



## Theodore Primary School Board Meeting Minutes – 15 May 2025

<b>Attendance</b>	Principal Nathan Pepper , Annette Martens ,Susan Hough, Jacinta Margaronis, Emma Peel, Kim Jones, Alison Yialelglou & Rose Rodriguez (Minutes)		
<b>Meeting Open</b>	3.45 pm		
<b>Apologies</b>	Sue Farrelly		
<b>Conflict Interest</b>	Nil		
<b>Student Leaders</b>	Nil		
<b>Minutes of Previous Meeting</b>	3 April 2025		
	<b>Passed</b>	Nathan Pepper	<b>Second</b> Jacinta Margaronis
<b>Business Arising Open Action Discussion Outcome</b>	<p><b>Capital upgrades   Junior playground</b>            Junior Playground is currently under planning stage with Capital Upgrades.            Follow up of progress            Capital Upgrades progressing with draft planning. Commence of work planned for next financial year</p>		
<b>Business Arising Open Action Discussion Outcome</b>	<p><b>Theodore PS whole school signage upgrade</b>            Indigenous names have been confirmed in the final stage of production with ROJO design.            Final stage resulted in the installation of the new Signage and the Mural.            After an 18 month timeline and maintaining Cultural Integrity, the new branding project is completed. The Edu Media team will visit Theodore PS and students will create banners to be displayed around the school to promote understanding of the new names on the buildings.</p>		
<b>Business Arising Open Action Discussion Outcome</b>	<p><b>Preschool Bathroom</b>            Update of renovations            Unfortunately, the completion of the renovation resulted in a water leak . Students were moved to the demountable for a day and SECA reporting was completed .            Damage was isolated which resulted in minor repairs to be completed on odd Wednesday (no students on site ) to minimise disruption to the preschool program. The Preschool bathroom is now aligned to regulation requirements.</p>		
<b>Business Arising Open Action Discussion Outcome</b>	<p><b>School Hall Airconditoning</b>            Procurement in process            Edu R&amp;M requested an engineer's report to be completed to support the procurement process            Required reporting resulted in a delay of procurement process and quoting by suppliers</p>		



## Finance

Month Ending April 2025	
Operating Results	( \$ 141,045.32 )
GST & OTHER Liabilities	( \$ 1,846.36 )
Reserves	( \$ 75,000)
Provisions	( \$ 43,809.53)
Accumulated Funds	( \$ 360,590.68)
Total summary accounts	( \$ 622,291.89)
Bank account	\$ 622,291.89

### Spending for the month of May

Uni Affiliated program \$100,000 and Student Wellbeing grant \$ 20,280 will be paid to Education SSEMS THDP support staffing costs .

Cultural Integrity funding \$21,380 used to finalise school signage project .

### Potential Budget adjustments

Hall Air-conditioning is potentially \$60,000 and Outdoors GAGA Pit \$ 10,000.

Actual SRA (Student resource allocation) received by EDU requires a review of the school's budget .

Preliminary report, budget adjustment to be voted as out of session and will be added as an amendment at the next meeting .

**Pass**

Kim Jones

**Second**

Susan Hough

### Teacher report

#### Susan Hough

- A group of interested staff have completed a Numicon PL. Numicon was purchased using some of The Strong Foundations money and will be used across P-2 as a manipulative to build students understanding of number.
- Teacher as researchers' team have been working with Uni of Canberra Mentor, Julie Duff-Davies to develop their research question
- Kindy attended a successful excursion to the National Aquarium and Zoo in week 2
- Staff across the school have commenced work on the NCCD (National Consistent Collection of Data). From 2026, NCCD inform the way that the Schools Resource Allowance is distributed, replacing the current Inclusion Support Program new disability funding model across ACT public schools.
- Many preservice teachers at Theodore Primary during term 2.

#### Annette Martens

- Yr 3/4 Botanical Garden excursion  
Students and staff had a very positive experience. THDP received compliments from the Botanical Gardens staff on the behaviour and THDP students .
- Rostrum is coming up and the students are all working hard on their speeches
- Yr 5/6 Parliament House excursion on the 19 May 2025

#### P&C parent representative Jacinta Margaronis

Members voted to not hold a BBQ at the Elections and to hold one big event per term .

