

## MLPS Board Meeting Minutes

<b>Time:</b>	5.30pm - 7.30pm
<b>Date:</b>	22 February 2024
<b>Location:</b>	MLPS Staffroom

Attendees
<p><b>Staff Members:</b>            Jared Lawson (JL) - Acting Principal            Lesa Mileto (LM)            Christine Ashkenazy (CA)            Alison Hawkesford (AH)</p>
<p><b>Parent/Community Members:</b>            Sian Zador (SZ) - Chair            Catherine Pearce (CP) - Secretary            Mandy Greenman (MG)            Saul Karnovsky (SK)            Nathan Curnow (NC)</p>
<b>Co-opted non-voting members: none</b>
<b>Observers: none</b>
<b>Presenters/Others: none</b>

Item	Actions
<b>1. Welcome, Introductions &amp; Apologies</b>	
The meeting was opened by SZ at 5.35pm. NC not yet present, but there being not less than 60% of members present in person, a quorum was formed.	Nil
<b>2. Acknowledgement of Country</b>	
CP completed Acknowledgement of Country. Note there are AoC guidelines from Department of Education in Connect if any members need a refresh. Next Acknowledgement of Country will be JL.	Nil
<b>3. Disclosure of Interests</b>	
Nil	Nil
<b>4. Minutes of Previous Meeting</b>	
The minutes of the meeting on 30 November 2023 were accepted by LM and seconded by CP and approved.	CP to send signed minutes to Shannon Gunning to upload to MLPS website.
<b>5. Action Register</b>	
CP proposed to remove the ongoing actions from the register for simplicity as these are documented along with other ongoing actions in the Secretary Processes document. It was agreed that this document would contain all of the Secretary's ongoing responsibilities for continuity and knowledge management purposes.	CP to update Action Register.
<b>6. Board Chair Report</b>	
<ul style="list-style-type: none"> <li>Process for appointing new Principal is in progress, with a diverse pool of 13 applicants. SZ is representing MLPS on the selection panel. The process has been thorough, and questions have been specific to MLPS.</li> <li>[NC arrived 5.42pm]</li> </ul>	SZ to provide update on the process for Principal appointment at the next meeting.

Item	Actions
<b>7. Finance Report</b>	
<ul style="list-style-type: none"> <li>LM presented the draft Preliminary Finance Report which will be finalised with the breakdown of funding once census is finalised which determines the final amount the school will receive from Student Centred Funding.</li> <li>Forecast total funds available of \$5.9m, up slightly from \$4.4m last year. Per student funding (K – 12) and student and school characteristic funding increased by 3.5% this year.</li> <li>Collection rate for Voluntary Contributions and Charges is already at 65% of an estimated 85% collection rate.</li> <li>At the next Board meeting we will note the school’s one-line budget and a new report “Preliminary School Financial Summary” will be provided to the Board each meeting.</li> <li>[AH not present 5.50pm – 5.55pm]</li> </ul>	<p>LM to present preliminary Budget for noting at the next meeting.</p>
<b>8. Principal’s Report</b>	
<ul style="list-style-type: none"> <li>Smooth start with Professional Development days and staff transitions planned and managed to prioritise consistency in teaching and support staff.</li> <li>Majority of parent information nights completed, with JL attending most sessions.</li> <li>JL introducing whole of school assemblies as an opportunity to bring the whole school community together and celebrate things, opportunity for students and staff to see role models and celebration of successes.</li> <li>Annual Report due at the end of Term 1, including Board Chair report.</li> <li>Board member nominations for two Parent Representatives resulted in one nomination of Sian Zador, therefore no election was needed. Discussed that another call for nominations could be made in Term 2 or 3 for the remaining Parent Representative position.</li> <li>JL called for nominations for the position of Board Chair, SZ nominated. The Board unanimously re-elected Sian Zador as Chair (subject to confirming police clearance procedures).</li> <li>[CA left the meeting 6.15 – 6.18pm, confirmed agreement with SZ election as Chair]</li> <li>2024 split class structure was a strategic decision to manage challenging behaviours, more teacher aid support, capacity building approach.</li> <li>JL provided a summary document of the School Survey results and acknowledged that all feedback is an opportunity for improvement. JL to communicate these through the school newsletter.</li> <li>MLPS’s Public School Review to be conducted in Term 3 which will provide a good opportunity for feedback and a baseline for the Principal going forward.</li> </ul>	<p>JL to provide School Survey feedback through the newsletter</p> <p>Board nominations to be called for next term for the remaining vacant parent representative role.</p>
<b>9. Focus for 2024</b>	
<ul style="list-style-type: none"> <li>Discussed the meeting format and agreed that strategic discussion time in line with the Board’s oversight role is valuable to provide context for Board members which is a key element for engaging for engaging the school and broader community. If we are running over on the scheduled meeting time, the Chair will check with members if they are able to extend the meeting time or prefer to hold items over until the next meeting.</li> </ul>	<p>MG to encourage class parent representatives to provide relevant feedback to Board Parent Representatives.</p> <p>CP to close the action on the register for the Uniform Committee</p>

Item	Actions
<ul style="list-style-type: none"> <li>Discussed the objectives around the visibility of the Board. School Survey feedback indicated 74% of school community know what the Board does. Suggestion for Parent representatives to connect with the group of parent representatives for each classroom to provide a feedback channel to Board level. MG is the parent rep coordinator for 2024 and will encourage this. Consider whether it would be beneficial for Board members to be involved in some staff/school events such as PD and assemblies to nurture connection and visibility.</li> <li>Discussed whether a review of the uniform was needed this year. School Survey indicated that the majority of respondents were happy with the uniform. Continue discussion at next meeting as to whether a uniform review is a priority for 2024. The subcommittee for an Indigenous polo shirt has been superseded by the need to first consider the School's Reconciliation strategy which is a longer term initiative to be considered by the new Principal going forward.</li> <li>Board members to reflect and revisit discussion at the next Board meeting to confirm the Board's priorities for 2024.</li> </ul>	<p>to look into an Indigenous Polo Shirt.</p> <p>All Board members to reflect and revisit discussion at the next Board meeting to confirm the Board's priorities for 2024.</p> <p>Follow up discussion at next Board meeting to consider:</p> <ul style="list-style-type: none"> <li>Board visibility</li> <li>Uniform Policy review</li> </ul>
<p><b>10. Board meeting format &amp; dates for 2024</b></p>	
<p>Board meeting dates were agreed with the Annual Public Meeting planned for Thursday 24 October 2024 (Term 4, Week 3). Formal notice of this to be provided at least 14 days prior.</p> <p>Existing meeting cadence works well, timed with NAPLAN feedback for Annual Public Meeting.</p> <p>PSR Term 3 – documents will be provided in preparation.</p>	<p>Nil</p>
<p><b>11. Terms of Reference</b></p>	
<p>No questions. Accepted.</p>	<p>Nil</p>
<p><b>12. Code of Conduct</b></p>	
<p>No questions. Accepted.</p>	<p>Nil</p>
<p><b>13. DOE Strategic Documents</b></p>	
<p>JL provided a presentation on the Department of Education's strategic documents, the six improvement drivers and what these mean for MLPS and the expectation of the Principal. The Department's six drivers for public schools to 2024 are:</p> <ol style="list-style-type: none"> <li>Provide every student with a pathway to a successful future;</li> <li>Strengthen support for teaching and learning excellence in every classroom;</li> <li>Build the capability of our principals, our teachers and our allied professionals.</li> <li>Support increased school autonomy within a connected and unified public school system.</li> <li>Partner with families, communities and agencies to support the educational engagement of every student.</li> <li>Use evidence to drive decision-making at all levels of the system.</li> </ol>	<p>JL to share MLPS's Quality Teaching Strategy with the Board.</p>
<p><b>14. Statement of Expectation</b></p>	
<p>The Statement of Expectation document was noted by the Board. CP to prepare SoE document signature block and send to SZ and JL for signing.</p>	<p>CP to prepare SoE document signature block for SZ and JL to sign.</p>

Item	Actions
<b>15. Board website page updates</b>	
<ul style="list-style-type: none"> <li>All members to review their bio and send any updates to CP who will liaise with Shannon Gunning to update the website.</li> <li>Further discussions at the next meeting in relation to Board visibility activities.</li> </ul>	Board members to update their bio and send through to CP.
<b>16. Correspondence</b>	
<ul style="list-style-type: none"> <li>Board tenures for parent representatives Tara Kelso and SZ conclude on 24 February 2024. Portal needs to be updated through a DoE system connection.</li> <li>Secretary to provide summary of the Board meeting which can be presented at the P&amp;C Meeting (or sent to the P&amp;C President if the Principal nor Board member can attend) and included in the school newsletter.</li> <li>'Thank a Staff Member' initiative – discussed that it is valued by staff. Consider how best to present and collect Thank You's going forward and then Parent classroom reps to encourage people to submit staff Thankyous. SZ presented Thankyou to JL that was received for his support and presence at the P&amp;C's Welcome picnic.</li> </ul>	JL to provide recognition to staff for Thankyous received and consider the process going forward for 'Thank A Staff Member' initiative.
<b>17. Other Business</b>	
Meeting 1 of Term 2 – allocate an agenda item to plan preparation for school nomination for the WA Education Awards with a suitable application.	CP to update Board Calendar to include preparation for Education Awards.

SZ closed the meeting at 7.43pm.

Next meeting to be held on Thursday 21 March 2024 at 5.30pm.

**Accepted by Signature:**

**Board Chair Signature:**

**Principal Signature:**