

**Minutes of Meeting 6 of 2019**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 16 September, 2019 at 5:30pm**

**ATTENDEES:**

Cameron Brook (Chair), Lesley Street – Principal, Dr Jenny Fay – Community Representative, Randal Wells- P & C Representative, Michael Camilleri – Staff Representative, Emily Mazalevskis – Student Representative, Sebastian Hensley – Student Representative, Ross Oakes – Staff Representative, Prof Stephen Wynn – Community Representative, Jane Forward – Parent Representative, Julie Moxey – 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 5:35pm.	
1.2	Apologies: Nicole Jolly – Parent 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. 6 agenda.	
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	The Minutes of the previous meeting held on 19 August, 2019 (attachment 2) were tabled.  Jenny Fay and Sebastian Hensley moved: <i>'The Board endorses the minutes of the previous meetings as otherwise complete and accurate.'</i> – <b>CARRIED</b> .	
3.2	Actions Arising: Action List (Refer Attachment 3) was tabled <ul style="list-style-type: none"> <li>• The Healthy Eating poster competition has been postponed.</li> <li>• The thank you letter to John Pryor, former President of the P&amp;C, has been sent.</li> <li>• Lesley provided a report on attendance advising that Semester 1 saw 39 students in the At Severe Risk category which represents 2.1% of the school population. Some of these are students who have left the school but are still on the books until a transfer note is received. For the remainder, Lesley spoke on what some of the identified issues were. She also outlined the many and varied strategies which have been put into place. These included; attendance letters, student counselling, referrals to various agencies and private counselling. Alternative pathways are discussed and individual plans are developed. The consequences for non-attendance are detention and loss of good standing. The Board were impressed at the level of effort and resources being utilised in an effort to encourage attendance despite this being only a small percentage of the cohort. Michael confirmed that the school does not give up on students and tries as much as possible to resolve issues.</li> </ul> Randal Wells and Ross Oakes moved: <i>'The Board notes the Actions.'</i> – <b>CARRIED</b>	
<b>4.0</b>	<b>Reports and Operational Matters</b>	
4.1	<b>Finance Report</b> The Finance Report (attachment 4) was tabled and Lesley provided a verbal summary with Julie Moxey assisting with questions. <ul style="list-style-type: none"> <li>• The Operational One Line Budget as shown on the blue tab does not change significantly from month to month with only minor variations.</li> <li>• The green tab is the cash report. Expenditure was 49.90%. The books</li> </ul>	

will be closed off at the end of October so the school can see what can go into reserves etc. Planned expenditure will be known by the end of the week. There is nothing of concern in the expenditure and the cheque and building accounts have remained static.

- The purple tab is the Financial Summary. Revenue and expenditure can be seen in charts. The forecast variation is quite small.
- Red Tab - school salary has a forecast variance of \$37,295 and the carry forward is \$714,594
- Charges and voluntary contributions (pink tab) It should be noted there is no comparison to 2018 because there is an issue with one of the parts of the program. Julie will contact the department to see what this relates to. Lesley suspects this is human error.
- Contribution rates are lower than last year. Julie has revamped the letters which are now graduated and escalating.

Julie will contact the Education Department with reference to the issue identified.

Ross Oakes and Jenny Fay moved: *'The Board notes the Finance Report.'* – **CARRIED**

A funding request has been received for Education Perfect the 2020 subscription. This is provided by a sole provider and is a strictly confidential pricing offer. Mount Lawley SHS pricing is capped due to the long-standing relationship the school has with the company. Randal provided feedback from his daughter who has found the program useful. This was backed up by Emily. Jenny queried how many classes were utilising the programme and Lesley advised that students have access to the program at home as well in class. MLSHS is the highest ranked school for usage in WA. The money is coming out of cost centre 4912 and there are sufficient funds to allow for this.

Randal Wells and Emily Mazalevskis moved: *'The Board approves the Funding Request.'* – **CARRIED**

4.2

**Principal's Report**

Student Numbers

Year 7-378	Year 10- 289
Year 8-341	Year 11- 265
Year 9-297	Year 12- 220

**Total 1790**

- Year 7 enrolments are still continuing to come in and we are currently sitting on 321. It is likely we will end up with at least 11 if not 12 forms next year. This means continuing pressure on spaces.
- Our Lawley Legend Arthur Leggett turned 101 on Sunday and Michael Camilleri and I were invited to attend his birthday party. On Tuesday Arthur came to school with a photographer to have his photo taken outside his Library. Cam and I were able to spend some time talking to him about his life. He truly is an amazing man and an example of living your life well.
- Well done to our Certificate 111 music students who took part in their final recital last week. In front of an audience of family and friends they were individually videoed and assessed to see if they had achieved the competency required. On Sunday the Junior String Orchestra took part in the Junior Orchestral Festival at Churchlands SHS. They were impressive as was their conductor Jade Martin from IMSS. Michelle was particularly impressed by their courtesy and positive behaviour backstage.

	<ul style="list-style-type: none"> <li>• We have listed a number of teaching positions on Jobs WA for areas including English, Computing, HASS, Literacy Support and Science. We are using a pool process. We have notified of three retirements during 2020 and the other positions are to replace fixed term positions.</li> <li>• Having struggled through flu season with significant staff absences we are still trying to manage with a number of key staff not at school for various reasons including sickness, LSL, Professional Learning, camps etc. This makes providing continuity of programs and services challenging as finding suitably qualified backfills is difficult.</li> <li>• The new public-school review process is an agenda item for the meeting however Lesley advised that she has had the opportunity to be the peer reviewer on in August for Applecross Senior High School. This meant she spent an afternoon in central office with the Director going through the ESAT and then spent a day at the school meeting with various groups of teachers and Board and P&amp;C members to validate the ESAT. This opportunity was invaluable as it gave her a good insight into how best to prepare for our review in early term 1 next year. As soon as she is advised of the date of our review, she will let you know. It would be great to have as many Board members attend the 40-minute session as possible. Executive of the P&amp;C will also be invited.</li> <li>• Lesley has been selected to be one of two principals chosen to attend the China Marketing trip from 26 Oct – 1 Nov. She will be responsible for promoting schools from the General Program and Paul Leech from Applecross will be promoting schools from the Selective Program. They will visit Beijing, Nanjing, Chengdu, and Guangzhou.</li> </ul> <p>Sebastian Hensley and Jane Forward moved: <i>'The Board notes the Principal's report.'</i> – <b>CARRIED</b></p>	
4.3	<p><b>Student Representative Report</b></p> <ul style="list-style-type: none"> <li>• VIP Breakfast - On the 21st of August, members of the school community (including members of the School Board) were invited to a VIP Breakfast hosted by the Year 12 Hospitality class. The breakfast was held to thank those who had made a contribution to the school this year. Attendees enjoyed a delicious breakfast of eggs, bacon, sausages and fruit.</li> <li>• Wear It Purple Day - On the 30th of August, the Student Wellbeing Committee held a 'Wear It Purple' day, where all students and staff members were invited to wear the color purple to school to support the LGTBI+ community. There was a stall held outside of student services during the students' Lunch 1, where students could write a positive message on a sticky-note and place it on a board. Overall, the day was very fun and inspiring, and it was lovely to see students come together to help raise awareness.</li> <li>• Semester 2 Music Concert - On Tuesday the 3rd of September, the Mount Lawley Music Program held their second music concert for the year in the Geoff Gibbs theatre. This semester, there was no need for two middle school concerts, so as usual there was one middle school and one senior school concert. Students part of various bands and ensembles enjoyed performing pieces they had been rehearsing all year, and teachers and parents found the concert a success. This concert is the final one for 2019, so there was a farewell presentation departing Year 12 students.</li> <li>• GAT Club - This term the two different GAT languages are doing separate things for GAT club. The Chinese students went to upstairs from school admin and cooked Chinese food. The Italian students however haven't had theirs yet as they are planning on attending an Italian film during the Lavazza Italian Film Festival which is in the first week of Term 4.</li> <li>• Contemporary Music Ensemble Festival – This was held on 7th and 8th and was open for WA public schools' ensembles and aimed to give the</li> </ul>	

	<p>musicians an opportunity to perform with professional sound equipment, in front of an audience, and allows for constructive criticism from experienced adjudicators. This year there were 13 band members performing.</p> <ul style="list-style-type: none"> <li>• Athletics Carnival - On the 27th of August, Mount Lawley held its annual whole-school athletics carnival. It was a lovely sunny day with great overall participation in all events. The Boost Juice van was a huge success. Five school records were broken on the day with O'Connor coming out winners. Overall the day was a big success as per usual, and none of it would have happened without the Phys Ed teachers organising it.</li> </ul> <p>Jenny Fay and Ross Oakes moved: <i>'The Board notes the Student Representative's report.'</i> – <b>CARRIED</b></p>	
4.4	<p><b>Staff Representative Report</b> No report was presented as all relevant information has been presented in the Principal's and Student's Reports.</p>	
4.5	<p><b>P&amp;C Representative Report</b> The P&amp;C consists of the General Committee and six sub-committees: Music, SVAPA, Languages, GAT, Lawley Art Auction and the Mount Lawley Performing &amp; Visual Arts Committee (in recess). The P&amp;C also has delegates representing the P&amp;C on the School Board, the Health Committee, the Finance Committee and the WACSSO conference.</p> <ul style="list-style-type: none"> <li>• P&amp;C met on 26 August 2019 with a quorum.</li> <li>• P&amp;C President: <ul style="list-style-type: none"> <li>○ Annaleise Grubisich elected unopposed as the new P&amp;C President.</li> <li>○ John Pryor was thanked for his valuable contribution to MLSHS as P&amp;C President.</li> </ul> </li> <li>• P&amp;C Constitution <ul style="list-style-type: none"> <li>○ The Constitution is being reviewed to align with WACSSO guidelines</li> <li>○ The Constitutions of all Sub-committees will also be reviewed to ensure alignment.</li> </ul> </li> <li>• Hamer Park community group is having discussions with the City of Stirling. Road safety is part of this process and includes the traffic committee at Mount Lawley Primary school. The P&amp;C will await further developments before revisiting.</li> <li>• P&amp;C funding proposals: <ul style="list-style-type: none"> <li>○ Undercover seating – awaiting proposals</li> <li>○ Outdoor table tennis tables installed</li> <li>○ Lockers: Trial lockers for one Year 7 community well received. Investigating if lockers more lockers should be installed. Space and cost an issue.</li> </ul> </li> <li>• In the news: <ul style="list-style-type: none"> <li>○ Weekend West had list of top 50 secondary schools – MLSHS was 11th</li> </ul> </li> <li>• Next meeting of P&amp;C Monday 23 September 2019 at 7 pm.</li> <li>• Randal was asked why John Pryor had stepped down to which Randal briefly responded.</li> </ul> <p>Emily Mazalevskis and Sebastian Hensley moved: <i>'The Board notes the P&amp;C Representative's report.'</i> – <b>CARRIED</b></p>	
4.6	<p><b>Operational Changes for the creation of Year 9/10 sub-school (attachment 5)</b></p> <ul style="list-style-type: none"> <li>• A copy of the letter recently sent was circulated and provided for information. Lesley advised this has been a smooth process and she</li> </ul>	

	<p>feels it will be beneficial.</p> <ul style="list-style-type: none"> <li>• Emily asked how the classes will be located. Lesley advised the school is still deciding on this as space is at a premium.</li> <li>• Some faculties will move around and there will be people dissimilated across various areas.</li> </ul> <p>Jenny Fay and Jane Forward moved: <i>'The Board notes the creation of the Year 9/10 sub-school.'</i> – <b>CARRIED</b></p>	
<b>5.0</b>	<b>Discussion Items</b>	
5.1	<p><b>Chaplaincy Program</b></p> <p>A summary of the school chaplains' activities for 2019 circulated which showed there were many activities, none of which proselytise. They are all purely pastoral care and grief support. Because the chaplain has been at the school for many years, he is trusted by the students. Lesley ran through the various activities he runs for the wellbeing of the students and advised he is also looking at a fathering project for the future.</p> <p>Jenny Fay and Randal Wells moved: <i>'The Board supports the Chaplaincy program for 2020 at Mount Lawley SHS.'</i> - <b>CARRIED</b></p>	
5.2	<p><b>The new Public School Review process – (attachment 6)</b></p> <p>A PowerPoint presentation was shown where Lesley ran through the new process which will commence at the beginning of next year.</p> <p>Stephen Wynn and Ross Oakes moved: <i>'The Board notes the Public School Review Process.'</i> - <b>CARRIED</b></p>	
5.3	<p><b>Updating the website</b></p> <p>Lesley and Cameron had previously held a discussion around the school's website which has not been updated for several years. The school has no one to allocate the task to although Lesley has someone coming in to make some initial changes. Cameron also feels there is too much information on the website. Lesley is considering some options as to how best to proceed to address this issue. This is being looked at by the school but is proving challenging. Cameron feels it is time to start from scratch and make a simpler website.</p> <p>Jenny Fay and Emily Mazalevskis moved: <i>'The Board notes the website updates.'</i> – <b>CARRIED</b></p>	
5.4	<p><b>Top 50 WA Schools – (attachment 7)</b></p> <p>Data has recently been collected which is different to the previous published league tables which have different metrics. This table includes additional dimensions not considered in other tables such as fees paid, NAPLAN results, as well as other factors which have not been disclosed. Mount Lawley SHS rated at no 11. Private schools did not fare as well in this table as their fees probably counted against them. This information is interesting but should not be relied upon too heavily as no doubt more tables using different metrics will be produced that alter our ranking.</p> <p>Randal Wells and Stephen Wynn moved: <i>'The Board notes the information provided on the Top 50 Schools.'</i> - <b>CARRIED</b></p>	
5.5	<p><b>Department of Education International Students Initiative – (attachment 9)</b></p> <ul style="list-style-type: none"> <li>• The new brochure for international students was tabled for the Board to peruse. This brochure was aimed at the Vietnamese market and another will be made for China.</li> <li>• The Board were also shown a video promoting Perth to potential Vietnamese international students which was filmed at the school and featured Mount Lawley SHS students.</li> <li>• Lesley is travelling to China to promote WA public schools and the Board looks forward to hearing how trip this goes.</li> </ul>	

	Stephen Wynn and Sebastian Hensley moved: <i>'The Board notes the information provided on the International Students Initiative.'</i> - <b>CARRIED</b>	
5.6	<p><b>Order of Voluntary Charges and Contributions</b></p> <ul style="list-style-type: none"> <li>• The Board is required to decide the order the charges and contributions will appear.</li> <li>• The 2018 Contributions and Charges sheet was tabled to show the previous approved order. Given that Suzie Barnes has resigned the continuation of line item Proactive Keep Active at Lawley will be decided later in the year.</li> <li>• Cameron asked how money is allocated when funds are paid by parents to which Lesley advised that funds are allocated in order of how they appear which is why the order they are in is important.</li> <li>• Cameron asked that parents be informed of this on the invoice. Jenny cautioned that this may lead to parents being more inclined to not pay in full and would prefer parents be urged to pay in full. Lesley said she could try to incorporate both if there is room.</li> <li>• Jane recommended further caution in line with Jenny's comments saying that conscientious objectors will advise where they wish their funds to go and the school should not be encouraging this.</li> <li>• Randal queried the accuracy of this given that Technology and Literacy received more funds than the P&amp;C despite being further down the invoice. Lesley advised this may be because people are stipulating where they wish the funds to be allocated. The distribution is actually quite even.</li> <li>• Randal asked how expected figures are compiled and was advised this is calculated per family and based on student numbers for the various subjects.</li> <li>• Randal also thanked Julie for compiling the expected figures list and she offered to provide one per semester.</li> </ul> <p>Stephen Wynn and Randal Wells moved: <i>'The Board approves the order of the voluntary charges subject to confirmation of the Proactive Keep Active retainment.'</i> - <b>CARRIED</b></p>	Lesley to advise board re Suzie Barnes position.
<b>6.0</b>	<b>Other business</b>	
	Cameron asked Stephen what his thoughts were on the proposed move of ECU's campus into the CBD and how this might affect the building of the proposed theatre. Stephen advised there are several options being considered and there is land available. He was not able to provide an idea of a timeline or a when a firm decision would be made.	
<b>7.0</b>	<b>Next Meeting</b>	
	The next meeting is scheduled for Monday, 18 November, 2019 at 5:30pm in the Warren Daniel Conference Room, MLSHS.	
<b>8.0</b>	<b>Roundtable evaluation of the meeting</b>	
	Nil	
<b>9.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Cameron Brook at 7:18pm.	

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

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