

**Mount Lawley Primary School Board**  
**Minutes**  
**21<sup>st</sup> May, 2020 Final**



**Attendees**

**Staff Members:**

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

**Parent/Community Members:**

Albert Tassone (AT) (Chair)  
 Cara Davis (CD) (Secretary)  
 Derek Watt (DW)  
 Jennifer To (JT)  
 Sian Zador (SZ)  
 Nathan Curnow (NC)

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

**Observers:**

**Presenters/Others:**

**1. Welcome, Introductions & Apologies**

**Actions**

Due to COVID-19 restrictions, the meeting was held via Webex. The meeting was opened by CM at 5.30pm. No apologies were received.

**2. Decision – Minutes of Meeting 27<sup>th</sup> February 2020**

The minutes of the meeting on 27<sup>th</sup> of February 2020 were discussed with some amendments regarding succession plans to be made.

- AT to email CD the amendments
- CD to email amended minutes to members for approval

**3. MEETING**

**Actions**

- CM welcomed everyone. She introduced and welcomed Nathan Currow and Sian Zador:
  - Nathan is the Board's new Community Member and he is a secondary teacher/Head of Department, Science
  - Sian is the Board's newest Parent Representative with children in Kindy and Year 1
  - CM explained that more 'formal' introductions and induction will occur when we next meet in person
- CM discussed the impact of COVID-19 on our school:
- Attendance:
  - Week 6 was when things really changed as students began staying at home in self-isolation
  - Some children have been absent from as early as Weeks 3 & 4
  - Some students still away due to health issues with either themselves or parents
  - Attendance was 96% today

- CM – public schools are taking direction from the Minister, the Premier and the Director-General
- Staff:
  - Have been amazing
  - Coming to school and being extremely professional whilst having their own lives at home put on hold
  - All staff were very prepared for complete online learning for Term 2
  - The office/Admin team have been very busy behind the scenes with compliance and general running of the school
- Cleaners - Two onsite every day plus regular morning and afternoon cleans
- Students:
  - Reasonably settled
  - Some are finding it a bit unsettling and school will put necessary supports in place where needed
  - Older kids in particular are finding it harder to get up in the morning after being at home for so long
  - Staff and students have been vigilant with hand hygiene
- Parents:
  - Have been amazing
  - Kind, understanding and respectful
  - Staff have greatly appreciated the emails from parents thanking them
- Budgets:
  - Are being reorganised due to COVID
  - As we are a very well-resourced school, this is okay
  - We have heaps of soap, sanitizer and toilet paper
- CM called for feedback and questions from Members:
- DW:
  - stated that his children attended until the end of week 9 and they thought it was fabulous
  - asked if all the work that went into Distant Education can be packaged up and handed on as it would be a shame for all the work to be done in vain?
  - CM responded that the platform was for a specific purpose. It was designed to be parent friendly. The Health and Wellbeing component/checklist is continuing and the data coming out is really worthwhile to see how children are tracking
  - DW asked if the “lockdown” situation was to happen again in a few months could the work be used or would the staff have to do it all again?
  - CM responded that the structure would be able to be used but the content would have to change
- NC:
  - asked what has been the feedback from the staff/what have the staff got out of the Distance Education process
  - CM responded that using “Teams” platform (file sharing etc) has been very useful for all the staff and they are very keen to continue using it moving forward
  - CM stated that teachers worked together really well and so have a solid understanding of what each year level is doing
  - CM also stated that Alison Hawkesford tied everything together and made sure the platform they used was safe for the students. The seriousness of the safety was paramount and Alison drove that from very early on
- NC:
  - asked if our teachers accessed the “Connected Learning Hub and Program Sequences” and created lessons

