

MLPS Board Meeting Minutes

Time:	5.30pm - 7.30pm
Date:	6 March 2025, Meeting 1
Location:	MLPS Staffroom

Attendees

Staff Members:

Robyn Crump, Principal (RC)
Alison Hawkesford (AH)
Sharon Hill (SH)

Parent/Community Members:

Catherine Pearce (CP)
Saul Karnovsky (SK)
Breanna Catania (BC)
Nathan Curnow (NC)
Greg Rice (GR)
Trent Everitt (TE)

Co-opted non-voting members: none

Observers: none

Presenters/Others: none

Apologies: Ali Roberts (AR)

Item	Actions
1. Welcome, Introductions & Apologies	
<p>The meeting was opened at 5.35pm by RC. There being not less than 60% of members present in person, a quorum was formed.</p> <p>Christine Ashkenazy is concluding her term on the Board and we thank her for her contributions.</p> <p>Ali Roberts will be joining the Board as a Staff Representative, however was not able to attend this meeting and sends her apologies.</p> <p>Sharon Hill, who has joined the school this term as a Kindy teacher, is also joining the Board as a Staff Representative.</p> <p>Greg Rice joins the Board as a Parent representative for a tenure of three years.</p> <p>Trent Everitt joins the Board as a Parent representative for one year as his child is in their final year of MLPS. He is also the MLPS P&C Vice President.</p> <p>Board Connect logins for new members are in progress.</p> <p>All Board members introduced themselves.</p> <p>Board member training has been rescheduled for Thursday 13th March 6-8pm at Yokine Primary School. All new members are required to attend, and all other members may attend as a refresher.</p>	<p>Follow up regarding completion of Board Connect logins for new members - RC</p>
2. Acknowledgement of Country	
AH completed Acknowledgement of Country. Note there are AoC guidelines from Department of Education in Connect if any members need a refresh.	Nil
3. Disclosure of Interests	
Nil	Nil
4. Appoint Office Bearers	
<p>The role responsibilities for Chair and Secretary were discussed and nominations called for both roles. CP was the only nominee for the role of Chair. RC called for a vote and Catherine Pearce was appointed to the role of Chairperson for 2025.</p> <p>There were no nominations for the role of Secretary. RC noted that the role of secretary can be rotated for each meeting, with a call for nominations for a</p>	<p>CP to amend Terms of Reference and circulate for all Board Members to review</p>

Item	Actions
<p>permanent secretary at the start of each meeting. BC offered to take minutes at the next meeting if there are no other nominations in the meantime. CP available to discuss the Secretary role based on her experience as 2024 Board Secretary.</p> <p>There has been an expression on interest from a previous parent of the school interested in joining the Board as a community member to retain connection with MLPS. The current Terms of Reference state "Up to 1 community member". The Board discussed the concept and noted that it would increase the requirement for quorum to 7 people, but this was not a major concern due to good attendance at meetings. The presence of two community members could positively strengthen the independence of the Board.</p> <p>RC proposed a motion to amend the Terms of Reference to allow for the composition of the Board to include a minimum of 1 and up to 2 community members. The Terms of Reference would otherwise remain the same. CP to update the Terms of Reference and correct any outstanding typographical errors and circulate the updated version to all members for approval at the next meeting. NC seconded this motion and it passed unanimously.</p>	<p>All members to review the Code of Conduct in preparation for signing the Members Register at the next meeting</p>
5. Minutes of Previous Meeting	
<p>RC motioned to approve the minutes from the last meeting on 28 November 2024 and SK seconded this.</p>	<p>CP to send approved minutes to Shannon Gunning to upload to MLPS website.</p>
6. Action Register – Discussion	
<p>See Action Register</p>	
7. School Finance	
<p>Refer to Finance Report provided for noting.</p> <p>Carry forward of \$162K, which is significantly lower than \$300k rollover in previous year. Budget is tight and monitored closely due to enrolment and class numbers currently.</p>	<p>Nil</p>
8. Principal's Report	
<p>Refer to Principal's report provided. Highlights included:</p> <ul style="list-style-type: none"> • Everyone has settled in well, including 12 new staff on fixed term contract, due to staff turnover, planned leave and part-time roles. • Deputy Grace Adams has returned to MLPS this term. Jared Lawson, offered additional term at Ellen Stirling so did not return to MLPS for Term 1. • Newsletters changed to Weeks 3, 6 & 9 in new Sway format which has received positive feedback. • NAPLAN now spread out over more days to make it more manageable for students. • Kaartdijin (meaning 'Knowledge') is a platform run by Compass for DoE. The system rollover is commencing in stages from Connect, with more information for parents in due course. 	<p>Nil</p>
9. School Planning	
<p>Strategic Plan 2024-25 provided as a draft work in progress, based on the six domains, including operational plans, prioritised initiatives and milestones. KPIs to be developed by the Teacher Leadership Team in Week 8. This format incorporates the output from last year's Public School Review and will assist in the preparation for developing the new Business Plan commencing next year. School Board input to KPIs will be sought in due course and school community forum for input to new business plan.</p>	<p>Nil</p>

Item	Actions
10. School Survey Feedback	
<p>School Survey was completed in late term 4 last year to ensure feedback was captured for the 2024 school year. It was issued using Microsoft Forms due to the DoE survey tool still being unavailable until further notice. 46 responses were received, making it a sample size compared to 80 respondents last year. The majority of scores were greater than 4 which was positive. Those with scores lower than 4, aligned to areas of focus already identified for improvement through the Public School Review such as leadership changes, student progress, learning needs and behaviour.</p>	<p>Nil</p>
11. 2025 Board Planning	
<p>Hold over to next meeting for further discussion due to time constraints.</p>	<p>Nil</p>
12. Homework Survey	
<p>Discussed Homework Survey draft questions. SK to update and send final draft to all Board members, with comments to be provided by Friday 14 March. RC to send out as a Microsoft Form with context for survey to garner feedback as part of Board's policy review. RC to email Breanna to request putting a reminder link on the P&C Facebook page.</p>	<p>SK to send final draft, comments by next Friday 14 March. RC to issue survey.</p>
13. Correspondence	
<p>Nil</p>	<p>Nil</p>
14. Other Business	
<p>Further discussion for communication through different channels and potential future use of election runner tool.</p>	<p>CP to add future agenda item for survey tool and communications.</p>

RC closed the meeting at 8.11pm. Next meeting is scheduled for 5.30pm Thursday 27 March 2025.

Accepted by Signature:

Board Chair Signature:

Principal Signature: