





Mount Lawley Primary School Board
Minutes of Meeting
9th August, 2018 FINAL




Attendees	
Staff Members: Cavelle Monck, Principal (CM) Grace Adam (GA)	
Parent/Community Members: Alberto Tassone (AT) (Chair) Cara Davis (CD) (Secretary) Christina Gray (CG) Derek Watt (DW)	
Co-opted non-voting members: Annalise Grubisich (AG)	
Observers: NIL	
Presenters/Others: NIL	
1. Welcome, Introductions & Apologies	Actions
The meeting was opened by AT at 5.32pm. Apologies received from Mei-Ling Day (MD), Helen Summers (HS) and Mark Burns (MB)	
There was less than 60% of members present in person, therefore a quorum was not formed. The Agenda was confirmed.  Adobe Acrobat Document 0. MLPS Board Agenda 9th August 2018 1	
2. Disclosure of Interests	Actions
NIL	
3. Decision – Minutes of Meeting 21st June 2018	Actions
The minutes of the meeting on 21 st of June 2018 was accepted by CG and seconded by DW and approved.  Adobe Acrobat Document 3. MLPS Board Minutes 9th August 2018 FI 1	
4. Discussion – Action Register	Actions
1. Communication Policy Subcommittee – <ul style="list-style-type: none"> • To be discussed as an Agenda Item 2. Calendar – ongoing 3. Communication: Board Blurb for noticeboard – <ul style="list-style-type: none"> • CD informed the Board that is completed and has 	CM to continue working on the calendar

<p>been put up. CD proposed that it be deleted from the Action Register</p> <p>4. Training Register</p> <ul style="list-style-type: none"> • CD stated that is ongoing • CM informed the Board that training for Chair and the Principal will be held on the 6th of Sept  <p>Adobe Acrobat Document</p> <p>4. MLPS Board Action Register 9.8.18 1</p>	Delete
<p>5. Information – Board Chair’s Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • AT stated that there is not a lot of Board business occurring at the moment other than the Communication Policy • AT stated that he has noticed a lot of positive chatter in the yard. He also stated that at different sports events he has heard people whose children don’t attend the school speaking very positively about MLPS 	
<p>6. Information – Principal’s Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • CM stated that there is a lot going on around the school at the moment • The term started with 2 PD days for the staff. <ul style="list-style-type: none"> - The first was the Hub Conference which included a range of different learning experiences - The Early Childhood staff did Walker Learning. Walker currently is taught/used in the Pre-Primary classes but is designed for K-9. There is only 1 school in WA that is accredited for K-9. Walker in the middle to upper primary years is called “Engagement Matters” and Sandra Martin is trialling some strategies in her class - Day 2 was at the school for our staff only and was run by Emma Bibra who was upskilling the staff in EduCode. The staff also reviewed where they were all going as a staff and there was staff teambuilding • EduCode is up and running and there has been very positive feedback. 100% of the students are participating. The teachers are loving it • CM had called for feedback on Italian. Not a huge response but all the feedback given was very positive • Census was completed last week • Athletics Carnival preparation currently happening • Cross Country was held on Friday the 3rd of August and was successful • Admin will start to look at staffing and classes for 2019. It is a difficult time for staff who are fixed term • CM & GA attended a day’s training for NAPLAN online. <ul style="list-style-type: none"> - MLPS will be going online for NAPLAN next year. - The main difference between hard copy and online, the online will adjust questions based on previous answers. - Writing couldn’t be done online this year which is the reason for the hold up in the results. - MLPS are in the second cohort to go online - AT asked if when we go online will we still be compared/benchmarked to the current “like” schools. CM and GA stated that all schools will be online in 2019 so yes 	

<ul style="list-style-type: none"> - CM reminded the Board members to be careful what you pay attention to in the media regarding NAPLAN and that our school's practice is that NAPLAN is not the only or most important assessment for our students • Staff have been working on the school's Behaviour Management Plan. Board members were provided a copy and asked to look at it and provide feedback. Members were told that this document is not to be shared with the community yet • CM stated that Communication Policy is being finalised however a new Award/Agreement for Teaching staff has been released so some wording may need to change • The whole staff are currently reviewing the programmes and determining whether they will be kept, removed or modified next year. CM reminded the members that all current whole school approaches will stay in place for 3 years (the life of our BP) • Reporting, Marking, Work Sample & Portfolios are being discussed at the moment with a lot of robust conversations being had <ul style="list-style-type: none"> - The decision has been made to stop Work Sample folders and Portfolios from now on - There will be a reduction in marking. There is not a worry for ticks in a workbook, the teachers want to and will be providing face to face feedback at the time. Instead of every question being marked the teachers will initial the page to show that they have viewed it and that corrections/feedback have been given to the student - CM asked the Board to help get parents to understand this change/cultural shift. - There is an online platform called "Connect" which provides reports via email and then can be accessed at anytime – the school is looking at sending reports home via Connect in Semester 2 • Extension groups, Dance etc, are happening • A number of workshops happening over the remainder of the term <ul style="list-style-type: none"> - Boundaries, Bouncing Back and Blessings – Wednesday 15th August - STEM – Thursday 16th August - Mathematics (Yrs 3-6) – Wednesday 29th August - Gifted & Talented – Wednesday 12th September - See Calendar on the school's website for more info • CM stated that overall the school is travelling very well and there is a lot of positivity • CM stated that they were happy to hear suggestions for future workshops • AT asked if the staff are trained in using an EpiPen. CM stated that all staff are trained in EpiPen and Asthma each year • AT asked, in relation to the change in the marking/reporting, if peer to peer marking is used. CM stated that it is used. CM also stated that all changes being made were made with lots of thought and consideration and for the best outcomes for the students – is this the best impact for the kids? • DW asked, in relation to the change in the marking/reporting, if it would be helpful to call for parent feedback for what they would like to see. CM stated that if they called for feedback they would be inundated and it would not be the best at the moment as staff are working through what will work best as 	<p>Board Members to read Behaviour Management Plan and email feedback to CM</p>
---	---

<p>they are the experts regarding writing reports to the standards required</p> <ul style="list-style-type: none"> GA stated, in relation to the change in the marking/reporting, that the staff are having lots of very robust conversations and this level of discussion is very important to ensure best outcomes for children 	
<p>7. Information – Finance Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> LF is an apology for the meeting CM stated that she was happy to take questions arising from the report which was pre-reading All members stated that LF is fantastic in the work she does Booklist are currently with staff and then they will come to the Board for review and endorsement AT asked if the school were looking at grants to apply for. CM stated that they are and have applied for a few but they have been unsuccessful. AT asked if we are able to have a look at successful applications to help us write ones that are successful. CM explained that each grant was different and required a different write up depending on the criteria. One of our successful grants was information sent to us by a parent and early childhood applied for and was successful – it gave them gardening/sustainability supplies  <p>Adobe Acrobat Document</p> <p>7. Finance Report 9 August 2018 1</p>	
<p>8. Information – Community Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> AG stated that the main focus of the last P&C meeting was the Social & Fundraising aspect: <ul style="list-style-type: none"> Colour run raised over \$15000 Toasty Tuesday has raised about \$2700 Hub Conference: Morning Tea was one of the highlights of the day 25th August is the Casino Night School Banking was discussed: <ul style="list-style-type: none"> The P&C members discussed whether it would continue GA asked if there was a reason why AG stated that it is Cindy's last year in the school who has been running it as well as it was questioned whether we are seen as promoting a particular bank and if so, should we be? Ethically is it right to have a commercial bank come into the school? CG asked how many use it and AG responded that there are about 60 (*actual number given at P&C later that evening was 80) The wish list was discussed and fully endorsed The P&C with the help of Simon Millman were successful in obtaining a crossing guard at Clifton Cres 	

<ul style="list-style-type: none"> Uniform Shop – profit margin has decreased as there has been an increase from the suppliers. Expect to see a price rise at some point 	
9. Action – Nature Playground Sub-Committee	Actions
<ul style="list-style-type: none"> CM informed the Board that she had approached the Education Department to purchase the block next door. Albert Tassone (AT), Bradley Farrell (BF) and Neil Brodie (NB) with CM put together a proposal. Western Power agreed to come on board if the Education Department purchased the land. Unfortunately, the Department said no. CM investigated if the school could purchase the land and enter into an agreement where the school would effectively 'rent it' back from the department – this was also denied CM explained that her plan was to use that block for the Nature Playground All avenues have been exhausted and it is a definite 'no' now It was asked would it work if the land was gifted to the school. CM explained that it would always belong to the Education Department and therefore they could do with it what they want at any point – MLPS would never "own" it The current plan is to now explore two playgrounds – one outside the Art Room and the other in the Junior Primary area CM called for a subcommittee to be formed that consisted of a Board member, a P&C member, staff, parents & community members. CM explained that their primary role would be to get feedback from the community about what these playgrounds could look like and where we could possibly source some materials. The goal was for it to not be commercially made – loose parts, rocks, sticks etc DW asked what the timing for this was? <ul style="list-style-type: none"> CM stated that the P&C generally like to try and spend the money that is raised in the year it is raised however acknowledged it is getting late in the year so it may be organised now and perhaps be built over Christmas/new year She also stated that without the playground we don't meet some of the elements of the National Quality Standards (for Early Childhood) which is to provide an outdoor space as a learning environment CM would like the committee to formed within the next two weeks AG asked if it junior focused. CM said no CM stated that the oval must be kept intact The space must be as natural as possible GA asked who would head the committee. CM stated that they would wait and see who wanted to be on the committee DW & GA volunteered to be on the committee 	

10. Discussion & Action – Communication Policy	Actions
<ul style="list-style-type: none"> • GA explained that MD was initially planned to present but due to her absence she was doing it instead • GA explained that a subcommittee has been working on the changes to the policy since last term • All members were provided with a copy of the Communication Policy and GA explained that all the amendments were highlighted – See Communication Policy for changes • GA went through every amendment and explained them • GA stated that on page 5 the change was a new insert due to changes in the Education Department Policy • Page 6 – AT asked if it is best to encourage “in person”. <ul style="list-style-type: none"> - GA explained that staff are encouraged/guided to remind parents to make an appointment and not speak to them in detail at drop off or pick up • Page 6 – the wording “2 working days” was discussed <ul style="list-style-type: none"> - CM stated that the wording needs to be amended to incorporate the new award/agreement - AT suggested that the wording be changed to “2 school days” • DW stated that on page 4 the word “be” was missing • DW asked if there is a provision for separated families <ul style="list-style-type: none"> - CM stated that a paragraph/statement is needed to reference that two lots of correspondence, two copies of reports and any issue raised by an individual parent will be communicated to that parent  <p>Adobe Acrobat Document</p> <p>Communication Policy August 2018 Final 1</p>	<p>GA will make changes and resend to the Board</p> <p>Board members are to “Reply All” with any other suggestions and endorsement</p>
11. Discussion – Delivery Performance Agreement (DPA) & Business Plan (BP)	Actions
<p>DPA – Introduction</p> <ul style="list-style-type: none"> • MOVED TO NEXT MEETING AS QUORUM WAS NOT FORMED <p>Business Plan – Page 3</p> <ul style="list-style-type: none"> • MOVED TO NEXT MEETING AS QUORUM WAS NOT FORMED 	
12. Discussion & Decision – Board Minutes on Website	Actions
<ul style="list-style-type: none"> • AT stated that we needed to look which minutes need to be on the website and for how long they need to be there • DW suggested that all of the previous years as well as all for this year so far was appropriate with a note stating that all are available upon request • CM stated that there is no legislation regarding what information needs to be on a website as not all schools have one. If you have a website it is totally at the school’s discretion what is on it – what is most important is that the community knows they have access to the minutes at any time on 	<p>CD is to email all members of the Board stating that we discussed which minutes and for how long they should be on the website. All present agreed that all of the previous year and all for the current year was appropriate. Members are asked to “Reply All” with an endorsement or other</p>

<ul style="list-style-type: none"> request, as transparency from the Board is key AG stated that last years plus current was appropriate It was stated that policies that the Board are responsible for are not in the Board section of the website (Communication, Uniform and Religion). CM stated that they are in the “Our School – Policies and School Plans” section and are in a subsection that indicates they are part of the Board’s governance 	suggestions/feedback
13. Information – Correspondence	Actions
<ul style="list-style-type: none"> An email from a community member was received asking about the Parent Survey being available on the MLPS website. This has been rectified and the community member made contact via email acknowledging thanks 	
14. Other Business	Actions
<ul style="list-style-type: none"> NIL 	

Meeting Closed: AT closed the meeting at 7.10pm
Next meeting: Thursday the 6th of September at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: