

**Mount Lawley Primary School Board**  
**Minutes of Meeting**  
**29<sup>th</sup> November, 2018 FINAL**



**Attendees**

**Staff Members:**

Cavelle Monck, Principal (CM)  
 Grace Adam (GA)  
 Helen Summers (HS)  
 Lisa Freegard (LF)

**Parent/Community Members:**

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

**Co-opted non-voting members:**

Annaleise Grubisich (AG)

**Observers:**

Amanda Greenman

**Presenters/Others:**

**1. Welcome, Introductions & Apologies**

**Actions**

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

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 8<sup>th</sup> November 2018**

**Actions**

The minutes of the meeting on 8<sup>th</sup> of November 2018 was accepted by DW and seconded by AT and approved.  
*DW & GA entered at 5.31pm*  
 MD asked if the observers of the NAPLAN Presentation needed to be identified. CM stated that a tally was sufficient

**4. Discussion – Action Register**

**Actions**

1. Calendar – ongoing.
  - CD stated that it still being worked on ready for next year
2. Training Register
  - CD stated that is ongoing
  - CD stated that Screening Numbers have been removed from the register and all members were emailed the new register of members
  - For new members the Police Screening numbers will be sighted by the Principal and recorded but not

recorded on the Register of Members	
<b>5. Understand – Board Chair’s Report</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• AT informed the Board that Lisa Freegard (LF) is our newest Board member having nominated as a staff representative and being the only nomination was appointed</li> <li>• CM stated that the Education Department have a new online system for nominations and elections and they were excited to try it out however Lisa was the only nominee so it was not needed</li> <li>• MD asked if the Principal still coordinates nominations and elections. CM responded she does. She provides the information to the department and they set it up through the School Survey tool</li> <li>• AT stated that he didn’t really have anything to report as the school was tracking well. All feedback he has been given is positive from families and the community</li> </ul>	
<b>6. Understand – Principal’s Report</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• CM welcomed Lisa (LF) to the Board</li> <li>• CM informed the Board that the Administration is very busy currently with classes and staffing. They are trying very hard to balance being locked away in offices with being in classes</li> <li>• Reports are completed</li> <li>• The Kindy information evening was held last night. It was very exciting with lots of parents in attendance</li> <li>• Parent Surveys: <ul style="list-style-type: none"> <li>- close tomorrow, please encourage parents to complete it and give their feedback</li> <li>- AG stated that she had problems accessing it. She said she will try again from a computer instead of a phone</li> <li>- Aiming for 200 responses. Last year there were 139 so more than that would be good. Lots of parents in the junior classes are completing it but it would be great to see more middle and upper parent responses</li> </ul> </li> <li>• Yr 6 students are currently transitioning to the various high schools and preparing for Graduation</li> <li>• Aboriginal Cultural Framework: <ul style="list-style-type: none"> <li>- CM provided a handout to all members <i>5.45pm - MB entered</i></li> <li>- This framework has been around since 2016 but is the focus for 2019 and beyond in both public and private schools</li> <li>- The information provided is for Boards to understand why the framework is being implemented</li> <li>- GA is leading the project with the staff</li> <li>- Cultural responsiveness - be responsive for our nation’s first people</li> <li>- This is not a new document to staff. The level in which it is being implemented is coming into its own</li> <li>- MD asked if they have ways/ideas of how to implement. CM stated that we are already doing a lot of things in the school. MD asked if we could name our factions. CM said that it is being discussed</li> <li>- CM offered to resend the Framework document out to members if they wish</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>- DW asked if the Department give ideas of things other school have done that work well it is contextual to each school. We as a Board will have to do a lot of work with GA to help get the information out into the community. We as a Board have a pivotal role to play with this framework next year</li> <li>• CM thanked the Board for an amazing year and all that they have done for the staff and students</li> </ul>	
<p><b>7. Understand – Finance Report</b></p>	<p><b>Actions</b></p>
<ul style="list-style-type: none"> <li>• LF stated that everything is tracking well</li> <li>• Our job tonight is to discuss and approve the Voluntary Contributions and charges for 2019</li> <li>• LF stated that she wanted to address a question that AT had asked in a previous meeting about the level of expenditure in curriculum areas. She asked that we read the overview of the Finance Report as more information regarding this was there</li> <li>• MD asked what happens to unspent funds. LF stated they are redistributed. They are transferred to areas of need or carried into next year. It is a budget so they plan out as best they can but they do need to adjust as required</li> <li>• AT asked if the school has “carte blanche” for where they can move the money, ie salaries. LF responded that any money in reserve must have a full plan behind it. Yes they can top up salaries if needed but they generally don’t. Can be used for asset resource planning – staggering replacement of furniture etc</li> <li>• AT asked if the 4% has to have a plan. LF stated that yes it does or the Department can take it back. CM said that everything is planned out strategically for the long term</li> <li>• LF informed the Board that a controlled self-assessment will be done as per the department policy.</li> <li>• LF stated that the minutes of the last Finance Committee meeting have been included in the Finance Report</li> </ul>	
<p><b>8. Make – School Voluntary Contributions &amp; Charges 2019</b></p>	<p><b>Actions</b></p>
<ul style="list-style-type: none"> <li>• Members received the Voluntary Contributions and Charges Schedule as pre-reading</li> <li>• LF stated that there is less expenses for parents next year as there is no EduCode</li> <li>• CD asked what the \$5 for Faction Carnival was. LF answered that it was for pool entry, bus etc</li> <li>• LF stated that there will be a possible move to CBA with QKR. This means parents are able to pay all things through the app – charges, excursions, disco tickets etc</li> <li>• AT asked if the app is provided for free. LF responded that there are fees but we will lose the old merchant fee and gain more money</li> <li>• LF said that QKR is used a lot in schools, particularly in our Hub network</li> <li>• CM informed the Board that the list of Charges, once approved, cannot be changed, for example, teachers can’t ask for extra money from parents for additional excursions etc</li> <li>• LF stated that the Yr 6 camp could be less with fundraising</li> <li>• MD stated that she was on the understanding the P&amp;C have discussed the Yr 6 dinner costing \$50. CM stated that the P&amp;C</li> </ul>	

