

Mount Lawley Primary School Board

Minutes

4th August 2022



Attendees

Staff Members:

Sandra Martin (SM), Principal

Karen Wright (KW)

Christine Ashkenazy (CA)

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:

Presenters/Others:

1. Welcome, Introductions & Apologies

Actions

The meeting was opened by SZ at 5.35pm. Apologies were received from Lesa Mileto (LM)

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 9th June 2022

Actions

The minutes of the meeting on 9th June 2022 were accepted by NC and seconded by KW and approved with one amendment

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 once released by the Education Department
 - CD stated that date was released – 15th August 2022
 - CD proposed to delete
 - Members voted YES
3. Subcommittee to plan strategies to address concerns raised through School Board Self-Assessment survey data
 - CD stated that this is ongoing

<ol style="list-style-type: none"> 4. 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"> • CD stated that she has spoken to Rebecca Koerting and will inform you when it is completed • This is ongoing 5. Board Training – SM to provide a few potential dates and members vote <ul style="list-style-type: none"> • CD stated that this has been completed • CD proposed to delete • Members voted YES 6. Uniform Committee to look into an Indigenous Polo Shirt <ul style="list-style-type: none"> • CD stated that this is ongoing 7. Business Plan – Members to confirm availability for July 18th MLPS PL Day <ul style="list-style-type: none"> • CD stated that this has been completed • CD proposed to delete • Members voted YES 8. Board Information Video with to be finalised with suggested changes <ul style="list-style-type: none"> • CD asked TK how this was going • TK replied it is finished • CD proposed delete • Members voted YES 9. Summary of each meeting <ul style="list-style-type: none"> • CD stated that this is ongoing 10. Board Inductions <ul style="list-style-type: none"> • CD stated that it is ongoing 	
<p>5. Understand – Board Chair Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • SZ stated that there isn't a lot to report • SZ stated that it was great news that Jared Lawson was appointed as Deputy Principal. She stated that she was impressed at the competitive internal applications which is testament to the "Future Leaders Program" • SZ stated that the Staff Development Day (SDD) was very worthwhile. It was invaluable to hear from the staff what they thought about the Business Plan • Members who attended the SDD agreed that it was fabulous to attend 	
<p>6. Understand – Finance Report</p>	<p>Actions</p>
<ul style="list-style-type: none"> • LM provides an electronic copy of the Finance Report to all members. A discussion was had about the Overview • In LM's absence SM answered all questions 	

Overview

The **Operational One Line Budget Statement** shows our budget position to end of June, July end of month processes are yet to be finalised. The balance of revenue yet to be received consists mainly of planned events such as excursions and in-school activities which are still upcoming.

The **Cash Report** shows we continue to track well in both locally raised funds 71.43%. We have now received 100% of our Student-Centred Funding, this is not reflected in the enclosed reports as July end of month has not been finalised. We continue to receive funds for additional cleaning as we did in Term 2. Cleaning of playgrounds once per week, once daily cleaning of photocopies and IT equipment, door handles and high touch surfaces. MLPS continues to allocate additional time to our Cleaner in Charge to complete this required cleaning.

Spending, particularly in the curriculum areas is on the way to being completed by the end of this term. This will allow us to make some decisions around any surplus funds. We will send out reminder statements to parents later this term or early in Term 4 in the hope of collecting some additional Voluntary Contributions, we are currently sitting at a collection rate of just over 91% of our anticipated 85%.

During the rest of this term we will be focussing on preparing Personal Items Lists (Booklists) and Budget Submissions for 2023. Semester 2 Census takes place on Friday 5 August and our preliminary projected enrolments have been entered, although these will continue to change right up until the end of the year. This data gives us an indication of the estimated funds we will have available in 2023 and assists towards planning for staffing and class structure.

The iPads from the P&C wish-list arrived at the start of this term, the Kindy have purchased most of their wish-list items, with the Library to finalise purchasing throughout this term. Once again we thank our extremely generous and hardworking P&C.

Lesla Mileto
Manager Corporate Services

- SZ asked if you ever get payments of the Voluntary Contributions in Term 4. SM replied that they do
- JT stated that there appeared to be a donation and asked what it was for. SM replied that she seems to think it is the Fete earnings but she would follow up with LM

7. Understand – Principals Report

Actions

- SM provided the Principal's Report Electronically A discussion was then had about the Report:

PRINCIPAL'S REPORT

COVID

- We currently have 7 active positive student Covid cases and 1 staff member, non-teaching.
- Year 3 and 4 are year groups mostly impacted. This term we have had 25 students positive and 5 staff.
- We are going to be distributing the 518 boxes of RATs delivered to the school for our families over the next two days. Families can collect from the front office if they cannot make the distribution time allocated to their child's year level.
- We have extra RATs available, we have informed the community of this.

With other staff also absent for a variety of reasons we are finding it difficult to get relief, particularly for Education Assistants.

Staff absences are impacting our ability to progress our core business, however we continue to try and keep disruptions to a minimum.

NAPLAN

Preliminary, raw results are out for teacher use. Looks okay. We eagerly await the comparison data due later in the term or early next tem.

STAFFING

- SZ to write a letter of Congratulations to Ali Roberts on achieving Level 3

We welcomed back Grace Adam from her acting positions this week. Ali Roberts has returned to Year 6 Room 1. Joel van der Meer, who had been teaching in Room 1, was offered a full time position at Woodvale PS, which he took. Ali will be released 1 day a week as a Level 3 teacher to continue working with our Year 5 teachers and the embedding of differentiation across the school. Helen Willox will also be released for 1 day a week, she is our induction officer and will also work on key documents such as an Instructional Model document and the new Business Plan under the direction of all key contributors.

Mount Lawley Primary School is seeking to establish a pool for appointments to permanent and fixed term, full-time and part-time teaching vacancies which **may** arise during the 2023 school year. Appointments can be made from this pool at any time for commencements within 2023.

The ad will go live on the Jobs WA site at the beginning of Week 4. We urge our fixed term staff to apply. Teachers must be selected to the pool to work at MLPS in 2023 unless the pool becomes exhausted.

We will run an EA and School Officer job either later this year or early next year.

ENROLMENTS

Kindy enrolments closed on 22 July 2022. Families will be notified of placements tomorrow via email and next week via letter. We will be running 3 kindy classes next year (60 students), hopefully all Monday – Wednesday. We are still discussing 2 days one week, 3 the next or 2 and a half days each week.

Currently looking at class configurations for 2023. We are hoping to be more timely with our notification to out of boundary applicants this year, particularly PP.

We have had 7 new enrolments this term.

PL

This week we had 3 teachers and 2 admin do further work on our data analysis program EdCompanion. These key staff will upskill others in identifying gaps in their learning, teaching to the concept and then retesting. We are completing some Cultural Awareness training at our staff meeting on Tuesday afternoon. This PL will help link the teaching in the classrooms with the art project, funded by the P&C due to commence in Term 4.

We had an excellent SDD on July 18. It was fabulous to have Board members join us for our business planning session.

WAFLF

We are calling for nominations for another round of future leaders as per our Business Plan. Nominations are due on the 12 August.

Once nominations have been received, a group comprising myself and others will meet to consider the nominations. We will discuss the nominations and confirm those individuals who are successfully identified as meeting the high potential criteria.

This initiative is one part of our commitment to invest in the ongoing development of all our staff and ensure our high potential leaders have the support they need to reach their next stage of leadership. The FLF is designed to align to and complement our current performance management processes.

JAPANESE DELEGATION

We have a Japanese delegation visiting on Tuesday 9 August to take a walk through our beautiful school. The main focus of the visit is to gain an understanding of how schools are designed to encourage and support learning in a range of settings.

SUSTAINABLE GARDEN

We are having some ongoing difficulties in getting our sustainable garden completed. We are currently working with the project managers to get a plan for completion. We have been reassured they will have the area tidied before Tuesday for the Japanese delegation. This will mean another delay but hopefully we will see faster progress over the following weeks.

<ul style="list-style-type: none"> It was asked if there is anything we can do with the excess RAT's (donate them). SM replied no they couldn't 	
8. Understand – WA Education Awards	Actions
<ul style="list-style-type: none"> SZ thanked SM for the incredible job she has done writing the draft application SM asked for member feedback and a discussion was had about the document: <ul style="list-style-type: none"> CD pointed out a few grammatical errors TK suggested including some more data. SM stated the concern was the amount of room available Legacy of the school's history but ability to remain contemporary 	<ul style="list-style-type: none"> NC to word cull over the next few days SM to relook at application taking on board members feedback and suggestions SM to send new draft to TK for polishing
9. Understand – Board & Community	Actions
<ul style="list-style-type: none"> SZ stated that we as a Board currently engage with our school community via: <ul style="list-style-type: none"> Staff Development Day Video Members profiles on website Flyer about the Board SZ suggested we could publish our application for the WA Education Awards on the school website once the winner is announced It was suggested that the members profiles could be put up in the schools Facebook page – possibly 2 per month Members were generally happy with the level of the Board presence in the community and the efforts to increase the Board's profile 	<ul style="list-style-type: none">
10. Understand – Mid-Year Progress Update	Actions
<ul style="list-style-type: none"> SM commented that the document had been updated SZ stated that it is a bit more balanced now – not so harsh. The colour coding is effective NC stated that a lot of the "red" strategies reflect the COVID protocols 	<ul style="list-style-type: none">
11. Understand – Correspondence	Actions
<ul style="list-style-type: none"> CD stated that there has been no correspondence 	<ul style="list-style-type: none">
12. 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 	<ul style="list-style-type: none">

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| <ul style="list-style-type: none">• This is so the Principal can present it if no other Board member can attend | |
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Meeting Closed: SZ closed the meeting at 7.29pm
Next meeting: Thursday the 1st of September 2022 at 5.30pm

Accepted by Signature:

Board Chair Signature:

Principal Signature: