

**Mount Lawley Primary School Board  
Minutes  
25<sup>th</sup> February, 2021 FINAL**



**Attendees**

**Staff Members:**

Sandra Martin, Principal (SM)  
Karen Wright (KW)  
Alison Hawkesford (AH)

**Parent/Community Members:**

Derek Watt (DW) (Chair)  
Cara Davis (CD) (Secretary)  
Jennifer To (JT)  
Nathan Curnow (NC)

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

**Observers:**

**Presenters/Others:** Lesa Mileto (LM)

**1. Welcome, Introductions & Apologies**

**Actions**

The meeting was opened by DW at 5.31pm. No apologies were received.

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 3<sup>rd</sup> December 2020**

**Actions**

The minutes of the meeting on 3<sup>rd</sup> December 2020 was accepted by KW and seconded by AH and approved.

**4. Discussion – Action Register**

**Actions**

1. Members to elect Board Chair and Board Secretary for 2021
  - CD proposed to delete
  - All members voted Yes
2. Members to formulate a plan based on Board Survey results
  - CD stated that this is an agenda item
3. Members to approve the 2021 School Term dates
  - CD proposed delete
  - All members voted Yes
4. Members to formulate a Board Visibility Plan
  - CD stated that this is an agenda item
5. Members to approve the DPA
  - CD proposed delete
  - All members voted Yes
6. Summary of each meeting
  - CD stated that this is ongoing
7. Board Inductions
  - CD stated that it is ongoing

5. Understand – Board Chair Report	Actions
<ul style="list-style-type: none"> <li>• DW welcomed everyone to the first meeting of 2021</li> <li>• He acknowledged that there was a delayed start but the school was no up and running</li> <li>• DW thanked Sian and Albert for their contributions to the Board. He made special note of all the work Albert did as Board Chair over the past several years</li> <li>• DW stated that the nominations were now open for the new parent representatives. There are 4 nominations for 2 positions. DW encouraged everyone to vote</li> <li>• Parent information evenings/sessions went well. NC stated that the session he presented at went well</li> <li>• P&amp;C Breakfast went well</li> <li>• DW stated that Sandra has had a busy start to the year. DW thanked SM for all she has done</li> <li>• DW and SM to attend Board Training on the 17<sup>th</sup> of March 2021</li> <li>• Nature playground is two thirds complete</li> <li>• DW stated that the school has a busy year ahead</li> <li>• DW reminded members to stay “apolitical” in the upcoming election</li> </ul>	
6. Understand – Principal's Report	Actions
<ul style="list-style-type: none"> <li>• SM provided her Principals report electronically to CD.</li> <li>• Principals Report: <ul style="list-style-type: none"> <li>○ Despite the disruption to the start of the school year most students have settled well and staff are enthusiastic about the year ahead. Parents have been supportive of the drop off and pick up procedures. We are flexible with parents who need / want to come on school grounds in the mornings. We encourage parents to link with their child's teacher in the afternoons.</li> <li>○ The welcome back breakfast was successful. Unfortunately, SM was unable to attend – heard excellent positive reports from staff and parents.</li> <li>○ At the 12 Feb census there were 537 students compared to 522 at Feb census last year.</li> <li>○ Thank you to the members who spoke at the parent information evenings – Feedback from parents and staff indicates a change in format for Information Evenings going forward. For example <ul style="list-style-type: none"> <li>• a more informal, friendly approach</li> <li>• video of the P&amp;C, TMG and Board presentations to keep it succinct – want it to be about the classes</li> <li>• only information that is unique to the year level as over the years information is repetitive – new parents invited to a separate event / booklet – to get relevant info</li> <li>• serving of light refreshments and mingling</li> </ul> </li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>○ Camp – the Year 6 students have been on camp – new venue. Dare Adventures just out of Dwellingup. 72 students, 5 staff and one parent attended. SM went down for a day and a bit. It was very successful. The students have been very positive – the staff exhausted.</li> <li>○ Changes in assembly calendar and Honour Certificates as outlined in the newsletter.</li> <li>○ Nature Play – this is amazing - ongoing works around the tree. Thank you.</li> <li>○ Ros Keays will be going on leave on the 19 March. We are in the process of filling the position. There will be some other staff changes that will be communicated when we have clearance to do so.</li> <li>○ Overall the school is very busy</li> <li>● NC suggested if we could have a walk and look at the Nature Playground as he is not familiar with it. SM responded that it was a great idea</li> </ul>	
<b>7. Understand – Finance Report</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>● LM stated that the Budget is still in the preliminary stages and that it becomes operational in March</li> <li>● Data was collected on the 12<sup>th</sup> of February 2021 for the Census but it was processed on the 15<sup>th</sup> of February 2021</li> <li>● Total funds are currently \$4,904,281. All figures are looking healthy <i>JT entered at 5.55pm</i></li> <li>● Sheryl Green has joined the Finance Team</li> <li>● Have currently received 86% of the Voluntary Contributions. No instructions yet as whether the school is allowed to follow up with parents this year</li> <li>● Planning so things are changing daily</li> </ul>	
<b>8. Make – Code of Conduct</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>● CD stated that the most recent Code of Conduct we have was written/amended in 2017 so we need to review it and make any relevant changes</li> <li>● Members discussed the Code of Conduct</li> <li>● No changes were recommended</li> <li>● CD will email the new members the Code of Conduct before the next meeting (their first meeting) to explain it so that they can sign the register</li> <li>● A motion was proposed to endorse the current Code of Conduct Motion: The Board endorses the current Code of Conduct without changes Proposed: NC Seconded: JT Vote: Passed unanimously</li> </ul>	<ul style="list-style-type: none"> <li>▪ Present the Code of Conduct Document at next meeting. Members to sign the register that they have read and agree to the Code of Conduct for Board Members 2021</li> <li>● CD to email the new members the Code of Conduct before the next meeting (their first meeting) to explain it so that they can also sign the register</li> </ul>

