

**Mount Lawley Primary School Board
Minutes
12th September, 2019 FINAL**



Attendees

Staff Members:

Cavelle Monck, Principal (CM)
Sandra Martin (SM)
Karen Wright (KW)
Lisa Freegard (LF)

Parent/Community Members:

Cara Davis (CD) (Secretary)
Derek Watt (DW)
Mei-Ling Day (MD)
Mark Burns (MB)

Co-opted non-voting members:

Observers: Grace Adam, Bradley Farrell, Helen Summers, Simon Millman

Presenters/Others: Helen Summers

1. Welcome, Introductions & Apologies

Actions

The meeting was opened by CM at 5.55pm. Apologies were received from Albert Tassone (AT) and Christina Gray (CG)

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 15th August 2019

Actions

The minutes of the meeting on 15th of August 2019 was accepted by MD and seconded by KW and approved.

4. Discussion – Action Register

Actions

1. Summary of each meeting
 - CD stated that this is ongoing
2. Community to be notified of Annual Public Meeting
 - CD stated that this has occurred and proposed delete
 - Members voted - YES
3. Annual Public Meeting
 - CM stated that it is currently happening
4. NAPLAN results to be presented to the Board
 - CD stated that this will be done at the Week 4 Meeting in Term 4 – 7.11.19
5. Board Inductions
 - CD stated that it is ongoing

5. Understand – Board Chair's Report

Actions

- CM stated that as AT is absent the Board Chair Report that was read at the Annual Public Meeting will stand as the report

6. Understand – Principal’s Report	Actions
<ul style="list-style-type: none"> • CM thanked SM for doing an amazing job as Acting Principal in her absence. She also thanked KW for doing a great job as Acting Deputy • Kindy Playground: <ul style="list-style-type: none"> - WOW!! - thanked P&C for funding - looks amazing - kids loving it - special mention to Skye Langston for driving the whole project • Bullying Workshop: <ul style="list-style-type: none"> - valuable workshop - feedback from parents was great • Instrumental Music Meeting: <ul style="list-style-type: none"> - Mrs Walpole met with Yr 2 parents to discuss the program for next year • Faction Carnival: <ul style="list-style-type: none"> - being held tomorrow - looking forward to a great day - jumps and throws went off well • NAPLAN: <ul style="list-style-type: none"> - results being sent out in parts - parent copy will go out on Monday for Years 3 & 5 - School results will come in over the next few weeks • “R U OK Day”: <ul style="list-style-type: none"> - very successful - building empathy • Epilepsy Training: <ul style="list-style-type: none"> - we are now an Epilepsy Smart School - whole staff completed the training (support, office, teaching, EA’s) • Yr 6 Fete: <ul style="list-style-type: none"> - very successful • Chess: <ul style="list-style-type: none"> - currently fundraising - will be heading to Canberra in November for National Championships • Preparation for next year begins now • Staff have been invited to nominate for WA Leadership Framework. Teachers can self-nominate or peer nominate • Incredibly busy overall • CM called for questions – none were asked 	

7. Understand – Finance Report	Actions
<ul style="list-style-type: none"> • LF apologised for the delay in the pre-reading • There have been variances in the One Line Budget in: <ol style="list-style-type: none"> 1. Salaries: <ul style="list-style-type: none"> - affected by retired teachers - will be adjusted over the next few weeks 2. Locally Raised Funds: <ul style="list-style-type: none"> - to do with P&C reimbursing Term 1 wish list • Overall all is tracking well • Booklists will be reviewed and asked to be endorsed later in this meeting • CM called for someone to approve the Finance Report – MB approved the Finance Report 	
8. Make – Approval of Personal Items Lists 2020	Actions
<ul style="list-style-type: none"> • LF called for questions regarding the Personal Items List 2020 • CD thanked LF for the breakdown of variance in costs, it was very helpful • CD thanked LF for asking for the date for Campion orders to be completed by to be extended • MD asked if there is a benefit for Contributions going directly to the school and not via Campion? <ul style="list-style-type: none"> - LF sated that Campion pay the contributions to the school within 2 weeks so it really doesn't make a huge difference to the school. It is easier to manage coming through Campion • CM asked if the Board are happy to endorse the Personal Items List for 2020? <ul style="list-style-type: none"> - all members voted YES 	
9. Make – Parent Survey	Actions
<ul style="list-style-type: none"> • CM stated that they are always open to new/other questions but we need to think about the information we are trying to gather as it's a collection of longitudinal data • CM opened it up to discussion • MD asked what the benefit of questions 3 & 4 were being that the Business Plan hasn't come out yet. It was discussed that they were still important questions and is about this current BP not the new one • CM stated that question 17, regarding banking, could be removed • DW asked about question 16, regarding Communication. Discussion was had regarding the different types of communication and how the questions could be worded • MD stated that feedback she had from the P&C was that one family could sway results if they have more than one child. CM replied that we can structure the way the survey is completed, there are lots of different options • LF asked what the timeline for it being sent out is? CM responded that she would like it out in Week 2 of next term • Discussion was had by all members about most questions • MD suggested there be a question about traffic management. CM stated that it was a great suggestion and she will speak to the P&C 	<ul style="list-style-type: none"> • CM to email Parent Survey to Board Members before it is sent out to the community

10. Inform – Business Plan	Actions
<ul style="list-style-type: none"> • SM stated that Helen Summers has been working on the Business Plan (BP) whilst in the Acting Deputy role • SM asked if members were happy for Helen to speak about the BP. All members stated yes • Focus – Helen stated that the language was too specific in some areas and not in others. She stated that the Board and the Staff gave very similar feedback about the current plan and we look to change it in next plan • Looked at Department documents and how the schools are reviewed • Looked at other schools BP's for comparison • Helen explained what the Department looks for and gave ideas • SM stated that Helen took the initial planning to the committee meeting and they discussed it. CM will look at it now and then it will go back to the committee • CM stated that she hasn't had a chance to look at it as thoroughly as she would like yet (having just returned from LSL) but was very happy with the feedback from the Board and the input from the staff and is excited that both groups seem to be on the same page • DW asked what the process is moving forward? SM replied that once CM has thoroughly looked at it the committee will look at it again and then it will go to Leadership and then to the Board. It will keep going until all parties are satisfied with the final product and endorse it at a Board level • Deadline – needs to be ready to go by end of next term so it can be printed/published for Term 1 2020 	
11. Make – Elections – Succession Plan	
<ul style="list-style-type: none"> • CM would like to put in the next newsletter the process for nominations and the timeline for 3 parents and 1 community member – elections begin in Week 2 of Term 4 • MD asked if it is 3 parents? CM stated that yes, it is and one Community member. • MD asked what happens if we don't get a Community member – do we operate down or adjust composition? CM answered that we will do our best to find a community member to keep our Board composition consistent 	<ul style="list-style-type: none"> • CM to put in the next newsletter the process for nominations
12. Make – School Development Days 2020	
<ul style="list-style-type: none"> • CM stated the dates for School Development days for 2020 • A discussion was had about the dates, CM explained that our dates are kept consistent with the highschool • CM asked the Board if they approve the dates for 2020. All members voted YES 	
13. Understand – Correspondence	Actions
<ul style="list-style-type: none"> • CD stated she had received an email from Christina Gray, officially tending her resignation from the Board • CD read the email 	<ul style="list-style-type: none"> • CD to email CG thanking her for her time and contributions to the Board

14. Other Business	Actions
CD to add notice to Connect as reminder: <ul style="list-style-type: none"> • • • 	

Meeting Closed: CM closed the meeting at 6.59pm
 Next meeting: Thursday the 7th of November 2019 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: