

**Mount Lawley Primary School Board**  
**Minutes**  
**25<sup>th</sup> March, 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)  
 Sian Zador (SZ)  
 Tara Kelso (TK)  
 Nathan Curnow (NC)

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

**Observers:** Joli Mendez

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

<b>1. Welcome, Introductions &amp; Apologies</b>	<b>Actions</b>
The meeting was opened by DW at 5.38pm. No apologies were received.	
There being not less than 60% of members present in person, a quorum was formed. The Agenda was confirmed.	
<b>2. Disclosure of Interests</b>	<b>Actions</b>
NIL	
<b>3. Decision – Minutes of Meeting 25<sup>th</sup> February 2021</b>	<b>Actions</b>
The minutes of the meeting on 25 <sup>th</sup> February 2021 was accepted by JT and seconded by AH and approved.	
<b>4. Discussion – Action Register</b>	<b>Actions</b>
<ol style="list-style-type: none"> <li>1. Members to formulate a plan based on Board Survey results                             <ul style="list-style-type: none"> <li>• CD proposed to delete</li> <li>• All members voted YES</li> </ul> </li> <li>2. Members to formulate a Board Visibility Plan                             <ul style="list-style-type: none"> <li>• CD stated that this is an agenda item</li> </ul> </li> <li>3. Members to provide CM with a photo and short bio                             <ul style="list-style-type: none"> <li>• CD stated that this is an agenda item – part of the Board Visibility Plan</li> </ul> </li> <li>4. Members to sign the register that they have read and agree to the Terms of Reference which includes the Code of Conduct for Board Members 2021                             <ul style="list-style-type: none"> <li>• CD asked all members to sign</li> <li>• All members signed the register</li> </ul> </li> </ol>	

<p>5. CD to email the new members the Terms of Reference which includes the Code of Conduct before the next meeting (their first meeting) to explain it so that they can also sign the register</p> <ul style="list-style-type: none"> <li>• CD stated that this was done as part of the Connect notice the week before the meeting</li> </ul> <p>6. Statement of Expectation to be noted and signed at next meeting</p> <ul style="list-style-type: none"> <li>• SM &amp; DW to sign the Statement of Expectation before the end of Term 1</li> </ul> <p>SZ entered at 5.45pm</p> <p>7. Induction Folder to be made electronic and placed in the Connect Library</p> <ul style="list-style-type: none"> <li>• CD stated that this has been done and will be discussed this meeting</li> <li>• CD proposed to delete</li> <li>• All members voted YES</li> </ul> <p>8. A digital copy of the School Business Plan to be placed into the Induction folder on Connect</p> <ul style="list-style-type: none"> <li>• CD stated that it has actually been placed in the "Information &amp; Reference 2021" folder in the Library</li> <li>• CD proposed to delete</li> <li>• All members voted YES</li> </ul> <p>9. Members to confirm the date of the Board Public Annual Meeting as the 9<sup>th</sup> of September 2021</p> <ul style="list-style-type: none"> <li>• All members conformed the date</li> </ul> <p>10. Summary of each meeting</p> <ul style="list-style-type: none"> <li>• CD stated that this is ongoing</li> </ul> <p>11. Board Inductions</p> <ul style="list-style-type: none"> <li>• CD stated that it is ongoing</li> </ul>	
<b>5. Understand – Board Chair Report</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• DW stated that the Board elections had occurred</li> <li>• DW welcomed Sian back and welcomed Tara (TK)</li> </ul> <p>NC entered at 5.48pm</p> <ul style="list-style-type: none"> <li>• DW stated that he and SM attended Board Training in Leederville at the Leadership Institute last week: <ul style="list-style-type: none"> <li>- Quiz at the start and DW &amp; SM did really well</li> <li>- DW stated that he is very grateful for the people on our Board. Some schools struggle to get members on their Boards</li> <li>- Great to know we are doing everything correctly</li> <li>- We shouldn't be afraid to manage the composition of the Board – engage people with specific skills</li> <li>- Unpacking the learning modules would be great to do throughout the year</li> <li>- It would be good to focus on a "big ticket item" each year to focus on and work towards</li> </ul> </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:</li> </ul>	
<p><b>WELCOME</b></p> <ul style="list-style-type: none"> <li>• To Sian and Tara – Congratulations.</li> </ul>	
<p><b>NAPLAN C.P.T</b></p> <ul style="list-style-type: none"> <li>• Today there was a practice test for NAPLAN to see if the National and our systems would cope with online NAPLAN testing. All the Year 5 students completed a practice writing test online. Our system coped well.</li> <li>• NAPLAN testing will be Weeks 4 and 5 Term 2</li> </ul>	
<p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• Various staffing changes for Term 2.</li> <li>• Manager Corporate Services has been advertised. The process will conclude next Thursday and the community will be informed of the successful applicant.</li> <li>• Sue Stott will be going on long service leave for the remainder of Term 1 and all of Term2.</li> <li>• Ongoing employment of Special Needs Education Assistants as funding becomes available. We are currently finalising the permanent employment of 2 0.8 SNEAs. We will be offering a 0.3 SNEA fixed-term position at the Kindy.</li> <li>• The community was informed of Cavelle’s continued tenure at the Leadership Institute and the maintaining of the status quo for the acting positions for Term 2. Lucy Ashton will be part time in Room 5 with Mrs Jenni Cater.</li> <li>• Mrs Theshani Kaler will be taking Maternity Leave as from the end of term 2, a one day a week replacement has not been finalised.</li> <li>• Other staff have booked small amounts of long service leave during Term 2. The department are committed to having staff clear leave entitlements in a timely manner.</li> </ul>	
<p><b>Performance Management</b></p> <ul style="list-style-type: none"> <li>• Staff are currently undertaking their first PM meeting with Line Managers.</li> <li>• Peer and Line Manager Observations will commence Term 2.</li> </ul>	
<p><b>Board Training</b></p> <ul style="list-style-type: none"> <li>• Derek and I completed Board Training last week.</li> <li>• We have been invited to join network schools early next term for Board Training. The workshop will be hosted at Highgate. Thursday 29 April or Tuesday 4 May at 6.00pm.</li> </ul>	
<p><b>Nature Play</b></p> <ul style="list-style-type: none"> <li>• Tour</li> </ul>	
<p><b>Harmony Day / Ride 2 School</b></p> <ul style="list-style-type: none"> <li>• Successful assembly hosted by the Kindness Ambassadors.</li> <li>• Lovely picnic, lots of colour and community feel.</li> </ul>	
<p><b>Interschool Swimming Carnival</b></p> <ul style="list-style-type: none"> <li>• Monday 29 March is the Interschool swimming carnival</li> <li>• Competitors and a few student helpers will be attending – reserves will only go if required</li> <li>• There have been 2 training sessions</li> </ul>	

<p><b>Term 2 EVENTS</b></p> <ul style="list-style-type: none"> <li>• BIKE ED – Year 1 Week 1</li> <li>• ANZAC – Thursday Week 1 – outside so community can attend</li> <li>• GRIP LEADERSHIP - Friday Week 2 – all our Year 6 Leaders attend</li> </ul> <p><b>Gratitude</b></p> <ul style="list-style-type: none"> <li>• Volunteers who helped at the swimming carnival</li> <li>• Work by P&amp;C at the Election Day Stalls</li> <li>• Anthea Baros and Karen Wright for their work on the Annual Report</li> <li>• Derek for giving up a leave day to attend Board Training</li> <li>• All those involved in the Nature Play</li> </ul> <p>Members stated that the 4<sup>th</sup> of May was the preferred date for training</p>	
<p><b>7. Understand – Finance Report</b></p>	<p><b>Actions</b></p>
<ul style="list-style-type: none"> <li>• LM stated that nothing has really changed with the Budget as the school are still in the Preliminary Phase. As of the 23<sup>rd</sup> March they are now in the Operational Phase</li> <li>• Finance Committee met and approved budget submissions</li> <li>• Budget to be noted by the Board - all members noted the Budget via email on the 31<sup>st</sup> March 2021</li> <li>• LM went through the “Student Characteristics Funding” and explained</li> <li>• LM stated that they are still waiting to find out if reminders can be sent out for Voluntary Contributions</li> <li>• JT asked if we get audited. SM &amp; LM stated that we do but it has been a long time. The school do many self-assessments throughout the year</li> </ul>	
<p><b>8. Make – Annual Report</b></p>	<p><b>Actions</b></p>
<ul style="list-style-type: none"> <li>• DW stated that we need to endorse the Annual Report as a Board if we are happy with it</li> <li>• NC stated that he is curious as to what is driving the high results in Science and HASS. SM stated that they are aren’t sure and they are going to interrogate it. They would like to facilitate moderation with “like schools” to get an understanding. A lot of moderation in Literacy and Numeracy</li> <li>• NC stated that there is one Level 3 teacher. He asked if they are looking at more? SM stated that we have a lot of Senior Teachers. The school have 5 Future Leaders and wish to grow that to 10</li> <li>• TK asked if there were any reasons as to why teachers aren’t going for Level 3. SM replied that teachers are working towards a high level functioning classroom and not necessarily wanting to be out of the classroom. It is very gruelling and time consuming process</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

<ul style="list-style-type: none"> <li>TK asked if there is a Mentor Program. SM stated that CM runs one for the network</li> <li>Behaviour data was discussed</li> <li>Board reviewed Annual Report</li> <li>DW presented a motion to endorse the Annual Report. Motion: The Board endorses the Annual Report Proposed: DW Seconded: SZ Vote: passed unanimously</li> </ul>	
<b>9. Inform – Induction</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>SM stated that we will review Induction after the Board Training</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>10. Make – Board Visibility Plan</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>DW stated that it was discussed last year the ways to make the Board more “visible” in the Community</li> <li>TK asked why we need to be more visible</li> <li>Discussion was had about the purpose</li> <li>It was agreed that outlining the role of the Board and having a brief profile of members on the school website was appropriate and sufficient</li> <li>DW proposed that on the website a profile of each member along with a summary of the roles of the Board be put up</li> <li>SM asked for a member to liase with her in getting the bio’s and profiles. TK and KW agreed to assist SM</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>11. Make – Desktop Self-Reflection &amp; Assessment</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>SM stated that in the Calendar there was a Desktop Self-Reflection and Assessment that is to be completed by the Board</li> <li>SM asked if members would be happy to complete a survey before each meeting to then discuss at the meeting - one module per meeting. Members agreed</li> </ul>	<ul style="list-style-type: none"> <li>• Self-Assessment Survey to be completed each meeting</li> </ul>
<b>12. Inform – Surveys</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>SM stated that at MLPS the students have “good” results</li> <li>SM stated that the overall “concerning” result was that the students don’t feel they have a voice</li> <li>SZ asked how they are going back to the students to tell them they are being heard. SM responded that it is difficult to get the students to understand why some of the things they are asking for can’t happen i.e Canteen everyday</li> <li>KW presented the Parent Survey results with a PowerPoint – overall results were good</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

<b>13. Make – Policy Review</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• SM stated that this will be discussed next meeting</li> <li>• SM asked that the Religion Policy be read by all members as CD will email requesting we remove this policy from our suite of policies. MLPS currently follow the Education Departments Religion Policy so the need to have our own is no longer required</li> <li>• SM asked that all members come to the next meeting with any feedback on the Uniform Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Members to read the Religion Policy</li> <li>• CD to email members asking to remove the Religion Policy from our suite of policies</li> </ul>
<b>14. Understand – School Review Plan</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• SM stated that we will discuss this next meeting</li> </ul>	
<b>15. Understand – Correspondence</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• NIL</li> </ul>	
<b>16. Other Business</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• CD stated that at the end of each meeting we would provide a summary of the Board meeting which can be presented at the P&amp;C Meeting</li> <li>• This is so the Principal can present it if no other Board member can attend</li> </ul>	

Meeting Closed: DW closed the meeting at 7.26pm  
Next meeting: Thursday the 13<sup>th</sup> of May 2021 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: