

**Minutes of Meeting 4 of 2020**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 15 June, 2020 at 5:30pm**

**ATTENDEES:**

Cameron Brook (Chair), Lesley Street – Principal, Nicole Jolly – Parent 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, Patricia Kritas, Parent Representative, Dr Kati Tonkin, Community 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. Cameron welcomed Greg Smith who is currently working with the school assisting with data interpretation. Greg will be reporting against Item 5.2 on the Agenda. Cameron also welcomed two new Board members, Patricia Kritas and Dr Kati Tonkin.	
1.2	Apologies: Professor Stephen Winn, ECU – 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. 4 agenda.	
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	The Minutes of the previous meeting held on 18 May, 2020 (attachment 1) were tabled.  Ross Oakes and Jenny Fay moved: <i>'The Board endorses the minutes of the previous meeting as otherwise complete and accurate.'</i> – <b>CARRIED</b> .	
3.2	Actions Arising – (attachment 2)  Actions 1, 2 and 4 have been completed.  Randal advised that he did raise the issue of the P & C funding the Year Book for Year 12 students however given the decrease in P & C funds received to date, he was not able to gain much traction with this. Randal advised he will report further on this at a later meeting.	
<b>4.0</b>	<b>Reports and Operational Matters</b>	
4.1	Finance Report – (attachment 4)  Lesley provided a verbal report as follows: <ul style="list-style-type: none"> <li>• The figures in the Operational One Line Budget, as shown on the blue tab, remain the same for the year as this is Student Centred Funding and One Line Budget funds available. The front page of blue tab sheet is income and the reverse is expenditure.</li> <li>• The Cash Report (green tab) for May 2020 shows Cash Budget received of 69.57% with a forecast variance of \$282,017. The Actual YTD is \$1,136,430. Goods and Services expenditure is shown on the reverse.</li> <li>• The Financial Summary (purple tab) provides the Cash Revenue vs Actual expenditure and bank account balances. The Investment account shows \$0 because it has matured. The funds are now in the cheque account however will go into new investment account. Lesley advised there is nothing of particular concern with any of these figures.</li> </ul>	

- The School Salary Allocation shows a forecast variance of \$219,928 with a YTD Spend of 41%. The school is three weeks away from the end of the semester with two pays to go. Lesley feels the salary expenditure budget will be met by the end of the year.
- Jenny asked what impact COVID-19 has had on staff leave and salary. Lesley responded by running through the categories and explained who was entitled to COVID leave or who needed take sick leave. Working from Home Arrangements required the school to employ relief teachers and use contingency funds. There were only two staff involved and they have now returned to school.
- Charges and Voluntary contributions collections rates as at May 2020 (pink tab) shows Actual Voluntary Contributions for Years 7 – 10 at \$78,123 and Voluntary Collection Rates for Years 7 – 10 at 31.75%. This figure is down as the Department issued a directive for us not to send invoice reminders to parents. This can be resumed in Term 3 but debt collectors may not be used this year.
- Randal asked what the implications are of not receiving the same amount of voluntary contributions. Lesley stated here is a reserve which can be used so no services for the students will be affected this year. Lesley is attempting to minimise expenditure as much as possible.
- Julie will provide an update in the October meeting of the amount of Voluntary contributions received at that date.
- Lesley also spoke on the Voluntary Approved Requests document which was tabled. This document compares how the collection of Voluntary Approved Requests differ from last year. All of them are down for 2020 year to date. This sheet also detailed spending from the Technology and Innovation Account and the Literacy and Numeracy accounts which have previously been queried by the Board. The sheet provides an explanation of each of the expenditures which have been funded and what they are for. The first was for Lego Education SPIKE Prime kits which is a STEAM learning tool in readiness for the new STEM building. The second was a program for literacy support program to assist students.

Kati Tonkin and Patricia Kritas moved: '*The Board notes the Finance Report.*' – **CARRIED**

4.2 Principal's Report  
Lesley provided her Principal's Report as follows:

**Student Numbers**

Year 7-334	Year 10- 316
Year 8-387	Year 11- 295
Year 9-347	Year 12- 250

**Total 1929**

- The school has now moved into Stage 3 COVID-19 for schools. This means students can undertake work placements providing there is parental agreement and staff have inspected the workplace to ensure it has the requisite COVID-19 certification. Incursions and excursions can occur provided they involve less than 100 people in an indoor venue so social distancing can be maintained. This means the Year 10 to Year 11 Parent Information evening needs to held over three nights. Staff have volunteered to do this which is commendable. The Department continues to fund the three extra cleaners including having cleaners present throughout the school day. The restrictions still in place mean the year 12 students cannot meet as one group so three

or four separate meetings over consecutive days are required which is time consuming and ineffective. Bushrangers has recommenced but camps for any reason are problematic as single rooms are required or only a 25% occupancy in shared rooms is permitted. The school is hopeful that the situation will change by the time Year 12 events such as the quiz night, Award Ceremony and Year 12 luncheon are held. Lesley and Mike Camilleri are inspecting alternative venues for graduation including the Convention Centre as there are few suitable venues if social distance needs to be maintained. There have been a small number of staff accessing AWA and they have now returned to work. Student attendance averages 90%+ but varies due to sickness. One day this week the school sent 15 students home who came to school with cold symptoms.

- The school is starting the processes to evaluate and replace the current School Business Plan (SBP) which finishes at the end of the year. This will be finalised once the 2020 academic results are available. This is usually late December however the process is well underway as 2018 and 2019 data is now available. The process involves Program Coordinators working with their teams to evaluate both the strategies and measures of success that relate to their area of operations. Lesley will share the evaluation with the Board. The process for creating the new SBP will begin on Tuesday 21 July when all staff go offsite for a facilitated whole day workshop. As with 2018, the school will involve the Board in the process. Lesley is keen to make the document more succinct and able to be shared with a wider audience.
- The STEM building is on track for completion by the end of 2020 and the school is working with Stephen Winn from ECU to create a partnership to take advantage of the expertise and cross-curricular opportunities offered by the university and their partners. Stephen, Mike Camilleri and Lesley have met to formulate ways to collaborate. Thanks to Stephen who is organising to facilitate a joint workshop early next term between his staff from various faculties and our staff to promote collaboration that will benefit our students.
- There are currently 18 Preservice teachers with the school for their Assistant Teacher Program (ATP) which finishes at the end of this term. The school is liaising with ECU to place six of these into the Scholar in Residence Program for Term 3.
- Lesley particularly thanked the teachers who were prepared to hold Parent Information Evenings over three nights due to COVID-19 restrictions. Teachers are volunteering doing this in their own time.
- Lesley also spoke about Connect notices that are specific to each year. Cameron has raised the issue of the School Bag app which some parents have opted into using which is not year specific. This means the school community may receive notices that do not relate to their student. School Bag can be used for absences, excursions etc and Lesley is exploring with the app providers to see if this can be amended to be year specific.
- Cameron was concerned with parents becoming immune to notices as they are inundated with information that is not relevant to them.
- Nicole suggested School Bag being only used for absenteeism or excursion and not for notices. She also asked that teachers name students in any emails to prevent confusion. Lesley advised some parents do not wish to use Connect and rely on School Bag. Lesley to explore how to better target information including advising staff to make sure they tick only the required years groups.

Sebastian Hensley and Will Corbett moved: *'The Board notes the Principal's report.'* – **CARRIED**

4.3

### Student Representative Report

Sebastian and Will jointly provided their report as follows:

#### Year 11 exams

Sebastian was pleased to report the Year 11 and 12 exams for Semester one have come to an end and he understands everyone performed quite well with most being happy with their scores. Sebastian found the exams to be run smoothly with no major complications. Students would come to school 20 or 30 minutes before their exam was scheduled to start, which was either in the morning at 8:30 or at 12:30 and would finish preparations before starting exams.

#### Prefect Elections

The 8th of September will see the Prefect elections for the Year 11s. This involves nominations and then an initial round of voting then the top 20 candidates proceed to have an interview with the year coordinator and the executive team.

#### Zero to Hero Forum

On the 3rd of September 2020, the 'In Your Head' forum run by the Zero2Hero charity will be held. Last year there were some miscommunications with organisation and so the event has been booked well in advance. This event should go ahead with a limit of 300 people. We take the year 11 counselors and the forum focusses on how to maintain good mental health.

#### Happy Beans Coffee

Hospitality Certificate students must cater for a certain number of events in order to qualify for receiving their certificate. However, with the problems of COVID-19, it has been impossible for them to organise many formal events and so Ms Baljich and the other hospitality teachers decided to run Happy Beans Coffee 'events'. They have been doing this in coordination with the health and wellbeing group to increase interpersonal communication throughout this period. Teachers can make a gold coin donation and place a coffee order every alternate Wednesday and Friday to help students complete the requirements for their certificate.

#### Inter-school Athletics

Inter-school athletics events have been given the go ahead. Mr Zen advised that the school should be back into inter-school competitions next term however COVID-19 has meant that the preplanned schedule for events has been shut down and it is up to the schools to determine if they want to run events or not.

#### Try a Trade

Try a Trade was an optional course for a group of Year 10 students run in Week 5 & 6 this term. Participants had the opportunity to undertake some work in the areas of carpentry, electrical and tiling. Reports are this was an amazing experience and definitely a course to run for future year 10 students.

#### Exams

The Year 10 exams took place from Monday to Thursday last week with the 'catch ups' being held on Friday. Of all the exams, the general consensus was that Science and Math were the more difficult of the four with English and HASS being far less taxing. The exams were run in class groups and were completed smoothly with no report of complications.

#### Subject Selection

Subject Selection for the ATAR or general courses begins late this term and carries on through the holidays with the cut-off being early in term 3. For the next two weeks, Ms Hill has arranged some guest speakers to come in and talk about different careers relevant to both the ATAR and general pathways. The year 10

	<p>counselors are also organising some current year 11 &amp; 12 students to speak about the courses as we believe they will be able to provide a student's perspective on the various subjects.</p> <p><b>Immunisations</b> On Tuesday and Wednesday of Week 8, participating year 10 students will be vaccinated with the Meningococcal ACWY vaccine which is used to protect against four serogroups of meningococcal bacteria: A, C, W and Y. The vibe around the year is reasonably chilled out as there have been various vaccinations in previous years, but some are nervous as a fear of needles is not uncommon.</p> <p><b>Millstream</b> Invited students from the Mt Lawley Senior High School Cadet Unit are off to Millstream for the first Cadet 'Experience' of 2020. The Cadets will be assisting the Parks and Wildlife Rangers in Millstream Chichester National Park by removing the water weeds from Jirndawurrunha Pool. The Cadets will also visit the Kennedy Ranges, Tom Price and Murujuga National Park. They will be on the road for a total of four out of the eleven days they are away.</p> <p>Randal asked whether morning exams were better than afternoon exams or vice versa. Sebastian seems to think that most students prefer morning exams however there was not really much difference.</p> <p>Nicole Jolly and Randal Wells moved: <i>'The Board notes the Student Representative's report.'</i> – <b>CARRIED</b></p>	
4.4	<p><b>Staff Representative Report</b></p> <ul style="list-style-type: none"> <li>• Ross spoke on the recent Cultural Awareness training advising that staff feedback was highly positive after Module 4 in mid March and another is scheduled for this coming Thursday. There will also be a practical tool making session on Tuesday, 23 June in the Industrial Arts Centre.</li> <li>• Phil Paioff, who is running the Cultural Awareness training, has been impressed by the level of interest and commitment of staff in both giving up their time after school to participate and by their level of engagement.</li> <li>• The school will be running a field trip next term and staff will be reviewing resources, links and support materials to prepare suitable lessons to take back to their classroom setting.</li> <li>• Alice shared the reporting, advising that some staff are participating in a "Get on the Track" challenge through the Staff Wellbeing Committee. This is a team-based challenge which involves racing other teams through a virtual Bibbulmun Track by logging daily fruit and vegetables intake as well as other physical activity. There are eight teams of four who have so far walked a combined total of 881 kilometres.</li> </ul> <p>Kati Tonkin and Jenny Fay moved: <i>'The Board notes the Staff Representative's report.'</i> – <b>CARRIED</b></p>	
4.5	<p><b>P&amp;C Report</b></p> <ul style="list-style-type: none"> <li>• Randal reported that P&amp;C fund raising will be reduced in 2020 due to the impact of COVID- 19. Specifically, the annual Art Auction has been cancelled and anticipated reduced Voluntary Approved Requests are much lower this year as reported by Lesley in the Financial Report.</li> <li>• P&amp;C are considering a request to assist towards funding Self-Defence Training for MLSHS students.</li> </ul> <p>Patricia Kritas and Alice Basini moved: <i>'The Board notes the P &amp; C report.'</i> – <b>CARRIED</b></p>	

5.0	Discussion Items	
5.1	<p>Annual School Report 2019 – (refer attachment 4)</p> <p>The Board was asked to look at this at the last Board meeting and to provide comment back to Lesley via email. Cameron provided some suggested amendments which made the document clearer. Some final typos were also rectified and the document is now up on the website</p> <p>Jenny Fay and Ross Oakes moved: <i>'The Board notes the Annual School Report for 2019.'</i> - <b>CARRIED</b></p>	
5.2	<p>Report Against the School Business Plan – Priority 1 and 3 – (refer attachment 5 and 6)</p> <ul style="list-style-type: none"> <li>• A presentation was provided by Greg which showed an overview of targets in the School Business Plan. Data shown in green means a target has been met where yellow is a work in progress. The school has two years of data and 2020 will provide the third year of data.</li> <li>• Greg ran through each of the targets, showing which ones have been met or otherwise. There are 14 Academic Achievement targets in total and they are broken down between 2018 and 2019. Target 4 has been discontinued by SCASA. Some 2018 targets do not have data as the method of collection and data required were still underdevelopment.</li> <li>• Greg demonstrated the data for some of the individual targets.</li> <li>• Target 1 was explored further and it was shown the school has matched Year 12 like schools' results in 11 subjects against the target of 10.</li> <li>• Greg also explored Target 3, Achieve a Median ATAR of 81 going back to 2009.</li> <li>• The Engagement and Well-being targets were then shown with Greg running through each of the seven targets.</li> </ul> <p>Randall asked what the difference was between Partially Achieved and Not Achieved. Lesley advised this was a judgment call and depended on the data sets available. This is still a work in progress and more clarity would be provided in the future.</p> <p>Jenny advised this is the end of the three-year cycle for the business plan and the targets may change in the next one.</p> <p>Nicole Jolly and Randal Wells moved: <i>'The Board notes the report on the School Business Plan.'</i> - <b>CARRIED</b></p>	
5.3	<p>Terms of Reference – (refer attachment 7)</p> <ul style="list-style-type: none"> <li>• Lesley reported the Parent Representative election was recently run and the successful candidate was Patricia Kritas who is now a member of the Board. As part of that process, Lesley asked Anne Tumak to act as Returning Officer. Anne looked at the fact that the school uses a preferential system, the process of which is not covered in the Terms of Reference. Accordingly, there is a request to amend the Terms of Reference to better define the voting process by inserting the following paragraph as 8.17 in the Mount Lawley Senior High School Board Terms of Reference.</li> </ul> <p>“The Optional Preferential Voting Process (OPV) will be used in the election. Under OPV, voters may choose to mark a preference for as many candidates as they want. Although complete numbering is not required under OPV, single preference voters may be required to use a '1' rather than a tick or a cross. For our purposes we allow ticks or crosses as long as the voter's intention is clear.”</p> <ul style="list-style-type: none"> <li>• Jenny queried necessity of this as she had recently read the Terms of Reference and believed a preferential election was already allowed.</li> </ul>	

	<p>Cameron commented that the amendment would be wise simply to make it noticeably clear and to avoid any potential issues around voter's intentions.</p> <ul style="list-style-type: none"> <li>• Kati asked whether doing voting online had been considered. Lesley advised votes are numbered to ensure everyone only votes once which would be difficult to achieve via Survey Monkey or similar. She will explore other options and report at the next meeting.</li> </ul> <p>Ross Oakes and Sebastian Hensley moved: <i>'The Board authorises the amended Terms of Reference to ensure preferential voting.'</i> - <b>CARRIED UNANOMOUSLY</b></p>	
<b>6.0</b>	<b>Other Business</b>	
6.1	<ul style="list-style-type: none"> <li>• Lesley reminded new Board members to attend to their Police Clearance as soon as possible.</li> </ul>	
<b>7.0</b>	<b>Next Meeting</b>	
	The next meeting is scheduled for Monday, 17 August at 5:30pm in the Warren Daniel Conference Room, MLSHS.	
<b>8.0</b>	<b>Roundtable evaluation of the meeting</b>	
	Patricia provided her perspective of the meeting as a new Board member commenting on how she found the meeting to be productive and a good introduction. She was pleased everyone was able to share their comments. She also appreciated the clear information provided in the package.	
<b>9.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Cameron at 6:55pm	

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

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