

**Minutes of Meeting 1 of 2019**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 18 February 2019 at 5:30pm**

**ATTENDEES:**

Cameron Brook (Acting Chair), Lesley Street – Principal, Michael Camilleri – Staff Representative, Jane Forward, Parent Representative, Dr Mandie Shean, ECU – Community Representative, Adam Miles – Parent 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 Cameron Brook at 5:40pm.	
1.2	Apologies: Dr Jenny Fay – Chair, Randal Wells – P & C Representative, Emily Mazalevskis - Student Representative, Ron Banks – Community Representative, Alice Sun – Student 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.	
<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. 1 agenda.	
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	The Minutes of the previous meeting held on 18 November, 2018 (attachment 1) were tabled. An error was noted in the Principal's Report as the Board dates for 2019 show Monday, 16 March which should be deleted as Monday, 18 March is the correct date and is also shown. Due to the meeting not having a quorum, the Minutes will be represented at the next meeting for Randal to sign.	
3.2	<p>As there was not a quorum (6 members not 7 ) it was decided to go ahead with the meeting, note reports and not vote on the request for funding.</p> <p>Actions Arising:</p> <ul style="list-style-type: none"> <li>• Storage of credit card information – Lesley tabled a response to the request raised at Board Meeting 7 stating that she had contacted the Department and searched online to check the school was meeting its obligations under the Payment Card Industry Security Standards. Lesley was confident all requirements were being met as the school has a firewall and changes passwords, disposes of data once processed, maintains virus protection, restricts access of personal information and regularly tests security systems and processes.</li> <li>• Lesley has received a letter from Milan Trifunovic, the Director of Capital Works and Maintenance at the Department of Education in response to her letter of 28 November, 2018. In this response, Mr Trifunovic stated that all funding had been allocated and that there was no likelihood for additional facilities such as a Performing Arts Centre. Discussions for funding for the 2018/19 financial year will commence in June, 2019. Lesley is also meeting with the Vice Chancellor of Edith Cowan University and Simon Millman on March 15 to explore options for funding the facility as a shared resource. Lesley will report further on this at the next meeting.</li> </ul>	
<b>4.0</b>	<b>Reports and operational matters</b>	
4.1	<p><b>Membership Update</b></p> <ul style="list-style-type: none"> <li>• As Adam Miles' tenure has come to an end, one Parent Representative position has become available. Four nominations have been received and an election will be held with numbered ballot papers being sent out shortly.</li> <li>• Dr Mandie Shean's term has also expired and she advised she will not</li> </ul>	

	<p>be continuing. As Community members are appointed, not elected, Lesley will discuss some options with Jenny and then write to the Dean of ECU who is keen to continue the relationship. The Board notes their extreme gratitude to Mandie for her years of service to the board.</p> <ul style="list-style-type: none"> <li>• The Staff Representative election has been held and Anne Gilchrist's replacement is Ross Oakes.</li> <li>• Emily Mazalevskis will continue as Student Representative. Nominations have been sought to replace Alice Sun, whose term has come to an end, however none had been received by the closing date. Lesley will work with executive staff to approach a suitable candidate who will attend the next meeting.</li> </ul> <p>This was duly noted by the board.</p>	
4.2	<p><b>Finance Report</b> Lesley presented the Financial Report Summary noting the following:</p> <ul style="list-style-type: none"> <li>• The Cash report shows 104% of budget received. This is due to the continued follow up of fees from past students.</li> <li>• Work was undertaken last year for which invoices have not yet been received. Once these are received, Lesley is confident the expenditure requirements will be met.</li> <li>• \$18,523,734 has been spent to date.</li> <li>• Total Salary Funds as at 31/12/18 was \$16,635,110</li> <li>• Voluntary payment rates are good. More has been collected this year which is mainly thanks to the payment plans which were introduced a few years ago.</li> </ul> <p>The Board noted the Report.</p>	
4.3	<p><b>Principal's Report</b> Lesley tabled her Principal's Report (Attachment 3) and summarised as follows:</p> <ul style="list-style-type: none"> <li>• These numbers are still provisional as the census is not until the end of February. Year 7-372 Year 8-348 Year 9-299 Year 10- 295 Year 11- 278 Year 12- 237 Total 1829</li> <li>• These numbers mean that in Year 7 we have gone from 11 forms to 12 forms. This meant classroom space was at a premium so we have created 2 extra teaching areas in the Year 7 communities.</li> <li>• The end of last year was very busy and productive with multiple events, excursions and performances taking place in the last 3 weeks of term 4. Apart from the Music Concert, a three night season of Tiny Works, FTD Award night and transition days the main event was the very successful Graduation Night at Optus stadium.</li> <li>• Year 12 results will be discussed as a separate agenda item. There were some fine individual performances but we do see areas for improvement. . All staff under the direction of their Program Coordinator will be conducting a review/analysis of achievement of 2018 results with their staff. Each PC will be meeting with me to discuss subject results. Each LA will produce an Academic Review, Operational Plan plus recommendations for 2019 courses based</li> </ul>	

	<p>on the results.</p> <ul style="list-style-type: none"> <li>• It was a busy but smooth start to 2018. We will hold the 90's Club Assembly on Friday 15 February with a number of special guests including most of the 43 inductees. The first of the Elevate Program presentations to years 7, 10, 11 &amp; 12 will take place on Tuesday 12 February. Wolf Pack, a voluntary resilience and goal setting program for Years 11&amp;12 was trialled last year and is running once a week for 8 weeks from 3pm - 4.30pm. This was very well received by last year's participants and all said it had been beneficial. The Year 7 Student and Parents welcome BBQ will be held from 5pm to 7pm on February 21.</li> <li>• We have a number of parent evenings this term including the Family Zone Cyber Safety Meeting to be held on February 13. Dr Justin Coulson a leading expert on well-being, resilience and the impact of technology/social media will be presenting two free workshops for parents on 27&amp;28 February at ECU Mount Lawley. The topic will be 'Screens and your Teens'. The Year 11/12 Parent &amp; Student information evening is being held 18 February at ECU. The Triple P Parenting Program will run in the staff room for three weeks starting on 20 February. It is targeted at parents who have students in Years 7,8,and 9.</li> <li>• A number of the P&amp;C parent sub-committees have met and planning is well underway for the P&amp;C events of the coming year. As a school we are very privileged to have such an active P&amp;C and I am very grateful for their efforts.</li> <li>• 16 new staff have joined us this year including new graduates and experienced staff. Some are replacing staff on LSL and some are new appointments. Most are fixed term as we don't know the impact of the opening of Inner City College in 2019 and beyond. They will be teaching across the school in HASS, Literacy Support, English, Maths, HPE, Business, Science, Visual Arts/D&amp;T and Home Economics.</li> </ul> <p>The Board notes the Report</p>	
4.4	<p><b>Student Representative Report</b></p> <p>Emily Mazalevskis' written Report was presented and tabled on her behalf.</p> <ul style="list-style-type: none"> <li>• The report included information on the final Cadet Camp of 2018 which was highly successful and enjoyed by all.</li> <li>• GAT language students attended the Italian Laguna Veneto Bowls Club in Dianella where they were taught to play traditional Italian Bocce, followed by a luncheon.</li> <li>• Councillor elections for 2019 were held in Week 8 of Term 4, 2018 and the new Councillors were recognised at the final assembly of 2019.</li> <li>• Students who achieved excellent results in Year 9 were invited to attend a high achiever's breakfast, hosted by the Certificate II Hospitality students.</li> <li>• Middle School Rewards Day for 2018 was held at Adventure World on 12 December, 2018.</li> <li>• Elevate Program, designed to assist senior students with their studies, is underway and is really helping students be more productive and better manage their time.</li> <li>• Wolf Pack, a motivation program, is about to commence.</li> </ul>	

	<ul style="list-style-type: none"> <li>The first assembly of the year was recently held and ran smoothly.</li> </ul> <p>Lesley added her comments to the report stating that both the Elevate Program and Wolf Pack Program were partially funded by the school after being approved by the Board and it is pleasing to see them being so well received.</p> <p>The Board notes the Report.</p>	
4.5	<p><b>Staff Representative Report</b></p> <p>Michael presented a verbal report as follows:</p> <ul style="list-style-type: none"> <li>A new Associate Principal Renae Hill, who is in charge of Yr 9s and 10s, has been appointed. There are now Associate Principals for Yrs 7 and 8 and Yrs 11 and 12.</li> <li>The BBQ area has been completed.</li> <li>Mini lockers are being trialled.</li> <li>The first assembly of the year has been held which also celebrated the 90s Club and Lunar New Year.</li> <li>Semester 2, 2018 reports were sent out via Connect and the school has received no negative feedback about this.</li> <li>There has been a slight update to uniform which now has better fabric, particularly the winter jacket.</li> </ul> <p>The Board notes the Report.</p>	
<b>5.0</b>	<b>Discussion Items</b>	
5.1	<p><b>Brief on Student Results 2018</b></p> <p>Lesley presented a PowerPoint presentation on a whiteboard (Attachment 4)</p> <ul style="list-style-type: none"> <li>The special achievements of students such as Certificates or 90s Club were outlined.</li> <li>Six students achieved ATAR above 98.</li> <li>The number of students receiving awards has increased each year since 2016.</li> <li>A slide outlining each subject and their results versus the state average of public schools was shown. Some results were of concern as they were 4 marks or more under the state average.</li> <li>A similar slide was shown showing each subject and their results versus like schools. Again, some results were of concern and these were shown in red.</li> <li>The school achieved 96% WACE achievement and 99.61% Attainment Rates.</li> <li>The median ATAR was 80.1</li> <li>The ATAR Tricicles are a cause for concern as High achievement had decreased and Low achievement had decreased.</li> <li>214 full VET qualifications were achieved.</li> <li>Further areas for consideration include the school's current ranking at 59, the potential impact of the Inner-City College in 2020 where there will likely be a loss of students from Mt Hawthorne, Highgate and East Perth, particularly those most talented who will be drawn into their GAT Program.</li> <li>Lesley outlined her proposals for the way forward including more effective course counselling, closer individual monitoring of students in Year 11 and 12 and meeting with PCs and individual staff where results are of concern.</li> <li>Lesley has met with teachers and HOLAS to discuss what measures they can take to assist the students.</li> </ul> <p>The Board notes the Report.</p>	

5.2	<b>Brief on Targets of School Business Plan 2018 – 2019</b> Lesley tabled a document outlining the progress of meeting the targets in the current Business Plan. Lesley is hoping the school will move closer to meeting these targets over the next two years.	
5.3	<b>Report on Satisfaction Surveys for 2018</b> <ul style="list-style-type: none"> <li>• Lesley has met with the Leadership Group about the results of the staff survey.</li> <li>• Michael reported that he is striving to improve response rate to the survey and is coming up with different strategies to get more people on board as participation rates are quite low.</li> <li>• The results overall are not bad but there is room for improvement.</li> <li>• Any areas that are common to the three surveys are taken into serious consideration.</li> <li>• There are initiatives the school is undertaking that parents may not be aware of so the school will endeavour to better inform of these. Eg Elevate, health and wellbeing initiatives and Wolf Pack.</li> <li>• Michael will report further later in the year with any changes or improvements that have arisen as a result of the survey.</li> </ul> <p>The Board notes the Report.</p>	
<b>6.0</b>	<b>Other Business</b>	
6.1	<ul style="list-style-type: none"> <li>• Lesley outlined a spending request she will table at the next meeting. It is a request for funding from the Literacy and Numeracy for an online program for kids who are struggling with OLNA. The request is for \$616. In the interim Lesley will underwrite the funds.</li> <li>• Lesley has met with the teachers and asked them to complete a form for their subject to review data on student performance and results. They are then asked to come up with targets for improvements. This is an attempt to help teachers be accountable for their role in student results. The feedback and suggestions Lesley has received from the teachers so far has been encouraging.</li> </ul>	
<b>7.0</b>	<b>Next Meeting</b>	
	The next meeting is scheduled for Monday, 18 March, 2019 at 5:30pm in the Warren Daniel Conference Room, MLSHS.	
<b>8.0</b>	<b>Roundtable evaluation of the meeting</b>	
	Mandie commended Cameron for his excellent chairing of the meeting.	
<b>10.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Cameron at 7:15pm.	

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

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