

# Mount Lawley Primary School Board

## Minutes

5<sup>th</sup> August, 2021



### Attendees

#### Staff Members:

Kylie Moss (KM), Principal  
Sandra Martin (SM)  
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 pm. Apologies were received from KW.

All members introduced them selves to KM. KM then gave the members a brief summary of herself.

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 10<sup>th</sup> June 2021

#### Actions

The minutes of the meeting on 10<sup>th</sup> June 2021 were accepted by NC and seconded by AH and approved.

### 4. Discussion – Action Register

#### Actions

1. Members to provide SM or TK with a photo and short bio
  - CD proposed to delete
  - All members voted YES
2. Members to complete the Board Desktop Self-Reflection & Assessment
  - 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

3. SM & CD to update Policy Schedule and present at next meeting
  - CD proposed to delete
  - All members voted YES
4. CD to laminate "Thank a Staff Member" information sheets and place around the school
  - CD proposed to delete
  - All members voted YES
5. CD to update Meeting 4, 10<sup>th</sup> June 2021 Folder with the current School Dress Code Policy
  - CD stated that this has been completed
  - CD proposed to delete
  - All members voted YES
6. Members to read current School Dress Code Policy and note suggestions for next meeting
  - CD stated this was meant to be an agenda item for this meeting but it was omitted by mistake. CD stated that it will be placed on the Agenda of the next meeting
7. Education Awards to be added to the Board Calendar for 2022
  - CD stated that this is an agenda item
8. Members to develop a framework for the WA Education Awards
  - CD stated that this is an agenda item
9. SM to email results of School Board Self-Assessment to members for review
  - CD stated that this has been completed
  - CD proposed to delete
  - All members voted YES
10. Members to review results of School Board Self-Assessment and email any suggestions to SM
  - CD stated that this is an agenda item
11. SM to email School Review Plan to members for review
  - CD stated that this has been completed
  - CD proposed to delete
  - All members voted YES
12. Members to review School Review Plan and email any suggestions to SM
  - CD stated this will be an agenda item for our next meeting
13. Summary of each meeting
  - CD stated that this is ongoing
14. Board Inductions
  - CD stated that it is ongoing

5. Understand – Finance Report	Actions
<ul style="list-style-type: none"> <li>• LM stated that the One Line Budget was till the end of June</li> <li>• The “Student Centred Funding” was received in July</li> <li>• Currently in Phase 5 for cleaning allocation with additional time to the cleaner in charge</li> <li>• Staff have been emailed to complete cost centre spending</li> <li>• Voluntary Contributions – 96% of the 85% anticipated. Reminders will be sent in Term 3</li> <li>• Census data will be sent in on Friday</li> <li>• P&amp;C Wishlist has almost been completed/actioned – 64 iPad, iPad Trolley and cover, Marquees for Faction Carnival, Library Allocation, Mathletics Subscription and stage for Kindy</li> </ul>	
6. Understand – Board Chair Report	Actions
<ul style="list-style-type: none"> <li>• DW extended congratulations to Cavelle Monck for the extension of her project</li> <li>• DW thanked SM for her hard work. He stated that nothing changed which is testament to the amazing job she did</li> <li>• DW welcomed KM</li> <li>• The school has done well with 3 Principals in 8 months. TK stated that there has been some anxiety from parents around the Principal situation and that it was possible we may have a different Principal in 2022.DW replied that that decision is out of our hands</li> <li>• DW stated that the school is looking great and there is a great feel around the school</li> </ul>	
7. Understand – Principals Report	Actions
<ul style="list-style-type: none"> <li>• KM stated that the after-school buzz is fantastic</li> <li>• A Virtual School Tour was organised by Miss Baros. It will be put on the school website with the hope to reduce the number of physical tours for prospective parents</li> <li>• PEAC Testing next week</li> <li>• 40 Kindy enrolments were accepted</li> <li>• School had a visit from Bertram PS. SM represented MLPS and presented the MLPS Differentiation Journey</li> <li>• KM attended a network meeting at Inglewood PS</li> <li>• Census will occur tomorrow. Current numbers are 542 students. There were 5 new enrolments this term</li> <li>• Cavelle Monck will be in the school in Week 6 to assist with the Financial Compliance Review</li> <li>• COVID – teachers are prepping for remote learning so if it needs to happen and one point they are ready. There are two families who are currently impacted by COVID as they are not able to return to WA</li> <li>• Staffing Profile – Julie Wilson is retiring and Gina won the School Officers position</li> <li>• Before School Care – a lot of students are currently attending</li> </ul>	

8. Make – WA Education Awards	Actions
<ul style="list-style-type: none"> <li>• DW stated that following a discussion at the previous meeting he is proposing that we spend the rest of the year formalising a framework for nominations for next year</li> <li>• It was suggested that by the end of the year we develop a framework for how we select the nominee and how we put the nomination package together</li> <li>• DW stated that he would work on it before next meeting</li> <li>• NC stated that the date could change</li> <li>• Motion: The Board supports the development of a framework for the WA Education Awards nomination process over the remainder of 2021 for implementation in 2022 <ul style="list-style-type: none"> <li>- Proposed: DW</li> <li>- Seconded: NC</li> <li>- Vote: Unanimous Yes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• DW to work on the framework for WA Education Awards Nominations</li> </ul>
9. Understand – Board Desktop Self-Reflection and Assessment	Actions
<ul style="list-style-type: none"> <li>• SM stated 2 self-assessment surveys have been completed</li> <li>• SM went through the results and a discussion was had and some suggestions were made</li> <li>• It was agreed that a Subcommittee should be formed to plan strategies to address concerns raised through School Board Self-Assessment survey data</li> <li>• Subcommittee Members: KM, SM, AH, NC &amp; CD</li> </ul>	<ul style="list-style-type: none"> <li>▪ Subcommittee to plan strategies to address concerns raised through School Board Self-Assessment survey data</li> <li>▪ Subcommittee to formulate a summary document of the Terms of Reference and roles of the members of the Board</li> </ul>
10. Understand – Mid-Year School Review	Actions
<ul style="list-style-type: none"> <li>• A discussion was had about changing the dates for the Board Meetings for the remainder of 2021</li> <li>• Members agreed to change the meeting to Thursdays pf Week 3 and Week 7</li>   <li>• KM presented to the Mid-Year School Review Document to the members</li> <li>• KM stated that overall the school is moving forward when looking at teacher judgements</li> <li>• KM is very happy with how the students are tracking</li> </ul>	<ul style="list-style-type: none"> <li>• CD to provide new dates to members in the meeting summary</li> </ul>

11. Understand – Board Opportunities & Progress	Actions
<ul style="list-style-type: none"> <li>DW stated that we do not have time to discuss so we will place it on the agenda for next meeting</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
12. Understand – Correspondence	Actions
<ul style="list-style-type: none"> <li>NIL</li> </ul>	
13. Other Business	Actions
<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 7.32pm  
Next meeting: Thursday the 2<sup>nd</sup> of September 2021 at 5.30pm

**Accepted by Signature:**

**Board Chair Signature:**

**Principal Signature:**