

**Mount Lawley Primary School Board
Minutes
13 August, 2020 FINAL**



Attendees

Staff Members:

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

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

The meeting was opened by AT at 5.36pm. No apologies were received.

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 18th June 2020, 27th February 2020 & 21st May 2020

Actions

The minutes of the meeting on 18 June 2020 was accepted by DW and seconded by SM and approved.
The minutes of the meeting on 27 February 2020 was accepted by AT and seconded by KW and approved
The minutes of the meeting on 21 May 2020 was accepted by DW and seconded by NC and approved

4. Discussion – Action Register

Actions

1. Review Calendar
 - CD stated that we need to look at the calendar and see if there are any changes due to COVID -19
 - CM stated that the School Review was the only change to be made
 - CD stated that in the next newsletter she will announce the Annual Public Meeting date
2. Endorse Annual Report
 - CD stated that this is ongoing
 - CM and SM will follow up
3. Summary of each meeting
 - CD stated that this is ongoing
4. Board Inductions
 - CD stated that it is ongoing

5. Understand – Board Chair’s Report

Actions

<ul style="list-style-type: none"> • AT stated that it has been fairly uneventful from a Board perspective • Everything is tracking well • Media – <ul style="list-style-type: none"> - incident reported - appropriate support provided <p><i>5.47pm NC entered</i></p> <ul style="list-style-type: none"> • Kiss n Drive: <ul style="list-style-type: none"> - People still doing the wrong thing - very frustrating • DW – asked if there was much feedback to the school about the media incident. CM replied it is a police matter and resides with them 	
6. Understand – Principal’s Report	Actions
<ul style="list-style-type: none"> • CM welcomed Alison Hawkesford (AH) to the Board • Each member introduced themselves to AH • Lovely start to Term 3: <ul style="list-style-type: none"> - parents have been amazing at dropping the children at the gates - everyone is getting back into the swing of everything - Parents have been great at leaving by 3.45pm • New families to the school – numbers are increasing (all local intake) • Class Reps had a meeting <ul style="list-style-type: none"> - they are developing welcome packs for the new families - gave great feedback to CM • Grace Adam at Chidlow PS for Term 3 <ul style="list-style-type: none"> - Anthea and Ali are sharing the Acting Deputy role with 5 weeks each - Ali has been instrumental in getting sports sorted • Clubs have started <ul style="list-style-type: none"> - kids have come asking if they can start a club. A teacher needs to be present so looking at doing them in the undercover area and CM will supervise • Ride to School Event: <ul style="list-style-type: none"> - hugely successful - Event was to launch grants for schools. MLPS will apply for a grant • Term 3 is Sport term • Book Fair and Book Parade happening soon. The Library have their own conditions for COVID-19 so they are still working out the details on how they will run Book Fair • Assemblies – no class presentations/items with the exception of Pre-Primary and Year 6 • Excursions and Incursions are happening at the moment • Parents continue to be amazing at keeping sick kids at home • DETECT report was received by CM today • WEC (Wellbeing Engagement Census) survey for Yrs 4-6 happening next week • School Census has happened 	
7. Understand – Finance Report	Actions
<ul style="list-style-type: none"> • CM stated that the funds are tracking well • P&C approved all wish list items 	

<ul style="list-style-type: none"> Received a grant from IGA. Kids workbenches for the Early Childhood Walker Learning were purchased Leased new computers NC asked what the usual rate of payment for Voluntary Contributions usually is? CM answered that it is usually around 90% NC accepted the Finance Report 	
8. Make – Business Plan	Actions
<ul style="list-style-type: none"> AT stated that the plan and photos were provided and that we will discuss them now CM stated that the aim is to have the Business Plan go to print by Week 7 AT asked to clarify the function of the Business Plan. CM responded that it has two purposes: <ul style="list-style-type: none"> 1 - prospectus 2 - accountability document for staff (targets and school priorities) SM stated that the Vision cannot be changed. A few years ago there was a community agreement on what the vision is. SZ asked how often you would change it. SM replied that you would change it when it doesn't 'fit' the school context anymore Each page of the Business Plan was reviewed and discussed SM explained what an Operational Plan is The Business Plan is a holistic document SM asked if we should change the word "Indicators" Photos were reviewed and favourites were selected 	<ul style="list-style-type: none"> Members to feedback a different word for "Indicators" to SM Members to provide feedback on Targets to SM CM & SM to meet and make the edits discussed and distribute to members. Members to send back any changes or comment that there are no changes
9. Make – Board Succession Plan	Actions
<ul style="list-style-type: none"> AT stated that he is rolling off at the end of the year It has previously been discussed a potential succession plan with DW expressing interest in the role of Board Chair AT asked if there was any interest from the new members in nominating for Board Chair. All new members declined to nominate at this time CM stated that the Department was updating the Police Clearance Register and all members' birthdates were required 	<ul style="list-style-type: none">
10. Understand – Correspondence	Actions
<ul style="list-style-type: none"> NIL 	<ul style="list-style-type: none">
11. Other Business	Actions
CD to add notice to Connect as reminder:	

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| <ul style="list-style-type: none">• Annual Public Meeting• Feedback to BP• | |
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Meeting Closed: AT closed the meeting at 7.25pm
Next meeting: Thursday the 10th of September 2020 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: