

Mount Lawley Primary School Board
Minutes of Meeting
15th August, 2019 FINAL



Attendees

Staff Members:

Sandra Martin, Acting Principal (SM)
 Karen Wright (KW)
 Lisa Freegard (LF)

Parent/Community Members:

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

Co-opted non-voting members:

Observers:

Presenters/Others:

1. Welcome, Introductions & Apologies

Actions

The meeting was opened by AT at 5.30pm. Apologies were received from Cavelle Monck (CM)

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 20th June 2019

Actions

The minutes of the meeting on 20th June 2019 was accepted by LF and seconded by KW and approved.

4. Discussion – Action Register

Actions

1. Summary of each meeting
 - CD stated that this is ongoing
2. Members to read and sign that they have understood the TOR and Code of Conduct
 - All members have now signed
 - CD proposed delete -members voted YES
3. Community to be notified of Annual Public Meeting
 - CD stated that this will be done on the 28th of August 2019
4. Annual Public Meeting
 - CD stated that this will be held on the 12th of September 2019
5. Board Inductions
 - CD stated that it is ongoing

5. Understand – Board Chair’s Report	Actions
<ul style="list-style-type: none"> • AT informed the Board that a lot has been going on around the school • AT thanked the Nature Playground Committee for all their hard work and gave special thanks to Board member Derek (DW) for his efforts and contributions • AT thanked the Board for all their organisation and contributions for the Principal/Leadership Sundowner. He thanked Cara (CD) for coordinating 	
6. Understand – Principal’s Report	Actions
<ul style="list-style-type: none"> • SM thanked Derek (DW) for his contributions and hard work towards the Nature Playground. She also thanked the committee and explained that it has been sensational, with all students loving it • SM thanked the Board for organising and contributing to the Principal/Leadership Sundowner and Cara (CD) for coordinating. She stated that it was a complete surprise and was greatly appreciated and enjoyed by all who were able to attend • Faction Cross Country: <ul style="list-style-type: none"> - Children were awarded a point for starting. Would that have changed the final score if all children were in attendance – NO - Interschool Cross Country will happen next week • Wellbeing & Engagement Collection (WEC) Survey: <ul style="list-style-type: none"> - Students Yr 4 – 6 surveyed - Results will be provided later in the year - There will be no individual student data - Will be able to track the population over time - Students were able to fill in a piece of paper to ask for help or support if they felt they needed it. A high number of Yr 6 students selected the yes option - Comparison data will hopefully be provided - Expecting good results/info • Science Week will occur next week. A number of activities will be happening around the school • Book Week – next week • Kindy Acceptance: <ul style="list-style-type: none"> - All in area children were offered a place - Out of area children with a sibling were offered a place - There will be three classes - 64 Students • Fete: <ul style="list-style-type: none"> - Friday of week 6 - Run by Yr 6 students - Money raised goes towards Yr 6 Camp • Staffing: <ul style="list-style-type: none"> - 9 relief staff tomorrow - Next week will be Theshani Kaler’s last week as she goes on Parental Leave - Grace Adam will be Acting Principal at Clayton View until Week 7 - Helen Summers and Christine Ashkenazy will be sharing Acting Deputy Role • Staff Meeting – Staff dissected the Business Plan 	

<ul style="list-style-type: none"> • Nature Playground – Absolutely fabulous and a Kindy one is being planned • Census: <ul style="list-style-type: none"> - completed in Week 2 - 479 students in main school - 60 students in Kindy - AT asked what the future plan is as our numbers are high. SM responded that we are a Local Area Intake School so we need to use our space to capacity. This means all buildings including the Music room etc must be used as a classroom. SM thoroughly explained the process for numbers management • Robocup – fabulous event at Curtin University which was attended by a group of Yr 5 & 6 students 	
7. Understand – Finance Report	Actions
<ul style="list-style-type: none"> • LF explained that there was a little bit of a change in the Budget Variance but it will even out • All Student-Centred Funding has been received • Census was completed in early August. The school is required to submit their projected enrolment tomorrow • Minutes from last Finance Committee meeting attached to the Finance Report for members review • LF called for questions – none were asked 	
8. Make – Business Plan	Actions
<ul style="list-style-type: none"> • SM stated that the staff split into groups and looked at different parts of the Business Plan. They then discussed general observations. SM asked if we would like to do this or would we like to have a general discussion. All members agreed to have a general discussion • SM asked how we would like to go about writing it. What do we want kept in, what should be added and what should be removed? • AT asked what the function of the Business Plan is? SM responded that the school and staff are assessed on and accountable to their Delivery and Performance Agreement and the Business Plan • SM stated that we don't want to get down to semantics but how are we going to action this forward? What do we as a Board representing our community want to see in the Business Plan? • All members participated in a discussion about the items/points to be kept, removed and included. Examples include: <ul style="list-style-type: none"> - Format, layout - Priority Areas - Focus Areas - Differentiation • SM asked how do we want the Board feedback to be provided to the Admin/School? SM suggested a representative of the Board could attend the planning and briefing meetings. Summaries will be provided to the Board for review • All members agreed to have a rep attend meetings on behalf of the Board. CG volunteered to fill this role 	<ul style="list-style-type: none"> • Members to email CG with feedback and suggestions

9. Understand – Correspondence	Actions
<ul style="list-style-type: none"> • None 	
10. Other Business	Actions
<p>CD to add notice to Connect as reminder:</p> <ul style="list-style-type: none"> • Christina Gray (CG) – due to personal reasons she would like to put forward her resignation. AT thanked her for all her time and commitment 	<ul style="list-style-type: none"> • Advertise CG's position next term when other positions are advertised

Meeting Closed: AT closed the meeting at 6.53pm
Next meeting: Thursday the 12th of September 2019 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: