

**Mount Lawley Primary School Board**  
**Minutes**  
**18<sup>th</sup> June, 2020 FINAL**



**Attendees**

**Staff Members:**

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

**Parent/Community Members:**

Albert Tassone (AT) (Chair)  
 Cara Davis (CD) (Secretary)  
 Derek Watt (DW)  
 Jennifer To (JT)  
 Sian Zador (SZ)  
 Nathan Curnow (NC)

**Co-opted non-voting members:**

**Observers:**

**Presenters/Others:**

**1. Welcome, Introductions & Apologies**

**Actions**

The meeting was opened by AT at 5.30 pm. Apologies were received from Karen Wright (KW) and Lisa Freegard (LF).

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 21<sup>st</sup> May 2020**

**Actions**

The minutes of the meeting on 21<sup>st</sup> May 2020 was accepted by DW and seconded by NC and approved.

*SZ entered at 5.34pm*

*NC entered at 5.36pm*

**4. Discussion – Action Register**

**Actions**

1. Summary of each meeting
  - CD stated that this is ongoing
2. Review of Chair and Secretary
  - CD proposed delete
  - All Members voted Yes
3. Elect Community Member
  - CD proposed delete
  - All Members voted Yes
4. Review Calendar
  - CM stated that we will need to review it again due to changes dues to Covid-19
5. Endorse Annual Report
  - CM stated that due to Covid-19 the Annual Report has been delayed

- CM to email Annual Report when complete for endorsement by members

<p>6. Board Inductions</p> <ul style="list-style-type: none"> <li>• CD stated that it is ongoing</li> </ul>	
<p><b>5. Understand – Board Chair’s Report</b></p>	<p><b>Actions</b></p>
<ul style="list-style-type: none"> <li>• AT stated that it was nice to be back face to face for our meeting</li> <li>• AT welcomed Sian (SZ) and Nathan (NC)</li> <li>• AT informed the Board that the P&amp;C are currently working on some proposals – canteen etc</li> <li>• AT stated that the Board objectives have been “put on ice” for a while due to Covid-19 but we will be getting back onto things</li> </ul>	
<p><b>6. Understand – Principal’s Report</b></p>	<p><b>Actions</b></p>
<ul style="list-style-type: none"> <li>• CM welcomed Nathan (NC) and Sian (SZ)</li> <li>• CM stated that they are beginning to restart activities around the school</li> <li>• Literacy Program is going well</li> <li>• Detect Study: <ul style="list-style-type: none"> <li>- school will receive a list of the students participating soon</li> <li>- surveys will be provided next week</li> <li>- Dom and Sheldon will be available for support</li> </ul> </li> <li>• Parents on site – what will it look like. We will discuss later in the meeting</li> <li>• Reports – due to Admin for editing tomorrow</li> </ul>	
<p><b>7. Understand – Finance Report</b></p>	<p><b>Actions</b></p>
<ul style="list-style-type: none"> <li>• CM apologised for the Finance Report being put up on Connect late</li> <li>• A discussion was had about the minutes of the Finance Committee Meeting and the Finance Report</li> <li>• CD stated that it was fantastic that the aircon has been installed in the Undercover Area and Music Room</li> <li>• NC asked if it is anticipated that the school will spend more money in the second half of the year? CM responded that we are fortunately a very well-resourced school we expect to maintain our budget spending for the year. CM also stated that the staff have done very little professional learning so some money will be spent on that in Semester Two.</li> <li>• CM stated that due to Covid-19 there will be no reminders to parents for Voluntary Contributions and Charges for the rest of the year</li> <li>• SZ asked if there are any reimbursements required? CM responded that Swimming Carnival has been reimbursed</li> <li>• The Board noted that the One-Line Budget was endorsed by the Finance Committee</li> </ul>	
<p><b>8. Make – Report Night</b></p>	<p><b>Actions</b></p>

<ul style="list-style-type: none"> <li>• CM explained that the school had applied to the A/RED to close the school for half a day for parent interviews with teachers at the end of Semester One. The Board need to endorse this for it to be put to the Community</li> <li>• The A/RED granted permission</li> <li>• CM explained that it is an extremely long day for teachers if there is no early close in speaking with parents</li> <li>• CM opened the topic to discussion</li> <li>• Discussion was had involving all members: <ul style="list-style-type: none"> <li>- DW stated that the reports coming out to the parents on the Monday and then having the meetings on the Tuesday might be a bit quick – it doesn't really give parents a chance to read the reports properly</li> <li>- CM clarified that the suggestion was that the report night be later in the week?</li> <li>- NC suggested the meeting be in Week 1 of Term 3</li> <li>- CM stated they would investigate the reports going out on the Friday of week 9 and then Report Day be on the Tuesday of Week 10</li> <li>- DW commented that the letter stated there will be supervision for children if required</li> <li>- CM responded that it will be much better if there were no children on site so parents will be encouraged to make arrangements</li> <li>- CD stated that if parents are informed when they are informed of School Development Days then they should have plenty of notice</li> <li>- NC asked how long and interview went for?</li> <li>- CM responded that it was about 8 minutes</li> <li>- SZ asked if it was possible that parents send their child for the whole day and not have an interview?</li> <li>- CM replied that she hoped that parents would be on board and make arrangements for their children</li> <li>- JT asked if there was a reason it was one day and not spread out of two days?</li> <li>- CM replied that spreading it out makes it two late nights for staff and we would prefer just one day.</li> </ul> </li> <li>• NC put forward the motion that the Board endorses the proposition of closing the school for half a day to conduct a Parent-Teacher Interviews from 2021 onwards – All members voted Yes</li> </ul>	
<b>9. Make – Post Covid-19 Response</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• CM stated that there isn't a lot to report regarding Covid-19</li> <li>• CM said that the National Cabinet meet every week to discuss easing of restrictions every four weeks. This information is then passed on to schools</li> <li>• CM stated that she hoped to put out information for Term 3 soon. The hope is that assemblies, carnivals etc will be able to happen if restrictions are lifted</li> <li>• Parents on-site: CM stated that the plan moving forward was to have parents drop children at the gates in the mornings and come on-site in the afternoons. CM opened this up to discussion: <ul style="list-style-type: none"> <li>- CM stated that if parents have messages for the teachers in the morning the thought is that they can email the Line Manager by a certain time and they can pass the message onto the teacher or tell the Deputy</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

<p>or Principal who are on the gates in the morning every day</p> <ul style="list-style-type: none"> <li>- SM stated that the emails would be for major/important things. Senior students are also being encouraged to use their diaries to communicate with teachers</li> <li>- CM stated that the parents she has spoken to at the gate seem happy with not being on-site in the morning but are keen to be on-site in the afternoon</li> <li>- SZ stated that she asked colleagues how their schools were managing communication with parents under the current restrictions. She stated that they used Communication Books, emails and student’s diaries. She also stated that some of the schools have had no parents on-site as part of their normal procedures for a long time</li> <li>- AT asked how long CM planned to keep up being on the gate. CM replied that it was very successful in the morning so she would like to keep the morning up indefinitely as the morning is sustainable for both herself and SM</li> </ul> <ul style="list-style-type: none"> <li>• CM asked if anyone had something (activities etc) from their workplace that could work with the MLPS staff – mental health activities etc: <ul style="list-style-type: none"> <li>- NC stated they he did a 30 minute activity with his staff where they made a terrarium to take back to their office or classroom. It was a shared experience in the workplace that wasn’t about the children</li> <li>- SM suggested a Scavenger Hunt</li> <li>- JT suggested online “Carona Bingo” and online “Pub Crawl”</li> <li>- SZ suggested 10 minute Health &amp; Safety sessions</li> <li>- NC suggested gratitude and making catapults, planting seeds etc</li> </ul> </li> </ul>	
<b>10. Make – Business Plan</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• CM stated that it is still being written; using the feedback from Board and staff</li> <li>• CM stated that they have received the photos from the photographer and it has been decided to select the photos first and build the text from them</li> <li>• CM presented a slideshow of the photos and the members discussed. It was decided that there were too many to go through so CM will select a collection of photos and put them on Connect for members to look at and select favourites. Members are to give a short reason for the selection</li> <li>• SZ asked CM what she is proud of in MLPS? CM responded that she is proud of: Gifted &amp; Talented Education, Walker Learning, Performing Arts, Clubs, STEM for Girls, Chess, Student Services. Essentially “opportunities” – all the different opportunities and experiences that the students are exposed to and can access throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>• CM to select a collection of photos and put them on Connect for members to look at and select favourites. Members are to give a short reason for the selection</li> </ul>
<b>11. Make – “Thank a Staff Member</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• CD stated she would like for members to promote the “Thank a Staff Member’ cards in the Community.</li> <li>• Unfortunately, Covid-19 hit just as the cards were set up</li> <li>• A discussion was had on ways to promote the cards</li> </ul>	<ul style="list-style-type: none"> <li>• CM to put a note on the School’s Facebook page</li> </ul>

<ul style="list-style-type: none"> <li>• CM stated that parents can come into the office now</li> <li>• SM suggested a note on the School Facebook page</li> <li>• NC suggested an online form</li> </ul>	<ul style="list-style-type: none"> <li>• CD, with NC's assistance, to develop an online form parents can complete. CD will then write them on a card for the staff member</li> </ul>
<b>12. Understand – Correspondence</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• CD stated that she had received an email from the P&amp;C with the previous meetings minutes</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
<b>13. Other Business</b>	<b>Actions</b>
<p>CD to add notice to Connect as reminder:</p> <ul style="list-style-type: none"> <li>• AT has spoken to P&amp;C President Bradley Farrell. BF asked the Board to let him know if there is anything the P&amp;C can do assist the Board meet their objectives</li> </ul>	

Meeting Closed: AT closed the meeting at 7.20pm  
Next meeting: Thursday the 13<sup>th</sup> August 2020 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: