

Mount Lawley Primary School Board
Minutes of Meeting
1 June 2017



Attendees

Staff Members:

Grace Adam (GA)
 Debbie Taylor (DT)

Parent/Community Members:

Steve Williams (SW) (Chair)
 Tim Dickie (TD)
 Mei-Ling Day (MD)
 David Abbott (DA)
 Alberto Tassone (AT)
 Mark Burns (MB)
 Cara Davis (CD)
 Gemma Scarparolo (GS)

Co-opted non-voting members:

None

Observers:

None

Presenters/Others:

Lisa Freegard, (LF) Corporate Services Manager
 Sandra Martin (SM, Vice Principal)

1. Welcome and Apologies.

Actions

The meeting was opened by SW at 7.00pm. Apologies were received from Cavelle Monck, Principal (CM), Amy Lander (AL) and Narrelle Thambipillai (NT).

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. Information – Minutes of Previous Meeting

Actions

The meeting noted that the minutes of the Meeting on 11th May 2017 had been approved as complete and accurate by circulation email. TD proposed the following changes to Board minutes and process: (1) minutes will not be circulated for comments and approval after the meeting but instead circulated with pre-reading and approved at next Board meeting; (2) minutes would take the form of a summary of the

discussion and decisions taken by the Board. After some discussion, and an objection noted by DA, the Board agreed to proceed with these changes.	
4. Discussion - Action Register	Actions
<p>TD presented the Action Register. It was agreed that the following Actions were completed and would be deleted: 2017/01, 2017/04. It was noted that all other Actions were on the Agenda to be discussed, or were not yet due.</p> <div>   </div> <p>4. MLPS Board Action Register 1 June</p>	TD to add actions from meeting to Action Register.
5. Principal's Update	Actions
<p>In CM's absence SM gave the Principal's update:</p> <ul style="list-style-type: none"> - Staff performance management observations and feedback were underway; - A shortlist of 4 candidates for the Year 3 vacancy will be interviewed on Tuesday 6th June; - Winter sports were in full swing, with a high level of sportsmanship being displayed by all pupils taking part; - Teacher development session was held on STEM, including basic coding; - End of term reports are in progress and will be finalized by end of next week; - Year 6 is undertaking two fundraising events, with proceeds to go to Yr 6 Camp and a nominated charity; - An incursion by the Life Education van is scheduled for Week 9 and will be visited by all students. Parents are also invited; - CM looked forward to providing the Board with an update following the Board induction sessions on 29/30 May. 	
6. Decision – Proposed Changes to the Uniform/Dress Code	Actions
<p>DA presented a marked-up version of the Uniform/Dress Code incorporating changes in respect of (1) hats to be worn all year as required; (2) references to Council amended to Board; and (3) updates from P&C relevant to uniform shop.</p> <div>   </div> <p>6. Draft School_Dress_Code_P</p> <p>DA noted that the Code referenced the School Sunsmart Policy which needed to be reviewed and updated by the School. The Board unanimously endorsed the revised Uniform/Dress Code and thanked DA and DT for their work in this item.</p>	<p>CM – review and update Sunsmart Policy.</p> <p>DA to provide a clean electronic copy of the Uniform/Dress Code to TD for publication.</p>

7. Decision – Amended Terms of Reference	Actions
<p>DA presented a marked-up version of the Board Terms of Reference with amendments to reflect requirements set out in the DPA and in the training modules.</p> <div data-bbox="260 432 472 495">   </div> <p>7. MLPS BOARD TERMS OF REFERENC</p> <p>Following some discussion on Parts 8.3 and 8.17 the Board unanimously endorsed the revised the Board Terms of Reference, and thanked DA for him work on this item.</p>	<p>DA to provide a clean electronic copy of the TOR to TD for publication.</p>
8. Discussion – Update on Board Member Inductions	Actions
<p>SW provided a brief verbal update on the IPS Board training workshop attended by SW, CM and LF on 29th and 30th May. SW noted that the workshop was of very high quality and was keen that themes and lessons were collected into an induction program for Board members, and he would work with CM to collate thoughts and feedback. This to include are oversight of student and staff surveys, amongst other things.</p> <p>Board members confirmed that they had completed the training modules 1-5.</p>	<p>TD to update the Training Register.</p> <p>SW to work with CM to develop induction program based on workshop.</p> <p>CM to be asked to share workshop materials with Board.</p>
9. Information – Before & After School Care Sub Committee Update	Actions
<p>DA (Sub-committee Chair) advised the Board that the Sub-Committee had met last Friday, and referred the Board to the minutes circulated by email on 1/6/2017. SM ran through the history of before and after school care at MLPS and the current providers, and DA confirmed that the sub-committee was currently assessing options on the MLPS site and gathering information. Following some discussion on the possibility of purchasing the adjacent property currently on the market, SW agreed to liaise with CM to assess the level of interest in this course of action. DA & SW to update at the next board meeting.</p>	<p>DA update Board at 3/8/17 meeting;</p> <p>SW to discuss property purchase with CM.</p>
10. Information – National Police Clearance Checks	Actions
<p>Members were progressing clearance checks, with no major issues reported.</p>	
11. Discussion – Board Attendance at Morning Teas	Actions
<p>Date has been agreed as Friday 30th June, with both recesses to be attended by Board members who are able, with a low-key approach.</p>	

12. Discussion – Letter of Appreciation Template	Actions
<p>TD presented a draft Template. Agreed to amend so letter was addressed to relevant member of staff. TD to liaise with CM to progress.</p> <div>   </div> <p>12. MLPS Board Letter of Acknowledg</p>	TD to progress with CM.
13. Information – Finance Committee Update	Actions
<p>LF presented the Finance update.</p> <div>   </div> <p>13. Finance Report - 01 June 2017.pdf</p> <p>Water Leak: LF working with DoE's Building Management & Works Department and sub-contractor Programmed. The issue has been identified as a leak at the meter, and further investigation (by digging up) will be conducted to confirm. LF continues to manage as an operational matter.</p> <p>Laptops: LF noted that P&C funding for new laptops may not be required if school opts to lease machines. LF currently assessing options.</p> <p>Photocopiers: 2 new copiers have been purchased.</p> <p>Korean Language Funding: received from Korean government as part of 3-year package agreed in 2015.</p>	
14. Information – Report from P&C Representative	Actions
Nothing to report.	
15. Information – Attendance & Training Register	Actions
<p>The Attendance and Training Registers were included in the Board pack. TD will update with Police Clearance Certificate numbers as received from Board members.</p> <div>   </div> <p>15. MLPS Board Attendance and Train</p>	TD to update Training Register with Police Cert Clearance numbers.
16. Information - Correspondence	
TD confirmed that no correspondence had been received.	
17. Other Business	Actions
There being no other business, SW closed the meeting at 8.15pm	

Next meeting: Thursday 3rd August 2017, 7.00pm, MLPS Staff Room