

Mount Lawley Primary School Board
Minutes
1st March 2023



Attendees

Staff Members:

Sandra Martin (SM), Principal
Lesa Mileto (LM)
Christine Ashkenazy (CA)
Alison Hawkesford (AH)

Parent/Community Members:

Sian Zador (SZ) (Chair)
Tara Kelso (TK) (Secretary)
Mandy Greenman (MG)
Saul Karnovsky (SK)
Nathan Curnow (NC)

Apologies: Alison Hawkesford and Mandy Greenman

Co-opted non-voting members: none

Observers: none

Presenters/Others: none

1. Welcome, Introductions & Apologies	Actions
The meeting was opened by SZ at 5.46pm. Apologies received AH and MG.	Nil
There being not less than 60% of members present in person, a quorum was formed. The Agenda was confirmed.	Nil
2. Acknowledgement of Country	Actions
	SZ completed Acknowledgement of Country
3. Disclosure of Interests	Actions
NIL	Nil
4. Decision – Minutes of Meeting	Actions
The minutes of the meeting on November 24 th 2022 were accepted by NC and seconded by CA and approved.	NC accepted CA seconded
5. Discussion – Action Register	Actions
<ol style="list-style-type: none"> 1. Members to complete the Board Desktop Self-Reflection & Assessment <ul style="list-style-type: none"> • TK proposed delete 2. Subcommittee to plan strategies to address concerns raised through School Board Self-Assessment survey data <ul style="list-style-type: none"> • TK stated that this is ongoing 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"> • TK to discuss progress status with CD 	Actions to be added with member agreement

<p>4. Uniform Committee to look into an Indigenous Polo Shirt</p> <ul style="list-style-type: none"> TK stated that this is ongoing <p>5. TK to provide a summary of the meeting and all actions required for next meeting</p> <ul style="list-style-type: none"> TK stated that it is ongoing <p>6. Board Inductions – Update Training Register (incl Police Checks)</p> <ul style="list-style-type: none"> TK stated that it is ongoing 	
<p>6. Understand – Board Chair Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> SZ discussed Board training opportunity at Kyilla Primary School. Date to be advised. Highly recommended for all Board members, particularly members who have not completed formal Board training previously. SZ discussed progress with Indigenous Polo shirt design and concerns about whether uniform shop would be parent run in 2023. TK indicated that her understanding was that a parent had nominated to take over Uniform Shop in 2023. 	<p>Nil</p>
<p>7. Understand – Finance Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> LM discussed Finance Report. Significant increase in Kindergarten students: 40 in 2022 and 60 in 2023. Majority are in boundary for Pre-Primary application. SZ queried higher funding in Year 1, SM responded this was due to lower student to teacher ratio requirements. Discussion about parent representation at Finance Committee. LM to raise at next Finance Committee meeting to determine if Committee would like to invite a parent representative. LM discussed slight variation to projected collection of Voluntary Fees due to changes in anticipated numbers of students. LM indicated school had a number of second semester enrolments with less uptake from these enrolments to pay voluntary contribution. SZ queried income versus expenditure (pg 4). Discussion was had about the use of the carry forward funds to support the incoming funds against predicted expenditure. 	<p>Nil</p>
<p>8. Understand – Principals Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> SM provided an electronic copy of the Principal report. CA discussed class sizes limits and discussion was had about Department guidelines and how school was managing class sizes. <p>SM report:</p> <ul style="list-style-type: none"> Annual goals <ul style="list-style-type: none"> Annual Report Business Plan Assessment schedule Instructional Framework Focus areas for the Board for the coming year to make improvements to: <ul style="list-style-type: none"> Review policy – Fundraising/Sponsorship Update Calendar 	<p>Nil</p>

<ul style="list-style-type: none"> ▪ Address concerns from The Board Self-Assessment Tool • Staffing <ul style="list-style-type: none"> ○ Alexia – Luke / Helen Willox ○ Covid ○ Other staff absences • Census – Student Numbers – 538 <ul style="list-style-type: none"> ○ 15 students with funding through students with disability. We have 4 applications to be completed. Varying Disability Allocation Levels. ○ 25 students have resourcing through EALD criteria. Another 42 have English as a second language but are ineligible for funding. ○ Aboriginal students – 6 <p>Class sizes – all our junior primary classes are at capacity pp to Year 3. 3 classes are one over the recommended number of students. We have significant new PP enrolments.</p> <ul style="list-style-type: none"> • Camp a great success • On Entry testing for PP students has commenced. • Fund Raising – Heart Kids and The World Greatest Shave 	
<p>9. Understand – Code of Conduct</p>	<p>Actions</p>
<ul style="list-style-type: none"> • SM provided summarised version to Board. • TK discussed Code of Conduct recommendations about level of attendance at Board meetings. • Discussion regarding frequency of meetings. Board felt two meetings per term allowed group to work effectively, and with depth, within meeting times. 	<p>Nil</p>
<p>10. Understand – Register of members</p>	<p>Actions</p>
<ul style="list-style-type: none"> • SZ discussed at next meeting register of members will need to be reviewed prior to meeting so members can sign at meeting • TK to print register of members for next meeting 	<p>TK to Include Terms of Reference and Code of Conduct in Action register</p>
<p>11. Understand – Statement of Expectation</p>	<p>Actions</p>
<ul style="list-style-type: none"> • SM reviewed Statement of Expectation. Electronic copy provided. • SZ and SM signed Statement of Expectation. • SM to place electronic copy of SoE on Connect 	
<p>12. Make – Community member for 2023</p>	<p>Actions</p>
<ul style="list-style-type: none"> • NC expressed that he would be happy to continue in this role and he would advise Board if this changed. • NC confirmed Community member status and what this entails. 	<p>Nil</p>
<p>13. Understand – Board member survey</p>	<p>Actions</p>
<ul style="list-style-type: none"> • Board discussed ways to address growth feedback in survey. In particular, consider how to address quieter members • Diversity – tries to express in advertising for members but do not influence elections 	<p>Agenda and minutes to include column linking to Business Plan, when updated Plan is finalised</p>

<ul style="list-style-type: none"> • Consider including column about part of business plan being addressed during meetings • Board does have input into business plan and meetings need to set aside time to discuss strategic planning/thinking 	Calendar to explicitly link activities to Business Plan, when updated Plan is finalised
14. Make – Annual Public Meeting	Actions
<ul style="list-style-type: none"> • Discussed pro and con's of dates and reason for possible attendance versus non attendance • Two possible dates, which date would you be most likely to attend? • Agreed APM for Meeting 1, Term 4 	Meeting 1, Term 4
15. Other Business	Actions
<ul style="list-style-type: none"> • TK 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 	Nil

Meeting Closed: SZ closed the meeting at 7.35pm

Next meeting: Thursday 23rd March at 5.30pm in the staffroom

Accepted by Signature:

Board Chair Signature:

Principal Signature: