

Mount Lawley Primary School Board

Minutes

10th June, 2021



Attendees

Staff Members:

Sandra Martin, Principal (SM)

Karen Wright (KW)

Alison Hawkesford (AH)

Parent/Community Members:

Derek Watt (DW) (Chair)

Cara Davis (CD) (Secretary)

Jennifer To (JT)

Sian Zador (SZ)

Tara Kelso (TK)

Nathan Curnow (NC)

Co-opted non-voting members:

Observers:

Presenters/Others:

1. Welcome, Introductions & Apologies

Actions

The meeting was opened by DW at 5.36pm. No apologies were received.

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

2. Disclosure of Interests

Actions

NIL

3. Decision – Minutes of Meeting 13th May 2021

Actions

The minutes of the meeting on 13th May 2021 were accepted by NC and seconded by KW and approved.

4. Discussion – Action Register

Actions

1. Members to provide SM or TK with a photo and short bio
 - SM stated that this has been completed
 - All on the School website
2. Statement of Expectation to be noted and signed at next meeting
 - CD proposed to delete
 - All members voted Yes
3. Members to attend Board Training
 - CD proposed to delete
 - All members voted Yes
4. Members to discuss a “Starter Pack” for parents
 - CD proposed delete

<ul style="list-style-type: none"> • All members voted Yes <p>5. Members to complete the Board Desktop Self-Reflection & Assessment</p> <ul style="list-style-type: none"> • CD stated that this is ongoing • Prior to each meeting all members will receive a link to the Survey and each member will need to complete it <p>6. Members to review the MLPS Religion Policy and endorse the removal of it from the MLPS Policies as MLPS adheres to the Education Department Religion Policy</p> <ul style="list-style-type: none"> • CD proposed to delete • All members voted Yes <p><i>JT entered at 5.43pm</i></p> <p>7. SM & CD to update Policy Schedule and present at next meeting</p> <ul style="list-style-type: none"> • CD stated that this is an agenda item <p>8. CD to laminate "Thank a Staff Member" information sheets and place around the school</p> <ul style="list-style-type: none"> • CD stated that she did laminate them and put two up in the school but they haven't held up to the rain • CD stated that she is going to laminate them again with the school laminator <p>9. Summary of each meeting</p> <ul style="list-style-type: none"> • CD stated that this is ongoing <p>10. Board Inductions</p> <ul style="list-style-type: none"> • CD stated that it is ongoing 	
<p>5. Understand – Finance Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • SM stated that there have not been many changes • There is a slight difference in expected salaries • 84% of expected Voluntary Contributions have been paid by the 19th of May. Reminders were sent last week • P&C have approved the School Wishlist • NC asked what the replacement plan is for iPad's and Laptops. AH responded that laptops are on a 3yr lease and Ipad's are bought and usually replaced about every 5yrs • A discussion was had about different technology options for the school 	
<p>6. Understand – Board Chair Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • DW stated that a bit has been going on over the past 4 weeks • DW stated that the School Disco was a success and acknowledged the hard work of the P&C • DW stated that the Parent Teacher Interview Booking system was up and running. Several members stated how good the system was • DW informed the members that he was contacted by Jo Harris from the North Metro Regional Office to inform him that Cavelle Monck will not be returning as Principal of 	

<p>MLPS for Terms 3 & 4 of 2021 as she will continue her work at the Leadership Institute. He stated that SM will not be the Principal as the Education Department made the decision to backfill the position with a candidate from the pool. He announced that Kylie Moss is the appointed acting principal. A Connect notice will be sent to parents tomorrow morning informing them of this change. Cavelle Monck is expected to return at the beginning of 2022 however is she doesn't return the position will be advertised.</p> <ul style="list-style-type: none"> • A discussion was had about the different possibilities if Cavelle Monck wasn't to return 	
<p>7. Understand – Principals Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • SM provided her Principals report electronically to CD. • Principals Report: <p>Principals Report 10th June 2021</p> <p>STAFFING TERM 3</p> <p>Cavelle's term at the Leadership Institute has been extended until the end of the year. Kylie Moss has been appointed to MLPS for the remainder of the school year. Grace and Sandra will resume their deputy roles. Anthea will return to her Year 4/5 class and Karen will continue with a Literacy Support role 0.6. Staff were informed of the changes this afternoon, parents will be informed via Connect tomorrow morning and students told at assembly.</p> <p>Theshani Kaler – will take her second maternity leave as from Monday the 21 June. She has been working one day a week in the Year 6 class with Nathanael Howard. Jenni Cater will relieve for the remainder of the term. Next Term Lucy Ashton will teach 0.2 on a Wednesday in Room 2.</p> <p>Brooke O'Brien – has extended her leave. Emma Shaw is currently in this position and the hope is to extend her contract.</p> <p>EA – The school is hoping to employ an extra EA, part time, to assist with some students, particularly in Green block.</p> <p>School Officer – With Lesa Mileto winning the MCS role there is a School Officer permanent vacancy. The role has been advertised and shortlisting has been completed. Interviews are next week. The successful applicant should be communicated to the school community before the end of term.</p> <p>REPORTING / PARENT MEETINGS</p> <p>Reports are currently being reviewed for publication by the Administration. They will be published via Connect next Friday, 18 June. Parent meetings are Tuesday 22 June from 11.30 am. Appointments of 10 minutes, with a 2minute change over time, are via a special school interview program. The notice on how to book an interview went out via Connect last Friday and will be in the newsletter this week.</p> <p>PARENT ENGAGEMENT</p> <p>Most classes have scheduled a time for parents to join the class / year level at some time through the year. This term Year 1 are holding a Teddy Bears Picnic, Year 4 students are having an Arts</p>	

<p>afternoon and the Year 6 cohort are inviting parents to a learning journey.</p> <p>PROFESSIONAL LEARNING Staff have recently viewed a new component of a data analysis platform (Best Performance) the school have been using for several years – Ed Companion. The program will enhance the ability of staff to analyse data to inform teaching. As we collect more longitudinal data more refined data will become available for analysis. We are also looking at a moderation tool, Brightpath, to further develop our judgements and feedback to students to improve student outcomes – particularly in writing.</p> <p>FUNDING At the 2021 election Simon Millman made a commitment to Mount Lawley Primary School to provide \$30,000 towards the development of a vegetable garden, as well as improvements to the school’s outdoor play areas. We are pleased to advise you that a grant of this value will be paid to the school on the 14th of June 2021.</p> <p>SECURITY There have been a further two incidents where there has been evidence in the last month of trespassers on the school grounds, leaving rubbish a drug implement and also moving equipment. The police were informed of the last incident, this morning. No action is being taken by them. School Security will do some extra patrols around the school. The school would like to investigate putting in some security cameras to discourage this type of behaviour.</p> <p>GRATITUDE – I’d like to personally thank you for your help and support during my time at the helm. I have enjoyed working with you all. I am a member of the Board so will continue to contribute to school governance through participation and collaborative input.</p>	
<p>8. Make – Board Endorsed Policy Schedule</p>	<p>Actions</p>
<ul style="list-style-type: none"> • TK suggested adding the review date as well to the policy • All members agreed that the schedule was appropriate 	<ul style="list-style-type: none"> •
<p>9. Make – School Dress Code Policy Review</p>	<p>Actions</p>
<ul style="list-style-type: none"> • SM stated that we wanted to make a plan for reviewing the policy • Several members pointed out that CD had provided the old version of the School Dess Code Policy • TK suggested adding a broad brimmed hat as this had been mentioned in the parent survey • NC asked for clarification on the policy not stating that the children have to wear closed in shoes. SM stated that in our environment (no science labs etc) it wasn’t necessary at the moment • Members agreed to the following plan: 	<ul style="list-style-type: none"> ▪ CD to update Meeting 4, 10th June 2021 Folder with the current School Dress Code Policy ▪ Members to read current School Dress Code Policy and note suggestions for next meeting

<ul style="list-style-type: none"> (1) CD will distribute the current Dress Code/Uniform Policy ASAP (2) SM to extract suggestions from the Parent Survey (3) CD to collect/review policies from local schools (4) CD to look at the cosmetic changes to the policy prior to next meeting – a page of photos that could be used as a poster around the school 	
10. Make – WA Education Awards 2021	Actions
<ul style="list-style-type: none"> • SM stated that it has been advertised heavily throughout the school • SM asked the members what they would like to do – nominate someone this year or wait till next year when we have more time? • A discussion was had about possible nominees and the logistics of getting an application in on time for this year (due date is 8th July 2021) • NC proposed that we take our time and put in an application next year. Most members agreed • TK asked if a framework could be developed by the end of this year for how we select the nominee – data sources, ask parents, ask staff etc. All members agreed • CD reminded members that if they wish have an item added to the agenda they need to email the item to the Board email by Monday of week 3 and Monday of Week 7 of each term so that it can be presented to the Board Chair and Principal for a decision <p><i>TK left at 7.12pm</i></p>	<ul style="list-style-type: none"> • Education Awards to be added to the Board Calendar for 2022 • Members to develop a framework for the WA Education Awards
11. Understand – School Board Self-Assessment Tool – Composition (3) Survey	Actions
<ul style="list-style-type: none"> • Due to time restrictions SM stated that she will email the results to members to review 	<ul style="list-style-type: none"> • SM to email results of School Board Self-Assessment to members for review • Members to review results of School Board Self-Assessment and email any suggestions for the improvement plan to SM
12. Inform– Curriculum Focus	Actions
<ul style="list-style-type: none"> • Due to time restrictions this was not discussed 	<ul style="list-style-type: none"> •

13. Understand – School Review Plan	Actions
<ul style="list-style-type: none"> Due to time restrictions SM stated that she will email the plan to members to review 	<ul style="list-style-type: none"> SM to email School Review Plan to members for review Members to review School Review Plan and email any suggestions to SM
14. Understand – Correspondence	Actions
<ul style="list-style-type: none"> NIL 	
15. Other Business	Actions
<ul style="list-style-type: none"> 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&C Meeting This is so the Principal can present it if no other Board member can attend 	

Meeting Closed: DW closed the meeting at 7.16pm
Next meeting: Thursday the 12th of August 2021 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: