



Roebourne District High School

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2026 School Council Agenda/Minutes

Term 3 Week 4

Attendees:	Liz Ritchie, Ross Humphries, Simon Cooper, Shenara Smith, Dina Ramli, Sy Albertin, Beth Smith and Catherine Wall			
Apologies:	Suzanne Evans, Sophie Petty, Jasmin Smith			
Term / Week	Term 3 Week 4	Chair:	Liz Ritchie	Acknowledgement Of Country: Choose an item.
Date:	13/08/2026	Time:	3:00pm	Minute Secretary & Timekeeper: Choose an item.

Acknowledgement Of Country	I am a proud educator from Roebourne District High School. I pay my respects to all traditional owners across Australia. I pay my respects to Ngarluma Elders past, present and those that are coming in the future here where we are standing on Ngarluma Country, Roebourne. <i>As a School Council, we acknowledge that the decisions we make here have an impact on the futures of young Aboriginal Australians. We recognise that we do not have the right to make decisions about Aboriginal students, families, or communities without their voices at the table. True leadership demands that we listen deeply, act collaboratively, and ensure that those most affected by our choices have meaningful influence over them.</i> <i>As we meet today, we ask ourselves:</i> • <i>Who have we listened to before making these decisions?</i> • <i>How have we ensured that Aboriginal voices, aspirations, and rights are shaping our actions?</i> • <i>In what ways are we walking alongside, not ahead of, the young people and communities we serve?"</i>
Acceptance of Previous Minutes	Minutes accepted by and endorsed by Chairperson seconded by: Accepted by: Beth Smith Seconded by: Simon



Roebourne District High School

2026 School Council Agenda/Minutes

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ITEM 1 Previous Business		Led by	Sophie Petty
Agenda Item Goal	Information Sharing	Conclusions	Action Items
- Acceptance of previous minutes - Business arising from previous minutes		Business arising: * Connected Community Schools facility licenses and partnership agreements continue to be progressed by Suzanne. * NYFL delivered a school holiday program between Terms 1 and 2. A further program did not proceed between Terms 2 and 3 due to staffing issues. The license agreement is in place for the full year, enabling future holiday use. * The PCYC agreement is progressing through Department of Education paperwork. * The proposed basketball tournament was cancelled due to Sorry Business. * The City of Karratha school opening event was completed successfully. * Council noted the administrative requirements associated with enabling community organisations to use school facilities outside school hours.	

ITEM 2 Financial Standings		Led by	Liz Ritchie
Agenda Item Goal	Information Sharing	Conclusions	Action Items
Presentation of:		1. One-line budget Operational = \$7,839,751.00	



Roebourne District High School

2026 School Council Agenda/Minutes

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- SRS dashboard
- SRS reports and
- other financial reports

2. *Salary variance is in deficit =*
3. *Cash variance is in deficit =*
4. *Minimum Expenditure Requirement*
5. *One Line Budget Statement*
6. *Cash Report, Salaries Plan*
7. *Comparative Budget Report and Bank Account Balance Statements*

The Operational One Line Budget report and current expenditure report were tabled.

Income was above the year-to-date budget in some areas, including fees and charges associated with camps and family deposits.

Salary expenditure remains difficult to forecast because planned appointments have not always been filled.

The Student-Centred Funding Statement was reviewed. All targeted initiative funding had been received, including some additional funding not originally anticipated.

The school remains on track to meet the minimum expenditure requirement, with the intention of using current-year funding for current students rather than carrying significant funds forward.

Clarify the reason for the reported budget variance and include the explanation in the financial record/minutes.



Roebourne District High School

OFFICIAL

2026 School Council Agenda/Minutes

ITEM 3 Connected Community School		Led by	Liz Ritchie
Agenda Item Goal	Discussion	Conclusions	Action Items
CCS Trial - Council endorsement of the principal agreement (chairperson to sign) - Council endorsement of the place-based plan (final) - Semester 1 Acquittal form - to be endorsed by chair/council 2. 2025-2026 Allocation and spending 3. CCS Reserve account 4. Salary plan for the remainder of the Trial 5. Cash Allocation 6. CCS Governance 7. CCS Program and Partnership Update 8. Health and Wellbeing Partnerships		1. Suzanne has moved from the Manager Corporate Services role into the CCS Manager role, with Sophie Petty now undertaking the MCS role. Shenara is the CCS Coordinator. The CCS allocation is similar in scale to KREI funding and provides significant additional capacity for coordinated student, family and community support. Current staffing includes the CCS Manager, CCS Coordinator and Josh Philpott as a full-time Student Support Officer. The administration assistant component will not continue, with resources redirected to the more flexible Student Support Officer function. Carryover funding is supporting the Speech Pathologist in Schools program. The speech pathologist visits twice each term, establishes intervention goals with staff, supports skill development, and reviews progress on return visits. The model has expanded from early childhood into primary intervention groups. Unspent CCS funding is being moved to reserve to support possible future initiatives, including consideration of an occupational therapy model. The wellbeing officer is funded through CCS goods and services with chaplaincy funding contributing to the cost.	



Roebourne District High School

OFFICIAL

2026 School Council Agenda/Minutes

9. Older Youth Engagement and Pathways

2. 2025-2026 Cash and Salary Allocation

2025 Salaries	\$139,775
2025 Goods and services	\$ 60,000
2025 C/FWD 2026 Salaries to cash	\$139,775
2025 C/FWD 2026 Goods and Services	\$ 34,937
2026 Salaries	\$447,119
2026 Goods and Services	\$136,825
TOTAL	\$758,656

2026 Positions	FTE	Total Actual	Challenge
Program Coordinator	1.0	\$376,332	Recruiting and staff movement has been the challenge for the planned Salary spend
Manager	1.0		
Student Support Officer	0.52/1		
Admin Assistant	0.50		
Speech Therapist	0.20		
Cleaning	0.30		

3. Funds not spent/planned for 2026 to move to Reserves

Salaries \$47,712

Goods and Services \$144,067

Total \$

Variance (Surplus) to date \$

4. Targeted Initiative Salary Allocations



Roebourne District High School

OFFICIAL

2026 School Council Agenda/Minutes

Year	2027	2028	2029
Allocation	\$458,467.00	\$469,949	\$481,698
Positions	Program Coordinator 1.00fte Manager 1.00fte Student Support Officer 1.00fte Speech Therapist 0.20fte Cleaner 0.30fte	Program Coordinator 1.00fte Manager 1.00fte Student Support Officer 1.00fte Speech Therapist 0.20fte Cleaner 0.30fte	Program Coordinator 1.00fte Manager 1.00fte Student Support Officer 1.00fte Speech Therapist 0.20fte Cleaner 0.30fte

5. Targeted Initiative Cash Allocation

Year	2027	2028	2029
Allocation	\$140,245.63	\$143,752	\$147,346
Operational Wellbeing Officer	\$85920 \$54325	\$88068 \$55683	\$90271 \$53845

6. Rather than establishing a separate CCS advisory group, CCS governance will remain a standing item of School Council. The Principal Agreement was presented for noting and endorsement. A copy is to be provided to the School Council Chairperson. The agreement reflects the Connected Community Schools trial funded through Better and Fairer Schools funding.

6. Provide the CCS Principal Agreement to the Chairperson and complete the endorsement process.



Roebourne District High School

OFFICIAL

2026 School Council Agenda/Minutes

7. The CCS plan was discussed, including the coordination and strengthening of existing school initiatives as well as new work introduced through the Hub.
- Breakfast Club has been expanded into the Wellbeing Club and relocated to the CCS Hub. The school is working with partner organisations to support continuation during school holidays. Positive feedback was noted regarding the Term 1 holiday program, including smoother transition back to school and fewer children observed without food or structured activity during the holiday period.
- Exploring Together continues for a second year and is now more closely connected to the CCS Hub. Family goals, including attendance, are being incorporated into the program.
- CCS is supporting stronger coordination between families, school staff and external services, with the Coordinator able to connect families to relevant supports without being constrained by the school timetable.
- Work is underway with community organisations and Elders to develop boys' cultural mentoring and stronger connections between Elders and the Youth Council.
- Family-centred case management remains a longer-term priority. UWA placement students are undertaking research into models, tools and case studies that may inform a locally appropriate approach. The intent is to reduce fragmented service delivery by coordinating support around the whole family rather than individual children in isolation.



Roebourne District High School

OFFICIAL

2026 School Council Agenda/Minutes

8. Rachel is working in the school three days per week as the wellbeing officer, providing individual support and contributing to CCS programs.
- Council was briefed on the Nursing Plus trial between the Departments of Health and Education. Subject to recruitment, the school expects a full-time experienced registered nurse from approximately October, supported by an Aboriginal health worker or liaison role.
- The proposed model would provide family-based health navigation, including health assessment, referral coordination and follow-through until identified needs are addressed. The school is advocating for mental health needs to be included alongside physical health. The nurse is expected to be based at the school, supporting accessibility and connection with families.
- Work is underway to determine how referrals will be prioritised given likely demand.
9. The B-Unbound initiative for young people aged approximately 16 to 18 remains challenging due to the high level of disengagement in the target group.
- A VTS representative has begun connecting with young people and is exploring individualised pathway plans linked to leadership certificates and other learning opportunities.
- Council discussed the importance of maintaining flexible, low-barrier engagement options for young people who are not currently engaging with conventional school structures.



Roebourne District High School

OFFICIAL

2026 School Council Agenda/Minutes

ITEM 4 Licence/partnership agreements		Led by	Liz Ritchie
Agenda Item Goal	Discussion	Conclusions	Action Items
NDIS and External Service Providers		Council discussed proposed changes to early intervention NDIS arrangements and the emerging Thriving Kids model, particularly for children aged 0 to 7. The school is currently reviewing the number of NDIS-funded therapists and providers working with students, noting the administrative complexity where some students have multiple therapists. Partnership and license agreements with external providers are being audited to ensure appropriate documentation, insurance and information-sharing arrangements are in place. A partnership/license agreement with Mawarnkarra Health Service has been progressed. Lions advised that it will no longer provide services directly in schools. Families may continue to access Lions through community arrangements, including referral pathways through Mawarnkarra. The school emphasised that services delivered on school grounds should provide useful information back to the school, where appropriate, so that the intervention supports students' learning and participation in the classroom.	



Roebourne District High School

OFFICIAL

2026 School Council Agenda/Minutes

ITEM 5 KREI update		Led by	Liz Ritchie
Agenda Item Goal	Discussion	Conclusions	Action Items
Catherine Wall to update on the KREI partnership and programs.		Catherine Wall, Program Coordinator for the corporate partnership between Woodside Energy and the Department of Education, provided an overview of the Karratha Education Initiative. - The partnership will mark 20 years in 2027 and is currently funded under a five-year agreement through December 2028. - The partnership has expanded from an original secondary/university pathway focus to include primary schools and broader measures of student success. - The four partnership goals are: improving educational attainment and achievement; increasing educational opportunities and pathways; supporting pathways to employment; and supporting the attraction and retention of quality staff. - RDHS strategies supported through KREI include On Country activities, Artists in Residence, Growing Stronger Together/wellbeing supports, attendance strategies, early years transition initiatives, professional learning, OLN support, Learning Through Internship, Youth Council and girls' and boys' engagement programs. - KREI provides partial funding to strengthen existing school strategies rather than necessarily funding programs in full. - Reporting to Woodside occurs quarterly and annually and includes participation, completion, credentials, case studies, events and other agreed measures of impact. - Council acknowledged the value of the Program Coordinator role in supporting implementation and reporting.	



Roebourne District High School

OFFICIAL

2026 School Council Agenda/Minutes

ITEM 6		General Business	Led by	Liz Ritchie
Agenda Item Goal	Choose an item.	Conclusions	Action Items	
1. Terms of Reference		1. The Terms of Reference have been amended to reflect the minimum School Council composition required for compliance 2 Community Members 1 Staff plus Principal 1 Parent 1 Member of another association of the school Updated copies were provided to members.		
2. PCYC Update		2. PCYC is contributing information to a proposal for a five-year funding arrangement rather than annual funding. Work is also occurring around a SafeSPACE Connect case-management model following a metropolitan trial. Stakeholder consultation has been undertaken to determine how a local model might operate.		



Roebourne District High School

OFFICIAL

2026 School Council Agenda/Minutes

	SafeSPACE attendance has begun increasing again, with younger children making up a significant proportion of participants. Consistent engagement remains a challenge. PCYC is planning an R U OK? Day colour run for Thursday, 10 September. An independent audit of Roebourne PCYC/SafeSPACE was completed. Feedback was positive overall, with some areas identified for continued improvement, including stakeholder engagement.	
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Meeting Closed	4:00pm	Next Meeting	12/11/2026
Chairperson Signature:		Principal Signature:	
Date:		Date:	

Operational One Line Budget Statement

Issued on 13 August 2026

School: Roebourne District High School **School Year:** Aug 2026 (Verified Jul Cash)

Region: Pilbara Region **Aria:** 9.59
Distance to Perth (km): 1245.71

One Line Budget – Aug 2026

		Current Budget	Actual YTD	Variance
Carry Forward (Cash):	\$	253,778	253,778	0
Carry Forward (Salary):	\$	836,748	836,748	0
INCOME				
Student-Centred Funding (including School Transfers & Department Adjustments):	\$	6,634,714	6,634,714	0
Locally Raised Funds:	\$	97,273	114,510	-17,238
Total Funds:	\$	7,822,513	7,839,751	-17,238
EXPENDITURE				
Salaries:	\$	5,390,586	3,029,700	2,360,886
Goods and Services (Cash):	\$	1,745,333	808,670	936,663
Total Expenditure:	\$	7,135,919	3,838,370	3,297,549
Variance:	\$	686,594	4,001,381	-3,314,787

Income

	Current Budget	Actual YTD	Variance
Carry Forward (Cash)	\$253,778.07	\$253,778.00	\$0.07
Carry Forward (Salary)	\$836,748.50	\$836,748.50	\$0.00
Student-Centred Funding (including School Transfers & Department Adjustments)	\$6,634,713.84	\$6,634,713.84	\$0.00
Per Student	\$1,800,723.00	\$1,800,723.00	\$0.00
School and Student Characteristics	\$2,731,165.34	\$2,731,165.34	\$0.00
Disability Adjustments	\$168,926.78	\$168,926.78	\$0.00
Targeted Initiatives	\$1,828,573.57	\$1,828,573.57	\$0.00
Operational Response Allocation	\$138,606.43	\$138,606.43	\$0.00
Regional Allocation	\$0.00	\$0.00	\$0.00
School Transfers – Salary	\$-783,214.80	\$-783,214.80	\$0.00

School Transfers - Cash	\$779,642.55	\$779,642.55	\$0.00
Department Adjustments	\$-29,709.03	\$-29,709.03	\$0.00
Locally Raised Funds (Revenue)	\$97,272.58	\$114,510.37	\$-17,237.79
Voluntary Contributions	\$0.00	\$0.00	\$0.00
Charges and Fees	\$600.00	\$6,315.16	\$-5,715.16
Fees from Facilities Hire	\$0.00	\$0.00	\$0.00
Fundraising/Donations/Sponsorships	\$254.00	\$403.60	\$-149.60
Commonwealth Govt Revenues	\$0.00	\$0.00	\$0.00
Other State Govt/Local Govt Revenues	\$0.00	\$0.00	\$0.00
Revenue from CO, Regional Office and Other schools	\$0.00	\$0.00	\$0.00
Other Revenues	\$57,696.00	\$69,069.03	\$-11,373.03
Transfer from Reserve or DGR	\$38,722.58	\$38,722.58	\$0.00
Residential Accommodation	\$0.00	\$0.00	\$0.00
Farm Revenue (Ag and Farm Schools only)	\$0.00	\$0.00	\$0.00
Camp School Fees (Camp Schools only)	\$0.00	\$0.00	\$0.00
Total	\$7,822,512.99	\$7,839,750.71	\$-17,237.72

Expenditure

	Current Budget	Actual YTD	Variance
Salaries	\$5,390,585.99	\$3,029,699.67	\$2,360,886.32
Appointed Staff	\$5,113,609.04	\$2,907,687.00	\$2,205,922.03
New Appointments	\$147,257.58	\$0.00	\$147,257.58
Casual Payments	\$103,304.67	\$95,597.96	\$7,706.71
Other Salary Expenditure	\$26,414.71	\$26,414.71	\$0.00
Goods and Services (Cash Expenditure)	\$1,745,333.01	\$808,670.00	\$936,663.01
Administration	\$52,336.47	\$45,197.66	\$7,138.81
Lease Payments	\$24,286.00	\$16,352.05	\$7,933.95
Utilities, Facilities and Maintenance	\$544,729.09	\$308,348.33	\$236,380.76
Buildings, Property and Equipment	\$60,218.06	\$52,924.83	\$7,293.23
Curriculum and Student Services	\$230,628.64	\$140,864.36	\$89,764.28
Professional Development	\$20,600.00	\$11,464.48	\$9,135.52
Transfer to Reserve	\$0.00	\$0.00	\$0.00
Other Expenditure	\$610,918.13	\$233,518.29	\$377,399.84
Payment to CO, Regional Office and Other schools	\$201,616.62	\$0.00	\$201,616.62
Residential Operations	\$0.00	\$0.00	\$0.00
Residential Boarding Fees to CO (Ag Colleges only)	\$0.00	\$0.00	\$0.00
Farm Operations (Ag and Farm Schools only)	\$0.00	\$0.00	\$0.00
Farm Revenue to CO (Ag and Farm Schools only)	\$0.00	\$0.00	\$0.00
Camp School Fees to CO (Camp Schools only)	\$0.00	\$0.00	\$0.00
Total	\$7,135,919.00	\$3,838,369.67	\$3,297,549.33

Roebourne District High School (4189)

2026 Minimum Expenditure Requirement

Issued on 13 August 2026

Region: Pilbara Region
Aria: 9.59
Distance to Perth (km): 1245.71

2026 Budget = Student-centred Funding + School Transfers + Department Adjustments + Locally Raised Funds (excluding Reserve Transfers)

2026 Carry Forward = Salary Carry Forward + Cash at Bank (excluding Suspense, Tax and Deductible Gift Recipient funds)

2025 Budget = Student-centred Funding + School Transfers + Department Adjustments + Locally Raised Funds (excluding Reserve Transfers)

2026 Budget

2026 Budget (SCFM and Locally Raised Funds)

Current Budget	\$	6,693,264
Minimum Expenditure of 96%	\$	6,425,533

2026 Carry Forward (Salary and Cash at Bank)

Carry Forward	\$	1,416,605
2025 Budget	\$	5,863,758
% of 2025 budget	%	24
Minimum Expenditure of 10%	\$	141,661

2026 Minimum Expenditure Requirement

96% of Current Budget	\$	6,425,533
10% of Carry Forward	\$	141,661
Total 2026 Minimum Expenditure Requirement	\$	6,567,194

2026 Current Forecast Expenditure

Salaries	\$	5,390,586
Appointed Staff	\$	5,113,609
New Appointments	\$	147,258
Casual Payments (General)	\$	49,599
Casual Payments – Leave Relief	\$	53,706
Other Salary Expenditure	\$	26,415
Goods and Services (Cash Expenditure)	\$	1,745,333
Total Expenditure 2026	\$	7,135,919

Information Used

2026 Budget	Aug 2026
Verified Cash	Jul 2026

Student-Centred Funding Statement

Issued on 13 August 2026

School:	Roebourne District High School	School Year:	Aug 2026
Region:	Pilbara Region	Aria:	9.59
		Distance to Perth (km):	1245.71

Student-Centred Funding - Aug 2026

Per Student Funding:	\$1,800,723.00
Student and School Characteristics:	\$2,731,165.34
Disability Adjustments:	\$168,926.78
Targeted Initiatives:	\$1,828,573.57
Operational Response Allocation:	\$138,606.43
Regional Allocation:	\$0.00
Total Aug 2026:	\$6,667,995.12

Per Student Funding - At Census

Student and School Characteristics Funding – At Census

Per Student	Funded Student FTE		Amount
	Below Threshold	Above Threshold	
Kindergarten	14.00		\$84,532.00
Pre-Primary	18.00		\$188,820.00
Year 1	14.00		\$146,860.00
Year 2	11.00		\$115,390.00
Year 3	13.00		\$136,370.00
Year 4	10.00		\$87,650.00
Year 5	10.00		\$87,650.00
Year 6	9.00		\$78,885.00
Year 7	13.00		\$149,097.00
Year 8	11.00		\$126,159.00
Year 9	11.00		\$126,159.00
Year 10	9.00		\$103,221.00
Year 11	12.00		\$147,972.00
Year 12	18.00		\$221,958.00
Total	173.00		\$1,800,723.00

Funded Student FTE		Amount
Student Characteristics		
Aboriginality	169.00	\$528,024.28
Disability	141.88	\$357,678.46
English as an Additional Language or Dialect	41.00	\$140,017.97
Social Disadvantage	156.62	\$260,101.01
Sub Total		\$1,285,821.72
School Characteristics		
Enrolment-Linked Base		\$1,011,630.00
Locality		\$433,713.62
Sub Total		\$1,445,343.62
Total		\$2,731,165.34

Student Characteristics Funding (Detailed) – At Census

	Funded Student FTE	Amount
Aboriginality	169.00	\$528,024.28
Disability		
Disability	7.00	\$162,459.00
Educational Adjustment Group 1	110.67	\$179,427.56
Educational Adjustment Group 2	24.21	\$15,791.90
Disability - Total	141.88	\$357,678.46
English as an Additional Language or Dialect		
English as an Additional Language or Dialect	41.00	\$140,017.97
English as an Additional Language or Dialect Intensive English Centre	0.00	\$0.00
English as an Additional Language or Dialect - Total	41.00	\$140,017.97
Social Disadvantage		
Social Disadvantage Decile 1	123.49	\$228,179.46
Social Disadvantage Decile 2	23.20	\$26,318.53
Social Disadvantage Decile 3	9.93	\$5,603.02
Social Disadvantage - Total	156.62	\$260,101.01
Total Student Characteristics		\$1,285,821.72

Note: Please refer to the appropriate support sheet for further details on the calculations in the table above.

Targeted Initiatives (Detail)

	Amount
Student Allowances: Secondary Assistance Scheme - Education Program Allowance	\$940.00
Targeted Initiative: Additional Aboriginal and Islander Education Officer (AIEO) FTE	\$41,788.76
Targeted Initiative: Additional Education Assistant FTE	\$108,955.77
Targeted Initiative: Additional support for delivery of mental health programs	\$14,153.33
Targeted Initiative: Career Taster Program DTWD	\$3,850.00
Targeted Initiative: Chaplaincy and Student Wellbeing Program	\$33,112.16
Targeted Initiative: Complex Behaviour Support Coordinator Professional Learning (BFSA)	\$8,250.00
Targeted Initiative: Connected Community School Trial (BFSA)	\$583,943.62
Targeted Initiative: Disability and Inclusion Support	\$2,101.83
Targeted Initiative: District High Schools Funding	\$116,740.00
Targeted Initiative: Expansion of Complex Behaviour Coordinators (BFSA)	\$31,621.59
Targeted Initiative: Graduate Teacher Induction Program and Graduate Curriculum Materials	\$11,443.79
Targeted Initiative: Karratha & Roebourne Education Initiative (KREI) - Woodside Agreement	\$496,300.00
Targeted Initiative: KindiLink Project	\$69,030.22
Targeted Initiative: Principal Wellbeing Services	\$3,400.00
Targeted Initiative: Professional Learning for New Employees (EBA)	\$350.31
Targeted Initiative: School Breakfast Program Supervision Funding	\$6,472.62
Targeted Initiative: Small Group Tuition (BFSA)	\$33,965.57
Total	\$1,566,419.57

Targeted Initiatives – At Census

	Funded Student FTE	Amount
Targeted Initiative: Preschool Reform Agreement	14.00	\$16,898.00
Targeted Initiative: VET delivered to secondary students	30.00	\$61,812.00
Targeted Initiative: Small Secondary Schools	74.00	\$183,444.00
Total		\$262,154.00

Operational Response Allocation (Detail)

	Amount
Operational Response: Aboriginal Girls Engagement Program	\$90,350.09
Operational Response: Bus Duties	\$11,174.95
Operational Response: Host School Psychologists	\$250.00
Operational Response: Leap Program - Teacher Release (BFSA)	\$4,203.66
Operational Response: Minor Works	\$9,482.50
Operational Response: Servicing of Sanitary and Nappy Bins in non-metro schools	\$541.62
Operational Response: Split Site Cash Allocation	\$18,903.00
Operational Response: Targeted Funding to Schools	\$3,000.00
Operational Response: Teacher Relief - Curriculum Assessment and Strategic Policy	\$700.61
Total	\$138,606.43



Connected Community School trial

Agreement with Roebourne District High School

Purpose of this Agreement

This document outlines the expectations, responsibilities and funding requirements for schools participating in the Connected Community School trial. The document includes attachments:

- Attachment 1 – Trial Funding
- Attachment 2 – Communications Protocol
- Attachment 3 – Brief Project Initiation Document – Roebourne District High School

About the Connected Community School trial

The Connected Community School trial is a 4-year, place-based initiative that establishes four Western Australian public schools as community hubs, connecting students and families with community, health and social services to improve educational and wellbeing outcomes. The trial also aims to strengthen community partnerships and broader use of school facilities outside school hours.

The trial forms part of the Western Australia Bilateral Agreement under the Better and Fairer Schools Agreement (BFSA). It aligns with the 'Wellbeing for learning and engagement' reform, supporting locally led, culturally safe and inclusive approaches that enable students to attend and engage in learning. The trial emphasises partnerships and co-design approaches, particularly for Aboriginal and Torres Strait Islander students and families.

Under the BFSA Bilateral Agreement, the Department of Education has committed to an independent review of the trial, and to develop a framework that will provide guidance for expanding linkages between schools and other community, health and social services.

Expectations and deliverables

Connected Community Schools are supported by a central project team and inter-agency Steering Committee. Each Connected Community School will:

- develop, review and update place-based plans annually, or as requested
- consult with staff, students, families, service providers and the broader community to understand the needs of the community
- build and strengthen relationships with relevant service providers, community groups and organisations, and continue to identify and implement supports and other relevant opportunities throughout the trial
- support system reforms aligned to the trial
- actively participate in interagency initiatives to develop and trial new and/or coordinated and streamlined approaches to support students and families with the aim to positively impact students
- actively engage with the trial's evaluation
- engage stakeholders and providers in evaluation processes where required
- participate in monitoring and reporting, including data collection
- analyse school-level data to support continuous improvement
- respond to system requests, including Ministerial and media requests

- share learnings with other Connected Community schools, the project team and stakeholders.

Roles and responsibilities

The principal is accountable for:

- ensuring the place-based plan is informed by a school needs analysis
- submitting plans and budgets aligned to trial objectives
- meeting funding requirements for the trial
- recruiting and managing Connected Community School staff in line with policy and industrial requirements
- supporting all school staff to implement the place-based plans and deliver agreed outcomes for the trial
- ensuring staff undertake regular consultation with the community
- meeting monitoring, reporting and evaluation requirements
- managing expenditure and acquittal of funding
- providing any additional information as required by the Department, Western Australian Government and Australian Government
- ensuring external communication regarding the project is authorised by relevant approving parties.

Principals to lead Connected Community School staff to:

- develop and implement the place-based plan based on the needs analysis
- ensure initiatives align to trial outcomes
- manage funding responsibly in line with policy and Attachment 1
- acquit funds each semester
- submit budgets through school-based and system governance processes
- consult with the project team as required.

Staff at Connected Community Schools are responsible for:

- implementing the place-based plan based on the needs analysis
- collecting, monitoring and reporting data for the trial
- consulting with the school and broader community.

The central project team will support principals by:

- working with the schools to support the delivery of trial objectives and outcomes
- reducing workload where possible
- undertaking inter-agency consultation and collaboration and brokering system initiatives for Connected Community Schools
- transferring 50% of trial funding through the March gateway and 50% through the July gateway, for each year of the four-year trial
- addressing identified areas of concern with principals
- providing system-level support (e.g. resources, stakeholder engagement)
- providing reporting templates for the acquittal of funds.

The central project team will support Connected Community School staff (and other relevant staff identified by the principal) by:

- facilitating sharing sessions between schools and the central project team on a regular basis
- providing support materials and templates to develop communications and other relevant documentation
- providing system-level support to staff as required
- providing support regarding evaluation and data capture for monitoring and reporting requirements

- facilitating professional learning opportunities where relevant.

Governance System Structure

As part of the place-based governance (school level), Connected Community Schools will:

- establish school-level governance processes for strategic planning and oversight, as well as trial budgeting:
 - For strategic planning, this may be the [School Board or Council](#) for endorsement of place-based plans, and oversight of reporting and monitoring.
 - For trial budgets, it is recommended that existing processes are used, such as the School Finance Committee and the School Board or Council as the local governing bodies for endorsement.
- provide regular updates to the School Board/Council and P&C
- engage with regional office and central project team as required.

Funding

This section outlines principal accountability for managing trial funding. The school budget operates as a one-line budget, providing the schools the flexibility to develop educational programs and staffing profiles that best suit the needs of their communities within given parameters of this trial. School funds are public money, so principals are accountable for using them responsibly under legislation and policy including the *Financial Management Act 2006*, *School Education Act 1999*, *Public Sector Management Act 1994* and the Department's Code of Conduct.

Broadly, resources (including staff time, expertise, funding, facilities and materials) should be applied in a targeted manner to meet the learning and wellbeing needs of identified students, and aligned to the aims, objectives and outcomes of the trial. School-wide policies, practices and programs should be in place to assist in identifying and addressing the needs of students.

Schools receive annual funding (Attachment 1) via March and July payments. These payments have a [Schedule B](#).

The principal is accountable for the trial's funding expenditure and working with the school executive and Connected Community School staff to ensure progress towards the delivery of the trial objectives and outcomes and in line with key evaluation metrics and requirements.

Where there are unspent salaries, funding may be redirected towards goods and services. Any redirected funding expenditure should align to the priority areas and outcomes/KPIs as identified in the school's current place-based plan to strengthen and expand on student wellbeing and engagement initiatives, programs or providers.

Funding should not be used for school programs/providers that would be considered part of the normal school operational budget such as excursions or school events, unless it can be demonstrated that there is a direct link to the school's current place-based plan.

Funding should not be used for specialist medical doctors, such as paediatricians, to assess individual students.

Reserve accounts

To support trial budgeting and longer-term financial planning for the duration of the trial, schools may establish reserve accounts within the N1960 General Reserves account range. To enable the movement and expenditure of funds corresponding C2400 accounts and appropriate D accounts must also be established.

Further information is available in the School Chart of Accounts, available on [Ikon](#) for more information. The following reserves accounts are recommended:

- CCS Trial Salaries Plan Reserve
 - *IPS schools only*
- CCS Trial Reserve
 - *IPS schools only*

For Roebourne Senior High School (only)

- CCS Trial Reserve Account for goods and services with a reserve replacement plan in place stating the specific outcomes and prescribed timelines.

Salary funds to be managed by other means.

Reserve planning requirements

Each reserve account must be supported by a reserve planner to support compliance and audit requirements, which clearly documents the:

- clearly defined purpose of the reserve
- specific intended outcomes
- proposed timeline for use of the funds.

A reserve planner template and further information is available on [Ikon](#) and should be completed and retained for audit purposes.

Principals must not establish the reserve account for general purposes (including salary reserve account), recurrent or operating expenses, or holding surplus funds.

Unused funds must be reallocated to priority areas as identified in the place-based plan. Any transfer of funds must be approved by the Finance Committee and noted by the school board or council.

Governance and approvals

Prior approval to move funds between general accounts and reserve accounts must be:

- reviewed and approved by the School Finance Committee
- endorsed by the School Board or Council.

Place-based plans

Connected Community Schools will develop place-based plans for the trial according to Table 1 – Place-based plan schedule (page 5). Plans must define priority areas, actions, KPIs and outcomes.

Plans must identify target cohorts and align to school and system priorities. A phased implementation of services is being undertaken for the trial, given the system transformation required in its establishment in trial schools.

Place-based plans need to be endorsed by the local-level governance structures that have been put in place for the trial, such as your School Board or Council.

The schedule for submission of place-based plans to the central project team is as follows:

Deliverable	Due date
Draft place-based plan for implementation for Semester 2, 2026	12 June 2026
Final place-based plan for implementation for Semester 2, 2026 (approved)	4 July 2026
Draft place-based plan for implementation in 2027	20 November 2026
Final place-based plan for implementation in 2027 (approved)	17 December 2026
Draft place-based plan for implementation in 2028	19 November 2027
Final place-based plan for implementation in 2028 (approved)	16 December 2027
Draft place-based plan for implementation in 2029	17 November 2028
Final place-based plan for implementation in 2029 (approved)	14 December 2028

Table 1, place-based plan schedule

All place-based plans need to be submitted to the project team via email connectedcommunitytrial@education.wa.edu.au

Communications

Connected Community Schools must follow the trial's Communications Protocols (Attachment 2) that have been established for the trial.

Signatories to this Agreement

The Agreement (with Attachment 1, 2 and 3 attached) is endorsed by the principal, noted by the school council/board chair and minuted in the school council or board meeting record. The agreement is maintained on file with the Statement of Expectation.

This agreement is valid from the date of execution until the end of the of the trial period (31 December 2029), subject to yearly review.



Signature of Principal

Elizabeth Ritchie
Name of Principal

25/6/26
Date



Noting by School Council/Board Chair

Jasmin Smith
Name of School Council/Board Chair

Date

Signature of Executive Director (Corporate Sponsor)

Name of Executive Director

Date

Attachment 1 – Trial funding

FUNDING		2026	2027	2028	2029
Salaries		\$447,118	As per salary required for confirmed trial positions during trial period	As per salary required for confirmed trial positions during trial period	As per salary required for confirmed trial positions during trial period
Goods and service funding		\$136,825	\$140,246	\$143,751	\$147,346
- Staff set up and annual operating budget		\$33,825	\$34,671	\$35,537	\$36,426
- Chaplain or Wellbeing Officer (or student wellbeing program/providers)		\$53,000	\$54,325	\$55,683	\$57,075
- Operational running costs (utilities etc)		\$50,000	\$51,250	\$52,531	\$53,845
TOTAL		\$583,943	*	*	*

*To be finalised upon confirmation of fixed-term trial positions during trial period at your school.

- Funding will be released to schools in the March (50%) and July (50%) gateway payments.
- Salaries for trial positions and an additional 0.3FTE cleaner.
- Confirmation of fixed-term trial positions to be finalised by the end of Term 3, 2026.

