

**Mount Lawley Primary School Board**  
**Minutes**  
**27<sup>th</sup> October 2022**



**Attendees**

**Staff Members:**

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

**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:**

| <b>1. Welcome, Introductions &amp; Apologies</b>  | <b>Actions</b> |
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| The meeting was opened by SZ at 5.36pm. Apologies were received from Christine Ashkenazy (CA)   |                |
| There being not less than 60% of members present in person, a quorum was formed. The Agenda was confirmed.  |                |
| <b>2. Acknowledgement of Country</b>  | <b>Actions</b> |
| <ul style="list-style-type: none"> <li>• TK presented the Acknowledgement of Country</li> <li>• JT volunteered for the next meeting</li> </ul>  |                |
| <b>3. Disclosure of Interests</b>   | <b>Actions</b> |
| NIL   |                |
| <b>4. Decision – Minutes of Meeting 1<sup>st</sup> September 2022</b>   | <b>Actions</b> |
| The minutes of the meeting on 1 <sup>st</sup> September 2022 were accepted by MG and seconded by JT and approved.   |                |
| <b>5. Discussion – Action Register</b>  | <b>Actions</b> |
| <ol style="list-style-type: none"> <li>1. Members to complete the Board Desktop Self-Reflection &amp; Assessment           <ul style="list-style-type: none"> <li>• CD stated that this will occur in Term 4 in 2022</li> </ul> </li> <li>2. Subcommittee to plan strategies to address concerns raised through School Board Self-Assessment survey data           <ul style="list-style-type: none"> <li>• CD stated that this is ongoing</li> </ul> </li> </ol> |                |

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| <ol style="list-style-type: none"> <li>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"> <li>• CD stated that she has spoken to Rebecca Koerting and will inform you when it is completed</li> <li>• This is ongoing</li> </ul> </li> <li>4. Uniform Committee to look into an Indigenous Polo Shirt <ul style="list-style-type: none"> <li>• CD stated that this is ongoing</li> </ul> </li> <li>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"> <li>• CD asked SZ if this has been completed</li> <li>• SZ stated that it had been completed today</li> <li>• CD proposed to delete</li> <li>• Members voted Yes</li> </ul> </li> <li>6. Notify Community that there will be an election for two Parent Representatives at the beginning of Term 4, 2022 <ul style="list-style-type: none"> <li>• CD stated that this has been completed</li> <li>• CD proposed to delete</li> <li>• Members voted Yes</li> </ul> </li> <li>7. Notify Community, via blurb in the newsletter, the changes and expectations for the Parent Survey later in the term <ul style="list-style-type: none"> <li>• CD stated this has been completed</li> <li>• CD proposed to delete</li> <li>• Members voted Yes</li> </ul> </li> <li>8. Summary of each meeting <ul style="list-style-type: none"> <li>• CD stated that this is ongoing</li> </ul> </li> <li>9. Board Inductions <ul style="list-style-type: none"> <li>• CD stated that it is ongoing</li> </ul> </li> </ol> |                       |
| <p><b>6. Understand – Board Chair Report</b></p>  | <p><b>Actions</b></p> |
| <ul style="list-style-type: none"> <li>• SZ stated that most that has happened recently has been Operational matters</li> <li>• SZ informed the members that there had been some inappropriate “Thank a Staff Member” forms sent online</li> <li>• Uniform Committee – met today. SZ stated she spoke to the Chair of the Inglewood School Board and discussed how the process went for their school when they updated their uniform. The committee also discussed if there was a need to update the whole school uniform</li> <li>• JT questioned if it was too much to change all of the uniform all at the same time. SZ replied that it was a valid point</li> <li>• SZ called for extra volunteers to join the Uniform Committee. No member volunteered at this stage</li> </ul> <p><i>5.53pm – NC entered meeting</i></p>   |                       |

| 7. Understand – Finance Report   | Actions |
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| <ul style="list-style-type: none"> <li>LM provides an electronic copy of the Finance Report to all members. A discussion was had about the Overview</li> </ul> <p><b>Overview</b></p> <p>The <b>Operational One Line Budget Statement</b> shows our budget position to 12 September as finance was closed off early due to the last school holiday break. The One Line Budget Statement has increased slightly due to an Operational Response transfer for additional COVID19 cleaning for Term 4. Our Locally Raised funds has had a slight increase due to funds transferred from reserve to cover the cost of a new photo copier in the Library.</p> <p>The <b>Cash Report</b> shows slight increase in Locally Raised funds (Revenue) and Good and Services (Expenditure) has had an increase of 15%. There are still a few upcoming year level excursions and the Dance program for Year 5 and 6 students that will increase both Revenue and Expenditure.</p> <p>2023 Budget Submission have been received from Cost Centre Managers, these documents will inform the draft 2023 Voluntary Contributions and Charges Schedule. Once the schedule has been reviewed and approved by the Finance Committee in Week 6, we will seek approval from the Board at the meeting in Week 7. The 2023 Personal Items Lists (Booklists) have been approved by the Finance Committee I will seek approval from the Board at the upcoming meeting. Once approved by the Board, they will be finalised by Campion Education and made available to the school to publish for parents. This will most likely be towards the end of November.</p> <p>Our Locally Raised Funds are tracking well and have reached just over 97% of our target for Voluntary Contributions for the year (based on an anticipated collection rate of 85%) which is very pleasing. Reminders will be sent out via students on Monday 24 October to hopefully increase this percentage.</p> <p>We are currently finalising the expenditure for the Science Grant, the Sustainability Garden Beds project has now been completed and will be acquitted during this term.</p> <p>Staff planning will continue this term. Student numbers will continue to be updated as we receive new enrolments and are notified of students leaving at the end of 2023.</p> <p>Lesa Mileto<br/>Manager Corporate Services</p> <ul style="list-style-type: none"> <li>LM stated that the booklists have been approved by the Finance Committee and have been presented to the Board</li> <li>SZ asked how the booklist are put together? LM talked the members through the process</li> <li>JT asked if the school are still happy with Campion and how long the contract is for? LM replied that they are yearly contracts and yes they are happy</li> <li>SZ stated that there were some complaints about the coloured pencils in Year 3. LM stated that she would investigate</li> <li>Motion: NC moved that the Board approves the 2023 MLPS booklists subject to any minor changes and review of the Oxford Maths texts for years 1 - 4<br/>Proposed: NC<br/>Seconded: KW<br/>Vote: passed unanimously</li> </ul> |         |

| 7. Understand – Principals Report  | Actions  |
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| <ul style="list-style-type: none"> <li>SM provided the Principal’s Report Electronically A discussion was then had about the Report:</li> </ul> <p><b>PRINCIPAL’S REPORT:</b></p> <p><b>P&amp;C – Newsletter</b><br/>Recognition of the P&amp;C and all they have done in the last month.</p> <ul style="list-style-type: none"> <li>Colour Run</li> <li>Disco</li> <li>Mural – funded and raffle</li> <li>Planning for the sustainable garden in the past – but delivered by grant money this year</li> </ul> <p><b>Staffing:</b><br/>Natasha Ruggiero has been identified as A WA Future Leader and also won a permanent full time position at MLPS. Other staff to be appointed permanently to our staff for 2023 are Isabella Greco and Joel van der Meer. So far we have been able to appoint Chloe Wu, Elizabeth Martin, Mable Wong and Sam Cottee to fixed term positions. There will be further appointments made from the pool as planning for 2023 is finalised.<br/>Both Karen Wright and Lee Jasper have indicated they will retire at the end of the 2022 school year.<br/>We are not going to finalise our classes just yet as enrolments are still fluid.<br/>We are recruiting for:</p> <ul style="list-style-type: none"> <li>School Psychologist – Sheldyn Garnaut has resigned</li> <li>School Officer – Level 2 – replacing Cherie Johnson</li> <li>General EA – replacing Sue Stott</li> </ul> <p><b>Third Avenue</b><br/>The new kiss and drive on Third Avenue is working amazingly well, hopefully not having the bus in the pm on Second Avenue has assisted the traffic flow there as well. It also helps that the weather is fine. We have many families walking, scooting and riding to school.</p> <p><b>Centenary Gates / Maintenance</b><br/>We have had a quote to widen the centenary gates on Third Avenue to allow for wider vehicle access to the school grounds, including ambulance. Hopefully this work will be completed during the December holidays, if not before. The gates will retain the centenary signage.</p> <p>We are also having Rooms 15 and 16 (Year 4 rooms) painted during the holidays.</p> <p>An extra shed is being purchased for storage at the Kindy.</p> | <ul style="list-style-type: none"> <li></li> </ul> |

**PEAC Results**

The PEAC test consists of two sections:

**Verbal Reasoning (VR)**, comprised of 25 multiple-choice items and two item types:

Reading Comprehension and Reasoning by Analogy.

**Mathematical Reasoning (MR)**, comprised of 25 multiple-choice items and two item types: Mathematical Reasoning and Abstract Reasoning. Mathematical Reasoning / Verbal Reasoning

The Verbal Reasoning VR Percentile: students with specific strengths in language and meaning who score 98 and above will be eligible to nominate for PEAC courses.

The Mathematical Reasoning MR Percentile: students with specific strength in thinking mathematically and abstract reasoning who score 98 and above will be eligible to nominate for PEAC courses.

The Total Percentile: students scoring 97 and above will be eligible to nominate for PEAC courses.

1,037 students have been identified across Western Australia using the three criteria.

From MLPS 5 students have been identified as eligible for the PEAC program of the 73 year 4 students tested.

2 over 99.00 VR of these 1 also became eligible through their total score

1 over 99 MR also eligible due to their total score

2 over 97 Total MR/VR

12 students tested as above 90% VR / MR.

Top 10<sup>th</sup> percentile – 25% of our cohort

These are the students who scored in the 90<sup>th</sup> percentile or above on ANY of the three scores VR, MR or TP.

According to Gagne's Differentiated Model of Giftedness and Talent, students performing at these high levels exhibit ability that when nurtured and developed often leads to the display of talent.

Top 20<sup>th</sup> percentile 45% of the cohort

**Department Launch**

Today, the Minister for Education and Training announced the release of 2 new supports to strengthen the quality of teaching in our classrooms.

The Quality Teaching Strategy is the Department's position on effective teaching and the aspects of school culture which support improved teaching practices. School leaders can now access the resources available for schools to engage with this

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| <p>strategy, including the School Culture Survey and Teaching for Impact.</p> <p>The Phonics Initiative is one part of an approach to quality teaching and learning. From 2023, all Western Australian public schools will be required to assess the phonic skills, knowledge and understandings of Year 1 students by mid-year.</p> <p><b>School Development Days</b></p> <p>There are 3 mandated dates:</p> <ul style="list-style-type: none"> <li>• Monday 30 January 2023</li> <li>• Tuesday 31 January 2023</li> <li>• Friday 15 December 2023</li> </ul> <p>There are 3 flexible days.</p> <p>We will liaise with our network about the 3 flexible days and bring it back to the Board at our November meeting. There has been positive feedback about scheduling the SDD on the Friday prior to the June long weekend (June 2, 2023). Complexity in 2023 due to ANZAC day being a Tuesday. If we do not have the SDD on the first day of term 2 (as per 2022) there would be a school day, then a holiday. Our network usually has a conference on the first day of term 3.</p> |   |
| <p><b>8. Make – Board Chair and Secretary Election</b></p>   | <p><b>Actions</b></p>                               |
| <ul style="list-style-type: none"> <li>• Motion: TK was nominated for Board Secretary<br/>TK accepted nomination<br/>Proposed: NC<br/>Seconded: CD<br/>Vote: passed unanimously</li> <li>• Motion: SZ was nominated for Board Chair<br/>Proposed: NC<br/>Seconded: LM<br/>Vote: passed unanimously</li> </ul>  | <ul style="list-style-type: none"> <li>•</li> </ul> |
| <p><b>9. Understand – NAPLAN Performance</b></p>   | <p><b>Actions</b></p>                               |
| <ul style="list-style-type: none"> <li>• SM presented a slideshow with the NAPLAN data</li> <li>• A discussion was had about the data</li> <li>• 2022 NAPLAN Comparative Performance data sets are not being released on to Schools Online at this stage, due to concerns about NAPLAN participation levels and the perceived level of reliability of the data, but depending on the decisions made later this year, they might be able to be released later. No comparison data as the Year 5 students did not complete NAPLAN as Year 3 students in 2020. Australian means have not been released at this point in time.</li> <li>• SM asked members to look at package again and email any questions</li> </ul>   | <ul style="list-style-type: none"> <li>▪</li> </ul> |

| 10. Understand – Review Business Plan Targets  | Actions   |
|--|---|
| <ul style="list-style-type: none"> <li>• SM presented “Review of Business Plan Targets” document and talked the members through the results</li> <li>• SM stated that some of the reds will move to greens in the next few weeks</li> </ul>  | <ul style="list-style-type: none"> <li>▪</li> </ul> |
| 11. Understand – Correspondence  | Actions   |
| <ul style="list-style-type: none"> <li>• CD stated that there has been no correspondence</li> </ul>  | <ul style="list-style-type: none"> <li>•</li> </ul> |
| 12. Other Business   | Actions   |
| <ul style="list-style-type: none"> <li>• 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&amp;C Meeting</li> <li>• This is so the Principal can present it if no other Board member can attend</li> </ul> | <ul style="list-style-type: none"> <li>•</li> </ul> |

Meeting Closed: SZ closed the meeting at 7.53pm  
Next meeting: Thursday the 24<sup>th</sup> November 2022 at 5.30pm

**Accepted by Signature:**

**Board Chair Signature:**

**Principal Signature:**