

Mount Lawley Primary School Board
Minutes of Meeting
28th February, 2019 DRAFT



Attendees

Staff Members:

Cavelle Monck, Principal (CM)
 Sandra Martin (SM)
 Karen Wright (KW)
 Lisa Freegard (LF)

Parent/Community Members:

Alberto Tassone (AT) (Chair)
 Cara Davis (CD) (Secretary)
 Mei-Ling Day (MD)
 Derek Watt (DW)

Co-opted non-voting members:

Annalise Grubisich (AG)

Observers:

Presenters/Others:

1. Welcome, Introductions & Apologies

Actions

The meeting was opened by AT at 5.30pm. Apologies were received from Christina Gray (CG) and Mark Burns (MB).

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 29th November 2018

Actions

The minutes of the meeting on 29th of November 2018 was accepted by MD and seconded by CM and approved.

4. Discussion – Action Register

Actions

1. Calendar – ongoing.
 - CD stated that it will be addressed as an agenda item later
2. Training Register
 - CD stated that is ongoing

5. Make – Review of Chair and Secretary

Actions

- CM informed the members that School Boards do not have an AGM, they are only applicable to the P&C
- Board Chair and Secretary can be reviewed/elected at any point in the year
- CM asked the Board if they would like to review/elect Chair and Secretary now or postpone till the Week 8 meeting (28.3.19) when more members are present:
 - Decision = Will review in Week 8 (28.3.19)
- CM thanked AG for her time on the Board as the Co-opted member. Her time and contributions have been greatly appreciated as the link between the P&C and Board and school community

Board Chair and Secretary to be reviewed in Week 8 Meeting (28.3.19)

6. Understand – Board Chair’s Report	Actions
<ul style="list-style-type: none"> • AT informed the Board CM has done a lot of work recently looking at the Board processes • AT reminded members that if they want to bring an item to discuss at the meeting it must be emailed so it can be put on the agenda (as per instructions in Module 1 p.14) 	
7. Understand – Principal’s Report	Actions
<ul style="list-style-type: none"> • CM officially welcomed Sandra Martin (SM), Karen Wright (KW) and Derek Watt (DW) to the Board after the recent elections • SM & KW received a Board Induction Pack from CM • CM distributed to each member the “School Board Information Package” from the Education Department. Each member was asked to put it in their Induction File • Changes being made for the Board in regards to the Agenda. Agenda items will be called for by the Secretary a week prior to the meeting. Anything brought up in General Business will placed on the Agenda for the next meeting or can be emailed prior to the meeting and placed on the agenda • CM thanked AT, CD and Bradley Farrell for speaking at the parent information evenings • CM thanked AT and CD for staying on as Chair and Secretary until Week 8 review • CM informed the Board that there are lots of new families in the school this year. • <i>DW entered at 5.47pm</i> • Nature Playground Committee: <ul style="list-style-type: none"> - Have been meeting fortnightly - Discussing 5 locations. Two areas are quick and fairly easy. One area is very complex and will possibly go over 2 years to develop - A survey calling for assistance will be sent to the school community in the next two weeks • Clubs started this term. There is an intention to do a Maths focused club in the future • Aboriginal Framework: <ul style="list-style-type: none"> - staff are working on it currently - they are looking at the “Relationship” aspect - Grace Adam is driving the professional learning of staff and will come and present to the Board in the near future • CM informed the Board that there is a lot of mandated PD that she is required to attend currently. This is resulting in her being out of the school. CM will report back to the Board in the coming weeks with the new policies etc • School Committees are up and running • Kindness Ambassador’s – Jenny Gordon overseeing this after the introduction of the initiative last year. Charity work will be one aspect the KA will explore • Board Training – the Board have an opportunity to participate in some training with other School Boards in the surrounding area • Sponsorship: 	<ul style="list-style-type: none"> • CM to inform Board Members of proposed training dates. Members are to advise CM as to their preferred date • Board members are to read the “Schools Fundraising, Sponsorship and Donations Policy” and prepare for a robust conversation at the next meeting

<ul style="list-style-type: none"> - CM informed the Board that she has been in discussion with the NAB about going into a partnership/sponsorship for Teacher Mental Health and Wellbeing - The Board needs to be supportive for this to occur - CM stated that our teachers work hard and we need to look after them - We need them to know that we think they are important and valued - AT asked how the NAB intend to “sell” themselves – signage etc. CM responded that there may be a logo on a teaching journal. NAB trying to keep low key and enter into a transparent relationship - MD said she may be able to tap into some other groups who may want to sponsor the school if we don't want to go with the NAB. Will look into it and bring back options <ul style="list-style-type: none"> • CM thanked the Members of the Board for their support regarding the media issue last week. Please see CM if you have any concern. CM wants the Board to encourage parents to come and see Admin team if they ever want clarification around any issues 	
8. Understand – Finance Report	Actions
<ul style="list-style-type: none"> • LF apologised for the Finance report being added late to the pre-reading • There is not a lot to share due to being the beginning of the year • There is a change in the Cycle Payment • There will be a Gateway payment in February • Cash Report = Preliminary Report • Once the Census is complete and funding comes through in March the Budget will be put to the Board for approval • Voluntary Charges and Contributions – almost at 90% • Qkr was used for Kaboom incursion and was very successful • Finance Report was moved by DW, seconded by AG and accepted by all members 	
9. Make – Member Training	Actions
<ul style="list-style-type: none"> • CM asked the Board what training they wish to do this year • CM stated that formal training is being offered in May but is there anything else we would like to do? Are there any ‘gaps’ in our training or understanding? • CD stated that she would like to see what comes from the training in May and then revisit • Board Members are reminded to make sure they have completed the Modules on the Education Department Website • AT asked if we need to look at/learn about the official running of a meeting 	
10. Inform – Summary of Survey	Actions
<p>Parent Survey</p> <ul style="list-style-type: none"> • CM informed the Board that the format is different this year. David Abbott previously collated the data and presented the results to the Board. After advice from the Education Department, CM informed the Board that this cannot be done for privacy reasons. Raw data can ONLY go to the Principal. 	

<p>CM worked closely with the survey section of Dept. to analyse data</p> <ul style="list-style-type: none"> • There were 144 responses to the Survey with the Year 4 cohort returning the highest • Overall parents are “Agreeing” or “Strongly Agreeing” that things are going well • Uniform options – will remove question by the end of the year • Communication from School = Excellent • Communication from Teachers = There are inconsistencies between teachers and classes • The hope is that with Connect there will be one platform, with all communication being the ‘same’ from teachers to parents • All comments were acknowledged and taken on board and reflected on. Parent Survey is a great tool to use to ‘measure’ how we are going in the eyes of the community <p>Student Survey</p> <ul style="list-style-type: none"> • Mirrored a lot of the Parent Survey • Overall really pleased with the responses from students <p>Staff Survey</p> <ul style="list-style-type: none"> • SM co-ordinates the Staff Survey • Teachers are currently doing some “homework” on their results, specifically reviewing Performance Management and Reporting to Parents <p>Board Survey</p> <ul style="list-style-type: none"> • Mostly “Agree” and “Strongly Agree” • All comments valid and important • Tightening up on processes currently • DW stated that there is a lot of information given out about Boards from the Education Department. Could there be a condensed version for ‘new’ people? • DW asked if it is possible, due to the timeline, if the “Actions” could be sent out via email/Connect approximately a week after a meeting 	<p>CD to provide summary of meeting and actions required for the next meeting within one week</p>
<p>11. Make – Board Survey Summary</p>	<p>Actions</p>
<ul style="list-style-type: none"> • Tabled till next meeting 	
<p>12. Inform – Board Communication</p>	<p>Actions</p>
<ul style="list-style-type: none"> • Moving to Connect now • CM stated that she will try not to “bombard” the Board with too many notices • CM asked members to click on “View” when reading a new notification. This assists in seeing who has read the notifications and who hasn’t • CM asked if there are any issues please advise 	
<p>13. Inform – Calendar</p>	
<ul style="list-style-type: none"> • CM has developed the new calendar as per the Board training recommendations • CM stated that this year she would like the Board to provide input into the Annual Report – Board members stated they were happy with current format • NAPLAN is now Stage 1 and Stage 2 – Stage 1 being the Board looking at the data in more detail first and Stage 2 being the presentation to the community 	<p>All members to read “Terms of Reference” and “Code of Conduct” and sign that they</p>

<ul style="list-style-type: none"> • CM informed the Board that at the next meeting all members of the Board must sign a register that states they have read and are familiar with the Terms of Reference (TOR) and the Code of Conduct for Board Members • Annual Report – AT needs to write a report. CM asked for any suggestions for change. AT asked if it could be published? LF commented that it is a big expense for the school and was not in the best interests when it is made available to the community via the website 	have read it and are familiar with these documents
14. Understand – Correspondence	Actions
<ul style="list-style-type: none"> • NIL • CM stated that at each parent information session they way to contact the Board was explained 	
15. Other Business	Actions
<p>CD to add notice to Connect as reminder:</p> <ul style="list-style-type: none"> • Board Chair & Secretary • School Fundraising, Sponsorship and Donations Policy • Board Action Plan • TOR and Code of Conduct • Funding Agreement 	

Meeting Closed: AT closed the meeting at 6.58pm
Next meeting: Thursday the 28th of March 2019 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: