Mount Lawley Primary School Board Minutes of ANNUAL PUBLIC MEETING 2nd November 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: (parents) Dean Tollis; Chelsea Seymour; Helen Melville; Yvette Pickering; Emma Rice and Nikki Ilich

Presenters/Others: none

1. Welcome, Introductions & Apologies	Actions
The meeting was opened by SZ at 5.35pm.	
There being not less than 60% of members present in person, a quorum was formed. The Agenda was confirmed.	

2. Acknowledgement of Country	Actions
	SK completed Welcome to Country
	TK to complete next Welcome to Country

3. Disclosure of Interests	Actions
NIL	Nil

4. Decision – Minutes of Meeting 7th September 2023	Actions
The minutes of the meeting on were accepted by MG and seconded by CA and approved.	MG accepted CA seconded

5. Discussion – Action Register	Actions

1. Subcommittee to plan strategies to address concerns raised through School Board Self-Assessment survey data
    • Ongoing
2. Uniform Committee to look into an Indigenous Polo Shirt
    • Ongoing
3. TK to provide a summary of the meeting and all actions required for next meeting
	Nil

• Ongoing 4. Board Inductions – Update Training Register (incl Police Checks) • Completed Training Register at this meeting	
6. Understand – Board Chair Report	**Actions**
SZ expressed gratitude from school community to SM for her leadership over the last few years. Review of Board achievements including promoting Board in community, reviewing Parent survey data and endorsing School Funding Sponsorship. SZ extended thanks to Board members for their work throughout the year. SZ extended thanks to the P&C who worked tirelessly to support fundraising and to connect the community	Nil
7. Understand – Finance Report	**Actions**
LM reviewed operational budget and indicated most activities scheduled for this year have occurred. Budget submissions have been received by cost centre managers across the school Board unanimously approved contributions and charges Booklists was discussed at length due to changes. Families can now have a bundle option for STATIONARY ONLY and receive a discount. Feedback from Campion is that families at Mt Lawley frequently tick all the stationary choices Discussed changes to booklist layout to increase clarity for parents. Maths books – class teacher will inform parents of level to choose AH discussed possible error in Year 5 booklist LM to follow up on clarification of whether students can be asked to purchase text books. Board will approve via email once this information is available Discussed changes to clarify preferred payment methods for fees and contributes as most banks do not accept cash deposits P&C wish list has been completed and presented to P&C. LM thanked P&C for their ongoing support	LM to email Board with clarification about whether students can be asked to purchase text books Board to endorse booklist via email LM to correct error in Year 5 booklist
8. Understand – Principals Report	**Actions**
SM thanked the Board for contribution during her tenure, particularly the Chairs and Secretaries. SM noted that a high functioning board had provided guidance and advice that helped the whole school community. Planning and staffing still progressing as enrolments are fluid.	Nil

Total enrolment for 2024 is projected to be 541. Discussed complexity of allocating classes and NC fed back that Board had confidence school did class allocation with the best interests of the kids in mind

School is currently recruiting for a pool of K-6 teachers and SM discussed quality of applications had been received

Mandated School Development Days in 2024 are Mon 29th and Tue 30 th Jan and Fri 15th Dec. School has three flexible SDD. Board agreed that having the SDD on the Friday of the long weekend in Term 2 was beneficial for staff and students as allows additional rest in winter term

SM provided feedback on the National Quality Standards audit earlier in year, which highlighted areas of strength and improvement. ECE staff are utilising feedback in their ongoing planning.

Staff have had a moderating session with hub (network schools) to review writing samples for consistency of marking

Platinum grant obtained by TMG which will be used for bicycle education.

Canteen closed on Thursday due to lack of staff availability

9. NAPLAN	Actions

SM discussed NAPLAN data with a reminder that this is a snapshot that needs to be considered in context of all data sources.
 	
Changes to NAPLAN in 2023 mean that comparisons to previous years is no longer possible.
 	
At a glance our data tells us there is room for improvement in the Year 3 data and the Year 5 data shows solid progress.
 	
MLPS expect to be in yellow, like to be in green, and do not want to be in red
 	
Changes in 2023 make comparison to previous years not possible
 	
SM answered questions from observers
 	
WEC (wellness data) has also been collected to compliment school support of the whole child's development
 	
What now:
    - Continued sharing and analysis of data by staff
    - Collaborative DOTT fortnightly to include data conversations/plans for improvement (staffed)
    - Student behaviour analysis
    - Staff and leader professional learning
	Nil

- Ongoing review of current programs/pedagogy/whole school approaches	
10. School survey	**Actions**
SK exited 7.43pm SM noted that 65 completed, 14 started but not completed. Closing data for feedback is November 11th	
11. Board self review	**Actions**
SM will send out survey to Board in next week	Board members to complete survey
12. WA Education Awards	**Actions**
TK updated that awards were for school's, rather than individuals. TK advertised on Board Connect page and school did not nominate due to categories and short time frame	Nil
13. Understand – Correspondence	**Actions**
• Nil correspondence	Nil
14. Make – P&C Report	**Actions**
• 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
15. Other Business	**Actions**
• Nil	Nil

Meeting Closed: SZ closed the meeting at 7.52pm
Next meeting: Thursday 30th November in the staffroom

Accepted by Signature:

Board Chair Signature:

Principal Signature: