

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

**ATTENDEES:**

Cameron Brook (Chair), Lesley Street – Principal, Professor Stephen Winn, ECU – Community Representative, Ross Oakes - Staff Representative, Sebastian Hensley – Student Representative, Will Corbett – Student Representative, Randal Wells – P & C Representative, Dr Jenny Fay – Community Representative, Alice Basini – Staff Representative, Patricia Kritas - Parent Representative, Dr Kati Tonkin, Community Representative, Julie Moxey – Visitor, Michael Camilleri – 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 5:30pm.	
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. 5 agenda.	
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	The Minutes of the previous meeting held on 15 June, 2020 - (attachment 1) were tabled.  Kati Tonkin and Patricia Kritas moved: ' <i>The Board endorses the minutes of the previous meeting as otherwise complete and accurate.</i> ' – <b>CARRIED</b> .	
3.2	Actions Arising – (attachment 2)  Action 1 – This matter has been simple to address on Connect. It was also mentioned at a Leadership Team Meeting and agreed that staff will be requested to only target parents who need to be informed. Teachers will also be requested to check and if there is more than one child at the school to refer to the particular child by name in the notice. The school has requested that Skoolbag have modify their computer coding so next year parents will be able to nominate which notices they wish to receive.  Action 2 is addressed in Agenda Item 3.3.	
3.3	Proposed Clause 8.17 in Terms of Reference - (attachment 3)  At the previous meeting, the Board agreed on an amended wording of the Terms of Reference. Upon reflection, Cameron realised the agreed wording was not consistent with the rest of the language in the document. Cameron has amended the wording to retain the intention but remain consistent with the existing language.  The proposed new wording is as follows: The Optional Preferential Voting process (OPV) will be used in the election. Voters may choose to mark a preference for as many candidates as they want, and complete numbering is not required. Although single preference voters may be instructed to use a '1' rather than a tick or a cross, ticks or crosses will be regarded as valid votes as long as the voter's intention is clear.  Lesley Street and Stephen Winn moved: ' <i>The Board approves the addition of this wording.</i> ' – <b>CARRIED</b> .	
<b>4.0</b>	<b>Reports and Operational Matters</b>	

- 4.1 Finance Report – (attachment 4)  
 Lesley provided a verbal report as follows:
- The blue tab demonstrates how expenditure of \$21.910.311 is attributed to each of the projected budgets.
  - Invoices for contributions have been sent out and the school has received an initial good response however the majority of voluntary contributions are not being paid. People have been quite open about wanting to pay but not being able to. An increased number of people have requested payment plans. Around \$50,000 has come in between compulsory and voluntary charges since the invoices were issued. However, this is approximately \$60,000 down on the projected budget.
  - Voluntary contribution rate is at 38% compared to 61% this time last year.
  - The Department has directed that no family can be referred to a debt collection agency this year.
  - Julie advised that Bpoint has been set up on the website as another method of payment
  - Expenditure is currently sitting at 47.65%
  - Salary allocation is on track.
  - Cameron asked how other schools are tracking for their contributions and whether there is any joint effort by schools in trying to ask the government to change the current format of charging. Lesley thinks other schools will be in the same position re fees income. At this stage she does not think asking the government is not a priority at the moment.

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

4.2 Principal's Report  
 Lesley provided her Principal's Report as follows:

Student Numbers

Year 7-335	Year 10- 311
Year 8-387	Year 11- 288
Year 9-347	Year 12- 246

**Total 1914**

- Stage 4 arrangements for COVID-19 management in school are in place. Incursions and excursion are subject to the outside venues space restriction of 2 metres. Students are not subject to this requirement but adults onsite need to socially distance. On the first School Development Day we met in small groups and had to use 14 staff to facilitate the groups. On the second day we went offsite to bring all our staff together for the planning day. Some camps are happening but restrictions in place which make it difficult and we have had to source additional accommodation or cancel some planned activities. The original venue for the Award night was the Hyatt Hotel but that has now been taken over by the Health Department as a quarantine hotel and given the restrictions it would not have the space to accommodate our Year 12 parents and guests. To ensure the Year 12 students are not disadvantaged the theatre at the PCC has been booked as it is one of the few venues which can accommodate 1000+ people within the rules.
- NAPLAN did not run due to COVID-19 so Year 9 students did not have the opportunity to prequalify for this WACE component. SCSA made the OLNA test available for year 9 students to sit on a voluntary basis. All Year 9

	<p>students are taking part. If they do not prequalify students will still have six more opportunities to pass over the next three years.</p> <ul style="list-style-type: none"> <li>• To meet legislative update requirements half of the D&amp;T centre will be closed down in Term 4 &amp; Term 1 2021. This will mean we need to rehouse approx. half the D&amp;T classes from years 7 -12. Preference for the use of the remaining workshop facilities will be year 12 &amp;11. The Department does not have any demountables available so we are working with ECU in regards to using their facilities.</li> <li>• The STEM building will be ready for the 2021 school year. We have been working with Stephen Winn from ECU so we can take advantage of the expertise and cross-curricular opportunities offered by the university and their partners with regard to STEM, WAPPA and music. Stephen will be reporting on our discussions later in the meeting. We have recently agreed to take part in a trial of a new educational gaming app MiAPP developed by the university for the Amanda Young Foundation about Meningococcal Disease.</li> <li>• As you know we subsidise revision classes in the July holidays. Have received feedback about one student in Year 12 who attended the Maths Apps class in the holidays. She told me that the tutor was amazing. As a consequence, she has improved her Maths Apps mark from 50% at the end of Semester One to 62% now. This alone has improved her predicted ATAR from 75 to 77.95. She said this tutoring class was the best thing that she did. She has actually set herself a goal of achieving above 80.</li> <li>• I also received a lovely letter from a parent of a student who left school in 2007. I have shared it with staff and thought you might like to hear about the accomplishments if time permits. Lesley then read out the letter which outlined the successes her daughter has achieved since graduating and the contributions she has made to the community. The letter thanked all staff at Mt Lawley Senior High School for the contributions they had made to her daughter's success.</li> <li>• We hosted a very successful afternoon for the Year 6 teachers from local schools so they are aware of our programs and facilities. They have asked that this becomes an annual event.</li> </ul> <p>Kati Tonkin and Will Corbett moved: <i>'The Board notes the Principal's report.'</i> – <b>CARRIED.</b></p>	
4.3	<p>Student Representative Report</p> <p>Sebastian and Will jointly provided their report as follows:</p> <ul style="list-style-type: none"> <li>• Last week 18 cadets went to a drainage area near Lockridge to plant trees with the Parks and Wildlife Department. They planted 1240 sedges, trees planted near water and were very enthusiastic about the process despite the pouring rain.</li> <li>• Last Thursday the school held the annual Australian Maths Competition (AMC) in which 370 students, from Yrs 7 to 12, participated. These students were mainly from academic enrichment classes or currently studying specialist maths or the like. Overall, it went well however there were some issues with the length of the periods being too short to accommodate for the 70-minute test. This competition was a great way to acknowledge our academically gifted students and give them the recognition they deserve.</li> <li>• Recently the Yr 8 teachers as well as the sport teachers held a sports carnival for the year 8 students to replace the lightning carnival that they missed earlier due to Covid-19. The 370 students played a mixture of floorball, basketball and a range of other sports, as well as a Monster Ball Obstacle course which was 60m long.</li> <li>• The year 12s are hosting a quiz night this Thursday on the 20th of August to raise money for their parting gift. Due to Covid-19 restrictions</li> </ul>	

	<p>they are not holding it at the bowls club but are instead holding it on the bottom floor of the senior school building. As adults are still supposed to socially distance, they will be in the middle part of the floor and the students who attend will be in the classrooms.</p> <ul style="list-style-type: none"> <li>• Over the recent School Holidays, the Mount Lawley Bush Ranger Cadets embarked on their exciting 2020 experience camp, and first outing as a cadet unit since the Coronavirus lockdown. They left on the first Wednesday (August 8th) and took four days and three nights to get to the camp, stopping at Nerren Nerren, Kennedy Ranges and House Creek. When they arrived at Millstream they were greeted by Senior Ranger Kate and they learnt about the area they would be working in. Most of their work comprised of cleaning out the Jindiwarrana Pool and the nearby channels. They also did some work on the Carmel Trail.</li> <li>• The Year 9 High Achievement Breakfast was held to celebrate the achievements of high performing students. The students were treated to a short talk from Olivia Trahair, from Zero2Hero and then were welcomed into the food rooms with the Hospitality students putting on a great breakfast for them to enjoy.</li> <li>• Subject Selection for Yr 10 students has been completed, with most Yr 10s excited about their future years. The Subject Selection process was a simple one with nearly everyone getting their subjects in.</li> <li>• The annual assembly for the Honour Society is taking place this Thursday during periods one and two. It is held to recognise the high achievement of graduated students and, each year new students are inducted. The Honour Society is an important part of our school community as it inspires other younger students to achieve their best.</li> <li>• On the annual Year 10 Leadership camp, 45 of the cohort's best leaders undertook a 3-day camp at Bickley Recreational Camp. This was one of the first school camps after the lockdown period so precautions were followed. The activities were based around leadership and working as a team including a workshop on personal leadership styles by Ms Hill and a White Ribbon talk by Mr Hudson. Other activities included mountain biking, canoeing, a flying fox, 'search and rescue', vertical challenges, and trust activities. In the downtime the group could sit around talking and bonding. Overall, the camp was an amazing time and extremely beneficial for all.</li> </ul> <p>Jenny Fay and Alice Basini moved: <i>'The Board notes the Student Representative's report.'</i> – <b>CARRIED.</b></p>	
4.4	<p>Staff Representative Report</p> <ul style="list-style-type: none"> <li>• Alice reported that the staff undertook a Professional Development day on the first day of term which she felt was highly beneficial. Staff have completed Visible Learning and are now embracing High Impact Teaching (HITS) strategies to build staff capacity. The session was positively received by the staff and Alice reported it was also great to see the expertise of the presenting staff in action.</li> <li>• Ross advised that a second Professional Development day was held at the Crown. Staff worked on reflecting and planning next steps the next steps in the development of the SBP.</li> <li>• Alice feels that students are handling school well. The Year 12s are pleased to have received early offers from the universities and are still putting in the effort to achieve their best.</li> </ul> <p>Kati Tonkin and Sebastian Hensley moved: <i>'The Board notes the Staff Representative's report.'</i> – <b>CARRIED</b></p>	
4.5	<p>P&amp;C Report</p> <ul style="list-style-type: none"> <li>• Randal advised the P&amp;C met on 22 June 2020 with a quorum.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The P&amp;C has raised concerns with student pedestrian crossings at Woodsome Street and other streets around the school. Community pressure eventually got some change for the roundabout on Central Avenue and Hamer Parade. There are ongoing matters such as: <ul style="list-style-type: none"> <li>◦ Woodsome Street Crossing - Still under consideration.</li> <li>◦ Alexander Drive and Bradford Street - No support for changes from the City of Stirling.</li> </ul> </li> <li>• P&amp;C funds are under pressure due to expected reduced parent contributions and the cancellation of the 2020 Lawley Art Auction.</li> <li>• Kati asked whether Walcott street was part of the pedestrian traffic discussion. Randal advised that as this was quite far away from the school, the school has little influence over this. This road has been investigated in the past and from observations, students on that road seem to be safely and responsibly crossing in relatively low numbers.</li> <li>• Patricia commented she had contacted the John Carey, MP to ask for his support and ideas on improving safety on Woodsome street.</li> </ul> <p>Will Corbett and Jenny Fay moved: <i>'The Board notes the P &amp; C report.'</i> – <b>CARRIED</b></p>	
<b>5.0</b>	<b>Discussion Items</b>	
5.1	<p>Report regarding meeting with Hon Sue Ellery, MLC Minister for Education and Training and Mr Simon Millman, MLA Member for Mt Lawley.</p> <ul style="list-style-type: none"> <li>• Cameron advised the school successfully secured a meeting with the Education Minister, Sue Ellery and the local representative, Simon Millman.</li> <li>• Lesley, Randal, P &amp; C President John Prior and Cameron attended. Simon succinctly stated the case for a performing arts centre on behalf of the school and laid out the strong case. The Minister was well briefed and was receptive however could not make any promises in the meeting.</li> <li>• She advised there were three opportunities in terms of where the government might be allocating funding for a project such as this. One was the Covid-19 recovery funding which had not been fully announced at that stage. The second was the state budget due in October and the third was the lead up to the state election.</li> <li>• Lesely and Cameron feel the lead up to the election would be the most likely timing. The delegation is hopeful that the strong case put forward will result in a positive outcome.</li> <li>• Randal added that there was no argument around the need for the facility from the Minister and he felt the meeting was as positive an outcome as could be expected.</li> <li>• Lesley then read through a list of funding commitments allocated to WA schools under the COVID recovery funding that was recently announced.</li> </ul> <p>Alice Basini and Patricia Kritas moved: <i>'The Board notes the report.'</i> - <b>CARRIED</b></p>	
5.2	<p>Process for developing the 2021-2024 School Business Plan - (attachment 5)</p> <ul style="list-style-type: none"> <li>• Lesley ran through the document explaining its importance as it is included in the Annual Report. Lesely outlined the process to create the new plan and the proposed timeline.</li> <li>• Cameron was interested in the setting of targets and he felt it would be beneficial if the Board were further involved in these.</li> <li>• Lesely has no issue with Board members attend the planning day.</li> <li>• Kati advised another Board she was involved with had Board involvement in the development of the School Business Plan which helped achieve an improved outcome.</li> </ul> <p>Patricia Kritas and Jenny Fay moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	<p>Lesley will send out the agenda for the planning day to Board members who can advise if they wish to attend.</p>

5.3	<p>School Profile Report as of June 2020 - (attachment 6)</p> <ul style="list-style-type: none"> <li>• Lesley tabled a printout from the Department's Workforce about the number of staff and their statistical profile.</li> <li>• Lesley indicated that she had been told that a staff shortage was highly likely in the coming years.</li> <li>• Stephen Winn spoke on the impact on the education sector of teachers delaying retirement. He does not anticipate seeing people up to age 70 leaving en masse however this situation might change as superannuation balances recover.</li> <li>• A clear area for growth in the staff profile is the group 70 years of age and older and he believes this will not be atypical for the education sector.</li> </ul> <p>Stephen Winn and Kati Tonkin moved: <i>'The Board notes the Profile Report.'</i>- <b>CARRIED.</b></p>	
5.4	<p>Suspension Report – (attachment 7)</p> <p>This item was postponed to the next meeting to allow the Board time to digest the recently circulated documents.</p>	
5.5	<p>Attendance Report – (attachment 8)</p> <p>This item was postponed to the next meeting to allow the Board time to digest the recently circulated documents.</p>	
5.6	<p>Reporting to Parents – (attachment 9)</p> <p>Randal Wells and Kati Tonkin moved: <i>'The Board approves the arrangements for the parent interview day to be held on Thursday, 25 March, 2021. –</i> <b>CARRIED.</b></p>	
5.7	<p>Report on discussion with ECU Professor Stephen Winn and Professor David Shirley.</p> <ul style="list-style-type: none"> <li>• Stephen discussed the meeting he recently held to strengthen ties between WAAPA and Mt Lawley Senior High. He felt this was a positive meeting and it was good to see more tangible links between the school and WAAPA developing.</li> <li>• Stephen also advised there is a Digitech in Schools Programme which includes science, maths, engineering and education. There are five areas the university is actively engaging with Mt Lawley to strengthen the partnership.</li> </ul> <p>Will Corbett and Sebastian Hensley moved: <i>'The Board notes the report.'</i>- <b>CARRIED</b></p>	
6.0	<p><b>Focus areas for the Board</b></p>	
	<p>Cameron had previously requested the Board collectively examine where the school should be headed and if there were suggestions for any potential strategic opportunities/improvements. Following on from this, the Board were invited to share their thoughts.</p> <ul style="list-style-type: none"> <li>• Will raised the idea of introducing an ASLAN Language program into the school to be taught as a subject. Kati asked if this would be at the expense of another language and Lesley confirmed it would.</li> <li>• Jenny has noticed the lack of community involvement by students since the requirement to do so has been removed. She would love to see more of that happening and Mt Lawley students being known in the community for their contributions. Michael advised many students are involved in many community activities which the school doesn't really know about. Jenny would like to see further promotion of this. Jenny also spoke about</li> </ul>	<p>Lesely will investigate the impact introducing ASLAN as subject might have on staffing and budget and report back to the November meeting.</p> <p>Michael will talk to Larry about profiling community</p>

	<p>the possibility of student becoming Blood Donors. It was mentioned age rules for eligibly may have changed.</p> <ul style="list-style-type: none"> <li>• Michael mentioned students are doing great things in hospitality and the school has grown in that area. The school is currently making do with the current facilities in terms of a kitchen. He felt this might be incorporated into a future Performing Arts centre to cater for patrons.</li> <li>• Jenny also mentioned the lack of general publicity about the school and how rare it was to see an article in the local papers. She feels we should be selling the school more as it a good school and should be lauded. Jenny asked if there were a staff member who could be made responsible for marketing and raising the profile of the school. Lesley indicated that there was a staff member who was responsible for publications and she would ask the staff member to regularly contact local papers with any stories.</li> <li>• Randal commented on the Board's lack of influence over funding and expenditure. The areas he felt the Board should be monitoring and potentially influencing were the voluntary contributions.</li> <li>• Lesley asked if there were any thoughts on the contributions that individual Board members might make to the school.</li> <li>• Jenny felt further involvement in leadership meetings had been good and future involvement in the School Business Plan will also be positive. She encouraged Board members to simply talk about the school in the community and to sell the benefits.</li> <li>• Stephen agreed this was important. The process of the Board is to add value to the school and he would encourage this to be the focus of members.</li> <li>• Cameron asked about opportunities that might arise if ECU moved and whether the school might be able to take advantage of the current WAPA buildings. Stephen Winn stated he no idea what might happen with these facilities.</li> </ul>	<p>participation by students to make everyone aware of what is happening.</p> <p>Since the meeting it is confirmed that the minimum age for donating blood is 18.</p>
<b>7.0</b>	<b>Other Business</b>	
7.1	No other business arising	
<b>8.0</b>	<b>Next Meeting</b>	
	The next meeting is scheduled for Monday, 14 September at 5:30pm in the Warren Daniel Conference Room, MLSHS.	
<b>9.0</b>	<b>Roundtable evaluation of the meeting</b>	
	Kati felt that the inclusion of Item 6 on the agenda had been worthwhile and had raised some interesting discussion.	
<b>10.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Cameron at 7:40pm	

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

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