



Theodore Primary School Board Meeting Minutes 30 October 2025

Attendance Principal Nathan Pepper, Susan Hough , Kim Jones, Annette Martens, Sue Farrelly & Rose Rodriguez (Minutes)

Meeting Open 3.52pm

Apologies Alison Yialelglou, Emma Peel & Jacinta Margaronis

Conflict Interest Nil

Student Leader report Harper and Lala **Student Ministries Summary**

Session 1

Arts	Talent show ideas, discussed displaying art around the school & Planned for Art Club
Education	SRC planning and scheduling
Sport	Drafting a bill to paint sidelines for Oztag
ICT & Research	Developing ideas for Chromebook Club
Environment	Drafting a bill for cooking with ingredients from the school garden
Health & Wellbeing	Developing a "Funky Fruit Friday" bill
	Planning an award for Funky Fruit Friday to be presented at assemblies
Social Services	Creating a bill for Bandana Day, Brainstorming additional fundraising and awareness ideas
Indigenous Affairs	Drafting a bill for Reconciliation Day and an associated incursion
Notes	Bills are in early stages, Some students not fully engaged , Need more bills and new ideas Ministers and Deputy Ministers working hard

Ministries Session 2

Arts	Creating a bill for the Talent Show
Sport Ministry	Waiting for executive approval of the Oztag sidelines bill
Health & Wellbeing	Working on a bill and designing posters
Social Services	Creating a Crazy Hair Day bill
Indigenous Affairs	Continuing work on reconciliation-related bills
Environment	Researching recipes using garden produce
Education	Continuing SRC planning
ICT & Research	Drafting a bill about computer mice

Ministries Session 3

Indigenous Affairs	Printing hands for Reconciliation Day
ICT & Research	Developing a bill for a "Chromebook-Free Day"
Environment	Advancing the cooking bill
Education	Drafting a comic book section bill for the library
Sport	Creating a "House Connection Day" bill

Session 4

Indigenous Affairs	Setting up Reconciliation Day
ICT	Continuing club planning
Environment	Finishing the cooking bill
Health	Creating posters
Social Services	Making posters for Crazy Hair Day
Sport	Finalizing bills
Arts	Working on multiple new bills

Session 5

Sport	Planning for House Connection Day
ICT & Research	Finalizing their bill
Health & Wellbeing	Making posters
Education	Drafting bill for a comic section in the library
Arts	Finalizing bills
Social Services	Creating additional posters
Environment	Generating new bill ideas
Indigenous Affairs	Writing ideas for NAIDOC Week



Later Sessions

Arts	Completed one bill	Organizing Art Club	Planning Talent Show auditions
ICT	Rescheduled Chromebook Club	Finishing technology-related bills	
Environment	Completed "Rubbish Pick-Up" bill		
Education	Developing roster for Duolingo Club		
Social Services	Continuing work on bills		
Health & Wellbeing	Designing more posters		
Sport	Continuing with sports-related bills		
Indigenous Affairs	Ongoing planning for cultural awareness activities		

Board Members' Questions

Kim Jones **Question:** "What was your favourite bill?"

Harper & Lala's Response: *Wearing Jersey Day, Chilly Tuesday & Comic Book Section in the Library*

Nathan Pepper **Leadership Reflection**

Question: "What have you found challenging as a leader, and how did you overcome it?"

Harper & Lala's Response:

- *At the start of the year, it was challenging to stand up and speak in front of students with more experience. Over time, they became more confident and comfortable in those situations.*
- *Leading and directing students toward what needed to be done was initially difficult, but they have grown more confident, relaxed, and calm in their leadership approach.*

Minutes previous meetings **4 September 2025** **Pass** Nathan Pepper **Second** Kim Jones

1.	Business Arising	Capital upgrades Junior playground
Open Action	Junior Playground is currently in the planning stage with Capital Upgrades.	
Discussion	Capital Upgrades is progressing with draft planning. The commencement of work is planned for the next financial year.	
Outcome	The project remains with the Capital Upgrades team. The design has been signed off and includes features to support students with mobility needs.	
2.	Business Arising	Playground GAGA PIT
Open Action	Installation of a new GaGa Pit play area for students.	
Discussion	An investigation is underway to source a report from a Level 3 Playground Inspector regarding risk and required safety measures, in alignment with EDU policies.	
Outcome	The GaGa Pit design complies with playground regulations, measuring 590mm in height (within the 600mm requirement). A grand opening will be held in Term 1, 2026, with 2025 Year 6 students invited to participate.	
Business Arising	Classrooms	
Open Action	Plans to enclose the WINYU Building open-plan classrooms.	
Discussion	Topics raised included HVAC system concerns, bifold door options, and thermostat control.	
Outcome	A meeting will be scheduled with the HVAC team to discuss identified concerns and ensure these are included within the procurement process.	

Finance

Month Ending 30 October 2025	
Operating Results	\$14324.43
GST & OTHER Liabilities	\$ 890.42
Reserves	(\$75,000)
Provisions	(43,809.53)
Accumulated Funds	(360,590.59)
Total summary accounts	(464,185.36)
Bank account	\$464,185.36



**Operating Expenses Board Report
Educational Resources**

- **Food Technology, P.E., Preschool and K–Yr 6** have fully expended their 2025 allocated budgets.

Student Support and Directorate Funding

- **Student Support Program Reimbursement (EDU):** \$17,758
- **Directorate Funded Programs:**
 - \$100,000 – Staffing (University Program)
 - \$29,000 – Education Reimbursement (THDP Sewage)
 - \$20,000 – Cultural Integrity
 - \$5,884 – Student Support

Voluntary Contributions and Library Trust

Year	Voluntary Contributions	Library Trust
2024	\$5,089 1 Child \$70 , 2 or more \$130 Includes one-off payment \$2,500 contributions \$2,509	\$4,170 Includes one-off \$2,500 & \$1,000 contribution
2025	\$3,439 \$100 per family	\$7,600 Comprised of two one- off payments \$5,000, \$2,000 and \$600 from families
2026 Voluntary Contributions Board members agreed to maintain voluntary contributions at \$100 per family for 2026, continuing the trend established over the past two years		

Operating Summary

Operating Income

- Surplus to budget at 103.82% – \$13,357

Operating Expenses

- Overall Planned Budget (2025): \$497,960
- Expenses Spent (January–October 2025): \$411,931.17
- Unspent Overall Budget: approximately \$86,000

Operating Outcome

- Planned 2025 Deficit: \$148,487
- Actual (January–October 2025): \$49,100 spent more than received
- Remaining Planned Deficit to Spend: \$148,487 – \$49,100 = \$99,387

End-of-Year Financial Position (Projected)

Accumulated Funds	\$360,590
Less: Planned Deficit	(\$148,200)
Balance	\$212,170
Less: Working Capital	(\$52,000)
Remaining Balance	\$160,170
Less: Reserves	(\$75,000)
Funds Available for Reinvestment	\$85,170

Pass

Kim Jones

Second

Sue Farrelly

Teacher report Annette Martens

- Report Writing: Teachers have begun assessing students, and report writing is currently underway.
- Oztag Gala Day: The event was a great success, with positive parent feedback regarding students traveling by bus.
- K–2 Oztag: Scheduled for next week, Thursday of Week 4.
- 3/4 Camp: Coming up in the next couple of weeks; students are very excited to participate.



Principal's Report Nathan Pepper

Recognition

Firstly, a huge congratulations goes to our amazing **P&C Association**, who were last Friday, recognised as 'Volunteers of Year' at the ACT Public Education Awards. This honour is well deserved and reflects the tireless efforts of our volunteers who support the school in so many ways- from fundraising and events to creating opportunities for our students. Thank you for everything you do!

I would like to take a moment to congratulate our dedicated staff who have recently been recognised in the wider education community for their outstanding contribution to teaching and learning. They include:

David Livingstone: Outstanding Mentoring of Pre-service Teachers, University of Canberra

Eliza Birse: Finalist- Primary School Teacher of the Year, Public Education Awards

Anne Sheehan: Nominee- Primary School Teacher of the Year, Public Education Awards

Jess Crilly: Nominee- School Leader of the Year, Public Education Awards.

Their commitment, care and creativity make a lasting difference in the lives of our students every day, and it is wonderful to see their hard work acknowledged.

School Improvement- Strong Foundations

Following the inquiry into literacy and numeracy in ACT Public Schools and the launch of Strong Foundations, our school have undertaken the following actions:

- Staff have undertaken a series of professional learnings to gain an understanding of the intentions of Strong Foundations and the implications of this approach in our school.
- We have received grant money and used this to purchase decodable readers, train staff in Sounds Write (phonics program) and purchase Numicon (maths manipulatives). We have further grant money to spend on 3-6 resources and our approach to learning intervention programs.
- To begin 2026, we have been selected to attend a professional learning on Explicit Direct Instruction. This is a learning approach we will be going deeper into as a pedagogical model in 2026.
- The leadership team have a planning day in week 5 to map out a school improvement plan for 2026. I am looking forward to sharing more around this at our final meeting of 2026.

School budgeting

In the time since our last Board meeting, there have been a number of developments regarding school budgeting:

- Principals met with ESO to present Budget Management Plans for 2026.
- The education minister has established an ACT Public School System Resourcing Review, with findings to be shared in early 2026.
- Schools are required to develop a staffing budget for 2026 which maintains the same level of staffing from 2025. School staffing models are currently being validated based on the needs identified by principals.
- I will receive our school's budget in week 8, term 4.
- The focus has now shifted to redeployment of current staff to fill vacancies.
- Temporary staff identified in positions that are no longer required, will be offered further temporary employment in another setting.
- No school will be required to repay debts



Planning for 2026


Whilst there are still many wonderful learning opportunities, celebrations and events left in 2025, planning for the 2026 school year is well and truly underway. I am pleased to let you know that staff turnover is minimal, allowing us to maintain continuity. The current enrolment figure for 2026 is 217, which includes 24 preschoolers. The class structure for next year will be:

- Preschool: 2 classes
- Kindergarten: 2 classes
- Years 1/2: 3 classes
- Years 3/4: 3 classes
- Years 5/6: 3 classes
- Small Group Program: 1 class

We are currently facilitating transition visits for our preschoolers into kindergarten, welcoming our preschool 2026 families into the school and working on transition plans for individual students. We are committed to supporting students to have a successful transition into the 2026 school year.

P&C / parent Nil
General Business Nil
Meeting Closed 5.11pm

Principal **Nathan Pepper**



Date 10.12.2025

Assistant School Board Chair **Kim Jones**



Date 10/12/25



