

SCHOOL BOARD

Meeting Date	14 November 2018	
Personnel Attending	Brad Mitchell, Janine Muir, Marnie Hamilton, Suzanne Hymers, Emma Marcussen, Mathew Marcussen, Megan Cleary, Kerry Bell, Jane Clark	
Agenda Items		Actions/Decisions
Welcome & Apologies	Meeting opened by Board Chairperson - Emma Marcussen at 6.45pm. Welcome to Amber Gilkes, Lorna Cox and Emma-Lee Whybrow Apologies: Cassie Bracknell, Ben Wendel No Apology: Jess Peletier, Shauntel Grove	
Minutes of Previous Meetings	Minutes of previous meeting were reviewed. Recycling Program Initiatives – Brad has contacted City of Mandurah re Recycle ?Bins for the school. Council advised there is a pre-existing arrangement with Education Department for Lakelands PS to outsource to Suez. Emma and Matt Marcussen following up. Re-cycling to be covered later under General Business. Minutes approved.	Emma Marcussen
Principal's Report/ Board Legal Requirements	<p>Principal's Report (attached)</p> <p>Board's Terms of Reference</p> <p>A model terms of reference was emailed to all Board Members prior to meeting - Brad explained Lakelands PS is an unincorporated Board. The following changes were discussed:</p> <p>6.3 The number of members of the Board will 5-15 – agreed (more board members would increase diversity as per School Review in 2016)</p> <p>6.5 The composition of the Board will be:</p> <p>(i) up to 2 members of the general community (not affiliated to the school)</p> <p>(ii) No more than 3 staff of the school in addition to the Principal;</p> <p>(iii) more than 5 parents</p> <p>9.3 The chairperson will give the school community not less than 7 days formal notice of an ordinary meeting</p> <p>9.4 The Board will determine that medium for formal notice as: Term calendar via school website, first P&C Meeting, LPS Facebook page, Newsletter (Week 3 every term).</p> <p>9.10 The chairperson will give to all members and the school community not less than 3 working days formal notice of a special meeting.</p> <p>10.1 At a meeting 60 per cent of members present in person at a Board meeting constitute a quorum.</p> <p>11.2 The chairperson will be given 7 days notice of a motion to be proposed at a meeting.</p> <p>12.4 Procedures for counting votes will be ballot.</p> <p>Lakelands Primary School Board and Logo to be added to front page of terms of reference.</p>	

	<p>Deeds of Licence Renewals</p> <p>Fun-A-Rama - A meeting was held on Friday, 2 November with Paul and Sure Scarle from Fun-A-Rama and another Deed of Licence has been drawn up for two years commencing January 2019 - \$20,000 fees and a \$5,000 donation yearly.</p> <p>Mandurah Baptist College - A draft retail deed of licence has been drawn up with a 2 year option and a further option of a 3 year period. A meeting was held with MBC representatives on Friday, 16 November 2018 and it was agreed time be given to read the licence prior to signing. A fee of \$4,500 inc GST plus use of MBC Theatre for yearend concert was agreed. Once signed the agreement is then to be sent to Central Office via Paul Arangio/Brad Cocker Office for the Director General, Jennifer McGrath to sign.</p>	
Financial Matters	<p>The 2018 Minimum Expenditure Requirement from Student Centred Funding was presented for Lakelands PS and we are on track with expenditure.</p> <p>A copy of the comparative budget report was presented and a final Finance Committee will be held before the end of term to prepare for yearend process.</p> <p>The draft cash 2019 budget has been prepared and presented to the Board in readiness for creating budgets for 2019 at the beginning of Term 1, 2019.</p> <p>Quote to be provided re topdressing oval and ECE area through Programmed Facility Management</p> <p>Quote to be provided for new Junior playground through Programmed Facility Management</p>	<p>Jane Clark</p> <p>Jane Clark</p>
Policy Matters		
General Business	<p>Recycling Program Initiatives</p> <p>School is currently involved with Wastewise Program and Mat Marcussen has spoken with Science Teacher. Better sorting of waste is to be the focus. Purchase of recycling bins and bank of bins to be looked at for 2019 to enable better separation of recyclable waste.</p> <p>Paul Thompson, Gardener keen to implement compost heap and be on Wastewise Committee</p> <p>The Board is confident these program improvements will be embraced by students and staff in 2019.</p> <p>Reminder to Board Members - Photos to be taken early in 2019 – and placed on website</p> <p>Fathering Project Dads Group – Has been approved by P&C. Brad Mitchell is compiling list of interested fathers.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Next Meeting	Week 5, 6 March 2019 at 8.45am	
Signature	Board Chair – Emma Marcussen	

LAKELANDS Primary School Board

Principal's Report



Meeting to be held on Wednesday November 14 2018 8:45am in the Staff Room

Enrolments	
Kindy	84
P-Prim	88
Yr1-6	597
TOTAL	769

- **New Principal Introduction:** I would like to thank the teaching staff and community for making me feel very welcome as the new Principal of Lakelands Primary School. Special acknowledgement to Marnie Hamilton for the professional way in which she has conducted the comprehensive operational Principal handover. I look forward to working with the Board on school governance issues as well as sharing with the Board operational matters concerning the smooth running of the school.
- **LPS Staff Acknowledgment:** Special acknowledgment of the work carried out by Nicole Ellis in our school Library, as she has won a Library Officer Excellence Award at a recent LIFT ceremony. Congratulations and well done Nicole.
- **National Quality Standard (NQS) Self Audit: (PowerPoint)** As part of the Department of Education audit requirements we recently submitted a self-audit for the National Quality Standards of Early Childhood. This audit is required by schools by the end of Term 3 each year. Out of the 7 Standards we met 3 and were working towards the other 4. Within each quality area there were identified areas for improvement which we will work on in 2019. Thank you to Linda Starbuck and Natalie Old for conducting the NQS review.
- **NAPLAN Data Best Performance Analysis: (PowerPoint)** Since receiving our NAPLAN data the staff have been interrogating the data to inform our planning for next year. We have been identifying our case management students and focus areas within the curriculum to target. To assist this process, we used an outside agency called Best Performance to analyse our NAPLAN data and provide a further data dive to provide clues as to what areas we could work on.
- **LPS Board Terms of Reference:** In order for the Lakelands School Board to thrive into the future it is a Department requirement that we arrive to a consensus within a terms of reference that reflects our community and context as a School Board. Alterations made by the Board now will reduce the angst and confusion that surrounds the effective operation of the Board. Suggested changes have been made by myself and Emma following the suggested guidelines where appropriate.
- **2019 Staffing:** The staffing process is well underway to fill anticipated teaching vacancies for 2019. The Admin team conducted a pool process last term and this is being utilised to appoint staff from. Impacting on this process is a permanency conversion process for fixed term teachers. We will endeavour to have all teaching positions filled before the end of the year.

Student enrolments for 2019 are anticipated to be around 725. This means we will start the year around 50 students less than this year. Because of prudent expenditure over the past years we are in a financial position to staff the school with the same number of classes. This means in 2019 we will have the luxury of room to grow in enrolments with no threat of a restructure and the classrooms will have less students in them, which will be well received by the teachers.

- **Playground Update:** A Department approved design company has been engaged to design our new playground between the admin and staffroom blocks. Following the design process, a consultation will be undertaken by the playground committee to decide on the final design. We are hopeful of the whole process including install being concluded before the end of term 1 2019. P&C funds will go towards this playground.
- **2019 Board Meeting Dates & Times:** An independent review of the Board's composition and function completed in 2016 recommended "*inclusion of members with more varied background on the school board to enhance capacity of the board in strategic governance*" In my opinion we would be better positioned to achieve this if we conducted board meetings in the evenings. I'm still in favour of only 4 meeting per year however in light of the recommendations we need to be seen to be actively seeking community involvement. I see the only way to attract these members is to hold evening meetings at either 6 or 7pm. I'm happy to explore other options the board may have to achieve the same outcome.
- **Fathering Project:** I've been actively compiling a father figure data base to inform the father figures about the Fathering Project. I've also been in touch Steven Rushforth from the Fathering Project with the view of establishing myself in the community and having a launch early in 2019. I will continue to talk with the father figures in our school to promote our school's involvement in the project.
