

**Minutes of Meeting 6 of 2017**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 23 October, 2017 at 5:30pm**

**ATTENDEES:**

Dr Jenny Fay (Chair), Lesley Street – Principal, Nigel Becroft – Parent Representative, Adam Miles – Parent Representative, Dr Mandie Shean, ECU – Community Representative, Anne Tumak – Staff Representative, Anne Gilchrist – Staff Representative, Randal Wells – P & C Representative, Alice Sun – Student Representative, Michael Camilleri – 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 Jenny Fay at 5:34pm. The Chair welcomed the new Principal, Lesley Street and also Michael Camilleri who is attending as a visitor.	
1.2	Apologies: Rob Bryant- Community Representative and Keith Bales – Community 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. 6 agenda.	
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	<p>The Minutes of the previous meeting held on 14 August, 2017 (attachment 1) were tabled. It was noted that some board members names were incorrectly spelt in these minutes.</p> <p>Mandie Shean and Nigel Becroft moved: <i>'The Board endorses the minutes of the previous meeting as otherwise complete and accurate.'</i> – <b>CARRIED</b>.</p> <p>Meeting No. 6 Action List (attachment 2) was tabled. Item 1 is to be struck from this Action List. Item 2 is deferred to P&amp;C business. Item 3 was addressed at the previous meeting and Item 4 should include suspension of the timetable to allow for reporting to parents to occur.</p> <p>Jenny Fay and Nigel Becroft moved: <i>"The school timetable be suspended for a full day to enable reporting to parents day to take place."</i> - <b>CARRIED</b></p>	Remove Action 1 from Action List
3.2	Business arising from the previous meeting: Jenny has written to the Director General regarding the permanency of the Principal's position and has not yet received a response.	
<b>4.0</b>	<b>Reports and Operational Matters</b>	
4.1	<p><b>Finance Report</b></p> <p>Attachment 3, Financial Report was tabled and Anne Gilchrist provided a verbal summary as follows:</p> <ul style="list-style-type: none"> <li>• The Operational One Line Budget Statement includes figures for the end of the month which was 14 September, 2017. The Salaries figure is current as this is updated daily. The cash side only updates once per month so these figures are a little bit behind. As of September, student centred funding is \$16,550,562 making total one line budget funds available \$19,475,491.</li> <li>• Anne provided Budget Code Categories outlining the various codes reflected in the Cash Report. This was appreciated by Board members as it is clear and concise. Anne clarified the account categories and stated that funds in Transfer to Reserves account are counted as unexpended expenditure.</li> <li>• Cash report – The Total Cash Budget is \$3,298,156 which is 91.85% and total cash expenditure is \$3,086,778 leaving a variance of \$211,377. Again, this is at 14 September when the month closed. There has been</li> </ul>	Anne Gilchrist to include a copy of this with future Finance Reports and also provide a copy in the Orientation Pack for new Board

	<p>approximately \$250,000 in expenditure since then so the school is now tracking better. Further expenditure is expected so there is no cause for concern.</p> <ul style="list-style-type: none"> <li>• Financial summary – Anne drew attention to the Budget v Actual and reminded the Board to bear in mind this budget figure is for 75% receipt of voluntary contributions and 80% of compulsory collection of fees.</li> <li>• Expenditure – Budget v Actual – The actual Transfer to Reserve figure is currently nil however this will change as, as soon as the money is transferred, this is expended. Randal questioned why expenditure of Item 8 is so far off Actual. Anne advised there will be expenditure in this area and in fact, some submissions are being put forward tonight. Jenny advised this tends to even out by the end of the year.</li> <li>• School salary allocation is straight forward. 71% has been spent as at 14 September which is a forecast variance of \$443,724 or 3%.</li> <li>• Subject charges collection rate – Again, September figures are shown as October has not yet closed. Years 7 – 10 collections are somewhat down compared to last year. Years 11 – 12 figures for 2016 included overdue amounts collected via debt collectors for previous years. Letters have been sent to parents who have not paid Compulsory charges advising the debt will be passed to collections if not settled soon. Randal raised issue of Year 11 – 12 collections and endorsed efforts to follow up these payments.</li> </ul> <p>Alice Sun and Adam Miles moved: '<i>The Board notes the Finance Report.</i>' – <b>CARRIED.</b></p> <p>Three Funding Applications were tabled and discussed.</p> <ul style="list-style-type: none"> <li>• The first is requesting \$2,700 for six iPads for HPE and includes information on the success of the trial (as previously requested by the Board) This expenditure has been endorsed by the Finance Committee. The money is requested from the Innovation and Technology Fund.</li> <li>• The second request is for \$5,490 to provide an effective on-line learning program to all MS students. Lesley advised the system is called Word Flyers which assists students prepare for NAPLAN and is well regarded by them. Lesley endorsed this expenditure. The money is requested from the Numeracy and Literacy Fund.</li> <li>• The third is a request \$770 for a 10 week program for Year 7 GAT and AE students to attend program run by the Innovation Institute. The money is requested from the Numeracy and Literacy Fund.</li> </ul> <p>Randal Wells and Nigel Becroft moved: '<i>The Board endorses the expenditure requests as tabled.</i>' - <b>CARRIED.</b></p>	<p>members.</p>
<p>4.2</p>	<p><b>Principal's Report</b></p> <p>Lesley provided a verbal reported summarised as follows:</p> <ul style="list-style-type: none"> <li>• As newly appointed Principal, Lesley provide a summary of her background and experience stating that she originally trained as an English Teacher and taught in a variety of schools before becoming a principal. Over the next 14 years she moved into senior roles in both central and regional offices and in 2015 exercised her 'right of return' to be appointed Principal of Balcatta SHS. Following this, Lesley accepted a contract in China to work as principal at an elite, international private school for six months. This year, in semester 1, Lesley worked in another international private school in Casablanca, Morocco before returning to WA and successfully winning this position. Lesley is very keen to ensure that Mount Lawley delivers on its mission of ensuring every student flourishes and reaches their potential. Her tenure is initially six months with possible extension.</li> <li>• The school has been a very busy place with many educational, cultural and social activities taking place including concerts, the Health Expo, Year 9 transition camp, High achievers breakfast, guest speakers, Guitar Festival,</li> </ul>	

	<p>Italian and Chinese Speech competitions, assemblies, Year 11 Drama production, Bush Cadets camp, Year 10 GAT Breakfast and the Interschool Athletics Carnival. At all times the behaviour and engagement of the students has been commendable. We had a group of Japanese exchange students visit and experience a day at Mount Lawley. They were very complimentary about their time with us.</p> <ul style="list-style-type: none"> <li>• Elections for prefects have been conducted and Lauren McDonald and Jason Kim have been appointed Head Boy and Head Girl. Other year 12 prefects are Joshua Marshall, Shaina Jones, Max Bostock, Oscar Kaspi-Crutchett, Lara Twyford, Alora O’Dwyer, Connor Barnes, Mary Leong, Charlotte Mackiewicz, Connor O’Hara.</li> <li>• The Premier Mark McGowan, Education Minister Sue Ellery and local member Simon Millman visited the school to announce \$4M for specialist facilities and visited the Year 7 Humanities GAT class.</li> <li>• Lesley has been impressed by the dedication and commitment of staff since her arrival and thanked Mike Camilleri for his very comprehensive handover and his service as acting principal this year.</li> <li>• Andrew is currently in his 25th year as Chaplain and was recently recognised by Youth Care at the final Year 12 Assembly for his dedication to the Mount Lawley Community.</li> <li>• The Year 12 ATAR students are gearing up for their exams and many are coming into the school to seek help from their teachers. It was disappointing that a few students came on site and did a few silly things like padlocking all gates into the school and defacing several walls. Two students were apprehended by police. The video footage shows a bigger group on site at various times. We are following this through with the police and it is likely they will be charged.</li> <li>• Student numbers for next year are very healthy and we still have out of boundary students applying to enter. At this stage student numbers are as follows;  Year 7 – 324, Year 8 – 316, Year 9 – 30, Year 10 -274, Year 11- 277, Year 12 -264. Total : 1706</li> <li>• Funding 2018 - As a result of the Teece report, the SCFM has recently been changed and an equity adjustment has been applied. Enrolments over 1200 have had a new base applied. This means we will have an operating budget of \$650K less. The money has been distributed to smaller high schools who have not benefitted over from economies of scale. Given our numbers are going up we will be able to manage our staffing for 2018.</li> <li>• So far we have advertised pools and permanent or fixed term positions for 2 Maths (69+ 72) , 2 Science (68+ 102) , 2 Hass (65 + 60) , 2 Drama., 1 Program C LSC (6), 1 English (69) , 1 Health &amp; PEd (105), 1 Media (70). In addition we have a pool for EA’s. Some are FT, Some PT and some FT or Perm but all require formal processes and have large numbers so selection is an onerous task, even with help from a Consultant.</li> <li>• Given that the majority of schools are now IPS we are now required to consider re-deployees when we fill teaching vacancies.</li> </ul> <p>Anne Tumak and Adam Miles moved: <i>‘The Board notes the report.’ – CARRIED.</i></p>	
4.3	<p><b>Student Report</b></p> <p>Alice Sun provided a verbal report as follows:</p> <ul style="list-style-type: none"> <li>• Year 9s and 11s are having exams this week. Year 10 exams are next week.</li> <li>• A 10 day camp to Ningaloo was recently held and enjoyed by all participants.</li> <li>• Both the Athletic and Interschool carnivals have been held. The school came 8 out of 9 schools so will be moving down to C division next year.</li> <li>• Italian GAT Club students attended the local Italian club and played bocce.</li> <li>• A successful Year 9 Transition camp has been held.</li> <li>• Meningococcal vaccinations have been conducted.</li> </ul>	

	<p>Lesley Street and Anne Gilchrist moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
4.4	<p><b>Staff Report</b></p> <ul style="list-style-type: none"> <li>• Anne Tumak advised that Year 9 exams are being held for the first time with the aim of getting these students ready for the exam environment in Senior school. This will hopefully build their resilience and familiarise them with the exam process.</li> <li>• Anne Gilchrist provided an update on Bpoint stating that the application has been submitted and CBA have attended the school and provided a presentation on the process.</li> <li>• A new part-time Gardener has been appointed who is working out well.</li> </ul> <p>Mandie Shean and Nigel Becroft moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
4.5	<p><b>P&amp;C Report</b></p> <ul style="list-style-type: none"> <li>• P&amp;C met on 21 August 2017 with a quorum.</li> <li>• The P&amp;C thanked Mike Camilleri for his time and effort in his role as Acting Principal.</li> <li>• Motion for President to co-sign a letter with the School Board Chair (with the executive committee's support) for a Principal to be permanently assigned to MLSHS as it is felt an Acting Principal is detrimental to the school. Moved and carried.</li> <li>• Student safety at Alexander Drive/ Walcott Street Intersection: <ul style="list-style-type: none"> <li>○ Observations at peak traffic time show only 10 MLSHS students crossing. No dangerous crossings observed. Karen Johnston will be writing a letter to local members highlighting the issue of students crossing busy street intersections.</li> <li>○ Other locations where students are crossing roads were discussed: Woodsome Street, Fitzgerald Street, and the Alexander Drive/ Bradford Street intersection.</li> </ul> </li> <li>• Motion to establish the New Theatre Building Sub-committee moved and carried. <ul style="list-style-type: none"> <li>○ First meeting of the sub-committee was held immediately prior to the School Board meeting (23 October 2017).</li> <li>○ Randal invited the Principal to nominate sub-committee representatives from the School's staff</li> </ul> </li> <li>• Extracts from President's report: <ul style="list-style-type: none"> <li>○ Suggestion box set up on P&amp;C website.</li> <li>○ Inappropriate email between students. Clarity requested from Principal on School's policy regarding informing parents. Nigel responded advising that the email was shut down as soon as discovered and that action has been taken so that this cannot be repeated.</li> <li>○ President arranged to meet, and met with, Simon Millman on 25 August 2017. Simon Millman will attend the next P&amp;C meeting.</li> </ul> </li> <li>• Music Sub-committee <ul style="list-style-type: none"> <li>○ Music concert held 5 September 2017.</li> </ul> </li> <li>• Languages Sub-committee <ul style="list-style-type: none"> <li>○ Korean chef from Nobu taught students how to prepare Korean food.</li> </ul> </li> <li>• SVAPA Sub-committee <ul style="list-style-type: none"> <li>○ A Midsummer Night's Dreaming: 3 production nights – raised approx. \$600 through cake sales.</li> <li>○ Maths Through Movement Program: workshops that enrich each student's understanding of maths concepts via multisensory, whole body learning.</li> </ul> </li> <li>• GAT Sub-committee</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Report well attended meetings with a lot of parents signing up to receive information on the GAT sub-committee.</li> <li>• Lawley Art Auction Committee <ul style="list-style-type: none"> <li>○ In recess until February 2017</li> </ul> </li> <li>• STEM extracurricular activities <ul style="list-style-type: none"> <li>○ Discussion held highlighting the various STEM activities at MLSHS – emphasis on inclusive (not exclusive)</li> </ul> </li> <li>• Next meeting of P&amp;C Monday 30 October 2017 at 7 pm.</li> </ul> <p>Jenny queried the intention of the New Theatre Building Sub-committee to which Randal advised that there will be no lobbying. It is a fact finding group aiming to gather information and ideas and to identify stakeholders.</p> <p>Anne Gilchrest and Adam Miles moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
<b>5.0</b>	<b>Discussion Items</b>	
5.1	<p><b>NAPLAN 2017</b></p> <ul style="list-style-type: none"> <li>• 2017 NAPLAN Performance was tabled and Lesley discussed how she has listed the strategies from the Business Plan with the green arrow showing where the school is meeting these targets.</li> <li>• From 2015, Year 7 and 9 scores have been within the expected range for like schools. Year 9 scores have shown an improvement of 1.2 Standard Deviation from 2016 to 2017. Year 7 scores have shown gradual improvement since 2015.</li> <li>• Yr 9 from 2015 to 2017 is still within expected range but staff will be looking into this further as it is now just into the mean.</li> <li>• Writing performance has decreased and is just on the mean again. Although still in the yellow, the ultimate aim is to achieve green.</li> <li>• Spelling performance – Year 9 has decreased and 7 increased. Even though these are only small ranges, they will still be considered by staff.</li> <li>• Additional analysis items available – Lesley has been working with a consultant, Greg Smith to analyse other items in the reports. Much data is available so the Board is asked to consider how much information they actually require. Jenny stated she would appreciate seeing ATSI results and male and female breakdowns. Adam suggested progress from Years 7 – 9.</li> </ul> <p>Nigel Becroft and Randal Wells moved: <i>'The Board notes the Years 7/9 NAPLAN reports.'</i> – <b>CARRIED.</b></p>	<p>Lesley will show all reports to Jenny to decide those narrow down those that may be required by the Board.</p>
5.2	<p><b>Chaplaincy Program</b></p> <p>Lesley spoke of the current Chaplain who has been providing valuable service to the school for the past 25 years. She considers that he brings significant pastoral care to staff, families and students and also runs the Bush Cadets program. He is strongly endorsed by both Jenny and Lesley.</p> <p>Randal Wells and Anne Tumak moved: <i>'The Board supports the Chaplaincy program for 2018 at Mount Lawley SHS.'</i> - <b>CARRIED.</b></p>	
5.3	<p><b>Attendance Update, 2017</b></p> <p>Lesley tabled the Attendance and Suspension Details 2017 (attachment 4)</p> <ul style="list-style-type: none"> <li>• She drew attention to figures in relation to Years 10, 11 and 12 where students have left for training or employment but are not yet removed from enrolment, resulting in inflated figures.</li> <li>• Suspensions appear standard with previous years. Adam queried why 12 is shown in total for females but the report lists only seven female suspensions. Mike replied this is because some girls are suspended multiple times and 12 reflects the number of suspensions, not number of students who are suspended.</li> <li>• Attendance remains very high which the board appreciates.</li> <li>• Anne Gilchrist mentioned that Student Services have prepared a flyer reminding of the importance of attending school.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Randall asked about behaviours and if staff are comfortable with persistently misbehaving students not necessarily warranting suspension. Anne Tumak responded that Behaviour Management Policy is in place which provides a scaffolding of responses to incidents.</li> </ul> <p>Adam Miles and Anne Gilchrist moved: <i>'The Board notes the Attendance Update for 2017.'</i> – <b>CARRIED.</b></p>	
5.4	<p><b>Visible Learning</b> Visible Learning Day 2 (attachment 5) was tabled.</p> <ul style="list-style-type: none"> <li>• Lesley spoke of the second training day held for teachers as part of the Visible Learning Program. The day was well received, with staff engaging with the material presented and gaining a lot from it.</li> <li>• There is another full year for the program to run after which the program should be embedded in the school.</li> <li>• Five dispositions have been identified as important in order for students to identify what they are supposed to be learning in a lesson and to ensure staff are accountable for this.</li> <li>• The rollout thus far has been getting staff to understand purpose of the system and next year students in Year 8 and 10 will be included so they become understand their role as active learners and both teachers and students use the common language associated with the program.</li> <li>• Alice confirmed that some teachers are already employing the practices in class which is helpful for students.</li> </ul> <p>Alice Sun and Nigel Becroft moved: <i>'The Board notes the Visible Learning Report for Mount Lawley SHS.'</i> – <b>CARRIED.</b></p>	
5.5	<p><b>Report Against the current school business plan</b> Lesley has been working with SLTs and Associate Principals and asking them to liaise with their learning areas to discuss the strategies and KPIs and what is happening at a classroom level. As the IPS review is next year, it will be beneficial for learning areas to show that they are cognisant of both the strategies and the KPIs in the business plan and how they relate to their individual learning area.</p> <p>Randal Wells and Anne Tumak moved: <i>'The Board notes the report on the school business plan.'</i> – <b>CARRIED.</b></p>	
5.6	<p><b>Information regarding next iteration of the School Business Plan</b> The SBP ends at the end of this year and planning for the 3<sup>rd</sup> iteration of the school business plan has begun. Lesley would like to see the document reduced to 16 pages. She feels the priorities are appropriate but strategies and KPI need to be refined. The process will involve executive, SLT, whole staff &amp; the Board. The Board will need to approve the final document as part of their setting the strategic direction for the school. Jenny advised she would like to attend the executive meeting when the final draft document is being worked on. Lesley to advise her of the date ASAP. Following this meeting the report will be presented to the board for their input and ratification.</p> <p>Randal Wells and Anne Tumak moved: <i>'The Board notes the information provided on the next iteration of the School Business Plan.'</i> – <b>CARRIED.</b></p>	
5.7	<p><b>IPS Review</b> Lesley reported that the IPS review was due this year but did not occur. Staff members have been asked to meet with their team leaders with the aim of ensuring they are able and ready to report against business plan strategies and KPI's. Lesley has looked at data collection and is preparing some information based on what was provided last time. No advice has yet been received on what is required although preparations are on track after a somewhat slow start. The chair will be interviewed as well as some Board members, as part of this review.</p> <p>Randal Wells and Anne Tumak moved: <i>'The Board notes the position of the</i></p>	

	<i>school in preparation for the 2018 IPS Review' – CARRIED.</i>	
<b>6.0</b>	<b>Other Business</b>	
6.1	<ul style="list-style-type: none"> <li>Rob Bryant has offered his resignation from the Board. Jenny thanked him for his work on the board and it was agreed that a Community Representative replacement was not required as number are sufficient.</li> <li>Mike is invited to attend the next meeting.</li> </ul>	
6.2	<ul style="list-style-type: none"> <li>Randal asked whether there is a skills matrix for the board to which Jenny replied there is not. Randal felt this might be useful and referred to the one he has created for the Theatre Sub-committee.</li> <li>Reminder to board members to complete the Governance modules.</li> <li>Police clearances have all been accepted.</li> <li>Nigel spoke of the excitement at the sports carnival however he was concerned with the number of students on devices and not cheering on their team mates. Lesley will discuss this matter with Adam Zen as Head of Physical Education.</li> <li>Lesley commended the Language Parents Support Group for running the successful evening featuring the Master class run by the Japanese chef. Thanks also to Jaeik Jeong for organising the evening the students who assisted.</li> <li>Anne Tumak commended all involved in the Term 3.</li> </ul> <p>Jenny Fay and Anne Gilchrist moved: <i>'The Boards appoints Lesley Street as Secretary of the Board.'</i> - <b>CARRIED</b></p>	<p>Randal to provide Jenny with a copy of the Theatre Sub-committee Skills Matrix.</p> <p>A note will be sent to the head of PhysEd to see if he can address this issue next year.</p>
<b>7.0</b>	<b>Next Meeting</b>	
	The next meeting is scheduled for Monday, 20 November at 5:30pm in the Warren Daniel Conference Room, MLSHS. This is contrary to the date incorrectly shown on the Agenda of 23 November.	
<b>8.0</b>	<b>Roundtable evaluation of the meeting</b>	
	Anne Gilchrist commented that the meeting was informative and well run.	
<b>9.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Jenny at 7:42pm.	

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

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