<p>had worked it out on the number of students and will do so going forward</p> <ul style="list-style-type: none"> <li>• LF asked the Board if they could approve the 2019 Voluntary Contributions and Charges: <ul style="list-style-type: none"> <li>- AT proposed the Board approve the 2019 Voluntary Contributions and Charges. MB seconded this proposal. All members unanimously approved motion</li> </ul> </li> </ul>	
<p><b>9. Understand – Community Report</b></p>	<p><b>Actions</b></p>
<ul style="list-style-type: none"> <li>• AG informed the Board that the following things were discussed at the last P&amp;C meeting: <ul style="list-style-type: none"> <li>- P&amp;C are currently working on traffic management and have put together a small committee</li> <li>- At the Executive Meeting the P&amp;C Contributions were discussed</li> <li>- Discussed updating the P&amp;C section of the school website</li> <li>- Yr 6 Dinner Dance - contribution recommendation of per student contribution for future years</li> <li>- Arts Night</li> <li>- Uniform Shop looking at online process. MD asked if it would go out to community feedback. AG clarified that it is online ordering not an online shop. It is not replacing the shop. LF stated that the P&amp;C treasurer was looking at setting it up</li> <li>- School Banking and how it would look in 2019. It is a P&amp;C survey question put to the community and the school would also be seeking advice into the future of school banking</li> </ul> </li> </ul>	
<p><b>10. Understand – School Development Days</b></p>	<p><b>Actions</b></p>
<ul style="list-style-type: none"> <li>• CM distributed a list of School Development Days and explained that they are the same as all the school in our Hub</li> <li>• CM defined mandatory days as Department directed and was non-negotiable (except for the final day of school where staff can trade off if staff come to consensus)</li> <li>• CM informed the Board that some schools are looking at different days in 2020 as they would like to attach some days to long weekends and this would be discussed with Hub schools in 2019</li> </ul> <p><b><u>DATES:</u></b></p> <ul style="list-style-type: none"> <li>• Term 1 <ul style="list-style-type: none"> <li>- Thursday 31<sup>st</sup> January 2019 (Mandatory)</li> <li>- Friday 1<sup>st</sup> February 2019 (Mandatory)</li> </ul> </li> <li>• Term 2 <ul style="list-style-type: none"> <li>- Monday 29<sup>th</sup> April 2019</li> </ul> </li> <li>• Term 3 <ul style="list-style-type: none"> <li>- Monday 22<sup>nd</sup> July 2019</li> </ul> </li> <li>• Term 4 <ul style="list-style-type: none"> <li>- Monday 14<sup>th</sup> October 2019</li> <li>- Friday 20<sup>th</sup> December 2019 (Students finish on 19<sup>th</sup> December)</li> </ul> </li> </ul>	
<p><b>11. Understand – Governance Tree</b></p>	<p><b>Actions</b></p>
<ul style="list-style-type: none"> <li>• CM stated that they received this document at the Board Training Day</li> <li>• CM has asked a graphic designer for an editable/blank copy</li> </ul>	<ul style="list-style-type: none"> <li>- Election to be called in Term 1 of 2019</li> <li>- Information about the</li> </ul>

<p>so that it can be made 'personal' for our school</p> <ul style="list-style-type: none"> <li>• CM stated that she would like to display it around the school for people to understand that the different parts of the school community aren't separate, they are all part of the same tree</li> <li>• School Community – students, parents, staff (teaching and non- teaching)</li> <li>• “Oneness” embodies our mission statement</li> <li>• CM stated that she would like to add more branches to our tree so if anyone has any ideas or suggestions please let her know</li> <li>• CM stated that it might be possible to invite some senior students to our meeting in 2019 if we wished to ask them for feedback</li> <li>• CM stated that the Board’s role is to support the roots and branches of the tree and to help it grow</li> <li>• AT stated that the ‘roots’ section of the tree had some significant information</li> <li>• CM stated that the tree was good as it is visual and could generate further conversations in the community about our role as a school</li> <li>• CM asked members to email her if they have any ideas</li> </ul>	<p>election to be put in the newsletter &amp; website in the Board section</p>
<b>12. Understand – Board Member Terms</b>	
<ul style="list-style-type: none"> <li>• CD went through the Register of Members and outlined those terms that will be ending at the end of 2018</li> <li>• CM stated that elections for these positions will be held at the beginning of Term 1 2019. It was too busy at the moment and not fair to ask staff to have an election now (for staff positions)</li> <li>• MD asked if the elections would be held prior to the first meeting as Executives (Chair and Secretary) need to be voted for at this meeting and would make sense to have the new members there. CM responded that we can call the election whenever we want, it just needs to be in a “reasonable amount of time”. CM agreed that prior to the first meeting was preferable</li> <li>• MD asked if to get interest could we put information about nominations along with nomination forms in the undercover area when class lists are posted there on January 31<sup>st</sup> 2019</li> <li>• MD asked if there was a lot on for the Board in 2019. CM stated the Aboriginal Cultural Framework and the Business Plan would be the main focus</li> <li>• MB asked if we wanted to look at the times of the Board meetings for 2019. CD stated that times need to be considered with the P&amp;C meeting – can get very late if the Board meeting starts later</li> <li>• Meetings for 2019 will be in Weeks 4 &amp; 8 of each term</li> <li>• Parents will be informed that we will be calling an election in the next newsletter</li> <li>• AG suggested that the minutes from the P&amp;C meeting could be sent to the Board for Pre- Reading to assist with no P&amp;C rep moving forward as per the Board Training Documents/Information</li> </ul>	
<b>13. Understand – Correspondence</b>	
<ul style="list-style-type: none"> <li>• NIL</li> <li>• HS asked if we could add the information about</li> </ul>	<b>Actions</b>

communicating with the Board on the Parent info nights in Term 1	
<b>14. Other Business</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• AGM will be the first meeting – 28<sup>th</sup> February 2019 (Week 4)</li> <li>• DW asked if the intent was to use Connect as the primary form of communication. LF stated that website will be the marketing tool and Connect will be the primary communication tool</li> <li>• AT stated that the website should showcase to the community what's happening</li> <li>• GA stated that parents are encouraged to read the newsletter as that showcases brilliantly what we are achieving</li> <li>• LF stated that parent/guardian 2 logon for Connect will be rolled out shortly</li> <li>• MD asked as there is no ICAS next year is there any way could they could access it if they wished. GA responded that they can go to the portal and ask for external access</li> <li>• MD asked why ICAS wasn't being continued in 2019. CM responded that it is extremely time consuming, with GA organising, preparing and running each test, and as we don't use it to measure a whole cohort or as part of our school data collection, it is not a series of testing that we require for our students. We understand that parents value it for their individual child and they can certainly contact ICAS to see how they can access it outside of school if they wish</li> </ul>	

Meeting Closed: AT closed the meeting at 7 pm  
Next meeting: Thursday the 28<sup>th</sup> of February 2019 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: