

Mount Lawley Primary School Board
Minutes of Meeting
16 March 2017



Attendees

Staff Members:

Sandra Martin (SM) (Acting Principal)
 Grace Adam (GA)
 Narelle Thambipillai (NT)
 Debbie Taylor (DT)

Parent/Community Members:

Steve Williams (SW) (Chair)
 Tim Dickie (TD)
 Mei-Ling Day (MD)
 David Abbott (DA)
 Alberto Tassone (AT)
 Amy Lander (AL)

Co-opted non-voting members:

None

Observers:

Matt Chambers
 Bryan Tolmie
 Mark Burns

Presenters/Others:

Lisa Freegard (LF)

1. Welcome and Apologies.













Actions





The meeting was opened by SW at 7.19pm. Apologies were received from Gemma Scarparolo (GS).











There being not less than 60% of members present in person, a quorum was formed. The Agenda was confirmed.



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6. Decision – 2016 MLPS Annual Report	Actions
<p>SM presented the Annual Report. Key areas of interest for Board members were NAPLAN results and data, destinations of children leaving MLPS and reasons for departure, behavior management, and formatting. Following discussion, the Board approved sign off of the Annual Report by SW as Chair. SW thanked DA for his assistance in compiling the Annual Report.</p> <div data-bbox="263 488 327 548"></div> <div data-bbox="450 488 478 548"></div> <p>6. Annual Report 2016A.pdf</p>	
7. Information – 2017 MLPS Operational Plans	Actions
<p>SM presented the Operational Plans for History, English, Numeracy, Science and Values, and noted that these plans would be subject to further change as they continue to be developed by the leadership team and staff. DA noted that annotation of Strategic Plans on each Operational Plan would be beneficial, and SM agreed. AT questioned whether the school would consider setting targets above Like Schools, and Board discussed trend lines, 3 year horizons, and annual fluctuations.</p> <div data-bbox="263 981 327 1041"></div> <div data-bbox="386 981 414 1041"></div> <div data-bbox="466 981 529 1041"></div> <div data-bbox="574 981 603 1041"></div> <div data-bbox="678 981 742 1041"></div> <div data-bbox="790 981 818 1041"></div> <div data-bbox="877 981 941 1041"></div> <div data-bbox="1002 981 1031 1041"></div> <p>7a. History 7b. Literacy 7c. Numeracy 7d. Operational Operational Plan EdOperational Plan DrOperational Plan M:Plan Science Reviser</p> <div data-bbox="263 1120 327 1180"></div> <div data-bbox="430 1120 459 1180"></div> <p>7e. Values Operational Plan up</p>	
8. Information – Update on DPA and Business Plan	Actions
<p>Deferred to next meeting.</p>	
9. Decision – 2017 Board Plan & Targets	Actions
<p>Deferred to next meeting.</p>	
10. Information – Update on TOR and COC Review	Actions
<p>DA outlined the review process, which had the overall aim to produce one document containing the Terms of Reference and both Members' and Observers' Codes of Conduct. DA stepped through the key updates, and noted that the decision to increase the Board to 13 members would require a further change. The Board approved the revised Terms of Reference, subject to approved changes being reflected in a final version.</p>	<p>DA to provide final updated version of ToR to TD and TD to place on website and also distribute to all Board Members and request their confirmation that they have read and understood the document.</p>

<div>     </div> <p>10a. MLPS BOARD TERMS OF REFERENCE 10b. MLPS BOARD TERMS OF REFERENCE</p> <p>Following the concerns expressed verbally to the Chair, and the subsequent email issued by the Chair to the School community during the election process, SW reminded Board members of their duties under the Terms of Reference, in particular regarding making personal comments which could be perceived as representing the Board.</p>	
11. Information – Before & After School Care Update	Actions
<p>DA requested that a sub-committee be formed, and SM confirmed that background work would be undertaken prior to the appointment of a new Principal. AL volunteered to be the Board representative on the sub-committee.</p>	
12. Information – “Celebrate the Year that Was”	Actions
<p>It was noted that the P&C were seeking external support to finance the provision of wine & cheese. GA noted that only 12 responses had been received so far.</p>	
13. Discussion – Update on Board Member Inductions	Actions
<p>Deferred to next meeting.</p>	
14. Information – Update on Appointment of Principal	Actions
<p>SW represents the Board on the selection panel. 18 applications had been received, and a meeting was scheduled for 17th March to shortlist potential candidates. Interview for the shortlisted candidates were scheduled to take place on 24th March.</p> <p>SW asked Board members to email him with 1 question they would like to ask the candidates.</p>	<p>Board members to provide SW with a question</p>
15. Discussion – Policy Review Calendar	Actions
<p>Deferred to next meeting.</p>	
16. Decision – Finance Committee update	
<p>LF presented the One Line Budget and the Cash Plan for 2017 for Board endorsement. LF talked to the various line items, highlighting key items and providing background on process for allocating costs and revenue, and on timing.</p>	

 16a. 2017   16b. 2017  Preliminary Cash PlaPreliminary One Line <p>DA asked what opportunities existed for a Parent member of Finance Committee. LF noted that Michelle Shackles was a co-opted member of Finance Committee, and LF felt that there was no particular added value from having a parent on Finance Committee.</p> <p>LF confirmed that Finance Committee had recommended the Budget for Board endorsement on 15th March 2017. The Board endorsed the 2017 Budget.</p>	
17. Information – Report from P&C Representative	Actions
<p>Taken as read. No questions.</p>  17b. P&C   17a. MLPS PC  Association MeetingAssociation - Minute	
18. Information – 2017 Board Calendar	
<p>Taken as read. No questions.</p>  18. MLPS Council Calendar 2017 Final 	
19. Information – Register of Members	
<p>Taken as read. No questions.</p>	TD to update for new members
20. Information - Correspondence	
<p>TD confirmed no correspondence had been received.</p>	
21. Other Business	Actions
<p>Discussion of Board attendance at Staff meetings was deferred to next meeting.</p> <p>SW closed the meeting at 9.10pm</p>	

Next meeting: 11th May 2017, 7.00pm, MLPS Staff Room