

Mount Lawley Primary School Board
Minutes
15th June 2023



Attendees

Staff Members:

Sandra Martin (SM), Principal
 Lesa Mileto (LM)
 Christine Ashkenazy (CA)
 Alison Hawkesford (AH)

Parent/Community Members:

Sian Zador (SZ) (Chair)
 Tara Kelso (TK) (Secretary)
 Mandy Greenman (MG)
 Saul Karnovsky (SK)
 Catherine Pearce (CP)
 Nathan Curnow (NC)

Co-opted non-voting members: none

Observers: none

Presenters/Others: none

1. Welcome, Introductions & Apologies	Actions	Business Plan
The meeting was opened by SZ at 5.37pm.	Nil	
There being not less than 60% of members present in person, a quorum was formed. The Agenda was confirmed.	Nil	
2. Acknowledgement of Country (AoC)	Actions	Business Plan
	NC completed Next AoC: AH	Learning Environment
3. Disclosure of Interests	Actions	Business Plan
Nil	Nil	Use of Resources
4. Decision – Minutes of Meeting 18th May	Actions	Business Plan
The minutes of the meeting on 18 th May 2023 were accepted by CA and seconded by MG and approved.	CA accepted MG seconded	
5. Discussion – Action Register	Actions	Business Plan
1. Calendar to link explicitly to Business Plan when BP finalised. a. Propose Delete	Nil	

<ol style="list-style-type: none"> 2. Agenda and minutes to include column that links activities to Business Plan when BP finalised. <ol style="list-style-type: none"> a. Delete 3. Subcommittee to plan strategies to address concerns raised through School Board Self-Assessment survey data <ul style="list-style-type: none"> • Ongoing 4. Uniform Committee to look into an Indigenous Polo Shirt <ul style="list-style-type: none"> • Ongoing 5. TK to provide a summary of the meeting and all actions required for next meeting <ul style="list-style-type: none"> • Ongoing 6. Board Inductions – Update Training Register (incl Police Checks) <ul style="list-style-type: none"> • Completed Training Register at this meeting 		
6. Understand – Board Chair Report	Actions	Business Plan
<ul style="list-style-type: none"> • SZ informed Board members of requirement to complete compulsory cultural awareness • Representative from North Metropolitan Education Region will be at next meeting to provide input into possible leadership pathways in 2024. Meeting will be open to observers, although no questions will be taken from observers. • SZ reminded board to respond to parent questions with the Board response and be mindful not to present personal views as representative of Board decisions. 	Email Board Secretary when cultural awareness training completed MLPSBoard@outlook.com	Relationships & Partnerships
7. Understand – Finance Report	Actions	Business Plan
<ul style="list-style-type: none"> • LM discussed Finance Report. • Voluntary contribution collection is progressing well. • Majority of spending will be completed end of Term 3 • Week 6 Finance Committee meeting has occurred, and committee welcomed Shannon Gunning. <ul style="list-style-type: none"> • Agreed for Year 6 students to present to Committee about proposed fundraising drive. • Parent representative discussed and outcome was not to call for Parent representative. Committee believes they have adequate reporting mechanisms and explanations to the Board. Additionally meeting schedules can require last minute changes and, at times, members need to respond quickly to email questions. This responsive structure may not be possible with a Parent representative. • P&C has approved entire wish list from school. • Funding Agreement has been signed by SZ and uploaded by SM. 	Nil	Use of Resources
8. Understand – Principals Report	Actions	Business Plan

<ul style="list-style-type: none"> • SM provided feedback on her participation in a school's review today. SM outlined the positives for her own Professional Learning by engaging with regional representatives and reflecting on MLPS's strengths and areas of growth. • Thank you to SM for giving up her time and supporting the growth of other school's. • SM outlined Business Plan changes included <ul style="list-style-type: none"> - removing RAP completion as a goal as unlikely to be completed in 3 year cycle. School will continue implementing Aboriginal Cultural Standards Framework, - changes to make language consistent • Staffing discussed, including clarity about requirements/rights within Departmental employment processes. • SM discussed process for recruiting a School Psychologist being run at present • SM thanked LM for her work in running a process for School Officer and Special Needs EA's in last month. • Week 5-10 of Term 3 SM will be on long service leave. • SM outlined that in early Term 3 school will have lock down drill. Complexities of lock down process were discussed e.g. including Kindy although on a different day. Board acknowledgement drill was also necessary given recent security issues in WA school. • Swimming in Week 9 and 10, which has taken considerable organisation and planning. <p><i>MG exited at 6.22pm</i></p>	<p>SM to provide BP (if finalised) at Term 3 meeting</p>	<p>Teaching Quality Student Achievement & Progress Leadership</p>
<p>9. Curriculum at MLPS</p>	<p>Actions</p>	<p>Business Plan</p>
<ul style="list-style-type: none"> • SM discussed outcome from survey to Board members that polled content requests. Responses overwhelming requested information on how MLPS makes decisions about program implementation. • SM presented summary of rigorous processes followed at MLPS. These included: <ul style="list-style-type: none"> - significant reasons needed for changes to be considered due to the impact on whole school. Programs at MLPS are embedded, so changes need to be necessary to justify the time/money required to support changes - Staff regularly assess programs e.g. two/three year cycle of reviewing maths program and text, - changes can be triggered by a range of areas including (but not limited to) educational standards, evolving students needs, funding, community feedback - Committee's often spear head proposed changes by researching options, investigating programs, analysing school data etc. - Program implementation needs to take into account impact on staff workload and logistical considerations - Suggestions for programs are presented to leadership for consideration and leadership take on board recommendations, although make final decision based on needs of the whole school context 	<p>SM to remind staff of Department Library Service</p>	<p>Teaching Quality Student Achievement & Progress Leadership Learning Environment</p>

<ul style="list-style-type: none"> SM reported that MLPS had a complexity and integrity in the processes that underpinned decision making. These processes are transparent, inclusive and data driven. NC provided positive feedback about processes outlined. Board discussed different resources available when looking at evidence base for programs. Department of Education resources is library services, including ability to raise request for research articles on specific content <p>https://ikon.education.wa.edu.au/-/access-the-department-s-education-library-services-collections</p>		
10. Business Plan	Actions	Business Plan
<ul style="list-style-type: none"> Topic covered in Principal report (see above) Additional discussion from SM to clarify that only the 8-page document will be printed. Following Board suggestion, the 4-page summary will not be published. 8-page Business Plan is easy to understand, making it accessible to the community and negating the need for a summary SM has added two things to the glossary to assist families to locate information 		Relationships & Partnerships
11. Subcommittee for Indigenous Uniform	Actions	Business Plan
<ul style="list-style-type: none"> SZ discussed that Mable Wong has been invited to future meeting to talk about MLPS's implementation of the Aboriginal Cultural Standards Framework generally. Consideration of incorporating Indigenous designs on polo shirt will be considered in the context of the whole school planning in this area. 		
12. Understand – Correspondence	Actions	Business Plan
<ul style="list-style-type: none"> Nil 		Relationships & Partnerships
13. Make – P&C Report	Actions	Business Plan
<ul style="list-style-type: none"> TK to 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. 	TK to complete summary within one week	Relationships & Partnerships
14. Other Business	Actions	Business Plan
<ul style="list-style-type: none"> Nil 		

Meeting Closed: SZ closed the meeting at 7.24pm

Next meeting: Thursday 10th August from 5.30pm in the staffroom. Observers welcome.

Accepted by Signature:

Board Chair Signature:

Principal Signature: