

**Minutes of Meeting 3 of 2019**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 20 May 2019 at 5:30pm**

**ATTENDEES:**

Cameron Brook (Chair), Lesley Street – Principal, Dr Jenny Fay – Community Representative, Nicole Jolly – Parent Representative, Randal Wells – P & C Representative, Michael Camilleri – Staff Representative, Emily Mazalevskis – Student Representative, Sebastian Hensley – Student Representative, Jane Forward - Parent Representative, Ross Oakes – Staff Representative, Prof Stephen Winn – Community Representative, Anne Gilchrist – Visitor, Nicole van Blommestein (Scribe)

<b>1.0</b>	<b>Welcome and Apologies</b>	<b>ACTIONS</b>
1.1	Opening: The meeting was opened by Cameron Brook at 5:32pm.	
1.2	Apologies: Ron Banks – Community Representative and Jane Forward – Parent Representative who will be departing the meeting early.	
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. 3 agenda.	
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	The Minutes of the previous meeting held on 18 March, 2019 (attachment 1) were tabled.  Jane Forward and Jenny Fay moved: <i>'The Board endorses the minutes of the previous meetings as otherwise complete and accurate.'</i> – <b>CARRIED.</b>	
3.2	Actions Arising: Action List (Refer Attachment 2) was tabled  <ul style="list-style-type: none"> <li>• Item 1. Lesley requires further information before presenting on this and requested this item be postponed until the next meeting. She is considering incentives for people to participate in the Annual School Survey. Cameron also suggested touching base with Mandie Shean who has offered to assist with this issue.</li> <li>• Item 2. Will be addressed as part of the Finance Report.</li> <li>• Item 3 A round table introduction was conducted to allow each Board member to introduce themselves.</li> </ul>	Lesley will report on Item 1 at the next meeting
<b>4.0</b>	<b>Membership update</b>	
4.1	Lesley Street introduced the Board's new Community Representative, Professor Stephen Winn from ECU. Lesley provided a summary of Prof Winn's extensive experience and history to the Board who are delighted to have him on board and hope that this will continue to strengthen the relationship between the school and ECU.	
<b>5.0</b>	<b>Reports and Operational Matters</b>	
5.1	<b>Finance Report</b> <ul style="list-style-type: none"> <li>• Lesley firstly addressed the questions that arose at the previous meeting and that were included in the Actions List (attachment 2)</li> <li>• A sheet was distributed to the Board which addressed each of these questions individually.</li> <li>• To address a further question which was around alignment between costs approved by the Board and what is shown. Anne advised that these contributions are not included to the Board because the budget planning tool does not allow for it. They are currently at the rear of the planning tool and there is no capacity to change the order.</li> </ul>	

- Uniform Commission – an audit has revealed that this money has been allocated incorrectly. This has now been rectified and the funds are now showing in the P & C Funds.
- Library contributions budgeted for 2018 was \$40,000 v actuals at \$20,000. This has been adjusted for the 2019 budget.

Attachment 3, Financial Report was tabled and Anne Gilchrist provided a verbal summary as follows:

- Blue tab - Total forecast student centered funding is \$17,346,093 with Total One Line Budget funds available at \$20,381,803.
- Green tab– This comprises of two sheets. The first is the One Line Budget in terms of cash. The school has 71.33% of the budget so are on target given that we are now four months into the school year.
- The school was expecting \$205,155 in voluntary contributions but have received \$110,567 YTD. Fees and charges are similarly down however this is usual for this stage of the school year.
- Expenditure is on track at 26.54%
- Lesley advised if there were ever any discrepancies the Education Department and auditors would both alert her to this and given that this is not happening, the Board can be assured all is in order. Lesley would advise if there any adverse findings.
- Purple Tab – This is the Financial Summary as at 30 April, 2019. It lists contributions and other charges and shows budget v actual.
- The school has a reserve account which contains approximately \$1.3 million and which has been around for a significant number of years. Lesley has made a change to this so that the interest earned from this account is now debited back into the account rather than the Cheque account as it did previously. Lesley will also transfer historical interest back into the reserve account so this can continue to be built upon.
- Red Tab – Voluntary contribution amounts are shown for Years 7 – 10 and Years 11 and 12. Factors for a decrease in the amount of fee income could be due to an increase in financial difficulties for some families. Lesley has reported an increase in those approaching her saying they are unable to pay. Payment plans are being offered in an attempt to alleviate this. There was also an 11-week term last year which allowed parents slightly more time to pay. Also, debt recovery was not initiated last year due to a late change in the contract provider and Lesley taking the decision not to take action against families in the final weeks before Christmas. Reminders have now been sent out which includes a notice that debt collectors will be engaged if fees are not paid.
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Jane Forward and Jenny Fay moved: '*The Board notes the Finance Report.*' – **CARRIED**

A funding request received from the Design and Technology area was tabled.

- This request has been approved by the Finance Committee and is for \$7,070 for laser 3D printing equipment. Accompanying the request is a rationale from the HOLAs around the benefits and reasons for purchasing the equipment. If the funding proceeds, they have also been asked to provide future feedback on how useful the equipment is proving to be.
- Michael provided an explanation to the Board on what the equipment was and what it aims to teach the students.
- Cameron supported the purchase, but expressed concerns that the funding submission was not properly submitted. Lesley will give feedback to the staff concerned.

	<p>Jenny Fay and Ross Oakes moved: <i>'The Board endorses the expenditure request as tabled.'</i> - <b>CARRIED.</b></p>	
<p>5.2</p>	<p><b>Principal's Report</b>  Lesley Street provided the Principal's Report as follows:</p> <ul style="list-style-type: none"> <li>• These numbers are current as of 12/5/2019  Year 7- 376  Year 8- 348  Year 9- 296  Year 10- 288  Year 11- 273  Year 12- 225  Total 1806</li> <li>• On March 29 I received an email from ACARA advising that the school had been identified "as having demonstrated substantially above average gain in reading and/or numeracy achievement, as measured by NAPLAN." The results are pleasing in that student gains from Year 7- 9 in reading, writing and numeracy were above like schools and clearly demonstrate the 'value add'.</li> <li>• Recently the Minister of Education announced changes to the WACE to apply from 2020. There will now be an additional pathway for students to achieve WACE. The new pathway provides students with the opportunity to complete five Year 12 General Courses or a combination of General and ATAR courses if they choose not to undertake four or more ATAR courses or a VET certificate 11 or higher. With the introduction of the third pathway all other requirements to achieve WACE remain the same –a literacy and numeracy standard, breadth and depth requirements (20 units or equivalent and a combination of list A &amp; list B courses) and the minimum number of 14 C grades.</li> <li>• I have recently been advised that I have been selected by the Director General to join the Principal's Fellowship program for 2019-2020. The program involves attending Harvard University's Graduate School of Education in Boston in July to undertake an intensive Leadership Program. The Director General will lead the delegation of 20 from WA. The program also involves completing a Research Project, extensive professional reading and mentoring by a member of Corporate Executive.</li> <li>• This year we were joined by Renae Hill as a new Associate Principal with responsibility for Years 9&amp;10. This decision allowed us to ensure Year 9 &amp;10 have a dedicated Associate Principal taking account of our increased numbers. Next year we will move the year 9 students from the middle school timetable to the senior school timetable. This will allow for more efficient deployment of staff and more opportunity to stream MESH and LOTE classes to better meet students' individual requirements.</li> <li>• In 2017 and 2018 a number of Program Coordinators spoke about the difficulty their staff were having in finishing the Year 10 courses to accommodate Early Start. As a result of this feedback in 2020 we are going to trial no Early Start for Year 10 students. One benefit we are hoping for is a significant reduction in the number of students changing courses in early Term 1 Year 11. There is no difference to Early Start for Year 12.</li> <li>• The school recently suspended a Year 12 student for 10 days for the possession of cannabis seeds. He was charged by the Police with intent to supply. Isolated incidents of students bringing drugs on to the school site do happen as a school is a microcosm of society but we do follow up on every suggestion that a student is involved with drugs. We have a zero tolerance policy and always involve the police as well as the parents/care givers. This same zero tolerance applies to fighting. 2 Year</li> </ul>	

	<p>9 boys were recently suspended for an assault on another Year 9 boy. The boy attacked was suspended for several days for provoking the fight via text messages.</p> <ul style="list-style-type: none"> <li>• We recently hosted Ian Trust at the school. Ian, along with Professor Colleen Hayward, is an Aboriginal Elder in Residence appointed by the Director General. Mr Trust is Chair of the WA Aboriginal Advisory Council, Chair of AARNJA Ltd, Deputy Chair of the Kimberley Development Commission and Executive Chair of Wunan Foundation. He has spent the past 30 years working to drive social and economic change for Aboriginal people in the East Kimberley. Mr Trust met with the students in the Aboriginal Excellence Program as well as Dr Phil Paioff, members of the executive and Mrs Tina Deegan. Mr Trust is very interested in establishing a similar program in the Kimberley.</li> <li>• We held the annual ANZAC Day service on April 12. It was a very moving assembly and we had a number of VIP in attendance including Jenny Fay. The choir sang beautifully and the speakers spoke well. Arthur did his usual moving speech and he commented afterwards that he is always thrilled by the students' excellent behaviour. Following the assembly a morning tea was held and so many of our visitors also spoke about the event being a highlight for them.</li> <li>• On Friday 3 April the annual ex-POW Service was held in Kings Park. The service was attended by many organisations including the Defence Forces, War Widows Guild, RSL, a range of veteran's associations and the families of the POW. Arthur Leggett was the only veteran present and he gave the keynote address. The senior band and the choir also performed extremely well and the Year 12 Hospitality students made and provided each guest with a gift of Anzac biscuits.</li> <li>• The Board notes the advice from ACARA and congratulates Lesley on her selection to the Principal's Fellowship Programme at Harvard.</li> </ul> <p>Randall Wells and Emily Mazalevskis moved: <i>'The Board notes the Principal's report.'</i> – <b>CARRIED</b></p>	
5.3	<p><b>Student Representative Report</b></p> <p>The Student Report was jointly presented by both Emily and Sebastian.</p> <ul style="list-style-type: none"> <li>• The interschool swimming carnival was recently held with approximately 100 students partaking. The school came 2<sup>nd</sup> overall out of 7 participating schools.</li> <li>• 5 students volunteered to participate in the Worlds Greatest Shave on Friday, 29<sup>th</sup> March. There were also hair spray activities for the remaining students. It was a lovely event which raised awareness and money for a worthy cause.</li> <li>• Year 7 councillor elections have been held. Successful candidates were announced in Week 10 of Term 1 and were involved in their first event, the Alpha Motivation Sigma Leadership Programme.</li> <li>• The annual music camp will be held in Week 6 after Year 11 and 12 exams and all participating students are really looking forward to the event.</li> <li>• The Language and Arts Festivals were combined for the first time this year and held on the 5<sup>th</sup> April. This was a huge success with performances from music students as well as drumming lessons, face painting, didgeridoos and even a snake. There were high attendance levels and it was a really well organised event.</li> <li>• There have recently been three Year 10 interschool sports carnivals; netball, soccer and volleyball. All teams performed admirably.</li> <li>• The Year 8s recently held a river cruise with over 200 people attending. The Year 7 disco took also took place in Term 1 and both were successful events.</li> <li>• The Elevate Programme for Year 10s has recently been held, covering</li> </ul>	

	<p>topics related to studying efficiently. There was a further programme attended by Year 10, 11 and 12s. The content differed and there have been mixed reports about how beneficial this was.</p> <ul style="list-style-type: none"> <li>• Sebastian will be participating in the Italian Exchange Programme along with another student. They are both looking forward to hosting their students and then travelling to Italy later in the year.</li> <li>• Jenny Fay commended both Emily and Sebastian for including feedback from younger students in their report.</li> </ul> <p>Jenny Fay and Jane Forward moved: <i>'The Board notes the Student Representative's report.'</i> – <b>CARRIED</b></p>	
5.4	<p><b>Staff Representative Report</b></p> <ul style="list-style-type: none"> <li>• School Development Day was held on the first day back this term. Staff participated in understanding Differentiated Assessments provided by an expert in this space. Staff also participated in understanding Autism and how students can be on any part of the autism spectrum and how to recognise and respond in their teaching and learning.</li> <li>• Speaking of which, staff also had the opportunity to engage with other staff members who presented what they were doing in class – a kind of sharing of information. The Teaching and Learning Team is continuing with its mandate in developing improved teaching practices through Visible Learning.</li> <li>• We continue to hold the Mount Lawley Hub meetings at the school where we share and collaborate with our local primary schools on operational and policy issues. As it is attended by the Regional Manager, we are able to discuss issues that affect schools such as the new Good Standing Policy which has been sent to all parents.</li> <li>• Staff have continued to participate in Indigenous Cultural Awareness and Understanding training. This is in their own time over approximately 20 hours and will count toward their TRB reregistration requirement. This time around we had a representative from the primary schools join us and the session next term will have a number of primary school staff also represented.</li> <li>• Kurongkurl Katitjin at ECU – Mr Robert Somerville invited Lesley and I to deliver a lecture to 3<sup>rd</sup> year Education Faculty students at ECU. The focus of the lecture was on what we do at school to help develop indigenous students. Feedback from the Associate Professor was very positive in stating we had helped future teachers understand the cultural dimensions of teaching indigenous students.</li> <li>• Late last term we conducted our parent reporting afternoon. Based on feedback from staff and parents, I will be reorganizing the event to try and make it more accommodating to meet for staff and parents needs. Some of the changes will include the locations of teachers, the use of buildings, audible timer etc.</li> <li>• We provided Professional Development training for over 30 staff for the delivery of NAPLAN Online. Staff were trained in the process and exemplified themselves for the duration of the testing period.</li> </ul> <p>Ross Oakes and Sebastian Hensley moved: <i>'The Board notes the Staff Representative's report.'</i> – <b>CARRIED</b></p>	
5.5	<p><b>P&amp;C Representative Report</b></p> <p>Randal Wells provided the P&amp;C Report as follows:</p> <ul style="list-style-type: none"> <li>• The P&amp;C consists of the General Committee and six sub-committees: Music, SVAPA, Languages, GAT, Lawley Art Auction and the Mount Lawley Performing &amp; Visual Arts Committee (in recess). 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> </ul>	

	<ul style="list-style-type: none"> <li>• P&amp;C met on 25 March 2019 with a quorum.</li> <li>• Student crossing Woodsome Street: P&amp;C President will be writing to City of Stirling regarding student crossing of Woodsome Street and how that relates to the City's proposed development plans for Hamer Park.</li> <li>• Trial of mini lockers for year 7 (Community 1) students for storage of laptops and mobiles phones: Positive feedback from staff and students so far.</li> <li>• Selected items from the committees: <ul style="list-style-type: none"> <li>○ Music Support Committee: <ul style="list-style-type: none"> <li>▪ Music/ Languages Soiree held. Attendance lower than previous years.</li> </ul> </li> <li>○ Languages Committee: <ul style="list-style-type: none"> <li>▪ Assisted with the Music/Language Soiree.</li> </ul> </li> <li>○ SVAPA Support Committee: <ul style="list-style-type: none"> <li>▪ SVAPA Year 7/8 camp held (Term 1 week 9).</li> <li>▪ Information night for year 6 students held 26 March 2019.</li> </ul> </li> <li>○ GAT Support Committee: <ul style="list-style-type: none"> <li>▪ LazerBlaze Event held 14 April 2019.</li> </ul> </li> <li>○ Mount Lawley Performing &amp; Visual Arts Centre Committee <ul style="list-style-type: none"> <li>▪ In recess</li> </ul> </li> <li>○ Lawley Art Auction Committee: <ul style="list-style-type: none"> <li>▪ Art Auction to be held 15 June 2019 (Approximately \$30 k raised at the 2018 Art Auction).</li> </ul> </li> </ul> </li> <li>• Uniform Shop: P&amp;C has input to how the proceeds from the Uniform Shop are spent.</li> <li>• Canteen: Discussion held on the type of food and drinks available at the canteen.</li> <li>• Next meeting of P&amp;C Monday 27 May 2019 at 7 pm.</li> <li>• Lesley provided some feedback on the development plans for Hamer Park and the parking impact this may have on the local community in regards to traffic, parking and student safety.</li> </ul> <p>Nicole Jolly and Jenny Fay moved: <i>'The Board notes the P&amp;C Representative's report.'</i> – <b>CARRIED</b></p>	
<b>6.0</b>	<b>Discussion Items</b>	
6.1	<p><b>Delivery of Funding Agreement for Schools 2019 – refer attachment 4</b></p> <p>The Funding Agreement for Schools 2019 was tabled for Cameron Brook's signature. Lesley advised there is no negotiation around this document however it is in an interesting read. The document was duly signed by Cameron as Chair and Lesley as Principal.</p> <p>Randall Wells and Jenny Fay moved: <i>'The Board endorses the Funding Agreement of Schools 2019 and authorizes the Chair to sign.'</i></p>	
6.2	<p><b>Final version of the annual Report 2018 – refer attachment 5</b></p> <p>The Annual Report is now online and this is the final copy for the Board.</p> <p>Nicole Jolly and Emily Mazalevskis moved: <i>'The Board notes the Annual School Report for 2018.'</i></p>	
6.3	<p><b>2020 Subject chargers – refer attachment 6</b></p> <p>MLSHS 2020 Draft Subject Charges document was tabled for Board approval. Any amounts highlighted in blue are unchanged. Yellow amounts have changes or are new subjects. Lesley advised that subjects will not necessarily run as this is always dependent upon the number of students selecting each subject.</p>	

	Nicole Jolly and Randall Wells moved: <i>'The Board endorses the 2020 Subject charges.</i>	
6.4	<p><b>Confidential Update on the ECU Performing Arts Centre initiative</b></p> <p>The MLSHS committee for this is now abeyance as ECU have their own initiative. MLSHS will have access to these facilities once complete. Funding has now been made available and the initiative is going ahead. The school will still need to consider how we can secure our own Performing Arts Centre</p> <p>Randall Wells and Jenny Fay moved: <i>'The Board notes the ECU initiative</i></p>	
6.5	<p><b>2019 WA Education Award Nomination</b></p> <p>Last year the school nominated a teacher and will renominate the same teacher again this year. A student and a teacher have approached Lesley enquiring about also nominating a teacher each. Lesley plans to meet with them to discuss the actions they are required to take to move this forward.</p>	Lesley will report on the nominations at the next meeting.
<b>7.0</b>	<b>Other business</b>	
	Nicole Jolly asked whether the Board receives information during the year as to how ATAR subjects are tracking. Is this reported in live time or only historically as part of the Annual Report? Cameron advised this is an operational matter for the school and not part of the governance responsibilities of the Board. In the February meeting of each year there is a full report to the Board on the previous year's results.	
<b>8.0</b>	<b>Next Meeting</b>	
	The next meeting is scheduled for Monday, 17 June, 2019 at 5:30pm in the Warren Daniel Conference Room, MLSHS.	
<b>9.0</b>	<b>Roundtable evaluation of the meeting</b>	
	Jenny Fay felt the meeting was well chaired and expressed her pleasure at welcoming a new face to the Board. She also commended the Student Representatives on their excellent report.	
<b>10.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Cameron Brook at 7:15pm.	

Signed (Chair) \_\_\_\_\_  
Cameron Brook

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