

Minutes of Meeting 1 of 2020
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 17 February 2020 at 5:30pm

ATTENDEES:

Cameron Brook (Chair), Lesley Street – Principal, Michael Camilleri – Staff Representative, Professor Stephen Winn, ECU – Community Representative, Ross Oakes - Staff Representative, Randal Wells - P&C Representative, Emily Mazalevskis - Student Representative, Sebastian Hensley – Student Representative, Dr Jenny Fay – Community Representative, Simon Millman (MLA) – Visitor, 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 and Simon Millman, MLA Member for Mt Lawley was welcomed as a visitor.	
1.2	Apologies: Jane Forward - Parent Representative, Ron Banks – 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. 1 agenda.	
3.0	Minutes of Previous Meeting	
3.1	The Minutes of the previous meeting held on 18 November, 2019 (attachment 1) were tabled. A correction to the spelling of Professor Stephen Winn's name was made. Jenny Fay and Ross Oakes moved: <i>'The Board endorses the minutes of the previous meetings as otherwise complete and accurate.'</i> – CARRIED.	
3.2	There was only one point on the Action List which has been attended to as Lesley emailed the corrected version of the Expenditure and Revenue section of the Cash Report to the Board on 4 February, 2020.	
4.0	Reports and operational matters	
4.1	<p>Membership Update</p> <ul style="list-style-type: none"> • Lesley advised there is a vacant Staff Representative position as Michael Camilleri's term has expired. Jane Forward's term as Parent Representative has also expired and she has advised she will not be seeking re-election. Lesley has circulated Expressions of Interest for her replacement and has so far received two. The EOI is closing on Wednesday, 19 February, 2020. • As Community Representative Members' positions are voted by the Board, Lesley asked these members to step out of the meeting to allow the remainder of the Board to discuss their term. As Cameron Brook had left the meeting, Lesley temporarily took over chairing. She put it to the Board to endorse these members continuing. Randal offered his feeling that both are experienced Board Members who add a tremendous amount to the Board and he certainly supports their continuation. After brief discussion, all Board Members were happy for community members, Dr Jenny Fay and Cameron Brook to continue. • After returning to the meeting, both Jenny and Cameron advised they were happy to continue as Community Representatives. • The P & C Representative will be determined at next P & C meeting. • Known outgoing members are Jane Forward and Emily Mazalevskis. The Board congratulated Emily for her contributions over the past two years. <p>The Board Members' positions were duly noted by the board.</p>	Lesley to draft letters of thanks to retiring members.

<p>4.2</p>	<p>Finance Report</p> <p>Lesley presented the Finance report with Julie available to answer any questions arising.</p> <ul style="list-style-type: none"> • Lesley advised that the school had received 101.43% of the Total Cash Budget as at December 2019. The variance was 75.31%. After December, there were further expenses which meant the school did meet their 96% expenditure requirement. • The Cheque, Investment and Building Fund accounts totalled balances of \$3,513,459 as at December, 2019 which was over \$36,000 above December, 2018. • Charges and voluntary contributions are still being sought. and payment. Julie advised that \$44,000 has been recovered by debt collection which is about half of what is outstanding. This refers only to charges and does not include voluntary charges. There were some fees payable to the debt collector. • Randal asked when the collections for last year will cease so the school might know the future bench mark. Lesley advised she did not think voluntary collections would increase significantly from what is already collected. There are still some active payment plans so there will be some slight upwards movement to these figures. <p>Ross Oakes and Sebastian Hensley moved: <i>'The Board notes the Finance Report.'</i> – CARRIED</p> <p>A Funding Application Request has been received for 5 x Lego EV3 Kits costing \$2,680 ex GST. This has been approved by the Finance Committee. The Balance on the relevant account is \$25,000.</p> <p>Ross Oakes and Sebastian Hensley moved: <i>'The Board approves the Funding Request.'</i> – CARRIED</p>	
<p>4.3</p>	<p>Principal's Report</p> <p>Lesley tabled her Principal's Report (Attachment 3) and summarised as follows:</p> <ul style="list-style-type: none"> • Student Numbers: Year 7 – 334, Year 8 – 384, Year 9 – 344, Year 10 – 314, Year 11 – 297, Year 12 – 245 Total 1886 funded – Census not yet settled • Numbers are up on last year but they are not yet finalised. The Coronavirus impacted not only on the return of some international students but also on local students of Chinese origin who had gone to China for New Year. About 18 students were subject to the 14-day self-isolation rule. Most returned today but a few more will come back over the next few days. Staff were in contact with the students via email. • 16 new teachers joined the school this year in a range of learning areas including Mathematics, English, HASS, Computing, Physical Education, Home Economics, Science and Psychology. We have also employed a 0.4 psychologist to assist with the growing referrals. The new staff are mostly experienced but there are a few new graduates. Lesley is sure the students will benefit from their expertise and enthusiasm. Lesley is not sure board members are aware that Jen Barrie one of our music teachers died suddenly in the holidays. Members of the executive attended the funeral. The school has conducted the selection process for the new Healthy Active Coordinator and will announce the appointment next week when the breach period ends. • The 2019 Year 12 cohort results will be discussed in detail later in the meeting but generally the results are pleasing and there were some excellent individual performances. As in previous years, staff under the direction of their PC, will be conducting a review of achievement in all years as well as a focus on 2019 Results. Lesley has already met with a 	<ul style="list-style-type: none"> •

	<p>number of staff and the PC to talk though issues that arose with individual subject results. Each LA will undertake an Academic Review, make recommendations for improvement and create their operational plan.</p> <ul style="list-style-type: none"> • It has been a very busy start to 2020 with a very successful 90's Club Assembly on Friday 14 February with a large number of special visitors and the 37 inductees. It was a very hot morning and 2000 people in the non-air-conditioned gym for over an hour was taxing. Lesley was very pleased though with how well the students behaved and how attentive they were. • Last Monday the school had a fleeting visit from the Premier, the Minister for Education and the local MLA and MLC along with the DG. They came for half an hour to turn the sod for the new STEM building. They met both Arthur Leggett and Kyzer who were both big hits. The Premier was complimentary about the school and our results. • A number of the parent sub-committees have met and 2020 P&C events are underway. We feel privileged and grateful to have such an active P&C. • There are a number of events happening including tonight's Year 11/12 Parent Information evening, tomorrow we have the Year 7 BBQ, Wednesday we have the Year 9 Parent evening and on Thursday we have the 40th Anniversary of the teaching of Mandarin Celebration with the Chinese Consul General Madam Dung in attendance. Next Thursday is the Year 10 Parent Information evening. <p>Jenny Fay and Randal Wells moved: <i>'The Board notes the Principal's report.'</i> – CARRIED</p>	
4.4	<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"> • Year 12 Assembly was recently held to outline the expectations and responsibilities of this cohort. Many exciting events are planned for the Year 12s such as the school ball, Year 12 lunch and the graduation which were also discussed. • On Tuesday, 11 February, singer-songwriter Carla Geneve and her band performed for the school during senior school lunch. This was a warm up for the Hyper Music Festival to be held in March by the City of Swan. • An assembly was held last week for last year's Year 12 students who achieved an ATAR ranking above 90. Hari Prasanna, DUX of 2019, presented a speech giving advice on study skills and determination. • The school will soon be holding a Year 7 BBQ to welcome new parents to the school. As in the past, attendance is expected to be large. • All councillors and house captains were recently involved in a Leadership Training Day. The day involved ice-breakers for the new leaders and then planning for the year ahead. • A brief Year 11 assembly was held last week to emphasise topics such as changing subjects and to outline the new phone policy. • Tomorrow is the start of the Wolfpack program which is an eight week course that covers many study techniques, goal planning and how to prepare for exams. • Another Elevate Study Program seminar was recently held. The students felt this session was timed better than last year as it was held prior to exams. Feedback on the programme from the younger years has been more encouraging than that received from the senior years. • Sebastian also reported on his recent exchange experience in Italy. He is studying Italian and was selected to be an exchange student. He stayed in a small town of only 300 where he attended school and received 	

	<p>tutoring. Sebastian believes this trip will improve his Italian ATAR score. Lesley advised Sebastian was a fantastic ambassador for the school.</p> <p>Jenny Fay and Randal Wells moved: <i>'The Board notes the Student Representative's report.'</i> – CARRIED</p>	
4.5	<p>Staff Representative Report Michael presented a verbal report as follows:</p> <ul style="list-style-type: none"> • Michael presented a PowerPoint display of what the new STEM building will look like. The facility will provide 6 learning areas including 2 Science and some technology rooms which will allow for collaborative and integrated learning. The building is due for completion at the beginning of 2021. • There are 16 new staff across a range of subject areas, all of whom have been through a thorough interview process. • All parents have been contacted by their child's subject teacher. This is to allow promote a two-way partnership. • Enterprise Bargaining Agreements with the SSTUWA are being negotiated at the moment. The school has a delegate involved in the process who keeps the school informed of what is happening. <p>Emily Mazalevskis and Sebastian Hensley moved: <i>'The Board notes the Staff Representative's report.'</i> – CARRIED</p>	
4.6	<p>P & C Report Randal Wells provided a verbal report as follows:</p> <p><i>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.</i></p> <ul style="list-style-type: none"> • P&C met on 25 November 2019 with a quorum. • P&C Constitution <ul style="list-style-type: none"> ○ The New P&C Constitution, which aligns with WACSSO's guidelines, is still to be approved by the Department of Mines, Industrial Relations and Safety (DMIRS) where after it will come into effect. In the meantime, the P&C continues to operate under the existing constitution. ○ The Constitutions of all Sub-committees are being reviewed to ensure alignment with the new P&C Constitution. • P&C funding: <ul style="list-style-type: none"> ○ Lockers: Principal's report on the use of the 32 trial lockers allocated to Form F1 in 2019 indicted they were underutilized. At this stage no further action re ordering more lockers. • P&C Meeting dates for 2020 were accepted as proposed: <ul style="list-style-type: none"> ○ 24/2, 23/3, 25/5, 22/6, 24/8, 21/9, 26/10, 30/11 • Next meeting of P&C is also the AGM: Monday 24 February 2020 at 7 pm. • All Office Bearer positions will be vacated, and an election held for the 2020 Office Bearers. • Current P&C President, Annalise Grubisich has advised she will not be returning to the P&C and will therefore not be available for re-election as P&C President. • The P&C is hoping for strong attendance at the P&C meeting with a view to filling the Office Bearer roles. • Discussion ensued around the new mobile phone policy. Ross stated that he has noticed a difference with students interacting more with each 	

	<p>other and with the teachers during lunch and recess.</p> <ul style="list-style-type: none"> Sebastian asked whether students could use their phone to use Apple Pay to purchase from the canteen. He was informed this was not allowed and students need to obtain a card for use at the canteen. Information on this is available on Connect. <p>Sebastian Hensley and Emily Mazalevskis moved: <i>'The Board notes the P&C Representative's report.'</i> – CARRIED</p>	
5.0	Discussion Items	
5.1	<p>Plan for Partners in Literacy and Numeracy</p> <p>Steven Winn provided a PowerPoint presentation on Partners in Literacy and Numeracy which is specific to Edith Cowan University. This allows Pre-Service Teachers to volunteer to support local schools to deliver literacy and numeracy lessons. Mt Lawley Senior High School is a partner in this program. The program has benefits for both the Pre-service Teachers by gaining experience and developing their skills and also providing networking opportunities along with obvious benefits to the students who will benefit from extra support. The partner school can determine what they wish the Pre-service Teacher to deliver and in what time-frames.</p> <p>Lesley Street and Emily Mazalevskis moved: <i>'The Board notes the Plan for Partners in Literacy and Numeracy'</i> - CARRIED</p>	
5.2	<p>Brief on Students Results 2019</p> <p>Lesley advised the PowerPoint of the data relating to the 2019 Academic Performance was sent home in the Board Documents. At the Board meeting these were discussed and board members were able to look at some excellent individual performances relating the school position as 32 in the top 50 table, coming in at 7 in the public schools, 90 Club, Certificates of Distinction and Credit as well as NAPLAN data and progress relating to the progress of the cohort from Year 7 to Year 12".</p> <p>Emily Mazalevskis and Sebastian Hensley moved: <i>'The Board notes the Brief on Students Results 2019'</i> – CARRIED</p>	
5.3	<p>Public School Review Update</p> <p>Lesley advised data for the Public School Review is required to be uploaded by 31 March and 10 April is review visit. Progress is well underway and this is a regular topic of discussion at executive, leadership and faculty meetings. Renae Hill and Lesley are coming to school each Sunday to check the progress with regard to the uploading of information. A proposed agenda for the one-day visit will come out shortly and Board members will be invited to attend the one-hour meeting if they are available.</p> <p>Stephen Winn and Sebastian Hensley moved: <i>'The Board notes the Public School Review Update'</i> - CARRIED</p>	
5.4	<p>Report on National Schools Opinion Surveys for 2019. Refer to attachments</p> <p>Michael delivered a PowerPoint presentation on responses to the 2019 National School Opinion Surveys. Surveys are sent out annually to parents, students and staff. The questions are determined by a national system and do not change from year to year. This year, the number of respondents has increased significantly. The school is hoping to improve on this participation even further. The results were quite positive and there has been a positive shift in the responses, particularly from the teachers. There is work to be done in some areas however the results overall are quite pleasing.</p> <p>Ross Oakes and Emily Mazalevskis moved: <i>'The Board notes the National Schools Opinion Surveys for 2019'</i>- CARRIED</p>	

5.5	<p>Department of Education Strategic Documents – refer to attachments A presentation of the Education Strategic Plan was displayed on the Smart Board. This outlined the six points which both the school and the Department of Education are committed to. There is also a document which explains the rationale behind this available on the Department website.</p> <p>Emily Mazalevskis and Sebastian Hensley moved: <i>'The Board notes the Department of Education Strategic Documents'</i> - CARRIED</p>	
6.0	Other Business	
6.1	<ul style="list-style-type: none"> • Randal asked whether there was a Directors & Officers Insurance equivalent in the event of the Board being held liable for decisions they had made. Cameron advised the insurance is not necessary as the Board has no decision making power over any financial matters. This means there is no responsibility on their behalf. • Simon Millman introduced himself as the local member in State Parliament. He advised he is supportive of the school securing a Performing Arts theatre. He mentioned no decision had yet been made about the future of ECU at the Mt Lawley campus. Simon is keen for the community to keep him abreast of their views on this matter. Simon will be attending the next P & C meeting where he is looking forward to speaking with parents about any issues in relation to school facilities. 	
7.0	Next Meeting	
	The next meeting is scheduled for Monday, 16 March, 2020 at 5:30pm in the Warren Daniel Conference Room, MLSHS.	
8.0	Roundtable evaluation of the meeting	
	Lesley thanked Professor Steven Winn for his presentation on PLAN as it made them aware of the new initiative.	
10.0	Meeting Close/Adjournment	
	The meeting was closed by Cameron at 7:25pm	

Signed (Chair) _____
Cameron Brook

Date: _____