

**Mount Lawley Primary School Board**  
**Minutes**  
**18<sup>th</sup> May 2023**



**Attendees**

**Staff Members:**

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

**Parent/Community Members:**

Tara Kelso (TK) (Secretary)  
 Mandy Greenman (MG)  
 Saul Karnovsky (SK)  
 Catherine Pearce (CP)

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

**Observers: none**

**Presenters/Others: none**

<b>1. Welcome, Introductions &amp; Apologies</b>	<b>Actions</b>	<b>Business Plan</b>
The meeting was opened by SM at 5.32pm. Apologies from SZ and NC. SM to proxy as Chair.		
There being not less than 60% of members present in person, a quorum was formed. The Agenda was confirmed.		
<b>2. Acknowledgement of Country (AoC)</b>	<b>Actions</b>	<b>Business Plan</b>
	MG completed AoC on arrival at 5.39pm  Next AoC: NC	Learning Environment
<b>3. Disclosure of Interests</b>	<b>Actions</b>	<b>Business Plan</b>
Nil	Nil	Use of Resources
<b>4. Decision – Minutes of Meeting 23<sup>rd</sup> March</b>	<b>Actions</b>	<b>Business Plan</b>
The minutes of the meeting on 23 <sup>rd</sup> March 2023 were accepted by CA and seconded by AH and approved.	CA accepted AH seconded	
<b>5. Discussion – Action Register</b>	<b>Actions</b>	<b>Business Plan</b>
1. Calendar to link explicitly to Business Plan when BP finalised.	Nil	

<ol style="list-style-type: none"> <li>2. Agenda and minutes to include column that links activities to Business Plan when BP finalised. <ol style="list-style-type: none"> <li>a. Propose Delete</li> </ol> </li> <li>3. Subcommittee to plan strategies to address concerns raised through School Board Self-Assessment survey data <ul style="list-style-type: none"> <li>• Ongoing</li> </ul> </li> <li>4. Uniform Committee to look into an Indigenous Polo Shirt <ul style="list-style-type: none"> <li>• Ongoing</li> </ul> </li> <li>5. TK to provide a summary of the meeting and all actions required for next meeting <ul style="list-style-type: none"> <li>• Ongoing</li> </ul> </li> <li>6. Board Inductions – Update Training Register (incl Police Checks) <ul style="list-style-type: none"> <li>• Completed Training Register at this meeting</li> </ul> </li> </ol> <p><b>MG arrived 5.39pm</b></p>		
<p><b>6. Understand – Board Chair Report</b></p>	<p><b>Actions</b></p>	<p><b>Business Plan</b></p>
<ul style="list-style-type: none"> <li>• Emailed by SZ and read by SM.</li> <li>• Changes to structure of agenda and minutes to align with BP.</li> <li>• Meeting dates to be placed in Connect for Board members reference.</li> <li>• SM and SZ have been in contact with NNERO, who will send a representative to attend the Term 3, Week 4 to clarify, and discuss, leadership in 2024.</li> </ul>	<p>Nil</p>	<p>Relationships &amp; Partnerships</p>
<p><b>7. Understand – Finance Report</b></p>	<p><b>Actions</b></p>	<p><b>Business Plan</b></p>
<ul style="list-style-type: none"> <li>• LM discussed Finance Report.</li> <li>• Funding has been confirmed and will be fixed by May.</li> <li>• LM reviewed Student Centred model of funding for new Board members.</li> <li>• SK queried level of surplus funding compared to like schools and SM/LM discussed reasons for surplus and that expenditure focused on running an additional class to support student learning in smaller class sizes.</li> <li>• LM to raise student presentations, and parent representative, at Week 6 Finance Committee.</li> <li>• Unanimous notation by Board members of Funding Agreement.</li> </ul>	<p>SM to sign Funding Agreement &amp; obtain SZ signature</p> <p>SM to lodge signed Funding Agreement</p>	<p>Use of Resources</p>
<p><b>8. Understand – Principals Report</b></p>	<p><b>Actions</b></p>	<p><b>Business Plan</b></p>
<ul style="list-style-type: none"> <li>• SM discussed staff survey about possible 2023 professional learning topics and outcomes co-created with staff.</li> <li>• SM discussed Jim Morrison professional learning for staff on Aboriginal Reconciliation including Sorry day and truth telling.</li> <li>• School review was due in Semester Two this year (independent director with peer principal visits school to review). This has been postponed to 2024 by Department.</li> </ul>		<p>Teaching Quality Student Achievement &amp; Progress Leadership</p>

<ul style="list-style-type: none"> <li>SM reported Department continues to remind school of requirement for staff to use Long Service Leave.</li> <li>Week 5-10 of Term 3 SM will be on long service leave.</li> <li>SM reviewed draft Business Plan and Board discussed what worked and what could be improved.</li> <li>Board considered keeping only the 8-page Business Plan, instead of having a separate 4 page summary for families.</li> <li>Board unanimously suggested 8-page Business Plan be used. SM to present suggestion to staff.</li> </ul>		
<b>9. MLPS Survey</b>	<b>Actions</b>	<b>Business Plan</b>
<ul style="list-style-type: none"> <li>SM discussed summary of actions suggested from School Survey.</li> <li>SM to consider adding parent information sessions about programs run by MLPS and how these are implemented at MLPS.</li> </ul>		Teaching Quality Student Achievement & Progress Leadership Learning Environment
<b>10. Board and the community</b>	<b>Actions</b>	<b>Business Plan</b>
<ul style="list-style-type: none"> <li>SM discussed that Board continued to promote themselves in our school community.</li> <li>CP queried responding to parent questions and SM discussed best ways of responding. If Board matter, decisions can be conveyed, if the issue is operational direct parent to school staff and if unsure let the person know you will find out.</li> <li>OSC is regularly raised by parents and Board reviewed reasons OSC cannot be provided including limitations of space and OSC impeding school's ability to run programs as need room access before end of school day.</li> <li>Kindy enrolment progress discussed with priority to in bounds enrolment.</li> </ul>		Relationships & Partnerships
<b>11. Subcommittee for Indigenous Uniform</b>	<b>Actions</b>	<b>Business Plan</b>
Update to occur at next meeting		
<b>12. Understand – Correspondence</b>	<b>Actions</b>	<b>Business Plan</b>
<ul style="list-style-type: none"> <li>Nil paper correspondence. TK cannot access Board email at present, so cannot confirm there is no email correspondence.</li> </ul>		Relationships & Partnerships
<b>13. Make – P&amp;C Report</b>	<b>Actions</b>	<b>Business Plan</b>
<ul style="list-style-type: none"> <li>TK to provide a summary of the Board meeting which can be presented at the P&amp;C Meeting.</li> </ul>	TK to complete summary within one week	Relationships & Partnerships

<ul style="list-style-type: none"> <li>This is so the Principal can present it if no other Board member can attend.</li> </ul>		
<b>14. Other Business</b>	<b>Actions</b>	<b>Business Plan</b>
<ul style="list-style-type: none"> <li>Nil</li> </ul>		

Meeting Closed: SM closed the meeting at 7pm  
 Next meeting: Thursday 15<sup>th</sup> June in the staffroom

**Accepted by Signature:**

**Board Chair Signature:**

**Principal Signature:**

**9 agenda items that link to Business Plan**

- 2 x Learning Environment
- 2 x Use of Resources
- 4 x Relationships & Partnerships
- 2 x Teaching Quality
- 2 x Student Achievement & Progress
- 2 x Leadership

**Cumulative tally**

<b>Learning Environment</b>	<b>Use of Resources</b>	<b>Relationships &amp; Partnerships</b>	<b>Teaching Quality</b>	<b>Student Achievement &amp; Progress</b>	<b>Leadership</b>
2	2	4	2	2	2