

**Mount Lawley Primary School Board  
Minutes  
3<sup>rd</sup> December, 2020 FINAL**



**Attendees**

**Staff Members:**

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

**Parent/Community Members:**

Albert Tassone (AT) (Chair)  
Cara Davis (CD) (Secretary)  
Derek Watt (DW)  
Sian Zador (SZ)  
Nathan Curnow (NC)

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

**Observers:**

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

**1. Welcome, Introductions & Apologies**

**Actions**

The meeting was opened by AT at 5.32pm. Apologies were received from Jennifer To (JT).

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 5<sup>th</sup> November 2020**

**Actions**

The minutes of the meeting on 5<sup>th</sup> November 2020 was accepted by KW and seconded by DW and approved.

**4. Discussion – Action Register**

**Actions**

1. Endorse Annual Report
  - CD proposed delete
  - Members voted yes
2. Members to participate in the School Review
  - CD proposed delete
  - Members voted yes
3. Members to approve the 2021 Charges and Voluntary Contributions Schedule
  - CD stated that this was completed via email last week
  - CD proposed delete
  - Members voted yes
4. Members to elect Board Chair and Board Secretary for 2021
  - CD stated that this is an agenda item
5. Members to formulate a plan based on Board Survey results
  - CD stated that this needs to be tabled next year as not all surveys were received
6. Members to approve the 2021 School Term dates
  - CD stated that this is an agenda item
7. Members to formulate a Board Visibility Plan
  - CD stated that this is an agenda item
8. Members to approve the DPA
  - CD stated that this is an agenda item

<p>9. Summary of each meeting</p> <ul style="list-style-type: none"> <li>• CD stated that this is ongoing</li> </ul> <p>10. Board Inductions</p> <ul style="list-style-type: none"> <li>• CD stated that it is ongoing</li> </ul>	
<p><b>5. Understand – Board Chair Report</b></p>	<p><b>Actions</b></p>
<ul style="list-style-type: none"> <li>• AT read the Board Chair Report that appears in the Annual Report and the Banksia</li> </ul> <p><i>NC entered at 5.36pm</i></p>	
<p><b>6. Understand – Principal’s Report</b></p>	<p><b>Actions</b></p>
<ul style="list-style-type: none"> <li>• CM stated that they are getting to the end of the year and it is very busy</li> <li>• Reports will be uploaded to Connect next week</li> <li>• Currently planning for 2021</li> <li>• The school are over the moon with the School Review Report</li> <li>• Student Leaders for 2021 have been elected and announced</li> <li>• Year 6’s are currently in Orientation phases (attending their schools in preparation for Year 7)</li> <li>• Nature Playground – site works start next week. Hope to be completed in mid-January</li> <li>• Decorate your bike/skateboard/scooter and dress in red, green or white on last day of school</li> <li>• CM received a letter from North Metro acknowledging the School Review Report</li> <li>• CM received a letter from Stephen Baxter acknowledging the School Review Report</li> <li>• CM called for questions:</li> <li>• SZ asked if the Orientation/Transition information evenings were cancelled because of Covid restriction - CM responded that yes it was</li> <li>• DW stated that the Arty Brellas on Sunday’s Mount Lawley Christmas Festival were fabulous. Really fun and looked good</li> <li>• DW asked about the children selecting friends to be in a class with next year - CM explained that it is a sociogram where the children are invited to select a couple of people they feel they work well with and a couple of people they feel they don’t work well with – teachers use these sociograms to assist with planning</li> <li>• NC asked how Graduation was progressing - CM responded that is progressing well. Staff went up to Perth College yesterday and it looks fabulous</li> </ul>	
<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 since the last Finance Report</li> <li>• Still in October</li> <li>• Sitting with a variance of approximately \$92,000. This will change by the end of the year</li> <li>• Reimbursement from the P&amp;C Wishlist has been received. Roughly \$27,000 and \$5000 for Mathletics</li> <li>• Charges and Fees are sitting a little low due to collections being cancelled in Term 2</li> <li>• 2021 Voluntary Contributions and Charges Schedule were approved by the Board and are now published on the website</li> <li>• New EduTouch boards are being purchased for the Kindy classrooms (to be installed in 2021)</li> <li>• A carpet cleaning machine will be purchased</li> </ul>	

8. Make – Board Chair and Secretary Election	Actions
<ul style="list-style-type: none"> <li>• CM stated the election is happening now for a number of reasons: <ul style="list-style-type: none"> <li>- AT has talked about stepping down earlier in the year but due to School Review being postponed he stayed on</li> <li>- We can start the new year with Chair and Secretary in place</li> </ul> </li> <li>• CM read AT’s resignation letter to the members</li> <li>• CM thanked AT for all his hard work</li> <li>• CM called for nominations for Board Chair: <ul style="list-style-type: none"> <li>- AT nominated DW</li> <li>- NC seconded DW nomination</li> <li>- All members voted yes</li> <li>- DW is Board Chair</li> </ul> </li> <li>• CM called for nominations for Board Secretary: <ul style="list-style-type: none"> <li>- DW nominated CD</li> <li>- NC seconded CD nomination</li> <li>- All members voted yes</li> <li>- CD is Board Secretary</li> </ul> </li> </ul>	
9. Understand – Board Survey Results	Actions
<ul style="list-style-type: none"> <li>• CM stated that this will be tabled for the first meeting of 2021</li> <li>• Board will explore moving to an online survey next year</li> </ul>	
10. Make – Term Dates 2021	Actions
<ul style="list-style-type: none"> <li>• CM stated that the 2021 Term dates align with the Mount Lawley High School term dates</li> <li>• School closure for report afternoon/evening is new and has been endorsed by the Assistant Regional Executive Director, the School Board and it was announced to the community earlier in the year to make them aware</li> <li>• CM asked members to endorse the 2021 Term Dates. All members endorsed the 2021 Term Dates</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
11. Make – Board Visibility Plan	Actions
<ul style="list-style-type: none"> <li>• CM stated that at the School Review and on some other occasions it has been stated that parents don’t know what the Board “does”</li> <li>• CM asked what we can do to help the Community understand more the role of the Board</li> <li>• SM stated that in the past the Annual Report has been presented to the Community at a “wine and cheese evening”</li> <li>• Members discussed different ideas</li> <li>• Some suggestions included: <ul style="list-style-type: none"> <li>- Present the Bio from the Annual Report somewhere</li> <li>- Info in the Newsletter</li> <li>- Photos and info about members on the website</li> <li>- Facebook post after meeting</li> </ul> </li> <li>• It was decided that to start with all members would provide a photo and short bio to CM that can be used</li> </ul>	<ul style="list-style-type: none"> <li>• Each member to send CM a photo and a few sentences about yourself and why you like being on the Board</li> </ul>
12. Make - DPA	Actions

<ul style="list-style-type: none"> <li>• CM stated that there has been a change to the Delivery Performance Agreement (DPA).</li> <li>• The DPA is going to be replaced with a document called “The Agreement” from 2021</li> <li>• The new agreement will be sent to the school in the new year</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>13. Understand – Correspondence</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• Letter to Helen Summers – congratulations on her L3</li> <li>• Resignation Letter from Alberto Tassone (AT)</li> <li>• Letter from Stephen Baxter regarding the completion of MLPS School Review</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
<b>14. 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: AT closed the meeting at 7.11pm  
Next meeting: Thursday the 25<sup>th</sup> of February 2021 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: