

**Minutes of Meeting 3 of 2020**  
**Mount Lawley Senior High School - School Board Meeting**  
**Staff Room, MLSHS**  
**Monday, 18 May, 2020 at 5:30pm**

**ATTENDEES:**

Cameron Brook (Chair), Lesley Street – Principal, Professor Stephen Winn, ECU – Community Representative, Ross Oakes - Staff Representative, Sebastian Hensley – Student Representative, Will Corbett – Student Representative, Randal Wells – P & C Representative, Dr Jenny Fay – Community Representative, Alice Basini – Staff Representative, Julie Moxey – Visitor, 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 Cameron Brook at 5:30pm.	
1.2	Apologies: Nicole Jolly – Parent Representative. Nicole had apologised via email asking the minutes reflect her appreciation as Parent Representative, on behalf of the many parents she has heard from, for the work put into developing various contingency plans and alternative education modes in response to the daily and hourly changes in government directions and specifically for the clear and timely communication from, and leadership shown by, Lesley to the school community in response to the COVID pandemic and impact on the school community and students.	
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	<p>The Minutes of the previous meeting held on 16 March, 2020 (attachment 1) were tabled.</p> <p>Jenny Fay and Stephen Winn moved: <i>'The Board endorses the minutes of the previous meeting as otherwise complete and accurate.'</i> – <b>CARRIED.</b></p> <p>The Minutes of the Extraordinary Electronic Meeting held via email (attachment 2) were tabled.</p> <p>Jenny Fay and Sebastian Hensley moved: <i>'The Board endorses the minutes of the Extraordinary Electronic Meeting as otherwise complete and accurate.'</i> – <b>CARRIED.</b></p>	
3.2	<p>Actions Arising – (attachment 3)</p> <p>Lesley has written a letter of thanks to Ron Banks.</p>	
<b>4.0</b>	<b>Membership Update</b>	
4.1	<ul style="list-style-type: none"> <li>• Lesley reported a voting slip for the vacant Parent Representative position was sent out last week. There were five nominations for the position. Ballot papers are due 25 May and results are awaited.</li> <li>• Lesley further reported some parents have asked what is preventing multiple voting from the form being copied. Lesley advised the forms are numbered to prevent this.</li> <li>• Lesley will advise the school community of the outcome of the election.</li> <li>• There is also a vacancy for a Community Representation due to Ron Banks retiring. Cameron tabled a letter from Dr Kati Tonkin who is a Senior Lecturer in the School of Huminites at University of WA and who has applied for the position. Cameron also welcomed any other candidates Board members felt might be suitable for the role.</li> <li>• Jenny expressed her view that Kati seemed well qualified and certainly</li> </ul>	Lesley to write to Kati Tonkin to formally advise of her acceptance onto the Board.

	<p>enthusiastic and felt her acceptance to the Board would be a positive move.</p> <p>Jenny Fay and Randal Wells moved: <i>'The Board notes the update on vacant Board positions.'</i> – <b>CARRIED.</b></p> <p>Jenny Fay and Randal Wells moved: <i>'The Board accepts the nomination of Kati Tonkin to the position of Community Representative.'</i> – <b>CARRIED.</b></p>							
<b>5.0</b>	<b>Reports and Operational Matters</b>							
5.1	<p>Finance Report – (attachment 4)</p> <ul style="list-style-type: none"> <li>• Voluntary contributions across all years is down significantly on the 2019 comparison which Lesley feels is due to the economic impact of COVID-19. The school is following the Department's directive to hold back all invoices and reminders to families</li> <li>• Lesley highlighted the impact of this as follows: <ul style="list-style-type: none"> <li>○ Current voluntary contributions are down from \$110,567 in 2019 to \$68,059 in 2020.</li> <li>○ Current charges have reduced from \$114,481 in 2019 to \$88,106 in 2020.</li> <li>○ Clothing allowance and EPA have also reduced by approximately \$3,300 and \$7,500 respectively.</li> </ul> </li> <li>• There has also been a halt on debt collections for this term.</li> <li>• Long term, Lesley worries there will be significantly less income from parent contributions this year which will have implications post COVID-19.</li> <li>• The long term implications of the reductions will likely be known by September.</li> <li>• Randal asked about non- subject related contributions such as P&amp;C contributions and advised he would forewarn the P&amp;C of this.</li> <li>• There were no questions arising from the Financial Summary.</li> <li>• Through the Chair, Michael advised there will be a loss of income as renting the school facilities on week-ends has also been put on hold.</li> </ul> <p>Randal Wells and Alice Basini moved: <i>'The Board notes the Finance Report.'</i> – <b>CARRIED</b></p>							
5.2	<p>Principal's Report Lesley provided her Principal's Report as follows:</p> <p><b>Principal's Report to Board – Monday 18 May 2020</b></p> <p>Student Numbers</p> <table border="1" data-bbox="175 1568 1228 1780"> <tr> <td>Year 7-334</td> <td>Year 10- 318</td> </tr> <tr> <td>Year 8-387</td> <td>Year 11- 299</td> </tr> <tr> <td>Year 9-347</td> <td>Year 12- 251</td> </tr> </table> <p><b>Total 1936</b></p> <ul style="list-style-type: none"> <li>• COVID-19 has had a big impact on the operations of the school especially from March onwards. Attendance at school declined as parents made the decision to keep their children home and by the end of term there were only a handful of students present. In week 8, Mike C created an E-schooling team of six staff, who had expertise in the use of Web-Ex and Connect, to be deployed to provide workshops for staff in how to use the applications. Staff were provided with time to create and curate resources to be placed on Connect so that students could continue to work from home. Lesley commended Mike, the E-schooling</li> </ul>	Year 7-334	Year 10- 318	Year 8-387	Year 11- 299	Year 9-347	Year 12- 251	<p>Cameron will write an article for inclusion in the Newsletter to appreciate and acknowledge the efforts of the school to get attendance up to 88% ahead of the compulsory attendance</p>
Year 7-334	Year 10- 318							
Year 8-387	Year 11- 299							
Year 9-347	Year 12- 251							

team and all the staff who worked so hard to ensure students would not be disadvantaged. The school was required to have plans in place in case students were not permitted to return to school for Term 2 but they were not required.

- Term 2 attendance went from 65% on 29 April to 88% on 13 May and 93% today. . There was quite a lot of daily variation and some parents took the parental choice message to mean choice on a daily basis. From Monday 18 May all students were expected back at school unless they or a member of their family were medically vulnerable.
- The DG held Web-Ex meetings up to three times a week and Lesley was provided with many updates from Corporate Communications including AHPPC notifications as well as information relating to all aspects of managing COVID-19 including; leave provision, curriculum support guidelines, scenario planning, SCSA information relating to ATAR exams and course content, health and hygiene and technology issues.
- While many schools ran out and were not able to provide hand sanitiser, MLSHS secured 20 litres last term by approaching a manufacturer directly. This meant the school had sanitiser available in offices, staff rooms and collegiate areas. Lesley also employed an extra cleaner for the last three weeks of term and was pleased when the government allocated \$43 million to employ extra cleaners across the state. The school was allocated an extra 3 FTE for 14 weeks. This has meant that cleaners are now present throughout the school day to constantly clean high touch point areas. This term the school has been able to provide every staff member with an individual 500 ml bottle of sanitiser as well as tissues and gloves if required. Staff in practical areas have been provided with leave on spray disinfectant to use on keyboards, musical instruments, art materials, machinery etc.
- Approved official visitors and contactors are still able to come on site whilst all parents are required to phone ahead and make an appointment before they can see staff. The latest AHPPC requirements have removed social distancing requirements from classrooms although staff are required to maintain the 1.5m from other adults.
- On the PD day, the school used Web-Ex to communicate with all staff. Any meetings with staff are held in small groups making sure social distancing rules are adhered to.
- Although students are back, there are still restrictions in place including no excursions or after school activities but Lesley is hopeful these will be lifted soon.
- The school provided regular updates to parents and students and staff tried to keep everyone informed. The last update went out on Thursday 14 May.
- Universities have changed their entry criteria for 2020 and many students have already received unconditional and conditional offers based on their Year 11 predicted ATAR. Lesley feels this change will have an effect on the school's median ATAR, 90s Club and honour Society numbers.
- Jade Browning has joined the school as the Healthy Active Coordinator, Ainslie Bakitch has come as Librarian from MLC. There are only two teachers on AWA and one is planning to return by week 7.
- Even though the school has not been able to hold events due to the restrictions, there were two modified ceremonies which were videoed. One was for the Mount Lawley Anzac Day ceremony and the other for the ex-Pow annual ceremony usually held in King's Park. The videos have been uploaded to the school's website.
- Michael then screened the video for Board members who were all impressed.
- Cameron asked if any events will go ahead once restrictions are eased. Lesley is hoping events will be rescheduled where possible.

	<ul style="list-style-type: none"> <li>Jenny spoke of the positive feedback she has received from the community in her GP surgery around how well the school has handled the COVID-19 crisis.</li> <li>Randal was impressed the school has bounced back with attendance numbers and gives credit for rebounding so quickly.</li> </ul> <p>Ross Oakes and Will Corbett moved: <i>'The Board notes the Principal's report.'</i> – <b>CARRIED</b></p>	
5.3	<p>Student Representative Report Sebastian and Will jointly provided their report as follows:</p> <ul style="list-style-type: none"> <li>Due to the corona virus, the vast majority of pre-planned events have been postponed until further notice. This includes the Year 11 Inspiring Girls Forum which was supposed to take place on the 27th of March. It has hopefully been rescheduled to sometime in August and will involve three of the school's best performing female mathematics and science students attending a STEM workshop. Other events like the French film festival have been cancelled as well. Our chaplain, Andrew, has been making up for the lack of events by holding many house events, such as fishing and house fitness activities.</li> <li>From what Will has experienced, most students are relatively calm and unfazed by the virus which has had little impact on them directly. Many are far more worried about exams next week. Sebastian was also made aware that his English teacher from his student exchange trip to Italy was infected with the virus a few months ago. He has since heard that she has fully recovered.</li> <li>The Bush Ranger Cadets went on their first camp of 2020 during Week 7 last term and, despite a few setbacks, the camp was a great success. Apart from a small spell of rain on the first morning, the weather held up which enabled students to carry out activities such as the camp clean up. Students also went for a walk from Conto Campgrounds to Redgate Beach. On the way back to school they stopped at Canal Rocks and the Busselton Jetty for lunch. Will felt this was an amazing first Cadet camp for the Year 7's as it gave a great introduction to the Mt Lawley Bush Ranger Cadet Program.</li> <li>The Year 7 HPV Vaccinations were held in Week 9 of last term. This was quite different to previous vaccinations as many students were taken out of school due to the outbreak of COVID 19. Although many students were not at school most parents brought their children to school just for the vaccination. The day ran smoothly and was dealt with very well despite some student nerves.</li> </ul> <p>Jenny Fay and Alice Basini moved: <i>'The Board notes the Student Representative's report.'</i> – <b>CARRIED</b></p>	
5.4	<p>Staff Representative Report</p> <ul style="list-style-type: none"> <li>Alice presented the Staff Representative report commenting on the PD WebEx training held in week 10 of Term 1. She felt this was well delivered and staff have been speaking highly of WebEx as a wonderful tool.</li> <li>Alice felt it important to be aware of the stress students are feeling. In response to this, the English Department have set up a Wall of Warmth where students can put up positive messages. A powernap area has also been implemented for exam weeks and there are a few students utilising this service. The facilities are regularly cleaned.</li> <li>Jenny asked what the general staff vibe was like and Alice advised that administration has provided significant assistance which means staff feel well supported. Everyone is enjoying having students back.</li> </ul>	

	Sebastian Hensley and Randal Wells moved: <i>'The Board notes the Staff Representative's report.'</i> – <b>CARRIED</b>	
5.5	<p>P&amp;C Report</p> <ul style="list-style-type: none"> <li>Randal provided verbal P &amp; C report stating there have been no meetings but there have been three executive meetings held by Zoom. These were on the 6 April, 14 April and 11 May. Of most relevance was Tina Ho being elected as Treasurer on the 6 April.</li> <li>The next meeting is due to be held on the 25 May which should be back to normal with social distancing being observed. As this is an open meeting, there is a selection criterion for who will be accepted into the meeting should numbers exceed 20.</li> </ul> <p>Jenny Fay and Lesley Street moved: <i>'The Board notes the P &amp; C report.'</i> – <b>CARRIED</b></p>	
<b>6.0</b>	<b>Discussion Items</b>	
6.1	<p>Delivery of Funding Agreement for Schools 2020 (attachment 5)</p> <ul style="list-style-type: none"> <li>Lesley advised the Funding Agreement is presented to the Board each year for signing by the Chair. The Agreement sets out expectations in terms of budgeting, monitoring and governance. It includes the Student Centred Funding Initiative. The Targeted Initiatives are shown on page 5 of the document and include additional support for delivery of programs such as the Mental Health Programs, Follow the Dream and others.</li> <li>The State Funded Chaplaincy Service is the amount the State pays towards the chaplain's salary.</li> <li>There is also .01 FTE for Level 3 classroom teachers to undertake some planning along with a one off payment allocated for modifications to the specialist arts building. There is also a commitment towards the salary of the School Psychologist.</li> <li>\$151,000 is allocated for the Gifted and Talented Programme which pays for the additional staff as these classes are run as separate groups for all subjects. This Includes 0.2 for a coordinator.</li> <li>Every part of the targeted initiative must be spent according to the allocation. There are strict accountability and reporting of these funds.</li> </ul> <p>There were no questions arising.</p> <p>Randal Wells and Alice Basini moved: <i>'The Board endorses the Funding Agreement for Schools 2020 and authorises the Chair to sign.'</i> - <b>CARRIED</b></p>	
6.2	<p>Draft Version of the Annual School Report 2019 (refer attachment 6)</p> <ul style="list-style-type: none"> <li>Lesley reported on the draft version of the Annual School report which she advised did contain a few typos which she pointed out and which will be corrected.</li> <li>Lesley would like to have the report uploaded to the school website prior to the next meeting.</li> <li>Cameron requested Board members be allowed the opportunity to take some time read the report and provide feedback on any corrections or points of concern.</li> </ul> <p>Alice Basini and Ross Oakes moved: <i>'Pending further corrections from The Board, The Board notes the Annual School Report for 2019.'</i> - <b>CARRIED</b></p>	All Board Members to read the report and advise Lesley of any corrections or points of concern by COB Monday 25 May.
6.3	<p>2021 Subject Charges (refer attachment 7)</p> <ul style="list-style-type: none"> <li>Lesley spoke on the 2021 Subject Charges advising any changes from 2019 have been highlighted in yellow. Not all activities listed will be held however the school is required to include them in case they are run.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Woodwork is now called Product Design. Advanced Sport and Coaching and Sports Science have both seen small decreases due to a larger theory component within the subjects.</li> <li>• There is a \$40 increase in the cost of Year 11 and 12 ATAR Physical Education Studies. This is due to the inclusion of a successful, individual online revision program which was trailed last year.</li> </ul> <p>Alice Basini and Randal Wells moved: <i>'The Board endorses the 2021 Subject Charges.'</i> - <b>CARRIED</b></p> <ul style="list-style-type: none"> <li>• Lesley then ran through the 2021 Additional Charges document. Page 9 lists all proposed tours for 2021 or 2022 and will depend on international travel restrictions. They are listed in case they do go ahead.</li> <li>• Possible Incursions and excursions are shown.</li> <li>• Given the changing economic circumstances Lesley has worked with HOLAs to try to avoid increased charges and the school is committed to keeping any needed increases as small as practicable.</li> </ul> <p>Ross Oakes and Jenny Fay moved: <i>'The Board endorses the 2021 Additional Charges.'</i> - <b>CARRIED</b></p>	
<b>7.0</b>	<b>Other Business</b>	
7.1	<ul style="list-style-type: none"> <li>• Jenny asked whether the P&amp;C might fund the Year Book for Yr 12s. Randal noted this and will take to P&amp;C meeting for consideration.</li> <li>• Jenny asked what is happening with international students. Lesley advised there are still around 20 to 30 attending the school. Several have left Australia but are hoping to return.</li> </ul>	
<b>8.0</b>	<b>Next Meeting</b>	
	The next meeting is scheduled for Monday, 15 June, 2020 at 5:30pm in the Warren Daniel Conference Room, MLSHS.	
<b>9.0</b>	<b>Roundtable evaluation of the meeting</b>	
	Cameron commented that, due to COVID-19 social distancing requirements, and despite the meeting being held in the Staff room, the meeting was still significantly better than a Zoom meeting.	
<b>10.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Cameron at 6:45pm	

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

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