

Mount Lawley Primary School Board
Minutes of Meeting
8th November, 2018



Attendees

Staff Members:

Cavelle Monck, Principal (CM)
 Grace Adam (GA)
 Helen Summers (HS)

Parent/Community Members:

Alberto Tassone (AT) (Chair)
 Cara Davis (CD) (Secretary)
 Mei-Ling Day (MD)
 Derek Watt (DW)

Co-opted non-voting members:

Observers:

David Abbott

Presenters/Others:

Lisa Freegard (LF)

1. Welcome, Introductions & Apologies

Actions

The meeting was opened by AT at 5.32 pm.
 Apologies were received from Mark Burns (MB)
 and Annaleise Grubisich (AG)

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 6th September 2018

Actions

The minutes of the meeting on 6th of September 2018 was accepted by MD and seconded by DW and approved.

4. Discussion – Action Register

Actions

1. Calendar – ongoing.
 - CM stated that it is still ongoing
2. Training Register
 - CD stated that is ongoing
 - CM stated that Police Checks are personal so the Secretary does not need to hold them and they are no longer to be published on the Register of Members. They are to be sighted by the Principal and then “Sighted” is written on the Register of Members
3. MD stated that she had a question regarding the Parent Survey. CM asked MD to ask it in General Business

CD to email the numbers to CM and then delete off the Register of Members

5. Understand – Board Chair’s Report	Actions
<ul style="list-style-type: none"> • AT stated that we may have noticed changes in the wording of the Agenda. AT then explained the new words: <ul style="list-style-type: none"> - Understand – Board to understand a decision that has been made by the Principal. Usually Operational issues. MD asked if it should be minuted and noted, CM replied that it should - Inform – Principal is making a decision but would like the Board’s feedback - Make – Board to make a decision in line with its scope • AT reminded the Board that we are representing all the students in the school and we need to remember this when liaising with parents • AT stated that if one parent complains/asks about something it is not necessarily for the Board at Board Meetings. It needs to be stated that it has been asked by “one” or “many” parents in order for us to have contextual understanding (ie. Is it a big issue or 1 parent who would like to share) • AT stated that we went overtime in our last meeting and asked how we would like to handle this for future meetings? <ul style="list-style-type: none"> - MD stated that historically this time of year is busy and we generally go overtime - MD asked if we should schedule an overflow meeting? AT & CM stated that we could do - DW asked if we could prioritise items. AT stated that we definitely could - AT stated that in future meetings with items not yet addressed he will ask if we wish to carry on and the Board can decide whether or not we will, or if we reschedule until an overflow meeting or table at the next meeting 	
6. Understand – Principal’s Report	Actions
<ul style="list-style-type: none"> • CM invited LF to present the Finance Report first • LF presented the Finance report and then left • CM stated that the PD day at the beginning of the term focused on NAPLAN and Differentiation <ul style="list-style-type: none"> - Helen and Ali have presented to the staff a number of times about the information they learnt at the Differentiation Professional Learning earlier in the year • The Principal was awarded a WAPPA (Western Australian Primary Principals Association) grant of \$3500. CM stated that she is going to use it to attend Professional Learning on Differentiation in Singapore in April next year • CM stated that reports are going online this semester. This means that the reports from this semester onwards will be electronic. Unfortunately reports prior to Semester Two 2018 will not be available online • Nature Playground Committee met: <ul style="list-style-type: none"> - Updates will be put on the P&C page of the school website - Teachers and students are currently submitting their ideas - There are 10 people on the committee - It is a positive and passionate committee • Leadership Team met: 	

<ul style="list-style-type: none"> - They have been discussing the Vision statement to keep it “fresh” for staff and students - Aboriginal Framework is being introduced next year. CG informed CM that a colleague of hers goes around to schools to help present the Framework to staff so maybe something we can access for next year • Planning for 2019 is happening • Surveys: <ul style="list-style-type: none"> - Staff and students are currently completing their relevant surveys - The Parent survey will go out in Week 7. CM stated that if we had any questions we wanted included on the Parent Survey we were to email her • EduCode: <ul style="list-style-type: none"> - Finishes up at the end of this term - The staff will be developing a strategic plan for Technology for 2019 - DW asked if we needed Emma next year. CM stated that Design and Technology and Digital Technology will be delivered by the teachers throughout the year and then reported on 	
7. Understand – Finance Report	Actions
<ul style="list-style-type: none"> • LF thanked the Board for the approval of the 2019 Booklists • LF stated that revenue is at 96% and expenditure is at 80% which is tracking really nicely • Finance Committee: Planning for 2019 is underway • At the next meeting the Board will be asked to review and approve the School Voluntary Contributions and Charges for 2019. They will be sent out as pre-reading • LF stated that she sought advice about the question MD raised at the previous meeting regarding parents being sent a statement of their unallocated credit. LF stated that the advice received was that parents are welcome to ask and can be informed but it is not a legal requirement to inform the parents regularly • AT asked why the curriculum area spending was low. LF stated that there were a number of factors including the generosity of the P&C, the spending of cost centre managers which was in line with our needs and transfer from reserve funds that were inflating the budget figures • AT asked if we need to spend all of the money or are you penalised. LF stated that we have a 96% minimum spend so you can't stockpile money. The one-line budget allows us to keep 4% and place it into Reserves but the reserves must have a clear plan attached for those funds 	
8. Understand – Community Report	Actions
<ul style="list-style-type: none"> • AG was absent so the Principal presented on her behalf • CM stated that traffic was still a big issue and a committee has been formed to address it with Neil Brodie as the Chair. They have been collecting data and will meet with the Principal with a draft plan • They have been looking at different ways to promote the P&C. Brooke Marshall will be working with LF on the P&C page of the school website • CM asked the P&C for feedback as to how they thought the school was traveling currently: the responses included positive thoughts regarding Sport; Student Services and Italian. 	

