

Mount Lawley Primary School Board
Minutes
24th November 2022



Attendees

Staff Members:

Sandra Martin (SM), Principal
 Karen Wright (KW)
 Lesa Mileto (LM)
 Christine Ashkenazy (CA)

Parent/Community Members:

Sian Zador (SZ) (Chair)
 Cara Davis (CD) (Secretary)
 Jennifer To (JT)
 Mandy Greenman (MG)
 Nathan Curnow (NC)

Co-opted non-voting members: none

Observers: none

Presenters/Others: none

1. Welcome, Introductions & Apologies

Actions

The meeting was opened by SZ at 5.49pm. No apologies received.

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

2. Welcome to Country

Actions

JT completed Welcome to Country

3. Disclosure of Interests

Actions

NIL

4. Decision – Minutes of Meeting 17th February 2022

Actions

The minutes of the meeting on 10th October 2022 were accepted by JT and seconded by KW and approved.

JT accepted
 KW seconded

5. Discussion – Action Register

Actions

1. Members to complete the Board Desktop Self-Reflection & Assessment
 - TK and CD stated this is ongoing
2. Subcommittee to plan strategies to address concerns raised through School Board Self-Assessment survey data
 - TK and CD 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
 - TK and CD stated that this will be ongoing
4. Uniform Committee to look into an Indigenous Polo Shirt
 - TK and CD stated that this is ongoing
5. TK to provide a summary of the meeting and all actions required for next meeting
 - TK stated that it is ongoing
6. Board Inductions – Update Training Register (incl Police Checks)
 - TK stated that it is ongoing

6. Understand – Board Chair Report	Actions
<ul style="list-style-type: none"> • SZ discussed Board training with SM. • SZ discussed range of approval from Board was probably less than members anticipated. Board needs to be mindful of criteria for what items should be included in meeting. • SZ thanked JT for her contribution to the Board, as well as CD's organisational skills over 6 years. • SZ acknowledged the contribution of KW to the Board over the years. KW is on leave and retiring in 2023. • SZ acknowledged retirement of KW, Sue Stott and Lee Jasper. Combined service to MLPS is nearly 3 decades. • SZ discussed impact of COVID for MLPS over the years including absentee rates, rate of infection in community and volume of relief that was required 	<p>Nil</p>
7. Understand – Finance Report	Actions
<ul style="list-style-type: none"> • LM discussed Finance Report. • MH queried "carry over" funds compared to previous years. LM and SM discussed reasons for less "carry over", which was due to one off conditions leading to unusual carry over amount in 2022. COVID has also impacted funds e.g. if staff member cannot be replaced during leave. • JT queried variance in Curriculum and Student Services and LM discussed this included classroom budgets, which were not always spent entirely, in school swimming etc etc. • JT queried nature of teacher budget. Discussion about discretionary funding and what this could and could not cover. • LM almost at target of projected rates for Voluntary Contributions. • SM discussed that Department provided additional funding to Graduate Teachers to assist with establishing resources. • Motion = LM moved that the Board approve Voluntary Contributions and Charges for 2023 subject to the removal of all dates • Seconded: JT. Unanimously approved • Discussion regarding maths book allocation and Campion ordering 	
8. Understand – Principals Report	Actions
<ul style="list-style-type: none"> • SM provided an electronic copy of the Principal report. • MH provided positive feedback about SM's reporting of class allocations in Newsletter. • SM expressed gratitude for the Board's contributions, with a particular thanks to JT, CD and KW for their efforts. SM also thanked SZ for her behind the scenes work, providing feedback and suggestions as needed. • <i>NC arrived 6.45pm</i> 	
9. Inform – 2023 Staff Development Day	Actions
<ul style="list-style-type: none"> • SM discussed options for 2023. Discussion held. • SM has decided on date, taking on board member feedback and will provide community with dates in a timely manner. 	
10. Understand – School Survey	Actions
<ul style="list-style-type: none"> • SM discussed survey results. Overall, improvement noted in a range of areas. Approximately 99/700 surveys sent, 14% response rate. • Discussion about range of issues raised on survey. 	

<ul style="list-style-type: none"> • Board discussed alternative ways for the community to provide feedback over the year, particularly feedback that might need timely action e.g. “make a suggestion” box or semi-regular discussions with Executive member. • Consider identifying 2-3 areas to consistently message to school community in 2023 (based on Business Plan). 	
11. Inform – Subcommittee for Indigenous Uniform	Actions
<ul style="list-style-type: none"> • SZ outlined discussions and timeline planning for possible introduction of Indigenous polo shirts, as well as overall uniform refresh. • SZ discussed considering how to embed Indigenous polo shirts in school planning for cultural responsiveness. • Discussion regarding how to plan and implement. • SZ discussed City of Vincent staff can assist with linking in with local Indigenous community 	
12. Understand – Correspondence	Actions
<ul style="list-style-type: none"> • Nil 	
13. 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 	

Meeting Closed: SZ closed the meeting at 8pm
Next meeting: to be advised

Accepted by Signature:

Board Chair Signature:

Principal Signature: