

**Mount Lawley Primary School Board Minutes  
30<sup>th</sup> November 2023**



**Attendees**

**Staff Members:**

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

**Parent/Community Members:**

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

**Co-opted non-voting members: none**

**Observers: none**

**Presenters/Others: none**

<b>1. Welcome, Introductions &amp; Apologies</b>	<b>Actions</b>
The meeting was opened by SZ at 5.40pm. Apologies from CA. SK attended via Teams.	Nil
There being not less than 60% of members present in person, a quorum was formed. The Agenda was confirmed.	Nil
<b>2. Acknowledgement of Country</b>	<b>Actions</b>
	TK completed Acknowledgement to Country Roster in 2024 will be organised by CP
<b>3. Disclosure of Interests</b>	<b>Actions</b>
Nil	Nil
<b>4. Decision – Minutes of Meeting 2<sup>nd</sup> November 2023</b>	<b>Actions</b>
The minutes of the meeting on 2 <sup>nd</sup> November were accepted by NC, seconded by MG and approved.	NC accepted MG seconded
<b>5. Discussion – Action Register</b>	<b>Actions</b>
<ol style="list-style-type: none"> <li>1. Discuss Board response to community regarding leadership possibilities in 2024 <ul style="list-style-type: none"> <li>• Deleted</li> </ul> </li> <li>2. Subcommittee to plan strategies to address concerns raised through School Board Self-Assessment survey data</li> </ol>	Nil

<ul style="list-style-type: none"> <li>• Ongoing</li> </ul> <p>3. Uniform Committee to look into an Indigenous Polo Shirt</p> <ul style="list-style-type: none"> <li>• Ongoing</li> </ul> <p>4. TK to provide a summary of the meeting and all actions required for next meeting</p> <ul style="list-style-type: none"> <li>• Ongoing, except for today's meeting as no more P&amp;C meetings</li> </ul> <p>5. Board Inductions – Update Training Register (incl Police Checks)</p> <ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	
<p><b>6. Understand – Board Chair Report</b></p>	<p><b>Actions</b></p>
<p>SZ discussed 2023 Board achievements including clarity about leadership in 2024.</p> <p>SZ thanked SM for her outstanding leadership and wished her well in her retirement.</p> <p>Board expressed thanks to SZ for her dedication, hard work, and leadership.</p>	<p>Nil</p>
<p><b>7. Understand – Finance Report</b></p>	<p><b>Actions</b></p>
<p>LM noted voluntary contributions are over estimated rate of return</p> <p>Work continues on staffing and one line budget</p> <p>Student numbers are still fluctuating</p> <p>LM confirmed Board endorsed booklist via email unanimously.</p> <p>LM has corrected error in Year 5 booklist</p> <p>Booklist and voluntary contributions have been published via Connect and on website</p>	<p>Nil</p>
<p><b>8. Understand – Principals Report</b></p>	<p><b>Actions</b></p>
<p>SM discussed School Development Days for 2024.</p> <p>Friday 26<sup>th</sup> April SDD is proposed by SM. Staff felt 4 day weekend may be of benefit to school community e.g. additional rest for students, reduces chance of absenteeism as families may holiday</p> <p>TK discussed promoting SDD dates with school community early, explicitly and frequently. Families did not always pay attention to key dates until closer to time and they could misperceive this as a problem with school communicating.</p> <p>JL and SM attended online meeting with Principal from a new international school in Fukuoka (Japan) and delegate from WA Trade. Planning is in early stages for partnership school. SM felt that this is a positive step in connecting beyond the school and WA. Memorandum of agreement will be signed and brought to School Board in 2024.</p> <p>SM discussed media announcement from State Government about reducing teacher workload. SM has placed information in Connect library.</p>	<p>Nil</p>

<p>Department has also specified that all fixed term teacher appointments from 8<sup>th</sup> December to start of Term 1 can only be considered if not allocated to school. School continues to work on 2024 staffing.</p> <p>In 2024 school will fund collaborative DOTT. This will allow leadership to attend meetings, set agendas and participate.</p> <p>Class lists currently being compiled.</p> <p>School has booked a behaviour PL for 2024 and classroom management strategy PL for nominated EA's and classroom teachers (places limited).</p> <p>Wellness update. SM discussed Australian Council for Wellness has released data that indicates nation-wide child and adolescent wellness is a concern.</p> <p>Student numbers for 2024 (preliminary) were discussed and rationale for class placements etc.</p> <p>SM thanked all Board members for their contributions including LM for her collegiate and organisational support, TK for keeping her on her toes and her work as a secretary, NC for his support as a community Board member who understands education beyond primary school and SZ for her calm and reasoned support.</p>	
<p><b>9. Board self assessment</b></p>	<p><b>Actions</b></p>
<p>SM discussed her summary of assessment tool findings and plans for improvements, as well as plan to address areas of concern.</p> <p>SM discussed increase in number of respondents this year 9 respondents (up from 6 in 2022).</p>	<p>Board to discuss with JL</p> <ul style="list-style-type: none"> <li>- Style of Principal report</li> <li>- Board discussion about meeting norms to be done annually, overseen by Chair</li> </ul>
<p><b>10. School survey</b></p>	<p><b>Actions</b></p>
<p>Responses increased to 101 (up from 99 in 2022)</p> <p>SM noted that removing comments was a positive move and that interpreting responses was efficient, without losing important feedback. The Stop, Start and Continue section allow a rich data set to be collected.</p> <p>Platform is ceasing at end of year, so all previous survey data needs to be downloaded this year to allow data to be retained.</p> <p>NC discussed that school and Board has put in place measures to address concerns raised.</p>	<p>SM and JL to discuss how to summarise and provide feedback to school community</p>
<p><b>11. Reflection: Statement of Expectation 2023 Sandra Martin Principal MLPS</b></p>	<p><b>Actions</b></p>
<p>SM discussed positive progress and minimal areas that required a focus including:</p>	<p>Nil</p>

<ul style="list-style-type: none"> <li>- Ensure the focus of school networks is on student achievement</li> <li>- Self-reflect on professional practice using the Principal Performance Improvement Tool (PPIT) and Department personal attributes</li> <li>- Pursue industry and business partnerships that enhance educational opportunities for students</li> </ul>	
<b>12. Board membership</b>	<b>Actions</b>
<p>SZ discussed Board members tenures, as well as continuing to consider the skill set that would be of benefit to the Board when calling for nominations. Board cannot (and would not want to) directly influence outcome of community vote.</p> <p>Reviewed what may be useful in 2024 as two Parent representatives have tenures ending (TK and SZ).</p> <p>Agreed highly desirable for incoming Board members to have experience with Mt Lawley Board processes as 2024 will include Principal appointment process, Board will have a new Secretary and potentially a new Chair. Continuity in Board composition will be invaluable to ensure smooth running of operations in 2024.</p> <p>Call for nomination for Chair: SZ only nominee, elected unanimously</p> <p>Call for nomination for Secretary: CP only nominee, elected unanimously</p>	<p>SZ and CP to develop Board's desired criteria for 2024 call for nominations</p> <p>LM and Jared Lawson (Acting Principal, Term 1 2024) to call for nominations on Friday of Week 1, allow two weeks for nominations and one week for voting.</p>
<b>13. Understand – Correspondence</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• Nil correspondence</li> </ul>	Nil
<b>14. Make – P&amp;C Report</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• This will continue in 2024, but was not required as no P&amp;C meetings scheduled</li> </ul>	Nil
<b>15. Other Business</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• Nil</li> </ul>	Nil

Meeting Closed: SZ closed the meeting at 7.41pm

Next meeting: 2024

**Accepted by Signature:**

**Board Chair Signature:**

**Principal Signature:**