<p>Communication still continues to be an issue but Connect should resolve a lot of that in 2019</p> <ul style="list-style-type: none"> • “River Rangers” was suggested by one of the parents as a program to consider for the future • They are looking at P&C Voluntary Charges for 2020 and will make that a survey question 	
9. Make – Board Composition	Actions
<ul style="list-style-type: none"> • AT addressed the emails regarding the Board Composition: <ul style="list-style-type: none"> - AT read through the suggestions from the Department - AT asked for feedback from the members as to whether they felt the additional member should be Staff or Community: • GA stated that she felt a staff member would be the best idea • DW acknowledged that AT was a Community member but was also a parent in the school so would we want another parent • CM stated that if it was to be a Community Member they would need to have a specific skillset that the school needs • DW stated that his preference was – 4 parent, 4 staff, 2 Community • MD stated that she felt a Community Member would be more appropriate • HS asked if it could be looked at like recruiting? Can you approach a Community member and ask them? CM stated that yes we could • DW stated that voting isn't his concern. He stated that he felt that some criteria could be worked out and then a member of the community approached would be the best idea • CG asked what was Matt Osborne's reasoning for suggesting a staff member be the most appropriate option. AT & CM stated that Matt indicated that our Board was parent and community 'heavy' and that made it unbalanced • MD asked what we are identifying as skills we need currently • DW & CG stated that they felt a staff member and then co-opting a member of the community when needed was the best option • AT asked for consensus on adding in a staff member: <ul style="list-style-type: none"> - AT, CD, HS, GA, DW, CG, CM = Yes - MD = No - The motion was passed that the new Board Member would be a representative of the Staff. AT set the motion, CG seconded it • CM stated the she wanted it to be clear that correct procedure would be followed to elect the staff member • CM stated that the Board encompasses the whole community – staff, parents and community. She wants the Board to have robust conversations and she doesn't want anyone to feel that they do not have a voice. The perception of the Board comes directly from the Board as we rarely have observers at meetings so it's our job to let the parents and community know what we do • MD stated that people approach her regularly asking her to question things at meetings. She asked if she raises them in Other Business? CM stated that Other Business was the appropriate place. CM mentioned that people can email the School Board and then it will be brought up in Correspondence. CM asked CD to remind parents of the email address and encourage them to direct questions there 	<p>CD to write in the newsletter blurb about asking questions via the Board email</p>

and then they will be tabled in Correspondence	
10. Understand – Correspondence	Actions
<ul style="list-style-type: none"> NIL 	
11. Other Business	Actions
<ul style="list-style-type: none"> MD stated that she has a number of questions about Dance that have been asked by parents: <ul style="list-style-type: none"> How is that we select the provider? Does it go to tender? Is the price checked against what other schools are paying? CM stated: <ul style="list-style-type: none"> We are currently planning for 2019 and at this stage these will be some of the changes: As of next year Dance will not be happening for students in P-4 Dance will continue for Years 5 & 6. This is to prepare them for the Year 6 Dinner Dance. It is the highlight of the night. It is purposed and specific Dance (or another similar program) for P-4 may be run internally The Life Ed bus will not return in 2019 as the concepts are being taught by all classroom teachers The Gym Bus will not return in 2019 as the fundamental movement skills are covered in the PE program and by classroom teachers 	
12. NAPLAN Presentation	Actions
<ul style="list-style-type: none"> Ms Monck presented the 2018 NAPLAN results to parents and other Observers 5 parents/observers were present 5 Board members were present 	

Meeting Closed: AT closed the meeting at 6.30pm
Next meeting: Thursday the 29th of November at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: