

Mount Lawley Primary School Board
Minutes of Meeting
21st June, 2018 FINAL



Attendees

Staff Members:

Cavelle Monck, Principal (CM)
 Helen Summers (HS)
 Nathanael Howard (NH) – Acting Deputy Principal for Grace Adam (GA)

Parent/Community Members:

Alberto Tassone (AT) (Chair)
 Cara Davis (CD) (Secretary)
 Christina Gray (CG)
 Mei-Ling Day (MD)
 Mark Burns (MB)
 Derek Watt (DW)

Co-opted non-voting members:

Annaleise Grubisich (AG)

Observers:

Presenters/Others:

Lisa Freegard (LF), Manager Corporate Services

1. Welcome, Introductions & Apologies

Actions

The meeting was opened by AT at 5.30pm. Apologies received from Grace Adam, Deputy Principal (GA) – NH present in acting role

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 24th May 2018

Actions

The minutes of the meeting on 24th of May 2018 was accepted by MD and seconded by CG and approved.

4. Discussion – Action Register	Actions
<ol style="list-style-type: none"> 1. Communication Policy Subcommittee – <ul style="list-style-type: none"> • NH informed the Board that all members of the sub-committee had completed their individual edits of the Communication Policy and that they would be meeting next week to discuss these edits • One of their main focus points was to change the negative language to positive language • Once edited the policy will be presented to the Board and then to the Community and then back to the Board for endorsement 2. Calendar – to addressed in a later agenda item 3. Communication: Board Blurb for noticeboard – <ul style="list-style-type: none"> • CD informed the Board that she is working on it 4. Training Register <ul style="list-style-type: none"> • CD stated that is ongoing 	<p>Edited Communication Policy to be presented to the Board for review at next meeting</p> <p>CD to complete Blurb for noticeboard in Admin and write a blurb for the newsletter</p>
5. Information – Board Chair’s Report	Actions
<ul style="list-style-type: none"> • AT stated that is has been extremely busy operationally for the School recently with ICAS, Reports, Performing Arts etc • Relatively uneventful from Boards tasks and duties. A few housekeeping and maintenance items that have had to be signed off and kept on top of. DPA, Terms of Reference etc. • Previously agendas have been quite tightly controlled. In the spirit of inclusivity if there is an item that is within the scope of the board and you believe would have merit in discussion at a board level then please let Cavelle, Cara and myself know. This can be anything ranging from a program or idea that you may have seen achieve exceptional results in other environments that we may be able to integrate into our school or simply feedback for things that work really well (or not so well) here. • If there is merit in having a raising these then we will attempt to get them on to an upcoming agenda. 	

6. Information – Principal’s Report	Actions
<ul style="list-style-type: none"> • CM stated that it has been an exceptionally busy few weeks • Reports: <ul style="list-style-type: none"> - have been full on due to term 2 being a short term - We send out our reports one week before the end of term whereas most school send them home on the last day of term which adds to the pressure for the teachers - In future years would like to look at sending them out in the last week - MD asked if they were sent out later would the “interview requested box’ still be there - CM stated that that is a department mandatory item on the report - CM stated that if there should be no surprises on the report – academic results, needs for a meeting with the teacher etc. • “Sculptures by the School”: <ul style="list-style-type: none"> - Kids loved it - Sculptures now on display in the Library • CM attended professional learning around Languages <ul style="list-style-type: none"> - Talked about how Italian will look in the future • There will be Languages Expo at Mount Lawley SHS on Friday the 22.6.18 that some of our students will be attending • Our Italian Teacher will be attending a Languages conference • Performing Arts Show: <ul style="list-style-type: none"> - Very successful - Kids did brilliantly especially as it was the coldest day in June - K-6 attended - Was great to have the Kindy’s on site to watch. It prompted the PP staff to want to have the K’s on premises more over the year. PP students loved it as they weren’t the youngest • Sing Fest: <ul style="list-style-type: none"> - Judith did a phenomenal job - Students received fantastic feedback from the adjudicator • Book Fair – very successful • Kindness Ambassadors Program has started – lots of nominees so number was increased • Colour Run: <ul style="list-style-type: none"> - Huge success - Fabulous effort from the P&C - Fundraising looking great - Kids were fantastic and had a ball • Reports going home tomorrow • Leadership Team: <ul style="list-style-type: none"> - Restructure occurred - Teachers being invited to opt in • Joyce Margot: <ul style="list-style-type: none"> - Retirement afternoon tea was this afternoon - Joyce taught at MLPS for 40 yrs - Was a lovely afternoon • Lots going on but the school is travelling very well 	

7. Information – Finance Report	Actions
<ul style="list-style-type: none"> • LF asked the Board to look at the Assets and Resource Replacement Plan in the Finance Report – Current Reserves (Appendix 1) and Proposed Reserves (Appendix 2) • LF stated that it was looked at in great detail at the committee level • The data collected told them that: <ul style="list-style-type: none"> - They have money away in reserve for things that need to be replaced every 5 or so years - They need to put a bit away each year to cover items that need replacing in 5/10 years • LF stated that they would like to change the amounts for each category in Reserves. Same amount overall just changing the spread across the Reserves categories • AT asked if we look at other schools when working this out <ul style="list-style-type: none"> - LF stated that they look at what our school needs -when was it purchased, how long it is expected to last - LF said that we are in a rare situation of having everything new at the same time due to the fire - LF directed attention to the excel spreadsheets which summarise all the data - HS asked if in they need to start staggering purchases at some point so that not everything needs to be bought at the same time – rolling pattern - LF said that it was not necessary at the moment, but at some point, that would probably need to happen. If the amount in certain categories was modified there should be enough when the time arise - CM stated that the Education Department needs to know where all the money is allocated. If you have unallocated money the ED Dept will take it back - LF stated that she needs to show planning behind allocation of funds • DW asked if this is a new plan <ul style="list-style-type: none"> - LF stated that this is the first time the excel tool has been used and it has made it very tight and thorough and will be great for future purchases • LF asked the Board to endorse the proposed changes to the Reserve Accounts as this constitutes a major change in the purpose of the Reserve Funds • AT called for the changes to be endorsed: <ul style="list-style-type: none"> - MB endorsed the changes and DW seconded the changes - AT called for all those in favour – all in favour 	

8. Information – Community Report	Actions
<ul style="list-style-type: none"> • AG informed the Board that at the previous P&C meeting the P&C discussed: <ul style="list-style-type: none"> - Community engagement – brainstorming session to gather ideas for school/community engagement - Wishlist – wish list items of approximately \$16000 were tabled. P&C pre-approved spending on Kindy play equipment of \$1100 which is in immediate need with the remainder to be discussed by the executive - P&C were nominated to provide morning tea at the Hub Conference - Road safety update – Simon Millman MLA to meet with City of Stirling and WA Mainroads Department to discuss the issue of Clifton Cres crossing. Simon Lillman encouraged MLPS community to contact him for any issues to be raised at meeting 	
9. Notification – Delivery Performance Agreement (DPA) & Business Plan (BP)	Actions
<ul style="list-style-type: none"> • CM informed the Board that part of their governance role is to prepare for review – 3 years • CM suggested/proposed the Board unpack 1 element of the Business Plan (BP) and the Delivery Performance Agreement (DPA) every meeting/couple of meetings to prepare • CM would like to propose that all members bring with them to each meeting the BP and the DPA 	<p>All members to bring the Business Plan (BP) and the Delivery Performance Agreement (DPA) to every meeting</p>
10. Information– National School Improvement Tool	Actions
<ul style="list-style-type: none"> • CM stated that we looked at Element 9 of the National School Improvement Tool over the last few meetings • CM stated that there are whispers that this document may become the new School Review Tool • Leadership team are going to start looking at it • To receive an Outstanding all staff, from the Principal to the Gardener, need to demonstrate. If one person doesn't, Outstanding cannot be achieved • CM asked the Board, if when they have some time, if they could look at Element 3 and highlight words in the Outstanding category that they have seen • CM would like the Board to be very pro-active in feedback • MD asked if there was a number that constituted "very high rates of school attendance". CM responded that there had to be over 85% attendance to meet this criterion. Parents taking kids out of school for holidays really hurts our attendance records • CM stated they are working on the Behaviour Management Policy at the moment • CM stated that in NAPLAN we want a slow trajectory and not become stagnant. CM was hoping for a tiny improvement in every area and we will be on track 	

11. Discussion – Annual Calendar	Actions
<ul style="list-style-type: none"> • AT and CM tabled the calendar that had been used previously • CD asked MD if this was the type of document she was suggesting. MD replied that yes as with our review coming having what needs to be done on a schedule was needed • CD asked if it should be annual and start at term 2 2018 • MD suggested it be 2018, 2019, 2020 in one document – members were in agreement that this was best • Time was spent going through the calendar and modifying it. Each item was discussed and edited to be able to write a new calendar • LF did not have a copy of the calendar 	<p>CD to email LF the calendar</p> <p>CM will edit current calendar and produce a new one which will be distributed to the Board to review</p>
12. Information – Correspondence	Actions
<ul style="list-style-type: none"> • NIL 	
13. Other Business	Actions
<ul style="list-style-type: none"> • NIL 	

Meeting Closed: AT closed the meeting at 6.35pm
Next meeting: Thursday the 9th of August at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: