

**Lake Monger Primary School
School Board Meeting Minutes
Meeting No 2
20 June 2018**

DATE:	20 June 2018	CHAIRPERSON:	Kael Driscoll
TIME:	2.45PM	MINUTES SECRETARY:	Lucy Hopkins

ATTENDEES FOR BOARD:	Kael Driscoll (Parent representative) Diane Tomlinson (Principal) Ruth Jooste (Staff representative) Karen Thurston (Staff representative) Lucy Hopkins (Parent representative) Tarah Pearce (Community member)
APOLOGIES:	Alexia Caraes (Parent representative)

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.0 Welcome and apologies				
1.1	Opening and welcome to the meeting	Kael	Kael	N/A
1.2	Scribe	Kael	Kael	Lucy to type minutes going forward.
1.3	Apologies / absentees	Kael	Kael	Alexia
1.4	Confirmation of agenda	Kael	Kael	N/A

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2.0 Disclosure of Interests				
2.1	Conflict of Interest <i>Any real, perceived or potential conflicts of interest experienced by any member in relation to the items on the Meeting No. 2 Agenda to be declared.</i>	Kael	No members raised any conflicts of interest.	N/A
3.0 Minutes of Previous Meeting				
3.1	Review of previous meeting minutes	Kael	Agreed the minutes from the last meeting were accurate.	Minutes adopted. Moved: Karen Seconded: Ruth
3.2	Actions arising from previous minutes <i>Minutes to be signed and dated by School Board chair</i>	Kael	Kael and Diane.	Minutes signed and dated.
4.0 Priority Items for Decision / Discussion				
4.1	Terms of Reference 2018 version	Kael	Kael – proposed, following his review, that no need to update LMPS TORs for 2018 in view of new generic TORs. Diane – essential part of TOR is membership of board and how organised for membership process. All agreed no need to revise current LMPS TORs.	No further action required at this point.

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4.2	Information Package 2018 version	Kael	<p>Kael – essentially updated version of what already working from. Replaces old versions.</p> <p>Diane – no material differences; updated ref from council to council <i>and</i> board.</p>	N/A
4.3	Policy & Procedures for Boards 2018 version	Kael	<p>Diane – thought very clear and understandable document, has a number of pro forma documents, covers off all aspects of board business.</p> <p>Kael – suggested having a drop box account or similar for Board to access current versions of all key reference documents.</p>	Diane and Kael to look at options for online reference point.
4.4	School Board effectiveness survey	Kael	<p>Kael – 2017 had 6 returned surveys. Overall score 8.5/10 for Board effectiveness.</p> <p>Feedback included:</p> <p>(1) Keeping meetings shorter and possibility of two meetings per term. Agreed that we keep the existing 1 meeting per term.</p> <p>(2) Keeping the community updated on what the Board is doing and the challenges of doing so.</p> <p>Suggestion to send one email per term to parents regarding Board actions (in addition to the newsletter updates), possibly from the Chair, noting minutes available and addressing highlights from the meeting; alternative suggestion to have a larger section in the school newsletter. Kael thought 1-2 paragraph email would be the</p>	<p>Kael will circulate summary of survey feedback to Board members.</p> <p>Kael and Diane will discuss other issues in relation to survey separately.</p>

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			<p>most effective approach. All agreed this was a good idea.</p> <p>(3) Parents on Board could wear badges more often to see if people are willing to provide more input, and to attract other members to the Board.</p> <p>(4) Use meeting time efficiently and effectively. Agreed addressing by circulating documents in advance.</p>	
4.5	Criminal screening of School Board members	Kael	<p>Alexia still preparing her application.</p> <p>Lucy waiting to hear back.</p>	Diane to follow up progress on Lucy's application.
5.0 Operational Matters and Reports				
5.1	Schools Resourcing Agreement	Kael	<p>Kael – School Resourcing Agreement was signed by the School Board Chair and Principal on 23.05.18.</p> <p>Diane – “in the green” at the moment – have spent 96%+ of budget.</p>	N/A
5.2	Cyber bullying policy and agreements	Lucy	No discussion pending further review.	Kael, Diane and Lucy to meet separately to discuss and then report back to Board once documents settled.
5.3	Playground notice – for newsletter	Diane	Diane – DE legal suggested playground to be cleared by a certain time. Diane keen to ensure wording (1) prohibits scooting and riding in the school grounds even if parents	Tarah to prepare wording re OSH exclusive use areas and provide to

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			<p>present; (2) makes clear that parents are to supervise their children; and (3) makes clear West Leederville playground is not available to LMPS students. Other issues are (1) OSH has licensed areas and non-OSH kids are playing in licensed areas; and (2) kids were staying at school without parents.</p> <p>Discussed whether to put blanket ban on playing after school (favoured, given complications noted above), and communicating specifics on OSH areas being exclusive.</p> <p>Kael – queried whether to have a separate policy or email to note the rules, and follow up in the newsletter.</p> <p>Tarah – expanded upon issues with kids playing in OSH areas, both LMPS students and other (non LMPS) children/men. Agreed need to ask non LMPS people to leave.</p> <p>Diane – prepared to not enforce policy strictly given attempt to encourage community involvement but need to ensure OSH issues and potential issues from lack of parent supervision addressed.</p> <p>OSH licence is for quadrangle, PP play area, undercover area and science room.</p> <p>Kael – suggested send out notice on all after school use including OSH areas. Discussed whether to use existing wording, amended to update with OSH and no bikes or scooters.</p>	<p>Diane.</p> <p>Diane to circulate updated wording for further discussion.</p>

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			<p>Lucy – queried whether to put up a notice around the school re OSH exclusive use areas, although Ruth noted most parents in the PP area have left before OSH moves to PP playground around 3.30 / 4pm and wondered whether a notice would discourage parents from staying at all.</p> <p>Diane – plans to include notice re after school play in 2019 parent handbook.</p> <p>Other issue was whether to specify a time to vacate school premises. Agreed no, to avoid having to ask people to leave.</p>	
5.4	National Quality Standard – follow up	Diane	Diane – followed up re LMPS having met quality areas but school overview showing areas were <i>not</i> met. Information shown on the overview is from LMPS self assessment process. Problematic as review process is based on the overview information and self reporting could skew which schools are reviewed. Problem notified by Diane to Early Childhood but seems unlikely to be changed.	N/A
5.5	Mulberry Tree – new lease agreement	Tarah	Tarah – Mulberry Tree will be entering into a new lease agreement with LMPS, most likely around July 2018.	Diane and Tarah to liaise.
5.6	Budget update – comparative budget and salaries	Diane	Diane – circulated papers for June 2018 status (budget running April-April) and comparative budget report for May 2018. Pleased with current status - “in green” - and spending to date.	N/A

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			<p>Received grant for 25 new iPads for digital technology program (5 from DE, 10 from P&C, 10 from digital resources budget).</p> <p>Lease is up on computers in library, lease extended to October 2018. Had computer lab upgraded for NAPLAN online.</p>	
5.7	Priority reports – reading comprehension / reading for meaning and writing	Diane	<p>Diane – into third year for reading for meaning and second year for reading for writing. Have looked at different strategies for writing as is a focus area. Brightpath has been useful to look at children's progress and collect as part of MIS data collection to assess how children are progressing. Diane pleased with progress. Implementing module 3 on 01.08.18 and module 4 in term 4.</p> <p>Ruth – the programs are comprehensive and there's been a lot of input. People use the resources for I Tell It and I Get It. Good for oral language skills.</p> <p>Karen – has been good feedback from teachers, especially as children learn in different ways. Particularly good for ESL children.</p>	N/A
5.8	P&C minutes/ report	Diane	<p>Diane – P&C has been great in 2018. Very proactive, want to do a quiz night, donated money for iPads, teachers made a wish list for P&C spend, reviewed by P&C at 18.06.18 meeting, considering B-Bots and getting into early childhood end of school. Last two meetings had 14 and 7 people respectively – big uptake.</p>	N/A

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[5.9]	AOB	Kael	Diane – NAPLAN online – like schools could be doing online or paper, which could create issues for comparison between schools. Also might be issues for reporting on progress relative to business plan. WIP.	N/A
6.0 Meeting Closure				
6.1	The next meeting will be held on Wednesday 29 August 2018	Kael		
6.2	The Chair closed the meeting at 3.58PM	Kael		

Signed by the Principal: _____

Date: _____