

**Mount Lawley Primary School Board
Minutes
27th February, 2020 FINAL**



Attendees

Staff Members:

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

Parent/Community Members:

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

Co-opted non-voting members:

Observers:

Presenters/Others:

1. Welcome, Introductions & Apologies

Actions

The meeting was opened by AT at 5.35pm. Apologies were received from Sandra Martin (SM).

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 5th December 2019

Actions

CM asked that the minutes were amended as advice was given that individual candidates for the Community Member representative should not be named. They should be referred to as candidates only. CD amended the minutes to reflect this. The minutes of the meeting on 5th of December 2019 was accepted by AT and seconded by DW and approved.

4. Discussion – Action Register

Actions

1. Summary of each meeting
 - CD stated that this is ongoing
2. Review of Chair and Secretary
 - CD stated that this will occur this meeting
3. Elect Community Member
 - CD stated that this will occur this meeting
4. Review Calendar
 - CD stated that this will occur this meeting
5. Endorse Annual Report
 - CD stated that we will discuss the Annual Report this meeting as it needs to be endorsed by the end of Term 1
6. Board Inductions
 - CD stated that it is ongoing
 - CM stated that there is a new “Terms of Reference” (TOR) & new Information Package which has been put out by the Education Department

- CM to email/place on Connect the new TOR

<ul style="list-style-type: none"> • Training Modules - we need to decide as a Board how we want to keep up to date with these modules. It was suggested that we could all read a module and then discuss it at a meeting. It was agreed that every 3 years members should revisit the modules 	<p>and Information Package</p>
<p>5. Understand – Board Chair’s Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • AT stated that there was a nice range of Board Members who spoke at the different parent information evenings • AT thanked the Board Members for speaking at these meetings • AT stated that the P&C Dad and Kids Camp Out was a success <p><i>DW arrived at 5.37pm</i></p> <ul style="list-style-type: none"> • The numbers were capped this year for the camp out which worked well for space and safety 	
<p>6. Understand – Principal’s Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • CM stated that the school has had a beautiful start to the year. The students have settled well and the staff are very enthusiastic about the year ahead • The welcome back breakfast was successful. There are lots of new families in the school this year and it was nice to see many of them in attendance. Those new parents that CM spoke to, spoke of the very positive reputation the school has both locally and interstate • Grace is still at South Ballajura and will be for another week • Sandra away until further notice with broken arm/wrist from camp • At the census there are 522 students in the school • There is one class down this year and the teachers have noticed the difference in the playground/oval – more space • CM thanked the members who spoke at the parent information evenings • School Review will occur next term. Leadership have already met with staff and they will meet with the Board and P&C next • Overall the school is very busy • Performing Arts has started • Clubs have started • Band and ensembles have started 	
<p>7. Understand – Finance Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • LF stated that everything is very preliminary at this stage • One Line Budget – looks similar to last year. LF stated that it is going to be a tight year. Confirmation of budget will occur in March • Finance committee has been established. The new members have a two-year tenure each. New Members are: Lesa Mileto, Brooke O’Brien and Anthea Baros • Kindy are having a ramp installed. The Education Department are installing the ramp and moving some fencing at their cost • “Introduction to School Finance” booklet is available to read in the Information and Reference folder in Connect 	<ul style="list-style-type: none"> • LF to place the full report in the meeting folder in Connect • Members to read and provide feedback to LF

8. Make – Review of Chair and Secretary	Actions
<ul style="list-style-type: none"> • CM reminded members that school Boards do not have an AGM and that the roles of Chair and Secretary are vacated at the first meeting of the year and a 'review' is held • CM opened nominations for Board Chair • DW nominated AT. AT accepted nomination. All in favour – unanimous vote in favour • CM opened nominations Secretary • KW nominated CD. CD accepted nomination. All in favour – unanimous vote in favour • AT stated the “Survey of Board Effectiveness 2019” was tabled and reviewed at the meeting. The results were on the whole very positive with a few comments regarding finance report comprehension to which Lisa Freegard is in the process of composing a guide to understanding. Discussion also precipitated a conversation regarding timing of board terms and staggering roll off and roll on positions to allow for a smoother transition of the board. 	
9. Make – Community Representative Election	Actions
<ul style="list-style-type: none"> • AT stated that there had been a call out at the end of last year and again at the beginning of this year for a Community Member Representative • There are two candidates • A robust discussion was had and the bios of each were discussed thoroughly • AT called for a vote • The successful candidate was elected by a majority 	<ul style="list-style-type: none"> • AT to contact candidates via email with outcome by COB Friday the 28th of February 2020
10. Understand – Annual Report	Actions
<ul style="list-style-type: none"> • CM stated that the Annual Report currently being completed • Annual Report must be up on the school website by the end of Term 1 • CM intends to table the Annual Report at the Week 8 Board meeting for endorsement by the Board • CM asked members to note that our suspension rates figures are far higher than in previous years due to the new Department mandated policy “Violence in Schools – Let’s Take a Stand Together” • CM also asked members to note that this report will include data about wellbeing after completing the Wellbeing Census at the end of last year 	
11. Understand – Business Plan	Actions
<ul style="list-style-type: none"> • CM stated that the Business Plan is ongoing • The Business Plan is an accountability tool for staff as well as a ‘marketing tool’ for the school • The draft Business Plan was discussed. Questions were asked by most members and discussed and Board gave feedback about what they would like to see • CM has stated that the Business Plan needs to be at the printer by the end of Term 1 	<ul style="list-style-type: none"> • Members to re-read the draft Business Plan and email comments and suggestions to CM ASAP

12. Understand - School Review	Actions
<ul style="list-style-type: none"> • CM stated that the Public School Review will occur in Term 2 • It is up to the school to drive the narrative – what we doing, how are we doing it and how are we going about driving improvement? 	<ul style="list-style-type: none"> • Members were asked to make notes on each area on what we see and and email these to CM by 3pm Friday the 6th of March
13. Make - Calendar	Actions
<ul style="list-style-type: none"> • CM presented the draft calendar to the Board and it was discussed • Notable changes from last year – NAPLAN presentation removed and Public School Review ESAT added • Annual Public Meeting Date was set – Meeting 6, Week 8, Term 3 – 10.9.2020 • Roster for P&C meetings – members need to volunteer for one • Code of Conduct – CM received a new TOR today which she will distribute to members to read 	<ul style="list-style-type: none"> • CD to email all members for preferences • CM to email new TOR with Code of Conduct to all members
14. Understand – Correspondence	Actions
<ul style="list-style-type: none"> • CM tabled an email from Katie McMahon from the uniform shop. Katie informed the Board they have a new supplier for the polo t-shirts due to an issue with the logo fading. The changeover will happen slowly. The Board expressed they understand the change of providers. • CD tabled an email from David Abbott asking for clarification on the Community Member election 	<ul style="list-style-type: none"> • CD has filed email from Katie McMahon • AT to reply to David Abbott
15. Other Business	Actions
<p>CD to add notice to Connect as reminder:</p> <ul style="list-style-type: none"> • Thank A Staff Member • • 	

Meeting Closed: AT closed the meeting at 7.25pm
Next meeting: Thursday the 26th of March 2020 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: