

Minutes of Meeting 5 of 2019
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 19 August, 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, Nicole Jolly – Parent Representative, Jane Forward - Parent Representative, Ross Oakes – Staff 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 5:31pm. Lesley welcomed Julie Moxey who is on temporary placement with the school and who will be assisting with the Finance Report.	
1.2	Apologies: Ron Banks – Community Representative, Prof Stephen Winn – 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. 5 agenda.	
3.0	Minutes of Previous Meeting	
3.1	<p>The Minutes of the previous meeting held on 17 June, 2019 (attachment 2) were tabled.</p> <p>Ross Oakes and Jenny Fay moved: <i>‘The Board endorses the minutes of the previous meetings as otherwise complete and accurate.’ – CARRIED.</i></p>	
3.2	<p>Actions Arising: Action List (Refer Attachment 3) was tabled</p> <ul style="list-style-type: none"> • Lesley advised the fund allocation in question was made up of a number of targeted initiatives such as languages programme, teaching relief payment and also reimbursement for a fence that was repaired last year. • Lesley reported in 2018 the school had 46 international students and received \$553,000 in funding from the department. In 2019, to date, there were 33 students with Semester 1 funding having been received. From this funding the school pays for a specialist ESL teacher and marketing. Next year a number of other schools will be taking international students and there will be competition in this area for the school. • Reporting on the progress of the healthy eating poster has been postponed as the staffing position responsible for this is vacant. • The report on the effectiveness of Visible learning has been sent to board members and will be coming again in November. <p>Sebastian Hensley and Emily Mazalevskis moved: <i>‘The Board notes the Actions.’ – CARRIED</i></p>	Report on progress of the healthy eating poster to be provided at a later date.
4.0	Reports and Operational Matters	
4.1	<p>Finance Report</p> <p>The Finance Report (attachment 4) was tabled and Lesley provided a verbal summary with Julie Moxey assisting with questions.</p> <ul style="list-style-type: none"> • The Operational One Line Budget as shown on the blue tab does not change significantly from month to month with only minor variations • The Cash Report (green tab) shows the budget received at 90.24% with a forecast variance of \$133,464. Expenditure is reflected on the rear of the form. There is still money to be paid for utilities as these accounts come in each term. \$3,245,315 includes all the money the school has 	

	<p>which incorporates the investment account. Cash budget is tracking as expected.</p> <ul style="list-style-type: none">• The Financial Summary (purple tab) shows the reconciled bank balances and bank composition. The cheque account is holding \$2,503,307. The Investment is \$1,422,184 and the Building fund is \$3,032.20.• School salary allocation is shown via the red tab. This includes student centred funding. Salary carried forward is \$714,594,000 with a YTD spend of 57%. Lesley sees no problem with the salary allocation at this stage.• Charges and voluntary contributions are shown in pink. Collection rates from both Yrs 7-10 and Yrs 11-12 are down from last year. The school is collecting sample demand letters from other schools and will be drafting a new letter which will be more demanding than those sent in the past. <p>Nicole Jolly and Randal Wells moved: <i>‘The Board notes the Finance Report.’ – CARRIED</i></p> <p>There was additional discussion from Lesley around the 2020 proposed additional charges. An additional transition camp will be run next year. Students will be going to the same camp site however there has been an increase in charges from camp site who have put up the cost. Accordingly, the cost of the camp is increased from \$320 to \$350.</p> <p>Randal Wells and Jenny Fay moved: <i>‘The Board approves the amended Additional Charges Document.’ – CARRIED</i></p>							
4.2	<p>Principal’s Report</p> <p>Student Numbers</p> <table><tr><td>Year 7-378</td><td>Year 10- 291</td></tr><tr><td>Year 8-345</td><td>Year 11- 268</td></tr><tr><td>Year 9-294</td><td>Year 12- 221</td></tr></table> <p>Total 1797</p> <ul style="list-style-type: none">• 308 Year 7 enrolments to date but there are still variables to come into play including some parents who have not responded to their SVAPA or GAT offers. It is likely we will end up with at least 10 if not 11 forms next year.• There will be pressure on classroom space until the Stem building comes online in January 2021. We will need to use the two spaces in the library for classes. The PCG is meeting every fortnight and so far we are on track although there is pressure on the \$4M funding.• One of the major events held last term was the induction of the 9 Lawley Legends. The inductees are Brian Cadd (1963) – Musician HOF, Lynette Chester (1964) – past Alzheimers Australia WA founder & Community Health Advocate, Sue Doherty (1965) - Local Government, Warwick Hemsley (1972) - Business & Philanthropy, Natalie Locke (1986) – Broadcaster, Robert Newman (1980) Inventor & Entrepreneur - telecommunications systems and networks, , Rod Randall (1977) - Environmental Science – Global Compendium of weeds , Simon Stone (1968) - Judge• Members of the executive have attended a number of school functions since our last Board meeting including Mid Summers Night Dream, a Year 12 High Achievers breakfast, the Contemporary Music Concert and the GAT induction event.• Well done to our music students for their performances on the last two Sundays at Churchlands SHS - the ABODA Orchestral Festival & the Choir festival. The adjudicators were very positive about their efforts	Year 7-378	Year 10- 291	Year 8-345	Year 11- 268	Year 9-294	Year 12- 221	
Year 7-378	Year 10- 291							
Year 8-345	Year 11- 268							
Year 9-294	Year 12- 221							

	<p>especially the percussion section. The format with the adjudicator conducting a workshop the students was excellent.</p> <ul style="list-style-type: none"> • My time at Harvard was very rewarding and very intense. There were 175 principals and education leaders from around the world. We had a two hour lecture in the morning followed by a 90 minute discussion group and then 45 minutes for lunch and then repeated the process. We were exposed to some outstanding lecturers from the Harvard Faculty including Jim Honan, Elizabeth City, Deborah Helsing, Katherine Merseth and Howard Gardner. Some of the topics included strategy and strategic planning, developments in learning theory, supporting immigrant and refugee students, case study methodology, supporting students in a complex world, change management –self and others. My favourite quote from Howard Gardner was “Boris Johnston is what Donald Trump would have been had he gone to Eton”. My favourite lecture was the FBI case study by Jim Honan based on an examination of the structure and culture of the FBI after 9/11. I have shared some of the readings with the staff. We will be looking at the next iteration of the SBP in the light of my Harvard experience. • On Monday Cam, myself and a number of staff have been invited to a lunch at the Tennis Club with members of the Cabinet as part of the Cabinet meeting being held in Mount Lawley. This will be a good opportunity to press for our PA theatre. <p>Michael circulated some concept drawings for the proposed new STEM building. The plan is for this to be two storey building. Elevations from north, south, east and west were shown. On bottom floor there will be a toilet block, engineering workshop, staff area and a learning street. On the second floor are two general learning areas, science labs and a prep area. The project goes to tender in October with an anticipated commenced date of January 2020.</p> <p>Jane Forward and Ross Oakes moved: <i>‘The Board notes the Principal’s report.’</i> – CARRIED</p>	
4.3	<p>Student Representative Report Emily and Sebastian presented a combined report as follows:</p> <ul style="list-style-type: none"> • Leadership Camp - This 3 day camp from Wednesday the 31st of July to Friday the 2nd of August and was attended by year 10’s either in positions of leadership or with potential to become leaders. There were 44 attendees in total that were split into three different groups for the activities of the course of the days. The activities included the flying fox, kayaking, high ropes, and dirt biking. In the evening there were also activities like Just Dance and a quiz night. Overall, Sebastian heard nothing but positive feedback from the camp, especially about how good the food was. • Year 10 Subject Selection Counselling - The counselling for subject selection took place during week 9 of term 2 and was a time when students that were unsure of what year 11/12 pathway and courses they wanted to do could talk with some of the teachers and find out what would be the best subjects for them to do. • Year 6 GAT Orientation - Tuesday the 13th was the GAT orientation for all incoming year 7 students as well as some year 9’s entering the program. It started with some informational speeches from languages and GAT teachers and representatives, as well as our Principal and Associate Principal. The Languages captain, Zolboo ,MC’ed the talk and an ex-GAT student also spoke. Parents and students were then taken on a tour by some of the year 10 GAT students. Kids then partook in activities in both Italian and Chinese classes that could give them a better idea of what language they wanted to learn in the coming years. The 	

orientation was well attended and was an overall success.

- National Science Week - National Science week takes place from August 10th to August 18th and aims to encourage younger people to become fascinated with the world we live in and the science that surrounds our lives. The school participated in science week by having most classes dedicate a day or part of a lesson to partaking in this week. Some classes participated in the Education Perfect Science Week competition, allowing students to answer questions online in the Education Perfect platform. Mt Lawley ranked 31st in the world and Dawit Haile of Year 7 received a Bronze award. It was really enjoyed by the students. Mr Winter also said that there was also no RACI competition this year as it will be resuming next year.
- Midsummer Night's Dream Production - As tradition goes, Midsummers Night's Dream was performed by the year 8 SVAPA's. The production ran for three nights from the 1st of July to the 3rd. The comedic play by William Shakespeare was given a high school twist whilst still maintaining the original Shakespearean English. This meant it was set in a high school gym and the characters were playing sport throughout the play, and had, for example, cheer squads instead of fairies talking. Apparently, this year it was very humorous according to those who attended
- Year 12 Elevate Program - The Elevate Program is a program that Mount Lawley runs to help students with their studies in senior school. This was held two weeks ago for students currently in Year 12. This term, the program was about personal wellbeing and study skills which most of the students found useful but they also mentioned about the inconvenient timing (such as last time, a week before exams). Some students also found the program a little repetitive. Emily recommends the Elevate Program to continue, as many students benefit a lot from the speakers and the content.
- Semester 1 WAAPA Music Concert - Every semester the school's music program holds a concert at Edith Cowan University where students who are part of various ensembles and school bands are able to perform and show off what they've been practicing at their after-school rehearsals. This year, due to such high demand, there were two middle school concerts (students performed the program twice, but to a different audience), and one senior school concert. Overall, the night was a success and many students and parents stayed back afterwards to aid the transport of music gear back to school from the university.
- Honor Society Assembly - Last Friday, the school held its annual Honors Society Assembly to acknowledge the success of Year 12 students who had achieved excellent academic results throughout the year. A previous inductee of the 1995 Honor's Society was invited to speak and she gave a lovely speech of her journey to become a physiotherapist. This year, nine students were inducted into the society, and we congratulate them for their success.
- Year 12 Biology ATAR Excursion - On the 26th of June, the Year 12 Biology ATAR class went to Perth Zoo for a school excursion to research the animals' evolutions for homeostasis. The students enjoyed walking through the zoo and listening to a seminar on the topic, and the class really enjoyed the day. They believe the excursion did benefit their studies as they got to physically see examples of what they had discussed in class.
- Write a Book in a Day - This Thursday, the school library will host its annual "Write a Book in a Day" competition for students from years 7 to 10. The day will commence at 8am right through until 8pm. Teams of roughly 5 students will be given prompts to write and illustrate a story that will be donated to the Children's Hospital. Students participating will be served with morning tea, lunch, afternoon tea and also dinner.

	Lesley Street and Jenny Fay moved: <i>'The Board notes the Student Representative's report.'</i> – CARRIED	
4.4	<p>Staff Representative Report</p> <ul style="list-style-type: none"> • Michael reported that the last Visible Learning PD for staff was held last term and was on how students learn. Michael feels staff engaged well with the content. The last school capabilities survey will be done in early November. This will look at how the school has taken the information and implemented it into classes. • There has also been some PD for students as recently five indigenous gentlemen from Carey Mining come in to talk to students about what the mining industry is and the myriad of careers it offers. There were also discussions on the Aboriginal Excellence Program and Dream program. • Both Chinese and Japanese students have recently been hosted by the school and Chinese and Japanese students from Phoenix college have also visited. • Ian Johnson, ex-Deputy Principal, will not be returning to the school. He was due to return after being seconded to Greenwood but has retired. • The Community Garden Project which is adjacent to bowling club parking lot has been taken by City of Stirling for use a community garden which the school is hoping to become involved in. • Lesley spoke of how she has been approached by the Dept of Education to potentially visit Shanghai next year as part of an expo to promote WA for international students. Cameron floated the idea of MLSH holding their own stand at a future expo should there be economic benefit. <p>Sebastian Hensley and Emily Mazalevskis moved: <i>'The Board notes the Staff Representative's report.'</i> – CARRIED.</p>	
4.5	<p>P&C Representative Report</p> <ul style="list-style-type: none"> • Randal advised that the P&C met on 24 June with a quorum. Discussion on the student crossing at Woodsome Street and Hamer Park redevelopment is ongoing. The P & C sent an email to parents with a link inviting them to respond and comment. • The SVAPA's yearly production of Midsommers Night's Dream was recently held. • The P&C is focussing on spending funds and this is on the agenda for the next meeting • John Pryor, P&C president, has resigned so they are currently without a president. Randal took the opportunity for formally thank John for his substantial efforts over his tenure and sought board endorsement on this. • Annaleise Grubisich currently acting president. • The next meeting is scheduled for 26 August, 2019 <p>Lesley Street and Jane Forward moved: <i>'The Board notes the P&C Representative's report.'</i> – CARRIED</p>	Lesley will write to John Pryor, former P&C President, thanking him for his tenure.
5.0	Discussion Items	
5.1	<p>School Profile Report as of 27 June 2019 – (attachment 4)</p> <ul style="list-style-type: none"> • It is a departmental requirement that this report be prepared yearly and presented to the Board. The report is sourced from the department's information centre. The aim is to aid workforce planning. Since 2015, the number of teachers with accrued long service leave has reduced. • Randall has observed that point 4 is focused on women in leadership. He raised the issue of the imbalance in the gender profile of teaching staff as there is a huge discrepancy between male and female teachers. Lesley advised this trend is the same across Australian and indeed the world. There is a reluctance from men on entering the teaching profession due 	

	<p>to social perceptions. The Board agreed this is a valuable insight which unfortunately does not receive the focus it should.</p> <ul style="list-style-type: none"> Nicole asked if the Education Department had any strategies around that and Lesley advised there are diversity targets which are required to be met. <p>Nicole Jolly and Jenny Fay moved: <i>'The Board notes the School Profile Report.'</i> - CARRIED</p>	
5.2	<p>Suspension Report – (attachment 5)</p> <ul style="list-style-type: none"> The Suspension Report was tabled and Lesley highlighted some of the key findings from 2018. The figures tabled in yellow on the graph show that the school is tracking in line with like schools. Yr 9 recorded the most days of suspension. Lesley noted there has been an increase in suspensions as violent offences now incur mandatory suspension. The school also has increased student numbers. Lesley has noticed no underlying issues with regard to suspensions. Randal advised that as suspensions are intended to maintain order in the school, he would hope that statistical or reporting figures are not considered and suspensions are given when necessary which Michael confirmed is the case. Nicole asked if it is possible for the Board to be advised on how recommendations for 2019 are tracking. Lesley ran through the recommendations listed in the report and advised they have all been implemented. <p>Jane Forward and Emily Mazalevskis moved: <i>'The Board notes the Suspension Report.'</i> - CARRIED</p>	
5.3	<p>Attendance Report – (attachment 6)</p> <ul style="list-style-type: none"> The Brief to School Board – Attendance 2018 was tabled for discussion. This report shows that attendance figures for the school have decreased from 94.9% in 2017 to 91.7% in 2018; however remains similar to like schools. Parents continue to remove their children from school during term for family holidays. There was discussion around the possible causes of this and Jane noted that this seems strange that the downward trend was not reflected in like schools. Michael stated that we are talking about a small percentage of students and the figures are also coming off the back of a year where there was a strong focus on attendance which resulted in a record year for attendance. He also stated the school is also far more accurate now in terms of collecting data. There are groups of students who regularly truant. Lesley commented on the recommendations for 2019, noting that; <ul style="list-style-type: none"> Point 1 has been implemented. Focus on Point 2 will increase next year. The Regional Education Office has been involved with students with ongoing attendance issues as noted in Point 3 and Lesley noted that some of these families are quite difficult to deal with. The school will look at the Good Standing Policy for those with attendance concerns as shown in Point 4. Jane suggested there be some communication with parents around what is authorised vs unauthorised leave as determined by the department. <p>Jane Forward and Ross Oakes moved: <i>'The Board notes the Attendance Report.'</i> – CARRIED</p>	<p>Lesley will report on the strategies used to try to affect the attendance of students severely at risk.</p>
5.4	<p>Reporting to Parents</p> <p>Lesley advised reporting day for 2020 will be 2 April and will incorporate a careers expo.</p>	

	Jenny Fay and Randal Wells moved: <i>'The Board approves the arrangements for Reporting to Parents in 2020.'</i> - CARRIED	
6.0	Other business	
	<ul style="list-style-type: none"> Nicole asked if it was necessary for the board to have printed copies of all tabled information as a huge amount of paper is generated each meeting. As some board members prefer to have a paper version, it was suggested that members opt out of printing if they do not wish to receive a hard copy prior to meetings. Cameron was looking through the school website and noticed some parts are quite out of date. Lesley is aware of this and is considering her actions. The school does not have a Webmaster which has contributed to the problem. Emily asked about the possibility of vertical Forms which encompass different years into the form groups rather than having specific year groups as the forms. Lesley advised this is not an objective at this stage. Some schools run this effectively however it is more problematic in larger schools. The current set up is a convenient way to address required information with each year group however Lesley suggested the matter could be revisited next year. 	Lesley will consider improving the school website and report back to the plan around this.
7.0	Next Meeting	
	The next meeting is scheduled for Monday, 16 September, 2019 at 5:30pm in the Warren Daniel Conference Room, MLSHS.	
8.0	Roundtable evaluation of the meeting	
	<ul style="list-style-type: none"> Randal provided a round table evaluation and congratulated Cameron on his chairing of the meeting. Board members have learnt things and there was good robust discussion around some strategies which is appreciated. Cameron also advised the school is striving to have the finance papers be as self-explanatory as possible in the hope this agenda item can be moved through quickly. 	
9.0	Meeting Close/Adjournment	
	The meeting was closed by Cameron Brook at 7:28pm.	

Signed (Chair) _____
Cameron Brook

Date: _____