<ul style="list-style-type: none"> <li>- CM responded that the staff knew it was there but didn't necessarily access it. The school is now using this learning Hub for children away due to health issues</li> <li>• AT:       <ul style="list-style-type: none"> <li>- Stated that Businesses/Industries went to a lot of work and expense to set up protocols etc and the school has done the same. He asked if they can be used for the future ie. children who spend a lot of time in the hospital?</li> <li>- CM responded that children that spend a lot of time in the hospital are handled by the Department of Education medical team</li> <li>- CM explained that when a teacher is sick they provide their Daily Work Pad for the relief teacher. Teachers can build their own relief platform so a relief teacher could access it. It could also potentially be used for children of trauma who sometimes have poor attendance of a way of keeping them engaged with school</li> </ul> </li> <li>• SZ:       <ul style="list-style-type: none"> <li>- asked how are we supporting the teachers</li> <li>- CM responded that Sandra Martin, Grace Adam and Cavelle check on teachers regularly. CM stated that Mental Health is a focus for staff. There are options for staff if they aren't travelling well and they are encouraged to look after their own mental health, using a range of supports, with their line manager as a strong support also. Student Services staff are also assisting where needed. Morning tea organised by the parents as well as emails have had a significant positive impact on staff mental health and wellbeing</li> <li>- SM stated that they are working at identifying staff at risk and they are providing gentle check-ins where needed. The teachers care for each other is amazing. She stated that she hopes the teachers feel cared for. She asked KW if she feels supported. KW responded that she absolutely feels cared for and supported.</li> <li>- SZ asked CM if she feels supported. CM replied that she does thank you; by both staff and the community</li> </ul> </li> <li>• CM:       <ul style="list-style-type: none"> <li>- Stated they had been doing a lot of self-care recently and now they needed to work on "other care". Teachers will be assigned another teacher to check in on etc (leave a note etc). "Other Care Plan"</li> </ul> </li> <li>• NC:       <ul style="list-style-type: none"> <li>- Reporting – there have been statements about what needs to be in and not in etc. How are the teachers feeling about that?</li> <li>- CM responded that normally teachers would be writing reports during the school holidays but obviously that hasn't happened this year. They have kept the reports as simple as they can. There will be an English, Maths and Specialists comment. She is hopeful that the parent community will be respectful of what they have provided. The Distant Education work (work at home) won't be used for assessment. CM asked that Board Members explain to parents when they see them in the community, that the reports need to be different this semester and that Semester 2 reports should be back to normal</li> <li>- NC thanked CM and stated the he knows reports can be a stress point</li> </ul> </li> <li>• CM:</li> </ul>	
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<ul style="list-style-type: none"> <li>- asked members how they think parents feel about reporting</li> <li>- CM outlined some intervention strategies that are being used to assist those students who are having some gaps</li> <li>- JT stated that she thinks parents will be very understanding. She asked if LAP and academic intervention programs can be done online by volunteers to help?</li> <li>- CM replied that there is a teacher on staff who is working on intervention in the junior classes.</li> <li>• SZ:       <ul style="list-style-type: none"> <li>- asked if the idea is that children will be at where they would have been had Covid-19 not happened?</li> </ul> </li> <li>• CM stated that it was a great question but they honestly don't know the answer, although we would hope that as we differentiate, teachers would continue to teach from point of need. Teachers are now working to settle kids in and then will start some assessments, fill in any gaps and continue to work through the curriculum</li> <li>• DW:       <ul style="list-style-type: none"> <li>- stated that some children have only missed 4 days of school and that it will all come out in the wash. He also stated that he trusts that info will be provided if there is concern</li> </ul> </li> <li>• CD:       <ul style="list-style-type: none"> <li>- Stated that she agrees with DW and trusts that the teachers would have been in contact if they have concerns and that there shouldn't be any surprises in the reports</li> <li>- CM stated that teachers have been asked to contact parents about any concerns</li> </ul> </li> <li>• CM:       <ul style="list-style-type: none"> <li>- asked what the feel is in the community?</li> <li>- CD responded that she is happy and hasn't had any feedback from parents</li> <li>- AT stated that everyone feels safe and traffic has been notably better</li> </ul> </li> <li>• DW:       <ul style="list-style-type: none"> <li>- asked what are the major things that are going to "take a hit" – ie Business Plan? What are the big things we are going to have to catch up on?</li> <li>- CM replied they are under the pump with compliance at the moment. The DG has instructed for everything to be put on hold – Business Plans, School Reviews etc. School activities like sports carnivals etc are also postponed and potentially some things will be cancelled. The school is waiting for a directive about the next phase before decisions can be made</li> </ul> </li> <li>• DW:       <ul style="list-style-type: none"> <li>- asked if Lisa Freegard is being replaced? Is she covered?</li> <li>- CM responded that Lesa Miletto has always done the "Manager of Corporate Services" (MCS) role in Lisa Freegard's absence so she has been employed in the role for the next 6 months. Lisa's Board position has been put to staff for nominations</li> <li>- JT asked if we will be getting updated financials?</li> <li>- CM responded that we won't at the moment until the budget is fixed and we have a clearer picture of where money will be allocated</li> </ul> </li> <li>• CM:</li> </ul>	
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<ul style="list-style-type: none"> <li>- asked how our children are coping at the moment with gate drop off etc?</li> <li>- JT answered that her children love it</li> <li>- SZ stated that it is much easier for her daughter</li> <li>- CD – stated that her children are doing well</li> <li>• CD: <ul style="list-style-type: none"> <li>- asked when parents will be allowed back on site?</li> <li>- CM replied that they don't know. It is out of the school's hands but think it may not be for some time yet.</li> </ul> </li> <li>• CM: <ul style="list-style-type: none"> <li>- Stated they would like to keep the morning drop off system the same and the parents on site in the afternoon moving forward. How do you think that would be received by the parents?</li> <li>- SZ asked if they would need to think about how the before school communication with staff would work? CM agreed that they would.</li> <li>- JT suggested that maybe once a week Kindy staff could allow parents to stay and speak to teachers if needed. CM stated the school will look at all options and invite parent input</li> </ul> </li> <li>• CM: <ul style="list-style-type: none"> <li>- Stated that MLPS was chosen as a test school for the Telekids Research. This hasn't been approved by Ethics yet so it may be some time before it begins. We will either be a control school who complete surveys or a test school where staff and students will have cheek and nasal swabs. CM stated that she will let the community know as soon as the school knows. Parents can give consent for their child to be a part of the study and consent can be withdrawn at any point</li> </ul> </li> <li>• CM: <ul style="list-style-type: none"> <li>- asked that members email any further ideas and feedback to her</li> </ul> </li> </ul>	
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Meeting Closed: CM closed the meeting at 7.02pm  
Next meeting: Thursday the 18<sup>th</sup> of June 2020 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature