



MLPS Board Meeting Agenda & Minutes

Subject	Mount Lawley Primary School Board Meeting 3, 2025
Time	5.30pm - 7.30pm
Date	Thursday 22 May 2025
Location	MLPS Staffroom
Chair	Catherine Pearce
Attendees	<p>Staff Members: Robyn Crump, Principal (RC) Alison Hawkesford (AH) Sharon Hill (SH) Ali Roberts (AR)</p> <hr/> <p>Parent/Community Members: Catherine Pearce (CP), Chairperson Saul Karnovsky (SK) Breanna (BC) Nathan Curnow (NC) Greg Rice (GR), Secretary</p>
Apologies	Trent Everitt (TE)
Co-opted non-voting members	none
Observers	none
Presenters/Others	none

Time	Item	Documents	Purpose	Led by	Recommendations	Minutes	Actions
5.30pm	1. Welcome Introductions Apologies Disclosure of Interests			Chair		CP opened the meeting at 5.40pm. There being not less than 60% of members present in person, a quorum was formed. Apologies received from TE. No interests to disclose.	
	2. Acknowledgement of Country			GR		GR completed Acknowledgement of Country.	
	3. Update from Department Board Chair / Principal Training			Principal/ Chair	<ul style="list-style-type: none"> •Policies & guidelines •Efficient agenda & meetings, authentic & relevant conversations •Future meeting formats 	<p>CP updated the board on the training session undertaken by the Chair and Principal.</p> <p>As a result, the Terms of Reference is going to be changed to be in line with DOE policy.</p> <p>The board is going to review its ways of working in an attempt to streamline the meetings.</p>	
	4. Terms of Reference & Member Register	Terms of Reference v1.7 REVISED	For Approval	Chair / Principal	<ul style="list-style-type: none"> •Agree amendments to ToR and Board composition •Members sign register 	Terms of Reference amendments were endorsed by the board.	CP to finalise ToR and save to Connect
	5. Minutes of Meeting	Minutes of meetings 27.03.2025	For Approval	Chair	Minutes of meeting 2, 2025 to be endorsed	Approved by NC Seconded by RC	GR to get minutes signed, save to Connect and send copy to Shannon Gunning to upload onto the MLPS website
Strategic Items							
5.45pm	6. Principal's Report	Principal's Report	Understand	Principal		<p>RC presented the Principal's Report to the board. Highlights include: Total number of students up by 8.</p> <p>A number of staffing changes including Jared Lawson returning to the MLPS team.</p> <p>Kaardijin Update – Compass now handling attendance and communication – further communication coming to parents.</p> <p>Parent Teacher interviews will be offered in Weeks 8 & 9 of Term 2.</p>	
	7. School Finance	One-line Budget	Understand For Noting	Principal	<ul style="list-style-type: none"> •Endorse operational one-line budget •Share P&C Wishlist 	<p>RC presented the Finance Report to the board.</p> <p>The board has endorsed the One-line Budget and CP and RC signed the document.</p>	
6.00pm							

Time	Item	Documents	Purpose	Led by	Recommendations	Minutes	Actions
6.15pm	8. Business Plan	Business Plan 2023-2025	Understand & Inform	Principal	<ul style="list-style-type: none"> •Present current Business Plan for Board to discuss and evaluate achievements •Community Forum date and planning 	RC took the board through the Target Review for May 2025 and engaged in a productive discussion regarding the school's current performance and progress toward its targets. The board have locked in 24 July for the MLPS Community Forum	RC to provide planning update at the next Board meeting
6.45pm	9. Homework Survey	Homework Survey Results	Discussion	Principal / SK	<ul style="list-style-type: none"> •Review results •Discuss next steps 	<p>The board reviewed the results of the homework survey.</p> <p>The data indicates that maintaining a flexible Homework Guideline document is the most appropriate approach for the school.</p> <p>The board has formed a sub-committee consisting of RC, SK and BC to to have a detailed discussion on the results, discuss next steps and report back to the next board meeting.</p>	<p>RC to organise a time for sub-committee to meet and then report back to the board at the next meeting.</p> <p>GR to agenda 30 min aside for June meeting.</p>
7.10pm	10. 2025 Board Planning	Draft 2025 Board Calendar	Discussion	Chair / Principal	<ul style="list-style-type: none"> •What does a meaningful contribution look like to you? •Staff recognitions •Review Sub-Committees •Board Self-Assessment •Educative session topics •Name badges 	<p>The Name Badges with first and last names will be created for board members to make them identifiable when on school grounds.</p> <p>The remaining agenda items Carried over.</p>	<p>RC to get name badges made for board members.</p> <p>GR to add Board Planning items to next meeting agenda.</p>
7.20pm	Administration Items						
	11. Correspondence		Understand	Secretary		Nil	
	12. Action Register		Discussion	Secretary		See Action Register	GR to update Action Register
7.30pm	Close			Chair		Next meeting proposed for 3/7. Meeting closed at 7.48pm	

Accepted by Signature:

Board Chair Signature:

Principal Signature: