

Minutes of Meeting 7 of 2018
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 19 November 2018 at 5:30pm

ATTENDEES:

Randal Wells (Acting Chair), Lesley Street – Principal, Michael Camilleri – Staff Representative, Emily Mazalevskis - Student Representative, Alice Sun – Student Representative, Jane Forward - Parent Representative, Cameron Brook – Community Representative, Adam Miles – Parent Representative, Ron Banks – Community Representative, Julie Mooxey – Staff Representative, (filling in for Anne Gilchrist) Stuart Haluszkiewicz (visitor), Rebecca Davies (visitor), Nicole van Blommestein (Scribe)

1.0	Welcome and Apologies	ACTIONS
1.1	Opening: The meeting was opened by Randal Wells at 5:30pm. Randal is acting Chair in Jenny's absence. Lesley was welcomed in her now official capacity as permanent Principal.	
1.2	Apologies: Dr Mandie Shean, ECU – Community Representative, Anne Gilchrist - Staff Representative, Dr Jenny Fay – 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.	
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. 7 agenda.	
3.0	Minutes of Previous Meeting	
3.1	The Minutes of the previous meeting held on 15 October, 2018 (attachment 1) were tabled. Adam Miles and Ron Banks 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. Performing Arts and Visual Arts Centre final document by the New Theatre Building Committee was tabled. Randal provided the Board with a summary of the activities of this Committee over the past year stating that their aim is to investigate the building of a school theater. Rebecca Davies and Stuart Haluszkiewicz are members of the committee who are attending this meeting as visitors. Both are professional actors. • The committee has visited a number of theatres, gathering information and building a proposal based on their research. The conclusion of committee is that a 600 seat theatre would best meet the needs of Mount Lawley and the wider community. It is proposed to be a shared use facility. • The proposal is now at a stage ready for presenting to various entities. • Funding is a significant factor around the building and the committee is looking for additional sources apart from the Department of Education. • The proposed motion is; Board to approve the request by the New Theatre Building Committee to approach the Executive of WAAPA and Executive/Ward Councilor of City of Stirling to investigate the potential of a shared use Mount Lawley Performing Arts Centre. • Lesley commended the theatre committee on their work to date however advised that the committee's role was to provide advice to the school. The committee does not have the authority to take any further action. Lesley advised that she would arrange to speak with senior officers from the Department of Education to progress the matter and ascertain a way forward. • Lesley therefore asked for the motion to be amended as below; 	

	<p>Cameron Brook and Jane Forward moved: <i>'The Mount Lawley Senior High School Board commends the New Theatre Building Committee for their work in preparing this document and the research they have conducted. The Board requests that the Principal now commence negotiations with senior officers from the Department of Education with a view to furthering this agenda in a timely manner.'</i> - CARRIED</p> <p>Stuart Haluszkiewicz addressed the Board on behalf of the committee and advised that four or five schools were visited and detailed information obtained from them. All were excited about the prospect of a new venue and were keen to pass on knowledge for us to potentially learn from their mistakes. As an actor, Stuart is able to recognize when a venue is built appropriately. It is his hope that this venue would be a hub to create a sense of community with a good vibe.</p> <ul style="list-style-type: none"> • Action 2 – Attendance Update – Lesson Attendance Code Descriptions was tabled. • This was asked to be provided due to some questions raised by the Board last year. <p>The Board noted the Lesson Attendance Code Descriptions</p> <ul style="list-style-type: none"> • Action 3 – New Email Protocol Policy – MLSHS Email Guidelines document was tabled. • Lesley reported that email has become the preferred method of communication for parents and teachers yet some do not understand protocols around this. The document has been approved by Executive and senior leaders before coming to the Board. • Cameron suggested amending the first point of the Expectations of Parents section to include an alternative remedy for the parents for vital messages to be sent to the school. • The Email Guidelines will be circulated to families via email. <p>Cameron Brook and Jane Forward moved; <i>'The Board endorses the Email Guidelines with the alternation as mentioned above.'</i> - CARRIED</p> <ul style="list-style-type: none"> • Action 4 – Has been completed 	
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 \$16,814,428 and Total funds of \$20,128,692 • Cash Report (green tab) – Budget groupings in a laminated sheet was provided in the package. The total is 104% as some revenue has been collected from last year. • There are still significant outgoings to be spent before the end of the year. • Financial Summary (purple tab) shows locally generated revenue vs actual. • School Salary Allocation (red tab) reflects salary carried forward of \$725,806 and YTD spent of 81%. • Voluntary Contributions Collection Rate (pink tab) – The school is down in collections for Yrs 7 – 10. Compulsory in all years is over budget. The Board was reminded to bear in mind that these figures are against the budgeted collection rates of 80% (Compulsory) and 75% (Voluntary). <p>Adam Miles and Ron Banks moved: <i>'The Board notes the Finance Report.'</i> – CARRIED.</p>	

- A request to fund the purchase of high interest, low ability books that engage students was received. Three quotes have been obtained and the request has been presented to the Finance Committee. The proposed fund, D4912, has sufficient funds.

Jane Forward and Cameron Brook moved: '*The Board endorses the expenditure request as tabled.*' - **CARRIED.**

4.2

Principal's Report

Lesley provided a verbal report as follows:

- Current numbers are;
 - Year 7 – 344
 - Year 8 – 297
 - Year 9 – 295
 - Year 10 – 278
 - Year 11 – 248
 - Year 12 - 258
 - Total 1720
- Numbers in Year 7 for next year are currently 362 which means we need to go from 11 forms (352) to 12 forms (384). This has rooming implications and we are currently exploring some creative solutions in the middle school.
- Board dates for 2019 approved by Jenny are:

Semester 1	Semester 2
Monday 18 February	Monday 19 August
Monday 16	Monday 16 September
Monday 18 March	Monday 18 November
Monday 20 May	
Monday 17 June	
- Staffing is well underway and so far, we have employed a number of new staff; most are fixed term vacancies for teachers on extended leave of various forms. A new initiative is the employment of a Literacy Support Teacher who will mainly work in the Middle School but also with students identified as problematic for OLNA. We have also employed a new Phys Education teacher, two new D&T teachers, Maths and English/HASS teacher.
- The Year 12 students have completed their ATAR exams and their Farwell dinner was held at the Mount Lawley Golf Club on 18 October on the same day as the Final Year 12 Assembly. Their behaviour at both events was excellent.
- A very successful Award Night was held at the Optus Stadium on Thursday 15 November Thanks to Adam Miles who represented Jenny Fay at the event. As is usual, a review will be conducted as to how to further fine tune proceedings. Next year we will return to the Hyatt Hotel as this is our usual venue.
- On 8 November we hosted the 2019 Year 12 Prefects including the Head Boy and Head Girl and their parents to an afternoon tea. Elections for 8, 9 and 10 councillors are underway and the results will be announced at the final assembly on 5 December.
- Early start for Year 10 and 11 began on 8 November so students are already undertaking Year 11 and 12 Courses.
- We have a number of events and functions coming up before the end of the year including:
 - ❖ We have two functions coming up for our Aboriginal students. The first, on 29 November, is for the FTD Program and the second, on 6 December, is for our Aboriginal Excellence Program. We have a number of special guests as well as parents attending to observe our students present their research findings.

	<ul style="list-style-type: none"> ❖ Friday 30 November will see the Music Department present their Outdoor Concert in the music quadrangle. ❖ Year 8 SVAPA students are presenting a three night season of Tiny Works from 3 – 5 December. ❖ Year 9 High Achievers Breakfast on 27 November. <ul style="list-style-type: none"> • Adam spoke about awards night which he attended as Board Representative. Adam felt Optus stadium was more intimate and was impressed with the passion, excitement and enthusiasm from the students. There was much comradery and support and the energy levels were great. Adam suggested the awards be broken up by the performance instead of having performance followed in full by the awards which were quite long. <p>Emily Mazalevskis and Alice Sun moved: <i>'The Board notes the report.'</i> – CARRIED.</p>	
4.3	<p>Student Representative Report – Students Report to the Board was tabled and read by Emily Mazalevskis and Alice Sun.</p> <ul style="list-style-type: none"> • Alice stated that this would be her last Board meeting and that it has been a pleasure to be on the Board and give back to the school. • Emily thanked the Board for the welcome she received when first joining, stating that she has enjoyed learning the role of the Board. <p>Cameron Brook and Lesley Street moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
4.4	<p>Staff Representative Report Michael Camilleri reported as follows:</p> <ul style="list-style-type: none"> • The main focus at this time of the year is on the completion of system processes for 2018 such as exams, marking and reporting, timetabling and staffing, completion of the Yearbook, diary 2019, Handbooks etc and early start where the Yr 10s move into Yr 11 and Yr 11s move into Yr 12. Yr 11 reports will be sent out via Connect as will the other years later in the year. • It is also a time where staff will plan for 2019 including course planning, assessment outlines and setting up their marks book for next year. The calendar is taking shape and it looks like next year will be an equally very busy year. • At the beginning of 2019 we will be launching Family Zone, a software program that families can use to put in place time and use restrictions of laptops and phones which also prevent students at school from misusing technologies. A parent information evening will be held at the beginning of next year alongside a cyber safety session. • On the 10 December our annual Volunteers morning tea will be held where we acknowledge all those who have made contributions to MLSHS throughout the year. • Alice and Emily provided feedback on the early start initiative and felt it was good, especially for Yr 11s going into Yr 12 as exams are held in November and this provides them a full year of learning and feeling less pressure at the start of the year. <p>Adam Miles and Cameron Brook moved: <i>'The Board notes the report.'</i> – CARRIED.</p>	
4.5	<p>P&C Report Randal Wells advised the last meeting did not have a quorum so there is therefore nothing to report.</p>	
5.0	<p>Discussion Items</p>	

5.1	<p>Parent Invoices for 2019 – A sample Charges and Voluntary Invoice was tabled (attachment 4)</p> <ul style="list-style-type: none"> Lesley spoke on the sample invoice saying the subjects will vary according to the individual students' selections. The order of the listing of the voluntary approved requests can sometimes affect which families choose to pay. The order on the sample invoice is the same as 2018. The amounts have already been approved. <p>Lesley Street and Cameron Brook moved; <i>'The Board endorses the parent invoices for 2019 and the order of other Approved Requests for 2019 – CARRIED</i></p> <p>Adam mentioned that he believed asking for credit card details in writing is now against legislation.</p>	Lesley will investigate this.
5.2	<p>Report on Delivery and Performance Agreement (DPA)</p> <ul style="list-style-type: none"> Lesley advised that this document has been signed and endorsed by the Acting Director General and returned to the school. <p>Adam Miles and Alice Sun moved: <i>'The Board notes the report on the DPA 2018 - 2020.'</i> – CARRIED.</p>	
5.3	<p>Additional School Development Days 2019</p> <ul style="list-style-type: none"> Michael advised that these days are designed to be professional learning days for staff. The proposed days are 31 January, 2019 and 1 February, 2019 with students returning 4 February 2019. Term 2 is Monday, 29 April, 2019. Term 3, Monday, July 22, 2019. Term 4, Monday, October 14, 2019. These dates have been arrived at in consultation with local primary schools to provide them the opportunity to align if they desire. Two of these days, (1 Feb and July 22) are devoted to Visible Learning. 28 March, 2019 is the date for progress reporting to parents. <p>Ron and Alice Sun moved: <i>'The Board endorses the additional School Development Days for 2019.'</i> – CARRIED.</p>	
5.4	<p>Board Meeting Dates 2019 (attachment 6) was tabled.</p> <p>Adam Miles and Emily Mazalevskis moved: <i>'The Board notes the School Board Meeting Dates for 2019.'</i> – CARRIED.</p>	
6.0	Other Business	
6.1	<ul style="list-style-type: none"> Progress Reporting – Cameron mentioned how Perth Modern hold theirs with learning areas all grouped together allowing for quicker access for parents. Lesley and Michael will take this on board. Randal thanked the Board for their efforts through the year and asked Lesley to communicate to staff, the Board's appreciation of their efforts over a year of great change. 	Lesley to pass on thanks in 'Staff Bluey'.
7.0	Next Meeting	
	The next meeting is scheduled for Monday, 18 February, 2019 at 5:30pm in the Warren Daniel Conference Room, MLSHS.	
8.0	Roundtable evaluation of the meeting	
	Lesley thanked Randal for acting as chair and complimented him for the punctual running of the meeting.	
9.0	Meeting Close/Adjournment	
	The meeting was closed by Randal at 7:02pm	

Signed (Acting Chair) _____
Randal Wells

Date: _____