

Mount Lawley Primary School Board
Minutes of Meeting
24 August 2017



Attendees

Staff Members:

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

Parent/Community Members:

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

Co-opted non-voting members:

None

Observers:

Bradley Farrell, Parent, P&C President (BF)
 Kimberley Farrell, Parent
 Matt Chambers, Parent

Presenters/Others:

Lisa Freegard, Corporate Services Manager

1. Welcome & Apologies

Actions

The meeting was opened by SW at 7.05pm. Apologies were received from Narrelle Thambipillai (NT).

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





0. MLPS Board
 Agenda 26 October









2. Disclosure of Interest









Actions

No conflicts of interest were disclosed.

3. Decision – Minutes of Previous Meeting	Actions
<p>The minutes of the meeting on 3rd August 2017 were proposed by MB and seconded by MD and approved.</p>	
4. Discussion - Action Register	Actions
<p>TD presented the Action Register. It was agreed that the following Actions were completed and would be deleted: 2017/02, 2017/04, and 2017/15.</p> <p>2016/26 – CM provided a brief update on development of the 2017 – 2020 Business Plan. The Plan remains work in progress, as the leadership team and staff refine the document and develop the aspirational targets. It is expected that the final draft will be available for Board members to review early in Term 4.</p> <p>2017/13 – TD presented some draft materials for the Board Notice board, and requested that members provide photographs as required to complete.</p> <p>It was noted that all other Actions were on the Agenda to be discussed, or were not yet due.</p> <div data-bbox="188 1025 494 1144">   <p>4. MLPS Board Action Register 24 A</p> </div>	<p>TD to add actions from meeting to Action Register and distribute.</p>
5. Principal's Update	Actions
<ul style="list-style-type: none"> - Staff attended an excellent training session from an external provider on grammar & phonics; - The school is trialing maths and spelling programs in selected classrooms; - Continued focus on writing; - In 2018 the School will move towards a different approach to booklists to promote differentiation; - Sport carnival preparation underway and jumps and throws training in progress; - Book Week parade on 25th August; - Class and staff planning for 2018 underway; - Noting community comments around downsizing of school, CM advised this was not the case. Large intake in Kindy and many interstate migrants settling in Mt Lawley is putting pressure on places, potentially impacting “out of area” applicants; - 2018 financial planning in progress, with spending to be aligned to Business Plan. No further post fire funding expected, but finances are in good shape, and no funding cuts are proposed; - Languages survey to be issued next week. CM attended a training session where many ideas and models were 	<p>NAPLAN results presentation on Agenda for next meeting.</p>

<p>presented – schools will have flexibility in this area;</p> <ul style="list-style-type: none"> - Early close had been discussed at P&C, and concerns addressed; - Working with staff on communication options at classroom level; - NAPLAN raw data received by school – pleasantly surprised, some excellent results. Will be presented at the next Board meeting. 	
6. Decision Discussion – Board Membership from December 2017	Actions
<p>SW requested that this item be amended to a Discussion. TD presented a paper MLPS Board Composition Proposal August 2017 for consideration. SW confirmed that he would not renominate. General discussion around the size of the reduction in membership from 13 to 9, and whether a Board of 10 would work.</p> <div style="display: flex; align-items: center; margin-top: 10px;">   </div> <p>6. MLPS Board Composition Propo:</p> <p>SW advised that SW, CM and BF had met to discuss today, and after providing some background proposed that:</p> <ol style="list-style-type: none"> 1. The the P&C does not nominate a rep to Board, instead a Board member is nominated as the link to the P&C; 2. Commencing in 2018 the Board meets twice a term at 4.30pm - 6.30pm, and the P&C meets on the same day at 7pm – 8.30pm. <p>This proposal to be circulated to members for consideration and discussion/decision at the next meeting.</p> <p>BF will discuss the proposals with the P&C Exec, with a view to tabling them for discussion at the next P&C meeting.</p> <p>BF acknowledged DA's hard work as P&C Rep and stressed the importance of maintain a good connection between Board and P&C.</p>	<p>Carry forward to Agenda at next meeting.</p>
7. Discussion – Parent Survey	Actions
<p>DA to manage the process. In addition to the mandatory questions in sections 1 – 3, it was agreed that questions on communications and Welcome to Country should be added., Board to feedback comments/thoughts on other Section 4 questions. Board agreed that DA would run the process and the similar incentives as last year should be offered to encourage participation. Results to be presented at meeting 2 Term 4.</p>	<p>Board to feedback comments/questions to DA in next 2 weeks.</p> <p>DA to progress Survey, and analysis of results – including liaison with P&C re: funding for participation incentives.</p>

 <p>7. MLPS Council 2016 Parent Survey c</p> 	
8. Discussion – Board Survey	Actions
<p>TD presented the Sample Survey. DA presented a proposed alternative, based on the 2016 survey which informed the IPS workshop. It was agreed to progress with the Sample Survey with some additional general questions (similar to those in the the Parent Survey).</p>  <p>8. Sample Board & Council Survey Questi</p>  <p>TD to progress, and present results to October Board meeting.</p>	<p>TD to progress Board Survey, and analysis of results.</p>
9. Information – Before & After School Care Sub Committee Update	Actions
<p>DA (Sub-committee Chair) advised the Board that the Sub-Committee had met and he summarized progress to date – the sub-committee's work is still very much a feasibility assessment, however good progress has been made in identifying a location where the service could be provided and a potential storage location for the provider. Next steps include consulting with the local Council re: placement of storage facilities; identifying potential third party providers; and working up the Deed of License. Next sub-committee meeting is scheduled for 15/9/17.</p>	
10. Information – National Police Clearance Checks	Actions
<p>Board members continue to work on obtaining Police Clearance. It was agreed that those members completing their terms in 2017 would not need to complete the screening process.</p>	<p>Members to obtain Police Clearance</p>
11. Information – Finance Committee Update	Actions
<p>LF presented the Finance Report:</p> <ul style="list-style-type: none"> - \$20,000 robotics grant received – how it is to be applied is yet to be determined; - Voluntary Contributions tracking at 79%, on budget (2016: 82.6%); - Expenditure currently at 70%, will be close to 100% by end of T3, once larger one off costs are incurred - dance and camp. - 2018 planning underway; - Finance Committee met last week, 2018 budget process 	

<p>underway.</p> <div>   </div> <p>11. Finance Report 20170824[15232].pdf</p>	
12. Information – Report from P&C Representative	Actions
Noted.	
13. Information – Attendance & Training Register	Actions
Noted.	
14. Information - Correspondence	Actions
<p>Board noted response sent to pupils following the request for provision of lockers at MLPS.</p> <div>   </div> <p>14a. MLPS Board Letter Response re L</p> <p>Board approved the Letter of Acknowledgement Template v.2, and noted that it would be used from now on for departing staff.</p> <div>   </div> <p>14b. MLPS Board Letter of Acknowled</p> <p>Board noted email response sent to Jim Richards in response to his letter addressed to CM objecting to the Acknowledgement of Country at school assemblies presented to Board on 3rd August.</p> <div>   </div> <p>14c. Email Response to Letter F</p>	
15. Other Business	Actions
There being no other business, SW closed the meeting at 9.00pm.	

Next meeting: Thursday 26th October 2017, 7.00pm, MLPS Staff Room