

Mount Lawley Primary School Board
Minutes of Meeting
11 May 2017



Attendees

Staff Members:

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

Parent/Community Members:

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

Co-opted non-voting members:

None

Observers:

Sandra Martin (SM, Staff); Tamara Williams (Staff)

Presenters/Others:

Lisa Freegard, (LF) Corporate Services Manager




1. Welcome and Apologies.

Actions

The meeting was opened by TD at 7.00pm. Apologies were received from Steve Williams (SW) and Narrelle Thambipillai (NT). CM noted that NT would be presenting apologies for the remainder of Term 2 as she is working on relief at Clayton View Primary School.

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 16 th March 2017 had been approved as complete and accurate by circulation email.	
4. Discussion - Action Register	Actions
<p>TD stepped through the Action Register.</p> <div data-bbox="225 669 399 842">  </div> <p>It was agreed that the following Actions were completed and would be deleted: 2016/14; 2016/20; 2016/23; 2017/01; 2017/02.</p> <p>It was noted that all other Actions were on the Agenda to be discussed.</p>	<p>TD to add actions from meeting to Action Register.</p>
5. Information – Update on DPA and Business Plan	Actions
<p>CM noted that the DPA was a standard document which could not be amended or negotiated, and was required to be signed by the Board in the form presented by 30th June. DA confirmed that the DPA accurately reflected the Board's duties and responsibilities as set out in the Terms of Reference. The Board confirmed that it granted approval for the Chairman to sign the DPA.</p> <div data-bbox="225 1426 399 1599">  </div> <div data-bbox="592 1426 766 1599">  </div> <p>CM advised that drafting of the 3 year Business Plan was in progress with GS assisting SM, and was expected to be completed by the end of Term 2, after which it will be presented to the Board for endorsement. The Business Plan will also act as a marketing document/prospectus for MLPS. Thereafter Strategic Plans and Operational Plans will be developed to deliver the Business Plan.</p>	<p>SW to liaise with CM to sign the DPA</p>
6. Decision – 2017 Board Plan and Targets	Actions
TD presented the recommended 2017 Board targets for approval. The Board unanimously approved the targets, and requested that they be incorporated in a separate document for ease of review at the half year	SW to incorporate targets into monitoring document.

and full year end.



7. Discussion – Update on Board Member Inductions

Actions

The Board noted that SW, LF and CM would attend the Board Inductions training organized by the Department of Education on 29th & 30th May 2017. CM advised that all members of the Board should complete the 5 online training modules. CM would provide the reading materials to TD to circulate, and the Board members were asked to complete before the next Board meeting on 1st June 2017. TD will record in the Training Register.

CM to provide training modules to TD for circulation.
All members to complete modules by 1st June.

8. Discussion – Policy Review Calendar

Actions

TD presented the Policy Review Calendar for Board-endorsed policies. DA noted that the Board was happy to assist in reviews of school policies as required.



9. Discussion – Board Attendance at morning tea

Actions

Discussed the practice of the Board hosting a morning tea for the MLPS staff at morning recess. General feedback was that this was appreciated by the staff and worthwhile. Noting work commitments of Board members, and cost, it was agreed that once or twice per year was sufficient, and Friday 30th June was agreed for the next event, with a proposed start time of 10.30am. Logistics to be discussed at the 1 June Board meeting.



TD – Agenda item for 1 June 2017


10. Information – Principal's Update

Actions

CM noted the smooth start to Term 2, and thanks SM, NT and GA for their efforts in the interim period. Jarrod Hector had resigned to return to NSW, and his role had been advertised, with the aim that the role is filled for the start of Term 3. In addition, it was noted that Sandy Parsons and Apple Stegner had also left MLPS, and the Board agreed to send each a letter expressing thanks for their efforts at MLPS, and this would take place in the future. TD noted that similar letters had been sent to previous departing staff, and agreed to circulate a template. NT is filling the role as Acting Deputy Principal at Clayton View Primary for Term 2. The ANZAC ceremony had been a

TD to liaise with CM to draft letter for Board approval.

success, and winter sports and Chess Club were underway. NAPLAN was complete, and the Year 6s had presented a ballroom dancing display at Government House.	
11. Decision – Delivery & Performance Agreement	Actions
See Item 5.	
12. Information – Update on Before & After School Care	Actions
Sub-committee consists of DA (Chair), CM, DT, AL, Sandra Martin, and Sheree Robertson (P&C). DA to organise the first meeting, and update the Board on 1 June 2017.	DA to organize meeting, update Board at next meeting.
13. Discussion – School Dress code - Hats	Actions
CM requested that the Uniform/Dress Code Policy be amended to mandate the wearing of hats all year round due to the higher UV index in recent times. The Board unanimously approved the adoption of this amendment with immediate effect. The administration team will manage the communication of this change to the school community. DA and DT agreed to consider and present an update to the policy wording.	DA and DT to present revised wording of the Uniform/Dress Code Policy for Board approval.
14. Information – Finance Committee Update	Actions
<p>LF presented the Finance update. The Budget is now fixed, and the first of two gateway payments was received in March. The membership of the Finance Committee was confirmed and after some Q&A, a discussion took place on ways of increasing the voluntary contribution participation rate, including accepting credit card payments, Term 1 reminders, and providing breakdowns of the use of funds. The ongoing cost of water was discussed. LF noted that the latest water bill had come in and the water usage increased to a level greater than that from November 2016 which initially identified a significant water loss issue. This billing cycle is after the leak repair occurred. There is still a water usage loss somewhere on the premises. There is a lack of benchmark data for water consumption other than anecdotal evidence from local schools which suggested that MLPS was still paying more than the school should expect. Bench testing the water meter was suggested.</p> <div data-bbox="189 1727 424 1951">  </div> <div data-bbox="470 1760 496 1809">  </div>	

15. Information – Report from P&C Representative	Actions
Report was taken as read. No questions.	
16. Information – Attendance & Training Register	Actions
<p>TD presented drafts. No comments or issues. To be adopted.</p> 	
17. Information – List of Community Nominees	Actions
TD presented a first draft of a register of potential community members. It was agreed that names would be added as potential community members are identified. List of Community members was also to be extended to Board members suggestions of people with specialised skill sets that may one day be valuable additions to the board as well as approaching them to co-opt to board or working parties for specific tasks.	
18. Information – Register of Members	Actions
<p>Corrections of typographical errors were noted.</p> <p>DA noted that 4 Parent Board members and 1 Staff Board member would complete their terms at the end of 2017, and it was agreed to give this matter early consideration. Agreed to add as an Agenda item for the first meeting in Term 3 (3rd August).</p>	TD: Add agenda item 3 rd August 2017
19. Information – National Police Clearance Check	
<p>CM advised that the Department of Education had mandated that all Board members joining from Term 2 2017 were required to complete a National Police Clearance Check.</p> <p>It was agreed that all Parent and Community Board members should undergo this check, and CM undertook to circulate details of the requirements, including attendance in person at Royal Street, East Perth.</p>	CM to provide information and Parent and Community Board members to complete National Police Clearance Check.
20. Information - Correspondence	
TD confirmed that no correspondence had been received.	

21. Other Business	Actions
<p>CM asked for the Board's views on the provision of badges for members of the Board, noting the cost of \$15 each. After some discussion it was agreed that the badges were a valuable part of maintaining the Board's identity and profile, and asked that badges be refreshed for all Board members.</p> <p>There being no further business, TD closed the meeting at 8.40pm</p>	

Next meeting: 1st June 2017, 7.00pm, MLPS Staff Room