

Mount Lawley Primary School Board

Minutes

17th February 2022



Attendees

Staff Members:

Sandra Martin (SM), Principal
Karen Wright (KW)
Lesa Mileto (LM)
Christine Ashkenazy (CA)

Parent/Community Members:

Sian Zador (SZ) (Chair)
Cara Davis (CD) (Secretary)
Jennifer To (JT)
Tara Kelso (TK)
Nathan Curnow (NC)

Co-opted non-voting members:

Observers:

Presenters/Others:

1. Welcome, Introductions & Apologies

Actions

Due to COVID-19 restrictions, the meeting was held via Webex. The meeting was opened by SZ at 5.35pm. 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 25th November 2021

Actions

The minutes of the meeting on 25th November 2021 were accepted by KW and seconded by SM and approved.

4. Discussion – Action Register

Actions

1. Members to complete the Board Desktop Self-Reflection & Assessment
 - CD stated that this will be discussed this meeting
2. Education Awards to be added to the Board Calendar for 2022
 - CD stated that this is still to happen
3. Members to develop a framework for the WA Education Awards
 - CD stated that this is still to happen as we are waiting for the date to be released

<ol style="list-style-type: none"> 4. Subcommittee to plan strategies to address concerns raised through School Board Self-Assessment survey data <ul style="list-style-type: none"> • CD stated that this is ongoing and will be discussed this meeting 5. Subcommittee to formulate a summary document of the Terms of Reference and roles of the members of the Board <ul style="list-style-type: none"> • CD stated that she will look at the document created by SZ 6. Members to elect Board Chair and Board Secretary in the final meeting of 2021 <ul style="list-style-type: none"> • CD stated that this is will happen this meeting 7. Board to endorse the Charges and Voluntary Contributions Schedule 2022 <ul style="list-style-type: none"> • CD proposed to delete • Members voted YES 8. Summary of each meeting <ul style="list-style-type: none"> • CD stated that this is ongoing 9. Board Inductions <ul style="list-style-type: none"> • CD stated that it is ongoing 	
<p>5. Understand – Finance Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • LM stated that they are in the preliminary phase • Census was completed yesterday • A total of 5.1million dollars is anticipated. \$143,000 was carried forward which is why this figure is higher <p><i>NC joined the meeting at 5.45pm</i></p> <ul style="list-style-type: none"> • Finance Committee has been formed for 2022 • Voluntary Contributions Survey – lower than 2020 • LM called for questions: • SZ asked why there is such a large salary carry over? SM responded that there was a one-off Principal Salary payment. The variation is for Salary this year 	
<p>6. Understand – Board Chair Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • SZ welcomed back existing members and welcomed new members • SZ stated that we will hopefully have the new parent representative for the next meeting • SZ congratulated JT and her family on the arrival of their daughter Emma • SZ thanked SM and the Executive team for all their hard work • SZ stated that the focus this year will be on consistent messaging from the Board. She asked that all members refamiliarize themselves with the Induction Pack • SZ stated that the application for the Acting Principal position will open soon 	

7. Understand – Principals Report	Actions
<ul style="list-style-type: none"> SM provided the Principals report electronically to CD <p>Principal Report Board Meeting 17 Feb 2022</p> <p>Despite the disruption to the start of the school year most students have settled well and staff are enthusiastic about the year ahead.</p> <p>IMPACT OF COVID-19</p> <p>If a student or staff member tests positive to Covid-19 we are to take direction from the Department regarding all communication. We will communicate via our usual means (Connect, email, text) using a department template as instructed. It is my understanding the whole school will be informed of the case with specific quarantine and testing requirements to the class or classes affected. WA Health organise any contact tracing.</p> <p>Parents have generally been supportive of the drop off and pick up procedures and not accessing the classrooms. We are flexible with parents who need to come on school grounds in the mornings.</p> <p>Assemblies and Honour Certificates – will continue with only the class presenting in attendance, it will be videoed for distribution to classes and relevant parents. Certificates will be presented in class. Our whole school assemblies on a Monday are cancelled. We are currently exploring ways of meeting the requirements of DOTT for teachers due to this change.</p> <p>Before school supervision: have 24 students on the list – parents who have requested access to before school supervision – we had approximately 70 students by 8.20 Wednesday.</p> <p>Year 6 Camp – has been postponed until: Week 7 of Term 2.</p> <p>STUDENT NUMBERS</p> <p>At the 11 Feb census there were 511 students compared to 537 at Feb census last year. This is partly explained by 1 less kindy class in 2022 – this is 20 students. We are hoping to minimise the expectation of out of boundary parents to enrol in PP at MLPS. We are not disappointed numbers dropping as we are trying to reduce the numbers on the school site. There is a very fine line between numbers and allocated funds to be able to run programs effectively.</p> <p>We have 25 eligible EALD Students – these students attract extra funding. We have 46 ineligible EALD students who attract no funding due to their English competency or number of years in formal schooling.</p> <p>We have 16 students currently accessing funding through the disability resourcing system and another 3 students waiting on eligibility requirements. This is how we fund our EAs and the extra time allocated to the Literacy Coordinator, Chaplain and School Psychologist. Also funding for PL and Staff release for meetings and planning.</p>	

We structured our classes for 2022 to make class sizes in Year 4 and 5 smaller, and no split. This was able to be done as we had access to some surplus funding. It will be difficult to maintain this structure; however, we will continue to make decisions to cater for our students within the funding allocation as best we can. We take a whole view of the school, different cohort needs. This is something we need to sometimes explain to families. We have had 6 complaints about split classes, two ongoing. The current Year 3 classes have had extra enrolments that have resulted in one class being oversized (25).

Updates

Principal Position

Annual Report – Targets and Survey summary included in the board reading for this meeting.

FOCUS 2022

Embedding and building on what we are already doing
New Business Plan

Overall the school is very busy

- SM called for questions:
- NC asked if there is a “Duty of Care” concern with before school supervision.
 - SM stated that there was, especially with keeping the year levels separated
 - SZ asked if SM had an opinion as to why the parents are still dropping children at 8.20am.
 - SM stated that she really didn’t know.
 - TK stated that it may be that older children ride/walk themselves and also that some parents are time poor
 - CA asked if parents think the start time is 8.30am not 8.50am. She suggested a different bell for 8.30am and 8.50am
- Census results – 511 students. 537 students last year. One less kindy class this year as only “in area” children were given a place
- SM state that she has received 7 complaints about the split classes
- SM informed the Board that the Principal position will be advertised on the 25th of February
- Focus for 2022 – building on what you are already doing and the Business Plan
- NC asked if Assemblies could be live streamed. SM stated that unfortunately at the moment they don’t have the expertise in the school
- A discussion was had about the Business Plan
- NC thanked SM and her staff for a smooth transition in uncertain times

8. Make – Board Secretary Election	Actions
<ul style="list-style-type: none"> • SZ called for nominations for Board Secretary • SZ nominated CD • CD formally accepted the nomination • Motion: CD was nominated for Board Secretary Proposed: NC Seconded: CA Vote: passed unanimously 	<ul style="list-style-type: none"> •
9. Make – Annual Public Meeting Date	Actions
<ul style="list-style-type: none"> • A discussion was had about having the meeting earlier in the year • SM and SZ to discuss a date and circulate to members for feedback via Connect 	<ul style="list-style-type: none"> ▪ SM and SZ to discuss a date and circulate to members for feedback via Connect
10. Make – Statement of Expectation	Actions
<ul style="list-style-type: none"> • SM stated that this is an Education Department document that cannot be edited • SM and SZ to sign when we meet in person 	<ul style="list-style-type: none"> •
11. Make – WA Education Awards Framework	Actions
<ul style="list-style-type: none"> • SM stated that a date for 2022 hasn't been announced yet • A brief discussion was had about the timeline of the Framework • SM stated that a committee needs to be formed and that she will be on the Committee • NC, JT, TK, & CA agreed to join SM on the committee 	<ul style="list-style-type: none"> •
12. Understand – Review Board Surveys and Planning	Actions
<ul style="list-style-type: none"> • SM proposed that a plan needs to be put in place • Members looked at and discussed the plan that SM developed • It was agreed that in each meeting we should be checking in how we are going in line with the plan. It will be made a standing item on the Agenda after the Action Register • Each member to critically reflect on the plan prior to next meeting • Members to add/subtract/edit and make comment on the plan • To be discussed at next meeting 	

13. Understand – Correspondence	Actions
<ul style="list-style-type: none"> CD presented an email that was sent to the Board at the end of 2021 in regards to Cavelle Monck not returning at the beginning of 2022. A brief discussion was had and it was agreed that CD was to reply and state that no action is required by the Board 	<ul style="list-style-type: none"> CD to reply to email and state that no action is required by the Board
14. Other Business	Actions
<ul style="list-style-type: none"> CD stated that at the end of each meeting we would provide a summary of the Board meeting which can be presented at the P&C Meeting This is so the Principal can present it if no other Board member can attend 	

Meeting Closed: SZ closed the meeting at 7.20pm
Next meeting: Thursday the 17th of March 2022 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: