

Mount Lawley Primary School Board
Minutes
12th May 2022



Attendees

Staff Members:

Sandra Martin (SM), Principal
 Karen Wright (KW)
 Lesa Mileto (LM)
 Christine Ashkenazy (CA)

Parent/Community Members:

Sian Zador (SZ) (Chair)
 Cara Davis (CD) (Secretary)
 Jennifer To (JT)
 Tara Kelso (TK)
 Mandy Greenman (MG)
 Nathan Curnow (NC)

Co-opted non-voting members:

Observers:

Presenters/Others:

1. Welcome, Introductions & Apologies	Actions
Due to COVID-19 restrictions, the meeting was held via Webex. The meeting was opened by SZ at 5.39pm. No apologies were received.	
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 17 th March 2022	Actions
The minutes of the meeting on 17 th March 2022 were accepted by NC and seconded by LM and approved.	CD was informed of a few grammatical changes and those changes were made
4. Discussion – Action Register	Actions
<ol style="list-style-type: none"> 1. Members to complete the Board Desktop Self-Reflection & Assessment <ul style="list-style-type: none"> • CD stated that this will occur in Term 4 in 2022 2. Education Awards to be added to the Board Calendar for 2022 once released by the Education Department <ul style="list-style-type: none"> • CD stated that this is still to happen as we are waiting for the date to be released 3. Subcommittee to plan strategies to address concerns raised through School Board Self-Assessment survey data <ul style="list-style-type: none"> • CD stated that this is ongoing 4. Subcommittee to formulate a summary document of the Terms of Reference and roles of the members of the Board <ul style="list-style-type: none"> • CD stated that this will be ongoing 5. Policy Review: Communication and Fundraising/Scholarship 	

<ul style="list-style-type: none"> • CD stated that this is an agenda item <p>6. Summary of each meeting</p> <ul style="list-style-type: none"> • CD stated that this is ongoing <p>7. Board Inductions</p> <ul style="list-style-type: none"> • CD stated that it is ongoing 	
<p>5. Understand – Finance Report Actions</p>	
<ul style="list-style-type: none"> • LM stated • LM provides an electronic copy of the Finance Report to all members. A discussion was had about the Overview: <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Overview</p> <p>Our funding for 2022 is confirmed and we have received our second gateway payment through our operational One Line budget in April. Our total Student-Centred Funding, combined with our locally raised funds, gives us an operational budget of just over \$5.3m for 2022 similar to that in 2021. Our carry over in this year was \$143,475.94 and our Salary carry forward was \$318,056.99. The budget was noted at the last meeting by School Board members and fixed in RM Finance in April.</p> <p>The Student-Centred Funding Model is the mechanism by which funding is allocated to public schools for each student enrolled and additional funding for students needing extra support.</p> <p>The objectives of the funding model are to:</p> <ul style="list-style-type: none"> • Allocate resources based on the learning needs of students • Ensure funding is responsive to the needs of individual schools and their students • Increase flexibility for principals in relation to financial and workforce management decisions • Provide a simple and transparent funding mechanism. <p>The Student-Centred Funding Statement is simply a breakdown which shows our particular school and student characteristics and the amounts funded for each category. In 2022 we will receive \$4,755,938 through Student-Centred Funding, down from the last year's \$4,935,653 mainly due to a drop in student numbers and the \$70,000 received in grants through targeted initiatives in 2021. A significant increase from last year once again in Student Characteristics of approximately \$161,000, disability making up most of this increase.</p> <p>The Operational One Line Budget brings together funding from all sources, including the Student-Centred Funding, carry forward amounts from the previous year and locally raised funds to show the total funds available. The statement also shows the overall planned expenditure for the year including expenditure on salaries, and goods and services.</p> <p>When looking at the One Line Budget Statement, the aim is to meet all our obligations, save funds for specific purposes in reserves and still have a healthy variance to carry forward into the following year. In this case the report shows that we plan to have a variance of \$156,690 once all our anticipated income and expenditure is taken into account.</p> <p>The Cash Report focusses on the amount of money required to be spent on goods and services in order to run the school for the year. This does not include salaries.</p> <p>Student-Centred Funding is delivered to schools almost all as "Salaries". Schools then decide how much to transfer from "Salaries" to "Cash" to run the school. The Preliminary Cash Plan shows the breakdown of where the revenue is coming from and in which categories we plan to spend the funds. The variance of \$63,041 is unallocated funds available for contingency and represents approximately 10% of the overall Cash Plan. We have received two gateway payments with the final due in July. We continue to receive an Operational response payment for additional Covid-19 cleaning.</p> <p>Lesa Mileto Manager Corporate Services</p> <p style="text-align: right;">2 Page</p> </div> <ul style="list-style-type: none"> • CD asked how the Covid Cleaning is determined ie. Term by term. LM stated that it is determined term by term • JT asked if the grants have been used or are they in the "balance to carry forward". LM stated that \$30,000 is for the Sustainability Garden. JT asked if it needs to be spent by the end of the year. LM stated it is typically 12 months but with Covid delays it will probably be longer • It was asked how the 4FTE for Disability was used. SM stated that Disability Funding pays for EA's, extra Chaplain time, School Psych time as well as the Learning Support Coordinator 	
<p>6. Understand – Board Chair Report Actions</p>	
<ul style="list-style-type: none"> • SZ congratulated SM on her appointment as MLPS Principal • SZ stated that she attended the first "face to face" Assembly with the new structure – Junior and Senior School. She informed the Board that it was great and the feedback she received was all positive <p><i>MG joined the meeting. Unfortunately she had been having issues connecting to the meeting</i></p>	

7. Understand – Principals Report	Actions
<ul style="list-style-type: none"> • SM provided the Principals report electronically to CD <p>Board Report 12 May 2022 THANK YOU I did want to thank everyone publicly for the staff morale booster delivered by Board at the end of last term. The staff were thrilled and are still talking about how much they appreciated your gesture.</p> <p>COVID</p> <ul style="list-style-type: none"> • We currently have 38 active positive student COVID cases and 2 staff members, one teaching and one non-teaching. • We have 18 students who are currently reported as being close household contacts. • All year levels are impacted. • We have been distributing the 514 boxes of RATs delivered to the school to our families. Approximately 2/3 have been collected. • We also received an allocation of RATs in preparation for school camp - Week 7. Students have to have proof of a negative RAT on the day they are leaving for camp. There are also RATs for use on camp should a child become symptomatic. Parents will need to give permission for staff to conduct a RAT in the event their child is symptomatic, and will collect them should they test positive. We will ensure we have contingency staffing arrangements in place should a staff member test positive while on camp. • Attendance has been variable this week. Year 6 at 70% attendance. Concern for our Year 3 (83%) and 5 (85%) students who will need to catch up on NAPLAN. This will have an impact on results. <p>Changing daily - We are finding it difficult to get relief, particularly for Education Assistants, although we have also had to collapse a specialist class this week to make sure a class had a teacher.</p> <p>As reported at the last meeting the workload and absences are impacting our ability to progress our core business of school improvement. The Department recognise the impact the situation is having on schools. We continue to try and keep disruptions to a minimum.</p> <p>NAPLAN NAPLAN for Year 3 and 5 students concluded today. Everything was smooth, except for the number of students absent. We timetabled the testing all in the first week to try and allow plenty of time for catch ups for these students. 14 Year 3 students and 11 Year 5 students need to do catch up, some in all</p>	

<p>4 tests. Extra staff will need to be allocated to supervise the extra NAPLAN sessions required – most likely a deputy.</p> <p>STAFFING</p> <p>The Deputy Principal position has been advertised and the process will be completed before the end of term. Jared Lawson will stay in the position until this process is concluded.</p> <p>Unfortunately, the EA process we ran last term did not result in us identifying any new EAs or being able to appoint any extra time to the school. 3 EAs we identified as suitable pulled out of the process or declined a position when offered.</p> <p>ASSEMBLIES</p> <p>Have recommenced – Admin and Item. We have split the school into junior and senior for item assemblies, and it worked well. When we have some special assemblies on a Friday all year levels will attend.</p> <p>ENROLMENTS</p> <p>Kindy and Pre-primary enrolments are open for 2023 and close on 22 July 2022. We are hoping to be more timely with our notification to out of boundary applicants this year.</p> <p>We are currently getting enquiries from parents of out of boundary gifted students for places at MLPS. Our advice remains the same, enrol at your local school and speak with the school if provision is not being made for their child. If we have places the Department Enrolment Policy indicates we must enrol them. At this stage there is not capacity in the junior years to accept out of boundary enrolments. We also need to carefully consider future requirements.</p>	
<p>8. Make – Board Self-Reflection & Assessment</p>	<p>Actions</p>
<ul style="list-style-type: none"> • SM to put a Discussion Group on Connect for feedback • All suggestions/changes have been incorporated. The recommendation is to review again as needed. All members agreed 	<ul style="list-style-type: none"> •
<p>9. Make – Board Summary Document</p>	<p>Actions</p>
<ul style="list-style-type: none"> • CD stated that she was going to find a Community member to help make the document look a bit more “professional/polished” • TK stated that the P&C were looking to do something similar so it would be a good idea to let them know who we use • TK suggested Rebecca Koerting could help. CD agreed to contact her and discuss 	<ul style="list-style-type: none"> ▪ CD to contact Rebecca Koerting to discuss having some assistance with making the document look a bit more professional ▪ CD to inform the P&C President of who we use to help with the document
<p>10. Make – Policy Review: Communication and Fundraising/Sponsorship</p>	<p>Actions</p>

<ul style="list-style-type: none"> • A discussion was had about the School Fundraising and Sponsorship Policy. It was agreed that it needed to be emailed to the P&C President and Secretary for comment • A discussion was had about the Communication Policy. A few minor changes were suggested. It was agreed that SM would review the changes and place the revised Communication Policy on Connect for endorsement no later than the 20th May 2022 	<ul style="list-style-type: none"> • CD to email the School Fundraising and Sponsorship Policy to the P&C President & Secretary for comment • CD to add above action to Policy Schedule • SM to review suggested changes to the Communication Policy and place the revised copy on Connect for endorsement by the 20th May 2022
<p>11. Understand – School Review Plan</p>	<p>Actions</p>
<ul style="list-style-type: none"> • All suggestions/changes have been incorporated. The recommendation is to review again as needed. All members agreed 	<ul style="list-style-type: none"> •
<p>12. Make – Board Training</p>	<p>Actions</p>
<ul style="list-style-type: none"> • SM stated that there is no Board Training being run by the Education Department at the moment • SM asked all members if we would like to go through the modules as our own Board or run a group session with other Boards • Members agreed to run as our own individual Board 	<ul style="list-style-type: none"> • SM will place a few dates on Connect and members will reply as to which one suits them best
<p>13. Make - Uniform Shop</p>	<p>Action</p>
<ul style="list-style-type: none"> • CD stated that she had received an email from the Katie from the Uniform Shop • CD read the email: <p><i>Hi Cara, Can you please put this to the board for the next meeting? Change to uniform suggestion: I would like to change the current offering of pants on the school uniform. We currently offer: Sport pants (which match the sport jacket) Leisure/jazz pants (aimed more at girls, a bit like leggings) Cargo pants Fleecy trackpants (we have been trialling these, they match the jumper)</i></p> <p><i>I would like to remove cargo pants from the uniform and include fleecy trackpants instead. The cargo pants have not been popular for a long time and we have been reducing the amount we purchase as demand decreases. In comparison the fleecy trackpants have been selling like hotcakes and I've already had to purchase more. Four different pants are hard to keep enough stock of and remain under the insurance amount. If we discontinue the cargo pants, we have approximately 10 pairs in the the smaller sizes, and 30 pairs of large sizes, of which I have not sold any in the last 2 years. These were purchased before I started in the shop 5 years ago! If the board want exact numbers, I can get them next Thursday when I'm in the shop next.</i></p> <p><i>Cheers Katie</i></p> <ul style="list-style-type: none"> • Members discussed the proposed changes • SZ proposed the suggested changes to the Uniform Policy be made - Proposal Moved by NC 	<ul style="list-style-type: none"> • Uniform Shop – CD to email Katie at the Uniform Shop and inform her that the Board approved the requested changes • Changes to Uniform Policy to be placed on Connect for approval of the wording • Uniform Committee to look into an Indigenous Polo Shirt

<ul style="list-style-type: none"> - Proposal Seconded by MG - Proposal was passed unanimously • SZ put forward an idea about incorporating the Indigenous art work that is being completed this year into a polo shirt • SZ asked the members if this is something we would be interested in pursuing. All members voted yes • SZ, SM, JT and MG to form a committee to look into this idea. A survey was suggested 	
14. Business Plan Review Plan	Actions
<ul style="list-style-type: none"> • SM stated that we needed to decide how we wanted to plan to review the Business Plan – what do you want it to look like? • SM stated that the school set the targets and then ask the Board if we are happy with the direction the school are going in • Leadership Committee look at the Business Plan and give input and then the Board have input • It was suggested that Board Members could attend the Professional Development Day on the 18th of July and look at the Business Plan • SM will be receiving advice on the writing of the targets 	<ul style="list-style-type: none"> • All members to confirm availability for the 18th of July 2022
15. Understand – Annual Report	Actions
<ul style="list-style-type: none"> • SM confirmed that the members had read the Annual Report • SM stated that the Education Department inform schools as to what information is required in the Annual Report • Due date has been rescheduled to Term 2, Week 5 due to COVID • A discussion was had and it was agreed to move the order of some of the information • All members congratulated SM on the Annual Report 	<ul style="list-style-type: none"> •
16. Understand – Correspondence	Actions
<ul style="list-style-type: none"> • Uniform Shop – CD stated that this was addressed as an agenda item and a decision was made. • CD will email Katie at the Uniform Shop with the Board’s decision 	<ul style="list-style-type: none"> • CD to email the Uniform Shop and advise them that the Board approved the requested changes
17. Other Business	Actions
<ul style="list-style-type: none"> • Annual Public Meeting – need to communicate it to the Community • CD stated that at the end of each meeting we would provide a summary of the Board meeting which can be presented at the P&C Meeting • This is so the Principal can present it if no other Board member can attend 	<ul style="list-style-type: none"> • SM to put out a Connect Notice to the Community advising off the Annual Public Meeting Date

Meeting Closed: SZ closed the meeting at 7.55pm
Next meeting: Thursday the 9th of June 2022 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: