

Mount Lawley Primary School Board
Minutes of Meeting
3 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:

Sandra Martin, Deputy Principal

Presenters/Others:

None

1. Welcome, Apologies & National Board Week.

Actions

The meeting was opened by SW at 7.00pm. Apologies were received from Narrelle Thambipillai (NT) and Lisa Freegard, (LF) Corporate Services Manager.

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

CM advised that the meeting was taking place during National Board Week, and distributed new name badges to Board Parent and Community members.

2. Disclosure of Interest

Actions



No conflicts of interest were disclosed.

3. Decision – Minutes of Previous Meeting







Actions

The minutes of the meeting on 1st June 2017 were proposed by SW

and seconded by MB and approved.	
4. Discussion - Action Register	Actions
<p>TD presented the Action Register.</p> <div data-bbox="258 405 320 461" data-label="Image"></div> <div data-bbox="432 416 459 465" data-label="Image"></div> <p>4. MLPS Board Action Register 3 Aug</p> <p>It was agreed that the following Actions were completed and would be deleted: 2016/24, 2017/03, 2017/05, 2017/07 and 2017/09.</p> <p>2017/04 – TD noted this required to be progressed and would liaise with CM.</p> <p>2017/10 – CM talked through some of the key themes from the Induction Day. It was noted that feedback from the Education Department indicated that the preferred size for a School Board was 9 members in total, and that MLPS Board configuration was too large at 13, and Community members should not be parents with children at the school, but instead must be handpicked from the broader local community. This balance can be corrected over time as terms expire. This item to be deleted.</p> <p>2017/13 – CM advised that she had approached the Education Department regarding the purchase of the adjacent property, and had been advised that this was not an option due to the cost of property in the area. Purchase by a parent and leased to the school was also not an option. This item to be deleted.</p> <p>It was noted that all other Actions were on the Agenda to be discussed, or were not yet due.</p>	<p>TD to add actions from meeting to Action Register and distribute.</p>
5. Mid-Year Progress Update - Board	Actions
<p>SW presented the update against the Board targets.</p> <div data-bbox="258 1570 320 1626" data-label="Image"></div> <div data-bbox="432 1581 459 1630" data-label="Image"></div> <p>5. MLPS Board Mid Year Report 2017.pdf</p> <p>Those in green were noted as achieved, with remainder as “work in progress”. In general it was agreed that the Board was making good progress in achieving 2017 targets.</p> <p>SW raised the validity of the target “Attend 50% of Honour Certificate Assemblies”, and after discussion it was agreed that this target should be deleted.</p> <p>On the theme of communication, the school would provide access to a notice board outside the undercover area, and the Board would populate. TD to action.</p>	<p>TD to establish Board notice board.</p>

6. Principal's Update & School Mid-Year Progress Update	Actions
<p>Principal's Update</p> <ul style="list-style-type: none"> - Busy and smooth start to Term 3, including the Hub Schools conference, and separate EAs conference; - Staff: Confirmed the recruitment of Helen Summer and Anthea Baros, and Paul Regal and Catherine Sipsas on contract, and recruitment in progress for a Library Officer and a School Officer (0.6 FTE); - 101 parents attended the Future Direction parent information sessions, with positive feedback; - Student feedback was majoring on two key themes: 1. More playground equipment; and 2. More reading spaces; - Teaching staff are implementing "differentiated instruction"; - STEM for Girls is underway as a Boost program; - Extension invitations to go out next week, with classes commencing in week 5; - Hope to have a draft of the Business Plan to Board at next meeting; - Science Week and Book Week are coming up, and plans to increase awareness of indigenous culture; - NAPLAN results out soon – and will be presented to Board. <p>SW asked that Board noted positive feedback received on the front desk team.</p> <p>School Mid-Year Progress Update</p> <ul style="list-style-type: none"> - Not presented as IPS award and appointment of CM meant that Business Plan was currently being drafted. 	
7. Discussion – Business Plan Update	Actions
<p>Business Plan drafting is underway, with Board representative GS assisting. CM noted that significant work was going into the first IPS Business Plan, but it would include clear and measurable targets, and would ultimately be the School's prospectus.</p> <p>SW clarified that the Board would endorse the Business Plan in due course, and thanked GS for her ongoing work.</p>	
8. Discussion – LOTE from 2018	Actions
<p>CM distributed a paper "Consideration of Language Options 2018 (LOTE)".</p> <div data-bbox="258 1872 320 1928">  </div> <div data-bbox="464 1872 491 1921">  </div> <p>Language 2018.pdf</p>	<p>CM to progress LOTE survey of MLPS parents.</p>

<p>CM noted the history of LOTE at MLPS, the languages offered by MLSHS, and feedback on the current Korean program (Yr7 & Extension).</p> <p>Whilst the languages offered by MLPS is a decision for the Principal, a general discussion on the best way to engage the community took place, and it was resolved that an electronic survey/poll of parents would be conducted.</p> <p>Board would support CM's decision on this matter.</p>	
9. Discussion – Early Close	Actions
<p>CM talked to the Proposal for Early Close from 2018.</p> <div data-bbox="258 663 320 719" data-label="Image"></div> <div data-bbox="459 678 485 725" data-label="Image"></div> <p>9. The Proposal for Early Close from 2018</p> <p>In addition to the points raised in the proposal, CM noted that:</p> <ul style="list-style-type: none"> - The new Digital Technologies curriculum would require significant training to implement; - The school can teach the curriculum within the reduced time available through implementation of other measures; - The proposed timing fitted with the presence of crossing guards at local road crossings; - The school was not planning to provide After School Care for early close, but this may change depending on the outcome of the Before and After School review currently underway; - This is a “heads up” – will formally come before Board in Term 4 after community consultation; - The Regional Executive Director has power to decline the proposal, regardless of community support; <p>After discussion, Parent, Community and Staff Board members were supportive of the proposal.</p>	<p>CM to progress Community consultation in Term 4.</p>
10. Information – Before & After School Care Sub Committee Update	Actions
<p>DA (Sub-committee Chair) advised the Board that the Sub-Committee had initially met on 26th May, and presented a report (Update 1). A further update will be provided at the next Board meeting.</p> <div data-bbox="258 1688 320 1744" data-label="Image"></div> <div data-bbox="472 1700 497 1747" data-label="Image"></div> <p>10. MLPS before and after school care feasibility</p>	
11. Discussion – Board Membership Dec 2017	Actions
<p>Noting the number of Board members finishing terms in office in 2017, and discussion on Board composition in Item 4 above, TD undertook to present a Succession Plan at the next Board meeting.</p>	<p>TD to present a Succession Plan at the next Board meeting</p>

12. Information – National Police Clearance Checks	Actions
Board members continue to work on obtaining Police Clearance.	Members to obtain Police Clearance
13. Information – Finance Committee Update	Actions
<p>In LF's absence, TD proposed that any questions be emailed to TD for LF to address at the next Board meeting. It was noted that the water leak had been located, and supply to the water feature turned off pending repair.</p> <div>   </div> <p>13. Finance Report 3 August.pdf</p>	Finance questions to TD for LF response at next meeting.
14. Information – Report from P&C Representative	Actions
<p>Noted.</p> <div>   </div> <p>14. PC Association Meeting Minutes 15 J</p>	
15. Information – Attendance & Training Register	Actions
<p>Noted.</p> <div>   </div> <p>15. MLPS Board Attendance and Train</p>	
16. Information - Correspondence	Actions
<p>Board noted letter from NT presenting apologies for Term 3 as she is acting as Deputy Principal at Clayton View Primary School. Returning to MLPS (and Board) in Term 4.</p> <p>Board noted letter from pupils requesting the provision of lockers at MLPS, and approved the response drafted by TD.</p>	
17. Other Business	Actions
<p>The Board noted the letter from Jim Richards addressed to CM objecting to the Acknowledgement of Country at school assemblies. Whilst it was acknowledged that this issue was an operational matter resting with the Principal, it was resolved that the school community would be consulted on the issue through inclusion of a question in the next Parent Survey, scheduled for Term 4 2017.</p>	Include Acknowledgement of Country question in Parent Survey

There being no other business, SW closed the meeting at 9.02pm.	
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Next meeting: Thursday 24th August 2017, 7.00pm, MLPS Staff Room