking for an extension on submitting our • Annual Report 17/3/26 Inwards • Text message 2/2/26 from Makayla Milloy • expressing her interest in being on the board	Correspondence tabled Follow up – Tracy Tapscott contacted Lisa Criddle and had an extension for the Annual Report granted
5.0	General Business	
5.1	Student presentation • Khobi Porter, Amelia Cheekes and Robert Cheekes	Reports tabled
5.2	Statement of Expectations	Noted
5.3	Code of Conduct	Noted
5.4	Terms of Reference	Noted
5.5	Security measures at the school • Discussion around incidences of vandalism • CCTV options are being explored ➤ Mindful around areas of privacy, camera placement and who can view the vision	Board to be kept advised on the progress of possible installation of CCTV Board endorsed that a letter be sent to Morawa DHS principal outlining the boards support for an application of CCTV through the department.
6.0	Reports and Updates	
6.1	Principal's Report Items highlighted • Including Workforce Plan Updates 2026 • Operational Plans 2026 • Annual report update • Narelle Knox gave background on a Multi-tiered system of support (MTSS) • Data based decision making outlined • Heywire competition winner – Justice Golbys winning entry played for the board • Year 6 leavers shirts have had a printing issue this is being followed up (Aimee North raised this)	Principal's report tabled Heywire entry tabled for the board Quantity Teaching Strategy video presentation played and tabled
6.2	Aspirations for All Workshop • Every student achieving their potential ➤ Board broken up into working groups of two (one teaching staff in each if possible)	

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6.2 Cont'd	✓ Meeting students needs ✓ Supporting students through wrap around services ✓ The early years	Next meeting Quality teaching and learning in every classroom will be workshopped
6.3	2025 Financial Summary • 2025 Contribution and Charges collection rate • 2026 Preliminary One- line budget • 2026 Preliminary Student-Centred Funding Statement • 2026 Cash Plan • 2026 Salary update • FUNDING APPROVALS/REQUESTS • 2026 Comparative Budget • Primary and secondary fundraising • GENERAL BUSINESS • Student Statements • Grant updates • Funding agreement Highlighted items • Repairs on mulit purpose courts have been completed • Choir camp costings will be tabled at the June meeting • Canteen upgrades noted	Funding agreement endorsed and signed The board noted operational budgets are released Proposed fundraising for 2026 was noted Luke Wallace still needs to complete his finance induction
6.4	IPS Report ➤ Board training date/s to be discussed when Tonia Carslake returns ➤ Public meeting Date to be chosen ➤ Board member, and chairperson, Nicola Appleton has some issues attending at 3.30 pm due to work commitment. IPS Assistant to follow up ➤ New board members are still needed T Shields and H Taylor (Three Springs) to be approached	IPS Report tabled Public meeting date will be June 22 IPS Assistant to talk to WACOA – Morawa Deputy about chairperson Nicola Appleton leaving work early on board dates IPS Assistant to approach potential new board members
7.0	Other Business	
		NIL
8.0	Roundtable Evaluation	
	Nicola Appleton • Expressed thanks to Tracy Tapscott for the acting role of principal in term one Linda Jenkins • Good to have the compliances met with the approvals and notations	
9.0	Meeting Close/next meeting	
	• Meeting closed at 5.25 pm • Next meeting June 22	


Signed (Chair)

22/06/2026
Date