

Mount Lawley Primary School Board

Minutes

13th May, 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: Lesa Mileto (LM)

1. Welcome, Introductions & Apologies

Actions

The meeting was opened by DW at 5.34pm. 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 25th March 2021

Actions

The minutes of the meeting on 25th March 2021 were accepted by KW and seconded by SZ and approved.

4. Discussion – Action Register

Actions

1. Members to formulate a plan based on Board Survey results
 - CD proposed to delete
 - All members voted Yes
2. Members to provide SM or TK with a photo and short bio
 - TK stated that it was almost completed
 - SM showed members the Summary

JT entered at 5.40pm

3. Members to sign the register that they have read and agree to the Terms of Reference which includes the Code of Conduct for Board Members 2021
 - CD proposed to delete
 - All members voted Yes

<p><i>NC entered at 5.41pm</i></p> <ol style="list-style-type: none"> 4. CD to email the new members the Terms of Reference which includes the Code of Conduct before the next meeting (their first meeting) to explain it so that they can also sign the register <ul style="list-style-type: none"> • CD proposed to delete • All members voted Yes 5. Statement of Expectation to be noted and signed at next meeting <ul style="list-style-type: none"> • SM stated that this has been completed 6. Members to confirm the date of the Board Public Annual Meeting as the 9th of September 2021 <ul style="list-style-type: none"> • CD proposed to delete • All members voted Yes 7. Members to attend Board Training <ul style="list-style-type: none"> • CD stated that this occurred on the 6th of May • Was successful 8. Members to discuss a “Starter Pack” for parents <ul style="list-style-type: none"> • SM stated that the school will be doing this as it is Operational 9. Members to complete the Board Desktop Self-Reflection & Assessment <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 10. 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 <ul style="list-style-type: none"> • CD stated that this is an agenda item 11. Summary of each meeting <ul style="list-style-type: none"> • CD stated that this is ongoing 12. Board Inductions <ul style="list-style-type: none"> • CD stated that it is ongoing 	
<p>5. Understand – Board Chair Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • DW thanked the staff for the management of the Covid restrictions put in place through the mini lockdown • Board Training occurred last week 	

6. Understand – Principal’s Report	Actions
<ul style="list-style-type: none"> • SM provided her Principals report electronically to CD. • Principals Report: <p>Principals Report 13 May 2021</p> <p>NAPLAN – started this week. Year 3 and 5 have both completed two tests. Writing and Reading. Language conventions and Numeracy will be completed next week. All are online with the exception of Year 3 Writing.</p> <p>TRAFFIC MANAGEMENT – Been very busy as a group.</p> <ul style="list-style-type: none"> • 2 Sustainability captains and I went out to the Stirling Men’s Shed and collected silhouettes for the students to paint. They will then be positioned on the verge with the hope it will alert drivers to the fact students are walking, riding and scooting to school. • Friday is Walk to School Day. A City of Stirling Councillor, Suzanne Migdale, is joining me at the gate to thank students who walk, scoot or bike to school. Tattoos will be given out. • Next Monday as part of the Safe Routes to School the Sustainability Captains will complete a Stencil Painting activity creating sidewalk markings around our school to make it safer for students to walk, cycle and scoot to school. • Media release - Your Move Schools program to access to Term 2 Super Boost – free Bike sessions • Friday 21 May 2021 – National Road Safety Assembly – still confirming what is it going to look like. Representatives from the Men’s Shed and City of Stirling are invited. • Still to come: Hands up Survey and interviewing. <p>IMPACT OF COVID RESTRICTIONS – when on morning gate duty we noticed some students reluctant to come to school during the time we were wearing masks and parents were working from home. This has improved since masks are no longer being worn.</p> <p>BREAK IN – On the weekend of the 1/2 May there was a break and enter into our PP block. Some ipads were stolen. The Police were called. 6 ipads were later recovered by police. We are in the process of making an insurance claim for the remaining 15 that are missing.</p> <p>CURRICULUM REVIEW - We have had some staff attending the National Curriculum Review that is underway at the moment. While all subject areas will see some changes to their content, the changes in Mathematics and Technologies are significant. One piece of information I gained today in a Webex is that the WA Curriculum will not be changing in the short term. The changes to the National Curriculum, when made, will be looked at by SCSA and adaptations/adoptions made in due course to the WA Curriculum, with consultation.</p> <p>WA EDUCATION AWARDS - We thank our teachers, leaders and school support staff who are making a difference in the lives of our students. Nominations are now open for the WA Education Awards. Public school staff, school board and council chairs,</p>	

<p>and P&C presidents can nominate a staff member or public school for an award. It would be great to acknowledge hard work, commitment and passion by submitting a nomination/s. Nominations close 5.00pm, Thursday 8 July 2021.</p> <p>GRATITUDE – thank you to everyone who gave up their time to do the Board training.</p>	
<p>7. Understand – Finance Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • LM thanked the members for their patience with the Finance Report • The Budget is now Operational and is fixed. Fixed means that the plan is locked in for the year. It can be altered if needed. Budget adjustments can be made to a certain monetary value • Disability funding has pushed the Student Centered Funding up higher than last year • LM asked for questions • TK stated that the Sausage Sizzle figures for the P&C is different to the Finance Report. LM stated that what TK is talking about is part of the P&C report which is different • DW asked when we withhold money for planned upgrades etc is it put in the reserve. LM replied that there is an Asset Replacement Register and that works out how much needs to go into reserve each year so that enough funds are available when the item needs replacing • CD asked if you can send reminders now for Voluntary Contributions and Charges as last year due to Covid no reminders were sent. LM stated yes they can and they will be sent out in the next few weeks 	
<p>8. Make – Policy Review</p>	<p>Actions</p>
<ul style="list-style-type: none"> • DW stated that we need to make a decision about the policy timeline • A discussion was had with all members about the timeline and it was decided that SM and CD would amend the schedule with the following information <ul style="list-style-type: none"> - Fundraising/Sponsorship Policy to be reviewed in 2021 - Uniform/Dress Code Policy to be reviewed in 2021 - Communication Policy to be reviewed in 2022 • Motion: To remove the MLPS Religion Policy from the Policy Suite Proposed by: NC Seconded by: TK Vote: Passed unanimously 	<ul style="list-style-type: none"> • SM & CD to update Policy Schedule and present at next meeting
<p>9. Understand – School Review Plan</p>	<p>Actions</p>
<ul style="list-style-type: none"> • SM presented the School Review Action Plan • A discussion was had about the plan • Some suggestions were made and questions asked • Overall members were happy with the plan 	<ul style="list-style-type: none"> ▪

10. Inform – Business Plan	Actions
<ul style="list-style-type: none"> • SM presented the Business Plan Overview • SM asked for feedback and members opinions • All members were satisfied with it and pointed out a few editing issues 	•
11. Inform – Thank a Staff Member	Actions
<ul style="list-style-type: none"> • CD stated that we would like to promote this initiative more • TK proposed a video for Facebook outlining how it works • Will place a reminder and the links and QR code in the next newsletter 	<ul style="list-style-type: none"> • CD to laminate “Thank a Staff Member” information sheets and place around the school
12. Understand– Board Training	Actions
<ul style="list-style-type: none"> • SM stated that the Board training was great • Every Board member needs to have the knowledge of what a Board does <p><i>SZ left at 6.50pm</i></p>	•
13. Understand – Board Desktop Self-Assessment & Reflection	Actions
<ul style="list-style-type: none"> • SM stated that the results are good for the survey for the Meetings Dimension • Overall members are happy with how meetings are run • SM will send a survey for the next Dimension before the next meeting 	•
14. Inform – Funding Agreement	Actions
<ul style="list-style-type: none"> • SM stated that this document cannot be changed/edited • The Funding Agreement was endorsed by the Principal and noted by the Board Chair 	
15. Understand – Correspondence	Actions
<ul style="list-style-type: none"> • NIL 	
16. 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 7.20pm
Next meeting: Thursday the 10th of June 2021 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature:

