

MLPS Board Meeting Minutes

Time:	5.30pm - 7.30pm
Date:	13 June 2024
Location:	MLPS Staffroom

Attendees

Staff Members:

Robyn Crump, Principal (RC)
Lesa Mileto (LM)
Alison Hawkesford (AH)

Parent/Community Members:

Sian Zador (SZ) (Chair)
Catherine Pearce (CP) (Secretary)
Mandy Greenman (MG)
Nathan Curnow (NC)

Co-opted non-voting members: none

Observers: none

Presenters/Others: none

Apologies: Christine Ashkenazy (CA), Saul Karnovsky (SK)

Item	Actions
1. Welcome, Introductions & Apologies	
The meeting was opened by SZ at 5.44 pm. Apologies from Christine Ashkenazy and Saul Karnovsky. There being not less than 60% of members present in person, a quorum was formed.	Nil
2. Acknowledgement of Country	
LM 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 Mandy Greenman.
3. Disclosure of Interests	
Nil	Nil
4. Minutes of Previous Meeting	
The minutes of the meeting on 9 May 2024 were accepted by AH and seconded by LM and approved.	CP to send signed minutes to Shannon Gunning to upload to MLPS website
5. Action Register – Discussion	
See Action Register	Nil
6. Board Chair Report	
Discussed the opportunity for Board members to attend the upcoming Staff Development day on Monday 15 July to cover Relationships and Partnerships domain in preparation for the Public School Review, however only one member available, therefore available board and community members are invited to attend the staff meeting on Tuesday 23 July 3.30-4.30pm to cover the school's review submission.	CP to send calendar invitation to Board members. RC to invite other community members to the staff meeting.

Item	Actions
<p>A reminder from the Board effectiveness survey that if meetings are running over time, the Chair will checkin with everyone whether they wish to continue or hold items to the next meeting.</p>	
<p>7. Finance Report</p>	
<p>School Financial Summary Snapshot report presented.</p> <p>Student centred funding remains mostly unchanged, increase of >\$65K. About three quarters completed, some still in progress to collect info from teachers. Increase in revenue for incursions and excursions. >94% of 85% estimated collection. Kindy and PP met target, other areas not yet reached target, reminders will go out.</p> <p>P&C approved the wishlist of about \$45K, key initiatives that were funded will be communicated in due course.</p> <p>Reserve funds for Learning Tech computers and iPads - \$57K iPad reserves to move to computing as iPads have been funded by P&C or grants. Funds are reserved for upgrades for classroom desktop computers to be Windows 11 compatible and many tech items due for replacement the school infrastructure approaches 10 years of age. LM is managing the timing of changeovers.</p>	<p>Nil</p>
<p>8. Principal's Report</p>	
<p>Enrolments update – five students have left and four started (total one fewer students).</p> <p>Public School review – Board and community members to meet with the reviewers 3.30-4.30pm on 23 July. Share documentation submitted via Connect notice.</p> <p>Teacher Leadership Team established to work with and developing middle school leaders. Put out for expressions of interest and volunteers and have a good cross section of year groups and experience/focus areas. Members include:</p> <ul style="list-style-type: none"> • Dan Jenson PP & early childhood • Jasmine (Yr1) intervention programs • Jenny (Yr3/4) Aboriginal Standards Framework & Gifted and Talented Students • Nathaniel (Yr5/6) data analytics <p>Three of those teachers are part of the Mount Lawley school network. AETSL middle leaders guide outlines competencies to develop. Establishing the team this term with more info to be circulated next term. Parents to contact the class teacher or contact Deputies Christine Ashkenazy for Kindy - Year 2 and Ali Roberts Years 3 - 6.</p> <p>Discussed school communications – add a question to this year's school survey in relation to preferences on how communications are received and their frequency.</p> <p>NAPLAN preliminary summary data presented, writing still being assessed, no data for like schools yet. Format changed from bands so comparative data not available this year. Year 3, 67 students, Four categories of Needs Additional support/ Developing/ Strong/ Exceeding. Developing to Strong is considered 'average', Score of 9 or 10 required for WAIS online literacy assessment. Year 3, 5, 7 and 9 to show development over time, ranking and year on year progress for individual students. Year 3 testing is now adaptive – so can ask more challenging or easier questions depending on responses. Grammar & Punctuation results had a wider spread. Year 5, 75 kids. Numeracy and Reading off the scale on excelling tail. Comparing On-entry to Year 3 results, NAPLAN as a baseline. Parent-teacher interviews scheduled through booking system. Look to set booking cutoff 24-48 hours before meeting time.</p>	<p>RC to provide communications as to teacher contacts in Term 3 newsletter.</p> <p>Add question to School Survey in relation to communication preferences.</p> <p>RC to provide update next meeting with more NAPLAN info.</p> <p>NAPLAN results presented to wider school community as part of Annual Public Meeting.</p>

Item	Actions
9. Public School Review	
<p>Board discussion on the Relationships and Partnerships domain and evidence of what we're doing well and could improve.</p> <p>1. Staff, student and parent relationships are respectful – School Survey data generally positive, compared to previous years where there was dissatisfaction, so positive trend over time. Communications and responsive, directly address feedback, interactions with teachers and school. Improvement through adding communications question to survey. Planning for greater improvement. Constantly being inclusive. Class reps and active P&C, parents engaged.</p> <p>2. Clear communications evident – Board and P&C updates, communicate through multiple channels for Board updates – minutes on website, newsletter, P&C updates, Connect notices, MLPS Facebook page. Some say there too many notices, find a balance.</p> <p>3. Parent and carer feedback is reacted on. Annual survey and actively set aside time to review survey and action it to inform the next year's focus. Department removed School Survey system so will need to look at doing our own survey. Increase survey responses through class reps encouraging completion. Board minutes show evidence of results from School Survey and actions taken. Board Effectiveness survey shows improving.</p> <p>4. School Board - video on our role, Facebook page updates on members and website profiles, attend governance training as a group, Chair and Principal to do governance training. Induction materials on Connect folder. Discussions during meetings of what is/is not in our remit, and what we should review. All Board meetings open and advertise Annual Public Meeting. Board agenda provides summary info on operational matters. Principal reports are open and questions invited to build understanding with Board. What does a meaningful contribution look like to the voluntary Board members. Local community values the school and the Board. Board feels connected to the school and the community, values the canteen, traffic warden, before school supervision etc – people care about the school. Traffic Management committee is important. Limited community complaints on traffic and the only recent complaint was a minor one about squeaky swings. Appointing a permanent Principal has been an important achievement for the school leadership. After school play is valued. Community support – local IGA support, Inglewood/MLPS reciprocal camp out support. Student and staff feedback.</p>	<p>RC to incorporate evidence into PSR submission</p>
10. Board Nominations	
<p>Four board nominations were received from Chelsea Seymour, Breanna Catania, Angelo Merlacco and Matt Weber. One nominee's youngest child is currently in Year 6 so they would only be eligible to be a parent representative on the Board for the remainder of the 2024 school year.</p> <p>As the Department's School Survey system has been discontinued, preference is to use a survey tool to manage the election to ensure a smooth process. Discussed experience with Survey Monkey, Polestar and Election Runner. LM and RC to select a suitable tool and investigate the ability to restrict voting to the two school registered email addresses and unique links for Parent/Guardian 1 and 2, not to staff for vote. A Connect notice with the four bios and links by email to vote.</p>	<p>LM and RC to select a survey tool, issue communications for the voting process and conduct the election.</p>
11. Correspondence	
<p>No incoming Board correspondence.</p>	<p>Nil</p>

SZ closed the meeting at 7.46pm. Next meeting to be held on Thursday 8 August 2024 (Week 4 of Term 3).

Accepted by Signature:

Board Chair Signature:

Principal Signature: