

Mount Lawley Primary School Board
Minutes of Meeting
20th June, 2019 DRAFT



Attendees

Staff Members:

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

Parent/Community Members:

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

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 Christina Gray (CG), Sandra Martin (SM), Mei-Ling Day (MD) and Mark Burns (MB)

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 23rd May 2019

Actions

The minutes of the meeting on 23rd of May 2019 was accepted by KW and seconded by LF 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
 - CD stated that this is ongoing
3. CM to generate Action Plan for the Board
 - CM stated that two actions were decided:
 1. Making finance clear
 2. Giving context prior to meeting
 - AT proposed delete. All members voted yes
4. CM to provide a Google Form on Connect for members to select a P&C meeting they can attend. LF stated that this is ready
5. Community to be notified of Annual Public Meeting
 - CD stated that this will be done on the 28th of August 2019
6. Annual Public Meeting
 - CD stated that this will be held on the 12th of September 2019
7. Board Inductions

<ul style="list-style-type: none"> • CD stated that it is ongoing 	
5. Understand – Board Chair’s Report	Actions
<ul style="list-style-type: none"> • AT informed the Board that the Board Training was interesting and well run. The presenter was very insightful and it was great that we were able to see what we were doing well 	
6. Understand – Principal’s Report	Actions
<ul style="list-style-type: none"> • CM stated that everything was going very well • CM called for questions – none were asked • AT stated that the feedback from the Performing Arts was great • CM stated many staff and students are sick at this time of the year • CM informed the Board that Grace Adam would be returning on Tuesday from her Acting Principal role at Clayton View PS 	
7. Understand – Finance Report	Actions
<ul style="list-style-type: none"> • LF called for questions – none were asked 	
8. Make – Board Social Get Together	Actions
<ul style="list-style-type: none"> • AT stated that at the Network Principal Meeting there was feedback that the Boards would like to have a social meeting and training/discussion evening • The Board Training evening was discussed • AT asked the members if we wished to take part in this – all members voted Yes • CM will take results back to the next Network Principal’s Meeting 	
9. Make – Board Training Feedback	Actions
<ul style="list-style-type: none"> • AT stated: <ul style="list-style-type: none"> - the evening was great - lots of new Board members across our hub schools - lots of people we in attendance - it reaffirmed that we are going well – confirmation of our success • CM asked if we are comfortable with where we are at with our understanding of Finance? <ul style="list-style-type: none"> - DW stated that it is laid out well and clear - CD asked if we are unclear on something are we able to make an appointment with LF to have it explained. LF responded that definitely that could happen - LF stated that she is currently putting together a document outlining Finance and the processes - DW stated that he liked the overview because it tells us what to look for - AT asked if it is possible for the Finance information to appear on the calendar so we know what to expect to see and when. CM & LF stated that yes it is - DW asked if any schools stated how long their meetings went for. CM responded that most go for one and a half to two hours, some as long as three depending on the make-up of the Board (sometimes when you have new members 	

<p>or whole new Boards, it takes longer to discuss items around governance when it's new)</p>	
<p>10. Make – Business Plan</p>	<p>Actions</p>
<ul style="list-style-type: none"> • CM stated that it is very important we come back to the Business Plan (BP) as it ends at the end of this year and so as a Board we all looked at the plan together and the following was discussed: • The BP was examined at Admin level to see how we are progressing and improving as a school. CM went through the BP with the Board and gave examples of how the whole school are addressing outcomes and targets • Performance Management for staff is done very well at MLPS. It involves observation and feedback through both the Leadership team and by teacher peers, always to improve quality teaching and learning outcomes • DW asked if that is 'Learning by Teaching' – CM stated that the teachers teach to the point of need of each child (Differentiation). The first few weeks of the new school year is focused on building relationships not assessment. It still involves explicit teaching but the emphasis in the early days is establishing the rules, routines and structure of the classroom for the year to create a safe, secure environment for all students • CM stated that in Kindy they are looking at the use of the word "Readiness" and that it would be better to use the word "Transition" with regards to the Kindy children starting each year • It was determined that after looking at a range of schools who have (and don't have) a specific 'school-specific scope and sequence' that for our school it was not useful. Teachers are currently building a checklist instead of writing a "Scope and Sequence" as the curriculum sets out the scope and sequence for us and the school uses the operational plans as well • All focus areas are being well and truly met • Communication has improved significantly with Connect • There is a Mental Health Action Committee now called "Be You" (initiative of Beyond Blue) • Resiliency skills in some of the students are quite poor across all ages, many schools in this area have noticed a similar pattern • Partnership with Mount Lawley High School is great • Targets going forward are going to be interesting as we move into a different mode with NAPLAN • Changes to On-Entry Assessment this year have also been interesting to explore • CM stated that this BP is a good start but she would like the next Business Plan to look different as we have evolved as a school • DW asked if there was a structure for getting the next one done. CM stated that Business Plan will be on every agenda for the rest of the year. Decisions will be made at the next Board meeting about how we will go about the writing of the new document 	
<p>11. Make – Staff Recognition from Board</p>	
<ul style="list-style-type: none"> • AT called for suggestions: 	

<ul style="list-style-type: none"> • CD read MD's suggestions that were sent to her via text as she couldn't attend the meeting – Morning Tea possibly on "World Gratitude Day" which is the 21st of September • CM asked if the Board could encourage others to contact teachers? • KW stated that most teachers are very hard on themselves • LF suggested a nomination system - 1 per meeting • DW suggested an email from the Board thanking them • CM suggested in your daily dealings with parents ask if they have thanked a staff member • KW suggested a little note in a box in the front office. All members like this suggestion and it was discussed that class reps could inform parents of the process. It is great that it is recognition from the community not just the Board • It was discussed that the Board could give the staff a morning tea later in the year 	
12. Understand – Correspondence	Actions
<ul style="list-style-type: none"> • AT stated that MB has asked for a "Leave of Absence" to the end of the year due to health reasons. The members approved this • CM asked Matt Osborne if we can do an election at the end of the year ready for next year and he said that it was fine as we have 3 members coming off at the end of the year 	
13. Other Business	Actions
<p>CD to add notice to Connect as reminder:</p> <ul style="list-style-type: none"> • • • • • 	

Meeting Closed: AT closed the meeting at 7.07pm
Next meeting: Thursday the 15th of August 2019 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: