

School Council Meeting Castlereagh School

DATE:	13th November 2025	CHAIR PERSON:	Pauline Winrow
TIME:	9.15am	MINUTE SECRETARY:	Tracey Walker
ATTENDEES:	Pauline Winrow (Principal), Katherine Huxley (Parent), Michelle Stiff (Parent), Claire Hegarty (staff), Cecilia Orchard (staff), Tracey Walker (MCS ex officio)		
APOLOGIES:	Tracey Coad (Parent)		

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1	Welcome & New Members	Chair	<p>Principal welcomed everyone to meeting.</p> <p>Tracey Coad unable attend today. Informed she would like to stay on as a community member for the School Council. The School Council acknowledges Tracey's the commitment and appreciates her contribution to be the Community Representative in 2026.</p>	<p>Everyone welcomed.</p> <p>Action: Tracey Coad be endorsed as School Council Community Representative for 2026</p> <p>Moved: Michelle Stiff</p> <p>Seconded: Cecilia Orchard</p>
2	Apologies	Principal	Tracey Coad	
3	Celebrations	Chair	<p>Sensorium Theatre visit was a wonderful experience.</p> <p>Media attention through Sensorium article in the Western Australian and Triple MMM visit and interview with ABC Radio.</p> <p>Courtney working with Willetton Basketball Centre and our local community with volunteers, some who previously attended Castlereagh. Partnerships with community groups growing.</p>	
4	Acceptance of previous minutes	Principal	That the Minutes of the previous meeting on the 21 st August 2025 be accepted as a true and correct record".	<p>Moved: Katherine Huxley</p> <p>Seconded: Michelle Stiff</p> <p>Carried</p>

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5	Correspondence	Principal	Nil	
6	Business arising from previous minutes 6.1 B	Principal	<p>6.1 Donation from State Election has been received \$65000.00. New Shed at back of house with ramp for wheelchair access and blinds installation in blue room has been completed. The playground equipment part of the grant will be completed early next year. The Kindy Sandpit being upgraded over the December school holidays.</p> <p>6.2 School Review – will be Term 4 Wednesday December 3. Council members to be invited to meet with panel. Discussion on availability.</p> <p>6.3 Hydrotherapy Pool - still awaiting answers to issues relating to the qualification required and costing of the Hydrotherapy Pool. Discussion held on duty of care, therapist hydro qualifications, cost of program to school, cost to parent by providers and additional staffing limitations.</p>	<p>Works due to be completed in Term 3. Playground equipment will require quotes.</p> <p>Principal, Deputy & MCS to prepare. Principal to schedule Council on Wednesday 3rd afternoon.</p> <p>Principal will continue to advance this and prepare documentation for approval by the Department.</p>
TEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
7	Presentation of Reports 7.1 Salary Plan & Cash Report (Comparative Budget Report)	Principal/ MCS	<p>7.1 Operational One Line Budget, 2025 School Financial Summary, Minimum Monthly Spend & Comparative Budget Report tabled at Council. Salary and cash budget is in the black.</p> <p>7.2 2026 Preliminary One Line Budget, 2026 Cash Plan & 2026 Salary Plan presented to Council for approval.</p>	<p>Action: “That the Council notes the annual one-line budget, 2025 annual budget (cash and salaries) and the October Comparative budget as presented”. Moved: Cecilia Orchard Seconded: Michelle Stiff Carried</p> <p>Action: “That the Council note the 2026 Preliminary One Line Budget, Salary & Cash as presented: Moved: Michelle Stiff Seconded: Katherine Huxley Carried</p>

			<p>7.3 Contributions and Charges 2026 presented to Council for approval.</p> <p>7.4 Personal Items List 2026 presented to Council for approval. Council recommends that the Personal Care Items be separated by a column from the classroom materials to highlight different sections.</p> <p>7.5 Student Data. Semester 1 collection data presented and explained to Council. Data gathered during Semester 1 & Semester 2 for in house use to track student outcomes, will be shared once completed.</p>	<p>Action: “That the Council endorses the Contributions and Charges documents presented for 2026 noting there were no increases to voluntary contributions and charges”. Moved: Katherine Huxley Seconded: Michelle Stiff</p> <p>Action: “That the Council endorses the Personal Items List documents tabled for 2026 with the adjustment that the personal care items be separated from the classrooms materials.”. Moved: Michelle Stiff Seconded: Katherine Huxley</p> <p>Noted by Council</p>
ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
8	Principal’s Report	Principal	<p>Principal's Report presented.</p> <p>Triple MMM donated \$1000 to Castlereagh School. It has been a fabulous year, and Pauline would like to thank the wonderful hard-working staff and the dedicated Council members.</p> <p>School Review – Council member timeslot on 3rd December 2025, Wednesday any time after 12:00pm.</p>	<p>Principal’s Report presented. Accepted: Katherine Huxley Seconded: Claire Hegarty</p> <p>Pauline to send out invitations.</p>
9	Other Business 9.1 Fundraising	Principal	<p>9.1 Term 3</p> <ol style="list-style-type: none"> 1. Father’s Day Raffle 2. Book Fair - Opening Day (18th September) 	

			<p>Term 4</p> <ol style="list-style-type: none"> 1. Christmas Raffle 2. Crazy Hair Day (20th November) <p>2026 Fundraising</p> <ol style="list-style-type: none"> 1. Cadbury Chocolate Fundraising 2. Bunning sausage sizzle <p>Think about where to spend funds and different events/activities to hold.</p>	Committee to meet early Term 1 to set fundraising agenda			
	9.2 School Development Days	Principal	<p>SDD Semester 1 – Term 2 Monday 20th April 2025</p> <p>Semester 2 – Term 3 Monday 20th July 2025</p> <p>Term 4 Monday 12th October 2025</p>	<p>Action: “2026 School Development Days be held on the first Monday of each term”.</p> <p>Moved: Michelle Stiff</p> <p>Seconded: Katherine Huxley</p>			
	9.3 End of Year Awards	Principal	End of year awards examples given of award comments to define achievements.	Council members invited to the Leaver’s Graduation Assembly and the Graduation and Book Awards.			
	9.4 Student Council/Head Boy, Girl 2026	Michelle Stiff	Discussion of Student Council and Head Girl/Boy Factions and Faction Captains.	To be investigated for 2026.			
	9.5 iPad policy	Principal	iPad policy presented to Council for reviewing and endorsement.	<p>Action: “To endorse the iPad policy as presented to Council”.</p> <p>Moved: Katherine Huxley</p> <p>Seconded: Michelle Stiff</p>			
NEXT MEETING:	5 th March 2026 9:15am	MEETING CLOSED:	11.45am	SIGNED:	Pauline Winrow	CHAIRPERSON	DATE