

Mount Lawley Primary School Board
Minutes of Meeting
28th March, 2019 FINAL



Attendees

Staff Members:

Cavelle Monck, Principal (CM)
 Karen Wright (KW)
 Lisa Freegard (LF)

Parent/Community Members:

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

Co-opted non-voting members:

Observers:

Presenters/Others:

1. Welcome, Introductions & Apologies

Actions

The meeting was opened by AT at 5.34pm. Apologies were received from Sandra Martin (SM).

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 February 2019

Actions

The minutes of the meeting on 28th of February 2019 was accepted by LF and seconded by DW and approved.
MB entered at 5.35pm

4. Discussion – Action Register

Actions

1. Calendar – Propose delete
 - AT proposed the Annual Calendar move from Draft to Final and delete from the Action Register. All members voted Yes
2. Elect Board Chair and Secretary
 - CD stated that it is an agenda item
3. Board Training Dates – propose delete
4. Members to read and discuss the “School Fundraising Sponsorship and Donations Policy”
 - CD stated that this is an agenda item
5. Summary of each meeting
 - CD state that this is ongoing
6. Members to read and sign that they have understood the TOR and Code of Conduct
 - CD stated that this is an agenda item
7. Board Inductions
 - CD stated that it is ongoing

5. Make – Review of Chair and Secretary	Actions
<ul style="list-style-type: none"> • CM reminded the Board that there is no AGM (which is a term that applies to the P&C). Instead we do a “Review”. Early in the year is preferable if the Board agrees to do so but being aware that the review can take place at any time in the year • CM called for nominations for Board Chair: <ul style="list-style-type: none"> - MD nominated AT - AT accepted nomination - DW seconded nomination - All in favour – 7 votes • Cm called for nominations for Board Secretary: <ul style="list-style-type: none"> - AT nominated CD - CD accepted nomination - LF seconded nomination - All in favour – 7 votes 	
6. Understand – Board Chair’s Report	Actions
<ul style="list-style-type: none"> • AT informed the Board that the extra information regarding the Board has been fabulous and has given clarity • AT noted the changes in a lot of the documents over the years – TOR etc. so good to have direction • AT reminded the Board the importance of doing the pre-reading and coming to the meetings well prepared • DW stated that it is set out well which is good 	
7. Understand – Principal’s Report	Actions
<ul style="list-style-type: none"> • CM thanked AT and CD for continuing on as Board Chair and Board Secretary respectively • CM thanked Nathanael Howard for all the work that he put into the swimming lessons and carnivals • There are currently 532 students in the school • Staff and students are settled but tired after swimming lessons • The Media Unit has been at the school interviewing teachers and staff. This is part of the Education Department’s goal to build the profiles of Public Schools and share ‘good news’ stories on social media • The Executive Director of Early Childhood Education visited. He was very pleased with what he saw in our early years, especially around play based education <p><i>CG entered at 5.45pm</i></p> <ul style="list-style-type: none"> • Nature Playground is moving along / Aboriginal Liaison officer has been involved in discussions about the Nature Playground and the local flora and fauna in our area • Teachers are currently completing Performance Management and participating in Professional Development • Resiliency programmes happening next term for small groups of students • NAPLAN trial happening next week to test the network • Kindness Ambassadors will be focusing on developing connections with local charity • Traffic Committee met and it went really well. It was very successful with simple ‘quick’ solutions being prepared to assist with traffic flow • CM asked the Board to think about the following questions: 	

<ul style="list-style-type: none"> - how are we going to continue to promote the school in our community? - how do we help build trust of staff, parents and community? - how do we get 'down deep' in the community – and continue to build a strong, authentic, positive culture? • Board Training will be held at Mt Lawley Primary School at 6.30pm on the 29th of May 2019 - Schools Attending with representatives from their Boards: <ul style="list-style-type: none"> ~ Kyilla – Host/Organiser ~ Yokine ~ Inglewood ~ Sutherland-Dianella ~ Mt Lawley Senior High School ~ Coolbinia ~ North Perth ~ Highgate 	
8. Understand – Finance Report	Actions
<ul style="list-style-type: none"> • LF informed the Board that the Budget came down on Tuesday • The next Board meeting will require decisions and endorsements • 2018 Controlled Self-Assessment (CSA) questionnaire has been submitted. Overall it was a good rating • The Board noted that the CSA for 2018 has been submitted • Reminders of unpaid fees have been sent out • MD asked if the Voluntary Contributions and Charges will be on Qkr. LF stated that they will be • Preliminary Budget has been finalised and will be presented at the next Board Meeting, after it has gone to the finance committee 	
9. Inform – Annual Report	Actions
<ul style="list-style-type: none"> • CM stated that the Annual Report wasn't due till the end of term – available in Connect • There are some new sections – Student Services and National Disability information • AT – noticed out of boundary students at 25%. Will there be a point where you stop taking out of area students? <ul style="list-style-type: none"> - CM responded that the Kindy is what has made that figure high. CM explained the process for enrolment and that classes are not exceeding capacity • MD – questioned if the data we have on attendance fluctuates? <ul style="list-style-type: none"> - CM responded that it does. It ebbs and flows - MD asked if the target can be added to the attendance section: CM to add in target AT – NAPLAN targets are from the Business Plan. AT suggested that the only the ones for the subject are used. Operational Target to match the subject and CM to make this change on report • CG – it would be nice to see “Celebrate” of the staff. It has been done very well for students • AT – graphs for Social Skills are difficult to read • MD – commented that it's the first year for Student Services data. It is very interesting. Will it be tracked? <ul style="list-style-type: none"> - CM responded that it will be as it forms part of our Mental Health and Wellbeing for students, as well as what educational 	<p>CM to talk to SM about explanatory notes for the graph</p> <p>CM to make changes and send out to all members to</p>

<p>interventions are being used and how many students and parents are accessing this service - It was suggested that the disability data graph could be removed and a summary of info could be used instead, or possibly a scattergram. CM to review</p>	<p>review. Members are to write a comment in the Connect notice to state they are happy to endorse final annual report or identify any additional changes</p>
<p>10. Make – Board Survey Summary</p>	<p>Actions</p>
<ul style="list-style-type: none"> • Board members had been asked to complete the Self-Assessment as part of pre-reading. We now need to use this information to decide what we want in our Action Plan • Each member gave their suggested actions/feedback/areas of concern: <ul style="list-style-type: none"> ○ AT – would like help with reading and understanding the Finance Report ○ CG – Finance was an area she needed help and understanding. Context to be given to help understanding ○ MB – skills needed for the succession plan ○ MD – regularly reviewing the Code of Conduct, “team spirit” (get together), strategy development and Board promotes the School (we support but do we promote?) ○ CD – agree with everything said ○ KW – nothing to add ○ LF – Finance and strategic items on agenda ○ DW – active management of Board members’ skills • CM stated that the Class Reps will be sending info out about what happens at the Board meetings • CM asked if everyone felt that they have a voice. All members stated that they do • CM asked if the members feel she is providing the accurate information. All members said yes. DW asked CM if our discussion is helpful to her. CM responded absolutely • Action Plan will include Finance and Education Program 	<p>CM to generate an Action Plan and distribute to members</p>
<p>11. Make – School Fundraising, Sponsorship and Donations Policy</p>	<p>Actions</p>
<ul style="list-style-type: none"> • CM asked if the documents have been read and asked for feedback. She stated that the staff work hard and their workloads are increasing each year. It would mean a lot to them to know that they have the community behind them • AT – document is geared towards sponsorship of the school. Doesn’t see any detriment to parents or students • DW – what was the reaction when they were asked not to put the logo on the journal? CM responded that they want to build good will. They are keen for it to be seen as a partnership – supporting teacher mental health • CM stated that we need to be very clear on the parameters • MD asked if they could use the school logo. CM replied that they couldn’t. They want it to be known that they are in a partnership. They don’t want advertising or to build their clientele. CM has made it very clear to them what they can’t do • MD asked if there was a finite time/end. CM responded that it will be ongoing • AT stated that it would be helpful if we had a statement that explained the relationship 	

<ul style="list-style-type: none"> • CM asked if we are comfortable discussing it in the community. CG responded that the biggest concern will be that it is a bank – if it was anyone else it probably wouldn't raise concerns • CM asked the members if they are comfortable with getting a proposal. All members responded yes 	
12. Make – Register of Members	Actions
<ul style="list-style-type: none"> • Moving to Connect now with our Board group online • CD asked all members to sign if they have read and understood the TOR and Code of Conduct – All members present signed 	
13. Understand – Correspondence	Actions
<ul style="list-style-type: none"> • NIL • 	
14. Other Business	Actions
<p>CD to add notice to Connect as reminder:</p> <ul style="list-style-type: none"> • • • • • 	

Meeting Closed: AT closed the meeting at 7.18pm
Next meeting: Thursday the 23rd of May 2019 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: