

Mount Lawley Primary School Board
Minutes
17th March 2022



Attendees

Staff Members:

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

Parent/Community Members:

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

Co-opted non-voting members:

Observers:

Presenters/Others:

1. Welcome, Introductions & Apologies

Actions

Due to COVID-19 restrictions, the meeting was held via Webex. The meeting was opened by SZ at 5.35pm. Apologies were received from TK

There being not less than 60% of members present in person, a quorum was formed. The Agenda was confirmed.

2. Disclosure of Interests

Actions

NIL

3. Decision – Minutes of Meeting 17th February 2022

Actions

The minutes of the meeting on 17th February 2022 were accepted by NC and seconded by LM and approved.

Edit minutes to show that SZ nominated CD for Secretary

4. Discussion – Action Register

Actions

1. Members to complete the Board Desktop Self-Reflection & Assessment
 - CD stated that this will occur in Term 4 in 2022
2. Education Awards to be added to the Board Calendar for 2022
 - CD stated that this is still to happen as we are waiting for the date to be released
3. Subcommittee to plan strategies to address concerns raised through School Board Self-Assessment survey data
 - CD stated that this is ongoing
4. Subcommittee to formulate a summary document of the Terms of Reference and roles of the members of the Board
 - CD stated that this will be ongoing
5. Members to elect Board Chair and Board Secretary in the final meeting of 2021
 - CD proposed to delete
 - Members voted Yes

<ul style="list-style-type: none"> 6. SM and SZ to SM and SZ to discuss a date for the Annual Public Meeting and circulate to members for feedback via Connect <ul style="list-style-type: none"> • CD stated that this has been set as the 9th June 2022 7. Policy Review: Communication and Fundraising/Scholarship <ul style="list-style-type: none"> • CD stated that this will be discussed at this meeting 8. Summary of each meeting <ul style="list-style-type: none"> • CD stated that this is ongoing 9. Board Inductions <ul style="list-style-type: none"> • CD stated that it is ongoing 	
<p>5. Understand – Finance Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • LM stated that nothing has really changed • The budget has not moved into Operational Mode yet • Slight increase in funds since last meeting with the figure setting on the 22nd of March • When the census data finalises the budget will be roughly \$20000 more than last year • Finance Committee approved the Preliminary Budget for 2022 and recommends it be noted by the Board • A substantial number of Voluntary Contributions have been received and reminders will be sent out in the next week or so • SZ asked how long the does the additional cleaning reflect? LM replied that she feels like it is for the whole year • A discussion was had about Level 3 Teachers and the funding 	
<p>6. Understand – Board Chair Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • SZ welcomed Mandy Greenman (MG), the new Parent Representative Member, to the Board • All members introduced themselves to Mandy • SZ acknowledged and thanked the Exec Team for their hard work with Covid Management • SZ stated that she is grateful for the MLPS Community • Principal Selection – SZ stated that submissions had closed for the Principal role for 2022 and interviews are currently happening. MG asked who was on the selection panel. SZ replied – Assistant Director, two Principals from “like” schools and the Board Chair 	
<p>7. Understand – Principals Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • SM provided the Principals report electronically to CD <p>Principal Report Board Meeting 17 March 2022</p> <p>BOARD POSITION Welcome and congratulations to Mandy, our new Board member. Screening came through just in time for Mandy to join tonight’s meeting.</p> <p>COVID</p> <ul style="list-style-type: none"> • Overall we have had 22 positive student Covid cases and 2 staff members. • Only one class has been isolated as a whole, this was before the close contact rules changed. • 11 classes have been impacted by cases, 6 of these classes having no close contacts due to mask wearing protocols, student absence or student tested positive while in isolation as a close contact. 	

- 24 students have isolated due to being close household contacts. Currently 18.
- 1 staff is currently isolating due to being close household contacts and 1 absent to care for a positive child. This may change tonight as we wait for information.
- Attendance has been variable – Year 5 classes impacted the most.
- Approximately 50 students are currently non household close contacts, they can attend school but isolate when not at school. Some close contacts are now represented in the positive case data.
- 3 staff have worked under the critical worker criteria.

Changing daily - We are finding it difficult to get relief, particularly for Education Assistants.

The work load is impacting our ability to progress our core business of school improvement. The Department recognise the impact the situation is having on schools, and administration in particular and have made some adjustments to compliance deadlines. The Annual Report is now due Week 5 Term 2, I hope to have completed before this date. On Entry testing for PP has been extended to the end of the term.

I have had feedback from parents about my communication of positive cases. I follow the Department guidelines. In speaking to network schools I will modify future communications slightly, however won't be including student numbers.

COVID THANK YOU

I did want to thank everyone publically for their agility and support in this very tricky environment. The office staff in particular have been tirelessly working to record absences and field a multitude of parent queries, as well as try to get their usual work done! Lesa has managed the extra work load by spending all her waking hours at work. The staff have all been calm, considered and getting on with business as usual to support our students and ensure a sense of normality.

And the Deputies Ali and Jared have been holding everything together for us all., as we try our hardest to reduce the disruptions to teaching and learning by minimising compliance / non-essential demands on teaching staff.

Our amazing school community and our students have taken on each changing protocol with good grace and compliance. The support we are getting from everyone is wonderful

Last but not least, Sian, the voice of our Board – thank you for taking my calls and helping me navigate the minefield that is Covid.

STAFFING

Ms Katherine Goonewardene vacated her fixed term PP Year 1 (Room 14) classroom position. Ms Elizabeth Martin resumed the teaching responsibilities in Room 14. We were lucky to reappoint Mrs Alison Hawkesford into the permanent technology teacher role vacated by Ms Martin. This saved us advertising the position.

At the moment a school based panel is reviewing SNEA applications. We hope to complete the process over the next two weeks to have the successful candidates commence work Term 2. We hope to appoint 4 part time EAs into positions, some of the positions are permanent. We will also increase our SNEA time to cater for new students. The school officer position vacated by Cherie Johnson at the end of 2021 and currently held by Shannon Gunning – one of our SNEAs - will be advertised next term.

SWIMMING CARNIVAL

Went ahead today with just Year 6 students. Most of our network schools have postponed or cancelled their carnivals. 1 school managed to get their carnival in early so it was not impacted.

I acknowledge and thank the staff, particularly Dylan Cruz and Ali Roberts for all their hard work in adapting the format on very short notice. The Year 6 parent volunteers were also amazing. Thank you to Sian, whose idea it was to run the event for our Year 6 students only.

NETWORK MEETING

Swimming Carnival

<p>What is happening in our schools Covid wise Support for each other Communication</p> <ul style="list-style-type: none"> • A lengthy discussion was had about the impact of COVID on the school • It was agreed that the Board would organise a “Thank You” gift for all staff. CD and MG to organise • NC asked that CD include in the newsletter an acknowledgment of the Exec, Office Staff and SZ for the incredible work that they are doing, from the Board 	<ul style="list-style-type: none"> • CD and MG to organise a staff “Thank You” gift • CD to include in the newsletter an acknowledgment of the Exec, Office Staff and SZ for the incredible work that they are doing, from the Board
8. Make – Board Self-Reflection & Assessment	Actions
<ul style="list-style-type: none"> • SM to put a Discussion Group on Connect for feedback 	<ul style="list-style-type: none"> •
9. Make – Board Summary Document	Actions
<ul style="list-style-type: none"> • CD to put a Discussion Group on Connect for feedback 	<ul style="list-style-type: none"> ▪
10. Make – Policy Review: Communication and Fundraising/Sponsorship	Actions
<ul style="list-style-type: none"> • SM to put a Discussion Group on Connect for feedback 	<ul style="list-style-type: none"> •
11. Understand – School Review Plan	Actions
<ul style="list-style-type: none"> • SM to put a Discussion Group on Connect for feedback 	<ul style="list-style-type: none"> •
12. Understand – Review Survey Results	Actions
<ul style="list-style-type: none"> • A discussion was had about the Parent, Staff and Student Surveys • SM stated that the survey information will be included in the Annual Report • SM said that there have been a number of recommendations from the surveys implemented. For example – Honour Certificates, Assemblies and Parent Report Meetings • SM stated that Mrs Hellen Willox held the first assembly and created a “cheat sheet” for the other teachers on hosting online assemblies • LM thanked SM for her unwavering leadership and calm throughout the term 	
13. Understand – Correspondence	Actions
<ul style="list-style-type: none"> • It was agreed that CD should mention in the newsletter blurb that a Board Member is present on the Principal Selection panel 	<ul style="list-style-type: none"> •
14. Other Business	Actions
<ul style="list-style-type: none"> • 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&C Meeting • This is so the Principal can present it if no other Board member can attend 	

Meeting Closed: SZ closed the meeting at 7.39pm
Next meeting: Thursday the 12th of May 2022 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: