

Mount Lawley Primary School Board
Minutes
25th November 2021



Attendees

Staff Members:

Kylie Moss (KM), Principal
 Sandra Martin (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:

Presenters/Others:

1. Welcome, Introductions & Apologies	Actions
The meeting was opened by DW at 5.30pm. 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 28th October 2021	Actions
The minutes of the meeting on 28 th October 2021 were accepted by NC and seconded by SM and approved.	
4. Discussion – Action Register	Actions
<ol style="list-style-type: none"> 1. Members to complete the Board Desktop Self-Reflection & Assessment <ul style="list-style-type: none"> • CD stated that this is ongoing • Prior to each meeting all members will receive a link to the Survey and each member will need to complete it 2. Education Awards to be added to the Board Calendar for 2022 <ul style="list-style-type: none"> • CD stated that this is still to happen 3. Members to develop a framework for the WA Education Awards 	

<ul style="list-style-type: none"> • CD stated that this is still to happen <ol style="list-style-type: none"> 4. DW to work on the framework for the selection for WA Education Awards Nominations <ul style="list-style-type: none"> • CD stated that this is ongoing 5. Subcommittee to plan strategies to address concerns raised through School Board Self-Assessment survey data <ul style="list-style-type: none"> • CD stated that this is ongoing 6. Subcommittee to formulate a summary document of the Terms of Reference and roles of the members of the Board <ul style="list-style-type: none"> • CD stated that this is ongoing 7. Members to elect Board Chair and Board Secretary in the final meeting of 2021 <ul style="list-style-type: none"> • CD stated that this is ongoing and to be completed at the next meeting 8. SM to contact Matt Osborne to seek advice on the appropriate number of meetings to be stated in the TOR <ul style="list-style-type: none"> • CD stated that this has been completed • CD proposed delete • Members voted Yes 9. SM will make suggested changes to the School Dress Code Policy and email members the updated policy. Members are to "reply all" to the email if they endorse the changes <ul style="list-style-type: none"> • CD stated that this has been completed • CD proposed delete • Members voted Yes 10. SM will make suggested changes to the Parent Survey and email members the updated survey. Members are to "reply all" to the email if they endorse the changes <ul style="list-style-type: none"> • CD stated that this has been completed • CD proposed delete • Members voted Yes 11. Board to endorse the Charges and Voluntary Contributions Schedule 2022 <ul style="list-style-type: none"> • CD stated that this is occurring in this meeting 12. Summary of each meeting <ul style="list-style-type: none"> • CD stated that this is ongoing 13. Board Inductions <ul style="list-style-type: none"> • CD stated that it is ongoing 	
<p>5. Understand – Board Chair Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • DW stated that KW is leaving us. DW thanked her and wished her the best. He stated that the Board were nervous but she has done a wonderful job • DW stated that Mrs Gordon is leaving. He thanked her and wished her all the best • DW thanked all the staff that are leaving and wished them all the best <p><i>JT entered at 5.45pm</i></p> <ul style="list-style-type: none"> • DW presented his letter of resignation and read it to all members 	

6. Understand – Finance Report	Actions
<ul style="list-style-type: none"> • LM stated that the Operational Budget is at the end of October • LM stated that there is approximately \$100,000 to move over to next year • Charges and fees are a little lower • Yr 5/6 Dance money has now been collected • Currently working on staffing • Charges have stayed fairly similar • Fete should happen next year • There were only a few swimming refunds 	
7. Understand – Principals Report	Actions
<ul style="list-style-type: none"> • KM provided her Principals report electronically to all members prior to the meeting to read • KM added that Jenny Gordan and Cherie are leaving • KM asked members if there were any questions: • A discussion was had about staffing structure and the process for staff allocation. Some ideas were discussed about the process for notifying parents of class lists for 2022. It was agreed that it would be discussed at the first meeting in Term 1 2022 	
8. Understand – Charges and Voluntary Contributions Schedule	Actions
<ul style="list-style-type: none"> • KM put a motion forward to endorse the 2022 Voluntary Contributions and Extra Cost Optional Components • NC seconded the motion • Members voted unanimously to endorse the 2022 Voluntary Contributions and Extra Cost Optional Components 	<ul style="list-style-type: none"> •
9. Make – School Development Days	Actions
<ul style="list-style-type: none"> • KW put forward a motion to endorse the 2022 School Development Days • NC seconded the motion • All members voted unanimously to endorse the 2022 School Development Days 	<ul style="list-style-type: none"> ▪ ▪

10. Make – Board Chair Election	Actions
<ul style="list-style-type: none"> DW formally nominated NC for Board Chair Km called for self and peer nominations SZ self-nominated Each nominee gave reasons for why they would be the best candidate A secret ballot was held DW announced the new Board Chair to be Sian Zador 	<ul style="list-style-type: none">
11. Understand – Board Survey	Actions
<ul style="list-style-type: none"> DW explained the difference in previous years Board Survey and this year SM presented the results of the latest Board Survey 	<ul style="list-style-type: none"> SM to upload the results to the Library Sm to develop a discussion on Connect about the attributes of Parent nominee CD to create a discussion group to confirm proposed framework for WA Education Awards before Meeting 1 of 2022
12. Understand – Parent Survey	Actions
<ul style="list-style-type: none"> KM presented the results of the 2021 Board Parent Survey A robust discussion was had about the results 	
13. Understand – Correspondence	Actions
<ul style="list-style-type: none"> NIL 	
14. Other Business	Actions
<ul style="list-style-type: none"> 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&C Meeting This is so the Principal can present it if no other Board member can attend 	

Meeting Closed: DW closed the meeting at 7.51pm
Next meeting: Thursday the 17th of February 2022 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature:

