

**Mount Lawley Primary School Board**  
**Minutes**  
**9<sup>th</sup> June 2022**



**Attendees**

**Staff Members:**

Sandra Martin (SM), Principal  
 Karen Wright (KW)  
 Lesa Mileto (LM)

**Parent/Community Members:**

Sian Zador (SZ) (Chair)  
 Cara Davis (CD) (Secretary)  
 Jennifer To (JT)  
 Tara Kelso (TK)  
 Mandy Greenman (MG)  
 Nathan Curnow (NC)

**Co-opted non-voting members:**

**Observers:** Joli Mendez

**Presenters/Others:**

1. Welcome, Introductions & Apologies	Actions
The meeting was opened by SZ at 5.45pm. Apologies were received from Christine Ashkenazy (CA)	
There being not less than 60% of members present in person, a quorum was formed. The Agenda was confirmed.	
2. Board Chair Report	Actions
<ul style="list-style-type: none"> <li>• SZ thanked everyone for attending</li> <li>• SZ read the Board Chair Report</li> </ul> <p><b>Board Chair Report:</b></p> <p>Looking back at the chair reports for the last two years between COVID and leadership, our school community has been through a lot of change and we have been so fortunate to have a strong school team to guide us through.</p> <p>Our year started with Cavelle extending her role at the Leadership Institute and Sandra graciously resuming as Acting Principal. Following a rigorous selection process by the Department of Education, Sandra was formally appointed as our Acting Principal for the remainder of the 2022. I was grateful to be a part of the selection process, ensuring that our community voice was represented. It was a real eye opener and made me appreciate our school and community even more.</p> <p>From day 1, Term 1 COVID had well and truly arrived. To give you an idea of what this has meant for Sandra and the team on top of their day jobs, I thought I would share some stats with you:</p> <ol style="list-style-type: none"> <li>1. Over 200 or 30% of our staff and students have reported COVID cases at MLPS.</li> </ol>	

2. This has significantly contributed to average attendance rates of less than 90% vs c.95% in 2021, equivalent of 3 students missing from each class every day
3. over 130 department directives to work through which have included vaccinations, mask wearing, social distancing and contact tracing all requiring changes to our procedures and notifications to the community to amend day to day operations as well as amending our assemblies, parent information nights, swimming carnival and year 6 camp
4. 140 days of relief teaching has been coordinated by our Deputies which included redirecting specialist teachers and welcoming back some of our retired teachers. We have been fortunate that we have been able to manage our relief from our own pools and have not been required to consolidate classes or close due to teacher availability like some schools.

The work load so far in 2022 for Sandra and her team has been immense and I would like to once again express the gratitude of the Board and school community.

From a Board perspective we welcomed Mandy Greenman as our newest Parent Rep, Cara Davis continued in her role as secretary and I have assumed the role of Chairperson. Our flow has been somewhat interrupted by COVID with this being only the first time we have been able to meet in person. We have had to get creative when it came to engaging with the school community on parent information evenings etc This has culminated in the production of a information video thanks to Tara Kelso which we will be sharing with you later on the agenda. In terms of our core duties as a Board we have:

- Reviewed the Communication and School fundraising and Donations policies inline our 2 yearly review cycle
- Approved minor changes to the uniform policy to reflect what the students are preferring wearing- apparently cargo pants aren't cool anymore
- Reviewed the results of both our 2021 Board self assessment as well as school survey and agreed improvement plans
- Reviewed and accepted the 2021 Annual Report

Coming up in the second half of 2022 we will be casting our minds to:

- School Development Day session
- Board training
- Progress against our Business Plan and refinement of improvement plan ahead of the refresh of our Business Plan in 2023- deferred from 2022 due to COVID.

It has been a very busy start to 2022 but I am looking forward to seeing what we can achieve in the second half.

Sian

3. Disclosure of Interests	Actions
NIL	
4. Decision – Minutes of Meeting 12 <sup>th</sup> May 2022	Actions
The minutes of the meeting on 12 <sup>th</sup> May 2022 were accepted by NC and seconded by TK and approved with one amendment	CD to amend action in Agenda Item 10 to add:

	<ul style="list-style-type: none"> <li>CD to add above action to Policy Schedule</li> </ul>
<b>5. Discussion – Action Register</b>	<b>Actions</b>
<ol style="list-style-type: none"> <li>Members to complete the Board Desktop Self-Reflection &amp; Assessment <ul style="list-style-type: none"> <li>CD stated that this will occur in Term 4 in 2022</li> </ul> </li> <li>Education Awards to be added to the Board Calendar for 2022 once released by the Education Department <ul style="list-style-type: none"> <li>CD stated that this is still to happen as we are waiting for the date to be released</li> </ul> </li> <li>Subcommittee to plan strategies to address concerns raised through School Board Self-Assessment survey data <ul style="list-style-type: none"> <li>CD stated that this is ongoing</li> </ul> </li> <li>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"> <li>CD stated that she has spoken to Rebecca Koerting and will inform you when it is completed</li> </ul> </li> <li>Policy Review: Communication and Fundraising/Scholarship <ul style="list-style-type: none"> <li>CD stated that this has been completed</li> <li>CD proposed to delete</li> <li>Members voted Yes</li> </ul> </li> <li>Fundraising/Policy to be emailed to the P&amp;C President &amp; Secretary for Review and Comment <ul style="list-style-type: none"> <li>CD stated that this has been completed</li> <li>proposed to delete</li> <li>Members voted Yes</li> </ul> </li> <li>Suggested Changes to Communication Policy to be made by SM and placed on Connect for final review and endorsement <ul style="list-style-type: none"> <li>CD stated that this has been completed</li> <li>CD proposed to delete Yes</li> <li>Members voted</li> </ul> </li> <li>Board Training – SM to provide a few potential dates and members vote <ul style="list-style-type: none"> <li>CD stated that this is an agenda item</li> </ul> </li> <li>Uniform Shop – CD to email Katie at the Uniform Shop and inform her that the Board approved the requested changes <ul style="list-style-type: none"> <li>CD stated that this has been completed</li> <li>CD proposed to delete</li> <li>Members voted Yes</li> </ul> </li> <li>Changes to Uniform Policy to be placed on Connect for approval of the wording <ul style="list-style-type: none"> <li>CD stated that this has been completed</li> <li>CD proposed to delete</li> <li>Members voted Yes</li> </ul> </li> <li>Uniform Committee to look into an Indigenous Polo Shirt <ul style="list-style-type: none"> <li>CD stated that this is ongoing</li> </ul> </li> <li>Business Plan – Members to conform availability for July 18<sup>th</sup> MLPS PL Day <ul style="list-style-type: none"> <li>CD stated that this is an agenda item</li> </ul> </li> <li>Annual Public Meeting – SM to advertise to Community via Connect <ul style="list-style-type: none"> <li>CD stated that this has been completed</li> <li>CD proposed to delete</li> <li>Members voted Yes</li> </ul> </li> <li>Summary of each meeting</li> </ol>	

<ul style="list-style-type: none"> <li>• CD stated that this is ongoing</li> </ul> <p>15. Board Inductions</p> <ul style="list-style-type: none"> <li>• CD stated that it is ongoing</li> </ul>	
<p><b>6. Understand – Finance Report</b></p>	<p><b>Actions</b></p>
<ul style="list-style-type: none"> <li>• LM provides an electronic copy of the Finance Report to all members. A discussion was had about the Overview</li> </ul> <p><b>Overview</b></p> <p>The <b>Operational One Line Budget Statement</b> shows our budget position to the end of June (Verified April Cash). This report remains mostly unchanged from our previous meeting with a slight difference in the expected salaries expenditure due to planning adjustments and operational response allocation. Operation response increase includes funds received for additional cleaning due to Covid-19 and cleaning allocation for Dental Therapy.</p> <p>The <b>Cash Report</b> shows that we have received 54.82% of our overall expected revenue for the year. The balance of our Student-Centred Funding will come to us in the July Gateway and our locally raised funds are tracking at just over 65% Year-To-Date. We are sitting at just over 80% collection for our Voluntary Contributions for the year (based on a conservative collection rate of 85%). Reminders were sent out this and we have had some payments that will reflect after the June end of month process is complete.</p> <p>Goods and Services expenditure are tracking at 20.55% this is on the low side due to the report period being as at end of April. Cost Centre Managers were advised early in this term to commence their spending according to approved budget submissions, in line with our Operational Plan. The majority of funds budgeted be expended by the end of Term 3. The Sustainability Garden beds are to be installed in the next school holidays and the Science Committee are in the process of recommending what the remainder of the Science grant will be used for.</p> <p>The P &amp; C once again very generously approved the Wish List. Ipad's, covers and trolleys have been ordered. The Kindy team and Nicola in the Library have commenced ordering their approved items.</p> <p>Lesa Mileto Manager Corporate Services</p> <ul style="list-style-type: none"> <li>• MG asked if the Government funding for Covid Cleaning has been appropriate/adequate? LM &amp; SM it has been great and sufficient</li> <li>• SZ asked if we get impacted by the cost of relief staff? LM replied that we have not due to a credit system from the Education Department</li> <li>• TK asked how much the garden beds have cost? LM replied that she believed it was about \$50,000</li> <li>• SZ asked if the Ipad's are to replace or to add to the current lot of Ipad's? LM replied that it is a bit of both</li> <li>• SZ asked if we have needed more Ipad's due to NAPLAN going online? SM replied no</li> <li>• NC commented on NAPLAN in his school</li> <li>• TK asked if the school would be able to supply extra DOTT for Teachers. SM commented that it actually increased</li> </ul>	
<p><b>7. Understand – Principals Report</b></p>	<p><b>Actions</b></p>
<ul style="list-style-type: none"> <li>• SM asked KW to provide the Members with information about her role as the "Literacy Support Coordinator"</li> <li>• KW explained to the members what her role involves: <ul style="list-style-type: none"> <li>- Working with Tier 3 Intervention is her main focus</li> <li>- Reading, Spelling and Writing</li> <li>- Help teachers with diagnostics</li> <li>- Help with SEN Plan</li> <li>- this is the second year doing it so it is a lot more targeted with students</li> </ul> </li> <li>• SM stated that not all funding goes to EA's, some goes to KW's role</li> <li>• Jolie Mendez – asked if there is similar intervention for Maths. KM replied that no there is not</li> </ul>	

<ul style="list-style-type: none"> <li>TK asked if they are noticing trends on how Literacy is being taught or is it individual. KW replied that it is individual</li> <li>SM stated that the Walker Program is being done differently this year in Yr 1. Walker Learning is being done in the middle session of the day</li> <li>SM stated that the Deputy applications closed and an announcement is to be made by the end of the Term</li> <li>SM stated that Camp was great and only two children couldn't attend</li> <li>There was a Zero Bullying Presentation to Year 3, 4 and 5 from Telethon about Cyber Bullying</li> <li>Staff Development Day – went well. Data Analysis, Behaviour Management Procedures and Moderation/Reporting were discussed</li> <li>Education Department Communication – School Annual Report due date has been extended but we have already sent it in</li> </ul>	
<p><b>8. Make – Board Information Video</b></p>	<p><b>Actions</b></p>
<ul style="list-style-type: none"> <li>TK presented the draft video</li> <li>MG and NC suggested that the question be on the slide before the video answer instead of next to it</li> <li>All members were very happy with the video</li> <li>MOTION: <ul style="list-style-type: none"> <li>NC moved that TK is to finalise the video with the suggested changes</li> <li>JT seconded the motion</li> <li>Members voted yes unanimously</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>TK to finalise the video with the suggested changes</li> </ul>
<p><b>9. Make – Board Training</b></p>	<p><b>Actions</b></p>
<ul style="list-style-type: none"> <li>SM asked members to advise which date and time suited them</li> <li>Members all advised</li> <li>Members agreed to Term 3, Week 2, Thursday the 28<sup>th</sup> of July at 5.30pm</li> </ul> <p><b>BOARD TRAINING – 90 minute session</b>  Term 2  Wednesday Week 9 (22 June) – 5.30pm or 6.30pm or 7.30pm  Thursday Week 9 (23 June) – 5.30pm or 6.30pm  Term 3  Wednesday Week 2 (27 July) – 5.30pm or 6.30pm or 7.30pm  Thursday Week 2 (28 July) – 5.30pm or 6.30pm  Wednesday Week 6 (24 August) – 5.30pm or 6.30pm or 7.30pm  Thursday Week 6 (25 August) – 5.30pm or 6.30pm</p>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<p><b>10. Make – School Development Day Attendance</b></p>	<p><b>Actions</b></p>
<ul style="list-style-type: none"> <li>SM asked members to advise which time slot suited them</li> <li>Members all advised</li> <li>Members agreed that the 11am – 12.30pm slot would be best</li> </ul> <p><b>SCHOOL DEVELOPMENT DAY</b>  Board members invited for planning input/observation  Session 1: 9.00am – 10.30am (followed by morning tea)</p>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>

Session 2: 11.00am – 12.30pm (Preceded by morning tea or followed by lunch) Session 3: 1.30pm – 3.00pm (Preceded by lunch)	
<b>11. Inform – WA Education Awards</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• SM stated that there is no new information yet regarding the WA Education Awards</li> <li>• SM advised that there is the “Make a Difference Awards” and suggested we could use it as a template to get staff to nominate colleagues and then bring it to the Board</li> <li>• Members agreed</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>12. Understand – Correspondence</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• CD stated that there has been no correspondence</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>13. Other Business</b>	<b>Actions</b>
<ul style="list-style-type: none"> <li>• CD stated that at the end of each meeting we would provide a summary of the Board meeting which can be presented at the P&amp;C Meeting</li> <li>• This is so the Principal can present it if no other Board member can attend</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

Meeting Closed: SZ closed the meeting at 7.34pm  
Next meeting: Thursday the 4<sup>th</sup> of August 2022 at 5.30pm

**Accepted by Signature:**

**Board Chair Signature:**

**Principal Signature:**