

MLPS Board Meeting Minutes

Time:	5.30pm - 7.30pm
Date:	27 March 2025, Meeting 2
Location:	MLPS Staffroom

Attendees

Staff Members:

Robyn Crump, Principal (RC)
Alison Hawkesford (AH)
Sharon Hill (SH)
Ali Roberts (AR)

Parent/Community Members:

Catherine Pearce, Chairperson (CP)
Saul Karnovsky (SK) - virtual via videoconference
Breanna Catania (BC)
Nathan Curnow (NC)
Greg Rice (GR)
Trent Everitt (TE)

Co-opted non-voting members: none

Observers: none

Presenters/Others: none

Apologies: none

Item	Actions
1. Welcome, Introductions & Apologies	
The meeting was opened at 5:41pm by the Chairperson. There being not less than 60% of members present in person, a quorum was formed.	Nil
2. Acknowledgement of Country	
SH completed Acknowledgement of Country.	Nil
3. Disclosure of Interests	
None.	Nil
4. Terms of Reference & Code of Conduct	
Discuss updated Terms of Reference v1.7 Resolution to approve. Motion proposed by CP to edit sections 6.3 & 6.5, Delete 9.1. Seconded by TE.	CP to change phrasing in Terms of Reference so board members can appear either in person or virtually. Board members to sign Member Register – confirm they have read the Terms of Reference, Code of Conduct and Board Training Modules.
5. Secretary Nominations & Appointment	
RC called for nominations for the vacant role of Secretary. GR nominated for secretary as the sole nominee. GR voted unanimously to take on the role of Secretary.	CP to handover Secretary tasks and files to GR.

Item	Actions
6. Minutes of Previous Meeting	
RC proposed a motion to approve the minutes from the last meeting on 6 March 2025. NC seconded this.	Secretary to send approved minutes to Shannon Gunning to upload to MLPS website.
7. Action Register – Discussion	
See Action Register	
8. Principal’s Report	
<p>Refer to Principal’s report provided. Highlights included:</p> <ul style="list-style-type: none"> • Increase in enrolments - from 538 to 541, up 3 from last meeting. • NAPLAN has finished, thank you to AR for running it. Results will be available during Term 2. • 4 staff members attended training for Kaartdijin as rollout of the Department communication platform begins in Term 2. Connect Board group will remain. 	Nil
9. School Finance	
No Finance Report available this meeting as system is down (back around 1/4).	Finance Report to be discussed next meeting.
10. School Planning	
<p>Discussion on engaging the community for input to develop the school’s 2026 Business Plan and potential dates to hold a community forum.</p> <p>RC proposed to discuss and evaluate the first three topics of the current Business Plan at the next board meeting and the remaining three topics at the following meeting.</p> <p>Board discussed a tailored School Survey tool to make surveying the community easier due to the lack of a Department survey tool. It was agreed to continue using Microsoft Teams as templates are now developed and it has been working well.</p>	<p>RC to discuss with staff and propose dates for a Community Forum and a Board Business Plan Review Workshop.</p> <p>RC to present current Business Plan at next meeting to evaluate the first 3 sections.</p> <p>RC to send out school survey during weeks 8-10 to gather data before Business Plan sessions.</p>
11. Homework Survey	
<p>Draft survey was updated based on the Board’s feedback and a couple of new questions added based on staff feedback. The Survey uses Microsoft Forms and will remain open until the end of term 2.</p> <p>Board discussed next steps of reviewing the initial survey results at the next meeting and considering forming sub-committees (one for selected teachers and one for board members) to analyse the feedback and provide input to reviewing the new policy.</p>	<p>RC to send out Homework Survey. Reps to engage parents on WhatsApp chats and other school forums to try and get as many responses as possible.</p> <p>GR to create an agenda item with first read of the data for board discussion.</p> <p>RC to send out survey results to board to allow for analysis before the next board meeting.</p>

Item	Actions
12. 2025 Board Planning	
<p>Board discussed planning for 2025 including the following key points:</p> <ul style="list-style-type: none"> • Board meeting dates confirmed for 2025 with public meeting scheduled for 6 November. • Board self-assessment - utilise the community forum for feedback on MLPS board and consider survey at year end. • Update website to include a brief section on each member and what they bring to the Board in terms of perspective and experience. • Communication channels – revisit this discussion following website and comms updates. • Board visibility – suggested catchups, coffee meetings, piggy-back off P&C events to make board members accessible • Policy reviews – collate a roster of policies requiring review / ratification in alignment with CABS system. • Board subcommittees may be developed to support policy review processes. • Board member onboarding, induction and training – buddy system suggested and consistent induction process for each time a new member joins the Board. <p>Staff recognition discussion held over to next meeting.</p>	<p>CP to send a board template to update board member's bio for website.</p> <p>RC to organise Board Member name Badges</p> <p>CP/GR to update calendar for next board meeting (15min agenda item next board meeting) NC to review once changes have been amended.</p> <p>RC/CP to go through policy documents to see which ones need to be ratified/reviewed.</p> <p>RC to develop template induction email to new board members regarding information about the board, training, access to Connect etc.</p> <p>RC to send links to training on Child Protection to new board members.</p> <p>GR to add Staff Recognitions for Board Planning next meeting (10 min).</p>
13. Correspondence	
Nil	Nil
14. Other Business	
Nil	Nil

The Chairperson closed the meeting at 7:44pm. Next meeting is scheduled for 5.30pm Thursday 22 May 2025.

Accepted by Signature:

Board Chair Signature:

Principal Signature: