

Mount Lawley Primary School Board
Minutes of Meeting
26 October 2017



Attendees

Staff Members:

Cavelle Monck, Principal (CM)
 Grace Adam, Deputy Principal (GA)
 Debbie Taylor (DT)

Parent/Community Members:

Steve Williams (SW) (Chair)
 Tim Dickie (TD) (Secretary)
 Mei-Ling Day (MD)
 David Abbott (DA)
 Alberto Tassone (AT)
 Cara Davis (CD)

Co-opted non-voting members:

None

Observers:

Karolinka Golesiewski, Sandra Martin (SM), Sue Marshall, Lee Teh, Hui Teh, Neil Brodie, Alison Jobson, Bradley Farrell (BF).

Presenters/Others:

Lisa Freegard (LF), Corporate Services Manager

1. Welcome & Apologies

Actions

The meeting was opened by SW at 7.00pm. Apologies were received from Gemma Scarparolo, Narrelle Thambipillai, Mark Burns and Amy Lander. SW welcomed community observers to the NAPLAN presentation.

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

2. NAPLAN Presentation

CM presented the paper entitled Mount Lawley Primary School NAPLAN 2017 and a PowerPoint presentation summarizing the NAPLAN data.

CM noted that there were many aspects of the data to celebrate but also highlighted some hard work ahead.

CM presented the data, then presented an overview of where to from here, and actions at both the class level and at a leadership level. CM advised that MLPS is a high Index of Community Socio-economic Advantage (ICSEA) area and suffered few problems from absenteeism, bullying and other social issues, however the main impact on student learning outcomes remained extended time away

<p>from school for travel and holidays.</p> <p>Q&A followed, with discussion around suggestions for a writing club, the time of day when the NAPLAN tests were scheduled, exam techniques, and the expected timeframe for changes at MLPS to show through in the data.</p> <p>SW concluded this part of the meeting by summing up the progression from data to information to actions, and asked CM to pass of the Board's congratulations to the staff on the NAPLAN results.</p> <p>All observers left except SM and BF.</p>	
3. Disclosure of Interest	Actions
No conflicts of interest were disclosed.	
4. Decision – Minutes of Previous Meeting	Actions
The minutes of the meeting on 24 th August 2017 were proposed by MD and seconded by DT and approved.	
5. Discussion - Action Register	Actions
TD presented the Action Register. It was noted that most Actions were to be addressed on today's Agenda.	TD to add actions from meeting to Action Register and distribute.
6. Principal's Update	Actions
<p>CM presented the Principal's update.</p> <ul style="list-style-type: none"> - The staff enjoyed a stimulating Professional Development Day at the beginning of Term 4 with Claire Eaton, a Resilience/Optimism/Mindset coach. - The Year 6 camp was deemed a success, despite one pupil being rushed to hospital with an intestinal condition. The parents subsequently wrote to the Director General commending the staff handling of the incident. - The PrePrimary faction carnival went well. - 2018 planning is underway, and T4 2017 looks to be full, busy and productive. - In Boundary 2018 places have been confirmed, with Out of Boundary places to be allocated. - CM has been involved in various external commitments, including sitting on a principal recruitment panel, and participating in an ERG review. - World Teachers Day (26/10) had gone well, with many teachers pleasantly surprised by the event. - MLPS won the Inter School Sports Carnival for the first time since 2013. 	
7. Information – Business Plan Update	Actions
CM advised that the development of the Business Plan was taking longer than anticipated, and hoped to have a final draft by this weekend, and available for Board review in advance of the next	

meeting. The aim remains to produce a document which is easily read and understood with strong targets.	
8. Decision – Funding Agreement for Schools	Actions
CM advised the Board that whilst the Board reviewed the DPA, which included the Funding Agreement, on 11 th May, and approved the execution of the DPA, the minutes did not specifically note the approval of the Funding Agreement. The Board is happy to confirm that the Funding Agreement was reviewed as part of the DPA in May 2017 and endorsed prior to signing.	
9. Decision – Timetable for Early Close 2018	Actions
CM presented the paper Proposal for Early Close from 2018 and sought the Board's endorsement prior to commencing community consultation. Q&A around how late arrivals would be handled, the overlap with Kindy drop offs, the non-dependency of the Before and After School Care (BASC) workstream, and the option to change the name of the proposal from "Early Close" to something more holistic. The Board voted on the proposal which was supported by 8 votes with 1 abstention (pending further information on BASC) and 0 against. BF offered to assist CM with the messaging of this proposal to the school community.	BF to assist CM with messaging of Early Close proposal (not a Board Action Item).
10. Information – LOTE from 2018	Actions
CM advised the Board that MLPS would be teaching Italian as the chosen LOTE subject from 2018. The results from the community surveys were: Survey No1: 1 st Choice: French; 2 nd Choice: Italian (208 participants) Survey No2: 1 st Choice Mandarin; 2 nd Choice: Italian (172 participants) In order to honour the final year of the 3 year agreement to promote Korean, in 2018 Italian would be offered in PP – Yr 5, with Yr 6 studying Korean. From 2019 Italian would be taught PP to Yr 6. Recruitment of a teacher was under consideration, with other hub schools also selecting Italian, and support from MLSHS.	
11. Information – Conference in Adelaide	Actions
CM advised that CM, GA and SM attended a conference in Adelaide on 23/10 presented by Carol Tomlinson on Differentiation. Although permission to attend was granted by the Dept of Education, the timing constraints prevented the endorsement of the Board being obtained. The Board confirmed that it was fully supporting of the leadership team's attendance at the conference.	
12. Decision – School Uniform Changes	Actions

<p>CM sought the Board's approval of a proposal to amend the Uniform Policy to remove discontinued uniform items and to make the policy "unisex" in nature. After some discussion, the proposal was put to the Board for approval, and voted 6 in favour, 2 against, 1 abstention – the proposal was not approved.</p> <p>It was then agreed that the policy changes be put to the MLPS community for consultation/feedback before reverting to the Board for decision. DA identified an error in the draft policy and agreed to update.</p>	<p>DA to update Policy</p> <p>Policy changes be put to the MLPS community for consultation/feedback (CM)</p>
<p>13. Board membership/Succession Plan</p>	<p>Actions</p>
<p>Following the Board's concerns at the meeting of 3rd August about the number of members completing terms in office on 31 December 2017 and the request at that meeting that a succession plan be developed, and further discussion at the 24th August meeting, SW presented the paper MLPS Board – Changes to Membership & Composition, and noted that the manner of the appointment of the P&C representative would not change.</p> <p>After some discussion, it was agreed that the Board membership be amended from 13 to 10, generally in line with the proposal tabled but with the addition of 1 parent. Board voted on this proposal as follows: In favour 9; Against 0; Abstaining 0. Revised proposal Approved. DA agreed to amend the Terms of Reference. It was agreed to progress with the process to seek parent members – TD to assist CM/LF.</p> <p>Later in the meeting SW returned to this item to confirm (as noted in the pre-reading) that TD and SW would be stepping down from their positions as Chair and Secretary to facilitate an orderly succession prior to the expiry of their respective terms on 31 December 2017. After some discussion around the timing of this change SW proposed GS for the role of Chair, and DT seconded. SW outlined GS's background as an educational professional, her suitability for the role and willingness to serve, and CM noted GS's ongoing involvement in implementing the Differentiation approach at MLPS. MD proposed AT for the role of Chair, without any seconder, resulting in a vote.</p> <p>Votes for GS: 6 Votes for AT: 2 Abstentions: 1</p> <p>Following some confusion over the interpretation of the ToR, it was noted that an absolute majority was required (more than 50% of members), and so no clear winning candidate was elected. TD proposed CD for the role of Secretary, noting that CD was willing to serve. No other candidates were proposed, so CD was unanimously elected as Secretary.</p> <p>Further debate ensued on the change of Chair, with some members expressing concerns over timing and manner of the process, whilst other referred to the previously expressed desire for a succession plan prior to the year end and experience of similar changes on other Boards. SW left the meeting prior to close and the matter remained unresolved, with CM adopting the role of Chair and undertaking to revert to the Department of Education for clarification.</p>	<p>DA to update TOR</p> <p>All – election of a Chairperson</p> <p>CM/LF to progress nominations for parent reps (TD to assist)</p>
<p>14. Discussion – Parent Survey</p>	<p>Actions</p>

DA provided an update on the process of reviewing and setting the Parent Survey questions to ensure that they were simple, useful and relevant. The survey was currently live, with incentives in place for completion. SW expressed thanks to DA for his work on this item.	DA to provide results of Parent Survey at next Board meeting.
15. Information – Before & After School Care Sub-Committee	Actions
DA advised that the sub-committee was making good progress on location, meetings with providers, alignment with key requirements. Next meeting is on 17 th Nov 2017. CM noted that they had been pleasantly surprised by the offerings from some of the providers. Next meeting is 17 th November 2017.	
16. Information – National Police Clearance Checks	Actions
TD advised that all Board members whose term extended beyond 31/12/2017 had obtained police clearance. This item to be removed from the Action Register and added to the new member induction process.	Police Clearance to be added to New Member Induction process.
17. Information – Finance Committee Update	Actions
Noted.	
18. Information – Report from P&C Representative	Actions
Noted.	
19. Information – Attendance & Training Register	Actions
Noted.	
20. Information - Correspondence	Actions
Correspondence from the Department of Education (letter from Sharyn O'Neill, Director General dated 5 th September 2017) confirming the acceptance of the DPA was noted.	
21. Other Business	Actions
There being no other business, CM closed the meeting at 9.45pm.	

Next meeting: Thursday 23rd November 2017, 7.00pm, MLPS Staff Room