

Mount Lawley Primary School Board

Minutes

1st September 2022



Attendees

Staff Members:

Sandra Martin (SM), Principal

Lesa Mileto (LM)

Christine Ashkenazy (CA)

Parent/Community Members:

Sian Zador (SZ) (Chair)

Cara Davis (CD) (Secretary)

Jennifer To (JT)

Tara Kelso (TK)

Mandy Greenman (MG)

Nathan Curnow (NC)

Co-opted non-voting members:

Observers:

Presenters/Others:

1. Welcome, Introductions & Apologies

Actions

The meeting was opened by SZ at 5.42pm. Apologies were received from Karen Wright (KW)

There being not less than 60% of members present in person, a quorum was formed. The Agenda was confirmed.

2. Disclosure of Interests

Actions

NIL

3. Decision – Minutes of Meeting 4th August 2022

Actions

The minutes of the meeting on 4th August 2022 were accepted by MG and seconded by CA and approved.

4. Discussion – Action Register

Actions

1. Members to complete the Board Desktop Self-Reflection & Assessment
 - CD stated that this will occur in Term 4 in 2022
2. Subcommittee to plan strategies to address concerns raised through School Board Self-Assessment survey data
 - CD stated that this is ongoing
 - SM stated that correspondence has started about this
3. Subcommittee to formulate a summary document of the Terms of Reference and roles of the members of the Board

<ul style="list-style-type: none"> • CD stated that she has spoken to Rebecca Koerting and will inform you when it is completed • This is ongoing <ol style="list-style-type: none"> 4. Uniform Committee to look into an Indigenous Polo Shirt <ul style="list-style-type: none"> • CD stated that this is ongoing 5. Board Chair to write a letter of congratulations to Miss Ali Roberts for achieving Level 3 teaching status <ul style="list-style-type: none"> • CD asked SZ if this has been completed • SZ stated it will be happening soon 6. Summary of each meeting <ul style="list-style-type: none"> • CD stated that this is ongoing 7. Board Inductions <ul style="list-style-type: none"> • CD stated that it is ongoing 8. It was recommended that the Community be notified at the start of Term 4 that two Parent Representatives election will be had: <ul style="list-style-type: none"> • Notify Community that there will be an election for two Parent Representatives at the end of 2022 9. It was recommended a Succession Plan for Board Secretary should happen. TK would be open to considering the Secretary role: <ul style="list-style-type: none"> • 	
<p>5. Understand – Board Chair Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • SZ stated that she didn't have a lot to report on • SZ stated that a meeting about the Indigenous Polo Shirt was had earlier this evening: <ul style="list-style-type: none"> - Mandy, Sian, Sandra ad Jared were present at this meeting - Key Actions: Jared to chat to chat with Mt Hawthorn Principal and see how the uptake has been and the process they followed - MG will put together a pro's and con's list for the different options. Options: <ul style="list-style-type: none"> • Faction shirts only • Blue polo • Jackets • Hats • Leavers shirt • Staff shirt 	

6. Understand – Finance Report	Actions
<ul style="list-style-type: none"> • LM provides an electronic copy of the Finance Report to all members. A discussion was had about the Overview • <p>Overview</p> <p>The Operational One Line Budget Statement shows our budget position to 31 July with a slight increase in both revenue and expenditure from the last board meeting. This report now shows we have received 100% of our Student Centred Funding. The balance of Revenue yet to be received consists mainly of planned events such as Dance for Years 5 and 6, excursions and in-school activities which are still upcoming. Most year levels have been on or are scheduled to go on excursion this term.</p> <p>The Cash Report shows we continue to track well in locally raised funds sitting at just over 75%, with expenditure tracking a little low at 44.34%. This will increase once the planned \$70,000 for the Sustainability Garden Beds and the Science resources are paid for. Cost centre managers are finalising the remainder of their planned expenditure during the last part of this term. We have reached just under 95% of our target for Voluntary Contributions collection for the year (based on an anticipated collection rate of 85%). Reminders will be sent out later in Term 3 or early Term 4.</p> <p>During the last half of this term we will be focussing on preparing Personal Items Lists (Booklists), Budget Submissions and Draft Schedule of Charges and Voluntary Contributions for 2023. At the next meeting of the Board we will be requesting endorsement of the Personal Items Lists and the Schedule of Charges and Voluntary Contributions.</p> <p>Staff planning for 2023 has commenced this term. We have finalised our Kindy enrolments for 2023 and will run three classes, up from two this year. Projected numbers for 2023 have been entered into the Schools Resourcing System and will be amended through the remainder of the year as our projected numbers change.</p> <p>The Finance Committee will be meeting in Week 8 this term due to Lesa being out of the school.</p> <p>Lesa Mileto Manager Corporate Services</p> <ul style="list-style-type: none"> • MG asked what percentage of parents pay the Voluntary Contributions through the booklist. LM replied that it is very high • LM stated that at the first meeting of Term 4 she will present the members the 2023 booklist, draft Schedule of Charges and Voluntary Contribution for endorsement • LM addressed the query from the last meeting – the funding was from the fete 	

7. Understand – Principals Report	Actions
<ul style="list-style-type: none"> SM provided the Principal’s Report Electronically A discussion was then had about the Report: <p>PRINCIPAL’S REPORT: Board Report 1 September 2022</p> <p><u>INCREASED PAY FOR TEACHERS</u> Thursday's pay cycle delivered the first 3 per cent pay increase and back pay to 6 December 2021 from the recently signed 2021 General Agreement for teachers and administrators. The next 3 per cent increase is due 6 December 2022. There will be a further \$2,500 cash cost of living payment later in Term 4.</p> <p><u>PERFORMANCE MANAGEMENT TEMPLATE</u> As part of the Schools General Agreement 2021 it was agreed that schools will adhere to the negotiated performance management template for teachers. MLPS teachers are currently undertaking performance management prior to the registration of the Agreement so will finalise their current performance management cycle before moving to the required template in 2023. Line Manager / Teacher observation and feedback is happening over the next 3 weeks. These are linked to the goals set in the PM cycle.</p> <p><u>NAPLAN</u> The analyses of data and preparation of NAPLAN results has taken place and Individual Student Reports (ISRs) will soon be available for distribution to parents and carers. Hard copy student reports will start arriving in schools from the beginning of September. The NAPLAN 2023 testing period is Wednesday, 15 March 2023 to Monday, 27 March 2023.</p> <p><u>COVID/ABSENCES</u> Much improved – only staff member and one student. Judith broke her wrist at work. Has had an operation and is currently recovering. Other illnesses / leave impacting. Relief is still difficult to get.</p> <p><u>STAFFING</u> Mount Lawley Primary School is seeking to establish a pool for appointments to permanent and fixed term, full-time and part-time teaching vacancies which may arise during the 2023 school year. Appointments can be made from this pool at any time for commencements within 2023. We will be shortlisting next week and if we go to interview these will also be scheduled for later next week. We will run an EA and School Officer process in term 4.</p> <p><u>HUB INFO</u> Jared, Grace and I went to our Hub meeting on Tuesday. Jude King, Director Teaching Quality & innovation Steph McDonald, Director Leadership Institute gave us a presentation on the Quality Teaching Strategy. It was gratifying to note from the documents we viewed the strategy links closely to MLPS culture and beliefs. As part of the suite of supports and resources there are surveys for community and staff. These are surveys around school culture and are not compulsory. At a quick glance we already ask a lot of similar questions in our staff survey. The initiative is launched on the 27 October. Ty Vandertog, Principal Consultant Incident Support Unit also introduced the directorate and spoke about some of the work they are doing around risk mitigation and support for schools.</p> <p><u>VAPING</u> There was a vaping incident involving some Year 5 students at school.</p>	<ul style="list-style-type: none">

<p><u>WAFLF</u> We had one application in the end, which was disappointing. They have been confirmed as an aspirant leader.</p> <p><u>SUSTAINABLE GARDEN</u> We are having some ongoing difficulties in getting our sustainable garden completed. We have been given a new completion date of 9 September.</p> <p><u>RU OK DAY</u> 6 September staff and students encouraged to wear yellow to raise awareness of checking in with each other. There will be age appropriate activities for students and a morning tea for staff.</p> <p><u>EVENTS</u> Very busy couple of weeks. This will continue with school photos, interschool athletics events, Flamingo Strings, World Car Free Day and the Colour Run.</p> <ul style="list-style-type: none"> • NC – QTLF – would you be interested in the training. SM replied, absolutely. NC stated that there is a limited EOI 	
<p>8. Understand – Projected School Numbers & Planning for 2023</p>	<p>Actions</p>
<ul style="list-style-type: none"> • SM presented the current projected numbers and a discussion was had a bout them • Overall all years are looking very full 	<ul style="list-style-type: none"> •
<p>9. Understand – Parent Survey</p>	<p>Actions</p>
<ul style="list-style-type: none"> • A discussion was had about changing the name from “Board Parent Survey” to “Parent Survey”. It was agreed that due to asking Operational questions in the survey it can be assumed the Board can address Operational issues when we can’t. It can be confusing to the Community. All members agreed to change the name • TK asked why it is done every year? SZ replied it is so we can address issues as they occur • TK asked what the rationale was for having comments. SM replied it was to collect parent opinions on Stop, Start, Continue • It was agreed that the Community should be notified, via the school newsletter, that the Survey is now called the “Parent Survey” and the reason why. Expectations for responses should also be addressed 	<ul style="list-style-type: none"> ▪ SZ & CD to Notify Community, via blurb in the Newsletter, the changes and expectations for the Parent Survey later in the term
<p>10. Understand – Correspondence</p>	<p>Actions</p>
<ul style="list-style-type: none"> • CD stated that there has been no correspondence 	<ul style="list-style-type: none"> •

11. Other Business	Actions
<ul style="list-style-type: none"> • CD stated that at the end of each meeting we would provide a summary of the Board meeting which can be presented at the P&C Meeting • This is so the Principal can present it if no other Board member can attend 	<ul style="list-style-type: none"> •

Meeting Closed: SZ closed the meeting at 7.35pm
Next meeting: Thursday the 27th October 2022 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: