

**Minutes of Meeting 4 of 2018**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 18 June, 2018 at 5:30pm**

**ATTENDEES:**

Dr Jenny Fay (Chair), Lesley Street – Principal, Michael Camilleri – Staff Representative, Randal Wells – P & C Representative, Emily Mazalevskis - Student Representative, Ron Banks – Community Representative  
 Anne Gilchrist - Staff Representative, Nicole van Blommestein (Scribe)

<b>1.0</b>	<b>Welcome and Apologies</b>	<b>ACTIONS</b>
1.1	Opening: The meeting was opened by Jenny Fay at 5:30pm.	
1.2	Apologies: Dr Mandie Shean, ECU – Community Representative, Jane Forward, Parent Representative, Cameron Brook – Community Representative, Adam Miles – Parent Representative, Alice Sun – Student Representative	
1.3	Confirmation of Agenda: The Chair confirmed the agenda for the meeting. All documents relating to the meeting should have been received by the Board via email and were also provided in files.	
<b>2.0</b>	<b>Disclosure of Interest</b>	
2.1	The Board noted that there were no real, perceived or potential conflicts of interest experienced by any member in relation to the items on the Meeting No. 4 agenda.	
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	The Minutes of the previous meeting held on 21 May, 2018 (attachment 1) were tabled. The following amendment was made to the Minutes: Item 4.2 – “The Board noted the many hours and sacrifice of holidays and after school time by staff members, in particular those who take overseas tours. The Board agreed the Chair would write a thank you in Lawley newsletter”.  Lesley Street and Michael Camilleri moved: ‘ <i>The Board endorses the minutes of the previous meetings as otherwise complete and accurate.</i> ’ – <b>CARRIED</b> .	
3.2	Actions Arising: <ul style="list-style-type: none"> <li>• Attachment 2, Action List, was tabled. Action 1 has been deferred to the next meeting as Alice Sun is not present.</li> <li>• Action 2. will be addressed in the Principal’s Report</li> <li>• Action 3. has been completed.</li> </ul>	
<b>4.0</b>	<b>Reports and Operational Matters</b>	
4.1	<b>Finance Report</b> Attachment 3, Financial Report was tabled and Anne Gilchrist provided a verbal overview. <ul style="list-style-type: none"> <li>• The Operational One Line Budget (blue tab) shows student centred funding as at the end of May at \$16,784.725. Total funds expected is \$19,761.522</li> <li>• The Cash Report (green tab) shows a total cash budget variance of 78.57%. Expenditure currently sits at 34.14% with a variance of only \$555. This has been corrected from the last meeting due some adjustments on funds budgeted for not being received. Four enrolments have been disallowed as the students have left the school which means funding of \$33,000 for those students will not be provided.</li> </ul> Randal queried by budget figures would change and Anne replied that this is not a budget in the traditional sense and is actually a ‘moving budget’. It may not use terms in the same way as other industries but the terminology used is set by the Education Department. It is a record of income and fluctuates as funds are received. It should not really be considered a fixed budget. <ul style="list-style-type: none"> <li>• Financial Summary (purple tab) refers to figures regarding cash and salary allocation. Professional Development invoices are still coming in</li> </ul>	

	<p>which is why this figure is currently under budget.</p> <ul style="list-style-type: none"> <li>• School Salary Allocation (red tab) shows total salary funds of \$16,660,062 year to date against a variance of \$605,415 which is about the same as this time last year and salary costs are as expected at this time.</li> <li>• With regard to Voluntary Contributions Collection Rate (pink tab), the increase is due to payments from 2017 having now been collected. Jenny commended Anne on her efforts in successfully collecting this money.</li> </ul> <p>Randal asked whether it was possible to provide details as to the proportion of fees received from a previous year included in the report. Anne advised that this can be done for the remainder of the year, however due to a change in the reporting system, this data will not be available in 2019.</p> <p>Emily Mazalevskis and Randal Wells moved: <i>'The Board notes the Finance Report.'</i> – <b>CARRIED.</b></p>	<p>Anne Gilchrist to include a percentage of fees collected which relate to previous years in reports for the remainder of the year.</p>
<p>4.2</p>	<p><b>Principal's Report</b>  Lesley provided a verbal report as follows:</p> <ul style="list-style-type: none"> <li>• Current student numbers:  Year 7 - 344  Year 8 - 302  Year 9 - 303  Year 10 - 281  Year 11 - 260  Year 12 - 267  Total 1757</li> <li>• The drama students will be performing a three night season of a Midsummer Night's Dream next week. I am looking forward to what I am told is a version with an Aboriginal perspective.</li> <li>• The Semester 1 Reporting session for parents will be held on Thursday 28 June from 4pm to 7pm. It is always difficult to manage the timing of these events as people often take longer than their allocated time.</li> <li>• The Lawley Art Auction was held on the weekend and although I don't have final figure I am told we should be close to last year's total. It was good to see Jenny, Ron and Mandy present from the Board and John Pryor from the P&amp;C in attendance. I know that both Jenny and I gave our credit cards a workout. It is a huge logistical exercise to run such an event and it takes many months of planning as well as a huge commitment over the whole weekend by the LAA committee so my thanks to the committee members.</li> <li>• It has been a busy time for the school reaching out to the wider community as we have played roles in two memorial services in the last two weeks. Firstly Renae Hill and Andrew Paul accompanied Year 9 student councillors to the United States Memorial Day Service in Kings Park. Our students also laid a wreath.</li> <li>• Our AEP students attended the Aboriginal War Veterans Reconciliation service which was also held in Kings Park. The ceremony was one Governor Kim Beazley's first duties and he had photos taken with the head boy and girl and our AEP students. He was also presented with a copy of the schools' year book. Our choir and orchestra performed Abide with Me and the National anthem. Special thanks to Phil Paioff, Teena Deegan, Sharna Gallagher and Michelle De Rozario for making our participation possible</li> <li>• On Monday 7 May the school hosted a very successful Pathways Information Night for Year 9&amp;10 parents. Over 250 people gathered at ECU to hear from representatives from the universities and TAFE discuss the different programs on offer to students. Congratulations to Catherine Smith and Julie Simon for organising and hosting this event.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Well done to Richard Meagher as four students from his Year 10 AE class qualified for the state final of the Brain Bee Challenge at UWA. This is a neuroscience knowledge test where students perform as a team and individually. They performed better than any previous Lawley team and finished third overall. Nathan Mayhew won the individual event and will go on to represent the state in Brisbane in December. Thanks also to Kempton Sing who accompanied the students to UWA.</li> <li>• A number of students took part in the ICAS English competition and we be notified of the results in a few months.</li> <li>• This year the school has moved to on-line subject selections for year 10 students selecting their subjects for year 11. Students can only select subjects for which they are recommended. They are then required to make a counselling appointment with their parents to see an administrator if they wish to study a subject for which they have not been recommended. Interviews are being held this week. We hope this will make the process more efficient.</li> <li>• This week is Languages week and the Expo will be held on Friday afternoon. Staff and parents from the LPS group and GAT group are helping staff with the activities. Several PS are also attending the Expo.</li> <li>• Jenny asked what percentage of students are requesting interviews to assist in their Yr. 11 subject selection. Michael estimated that around 60% will still have interviews. Online subject selections are overseen by a staff member.</li> <li>• Jenny commented on the Welcome to Country at the Art Auction which she thought was a beautiful presentation.</li> <li>• Lesley advised that as Milton will not be returning in Semester 2, she will continue her role at the school. Mike White will be returning to the position of Associate Principal Middle School.</li> <li>• Lesley addressed Action 2. From the Action List stating that there were a large number of students across the state (11.85%) who applied for entry to university via alternative pathways. Mount Lawley High has a much smaller percentage of students who enter this way (3.37%). The difference of 8.48% is almost the same as the difference in the school vs state offerings. Reported figures for 2017 show that 148 students from Mount Lawley applied for a university placement, which includes 5 without at ATAR via an alternative pathway. Of these, 85 were offered their first preference and 124 were offered a preference. There is no requirement to include this comparison in the Annual Report and most schools do not do so.</li> </ul> <p>Anne Gilchrist and Emily Mazalevskis moved: <i>'The Board notes the report.'</i> – <b>CARRIED.</b></p>	
4.3	<p><b>Student Representative Report</b></p> <p>Emily Mazalevskis provided a verbal report as follows:</p> <ul style="list-style-type: none"> <li>• Last week there was a Yr. 10 assembly to assist with subject selections. This is being undertaken online and students were provided with login details to choose subjects and book in for counselling sessions. There were some initial problems however all is now resolved. It seems that many students are taking advantage of the opportunity to partake in counselling sessions.</li> <li>• The Yr. 7 Cadet Camp was previously held and unfortunately experienced bad weather.</li> <li>• This clashed with the music camp and music students are currently rehearsing for a concert.</li> <li>• Yr. 9 sports carnival was recently undertaken with the boys' basketball team winning their event and all teams performing well.</li> <li>• The Yr. 11 river cruise was held last week and the Yr. 10 cruise is next week.</li> </ul>	

	<ul style="list-style-type: none"> <li>• There is a language expo this Friday which will include fundraising activities. Photos from the recent Language Tour will be displayed.</li> <li>• A music festival is being held at Churchlands High School this week-end.</li> <li>• Immunisation for Yr. 10s is coming up.</li> </ul> <p>Jenny was keen to hear feedback from the students on the opinion on the online subject selection process.</p> <p>Lesley Street and Ron Banks moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	<p>Emily will speak to a range of students and report on her findings at the next meeting</p>
4.4	<p><b>Staff Representative Report</b></p> <p>Michael Camilleri reported as follows:</p> <ul style="list-style-type: none"> <li>• The NAIDOC assembly was a great success. All students were highly respectful, the speakers were great and engaged well with the audience. There were singers and dancers performing, all of which was shown on a large screen. Later there was a basketball game with Indigenous students competing against the PE teachers.</li> <li>• Being near the end of term, all staff are tired and some sicknesses are being recorded.</li> <li>• A whole of school staff meeting is being held tomorrow.</li> </ul> <p>Randal Wells and Emily Mazalevskis moved: <i>'The Board notes the report.'</i> – <b>CARRIED.</b></p>	
4.5	<p><b>P&amp;C Report</b></p> <p>Randal Wells reported as follows:</p> <ul style="list-style-type: none"> <li>• P&amp;C met on 28 May 2018.</li> <li>• The P&amp;C consists of the General Committee and six sub-committees: Music, SVAPA, Languages, GAT, Lawley Art Auction and the New Theatre Building Committee. The P&amp;C also has delegates representing the P&amp;C on the School Board, the Health Committee, the Finance Committee and the WACSSO conference.</li> <li>• Student safety at local main road intersections ongoing.</li> <li>• Discussions held around NAPLAN. The key benefit of sitting NAPLAN and achieving the required band mark is that it is then not necessary to sit OLNA.</li> <li>• Investigating small lockers for storage of laptops and mobiles phones.</li> <li>• P&amp;C General Committee approved funding for C-Pen Exam Reader scanners to be used by students with learning difficulties.</li> <li>• Selected items from the committees: <ul style="list-style-type: none"> <li>○ Music Support Committee: Concert at ECU dates 19 June 2018 and 4 September 2018.</li> <li>○ Languages Support Committee: Looking for host families for 10 Japanese exchange students.</li> <li>○ SVAPA Support Committee: <ul style="list-style-type: none"> <li>▪ Midsummer Night's Dream production coming up</li> <li>▪ Overseas trip to London and Berlin reported as successful</li> </ul> </li> <li>○ GAT Support Committee: <ul style="list-style-type: none"> <li>▪ Lazer Blaze Event 15 April sold out and over \$1600 was raised.</li> </ul> </li> <li>○ New Theatre Building Committee: <ul style="list-style-type: none"> <li>▪ Site visits to other school theatres continuing to get tips on best practice and do's and don'ts.</li> <li>▪ Pending discussion at next P&amp;C meeting will be seeking formal support from the Board on next steps.</li> </ul> </li> <li>○ Lawley Art Auction Committee: Art Auction held Saturday 16 June 2018. Will report in further detail at next Board meeting.</li> </ul> </li> <li>• Next meeting of P&amp;C Monday 25 June 2018 at 7 pm.</li> </ul>	

	<p>Michael Camilleri added that the plans for the new uniform will be presented at the next Board meeting.</p> <p>Michael Camilleri and Ron Banks moved: '<i>The Board notes the report.</i>' - <b>CARRIED.</b></p>	
<b>5.0</b>	<b>Discussion Items</b>	
5.1	<p>Report Against the School Business Plan – Refer Attachment 4</p> <p>Lesley tabled the correct final version of the SBP as the incorrect version was tabled at the last meeting. Lesley will report against one priority each meeting depending upon what is relevant at the time. This will be done for the first time at the next meeting and will be on Priority 5, Partnerships.</p> <p>The Board notes receipt of the 2018-2020 final copy of the business plan</p>	
<b>6.0</b>	<b>Other Business</b>	
6.1	Anne Gilchrist will be on leave and not attending the next meeting.	
<b>7.0</b>	<b>Next Meeting</b>	
	The next meeting is scheduled for Monday, 20 August, 2018 at 5:30pm in the Warren Daniel Conference Room, MLSHS.	
<b>8.0</b>	<b>Roundtable evaluation of the meeting</b>	
	<p>Jenny commented on the quick meeting noting that it was a shame so many members were missing however this is to be expected given the time of year. Jenny requested that all future apologies be notified directly to her via email on <a href="mailto:jlfay@inet.net.au">jlfay@inet.net.au</a> with <a href="mailto:Suzanne.faranda@education.wa.edu.au">Suzanne.faranda@education.wa.edu.au</a> to be copied in.</p>	
<b>9.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Jenny at 6:55pm	

Signed (Chair) \_\_\_\_\_  
Jenny FAY

Date: \_\_\_\_\_