

Minutes of Meeting 5 of 2018
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 20 August, 2018 at 5:30pm

ATTENDEES:

Dr Jenny Fay (Chair), Lesley Street – Principal, Michael Camilleri – Staff Representative, Emily Mazalevskis - Student Representative, Alice Sun – Student Representative, Dr Mandie Shean, ECU – Community Representative, Jane Forward - Parent Representative, Cameron Brook – Community Representative, Adam Miles – Parent Representative, Nicole van Blommestein (Scribe)

1.0	Welcome and Apologies	ACTIONS
1.1	Opening: The meeting was opened by Jenny Fay at 5:36pm.	
1.2	Apologies: Randal Wells – P & C Representative, Ron Banks – Community Representative, Anne Gilchrist - Staff 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.	
2.0	Disclosure of Interest	
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. 5 agenda.	
3.0	Minutes of Previous Meeting	
3.1	The Minutes of the previous meeting held on 18 June, 2018 (attachment 1) were tabled. Lesley Street and Michael Camilleri moved: ' <i>The Board endorses the minutes of the previous meetings as otherwise complete and accurate.</i> ' – CARRIED .	
3.2	<p>Actions Arising:</p> <ul style="list-style-type: none"> • Attachment 2, Action List, was tabled. • Action 1. A report on Year 11 and 12 Alpha Motivation Talks has been emailed to the Board. The comments in the report were mostly positive and the talks were well received. • Action 2. Emily spoke, from her perspective, on the online subject selection process for Year 11. She advised that this year was the first year online subject selection was undertaken by Year 10s. Each student received a unique code to access the system. There were recommendations and limits to the choices that could be made based on previous grades. If students wished to undertake a non-recommended subject they were required to undertake course counselling. Emily advised there were some initial problems but these were quickly overcome. Overall, she considered the process to have been a success. Michael stated that the glitches with the system were the result of problems with the server which was based in NSW. He also advised the purpose of the trial was to streamline the process for those students who knew what they wanted to study and did not require assistance with their selections. • Lesley advised that around 50% of the students still took advantage of the course counselling. This system will now continue in future years. 	
4.0	Reports and Operational Matters	
4.1	<p>Finance Report</p> <p>Attachment 3, Financial Report was tabled and Lesley provided an overview in Anne Gilchrist's absence.</p> <ul style="list-style-type: none"> • The Operational One-line Budget (blue tab) shows student centred funding of \$16,795,672 and Total funds of \$19,928,820 • Cash Report (green tab) – reflects Total Cash Budget received at 93.73% of budget and Total Cash Expenditure at 49.29%. Actual YTD of Cash Expenditure is \$1,327,694 	

- Financial Summary (purple tab) shows locally generated revenue vs actual. Cameron asked if the school is happy with where reserves are sitting at the moment and Lesley confirmed they are. This is signed off each month and sent to the Education Department. A general rule of thumb is for 5 to 10% to be in reserve. At the end of the year, this amount is transferred.
- School Salary Allocation (red tab) reflects salary carried forward of \$725,806 and YTD spent of 53%.
- Voluntary Contributions Collection Rate (pink tab) All collections are up from the last report. Years 7 -10 are down because 2017 was included in the figures. Monthly collection rates are very good.

Cameron queried the disability adjustments and was advised that this was the result of students with a learning disability who have left the school and the funding has gone with them. Transfers and adjustments are transfer of fees for students who have moved to a different school.

Adam Miles and Cameron Brook moved: *'The Board notes the Finance Report.'*
– **CARRIED.**

- A request to purchase a further two boxes of C-Pen reader pens at a total cost of \$7,400 was received. Students are happy with the trial which has been a resounding success. Cameron asked whether the pens are robust enough to deal with being used by students. Lesley replied that use of the pens is regarded as a reward and a privilege by the students and they are accordingly taking very good care of them. Adam asked if alternative quotes for the pens had been sought. Jenny advised that she had researched this and found there was only one version of the pen which appeared to be a fixed price regardless of supplier.
- A request to fund approximately \$22,000 (based on 2018 figures) for the Elevate programme which incorporates sessions designed to provide students with skills to become self-directed learners. This is a series of seminars aimed at the various year levels. Alice has attended a session which she found valuable and as the presenter was young and quite relatable.

Jane Forward and Emily Mazalevskis moved: *'The Board endorses the expenditure requests as tabled.'* - **CARRIED.**

4.2

Principal's Report

Lesley provided a verbal report as follows:

- Current student numbers are;
 - Year 7 – 344
 - Year 8 – 297
 - Year 9 – 299
 - Year 10 – 278
 - Year 11 – 256
 - Year 12 - 263
 - Total 1737
- The Year 12 High Achievers Breakfast was held on Thursday 28 June. Almost 60 students were invited to hear from Josh Porter a young entrepreneur who runs JPorter Clothing which is trendy active wear. He was a very inspirational speaker who spoke of the need to be a 'value adder' not a 'value taker' in all aspects of life. A wonderful breakfast was prepared and served by the Year 12 Certificate 2 Hospitality Students. Thanks to Josee Baljic who arrived at 6.30am to find the ovens were not working and still managed to produce a fabulous breakfast.
- The School Development Day on Monday 16 July was the Network Hub Conference where we joined with the local intake primary schools to run

a full day of workshops for teachers and education assistants. The keynote speaker was Dr Ray Wills, Futurist who spoke about the rate of change and the need for innovation in Education. Workshop feedback was mixed and next year although we will share the keynote speaker and venues we will run specific workshops with a secondary focus.

