

Mount Lawley Primary School Board
Minutes
7th September 2023



Attendees

Staff Members:

Jared Lawson, Acting Principal
 Lesa Mileto (LM)
 Christine Ashkenazy (CA)
 Alison Hawkesford (AH)

Parent/Community Members:

Sian Zador (SZ) (Chair)
 Tara Kelso (TK) (Secretary)
 Mandy Greenman (MG)

Co-opted non-voting members: none

Observers: none

Presenters/Others: none

1. Welcome, Introductions & Apologies

Actions

The meeting was opened by SZ at 5.45pm. Apologies from Saul Karnovsky (SK), Catherine Pearce (CP) and Nathan Curnow (NC). Sandra Martin on leave.

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

Actions

JL completed
 SK Next Welcome to Country

3. Disclosure of Interests

Actions

Nil

4. Decision – Minutes of Meeting 10th August 2023

Actions

The minutes of the meeting on 10th August 2023 were accepted by AG and seconded by AH and approved.

AG accepted
 AH seconded

5. Discussion – Action Register

Actions

1. Discuss Board response to community regarding leadership possibilities in 2024
 - Propose delete
2. Email MLPSBoard@outlook.com when cultural awareness training complete
 - Propose delete (**note** records of completion in Board email)
3. Uniform Committee to look into an Indigenous Polo Shirt
 - Discussion regarding progress with RAP and clarified this goal is no longer in Business Plan. Discussed incorporations of Indigenous design should be part of greater reconciliation planning.
 - Ongoing
4. TK to provide a summary of the meeting and all actions required for next meeting

SZ will place summary of Jo H's information in Connect for Board to reference (if needed)

Uniform Committee to meet and discuss broader uniform refresh:

- SZ to call meeting
- TK suggests inviting current, and incoming, Uniform coordinator
- Uniform Committee to draft series of questions to present to parent

<ul style="list-style-type: none"> Ongoing <p>5. Board Inductions – Update Training Register (incl Police Checks)</p> <ul style="list-style-type: none"> Completed Training Register at this meeting 	<p>population about uniform refresh</p>
<p>6. Understand – Board Chair Report</p>	
<ul style="list-style-type: none"> SZ discussed positive progress within school community. SZ will provide a summary of leadership update that is briefer than minutes to help facilitate effective communication with community. SZ suggested directing queries from parents to <ul style="list-style-type: none"> Minutes on the website, If questions remain, speak to school leadership, If information has not been clarified, North Metropolitan Education Region. 	<p>SZ to place summary of leadership possibilities on discussion section of Connect page for Board members reference</p>
<p>7. Understand – Finance Report</p>	
<ul style="list-style-type: none"> LM discussed Finance Report LM reported tracking well with locally raised funds and cost centre managers and classrooms finalising spending during last part of this term. LM continues to upskill staff with a finance manual and an annual explanation of expenditure at the start of year staff meeting Just under 95% of goal of 85% collection of voluntary contributions Finalising personal items list for discussion at next meeting Board will note budget at next meeting and approve personal items, as well as approve voluntarily contributions Kindergarten enrolments confirmed Finance Committee will meet in week 9 	<p>Nil</p>
<p>8. Understand – Principals Report</p>	
<ul style="list-style-type: none"> JL update regarding Term 4 staffing. Process run in Term 2 for pool of Special Needs Educational Assistants has been drawn on to support classrooms and classroom teachers. This has been the school recognising areas of need arising this Semester. Discussion around Individual Disability Allocation (IDA) funding, including categories funded and clarification that funding was allocated to school for use as needed, rather than specifically for EA time. JL discussed recent events/achievements in school community including walk to school day, increased Your Move grant, jumps and throws and the Faction carnival. Projected enrolment for 2024 is 514 students. Enrolments for previous years 2021, 538 students; 2022, 511 students; 2023, 538 students School is carefully considering classroom structures for 2024 to leave room for late enrolments, whilst creating class sizes that are financial sustainable 	<p>Nil</p>
<p>9. Understand – Parent Survey</p>	
<ul style="list-style-type: none"> JL discussed that changes to questions affected data tracking over years, hence changes kept to a minimum Discussed previous change of title from Board survey to Parent Survey as questions are operational. Board does not influence 	<p>JL decide with leadership team about removing comments from some sections, as well as timing</p>

<p>operational aspects of school. Title change to Parent Survey was to increase clarity of Board role in school community</p> <ul style="list-style-type: none"> • Discussion regarding use of comments <ul style="list-style-type: none"> - Can this data be measured and used? - Hope that families would be comfortable to have a face-to-face discussion with staff even if it feels uncomfortable - Concerns about unnecessarily personalised comments that are negative and cannot be followed up effectively as survey is anonymous • JL discussed working on the school culture so that any concerns that can be addressed are raised over the school year and resolved • Start, stop, continue require comments and elicit helpful information about needs/concerns/strengths • Suggestion was to consider removing comments from other sections as this tends to lead to pages of comments that cannot be actioned. This runs the risk of parents feeling they were not listened to • Commendation for SM in providing feedback to school community about 2022 survey and changes that were made, as well as telling them when requests were considered but couldn't not be accommodated • Consider asking school community to send in any additional comments via email so these can be addressed effectively • Additionally, remind families of the different avenues for feedback/concerns etc • Consider changing date of survey to mid Term 2? Need to time implement this change if endorsed by school leadership 	
10. Make – Board 2024	Actions
<ul style="list-style-type: none"> • Discussed tenures. TK's tenure ends December 2023 and she will not be renominating. TK requested "lead" board member to manage Board visibility strategy including updating website with new member information. CA and AH will take on this role • TK also discussed vacancy for Secretary role, no EOI from Board members attending. 	<p>Inform TK if interested in Secretary role</p> <p>CA and AH to lead strategy</p>
11. Understand – Correspondence	Actions
<ul style="list-style-type: none"> • Email confirmation from LM of Cultural Awareness Training 	Nil
12. 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 within one week
13. Other Business	Actions
<ul style="list-style-type: none"> • Nil 	Nil

Meeting Closed: SZ closed the meeting at 7.23pm
Next meeting: Thursday 2nd November 5.30pm-7.30pm in the staffroom
Annual Public Meeting

Accepted by Signature:

Board Chair Signature:

Principal Signature: