

**Minutes of Meeting 7 of 2017**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 20 November, 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 Gilchrist – Staff Representative, Randal Wells – P & C Representative, Jason Lim – Student Representative, Michael Camilleri – Visitor, Mei-Ling Day – Visitor, Simon Millman, 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 visitors, Simon Millman, Mei-Ling Day and Michael Camilleri	
1.2	Apologies: Anne Tumak – Staff Representative, Alice Sun – Student Representative and Keith Bales – Community Representative. Keith Bales has tendered his resignation from the Board and Jenny expressed her thanks for this work over the course of his tenure.	
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. 7 agenda.	
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	<p>The Minutes of the previous meeting held on 23 October, 2017 (attachment 1) were tabled.</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. 7 Action List (attachment 2) was tabled. These Action Items are included as part of the Principal's Report.</p>	
<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 report is now colour coded for ease of reference.</li> <li>• The Operational One Line statement (blue) shows a total of Student Centred Funding of \$16,557,791 and locally raised funds \$19,559,325</li> <li>• The Cash Report (green) is on track and shows a variance of \$181,176 which is 62.03% of Budget</li> <li>• 2017 Minimum Expenditure (Pink) shows Actual expenditure of \$1,980,883 plus Transfer to Reserve of \$163,743</li> <li>• The (purple) tab reflects cash revenue simplified in a graph. This is cash and does not include salaries. Voluntary Contributions are still incoming and show that the school has collected in excess of the 80% budgeted collection.</li> <li>• Reconciled bank balances are a comparison with the current year. The cheque account is higher than this time last year while the investment account remains steady.</li> <li>• The Financial Summary (red) reflects the salary allocation which is 81% spent as at 31/10/17.</li> <li>• Voluntary contributions collection charges are slightly under in comparison to this time last year.</li> <li>• Reminder of unpaid bills will be sent out shortly. This now includes a bright pink sticker showing what the money is spent on and seems to have resulted in an improvement in the collection rate.</li> <li>• Minimum Required Expenditure for the year has been met.</li> </ul>	

	<ul style="list-style-type: none"> <li>Jenny requested a report covering the past two years of the Technology and Literacy Fund and the Literacy and Numeracy Fund which are the two funds the Board is responsible for.</li> </ul> <p>Adam Miles and Lesley Street moved: <i>'The Board notes the Finance Report.'</i> – <b>CARRIED.</b></p> <p>Four Funding Applications were tabled and discussed.</p> <ul style="list-style-type: none"> <li>Stile 2018 subscription \$4,400.11 from the Technology and Innovation Fund. The subscription is to be undertaken as a trial and if fully rolled out will see further requests come in.</li> <li>Class set of robot cars to the value of \$899 from the Technology and Innovation Fund. Further funding requests will likely be forthcoming once these have been trialed</li> <li>\$4,000 to provide materials and entry fees into the First Lego League Challenge (from the Technology and Innovation Fund)</li> <li>Education Perfect 2018 subscription valued at \$5,400 from the Literacy and Numeracy Fund.</li> </ul> <p>The board requested a report providing feedback on the effectiveness and benefits of the robot cars similar to that provided for the iPad funding when additional funds for this is sought.</p> <p>Mandie Shean and Nigel Becroft moved: <i>'The Board endorses the expenditure requests as tabled.'</i> - <b>CARRIED.</b></p>	<p>Anne Gilchrist to provide these reports in Term 2, 2017</p>
<p>4.2</p>	<p><b>Principal's Report</b></p> <p>Lesley firstly reported on the NAPLAN 2017 breakdown report as provided by Greg Smith.</p> <ul style="list-style-type: none"> <li>The Brief to School Board, November 2017 was tabled and also shown on the smart board.</li> <li>Overall NAPLAN figures have been discussed at a previous Board meeting and this report drills down further into certain areas.</li> <li>All Year 7 and Year 9 targets were met in 2017 and the school is above the national mean.</li> <li>School State and National Averages are shown for both year groups.</li> <li>Item No. 3.3 - School identifiers have been removed however the information shows that MLSHS is higher than 11 like schools and equal to 1 in relation to the Year 7 cohort.</li> <li>Item 3.4 - relates to the Year 9 cohort and shows the school is within 1 standard deviation of expected. Lesley advised although not of concern, there are some areas which do require close monitoring.</li> <li>Item 4.1 and 4.2 reflect the subgroups. Data from LBOTE and ATSI groups is difficult to gauge given the small cohort numbers.</li> <li>Item 5.1 reflects progress from Year 7 to 9.</li> <li>Item 6.1 shows percentages of student and the band distributions. This is a state average, not a like schools comparison.</li> <li>Item 7.2 - all students are at standard or above which is a pleasing result for the school.</li> <li>Item 8.1 shows value added gains from Year 5 to 7 exceeding the Australian gains except for Grammar where the MLSHS gain is equal to the national gain.</li> <li>Item 8.2 reflects same information for Year 7 to 9.</li> </ul> <p>Lesley continued her report summarised as follows:</p> <ul style="list-style-type: none"> <li>Milton Butcher will be remaining in the Goldfields until next July so Lesley will remain at MLSHS as principal.</li> <li>The 2017 Year 12 cohort has now left and the last ATAR exams History &amp; Japanese are tomorrow.</li> </ul>	<p>Lesley to draft a letter of thanks to Greg Smith.</p>

- The very successful award night for 260 graduates was held on 16 November. Thanks to the many staff who assisted as it is an enormous logistical exercise to run. The executive have already met to review the evening to see what changes or modifications may be needed for next year.
- “Early Start” has occurred and the Year 11 students have transitioned into Year 12 and are already studying year 12 curriculum content.
- The executive team hosted the 2018 Year 12 prefects and their parents to an enjoyable, informal afternoon tea.
- Mike Camilleri and Lesley met onsite with Milan Trifunovic, Director Facilities Program Delivery and Julius Robinson to discuss the \$4M election promise. The money will be available in the 19/20 budget. We are keen to look at a STEM building between the two middle school communities. The 2 storey building will have 2 Science Labs and prep rooms, 2 High level D&T rooms, general classrooms, staff study and toilets as well as a flexible learning space.
- Report against the current School Business Plan.  
Priority 2 Classroom Practice & Priority 3 Student Engagement & Wellbeing:
  1. Visible Learning will be rolled out with Year 7 & 10 students next year and will involve continuing PL for staff, the creation of resources for students and implementation of a common language with staff and students. A team from Visible Learning visited the school to conduct the second School Capability Assessment which looks at how the program is being integrated into the school. A draft report has been received and will be shared when it arrives.
  2. We met with Elliot Newman from Elevate Education. They are already delivering sessions including Study Sensei, Time management, Ace your exams to our Year 10, 11 and 12 students and we wanted to explore how to involve our year 7 students who, along with Year 10 students, will be the vanguard of visible Learning. The year 7 program will be customised to include our learning dispositions, learning goals and success indicators. It will be across all learning areas.
  3. Improved teaching – PC and workshop on Managing Difficult Conversations. This customised half day workshop will be held on 7 December. This will assist with PM conversations for 2018.
  4. The chaplain will be employed for an extra day in 2018 to assist with the social and emotional needs of students and families.
  5. Several further meetings have been held with the SLT regarding the next iteration of the SBP. Program Coordinators are working with their LA staff. The whole staff will also have an opportunity, as a group, to input into the plan at a whole staff meeting. Jenny will be involved in the plan when the draft goes to executive. The final draft will be presented to the Board at the next meeting.

Jenny queried the IPS review to which Lesley replied that no further information is available although she feels it will likely not be in the first half of the year. The school is in preparation for this regardless of the timeframe.

Nigel Becroft asked if the Elevate Programme was included in the school diary to which Michael Camilleri replied that it was not but will be included.

	<p>Adam Miles and Anne Gilchrist moved: <i>'The Board notes the report.'</i> – <b>CARRIED.</b></p>	
4.3	<p><b>Student Report</b>  Jenny Fay passed on congratulations to Jason for becoming the new Head Boy.</p> <p>Jason Lim provided a verbal report as follows:</p> <ul style="list-style-type: none"> <li>• Year 10 and 11 exams have concluded and results have been received.</li> <li>• Rollover has started for Year 10 transitioning to Year 11 and Year 11 transitioning to Year 12.</li> <li>• Student Leaders' breakfast was recently held to acknowledge the efforts of those in leadership roles in the school.</li> <li>• Year 8 students have been immunised.</li> <li>• Jason has been asked by some in the school community why the Awards Night was held on a Thursday evening during exams. Michael Camilleri advised this is because of the difficulty in securing a venue of the appropriate size and not knowing exam dates a year out. He advised it is also considerably more expensive to hold the event on a Friday or Saturday night.</li> </ul> <p>Jenny queried whether the vaccines included meningococcal and Jason believes they did.</p> <p>Jenny requested to attend a prefects meeting next year.</p> <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 Gilchrist provided a report covering the Administrative staff who are currently very busy with enrolments.</li> <li>• Reports for Years 10, 11 and 12 are being posted shortly.</li> <li>• Contributions booklets and packages are going out all year groups by the end of next week.</li> <li>• Michael Camilleri added by reporting that a cultural awareness programme for some staff has been running. This is in conjunction with ECU and is over 8 sessions.</li> <li>• Sea Explorers, who have been working at the school for many years, are drawing their efforts to a close.</li> <li>• Year 9 exams have been held for the first time this year. The aim of this is to provide the students with practice in the exam environment.</li> <li>• Thank you morning tea for volunteers is set for Monday, 11 December 2017.</li> </ul> <p>Adam Miles and Randal Wells moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	<p>Lesley Street to write of letter of thanks to Sea Explorers</p>
4.5	<p><b>P&amp;C Report</b></p> <ul style="list-style-type: none"> <li>• P&amp;C met on 3 October, 2017 with a quorum.</li> <li>• Student safety at local main road intersections <ul style="list-style-type: none"> <li>○ John Pryor presented a traffic survey report on Woodsome Street. Motion accepted to write a letter to Main Roads Department, City of Stirling and local members on behalf of the P&amp;C requesting a raised pedestrian crossing.</li> </ul> </li> <li>• Letter to Department of Education regarding appointment of permanent Principal</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Awaiting response.</li> <li>● School diary <ul style="list-style-type: none"> <li>○ Considering reverting to the larger diary size and format. Opinion being sought from teachers, student councillors and parents.</li> </ul> </li> <li>● Extracts from President's report: <ul style="list-style-type: none"> <li>○ President (John Pryor) met Education Minister Sue Ellery and MLA for Mt Lawley, Simon Millman.</li> <li>○ Simon Millman attended 30 October 2017 P&amp;C meeting.</li> </ul> </li> <li>● Music Sub-committee: <ul style="list-style-type: none"> <li>○ Head of Music is considering strategic aims to spend music sub-committee funds.</li> </ul> </li> <li>● Languages Sub-committee: <ul style="list-style-type: none"> <li>○ Languages and GAT sub-committees met to clarify respective roles. Agreed for respective Terms of Reference remain unchanged.</li> </ul> </li> <li>● SVAPA Sub-committee: <ul style="list-style-type: none"> <li>○ Upcoming events that the SVAPA PSG will be involved with: <ul style="list-style-type: none"> <li>▪ Welcome night held 14 November 2017 to introduce new SVAPA parents to staff, parents and students. Presentations made by staff, PSG parents and Arts Captains.</li> <li>▪ Music and SVAPA Soiree to be held 1 December 2017.</li> </ul> </li> </ul> </li> <li>● GAT Sub-committee: <ul style="list-style-type: none"> <li>○ Held first fundraiser which was a retro roller skating night.</li> </ul> </li> <li>● Lawley Art Auction Committee: <ul style="list-style-type: none"> <li>○ In recess until February 2017</li> </ul> </li> <li>● New Theatre Building Sub-committee: <ul style="list-style-type: none"> <li>○ Terms of reference prepared and to be tabled to next P&amp;C meeting for approval.</li> <li>○ Principal has nominated Michelle DeRozario as the staff representative on the sub-committee.</li> </ul> </li> <li>● Next meeting of P&amp;C Monday 27 November 2017 at 7 pm.</li> </ul> <p>Mandie Shean and Jason Lim 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>Parent Invoices for 2018</b></p> <p>Draft Charges and Voluntary Contributions Invoices for 2018 (attachment 4) was tabled showing the proposed order of the Voluntary Approved Charges. The amounts of these charges have been previously approved by the Board.</p> <p>Adam commented on the message ****PLEASE NOTE THERE MAY BE CONTRIBUTIONS AND CHARGES ON THIS STATEMNT THAT ARE NOT APPICABLE TO YOUR CHILD which may result in families feeling that the charges do not apply to them</p> <p>Anne Gilchrist advised this message is being removed for the 2018 invoices and will now simply read ***PLEASE CONTACT THE FINANCE OFFICER IF YOU HAVE ANY QUERIES.</p> <p>Randal Wells and Mandie Shean moved: <i>'The Board endorses the order of the other Approved Requests for 2018.'</i> – <b>CARRIED.</b></p>	
5.2	<p><b>Change to Minutes of Meeting 5 of 2017 – 14 August, 2017</b></p> <p>The wording of Item 4.1.2 of these minutes are amended as follows:</p> <p><i>4.1.2 Additional Charges Report:</i></p> <ul style="list-style-type: none"> <li>● <i>Anne tabled the Additional Charges Report.</i></li> </ul> <p>Mandie Shean and Randal Wells moved: <i>'The Board endorses the Additional</i></p>	

	<p><i>Charges Report.</i> – <b>CARRIED.</b></p> <p>Lesley Street and Anne Gilchrist moved: ‘<i>The Board endorses the amendments to the Minutes of Meeting 5 of 2017</i>’ – <b>CARRIED.</b></p>	
<b>6.0</b>	<b>Other Business</b>	
	<ul style="list-style-type: none"> <li>• All Board members are invited back to the February, 2018 meeting as this will be the exiting committee. Advertising for Board positions will be undertaken after that.</li> <li>• Board meetings for next year will continue on the 3<sup>rd</sup> Monday of the month.</li> <li>• Simon Millman advised that a response to the letter from P&amp;C President is on the way.</li> <li>• Simon Millman advised that they will be awaiting correspondence on the Woodsome street crossing and once received they will be writing to Stirling Council endorsing the view that they should consider the schools position.</li> </ul>	
<b>7.0</b>	<b>Next Meeting</b>	
	A meeting schedule of the 2018 meeting dates will be circulated.	
<b>8.0</b>	<b>Roundtable evaluation of the meeting</b>	
	Adam Miles stated the meeting went well and the food was appreciated. He commented on the color-coding for the Finance Reports which were really well done.	
<b>9.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Jenny at 7:15pm.	

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

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