Next meeting Thursday 22 May, positions vacant - Vice President and Secretary

**Term 2 Fundraising** | Theo Read – A – Thon , Catering Athletics carnival & 10cent container collection

**Term 3 Fundraising** | Book Week dress up Disco

**Term 4 Fundraising** | Colour Run



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## Principal's Report

### School Improvement- Improve growth in spelling for all students

Following our first term of 2025, staff finished the term by holding a 'celebration meeting' in week 10. This was a very positive opportunity to acknowledge the growth students have made as well as identifying further areas we can improve. This work is guided by our whole school strategies, which are:

1. **Personalised learning goals**- this year, all students will have personalised learning goals, with a particular focus on improving at spelling. Student goals will be negotiated between classroom teachers and students and be tailored toward the student's point of need. Student goals will be aligned to the Australian Curriculum's English Learning progressions and will be monitored by class teachers.
2. **Staff Capacity building**- throughout 2025, we will be focused on building the capacity of all leaders, teachers and support staff to deliver an evidence-informed approach to teaching spelling. Key components of building staff capacity will include targeted professional learning opportunities, embedding a 'walkthrough model' and introducing a whole staff coaching approach.

Cohort	Goal	Progress	What's next?
Preschool	Increase the number of students demonstrating their capacity to follow preschool routines and expectations to strengthen and support peer modelling	-Anecdotal observations indicate that students are beginning to develop relationships with each other and a peer, which is supporting peer modelling -Positive parent feedback and <i>LOTS</i> of collaborative discussions with families -Reduction in SAS reports for some students -Gradual release of 1:1 support for students during transitions.	-Continue to track student growth against ABLES assessment. -Continue to work collaboratively with families. -Embed Preschool Pathways feedback and suggested strategies.
Kindergarten	Move the below group two progressions forward over the next three weeks.	-Individualised spelling goals are being implemented -Student goals are being celebrated at school and at home - communicating with families -Students are sharing their goals -Progressions don't have to be linear - can move back and forth.	-Looking into why they aren't transposing their sound knowledge into their writing. -Experimenting with different ways to track progress.
Year 1/2	All students in the 'significantly below' group will progress one Sounds Write unit in five weeks.	-Students have made some progress, however are still working towards being at expected level.	-Teachers have received professional learning on most effective methods for assessing student progress.



<b>Year 3/4</b>	Students will begin a targeted learning approach using Effective Spelling and Sounds Write	<ul style="list-style-type: none"> <li>-Groups have been formed and students have commenced their spelling programs.</li> <li>-Two classes are doing Sounds Write and two classes are doing Effective spelling.</li> <li>-students have individual folders with the goal that they are working towards and learning activities to support them.</li> </ul>	<ul style="list-style-type: none"> <li>-Continuation of this new approach to measure impact.</li> <li>-Embedding personalised learning goals.</li> <li>-Explicit teaching of spelling strategies.</li> </ul>
<b>Year 5/6</b>	To improve all students' spelling skills	<ul style="list-style-type: none"> <li>-Students have been focusing on doubling consonants.</li> <li>- students have individual folders with the goal that they are working towards and learning activities to support them.</li> <li>-Intervention groups.</li> </ul>	<ul style="list-style-type: none"> <li>-Embedding personalised learning goals.</li> <li>-Explicit teaching of spelling strategies.</li> </ul>
<b>Specialists</b>	Selected students will demonstrate growth in use of subject-specific vocabulary and its correct spelling.	<ul style="list-style-type: none"> <li>-Students are using word anchor charts, personal glossaries.</li> <li>-students are using specific vocabulary in writing tasks related to their topic.</li> </ul>	<ul style="list-style-type: none"> <li>-Continue to increase student exposure to topic-specific vocabulary.</li> <li>-teach spelling strategies in relation to topic-specific learning.</li> </ul>

### Signage

You may have noticed that our new signage with updated building names have been installed across the school. We have received very positive feedback from students and their families. Student leaders shared with the school the new names for units, with each cohort having the opportunity to learn about their new name and incorporate this into their Reconciliation banners in week 6.

### Staffing

- In weeks 5, 6 and 7 Sarah Brown will be taking Long Service Leave. An internal process to backfill is currently underway.
- From week 5, Meg Signor (SLC K-2) will commence maternity leave. Charisse Enriquez will backfill Meg initially whilst the process for longer term cover takes place.
- Mrs Alice Nordin has returned to Theodore Primary School in term 2.
- In weeks 1-6 this term, our Permit To Teach staff, Kristen Kelly, Emma Cooper and Lucinda O'Brien are completing their final placements. We have been fortunate to have our Executive Teachers, Jess Crilly and Susan Hough backfilling these classes to maintain learning programs in their absence.

### Nathan Pepper

Principal | Theodore Primary School



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**Matters Arising**

Board Chair and Deputy Chair nomination  
( Business out of order carried over previous meeting)  
School Board members have unanimously voted Jacinta Margaronis as School Board Chair  
and Emma Peel Deputy Board Chair  
Completed , 2025 Code of Conduct & Disclosure of Interest

**Meeting Closed 5.15pm**

**Principal Nathan Pepper**

**Board Chair Jacinta Margaronis**

Date

12.6.2025

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12.6.2025



