

Mount Lawley Primary School Board
Minutes
23rd March 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

The meeting was opened by SZ at 5.32pm. Apologies from SK.

There being not less than 60% of members present in person, a quorum was formed. The Agenda was confirmed. CP was welcomed to her inaugural Board meeting.

2. Acknowledgement of Country

Actions

SM completed Welcome to Country

TK to complete roster of members for Acknowledgement of Country

3. Disclosure of Interests

Actions

NIL

Nil

4. Decision – Minutes of Meeting 17th February 2022

Actions

The minutes of the meeting on 1/3/2023 were accepted by CA and seconded by LM and approved.

CA accepted
 LM seconded

MG arrived 5.37pm
NC arrived at 5.40pm

5. Discussion – Action Register	Actions
<ol style="list-style-type: none"> 1. Calendar to link explicitly to Business Plan when BP finalised. 2. Agenda and minutes to include column that links activities to Business Plan when BP finalised. 3. Members to review Code of Conduct prior to March 23rd meeting. <ol style="list-style-type: none"> a. Propose delete 4. Members to sign Register of members to indicate have reviewed Code of Conduct and Terms of Reference <ol style="list-style-type: none"> a. Propose delete 5. Members to review Terms of Reference prior to March 23rd meeting <ol style="list-style-type: none"> a. Propose delete 6. Members to complete the Board Desktop Self-Reflection & Assessment <ul style="list-style-type: none"> • Delete 7. Subcommittee to plan strategies to address concerns raised through School Board Self-Assessment survey data <ul style="list-style-type: none"> • Ongoing 8. 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"> • Completed, propose delete 9. Uniform Committee to investigate an Indigenous Polo Shirt <ul style="list-style-type: none"> • Ongoing 10. TK to provide a summary of the meeting and all actions required for next meeting <ul style="list-style-type: none"> • Ongoing 11. Board Inductions – Update Training Register (incl Police Checks) <ul style="list-style-type: none"> • Completed Training Register at this meeting 	Nil
6. Understand – Board Chair Report	Actions
<ul style="list-style-type: none"> • SZ thanked SM and Helen Willox for work on Business Plan. SM also acknowledged work of Anthea Phoenix. • SZ also thanked SM for work on Annual Report. • SZ updated on Indigenous Polo design progress. School has decided to implement Reconciliation Action Plan. Any consideration to uniform changes would be aligned with RAP. Staff member leading RAP is Mabel Wong. • TK indicated Kyilla PS had recently started RAP and TK could put Mabel in contact with Deputy if this would support MLPS RAP. 	Nil
7. Understand – Finance Report	Actions
<ul style="list-style-type: none"> • LM discussed Finance Report. • Preliminary budget approved by Finance Committee last week. • LM requested Board members note approval of Preliminary budget by Finance Committee. Board noted pending minor revisions to Finance Report. • Budget should move from preliminary to operational by end of March. • SZ suggested requesting students to present to Finance Committee directly when requesting permission to fundraise. Allowing 	<p>LM to discuss student presentations with Finance Committee</p> <p>LM to discuss parent representative with Finance Committee</p>

<p>students to do this will increase student voice and provide leadership opportunities to a more diverse student group.</p> <ul style="list-style-type: none"> • LM will have discussion at next Finance meeting about Parent representative. Agenda has been full in previous meetings. • LM discussed school anticipate 85% collection of Voluntary School Fees. 	
<p>8. Understand – Principals Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • SM provided an electronic copy of the Principal report. • SM reported that all Year 3's have completed NAPLAN, one student left to complete Year 5 NAPLAN and PP on entry testing completed. • PP results available immediately for use in classroom planning. Parents are provided with key information from on entry assessment. • PP data is sent to external provider for additional, detailed analysis to support programming. • SM reported school culture survey completed by staff. 25 staff completed, which was a positive uptake. SM reported 92 questions presented, which was lengthy. Results showed consistently high ratings of satisfaction/agreement. • TK queried if school was looking at parent and student version of questionnaire – SM will look at questions and see if the survey adds value to the current data collection at MLPS. • Board noted that “adding” additional surveys to school would require considerable thought. Survey data needs to have a purpose. • SM updated progress with performance development process, which has been recently standardised by Department. • Discussion highlighted differences between performance development and performance management. • Discussed school having a planned approach to reminding parents of avenues to address concerns during the year so that a favourable outcome is reached. SM has provided information in Term 1 newsletter and may repeat later in year e.g. Term 3. TK discussed regular Term 1 and Term 3 repetition may be useful as use of the School Survey does not allow any concerns to be resolved. 	<p>Nil</p>
<p>9. Understand – Annual Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • SM discussed Annual Report. • Board discussed minor edits to spelling, naming, which SM will action. • Discussion regarding behaviour data, changes in definitions, areas that have improved and areas that require continued focus. 	<p>Nil</p>
<p>10. Understand – Register of members, TOR & Code of Conduct</p>	<p>Actions</p>
<ul style="list-style-type: none"> • SZ reviewed key sections of Code of Conduct • Discussion about TK keeping record of attendance and agreement that minutes achieve this, so separate document not needed. • Present members signed register. 	<p>TK to follow up with SK to sign register</p>

11. Understand – Review new Business Plan	Actions
<ul style="list-style-type: none"> • SZ outlined discussions and timeline planning for possible • Discussed possible changes including: <ul style="list-style-type: none"> ○ Having Acknowledgement of Country at start of document, and utilising an AOC that MLPS students created ○ Consistency of acronyms ○ STEM part of school curriculum, not explicitly stated in Business Plan as BP aims to outline the points of difference at MLPS. ○ Goal setting e.g. all Year 3 NAPLAN results at, or above, like schools. School feedback was that goals were intentionally aspirational as this supported the school to strive for optimal outcomes. ○ Clarified shared vision. ○ Discussed school definition of data literacy, which was for staff to be consistently skilled in using student data when planning programs/curriculum. • SM to take feedback to leadership staff 	Nil
12. Understand – Policy review: Fundraising/Sponsorship	Actions
<ul style="list-style-type: none"> • Clarified fundraising not possible from Board, however, school and P&C could fundraise • Minor edits to formatting provided 	SM to update policy
13. Understand – Board visibility plan	Actions
<ul style="list-style-type: none"> • SM discussed positive progress with visibility. Agreement that no additional strategies required. Document provided can be used as a framework if additional planning is required. • TK discussed reviewing every 2-3 years as many need to provide information to community again so that visibility of board does not decline with new families. Same strategies can be used. • SM will show Board video to staff at Staff Development Day to increase staff awareness. 	Nil
14. Understand – Correspondence	Actions
<ul style="list-style-type: none"> • Nil correspondence 	Nil
15. Make – P&C Report	Actions
<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 prior to P&C meeting
16. Other Business	Actions
<ul style="list-style-type: none"> • Nil 	Nil

Meeting Closed: SZ closed the meeting at 7.48pm
Next meeting: Thursday 18th May at 5.30pm in the staffroom

Accepted by Signature:

Board Chair Signature:

Principal Signature: