

Mount Lawley Primary School Board
Minutes of Meeting
24th May, 2018



Attendees

Staff Members:

Cavelle Monck, Principal (CM)
 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:

Presenters/Others:

Lisa Freegard (LF), Manager Corporate Services

1. Welcome, Introductions & Apologies

Actions

The meeting was opened by AT at 5.30pm. Apologies received from Grace Adam, Deputy Principal (GA), Annaleise Grubisich (AG)

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



0. MLPS Board
 Agenda 24 May 2018

2. Disclosure of Interests

Actions

NIL


3. Decision – Minutes of Meeting 22nd March 2018

Actions



The minutes of the meeting on 22nd March 2018 was accepted by MB and seconded by MD and approved.






3. MLPS Board
 Minutes 22nd March 2

4. Discussion – Action Register	Actions
<ol style="list-style-type: none"> 1. Parent Survey – Communication Sub-Committee <ul style="list-style-type: none"> • Handed over to Nathanael in Grace Adam’s absence • Once completed Policy needs to go to the community • Board to endorse Policy once community has viewed it 2. Training Register - CD received Police Clearance from DW & MD 3. Notice Board – CD to discuss later in the meeting – agenda item 10. 4. Board Survey – Delete <div style="text-align: center; margin: 10px 0;">  </div> <p>4. MLPS Board Action Register 24.5.18 .pdf</p>	<p>Ongoing</p> <p>Delete from Action Register</p>
5. Information – Board Chair’s Report	Actions
<ul style="list-style-type: none"> • AT thanked Cavelle (CM) for the Annual Report • CM has made the changes and it has been put on the website • MB asked if we need to “Reply all” to emails. CM stated that for an endorsement it must be a “reply all” via email. If it is just a comment “reply all” is not required • AT stated that it is a busy month for the students and for the Board (TOR) • AT reminded members that when you are approached by the community please ensure you directing them through the correct channels – if operational direct to teacher then Admin. • Confidentiality requirements – reminder that it is important to keep the meeting information to yourself until minutes are made public • Volunteers – appear to be the same for all activities. Would be great to engage more families. <ul style="list-style-type: none"> - MD suggested a parent roster at the beginning of the year for parents to nominate - perhaps for class reps to manage - MB stated that the time frame is difficult for lots of parents - AT stated that the morning supervision was concerning as there were minimal parents volunteering to assist - DW asked if there was a better way to get the info to parents for the help needed - CM stated that the new website should really help with info distribution - AT asked if the schools Facebook page could help. CM stated that social media is very difficult to manage - CG suggested that migrant families could possibly lack confidence with English which may make them hesitant - HS suggested the parents be asked what they are good at as a way of getting them involved. CM stated that this has been done - DW stated that he is aware that there is some confusion with permission forms (are they handed out etc). CM stated that with the new website when you click on the 	

<p>calendar there will be a link for the permission form for the activity which parents print and return. LF will investigate signing forms online instead of printing.</p>	
<p>6. Information – Principal’s Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • CM stated that there will be a review of all the current programs (Life Ed Van, Dance, Assemblies etc) at the end of 2018 with a plan to simplify. Teachers are covering a lot of the skills that are currently being outsourced • CM informed us that the students will be coming home with a form about the “Kindness Challenge”. Children are to write an Expression of Interest to become a “Kindness Ambassador”. This role is voluntary • Lots of teachers completing Professional Learning. K-2 are doing: National Quality Standards (Revised guidelines). Need to be verified by the Education Department, hopefully in 2019. K-2 staff working on an Early Childhood philosophy statement • Italian is going really well. A group of Yr 3-6 students are participating in the High School National Languages Day • Performing Arts going well • “Sculptures by the School” by the Gifted and Talented class is happening next Wednesday (6.6.18) • Chess Tournament was yesterday (23.5.18) and went well • Teachers are currently writing reports • The boy who was knocked over earlier in the term is fine: <ul style="list-style-type: none"> - CM has been in contact with Main Roads and Simon Millman. Simon is working with the City of Stirling and Main Roads and then the Community - Has been in contact with the Ranger asking for people who are parking illegally to be fined – yet to happen - MB asked if we can contact Main Roads and the City of Stirling directly. CM stated that Simon is addressing the P&C and it was best to listen to what he had to say and then allow Simon Millman to follow the appropriate steps. • There is concern at a number of incidents involving parents whilst in the school throughout school hours: an incident involving a parent allowing a student to use their phone to ring home and parents helping out in the class and then contacting parents about things that have happened in the class (behaviour of students etc). CM asked that the Board have a strong presence in directing parents to the correct people/channels – teachers, admin. When parents over-step they impact on the schools Duty of Care. CM would like to us to be “seeds of change” amongst parents for correct procedures. AT asked if those entering the school could sign a confidentiality document. CM will look into but a reminder to parents will be in the next newsletter. CM stated that the school wants and appreciates all the help from our parents and wants our school to be welcoming to all 	

7. Information – Finance Report	Actions
<ul style="list-style-type: none"> • LF asked the Board if there were any questions arising from the One Line Budget which was distributed for pre-reading: CG stated that it was very easy to read and understand • LF stated that the student characteristics were slightly different this year and impacted on funding • Finance Committee met and approved the budget and they ask that the Board endorses it • MD asked if nominations were called for the finance committee. LF stated that the committee is made up of staff and community members as per the constitution and we are able to co-opt community members. Nominations are not required and the finance committee co-opts if they need any members • AT called a motion for the Board to endorse the One Line Budget and Preliminary Cash Plan. CG endorsed the motion and MB seconded <div style="text-align: center;">  </div> <ul style="list-style-type: none"> • 7. Finance Report 24 May 2018.pdf 	
8. Information – Terms of Reference (TOR)	Actions
<ul style="list-style-type: none"> • At the end of 2017 the Education Department told us that the new Terms of Reference (TOR) would be sent out • CM was able to add the makeup of our Board (number of representatives for each area) and things pertinent to our school • It was asked if the Code of Conduct has changed and why it wasn't attached. CM stated that it hasn't changed and will be attached when the entire document is placed on the website • AT called for a motion to endorse the Terms of Reference. CG endorsed motion and CD seconded • AT called for a motion to endorse the Funding Agreement for Schools 2018. MD endorsed it and DW seconded it <div style="text-align: center;">  </div> <p>MLPS Board Terms of Reference v 1.5 2018</p>	
9. Information – Delivery Performance Agreement (DPA)	Actions
<ul style="list-style-type: none"> • This is a document for IPS schools only • The Board is required to endorse and no changes can be made • We are answerable to the DPA as a Board. If asked you need to be able to understand it • AT called for a motion to endorse the Independent Public School Delivery and Performance Agreement. MD endorsed, seconded by MB • It was asked if a calendar of dates that the members were to receive documents could be created and distributed 	<p>CD to update original document</p>

 <p>9. DPA 2018 - 2020.pdf</p>	
10. Discussion – Board Notice Board	Actions
<ul style="list-style-type: none"> • CD asked for clarification on the purpose of the notice board. It was stated that it came about previously as the Board had no “presence” in the school • It was discussed that moving forward the notice board would not be necessary instead a picture and a profile for the website would be more appropriate. Also an A4 note/blurb with information about the role of the Board and its members should be placed on the wall above the box in the office with information and then referring people to the website 	<p>Board information to be online</p> <p>CD to give LF information for the website</p>
11. Discussion & Update – Community Involvement	Actions
<ul style="list-style-type: none"> • CM stated that the HUB network met recently. Principals had been to Melbourne to look at the National School Improvement Tool document • In the document, section 9 is Engagement with Community Partnerships, which need to be sustainable and build really strong relationships • CM called for feedback from the “School Community Partnerships” <ul style="list-style-type: none"> - MD asked if the “Kindness Ambassadors” could be used - HS asked if we need to change the perspective - DW asked if resilience is “toughness”. CM stated the resilience is how children “bounce back” from any challenging experience - CG suggested that we have people speak to the students who have had troubles in their lives and how they have managed - DW suggested having the elderly come in and speak about their lives - CG suggested the drama students from ECU could mentor a Year 6 student to write a monologue about an older persons life story/significant event and then present it to the school - MB expressed concern that it could go to the extreme – war stories etc - DW asked to clarify we want to use Community Partnerships to build resilience in our children. CM responded yes, as one aspect of engagement   <p>11. Community Engagement.pdf 11a. School Community Partnersh</p>	<p>CG to develop a proposal for CM</p>

12. Information – P&C Report	Actions
<ul style="list-style-type: none"> • See Minutes 	CD to email minutes to all members
13. Information – Correspondence	Actions
<ul style="list-style-type: none"> • NIL 	
14. Other Business	Actions
<ul style="list-style-type: none"> • MD informed the Board that whilst she was in the school last Monday for her son’s Coding class she, along with some other parents, sighted some Mt Lawley High School students being destructive/disruptive • MD asked if there was a security problem at the school • MD stated that she will be going to the High School on Monday • CM stated that locking the school creates a lot of issues – cleaners, staff etc • MD stated that she is concerned that the students didn’t listen and didn’t want to leave • CM stated that there is a lot of security in place – lights etc. She was hopeful that this was a one off incident. CM has been in contact with the high school. The high school encouraged us to take photos to help identify the students • AT asked if CCTV was an option but it’s quite cost prohibitive and is it the best use of our budget? 	

Meeting Closed: AT closed the meeting at 7.05pm
Next meeting: Thursday the 21st June at 5.30pm

Accepted by Signature: Hard Copy signed 22/06/2018

Board Chair Signature: Hard Copy signed 22/06/2018

Principal Signature: hard Copy Signed 22/06/2018