

Mount Lawley Primary School Board
Minutes of Meeting
6th September, 2018 FINAL



Attendees

Staff Members:

Cavelle Monck, Principal (CM)
 Grace Adam (GA)

Parent/Community Members:

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

Co-opted non-voting members:

Observers:

NIL

Presenters/Others:

NIL

1. Welcome, Introductions & Apologies

Actions

The meeting was opened by AT at 5.33pm. Apologies were received from Christina Gray (CG) and Annalise Grubisich (AG).

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 9th August 2018

Actions

The minutes of the meeting on 9th of August 2018 was accepted by GA and seconded by DW and approved.

DW stated that at the last meeting we did have quorum. Members present agreed.

DW stated that there were a few spelling/grammar errors.

CD to correct spelling/grammar errors before sending to LF to upload to the website

4. Discussion – Action Register

Actions

1. Communication Policy Subcommittee –
 - Propose Delete
 - All members agreed to delete
2. Calendar – ongoing.
 - CM stated that the layout and content may change due to the Professional Learning attended by the Principal and the Chair of the Board
3. Training Register
 - CD stated that is ongoing

CD to delete

5. Information – Board Chair’s Report	Actions
<ul style="list-style-type: none"> • AT stated that he and the Principal attended Professional Learning today on for updated Board training • Five Modules were unpacked and looked at • AT informed the Board that the Board information used to be only on the portal but will now be available on the department website for easy access for all • 5.40pm – Mark Burns (MB) entered • AT stated that they hoped to share the new things they learned to the Board to assist with training and being upskilled 	
6. Information – Principal’s Report	Actions
<ul style="list-style-type: none"> • CM stated that there is a lot going on in the school at the moment and it had been a busy but successful term • CM stated that she was pleased she attended the Professional Learning about the Board: <ul style="list-style-type: none"> - There are key messages especially with the modules that make the roles and responsibilities more clear - There will be no changes to the TOR - The word ‘endorsed’ has been replaced with the word ‘noted’ for use in the DPA and Budget (eg. It will now be written in the minutes, “the budget or DPA was shared and noted) - Board training was very positive and CM looks forward to unpacking this further with everyone • Sandra Martin and CM attended Professional Learning earlier this term regarding Attendance: <ul style="list-style-type: none"> - Our overall attendance is good however it is affected by families holidaying in school term - MD asked if relevant data can be kept on those families. CM stated all attendance data is kept through department system - CM explained that teachers often teach in sequence so missing time at school means the child may miss part of the sequence and important concepts - CM also explained that the social ramifications may be significant for the child when they are away. The peer group often closes over when the child is absent, making it a challenge to return to their friendship circle - CM stated that provisions are made for cultural/religious reasons as per department policy - AT asked how holidays during the term is recorded. CM stated that it is recorded as an ‘unauthorised vacation’ or ‘K’ code - The school community needs to understand our data may be impacted when students are away for an extended period of time during the term - MD acknowledged that the message in the newsletter sends the message that parents shouldn’t be removing children from school for a holiday and wondered if some parents may not be getting it - AT asked when people are commonly removing their children. CM stated that it is across the year • NAPLAN: <ul style="list-style-type: none"> - Online readiness test conducted in preparation for 2019 - A few glitches were encountered: some laptops overheated; some laptops restarted themselves; some students didn’t know how to use headphones 	

<ul style="list-style-type: none"> - GA stated that the whole idea was to test the devices and the timing so any glitches now, were a great way to help us with our 2019 preparation - The year 5's loved it - The year 5's used iPad's and found them to be excellent - AT asked if all students could use iPad's. GA said that all iPads need a keyboard so they were looking into it - MD asked if there was any discrimination with no writing with pen/paper. CM responded that the research shared with schools from the NAPLAN online team has shown that using a keyboard has been successful and in fact, in some cases has proven to be more successful than pen/paper as students become more digitally literate Schools may not have to specifically teach keyboard skills (because students need to be exposed to all types of keyboards) however, some of the teachers here are incorporating keyboarding skills into their lessons - CM stated that the data is late this year and is expected mid/late September due to NAPLAN online • Kindy Story Time (a new initiative to start transition earlier and for the Kindy students to have more opportunity to come to the big school and for parents to visit and look around): <ul style="list-style-type: none"> - Very successful - Kids listened to a story in the library, read by the Pre-primary teachers who each took a turn each week - Parents met with the Principal for an informal chat whilst story time occurred - Parents then collected their child and the whole group played on the PP playground for a half hour • Parenting workshops have been very successful • Lockdown Drill was successful. An evacuation drill will happen soon • Book Week was a huge success – great work by Nicola, our librarian • The Sports Carnival was very successful despite the rain! • Nature Playground Committee has been formalised and they hope to meet before the end of term • Teachers, Helen & Ali attended a Differentiation Professional Learning and presented to the staff 	
<p>7. Information – Finance Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • LF stated that they are getting to the 'pointy end' of spending - that time of year. The figures are verified for June. • Finance committee met in Week 7 – minutes are attached: <ul style="list-style-type: none"> - They are investigating options for changing school banking arrangements, investment and QKR (app) - They are looking at an App for permissions and payments - They submitted the preliminary enrolment numbers to the department - They are working on the booklists to submit to Board at a later date - Voluntary charges will be looked at, at the next meeting • CD asked if parents are accessing the unallocated funds option when paying. LF responded that they are and there about \$3000 of unallocated funds currently there. MD asked if we are obligated to send out statements when we hold parent pre-payments. LF responded that she was unsure and would seek advice from the senior finance consultant • LF informed the Board that the fees and charges as related to 	<p>LF to email the Members the Fees and Charges Members to endorse via a "Reply All" email</p>

<p>the personal items list, would be ready soon and would be distributed to the members via email to be endorsed</p>	
<p>8. Information – Community Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • AG was absent • CM informed the Board that P&C would tonight be discussing the new crossing, as a P&C exec. member had met with the outgoing crossing guard who wanted to share her observations and experience with the new crossing on Clifton Cres • CM informed the Board that we would not have a member of the P&C on our Board as a co-opted member. All parent members must follow the nomination process. MD asked if AG is co-opted do we have 9 members plus 1 co-opted therefore a vacancy as we are meant to have 10 members as per TOR? • CM said she would seek advice from Matt Osborne regarding this 	<p>CM will follow up and clarify</p>
<p>9. Endorsement – Booklist 2019</p>	<p>Actions</p>
<ul style="list-style-type: none"> • CM informed the Board that the Booklists are still being finalised and members would be emailed for endorsement when they are completed 	
<p>10. Information – Self Assessment Tool for School Review</p>	<p>Actions</p>
<ul style="list-style-type: none"> • CM informed the Board that there is a new school review process in place. Previously: <ul style="list-style-type: none"> - A team would attend the school for three days - The school would give the team a range of data about the school, prior to the team coming in for review - A report was then given to the school and the Principal had a right of reply - This report was then presented to the Board to discuss - This process was previously only for IPS Schools as their review, occurring every 3 years • The new process: <ul style="list-style-type: none"> - All schools will now have an online school assessment tool - The Principal is provided with an online self-assessment tool that they access and complete over 3 years, with input from key stakeholders within the school. - A week or two prior to the school review, the data and information the school has been collecting is uploaded and can then be accessed by the review team - The review will consist of one team member, one peer Principal and one Executive will attend the school for 1 day • CM stated that the Board has an important role to play in the review • In this review, the Business Plan is not as key to the review as it has been previously however, it is still an important document for our school direction and focus • CM is reviewing a school next week as a peer Principal • MD asked if there is a timeline for the improvements. CM responded that the lines of interest are the questions the team can ask on the review day and the recommendations are to be 	

<p>addressed throughout the next cycle</p> <ul style="list-style-type: none"> Initially the rating was 5 star, it is now 3 star and the results are published on the school's website (if the school has one) and the results are available to the school community The review is a validation tool and is for reflection, rather than a punitive process Overall the new review should be very positive MD asked if we did a plan for our Board would we schedule it on our calendar. CM stated that we have a section in the self-assessment CD asked if the rating has to be published on the school's website or was it optional. CM responded that it must be published (if you have a website) or made available to the community. If the rating wasn't the top one, it didn't necessarily mean the school was not a good school but it may mean it needs support in different areas 	
<p>11. Discussion – Delivery Performance Agreement (DPA) & Business Plan (BP)</p>	<p>Actions</p>
<p>DPA – Introduction</p> <ul style="list-style-type: none"> Each member was invited to discuss anything they took from the paragraphs: DW: <ul style="list-style-type: none"> Point 4 – is AT familiar with this? Is it being filtered down? AT stated that he is aware of it. CM stated that the word 'Board' and 'Council' are interchangeable AT: What is the "Classroom First" strategy? CM responded that it was a document Sharyn O'Neill wrote as Director General. It is a plan for public school education and the roles and responsibilities of everyone in a school HS: <ul style="list-style-type: none"> It is interesting in point 1 that the Board is mentioned as a party when a lot of the things stated are operational. CM responded that it is meant to keep the Principal accountable and doing the right thing MD: <ul style="list-style-type: none"> It is important for the Board to be familiar with the Education Act It is also important for the members to have the ability to interpret data AT: <ul style="list-style-type: none"> Great to see the inclusivity stuff in point 8 CD: <ul style="list-style-type: none"> Nothing to add GA: <ul style="list-style-type: none"> Clear, laid out well MB: <ul style="list-style-type: none"> Where it states "the Board communicates to the broader community" what is the definition of broad? CM stated that anyone that you come in contact with you should be acknowledging and talking about the school – support the school CM: <ul style="list-style-type: none"> The "Closing the Gap" paper came from the Federal Government and is in relation to the educational outcomes for Aboriginal and Torres Strait Islander students. We now have the Aboriginal Cultural Standards Framework which 	<p>CM to make the "Closing the Gap" paperwork available to members</p>

needs to be embedded across all schools. Principal and Deputies attending professional learning in Term 4. A suggestion of possibly naming the factions Aboriginal names. We will table cultural discussions for another meeting. DW asked if we should be familiar with the “Closing the Gap” strategy. CM stated she would make it and Aboriginal Cultural Framework available

Business Plan – Page 3 - VALUES

- CM stated that the leadership team had discussions around defining our ‘high expectations’ as stated in our BP. All had different ideas. Research suggested that strong values should be driven by *verbs* and all our values are already verbs
- CM stated therefore it made sense to go back to our values and unpack them again, as we also have new staff and students and so all staff are doing that with their classes
- DW asked what is the metric standard that we can apply to it?
 - CM asked do we have to have quantitative or can it be qualitative?
 - Integris data is measurable so that could be used
- CM stated that one of the areas is “Celebrate”. She asked how we celebrate the teachers, students and the parents?
- MD stated that we could be more inclusive of our community by colour coding the values to the activities and events that we do throughout the school (eg. ANZAC Day, end of year performance, Arts night etc)
- CM stated that she loved that idea and they could be highlighted on the Calendar – they could be colour coded too
- MD stated that values are underpinning our current events – we already do a lot. Could name/mark ANZAC Day on the calendar as a “Respect Event” for example
- AT asked if the students know what the words mean – Learn, Respect, Inspire, Create, Celebrate? They say the words but are they doing it? He stated that he loved the definition of learn and that learning should be joyful. He stated that celebrate could be as big or as small as you want it to be. He asked if it is acknowledged that it is not ok to succeed – learn from a failure and grow. GA stated that the “Growth Mindset” addresses this and that the whole school refers to both the vision, values and growth mindset as part of the ‘every day’
- CD asked if all students receive an honour certificate. CM and GA stated that they do and GA stated that the way we incorporate the values is done well and that she likes the way we do it here
- MB stated that the words themselves can be replaced with other words. He stated that you need to use a different word to reinforce the actual word “inspire”
- MD asked if it was worth asking in the parent survey how you want to celebrate successes with students. CM stated that this would need to be thought out carefully as you can’t always celebrate in the way that every parents wants. CM stated that clarity on what we do would be preferred

12. Discussion– Behaviour Management Plan	Actions
<ul style="list-style-type: none"> • CM stated that the Behaviour Management Plan was for the members information and if there were any glaring errors please email • CM stated that there will be some layout changes 	

13. Information – Correspondence	Actions
<ul style="list-style-type: none"> • NIL 	
14. Other Business	Actions
<ul style="list-style-type: none"> • NIL 	

Meeting Closed: AT closed the meeting at 7.30pm
Next meeting: Thursday the 1st of November at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: