

**Minutes of Meeting 5 of 2017**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 14 August 2017 at 5:30pm**

**ATTENDEES:**

Dr Jenny Fay (Chair), Michael Camilleri – Acting Principal, Nigel Becroft – Parent Representative, Dr Mandie Shean, ECU – Community Representative, Anne Gilchrist – Staff Representative, Alice Sun – Student Representative, Jason Kim – Student Representative, Adam Miles – Parent Representative, Randal Wells (P&C Rep); Allison Walker (Scribe)

<b>1.0</b>	<b>Welcome and Apologies</b>	<b>ACTIONS</b>
1.1	Opening: The meeting was opened by Jenny Fay at 5:30pm.	
1.2	Apologies: Anne Tumak, Keith Bales	
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. 5 agenda.	
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	The Minutes of the previous meeting held on 19 June 2017 (attachment 1) were tabled.  <i>Anne Gilchrist and Randall Wells moved: 'The Board endorses the minutes of the previous meeting, once amended, as complete and accurate.'</i> – <b>CARRIED.</b>	
3.2	<b>Business arising from the previous meeting - refer to attachment 2:</b> <ul style="list-style-type: none"> <li>• The role of the Board – this is ongoing.</li> <li>• Theatre size – Discussions are to be held via a subcommittee made up of the P&amp;C, administration and Board member/s. Jenny had looked at other school costs with Churchlands costing \$9M. We currently have 120 seats which is inadequate. The P&amp;C proposed that Randall set up Terms of Reference to endorse the new theatre committee. If accepted they will be a mechanism to take this forward.</li> <li>• Student subject counselling – Jenny looked at other school websites and they use the term counselling.</li> <li>• Board Training Modules – It was requested that the Board Secretary keep a record of who has completed the modules.</li> <li>• A reminder was given on Police Clearances which are to be scanned and sent to the Secretary.</li> <li>• Bernard Rumens has offered his resignation as community representative as his mother is terminally ill. The Board wish Bernard and his mother all the best. It was suggested that the position not be filled.</li> <li>• Interviews have been held for a new Principal. The outcome will be announced in a few days. The new Principal will be a new member on board. Jenny will write from the Board to the Director General regarding their concern of the permanency of the Principal's role at the school.</li> </ul> <p>Nigel Becroft and Randel Wells moved: <i>'The Board notes the Chairman to write to the Director General.'</i> – <b>CARRIED.</b></p>	
<b>4.0</b>	<b>Reports and Operational Matters</b>	
4.1.1	<b>Finance Report – refer to attachment 3</b>  Anne Gilchrist tabled the Financial Report and summarised as follows: <ul style="list-style-type: none"> <li>• Cash report - Nigel asked a question on Other Expenditure listed in</li> </ul>	

	<p>attachment. Details are to be presented at the next meeting by Anne.</p> <ul style="list-style-type: none"> <li>• Nigel asked a question on Professional Development – costs are for RPL’s and VET.</li> <li>• Randel asked if there could be an investigation into the contribution collection rate. It would be possible to do a breakdown physically but would take a long time. Year 11 and 12 reminder letters for fees have been sent out. Nigel thought a breakdown is required to see how the figures were calculated. Anne to provide the original information – census numbers and rates. Nigel and Anne to have discussion outside meeting.</li> </ul> <p>Adam Miles and Nigel Becroft moved: <i>‘The Board notes the Financial Report’</i> – <b>CARRIED.</b></p>	
4.1.2	<p><b>Additional Charges Report:</b></p> <ul style="list-style-type: none"> <li>• Anne tabled the Additional Charges Report.</li> </ul> <p>Mandie Shean and Randel Wells moved: <i>‘The Board notes the Additional Charges Report’</i> – <b>CARRIED.</b></p>	
4.1.3	<p><b>Funding Application for Robots</b></p> <ul style="list-style-type: none"> <li>• Anne tabled a Finance Committee Funding Application for \$700 for the purchase of Edison Robots to commence an after-school science club for Years 7 and 8 students.</li> </ul> <p>Nigel Becroft and Adam Miles moved: <i>‘The Board approves the Finance Committee Funding Application for \$700’</i> – <b>CARRIED.</b></p>	
4.1.4	<p><b>B Point:</b></p> <ul style="list-style-type: none"> <li>• Anne informed the Board that a Commonwealth Bank representative would be coming to the school to demonstrate BPoint. This will allow setting up of payments for parent to pay online. A payment plan will also be able to be set up and printed for signing.</li> </ul> <p><i>‘The Board notes the information on BPoint’</i></p>	
4.2	<p><b>Principal’s Report</b></p> <p>Michael Camilleri provided a verbal report as follows:</p> <ul style="list-style-type: none"> <li>• IMSS WA Schools’ Senior Concert Band Festival and Orchestra Festival was held and judging from the feedback from independent sources, our students in the Band and Orchestra were simply outstanding gaining an Outstanding and an Excellence for their performances!! This was followed up with the Semester MS/SS concerts which were well attended and a joy to watch.</li> <li>• World Cup Soccer. Suzie is the master of these events and the number of students who participate is a testament to her capacity to get everyone involved.</li> <li>• Suzie and Judy have been providing breakfast for an increasing number of students.</li> <li>• Year 12 High Achievers Breakfast which was again held.</li> <li>• Reporting Night as always is a rewarding day and it reinforces our policy of “no surprises.</li> <li>• I’d also like to specially mention Brett and Glenys and their team for the many times throughout last term they have gone above and beyond duty in accommodating activities in the school such as the auction, parents’ night etc and making our environment the best it can be. We have a new gardener on board who will be making inroads on the school’s environment now that Ian has retired.</li> <li>• Andrew is currently in his 25th year with Cadets and has completed a tour of Shark Bay during the holidays and is currently in the Goldfields. All reports indicate the students have a great experience.</li> <li>• A special STEM professional learning day was held on the first day back this term attended by all primary and secondary network schools. It was</li> </ul>	

	<p>a great day and I have received positive feedback from many staff. We will be pursuing the STEM initiative in classes.</p> <ul style="list-style-type: none"> <li>• The Mock trial competition students made it to the Final .</li> <li>• The Year 12s are on the home straight and we have organised for a revision and master classes for students.</li> <li>• Music staff have been auditioning potential Year 7 students for the oversubscribed music program for next year as has Josie for the oversubscribed year 11 Hospitality courses. It's great to see such demand for students attending Mount Lawley.</li> <li>• The Honours Society Assembly was held acknowledging the students who have been performing highly over a two-year period. Also at the assembly, the new school song was unveiled.</li> <li>• The Year 10 Leadership Camp has been held and by all accounts was the best yet.</li> <li>• Our Sister School students and teachers came for a visit and we extended our long-standing friendship with hospitality.</li> <li>• We have 4 Saudi teachers present for the term. They are part of a group enrolled in a program with UWA and Phoenix. We have been learning some things from them as I'm sure they have from us.</li> <li>• The school is participating in a NAPLAN online testing program this year in preparation for the official trials next year.</li> </ul> <p>Jason Kim and Alice Sun moved: <i>'The Board notes the Report'</i> – <b>CARRIED.</b></p>	
4.3	<p><b>Student Representative Report</b> Jason Kim provided a verbal report stating:</p> <ul style="list-style-type: none"> <li>• A Language Expo was held by students where food and culture were shown. Some primary schools were involved. It was a great success.</li> <li>• An Honour Society Assembly was held for those with significant grades for Years 11 and 12.</li> <li>• AMC and ICAS competitions held. Waiting for results.</li> <li>• The Year 10 leadership camp was held over 3 days involving team work activities and a guest speaker.</li> <li>• GAT orientation.</li> <li>• We have hosted some exchange students – Chinese students for 1 day and Japanese students for 2 weeks. Currently we are hosting 2 Italian students for 9 weeks.</li> </ul> <p>Adam Miles and Mandie Shean moved: <i>'The Board notes the Report'</i> – <b>CARRIED.</b></p>	
4.4	<p><b>Staff Representative Report</b> Anne Gilchrist advised the following:</p> <ul style="list-style-type: none"> <li>• The school has a new senior gardener. The hiring of a part time gardener is in process.</li> <li>• Middle school now has new furniture consisting of chairs and desks. Community 2 furniture is on order. Working through the school to replace student furniture.</li> <li>• Was informed by the Department of Finance that due to the refurbishment of offices in QBE House there was free furniture available for school use.</li> </ul> <p>Jason Kim and Mandie Shean moved: <i>'The Board notes the report'</i> – <b>CARRIED.</b></p>	
4.5	<p><b>P&amp;C Report</b> Randal gave a verbal summary.</p> <ul style="list-style-type: none"> <li>• P&amp;C met on 26 June 2017 with a quorum.</li> <li>• Endorsed memberships of the Languages, GAT, and SVAPA Sub-committees.</li> <li>• Accepted offer from In-season for a 10% contribution to P&amp;C on any purchase. Email sent to parents with details.</li> <li>• Provided feedback to P&amp;C regarding Minister's suggestions regarding</li> </ul>	

	<p>Alexander/ Walcott intersection. P&amp;C President, John Pryor conducted a head-count at morning peak. Only 8 students from MLSHS crossed over a 50-minute peak period. John has sent email to parents inviting comment.</p> <ul style="list-style-type: none"> <li>• P&amp;C were provided an update on Education Central. P&amp;C alerted to possible implication to SVAPA students outside catchment.</li> <li>• Lawley Art Auction raised \$26k net profit.</li> <li>• Motion to prepare a Terms of Reference for a dedicated Theatre sub-committee was supported. Terms of Reference to be tabled at P&amp;C next Monday evening.</li> <li>• Various means of engaging with parents to receive suggestions on matters the P&amp;C should be addressing were discussed. For example, Survey Monkey. Recommendation was to add a suggestion box to P&amp;C website, which is now live.</li> <li>• Next meeting of P&amp;C Monday 21 August 2017 at 7 pm.</li> </ul> <p>Alice Sun and Anne Gilchrist moved: <i>'The Board notes the report'</i> - <b>CARRIED.</b></p>	
<b>5.0</b>	<b>Discussion Items</b>	
5.1	<p><b>School Profile Report – refer to attachment 4</b></p> <ul style="list-style-type: none"> <li>• Michael Camilleri tabled the Five Year Profile 2013 – 2017 Report being used for workforce planning.</li> </ul> <p>Randal Wells and Adam Miles moved: <i>'The Board notes the School Profile Report'</i> – <b>CARRIED.</b></p>	
5.2	<p><b>Principal’s Report from meeting with Director General</b></p> <p>Michael Camilleri provided a verbal report:</p> <ul style="list-style-type: none"> <li>• Sue Ellery the Minister is big on Equity issues.</li> <li>• Capital works at Shenton, Balcatta and Churchlands</li> <li>• 200 Primary School Science Rooms to be established plus \$25,000 each for equipment.</li> <li>• Clarity around content and good instructional practice.</li> <li>• Partners with Universities.</li> <li>• Develop a Centre for Literacy and Explicit Instruction.</li> <li>• “Bridging the Gap” between schools and home. Primary Schools to establish Child Care Facilities on site. Increase footprint of new schools to accommodate the facilities. It is anticipated that they will cater for before/after and holiday care. Will be done through a Deed of Licence with the department.</li> <li>• Pilot program for an “Extended School Service” which will accommodate developmental programs for schools such as “Child/Parent centres” and “Headspace”.</li> <li>• 100 additional EAs for 3 years (targeted Initiatives) such as low SEI schools, early childhood etc.</li> <li>• 120 extra teachers.</li> <li>• L3 teachers in some situations may get time to focus on special projects – to be determined, such as coordinate mental health programs.</li> <li>• 50 extra AIEO for the next 2 years.</li> <li>• Government is very committed to policy of permanence particularly EAs.</li> <li>• Policy is that you can only appoint people on Fixed Term if they are replacing someone on leave, holidays etc. All else is permanent.</li> <li>• 10 places available in the country for the support of SIDE.</li> <li>• IPS Minister Committee</li> <li>• Autonomy benefitting everyone.</li> <li>• Greater Equity</li> <li>• Professional Learning more broadly available</li> <li>• New Inner City School – New boundaries catering for 2000 and will have a GAT program.</li> </ul>	

	<ul style="list-style-type: none"> <li>Amalgamations of departments – SCSA, DES, DOE – business as usual.</li> <li>NAPLAN online pilot 2018</li> </ul> <p>Nigel Becroft and Jason Kim moved: <i>‘The Board notes the Principal’s Report from Meeting with Director General’ – CARRIED.</i></p>	
5.3	<p><b>Inner City College Boundaries – refer to attachment 5</b></p> <p>Michael tabled the report:</p> <ul style="list-style-type: none"> <li>There is concern that the school may get less enrolments for special programs, eg Music and SVAPA.</li> </ul> <p>Jason Kim and Randal Wells moved: <i>‘The Board notes the Inner City College Update’ – CARRIED</i></p>	
5.4	<p><b>Suspension Report for 2016 – refer to attachment 6</b></p> <p>Michael tabled the report:</p> <p>Anne Gilchrist and Mandie Shean moved: <i>‘The Board notes the Report’ – CARRIED.</i></p>	
5.5	<p><b>Attendance Report for 2016 – refer attachment 7</b></p> <ul style="list-style-type: none"> <li>Attendance records - 94.6%</li> <li>To give feedback to the students and staff that the Board is impressed by attendance records.</li> </ul> <p>Adam Miles and Randal Wells moved: : <i>‘The Board notes the Report’ – CARRIED.</i></p>	
5.6	<p><b>Board Development Program – Training – see attachment 8</b></p> <ul style="list-style-type: none"> <li>Members to email the Secretary the completion of the modules (1-5).</li> </ul> <p>Nigel Becroft and Randal Wells moved: : <i>‘The Board notes the Department’s board development training program’ – CARRIED.</i></p>	
5.7	<p><b>Reporting to Parents</b></p> <p>Holdover to next meeting.</p>	
5.8	<p><b>Unpaid Charges</b></p> <p>Mandie Shean and Randel Wells moved: <i>‘That the Board endorses referrals to a debt collector for unpaid charges.’ – CARRIED.</i></p>	
<b>6.0</b>	<b>Other Business</b>	
6.1	<ul style="list-style-type: none"> <li>No other business</li> </ul>	
<b>7.0</b>	<b>Next Meeting</b>	
	The next meeting is scheduled for Monday, 23 October 2017 at 5:30pm in the Warren Daniel Conference Room, MLSHS.	
<b>8.0</b>	<b>Roundtable evaluation of the meeting</b>	
	Mandy appraised that meeting was well run.	
<b>9.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Jenny at 7.30 pm.	

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

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