9. Understand – Statement of Expectations	Actions
<ul style="list-style-type: none"> <li>• SM stated that the DPA was only for Independent Public Schools (IPS). This new document covers both IPS and Non-IPS schools therefore making it more holistic</li> <li>• SM stated that the key message in the Statement of Expectations is that the Education Department want all schools to be seen as one whole Education System – not IPS and Non-IPS</li> <li>• Board can ask questions of the Principal and this document helps frame those questions</li> <li>• There are currently lots of new initiatives coming from the Education Department and this document is one of them. As will a new Principal selection process</li> <li>• DW asked what Collegiate Principals are. SM responded that they are a group of Principals who mentor/support Principals in schools</li> <li>• SM stated that the Principal and Board Chair need to sign the Statement of Expectations at the next Board meeting. It doesn't need to be implemented until Term 2 of 2021</li> </ul>	<ul style="list-style-type: none"> <li>▪ Statement of Expectations to be noted and signed at the next meeting</li> </ul>
10. Understand – Inductions	Actions
<ul style="list-style-type: none"> <li>• SM asked JT and NC what they received when they joined the Board (Induction Pack) <ul style="list-style-type: none"> <li>- JT responded that she received a pack with documents. JT also stated that a quick reference guide type document would be helpful</li> <li>- NC and AH stated that they did not receive an induction pack</li> </ul> </li> <li>• SM suggested providing packs/documents electronically. All members were very keen on this idea. It was suggested a folder in the Connect Library could be made</li> <li>• CD suggested she could meet with new members to explain the Connect platform and how information is presented – structure</li> <li>• NC suggested a page intro to the Board. An infographic possibly</li> <li>• NC suggested inviting new members early to their first meeting and have a coffee and explain the format of the meeting and what is expected of them</li> <li>• JT asked if we could ask another school how they do their inductions. SM said she can ask at the Board training</li> </ul> <p>Motion: Make an Induction folder on Connect that includes an Introductory Statement along with all relevant documents  Proposed: SM  Seconded: NC  Vote: Passed unanimously</p>	<ul style="list-style-type: none"> <li>• Induction Folder to be made electronic and placed in the Connect Library</li> </ul>
11. Understand – Business Plan	Actions
<ul style="list-style-type: none"> <li>• SM presented the Business Plan (both Parent and Teacher editions) to members</li> <li>• Business Plan – Teacher</li> <li>• Business Plan Overview – Parent</li> </ul>	<ul style="list-style-type: none"> <li>• A digital copy of the School Business Plan to be</li> </ul>

<ul style="list-style-type: none"> <li>• A discussion was had about the documents</li> <li>• Very positive feedback</li> <li>• JT suggested a summary with icons on the website as a quick overview</li> </ul>	placed into the Induction folder on Connect
<b>12. Make – Board Survey Results</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• CD read through the results of the Board Survey and they were discussed</li> <li>• CD stated that overall the results were very similar among members and were very positive</li> <li>• SM stated that the question about targets refers to NAPLAN and due to COVID there was no NAPLAN. Also we were working on the Business Plan</li> <li>• It was suggested to add Policy Review to the Calendar</li> <li>• JT suggested doing a three year plan. Discussions were had about the Calendar and it was realised that not all members had a copy of the calendar last year. It was agreed that the Calendar adequately covers what is upcoming and what members will be required to discuss and do</li> <li>• It was agreed by all members that nothing has come from the Board Survey Results that require a formal plan</li> <li>• Board Visibility Plan to be discussed at the next meeting with the new members</li> </ul>	<ul style="list-style-type: none"> <li>• All members to receive a copy of the Calendar when it is completed</li> <li>• Members to formulate a Board Visibility Plan</li> </ul>
<b>13. Make – Annual Public Meeting Date</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• SM stated that this meeting usually occurs in Week 8 of Term 3</li> <li>• Dates were discussed</li> <li>• 9<sup>th</sup> of September 2021 was proposed as a date for the Board Annual Public Meeting date</li> <li>• It was agreed by all members to confirm this date later in the term</li> </ul>	<ul style="list-style-type: none"> <li>• Members to confirm the date of the Board Public Annual Meeting as the 9<sup>th</sup> of September 2021</li> </ul>
<b>14. Understand – Correspondence</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• Letter from Stephen Baxter read by CD</li> </ul>	<ul style="list-style-type: none"> <li>• File Letter</li> </ul>
<b>15. Other Business</b>	<b>Actions</b>
<p>CD to add notice to Connect as reminder:</p> <ul style="list-style-type: none"> <li>• CD</li> </ul>	

Meeting Closed: DW closed the meeting at 7.24pm  
Next meeting: Thursday the 25<sup>th</sup> of March 2021 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: