

**Mount Lawley Primary School Board**  
**Minutes of Meeting**  
**22 March, 2018 FINAL**



**Attendees**

**Staff Members:**

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

**Parent/Community Members:**

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

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


Annaleise Grubisich (AG)

**Observers:**

Bradley Farrell

**Presenters/Others:**

Lisa Freegard (LF), Manager Corporate Services

| <b>1. Welcome, Introductions &amp; Apologies</b>   | <b>Actions</b>                |
|--|-------------------------------|
| The meeting was opened by AT at 5.30pm. No apologies received.   |                               |
| There being not less than 60% of members present in person, a quorum was formed. The Agenda was confirmed.<br><br><br>0. MLPS Board<br>Agenda 22 March 2018   |                               |
| <b>2. Disclosure of Interests</b>  | <b>Actions</b>                |
| AT & AG – conflict of interest for the Netball Uniform   |                               |
| <b>3. Decision – Minutes of Meeting 15<sup>th</sup> February 2018</b>  | <b>Actions</b>                |
| The minutes of the meeting on 15 <sup>th</sup> February 2018 was accepted by MD and seconded by DW and approved.<br>HS noted an error in the discussion about Dojos and translation<br>CM noted that the minutes must be signed by those who accept the minutes, the Principal and Chair at the end of each meeting. | HS to email corrections to CD |



**3. MLPS Board  
Minutes 15 February**

**4. Discussion – Action Register**

**Actions**

1. Parent Survey - Feedback to the community is the main focus. Communication Policy is ongoing. DW asked when new members have a question about what should be shared with other parents etc who does he check the information with. CM advised that she must be contacted.
2. Training Register - CD still requires Police Clearance from DW & MD.
3. Board Induction Program - Delete was proposed as CM has distributed packs to all members. Delete accepted.
4. Notice Board – CD to take photos and collect bios about each member.
5. Board Survey – a number of comments about being new in the survey and that people of our community ask about our role and seem confused by the role of the Board – Governance and Operational. It was suggested that AT & CD write a blurb for the newsletter and noticeboard. Parents are asking who to speak to when there are problems. Board instructed to remind parents of Line of Management – speak to teacher first and then the year level Line Manager.

DW & MD to provide Police Clearance Numbers

CD to delete from Action Register  
CD to contact all members for photo and info

AT & CD to write blurb for the Newsletter and the Noticeboard



4. MLPS Board Action Register 22.3.18 .pdf






4a MLPS Board Survey 2017 Results.

**5. Information – Board Chair’s Report**

**Actions**

- AT wrote to outgoing Board Member David Abbot, thanking him for his contribution to the Board. David emailed all of the Board Members thanking them for their support and wished them the best for the future.
- At the last P&C meeting, as had occurred in previous years a person was nominated, voted for and put forward to the Board as a “P&C Representative” (Correspondence)
- AT introduced Annaleise Grubisich as a P&C nominated Representative from the last P&C AGM.
- AT stated that so that the correct protocol and procedures were followed Cavelle did liaise with the School Improvement Unit of the DoE (basically who oversees all Independent Public School Boards in Western Australia)
- AT acknowledged that in the past the advice has been mixed and some school Boards have accepted community representatives from the P&C - this is actually contrary to the legislation and all advice from Departments involved in school Boards and P&C Associations. This includes DoE legal, Principal Consultant in charge of the School Improvement Unit (Matt Osborne), the lead policy writer for IPS policies (Siobahn Milbourne ) and also WACSSO (WA Council for State School Organisations) who oversee all of the state school P&C Associations is unanimous in its advice that: Only Parents vote in Parent Representatives, only Staff vote in Staff Representatives AND only the Board Itself appoints Community Members that they believe will provide the best

| <p>possible outcomes for the children without influence or sway from any other person or organisation.</p> <ul style="list-style-type: none"> <li>• A new Terms of Reference (TOR) has been developed by the Department. We need to use this and there will not be any changes. CM will develop it with our relevant information and it will be distributed for Pre-reading for the next meeting.</li> <li>• AT put forward AG as a co-opted member. As a co-opted member her role is identical to other Board Members with the exclusion of voting rights.</li> <li>• AT moved a motion to accept AG as a co-opted community member for 12 months. ML moved and MB seconded.</li> <li>• AT noticed positive talk in the yard, lots of excitement with everything going on. AT wished to acknowledge CM, staff and parent volunteers that make it all happen. He would encourage us to remind parents that a lot of what is happening is out of hours for the staff.</li> </ul>  |                |
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| <b>6. Information – Principal’s Report</b>   | <b>Actions</b> |
| <ul style="list-style-type: none"> <li>• CM welcomed AG to the Board.</li> <li>• CM presented DW &amp; CG with their Board badges.</li> <li>• School tracking along nicely.</li> <li>• Teachers are working extremely hard and there is a lot going on in the school.</li> <li>• Before school Extension (Gifted and Talented) Yr 1-6 and Literacy Intervention (Yr 1-2) is happening</li> <li>• Admin. have noted a difference with parents on board and supporting staff when issues arise.</li> <li>• Two successful workshops have been run: Phonological Awareness and Gifted and Talented.</li> <li>• The school have completed a Controlled Self-Assessment. It is designed to make sure the School are meeting all criteria.</li> <li>• Performance Management is currently happening with Teachers.</li> <li>• Matt Osborne from the Education Department visited yesterday.</li> <li>• ANZAC Day Service will be held on the 12<sup>th</sup> of April at 11.30am – all are welcome.</li> <li>• Performing Arts Show – 7<sup>th</sup> June</li> <li>• ML asked if there was a handout for the Gifted and Talented workshop. CM responded that she is happy to meet with anyone and go through the workshop notes</li> </ul> |                |
| <b>7. Information – Finance Report</b>   | <b>Actions</b> |
| <ul style="list-style-type: none"> <li>• Preliminary at this stage. It will be moving to Operational soon.</li> <li>• ML asked if the student characteristic funding stays the same. LF answered that it changes with the cohort.</li> <li>• It was asked if there was an increase in social disadvantages. The response was no.</li> </ul>  |                |

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| <ul style="list-style-type: none"> <li>• An increase in the number of students with Special Needs has been noticed.</li> <li>• AT asked if they receive Voluntary Contributions throughout the year. LF responded that yes they do and are getting a lot coming in.</li> </ul>  <p>7. Finance Report for 22.3.18.pdf</p>  |                |
| <b>8. Information – Annual Report</b>  | <b>Actions</b> |
| <ul style="list-style-type: none"> <li>• CM informed the Board that the Annual Report is due at the end of Term 1 and will be tabled at the first Board Meeting of Term 2.</li> <li>• The Annual Report will be sent out as Pre-reading prior to the first meeting of Term 2</li> </ul>  |                |
| <b>9. Discussion &amp; Decision – Communication Policy</b>   | <b>Actions</b> |
| <ul style="list-style-type: none"> <li>• At the previous Board Meeting a sub-committee was formed with David Abbott as the Chair. As Davis is no longer a Board Member a new Chair is to be elected.</li> <li>• AG asked if it was appropriate for her to be on the committee. It was agreed that as her role is to develop communication between the P&amp;C and Board it would be appropriate for her to be on the sub-committee.</li> <li>• GA volunteered to chair the Communication Sub-committee.</li> <li>• Sub-committee will meet at a date to be advised.</li> </ul>  <p>communication_policy_rev_1_0.pdf</p> |                |
| <b>10. Decision – Netball Uniform</b>  | <b>Actions</b> |
| <ul style="list-style-type: none"> <li>• P&amp;C partly funding the Netball Uniforms.</li> <li>• The P&amp;C require the Board to endorse the Netball Uniform and update/include it in the Uniform Policy.</li> <li>• ML asked if there was a price difference. The answer was no.</li> <li>• CM stated that there will be zero cost to the school.</li> <li>• The uniforms will be used for interschool.</li> <li>• Dress with orange trim and t-shirt with orange trim unanimously endorsed by the Board.</li> </ul>  <p>10. Netball Uniforms.pdf</p>   |                |
| <b>11. Discussion &amp; Decision – EduCode</b>   | <b>Actions</b> |
| <ul style="list-style-type: none"> <li>• It was brought up at last Board Meeting the price of the EduCode Program and whether it should be something paid for by the parents.</li> <li>• CM and LF investigated this and sought advice from the Education Department. The Education Department said that as long as parents had the opportunity to opt in or out, we</li> </ul>  |                |

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| <p>could offer the program.</p> <ul style="list-style-type: none"> <li>• CM reported that she had used the program in a previous school and that there were other high performing schools using this program.</li> <li>• The EduCode website does not have a lot of info because if the creator put detailed information on it there is a chance it could be copied. For this reason people may look at the site and think that the program may not be very good.</li> <li>• AT, CD and CM discussed EduCode. Decided it would be appropriate to put a letter out to the parents asking if they would opt in or out for the program. If parents opt out, then their child would not be a part of the program.</li> <li>• If enough parents opt in then the program can be run.</li> <li>• The number of students opting in determines the structure for those students opting out.</li> <li>• CM has information from schools who are using it and it is all very positive.</li> <li>• CM stated that's as educators they don't like for students to miss out on programs and arrangements are sometimes made. This cannot happen with this program.</li> <li>• CM will draft a letter to be distributed to the Board Members first. This letter is confidential and must not be discussed with anyone other than Board Members until the parents receive it. Please reply all to the email with any suggestions/changes and then to endorse it.</li> </ul> | <p>CM to send letter to Board Members. Board Members to Reply All with endorsement</p> |
| <p><b>12. Discussion – Engaging the Wider Community</b></p>   | <p><b>Actions</b></p>  |
| <ul style="list-style-type: none"> <li>• CM stated that as she doesn't live in this community she may not know this community as well as she would like.</li> <li>• Part of CM's accountability is to demonstrate that she is growing and developing. Engaging more in the local community is an area for her she wishes to develop.</li> <li>• CM has received positive feedback about the newsletter</li> <li>• The members of the Board brainstormed and discussed suggestions for engaging the wider community and what that might look like for the future.</li> </ul>   |  |
| <p><b>13. Information – P&amp;C Report</b></p>  | <p><b>Actions</b></p>  |
| <ul style="list-style-type: none"> <li>• The AGM was held and 98% of the positions were elected.</li> <li>• The Executive Team were all elected.</li> <li>• Financials were discussed.</li> <li>• 2018 fundraising goals discussed.</li> <li>• Traffic issues discussed.</li> <li>• Netball uniforms discussed.</li> </ul>  |  |
| <p><b>14. Information – Correspondence</b></p>  | <p><b>Actions</b></p>  |
| <ul style="list-style-type: none"> <li>• Letter to David Abbott.</li> <li>• Email received from David Abbott.</li> <li>• Email from the P&amp;C President, Bradley Farrell, putting forward Annaleise Gubisich as a P&amp;C Representative for the Board.</li> </ul>  |  |
| <p><b>15. Other Business</b></p>  | <p><b>Actions</b></p>  |
| <p>NIL</p>  |  |

Meeting Closed: AT closed the meeting at 7pm  
Next meeting: Thursday the 24<sup>th</sup> May at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: