

Mount Lawley Primary School Board
Minutes
10th August 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)
 Catherine Pearce (CP)
 Nathan Curnow (NC) arrived 5.44pm

Co-opted non-voting members: None

Observers: None

Presenters/Others: Jo Harris, Director NMEMO (presenting) and Jared Lawson

1. Welcome, Introductions & Apologies	Actions	Business Plan
The meeting was opened by SZ at 5.37pm. Apologies from Christine Ashkenazy (CA).	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 (AoC)	Actions	Business Plan
	AH completed Next SK	Learning Environment
3. Disclosure of Interests	Actions	Business Plan
Nil	Nil	Use of Resources
4. Jo Harris, Director, North Metropolitan Education Region	Actions	Business Plan
JH provided an update on the three possible scenarios with regards to leadership at MLPS in 2024. <ul style="list-style-type: none"> - It is likely that the school will know by the end of Term 4 whether the substantive Principal will return in 2024. - If the substantive Principal is not returning in 2024 a process will be run to select a fixed term Acting Principal as quickly as possible. It is important to note that these 	Board to discuss how to convey information to school community	Teaching Quality Student Achievement & Progress Leadership Learning Environment

processes are not fast as there are many considerations, checked at several levels etc.

- JH committed to supporting as fast a process as possible if this scenario eventuated, including contacting the Chair as soon as feasible.
- Advertisement would be for period incumbent principal was away with possibility of extension to allow continuity of leadership at MLPS.
- Interview panel if this scenario eventuated would include JH as Chair, Board Chair and two Principals from similar schools.

JH discussed that the Education Department support Principals to take system roles e.g. the Leadership Institute as

- this allows the Department to stay current with what schools need and how to best implement this.
- System roles are contract based, generally ranging from 1 to 3 years.
- Principals do not need to give up their permanent position to pursue system roles.

Commitment: Director has made assurances that if a fixed term vacancy arises a process will be run to select the most suitable applicant. Aspirant leaders will not be placed in the role, although aspirant leaders can apply for the fixed term position.

How to support community with whatever the outcome is

JH recommended communication and transparency

- News of change could be unsettling
- North Metropolitan region will support the school to run processes as quickly as possible
- As a group have a clear, consistent message
- Direct parent concerns to the Principal
- Families with additional questions can contact Lou Zeid, who is the Assistant Regional Director. This contact can be made via North Metropolitan regional office.

Question was raised if there would be a possible difference in applicants applying for fixed term versus permanent and JH feedback was that her experience was that there was not a significant difference in applicant quality, although you may get a greater volume of applications for permanent roles.

Below are the Talking Points generated by Parent Representatives prior to meeting with summary of response for purpose of communicating effectively with school community:

· In our role as parent representatives of the Board, to ensure good governance through leadership stability and excellence for MLPS, we have a number of future facing questions in order to avoid repeating the disruption and negative impacts evident in the school survey results in recent years.

· Summary points from the Board meeting will be developed by the Board for confirmation by the Department and circulated in the MLPS newsletter to inform the school community.

Key Questions:

1. Are you able to provide any update on the current planning for our school's leadership in 2024?
 - JH discussed possible scenarios and pathways. Absolute answer not possible as Department of Education supports staff to pursue leadership roles in the system. The purpose of this is to ensure that the Department receives advice and guidance from educators with current experience in schools. This means that staff with substantive roles are supported to pursue leadership and this requires educators to retain their substantive positions. System roles such as the leadership institute are only on a contract basis, generally for a 2 or 3 year period. These roles are not permanent.
2. How long can an incumbent Principal/Deputy retain their role and be absent from the school? And if they return, is there a minimum period until they can take another secondment or leave of absence again?
 - JH clarified that there was no stipulation from the Department about length of time leave could be taken if Principal was pursuing a systems role. There is also no minimum period until another secondment can be taken. JH indicated that she consults with Principals if it is likely that their departure will create significant disruption to a school, with this generally being a negotiation of timing of leave, rather than declining leave.
3. Are there any guidelines from the Department where both a Principal and Deputy take leave at the same time? What factors and metrics are taken into consideration to assess the business case before approving a secondment?
 - JH indicated that the decision to allow a Deputy leave to pursue a leadership role was at the discretion of a school. She noted that the Department encourages aspirant leaders and it would be unlikely that a school would refuse a staff member the opportunity to take on leadership role
4. What is the latest date that the incumbent principal could notify of their decision? If the decision occurs over the school holidays, how is the process managed to determine a new principal? What opportunity is there for the Board or Board representative/s to be involved in this process, particularly noting that the tenure of two of the parent reps complete at the end of 2023, which could be an uncertain time for the school in confirming the Principal and Deputy for the new school year.
 - There is no latest date when an incumbent principal needs to notify a school. JH would work with a principal if timing was going to create undue stress

<p>for a school community e.g. negotiate additional time in role until fixed term Acting Principal could be appointed. If a decision occurs over the school holidays, Jo will contact the Chair of the Board as soon as possible and discuss how to run a fixed term process. Board chair will be on interview panel.</p> <p>5. If the situation arises where the school doesn't have a clear outcome for an ongoing Principal, what other avenues are available to the school community of caregivers and teachers?</p> <ul style="list-style-type: none"> JH indicated there will be a clear outcome, although the timing is not yet known. She suggested contacting the school with any questions and concerns. JH also provided a contact in the North Metropolitan Region for further consultation if needed 		
5. Decision – Minutes of Meeting 15/6/2023	Actions	Business Plan
The minutes of the meeting on 15.6.2023 2023 were accepted by NC and seconded by CP and approved.	NC accepted CP seconded	
6. Discussion – Action Register	Actions	Business Plan
<ol style="list-style-type: none"> Subcommittee to plan strategies to address concerns raised through School Board Self-Assessment survey data <ul style="list-style-type: none"> Ongoing Uniform Committee to look into an Indigenous Polo Shirt <ul style="list-style-type: none"> Ongoing TK to provide a summary of the meeting and all actions required for next meeting <ul style="list-style-type: none"> Ongoing Board Inductions – Update Training Register (incl Police Checks) <ul style="list-style-type: none"> Completed Training Register at this meeting 	Nil	
7. Understand – Board Chair Report	Actions	Business Plan
<ul style="list-style-type: none"> SZ reminded Board members to complete cultural awareness training. SZ discussed formulating information from Jo as a consistent response from Board members. 	Send email to Board email when CA training completed	Relationships & Partnerships
8. Understand – Finance Report	Actions	Business Plan
<ul style="list-style-type: none"> LM discussed Finance Report. Discussion around professional learning budget and how staff were supported in accessing quality PL. 	Nil	Use of Resources

9. Understand – Principals Report	Actions	Business Plan
<ul style="list-style-type: none"> • Preliminary data has been released, requires more time for consideration and analysis • Year 5 data is on track compared to like schools. Year 3 results require reflection. • SM has presented preliminary data to staff. • National Quality Standards (NQS) will be undertaking a validation visit this term <ul style="list-style-type: none"> - Two assessors - Met with admin and then two early childhood leaders (Dan Jensen and Jasmine Praizelin) - Assessment is based on 7 areas - Assessment occurs over Kindy, PP, Year 1 and Year 2 - Audit will provide school with areas of strength, as well as areas to improve • SM provided update on Kindergarten enrolments, which currently sit at 55. • Catherine Cleary has been appointed School Psychologist and has already provided invaluable support to the community. • SM presented communication protocol to streamline, and clarify, what information is provided in Newsletters versus Class Connect notices versus Connect • SM presented final Business Plan. Board praised cohesion of BP and clarity of expression. • Jared Lawson will be Acting Principal when SM is on LSL. 		Teaching Quality Student Achievement & Progress Leadership
10. Understand – Correspondence	Actions	Business Plan
<ul style="list-style-type: none"> • Emails from Board members regarding CA training 	Noted by Secretary	Relationships & Partnerships
11. Make – P&C Report	Actions	Business Plan
<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	Relationships & Partnerships
12. Other Business	Actions	Business Plan
<ul style="list-style-type: none"> • Nil 		

Meeting Closed: SZ closed the meeting at 7.42pm

Next meeting: Thursday 7th September from 5.30pm in the staffroom. Observers welcome.

Accepted by Signature:

Board Chair Signature:

Principal Signature: