

**Mount Lawley Primary School Board  
Minutes of Meeting  
23 November 2017**



**Attendees**

**Staff Members:**

Cavelle Monck, Principal (CM) (Chair)  
Grace Adam, Deputy Principal (GA)  
Debbie Taylor (DT)

**Parent/Community Members:**

Cara Davis (CD) (Secretary)  
Davis Abbott (DA)  
Mei-Ling Day (MD)  
Alberto Tassone (AT)  
Gemma Scarparolo (GS)  
Mark Burns (MB)  
Amy Lander (AL)  
Tim Dickie (TD)

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

None

**Observers:**

Sandra Martin (SM)

**Presenters/Others:**

Lisa Freegard (LF), Corporate Services Manager

**1. Welcome & Apologies**

**Actions**

The meeting was opened by CM at 7pm. Apologies were received from Narrelle Thambipillari. CM noted that SW had tendered his resignation from the Board.

There being not less than 60% of members present in person, a quorum was formed. The Agenda was confirmed.!

**2. Disclosure of Interest**

**Actions**

No conflicts of interest were disclosed

3. Decision – Minutes of Previous Meeting	Actions
<p>Some minor clarification amendments to the minutes of the previous meeting were agreed. The minutes of the meeting were proposed by MD and seconded by AT and approved.</p> <p>The minutes of the closed component of the meeting were proposed by TD and seconded by GA and approved.</p>	
4. Discussion - Action Register	Actions
<p>CD presented the Action register. It was noted that most actions were to be addressed on today's agenda. The Board agreed that items 2017/14 and 2017/16 were complete and could be deleted.</p> <p>Those not on the agenda:</p> <ol style="list-style-type: none"> <li>1. Parent Survey – actioned for 2018</li>   <li>2. Proposed Board Induction packs for 2018</li>   <li>3. Communication – notice board and possible spot on website and newsletter</li>   <li>4. Succession Plan – change to composition to be stated specifically</li> </ol>	<p>CD to add actions from meeting to Action Register and distribute</p> <p>CM to compile pack and present in 2018</p> <p>CD to collect up photos of members for the notice board for 2018</p>
5. Principal's Update	Actions
<p>CM presented the Principals update:</p> <ul style="list-style-type: none"> <li>• They have all been very busy working on the Business Plan</li> <li>• Dance Performances were successful. Those parents that CM spoke to loved it and want it again next year</li> <li>• Chess – students did very well. National championships in Sydney in Dec</li> <li>• School Psychologist has been employed 0.5 (two and half days)</li> <li>• All teachers undergoing Performance Management</li> <li>• Teachers currently writing reports. Closed and submitted tomorrow</li> <li>• Morning Tea for Rm 15 (most parent surveys returned) was very successful. Board were presented with cards/letters</li> <li>• K to PP transition happened last week (13/11/17). The K students spent the morning in the PP classes. Great morning had by all. Very positive feedback form parents</li> <li>• Incoming Kindy parent's information meeting next week (29/11/17)</li> <li>• Spelling Bee – huge success</li> <li>• Languages Teacher and Primary Teacher positions advertised</li> </ul>	

6. Decision – Business Plan - Feedback	Actions
<p>CM ensured all members had received a copy of the latest version of the Business Plan. She asked that members remember that this is MLPS first business plan and remember that other schools are onto their 3<sup>rd</sup> which is why ours looks different to theirs.</p> <p>CM explained that the Business Plan was firstly for Teachers and that they are held to account over it. Secondly it is for parents, both current and new.</p> <p>The document was reviewed thoroughly and suggestions made and discussed.</p> <p>The use of the term “Public School” was discussed and CM undertook to consider.</p> <p>MD &amp; DA thanked CM for the opportunity to give so much feedback on this document</p> <p>CM has asked the Board to approve the final document via email</p>	<p>CM to circulate final version of the Business Plan via email and Board to approve by Monday 27.11.17</p>
7. Information – School Performance Against Targets	Actions
<p>CM informed the Board that these were not available yet as the management team had been focused on drafting the Business Plan. Item to be included in Agenda for first meeting of 2018.</p>	<p>CM to present to the Board in 2018</p>
8. Information – Board Membership - Jan 2018	Actions
<p>TD explained that nominations have been called for and close tomorrow (24<sup>th</sup> Nov 17) at 4pm.</p> <p>Three nominations have been received to date. If no more received an election would not be necessary. If any more received an election would be held and LF to coordinate/manage if necessary. Hope is for the process to be concluded by the end of the term. TD acknowledged the efforts of LF in running the process.</p> <p>It was noted that it is anticipated that NT will resign from the board following her permanent appointment at Clayton View Primary School. AL advised that she would be resigning as she will no longer be a parent in 2018.</p>	<p>TD &amp; LF to liaise on next steps.</p> <p>CM to discuss with NT.</p>

9. Discussion – Parent Survey	Actions
<p>DA presented the data from the Parent Survey to the Board. He reminded us of the importance of the confidentiality of the parents and asked that no comments were to be discussed outside of the meeting.</p> <p>Main points of discussion:</p> <ul style="list-style-type: none"> <li>• Positive responses</li> <li>• Areas of concern</li> <li>• Website and the most requested forms of communication</li> <li>• Recommendations for Board Consideration</li> </ul> <p>The hard work of DA in compiling the Survey, and analyzing and presenting the results was acknowledged.</p>	<p>CD to publish results, without comments, on the MLPS website</p>
10. Discussion – Board Survey	Actions
<p>TD presented the results from the Board Survey and it was discussed. It was noted that the Development Areas identified would form the basis of the Board’s Targets for 2018.</p> <p>Acknowledgement to Tim for managing the Survey, analyzing and reporting the results.</p>	<p><b>Board to develop performance targets for 2018.</b></p>
11. Information – Performance Against Board Plan	Actions
<p>TD presented the Board Performance Against Targets 2017.</p> <p>Target 1 was discussed. It was agreed that it was not yet completed and would be changed to orange.</p>	<p>TD to update</p>
12. Information – Uniform Policy Update	Actions
<p>CM noted that there was no feedback from community so proposed changes were deemed to be accepted.</p>	<p>DA to resend amended Uniform Policy to CM &amp; CD CD to upload to Board Website</p>
13. Information – Timetable Change	Actions
<p>CM explained that community consultation was underway and the deadline for feedback closes tomorrow (24.11.17) at 4pm. Results of feedback will be shared with the community thereafter,</p> <p>It was also explained that it was not conditional on Before/After School being onsite.</p>	

<b>14. Information – Before &amp; After School Care Sub-Committee</b>	<b>Actions</b>
<p>DA presented findings of the Committee:</p> <ul style="list-style-type: none"> <li>• Proposals were received from 2 of the 4 providers which had expressed an interest;</li> <li>• 16/17 children could be catered for by providers due to the size of the room available.</li> <li>• Demand from 50 - 70 students would need to be catered for based on feedback from parents</li> <li>• The Committee had therefore recommended that the School was unable to offer before and after school care;</li> </ul> <p>It was noted that various external providers nearby had capacity and/or were expanding.</p> <p>DA thanked SM and CM for all their work and for exhausting all options.</p> <p>Thanks to DA for all his hard work also.</p>	<p>CM to publish in next week's newsletter (29.11.17)</p>
<b>15. Decision – Finance Report and 2018 Voluntary Contributions and Charges Schedule</b>	<b>Actions</b>
<p>LF informed the Board that the One Line Budget is still being worked on and would be presented for approval at the first Board meeting of 2018.</p> <p>The Finance Report was taken as read and LF asked for questions. No questions were asked.</p> <p>Voluntary Contributions and Charges Schedule were discussed.</p> <ul style="list-style-type: none"> <li>• It was asked if the option of part payments could be given for both the School Contribution and the P&amp;C contributions. It was agreed that it could and LF would amend the document to reflect this.</li> <li>• Collection of money will not happen by the teachers in 2018.</li> <li>• It is being proposed that each child have a credit account that parents would fund at the beginning of the year and when payment for activities is required it is taken from this account</li> <li>• LF stated that the Finance Committee met last week and have recommended that the Board approve the 2018 Voluntary Contributions and Charges Schedule - MB proposed, TD seconded approval.</li> </ul>	<p>LF to present One Line Budget to Board for approval in Term 1 2018</p> <p>LF to amend Voluntary Contributions to show part payment options for both school charges and P&amp;C contributions</p>
<b>16. Information – P&amp;C Report</b>	<b>Actions</b>
<p>No Report</p>	
<b>17. Information – School Development Days</b>	<b>Actions</b>
<p>Noted</p>	

<b>18. Information – Attendance &amp; Training Register</b>	<b>Actions</b>
Not presented.	
<b>19. Information - Correspondence</b>	<b>Actions</b>
Thank you cards and letters from the student of Rm 15 were received	
<b>20. Other Business</b>	<b>Actions</b>
<ol style="list-style-type: none"> <li>1. First meeting for 2018 - CM proposed that she look at the calendar and attempt to marry Board and P&amp;C days and times</li> <li>2. The Chair acknowledged the outgoing members Steve, Tim, Amy, Mei-Ling and Gemma. It would like to be specifically noted the work of Steve as Chair and Tim as Secretary. Thank you.</li> </ol> <p>There being no other business the meeting was closed at 9pm</p>	<p>CM to provide via email proposed dates and times for 2018</p>

Next meeting: To Be Advised