- 2019 enrolments for Year 7 students are already at 323 which are more than at the same time last year. The outcome is that we have been unable to accept students who have siblings in the specialist programs. I have already sent letters to 13 families in this category.
- The GAT Induction Day was held on Tuesday 7 August and 32 excited students and their parents met members of the administration, the head of languages, the GAT coordinator and the Italian and Chinese teachers. After a tour of the school the students spent the day taking part in a variety of activities.
- Music auditions for Jazz Music are underway and so far we have many more applicants than places.
- Students have been involved in a number of competitions and external assessments including ICAS English and Maths, Chemistry Quiz, Australian Mathematics Competition, 27 students – Literacy and Numeracy PISA, WAATI Italian Language Competition. We have also been advised that some year 10 students will be required to take part in a new NAPLAN Science Test.
- In the 2017 election the Labor Party committed \$4M for the school in the 2019/20 budget. A number of site visits have happened with departmental staff. We have been advised that preliminary costings for the proposed new building have come in at \$4M which is the budget. The two storey building, to be located between the middle school communities, will include 2 GLA's, 2 Science Labs, Preparation Area, Mechatronics/Robotics studio, Engineering Workshop, staff study, reprographics room, staff, student and universal toilets, lift, stairs etc. This will help relieve some of the pressure on science facilities and position the school in regards to STEM. It will also bring our permanent capacity to 1600. The building will be ready for late 2020.
- Jenny asked about NAPLAN online and Lesley advised this has still not been resolved. ACARA ran the online process and the problem lies with the ability to compare results of students who sat the online version versus those who sat the paper test. The difference has been because the paper version allows students to progress through however with the online version, if a student gets an answer incorrect, it does not progress them. Psychometricians are looking into how they equate the two. It is likely Mount Lawley will not be able to be compared to schools who sat the paper test. 216 schools in WA did the test online so there will be some comparison available.
- Last term the school nominated Sunila Singh for the WA Education Awards. She was not selected as a finalist but as the school consider her a worthy candidate she will be nominated again next year. Jenny will nominate Sunila for the national NEITA Award. I am keen to regularly nominate staff for such awards as there are some outstanding teachers here at the school.
- Milton Butcher has accepted another position and will officially leave at the end of the year. The Principal's position will be advertised. Jenny would like some kind of formal acknowledgement be given to Milton for his years of service to the school. Lesley has already begun plans for an event.

Adam Miles and Alice Sun moved: *'The Board notes the report.'* – **CARRIED.**

4.3	<p>Student Representative Report</p> <p>Alice Sun provided a verbal report as follows:</p> <ul style="list-style-type: none"> • The Australian Maths Competition was recently held and many students chose to participate. Numbers can be confirmed once results are in. • ICAS Math was held on the 14 August and 216 students participated. ICAS English was held on 31 August. • WAATI exams were also recently held. This is an Italian language competition and a small number of students participated. • The Languages Expo was recently held where students participated in a variety of cultural activities. Foods and dancing from the various countries were enjoyed. <p>Emily Mazalevskis also provided a report as follows:</p> <ul style="list-style-type: none"> • The 25th to the 27th of July saw the Year 10 Leadership Camp. This was for upcoming leaders of the school. This camp is held every year and six teachers attended. The aims to teach leadership skills through activities which push students outside their comfort zone. The students who attended are now more interested to make a change and in being further involved in leadership in the school. • The senior concert band participated in ABODA festival. Senior Strings held an early festival and achieved a merit. • The Year 8 carnival has recently been held and one of the floorball teams was highly successful, winning the event. <p>Cameron Brook and Mandie Shean moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
4.4	<p>Staff Representative Report</p> <p>Michael Camilleri reported as follows:</p> <ul style="list-style-type: none"> • Music Concerts were recently held to which there was a great response from parents and students. • Languages week was well received. 150 Primary students also attended. • Midsummer Night's Dream was also held. The students and staff did an excellent job which was well received by parents and community. • Music auditions have been held with over 350 students applying. • Reporting evening went well however numbers were low. The school is looking at electronic mailout of reports at the end of the year. • The Leadership camp well at the Bickley camp site with students responding positively to the event. • The Year 9 Parent information evening was well attended. • Elevate for Year 12 was also well attended with a same level of satisfaction as the previous ones with ratings of 93 – 96% on value of the workshops. • PISA testing went well thanks to the efforts of our ICT department. The international testing regime quantifies nations on their Literacy, Numeracy and ICT development. • Jeans for Genes day was recently held at school. • Suzie and Judy have been providing breakfast for an increasing number of students each day. • Andrew Paul is currently in his 25th year with Cadets. • The Mock trial competition students have made it to the Semi-Final and are the only public school team. • The Year 12s are on the home straight and revision and master classes for students have/are being provided. • Japanese students have been our guests for a couple of weeks with their homestay. • VIP breakfast was once again a highlight acknowledging the work of the many contributors and supporters of the school. 	

	<ul style="list-style-type: none"> Connect has been implemented and all parents should by now have their private log in to view their child's attendance, course outlines, assessments and marks. <p>Adam Miles and Cameron Brook moved: '<i>The Board notes the report.</i>' – CARRIED.</p>	
4.5	<p>P&C Report As Randall Wells was not present at the meeting there was no P&C Report.</p>	
5.0	Discussion Items	
5.1	<p>School Profile Report as of 28 June 2018 Lesley advised there were no specific comments around this report which is merely for noting by the Board. Jane asked about 11FTE sick leave to which Lesley advised this is averaged out over all staff. The figure also includes some staff who are on extended school leave. Adam asked if there is an expectation around diversity of staff to which Lesley advised that all staff are selected on qualifications and the needs of the school.</p> <p>Jane Forward and Emily Mazalevskis moved: '<i>The Board notes the School Profile report.</i>' – CARRIED.</p>	
5.2	<p>Suspension Report for 2017</p> <ul style="list-style-type: none"> Jenny spoke to this Item advising that this is typical information that has been seen before and is following trends. Lesley said the focus will continue to be on zero tolerance for drugs and violence in schools. Any spike is often reflective of only a handful of students who are repeat offenders rather than a large component of the cohort who were receiving suspensions. Mandie said suspensions are effective because a clear message is sent to the rest of the school, not just those who are being suspended. Suspension in combination with positive support is even more effective. <p>Alice Sun and Cameron Brook moved: '<i>The Board notes the report.</i>' – CARRIED.</p>	
5.3	<p>Attendance Report for 2017 The school is doing very well in terms of attendance and Michael commented that the last five years attendance rates have improved from under 90%. This has been because of tightening up of procedures and follow up.</p> <p>Adam Miles and Jane Forward moved: '<i>The Board notes the report.</i>' – CARRIED.</p>	
5.4	<p>Report Against Priority 4 – School Business Plan (attachment 7)</p> <p>As reported previously, Lesley will be reporting on a different priority from the School Business Plan at each meeting. This month the topic is Partnerships.</p> <ul style="list-style-type: none"> A copy of programme for Lawley Legend Induction was provided which acknowledged members of the school alumni who have excelled in their relevant fields. Also tabled was a list of the major current partners with an asterisk beside those who are new in 2018. Jenny advised that she has received a letter about the IPS review which appears to have changed and will now have a focus on self-assessment by the school with a follow up visit from a Director of School Review and a principal from another school. <p>Jane Forward and Cameron Brook moved: '<i>The Board notes the report.</i>' – CARRIED.</p>	

5.5	<p>Reporting to Parents</p> <p>No date has yet been determined for suspending the school calendar to report to parents in 2019. Lesley will send the letter as soon as this is chosen. It will likely be in Term 1.</p> <p>Mandie Shean and Cameron Brook moved: '<i>The Board notes the arrangements for Reporting to Parents in 2019.</i>' – CARRIED.</p>	
5.6	<p>Unpaid Charges</p> <p>Lesley advised the previous agency used for collection of unpaid charges is no longer on the Common Use Arrangement so can no longer be used. The school will have wait for a new debt recovery agency to be contracted.</p>	
5.7	<p>2019 Additional Charges</p> <ul style="list-style-type: none"> • These are charges for various subjects. The items highlighted in yellow are those which have changed from last year. • VET is not provided by the school but by TAFE so these costs are set by them. • All others are the same as last year. Fees are not raised unless absolutely necessary. <p>Cameron Brook and Jane Forward moved: '<i>The Board approves the 2019 Additional Charges.</i>' – CARRIED.</p>	
6.0	Other Business	
6.1	<p>Lesley raised the issue of the likely impact of the new inner-city college which is opening in 2020 and will offer a GAT Academic programme. MLSHS has a GAT languages programme and other nearby schools are offering GAT academic programmes also. So as not to impact adversely on student numbers Lesley would like to investigate the possibility of introducing a second GAT programme to the school. The timing is not right yet as she feels this will need to be investigated further and she will report on the outcome of her research in due course.</p>	
7.0	Next Meeting	
	<p>The next meeting is scheduled for Monday, 15 October, 2018 at 5:30pm in the Warren Daniel Conference Room, MLSHS.</p>	
8.0	Roundtable evaluation of the meeting	
	<p>Mandie provided an evaluation of the meeting expressing her appreciation of how well Jenny guides the meeting and how everyone's voice is valued.</p>	
9.0	Meeting Close/Adjournment	
	<p>The meeting was closed by Jenny at 7:30pm</p>	

Signed (Chair) _____
Jenny FAY

Date: _____