School Board
Cunderdin District High School

DATE:	18 November 2025	**CHAIRPERSON:**	Tracey Irving
TIME:	6.02pm	**MINUTE SECRETARY:**	Pauline Smart

ATTENDEES:	Paul Jasper, Pauline Smart, Tracey Irving, Todd Harris, Shannon Chant, Kaylee Hamilton, Julie Mussared, Lisa Jasper, Aleesha Hoskins and Karen Argent
APOLOGIES:	Dan Byrnes Absent: Adam Whisson

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.	**Welcome** **Apologies** **Confirmation of the Agenda**	**Chairperson**	Tracey Irving welcomed all to the meeting.	
2.	**Disclosure of interest**	**Chairperson**	Nil	
3.	**Minutes of previous meeting**	**Chairperson**	Minutes from the previous meeting held 12 August 2025 were presented and the Board accepted them as a true and correct record. Moved: Paul Jasper Seconded: Kaylee Hamilton Carried	
4.	**Actions arising from previous meeting**		Principal advised the Board that the school did not receive a nomination for a WA Education Award. School has submitted a CCTV application to the Department.	
5.	**Correspondence Out/In**	**Secretary**	Nil	
	Principals Report **Staffing Profile and Class Structure**	**Principal**	Positive Behaviour Awards in 2026 will be from K – Year 2, they will receive raffle tickets and from Year 3 to Year 10 theirs will be input online.	

			Attendance – We have had a Year 10 girl on the register at the school for the entire year who has not attended one day. However, we have not had notification that she is moving to NZ with her family. Her record on attendance will be cleared which will have a positive impact on our attendance records. The school is looking at moving away from Indonesian as the LOTE offered at the school. In 2026 the Secondary will continue with Indonesian, and the Primary are hoping to be able to commence Auslan. ASDAN – This is offered through SIDE as a tool to assist those students that a more academically challenged. We currently have three students that would benefit from this program. P & C have donated a cubby for the Nature Playground. This has already been placed in this area. School Board Survey – The Board will receive a Survey within the next three seeks. The Parent, Student and Staff one has already been completed. **STAFFING** The Principal informed the Board that in the current timetable model for 2026 that both Associate Principals will have a significant teaching load. Admin will be looking at the Graduate Pool in the coming weeks to ascertain a teacher for 2026. **STUDENT NUMBERS** At this stage in time, we estimate that we will have 150 enrolments in 2026.	Principal
	Finance	**MCS**	The MCS tabled the following: Proposed 2026 Budget 2026 Personal Items Lists Vol Contributions and Charges and cover letter D2705 and D2710 – Teach Well has previously been funded by the Avon Schools Network. However, this is unsure for 2026 therefore,	

			the school will make provision to fund this themselves. The MacLit program is an Intervention Program for Secondary Students. There was discussion held around the Budget and Voluntary Contributions and Charges. Pauline moved that the Board note these items as the Finance Committee had previously approved them. Moved: Pauline Smart Seconded: Lisa Jasper Personal Items List for 2026 was tabled and discussion held. Pauline moved that these be noted as the Finance Committee had previously approved them. Seconded: Julie Mussared	
	Terms of Reference	**Chairperson**	The Chair stated that The Terms of Reference had been emailed out for all Board Members to peruse and comment on. All Board emailed their approval of the document. The Board approved the Terms of Reference.	
	Board Tenures	**Chairperson**	Dan Byrnes is transferring to Perth in 2026 and will not be continuing on the Board. Tracey Irving will be vacating the Chair in 2026 and nominated Lisa Jasper to be the Chair. Lisa Accepted the Nomination and the Board accepted Lisa Jasper at the 2026 School Board Chair. Tracey will remain on the Board as a Paren Representative. Yvonne Bopp from the WA College of Agriculture – Cunderdin, has been approached to become a Community Rep on the Board. This is yet to be confirmed. Mrs Irving thanked the Board for their work during her tenure as Board Chair. Paul Jasper, Principal thanked Tracey for her work and support as	

			Board Chair over the past 3 years and congratulated Lisa Jasper in her new role as Board Chair.	
	Reports and Operational Matters Building and Facilities	**MCS** **Todd Harris**	Primary Associate Principal's Office – The work will commence in late January with only minor work to take place at the commencement of 2026. The windows/louvers in the Girls and Boys Toilets, on the North side, are to be replaced over the break. Security Cameras – As stated before the school has submitted a CCTV Application to the Department and are waiting on the result. Councillor Harris suggested GPG funding. The shire will advise the school if they here if they will be funding anything in 2026.	Shire
	Other Business	**Todd Harris**	Shire Update: The shire has requested Tenders for the ongoing upgrade of pathways in Cunderdin. Basketball Courts with cover – The work on the courts commenced this week. Pool Upgrade – The shire had submitted a lotteries West Grant application for $1,000,000.00 to go towards the upgrade of the town pool. Councillor Harris, on behalf of the Shire, thanked Tracey Irving for her role as Chair over the past three years, as well as welcoming Lisa Jasper into the role. Wheatbelt Ball – Lisa Jasper asked if the school has any input into the date of the Wheatbelt Ball which is to be held in Dowerin this year. Unfortunately, it has clashed with a community event in Cunderdin. Paul Jasper explained the as it is in a different town each year that the school hosting it ultimately has the final say. Mr Jasper also said that in 2026 he will be pushing to have it earlier in the year.	
	Next Meeting		This was set for Tuesday, 24 February 2026 but will need to be confirmed going forward.	

NEXT MEETING:	Tuesday, 24 February - TBC	**MEETING CLOSED:**	7.05pm	**SIGNED:**	