

Minutes of Meeting 7 of 2019
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 18 November, 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, Ron Banks – Community Representative, Julie Moxey – Visitor, Nicole van Blommestein (Scribe)

1.0	Welcome and Apologies	ACTIONS
1.1	Opening: The meeting was opened by Cameron Brook at 5:35pm.	
1.2	Apologies: Nicole Jolly – Parent Representative, Jane Forward – 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.	
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 16 September, 2019 (attachment 2) were tabled. Sebastian Henley and Ross Oakes moved: <i>'The Board endorses the minutes of the previous meetings as otherwise complete and accurate.'</i> – CARRIED .	
3.2	Actions Arising: Action List (Refer Attachment 3) was tabled 1. Lesley advised that she did not have any further information on the query as Anne Gilchrist is no longer employed at the school. As previously reported the school did not send any families to debt collectors in 2018 as, at the time, it was considered too close to Christmas and in 2017 the Department was working through the procurement process to appoint debt collectors. This year a debt collector has been utilised. The school can send creditors to debt collector for follow up but cannot take any further action. The school makes every effort to help parents who are struggling and offers payment plans Some parents ignore all correspondence until they are contacted by the debt collector. With some cases of hardship, the school has applied to the Department to have debts written off. The debt collection process this year has been worthwhile as an additional \$20,000 has been collected. 2. The appointment process for the Healthy Active Coordinator is underway. The position has gone to external redeployment. More information as it becomes available. 3. The Public School Review date has been set for 31 March 2020. The lead reviewer is Rob Lowther. The peer reviewer has not been announced. The process is being coordinated by Renae Hill and Lesley Street and most staff will be involved in the preparation of the ESAT. Emily Mazalevskis and Ron Banks moved: <i>'The Board notes the Actions.'</i> – CARRIED	
4.0	Reports and Operational Matters	
4.1	Finance Report The Finance Report (attachment 4) was tabled and Lesley provided a verbal	Lesley will email

	<p>report as follows:</p> <ul style="list-style-type: none"> • The Operational One Line Budget is tagged with the blue tab. Income and Expenditure are shown on this report. • The Cash Report (green tab) shows total cash budget received at 97.86%. • \$266,659 has been expended as of October. Some large bills have gone out since then. • Expenditure and Revenue is missing from the reverse page which is mistakenly a copy of the first page. Lesley will email these figures to Board Members. • The Financial Summary has expenditure on one page and revenue on the other. • School Salary Allocation (red tab) shows forecast expenditure is 99%. There is 14% left in the balance but there are three more pay periods before the end of the year. • Voluntary and Compulsory contributions are from this year to last year. (pink tab) Yrs 7-10 compulsory charges is sitting at around 80% however voluntary is lower. Some Yr 12 contributions have been required to be written off, particularly around school camp. Around \$150,000 has been written off for various reasons. • Month by month collection is also shown (pink tab). Collections were quite high in September and October. April was the lowest month however collections have increased due to letters being sent to parents. <p>Jenny Fay and Randal Wells moved: <i>'The Board notes the Finance Report.'</i> – CARRIED</p> <p>A funding request has been received for a NAPLAN and OLN diagnostic package one-year school subscription at a cost of \$1,000. This has been approved by the Finance Committee. This will be funded from the Literacy and Numeracy account which has sufficient funds of around \$60,000</p> <p>Ross Oakes and Jenny Fay moved: <i>'The Board approves the Funding Request.'</i> – CARRIED</p> <p>A further funding request has been received for a Markforged Onyx One 3D Printer and Dexter HD Haptic Robot at a cost of \$18,350. This is a new request for a specialized 3D printer. It will assist students going on work experience and MLSHS will be the first school to have one. The money is from Fund 4911 however there was some question as to the balance of this fund. Randal asked whether there would be any further requests from this fund. Lesley advised there would not be as this is the last meeting for the year.</p> <p>Randal Wells and Ron Banks moved: <i>'The Board approves the Funding Request subject to confirming the Balance of the Fund.'</i> – CARRIED</p>	<p>Expenditure and Revenue from the Cash Report to Board Members</p>
<p>4.2</p>	<p>Principal's Report</p> <p>Lesley provided the Principal's Report as follows:</p> <ul style="list-style-type: none"> • The 2020 Prefects have been selected and the School Captains have been elected. They are Shayere Allen and Grayson Dennis. The other prefects are Blake Faulkner, Nathan Mayhew, Kai Steward- Wynne, Sharlene Balloch, Dashiell Green, Tejaswini Arcot Hemanth Kumar, Emily Mazalevskis, Ethan Westera and Leanne Goh. On Thursday 14 November the school hosted a welcome afternoon tea for the prefects and their parents. • Lesley spent two days at the end of last term working with the new Director General and members of Corporate Executive. They were given a draft copy of the new strategic plan and asked for input. Lesley also attended the graduation for the 2018 fellows where she spent time in a 	

	<p>video conference with faculty at Harvard to find out more about the course she will be doing next semester.</p> <ul style="list-style-type: none"> • Lesley has been invited to be a member of the SCSA Principals Board to represent Public School principals. This should not be too onerous as there is only one half day meeting per term. This gives the school direct input into any changes of courses or policy which is helpful. • Staffing is well underway and the school offered permanent positions to several fixed term teachers as a result of some staff retiring, or re-locating. The school also has a number of teachers who have asked and been granted LSL. Lesley is aware that over the next few years there is likely to be a teacher shortage in WA in some specialist areas so she is trying to look ahead and succession plan. • Student numbers are steady and the school does not seem impacted by the opening of Bob Hawke College who are offering an academic program. • The final Corwin Capability Assessment was conducted on November 1 and the school has just received the report. Michael will table the overview tonight which shows our journey over the past three years. A copy can be emailed to any Board Member who would like it. • Tomorrow is the last day for ATAR exams with Ancient History the last exam. Year 12 students and parents are looking forward to Thursday's Award night. Alumni Nadia Mitsopoulos is the guest speaker and Cam will be presenting one of the Awards. <p>Sebastian Hensley and Emily Mazalevskis moved: <i>'The Board notes the Principal's report.'</i> – CARRIED</p>	
4.3	<p>Student Representative Report</p> <p>Sebastian and Emily shared reporting as Student Representatives and reported the following:</p> <ul style="list-style-type: none"> • Gat Farewell - Held on the 23rd of October in the school canteen, the GAT farewell breakfast was held to recognise the year 10s who are finishing the GAT program. A representative from the Department of Education involved in the GAT selection program came and addressed the students. • Year 12 Dinner - The dinner for Yr 12 students was held on the 24/10/19 to celebrate the end of their time at high school. As a part of this, a video montage was shown. • Year 10 exams- The year 10 exams were held during week 4 and lasted for 2 hours in each of the core subjects, including languages. All the results were given back within the next week in preparation for both the reports being finished and the start of year 11 rollover. • Pasta Night Fundraiser – The Language parent support group held a pasta making class as a fundraiser on the 1st of November. These funds are to support the learning of languages for all students. It was run by Tania from the Little Italian School, and 16 people attended. • Year 10 Dinner Dance - The Year 10 councilors organised a year 10 dinner dance that occurred last Thursday at the Maylands Golf Club. There were 120 students able to attend and the event was a huge success thanks to the coordination of Mr White, and Mr Outten who volunteered to DJ for us. • Suu Kyi winning 4 way speaking competition - Recently Suu Kyi Kwang won the overall Rotary 4 Way Test speech contest. This contest is an inter-school event and she is the first student from Mount Lawley to win this event. Her speech was on "The Benefits of Increasing Racial Diversity within the Community and Reducing Racial Discrimination". • Inter-school events <ul style="list-style-type: none"> ○ The inter-school athletics carnival was held on the 22nd of October and over 100 students represented Mount Lawley. We 	1.

	<p>achieved our goal of staying in the 'B' division this year and it was a beautiful day for the carnival.</p> <ul style="list-style-type: none"> ○ Friday Week 2 of term 4 the WACA Super 8 cricket Blast was played. The Year 9/10 Boys team and 1 of the Year 9/10 Girls teams won their division and made it to the state finals which was scheduled for the following week. This was unfortunately postponed due to bad weather which then meant Mount Lawley had to forfeit their position due to year 10 exams. ○ The year 7's had a lightning carnival Friday Week 3 where they could choose a sport and had a day of playing this. The day is based around participation and everyone represented the school well and had fun. <ul style="list-style-type: none"> ● Year 12 Final Assembly - On Thursday 24/10/2019, the school held the final assembly for the Year 12s. Students filled the gym to watch the graduating students of 2019 take their seats on the bleachers for the last time. Many awards were presented to high-achieving Year 12 students, as well as the Head Boy and Head Girl giving their final speech to say farewell to the school. ● Year 12 Lunch - Friday the 13th of September was the day the Year 12s were treated with a lunch, held in the Senior School building, to commend them on their efforts prior to their Mock and WACE Exams. Year 12 students dressed up in a variety of costumes for the annual 'Meme Day', and enjoyed cakes, Subway, sushi, and many other delights. ● Year 11 ATAR Exams - During Week 3 and 4 of Term 4, the current Year 11 ATAR students had their Semester 2 Exams. The Year 11 General students were given the opportunity to catch up with their outstanding coursework during the two week break. Now the Year 11s have moved into the rollover period and have started their Year 12 courses as of Monday the 18th. ● Year 11 Mocktail Party - The final official event, for the Year 11s this year will be a Mocktail Party, held on the 5th of December on Barrack Street. The dress code will be 'semi-formal', so a step up from the river-cruises of earlier years but less formal than the final School Ball in Year 12. ● WACE Exams - The Year 12 WACE Exams for 2019 were held over a period of 3 weeks, from the 31st of October to the 18th of October. A few students said that some exams were a lot more difficult than expected, but overall, they were proud of their efforts and will be looking forward to receiving their final ATAR Rank around the 12th of December. ● 2020 ANZAC Tour - Current Year 9 Student, Sacha Bell, has been offered a prestigious position in the 2020 Premiers ANZAC Student Tour in Singapore. In 2020, Sacha will travel to Darwin and Singapore to commemorate the 78th anniversary of the bombing of Darwin and the Fall of Singapore. ● Treasury Prize - Jasmine Prince, a student in Year 12, won the annual state-wide Treasury Essay competition and won the first prize of \$2000. She presented a strong argument for diversification of the WA economy so as to make it more resilient and vibrant and suggested that the government should start looking at startups to make Perth the innovation capital of Australia. <p>Jenny Fay and Randal Wells moved: <i>'The Board notes the Student Representative's report.'</i> – CARRIED</p>	
4.4	<p>Staff Representative Report</p> <p>Michael provided a verbal report as follows:</p> <ul style="list-style-type: none"> ● The school is focused on planning and staffing for 2020 as well as bringing this year to a close. Staff are winding down their work for this year. 	

	<ul style="list-style-type: none"> • The staffing process for employing people for next year is underway. This is a large task as there are thousands of applications. • At beginning of this term Justin Coulson attended the school to talk about positive psychology, education, teaching and parenting. He focused on how the school could engage better. Staff really found this valuable and feedback was superb. A session was also offered to parents who also found it very worthwhile. • There was a gathering last week of the Class of '69. Over 100 past students attended who all had a great time. • The PE office is being upgraded over the holiday to provide further facilities. • The scope for the new STEM building is now final and work will soon commence. There will be some disruption to the school for the next 12 months however this will be a great addition to the school. • Graduation is being held at the Hyatt hotel on Thursday. • The school attended the WA Education awards with the three teacher nominees. Despite not winning an aware, all enjoyed themselves and the school will try again next year. <p>Randal Wells and Jenny Fay moved: <i>'The Board notes the Staff Representative's report.'</i> – CARRIED</p>	
4.5	<p>P&C Representative Report</p> <p>The P&C consists of the General Committee and six sub-committees: Music, SVAPA, Languages, GAT, Lawley Art Auction and the Mount Lawley Performing & Visual Arts Committee (in recess). The P&C also has delegates representing the P&C on the School Board, the Health Committee, the Finance Committee and the WACSSO conference.</p> <ul style="list-style-type: none"> • P&C met on 28 October 2019 with a quorum. • P&C Constitution <ul style="list-style-type: none"> ○ The New P&C Constitution, which aligns with WACSSO's guidelines, was adopted. It now must be approved by the Department of Mines, Industrial Relations and Safety (DMIRS) where after it will come into effect. ○ The Constitutions of all Sub-committees will be reviewed to ensure alignment with the new P&C Constitution. • P&C funding: <ul style="list-style-type: none"> ○ Undercover seating: Resolved to approve \$16000 from the Uniform Shop proceeds. ○ School diaries 2020: Resolved to contribute \$15000 from the Uniform Shop proceeds. ○ Lockers: Trial lockers for one Year 7 community well received. Investigating if more lockers should be installed. Space and cost an issue. Awaiting report from the Principal. ○ P&C general account has been drawn down significantly during 2019. Funding contributions included 2019 School diary, C pens, Table Tennis tables and 2019 Homework club. ○ P& C will be investigating various forms of fund raising for the P&C general account. Currently the P&C General account receives funding only from Voluntary Approved requests. • Next meeting of P&C Monday 25 November 2019 at 7 pm. • Randal asked what was happening with the Theatre as ECU potentially moving to the city could have an impact on this. Lesley has spoken to local councilors regarding lobbying for funding for this. The ECU decision on this has been put on hold pending their decision around their potential expansion. Lesley advised school really needs their own theatre anyway so is pursuing this. 	

	Lesley Street and Emily Mazalevskis moved: <i>'The Board notes the P&C Representative's report.'</i> – CARRIED	
5.0	Discussion Items	
5.1	School Development Days 2020 Lesley advised the 2020 School Development dates have been confirmed with the Department of Education.	
5.2	Board Meeting Dates 2020 (attachment 6) Board Meeting dates for 2020 were tabled. This document set out the proposed dates for 2020 along with the proposed P&C meeting dates. Jenny Fay and Ron Banks moved: <i>'The Board notes the School Board Meeting dates for 2020'</i> - CARRIED	
5.3	Website Update Michael presented a demonstration on reshaping the content of the website. The school has looked through areas that are out of date and a developer has been working on these. The home page has a new appearance with updated photos. There will be a component for Board Members' biographies and their photos. This is still a work in progress but a good start has been made. Many items have been cleaned up and the aim is to make the site more visually appealing. Staff will be trained on how to manage the site and they will continue the process into the future. Board Members are asked to provide a short bio to Lesley ASAP. Randal asked whether this is being undertaken in conjunction with the P&C who are also updating their website with the view of maintaining consistency. Michael replied that he has not liaised with the P&C yet but plans to do so.	
5.4	Report regarding China Trip Lesley provided a summary of her trip to China stating that she found it quite taxing as it entailed leaving at 4am on Saturday and returning at 11.45pm on the following Friday night. She visited five cities in five days including Beijing, Nanjing, Chengdu, Guangzhou and Hong Kong. The days were long; from 6am until at least 10pm and involved both planes, trains and automobiles. The agents she met with said enquires were down about 30% on previous years mainly due to a large number of international schools opening up in major cities in China and parents no longer needing to send their children overseas. On top of this, WA is not the major place they wish to attend. The order is USA, UK, Melbourne, Sydney, Adelaide and then WA. Lesley believes that, as next year the Elite program will be in place and there will be 25 secondary schools in WA, the school is liable to have a reduction in its international student numbers. Cameron asked if taking international students was worth continuing. Lesley replied that the funding pays for an EA who is also used for other students who have English as a second language so, yes, it definitely is. Randal asked what the financial impact on the school would be if there were no international students. Lesley advised there are still local students who come to the school with English as a second language who need assistance and this would be at the school's expense. Sebastian Hensley and Emily Mazalevskis moved: <i>'The Board notes the information provided regarding the China Trip.'</i> - CARRIED	
6.0	Other business	
6.1	Michael tabled Visible Learning School Capability Assessment Report. The school has been taking staff through Visible Learning over the past three years. Each year the staff undertake a school capability survey. Based on the results, the school is provided with a framework and a score. A visit was conducted by Jenny Sesta and Kim Edwards from Corwin Australia to run the survey and	

	provide the report. The report looks at how the school has progressed since the beginning of the process. This summary shows their perspective and indicates what they think has occurred in terms of the framework as measured by their survey techniques over the past four years. The report shows the school has made progress in some areas and highlights areas that need further effort. This information is used by the leadership team to analyze and interrogate information to reflect on where learning areas are at. The school will conduct this survey independently moving forward.	
6.2	As this is the last board meeting for the year, Lesley thanked all Board Members for their service and as a token of appreciation provided all members with the gift of a school pen and notebook.	
7.0	Next Meeting	
	The next meeting is scheduled for Monday, 17 February 2020 at 5:30pm in the Warren Daniel Conference Room, MLSHS.	
8.0	Roundtable evaluation of the meeting	
	Cameron thanked all Board Members for their efforts and attendance throughout the year.	
9.0	Meeting Close/Adjournment	
	The meeting was closed by Cameron Brook at 6:55pm.	

Signed (Chair) _____
Cameron Brook

Date: _____