

Mount Lawley Primary School Board
Minutes of Meeting
15 February 15, 2018 FINAL



Attendees

Staff Members:

Cavelle Monck, Principal (CM) (Chair)
 Grace Adam, Deputy Principal (GA)
 Helen Summers (HS)

Parent/Community Members:

Cara Davis (CD) (Secretary)
 David Abbott (DA)
 Mei-Ling Day (MD)
 Alberto Tassone (AT)
 Mark Burns (MB)
 Derek Watt (DW)

Co-opted non-voting members:

Observers:

Presenters/Others:

Lisa Freegard (LF), Corporate Services Manager

1. Welcome, Introductions & Apologies

Actions

The meeting was opened by CM at 7pm. Apologies were received from Christina Gray (CG).

Cavelle welcomed everyone back and welcomed the new members to the Board. Each member introduced themselves.

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

2. Appointment of Members

Actions

Thank you to Lisa Freegard (LF) the Manager of Corporate Services, for all her fabulous work in getting the vote for new members organized and distributed to all the parents. Thank you also to Tim Dickie who assisted Lisa in counting the votes and contacting the successful members.

Great response for voting from parents.

The word limit restriction for parents nominating was fair and equitable.

3. Election of Chair and Secretary	Actions
<p>CD was nominated for the role of Secretary, noting that CD was willing to serve. No other candidates were proposed, so CD was unanimously elected as Secretary.</p> <p>MB proposed AT for the role of Chair, noting that AT was willing to serve. No other candidates were proposed, so AT was unanimously elected as Chair.</p>	
4. Disclosure of Interests	Actions
<p>No conflicts of interest were disclosed.</p>	
5. Decision – Minutes of Meeting 23 rd November 2017	Actions
<p>The minutes of the meeting on 23rd November 2017 was accepted by DA and seconded by GA and approved.</p>	
6. Discussion – Action Register	Actions
<p>1. Parent Survey: CM Actions from the 2017 Parent Survey</p> <ul style="list-style-type: none"> • Communication <ul style="list-style-type: none"> 1) Razor Eye are designing MLPS's new website. They have made the website for a number of our hub schools. They also have designed the school signage. The initial cost is high but the intent is to make the website a "one stop shop" for everything. The current website is consuming to use and difficult to navigate, the new website will be far easier to use. The ongoing cost is comparable to the current cost for the current website. Should be up and running by the end of Term 1. 2) Teachers will be providing a newsletter to parents at the beginning of the term outlining information the parents will need for the upcoming term. 3) The school newsletter will be fortnightly. 4) P&C class Representatives are there to assist the teachers and the parents with a smooth flow of information throughout the year. Brooke Marshall has done a wonderful job setting this up and providing guidelines and information documents to the Reps and the teachers. 5) Would like to revise slightly the Communication Policy. It was decided that a Subcommittee should be formed to manage this. A subcommittee was formed. The members are: DA (Chair), MD, HS & GA. 6) Seesaw will be used in the lower years for communication. 7) Dojo's will be used in the Upper Years. HS asked if there was a translation option for the Dojo's. • Languages <ul style="list-style-type: none"> 1) The students are loving Italian. 2) The teacher goes from class to class. The work they are doing is being displayed in their classroom. 	<p>DA to send Parent Survey Results with comments to the new members</p> <p>Subcommittee for Communication Policy formed. DA to meet with CM to discuss what is required</p> <p>LF to investigate translation option</p>

<p>Education Improvements</p> <ol style="list-style-type: none"> 1) Students come into the classrooms at 8.30am and commence problem solving activities. Grammar and punctuation is a whole school focus. <ul style="list-style-type: none"> • Before & After School Care 1) Mt Lawley Before and After School Care folded the day before school resumed for 2018. 2) Two after school care providers have approached the school to assist but they require the use of the Undercover Area. This is not an option. <ul style="list-style-type: none"> • Acknowledgement to Country 1) This will continue this year at every assembly. 2) It is part of the Education Department's ethos and fits in well with the WA Curriculum and Cross Curricular Priorities. <ol style="list-style-type: none"> 2. Training Register: <ul style="list-style-type: none"> • CD to follow up with DW & MD for Police Screening number. 3. Board Notice Board: <ul style="list-style-type: none"> • CD to take photos of all members and display with a short bio of each member. 4. Board Survey Results: <ul style="list-style-type: none"> • CD to resend to all members • Board to develop an Action Plan 	<p>DW & MD to provide CD with Police Screening number</p> <p>CD to collect photos and bios and display</p> <p>CD to resend to all members</p>
<p>7. Information – Board Induction Pack</p>	<p>Actions</p>
<p>All members received a pack. Pack is very thorough and contains a copy of the schools Business Plan along with lots of other relevant information. The Focus Document that is included is received by each school every year. IPS – Delivery and Performance Agreement – this document will be referred to this year. It was noted that GA's term was incorrect on the Register of Members.</p>	<p>CD to correct GA's term on the Register of Members</p>
<p>8. Information – Business Plan</p>	<p>Actions</p>
<p>This document will be a focus for the year. There has been positive feedback from parents. AT noted that when you open the document on the website it defaults to Microsoft Edge and opens upside down. If you select to open it with another program (Adobe etc) it opens correctly.</p>	<p>LF to look into why it opens upside down</p>

9. Information – Principal’s Report	Actions
<ul style="list-style-type: none"> • Great start to the year with 2 days of PD for the staff. Differentiation the focus. This will result in a few changes to the delivery of the curriculum to the students in the class • A number of new teachers this year – all have fitted in well • Delighted with SST (Student Services Team). They are working really well together. Parents are excited. Dom (Chaplain) will be running the “Friendology” program and the Sheldyn (School Psychologist) will be running the “Triple P” parenting program later in the year. • 4 Kindy classes this year. • Swimming – classroom programs start properly next week as swimming will be finished. • Morning activities have started 8am-8.30am, Monday – Thursday. • Performing Arts has commenced – 86 students from Yrs 2 to 6. • 16.2.18 – Census. Will find out our funding for the year based on this. • Annual Report is being worked on and will be given to the Board to endorse at the first meeting in Term 2. • Parent Meetings have been happening and are going well. • Teacher’s mental health a focus as well as student performance and mental health. 	
10. Information – Finance Report	Actions
<ul style="list-style-type: none"> • Census tomorrow will determine final funding. • Budget cycle – end of March the budget will be confirmed. • Voluntary Contributions up to 82% from 70%. • Finance Committee has been formed. Lesa Mileto is a new member. • Teachers have budgets. They were required to submit proposed spending for 2018 at the end of last year. • It was asked if we can access Grants. LF, CM & GA responded that can but we often don’t meet the requirements CM welcomed us to forward any grants we think would be relevant to CM, LF or GA. • DA raised some concerns over EDUCODE. It was asked if it was compulsory for the students to attend then why are the parents charged? CM & LF to investigate. 	<p>LF & CM to investigate the policy RE: EDUCODE</p>
11. Discussion – Annual Public Meeting	Actions
<ul style="list-style-type: none"> • End of Year is preferable. • It was proposed that it could be the same night as the NAPLAN results. • Proposed – last meeting of the year. Unanimous yes vote. 	<p>Annual Public Meeting to be added to the calendar for the final meeting of 2018</p>
12. Information – P&C Update	Actions
<p>No report Next week (22.2.18) P&C AGM</p>	

13. Discussion – Proposal to Change the Board Dates and Times	Actions
<ul style="list-style-type: none"> • CM proposed that Board meetings be held in Weeks 4 & 8 of each term. • CM proposed that the meetings be held at either 5pm or 5.30pm and occur prior to the P&C meetings. • DA expressed concern about shortening the meeting from 2hrs to 1.5 hrs. • DA proposed that another staff member represent CM at the P&C meetings so that the meetings could be on separate night. CM feels it is important for her to attend the Board and P&C meetings. • It was asked if they could run concurrently – the response was yes but they must be in separate rooms. • AT called for a vote for meetings to be held at 5.30pm in Weeks 4 and 8 of each term. 8 votes for yes, 1 for no and 1 absent. 	<p>Board Meetings to be held on Thursday at 5.30pm in weeks 4 & 8 of each term</p>
14. Information – Correspondence	Actions
<p>No correspondence has been received.</p>	
15. Other Business	Actions
<p>Parent sessions – CD called for clarification as to who was presenting for the Board at the upcoming Parent Information Sessions.</p>	

Meeting Closed: AT closed the meeting at 8.25pm
Next meeting: Thursday the 22nd March at 5.30pm