

**Mount Lawley Primary School Board  
Minutes  
5<sup>th</sup> December, 2019 FINAL**



**Attendees**

**Staff Members:**

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

**Parent/Community Members:**

Albert Tassone (AT) (Chair)  
Cara Davis (CD) (Secretary)  
Derek Watt (DW)

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

**Observers:**

**Presenters/Others:**

**1. Welcome, Introductions & Apologies**

**Actions**

The meeting was opened by AT at 5.30pm. No apologies were received. Mark Burns (MB) did not attend the meeting

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 7<sup>th</sup> November 2019**

**Actions**

The minutes of the meeting on 7<sup>th</sup> of November 2019 was accepted by DW and seconded by KW and approved.

**4. Discussion – Action Register**

**Actions**

1. Summary of each meeting
  - CD stated that this is ongoing
2. NAPLAN results to be presented to the Board
  - CD stated that this has occurred and proposed delete
  - Members voted - YES
3. Booklists to be approved
  - CD stated that this has occurred and proposed delete
  - Members voted - YES
4. Board Inductions
  - CD stated that it is ongoing

**5. Understand – Board Chair’s Report**

**Actions**

- AT stated that things have been very busy around the school
- Staffing has been completed
- Some Yr 2 students wrote a persuasive letter to Ms Monck about having a PJ Day and were successful

6. Understand – Principal’s Report	Actions
<ul style="list-style-type: none"> <li>• CM welcomed Jennifer To to the School Board</li> <li>• Board election results: <ul style="list-style-type: none"> <li>- Jennifer To = 3yrs</li> <li>- Cara Davis = 3yrs</li> <li>- Albert Tassone = 1Yr</li> </ul> </li> <li>• Board Calendar reviewed – all items have been done</li> <li>• End of term – busy</li> <li>• Yr 6 students: <ul style="list-style-type: none"> <li>- excited but nervous. Excited about what’s to come and what’s happening but nervous at leaving</li> </ul> </li> <li>• Arts Night: <ul style="list-style-type: none"> <li>- terrific night</li> <li>- numbers up from last year</li> </ul> </li> <li>• NAPLAN info session: <ul style="list-style-type: none"> <li>- two parents attended</li> <li>- will consider not running next year due to poor attendance</li> </ul> </li> <li>• Kindy Info Meeting – went really well</li> <li>• Sandra Collins – retiring and due to next year’s numbers and configuration she won’t need to be replaced</li> <li>• Canteen Proposal: <ul style="list-style-type: none"> <li>- Belinda Gambitta has put together a proposal</li> <li>- There are questions around sustainability, profitability, canteen days &amp; menu</li> <li>- P&amp;C Executive are discussing</li> <li>- Parent consultation process will occur</li> </ul> </li> <li>• Former student: <ul style="list-style-type: none"> <li>- has passed away</li> <li>- has siblings in Yr 6</li> <li>- support being given to staff and students</li> <li>- school is working with the family</li> <li>- support from regional office is being given</li> <li>- community has been amazing</li> </ul> </li> <li>• Thank you to Mei-Ling Day for her work over the years on the MLPS Council and Board. The Board would like to acknowledge all her contributions</li> <li>• Thank you to Mark Burns for his contribution to the Board</li> <li>• Election for MD’s position will be run in the new year</li> <li>• CM called for questions and comments: <ul style="list-style-type: none"> <li>- AT = if you can get the canteen run internally that would be amazing</li> <li>- CD = has there ever been a canteen at the school? SM stated that there has never been a canteen but local business have provided school lunches</li> <li>- DW = if there is a vacancy do we have quorum? CM stated yes we do</li> </ul> </li> </ul>	
7. Understand – Finance Report	Actions
<ul style="list-style-type: none"> <li>• LF stated that the summary and information is for October</li> <li>• We are where we expect to be</li> <li>• Variance has dropped down but expect it to pop up soon</li> <li>• Looking at what we can carry forward to next year</li> <li>• It will be a tight budget next year due to one less class for 2020</li> <li>• Finance committee have looked at the preliminary budget and will look at again in second meeting of 2020</li> </ul>	

<ul style="list-style-type: none"> <li>• The 2020 Personal Items Lists (Booklists) and Voluntary Contributions and Charges Schedule were approved by the Board via email prior to this meeting</li> <li>• An internal assessment from the Education Department has resulted in the school receiving \$52000 for maintenance and repairs. Plan to use it to repair the paving, shade sails plus additional works around the school</li> </ul>	
8. Understand – NAPLAN DATA & WEC DATA	Actions
<ul style="list-style-type: none"> <li>• CM stated that she wanted to give an update on the schools NAPLAN data</li> <li>• SM &amp; CM attended PL (Professional Learning) for the new NAPLAN Dashboard: <ul style="list-style-type: none"> <li>- were able to see that most students took the hardest pathway which is excellent</li> <li>- were able to compare with other schools the pathways their students took and we were similar to our like schools in pathway destinations</li> </ul> </li> <li>• CM stated that the initial feeling of disappointment was unnecessary for two reasons: <ol style="list-style-type: none"> <li>1. The pathway our students took was much harder</li> <li>2. Some kids did very well on NAPLAN but don't demonstrate their strong capabilities in class</li> </ol> </li> <li>• Plan: <ul style="list-style-type: none"> <li>- goal setting for students</li> <li>- backward mapping for early years</li> <li>- Group Education Plan to hand over to teachers in the new year and Case Management of individual students to increase their output of knowledge and skills in class</li> </ul> </li> <li>• AT asked if some children performed worse than they do in class. SM responded that some did and so we need to engage students and provide a range of ways for them to demonstrate what they know</li> <li>• CM stated that conversations that have come from the extra information have been great and shared with staff who are using the information in their forward planning</li> <li>• ACER testing gave great information as well</li> <li>• SM explained that the WEC (Wellbeing Engagement Census) testing was completed by Yr 4, 5 &amp; 6 students</li> <li>• Miss Baros &amp; SM attended PL about the WEC data</li> <li>• A few areas were identified as a concern: <ul style="list-style-type: none"> <li>- Engagement and Flow</li> <li>- How children identified their own health</li> </ul> </li> <li>• The data was interrogated with some of the students in each of the year levels as focus groups to gain more information</li> <li>• Don't believe that the students fully understood all of the questions, particularly around engagement</li> <li>• Information will be put out to the community in a newsletter in the new year</li> </ul>	
9. Make – Community Representative	Actions
<ul style="list-style-type: none"> <li>• CM stated that she would like to plan a timeline for calling for and selecting a community member</li> <li>• There has been some interest, including a professor from UWA and a local community member</li> </ul>	<ul style="list-style-type: none"> <li>• CD to email Candidates and inform them that we will be revisiting in the new year and</li> </ul>

<ul style="list-style-type: none"> <li>• CM is keen to put the call out again for expressions of interest at the beginning of the new year. This can be done with the call for nominations for the vacated parent position</li> <li>• CM asked if members were happy to wait till the new year and call for expressions of interest. All members voted Yes</li> <li>• DW asked if we can approach people. CM responded yes</li> </ul>	we will be in contact then
<b>10. Understand – Parent Survey</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• CM apologised for not getting the data out to members earlier</li> <li>• LF collated data to find themes</li> <li>• All members read the document and then discussed</li> <li>• CM was asked if there were any surprises – answer was no, the themes were expected, which will be acted on in the new year</li> <li>• CM feels very good about the survey</li> <li>• KW asked if there were any good suggestions for improvement. CM responded that most of the comments were positive and there were things that we were already actioning. Before and After school came up again, which CM will put in the newsletter in the new year about why we don't have it here, and will also let parents know at parent information sessions in 2020</li> <li>• Traffic Management – looking at working with the City of Stirling and the Education Dept. in changing the parking on 3<sup>rd</sup> Ave</li> </ul>	
<b>11. Understand – “Thank a Staff Member”</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• CD presented the “Thank a Staff Member” Box and notes to the Board and discussed</li> <li>• Suggestions: <ul style="list-style-type: none"> <li>- Note to be bigger (postcard size)</li> <li>- Print on card</li> <li>- Change “Name” to “Staff Member”</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• CD to make changes and have ready for the front office for Term 1 2020</li> </ul>
<b>12. Understand – Correspondence</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• CD stated that an email was received from David Abbott regarding an expression of interest for the Community Member position</li> <li>• CM stated that she received an email with MD's letter of resignation</li> </ul>	
<b>13. Other Business</b>	<b>Actions</b>
<p>CD to add notice to Connect as reminder:</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	

Meeting Closed: AT closed the meeting at 7pm  
Next meeting: Thursday the 27<sup>th</sup> of February 2020 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: