

Minutes of Meeting 4 of 2021
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 21 June 2021 at 5:30pm

ATTENDEES:

Cameron Brook (Chair), Lesley Street – Principal, Dr Jenny Fay – Community Representative, Michael Camilleri – Staff Representative, Randal Wells – P & C Representative, Dr Kati Tonkin – Community Representative, Patricia Kritas – Community Representative, Julie Moxey – Visitor, Nicole van Blommestein (Scribe), Kelly Ngatai (Guest).

1.0	Welcome and Apologies	ACTIONS
1.1	Opening: The meeting was opened by Cameron Brook at 5:30pm.	
1.2	Apologies: Mia Westera – Student Representative, Will Corbett – Student Representative, Alice Basini – Staff Representative, Nicole Jolly – Parent Representative, 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. 4 agenda.	
3.0	Minutes of Previous Meeting	
3.1	The Minutes of the previous meeting held on 17 May 2021 (attachment 1) were tabled. Lesley Street and Jenny Fay moved: <i>'The Board endorses the minutes of the previous meeting as otherwise complete and accurate.'</i> – CARRIED.	
3.2	Actions Arising – Refer attachment 2, Meeting No. 4 Action List Item 1 – CCTV cameras is an ongoing matter. Item 2 – Notifying the community about approval of the extension for the School Review Period was in the last Lawley Update and this is item has now been completed.	
4.0	Reports and Operational Matters	
4.1	Finance Report Lesley provided with Finance Report as follows; <ul style="list-style-type: none"> • The first page is the Operational One Line Budget Statement. The total remains the same. There is nothing untoward to report. • The cash report shows that as at the end of June the school has expended 35% of budget and has received 79% of income. There are some large expenditure items coming through shortly. • There is nothing untoward in expenditure. • The sheet with the purple tab is income and on the next page is expenditure. The variation is \$110,000 so this is on track. Lesley then discussed the composition of bank accounts. • The pink tab shows what has been collected in charges and fees. Optional charges are listed first, followed by educational allowances. • \$37,600 is the government contribution for parents eligible for the Secondary Assistance Scheme. • School course collection rates and subject charges were discussed. Voluntary contributions this year are higher than last year. <p>Cameron asked what major expenditure were coming up and Lesley replied replacement walkie talkies for staff on duty are being purchased. Extra computers are also being bought as these are aging. Replacement photocopiers will be purchased in the next year or so. The CCTV cameras will be a large expenditure of approximately \$100K.</p> <p>Cameron asked if subject charges were low and Lesley advised many families</p>	

	<p>were on payment plans so only amounts paid to date are shown. This is a bit lower this year, however the figures are only up until May.</p> <p>Randall asked how to correlate the figures from the laminated sheet with the figures on the report as some were different, e.g. charges and fees is \$435,000 on the laminated sheet but the report shows \$535,000. Julie advised the laminated sheet is a breakdown of the annual budget. Sometimes they correlate exactly and sometimes they don't. Lesley and Julie explained that one is the original budget and the other is the updated budget.</p> <p>Patricia noted that Julie is doing a great job with the financial management and the board agreed they were very happy with Julie's work.</p> <p>Patricia Kritas and Randal Wells moved: <i>'The Board notes the Finance Report.'</i> – CARRIED</p>									
4.2	<p>Principal's Report The Principal's written report was included in the package distributed to all members. Lesley summarised the report as follows:</p> <p>Student Numbers</p> <table border="1" data-bbox="175 846 1225 1086"> <tr> <td>Year 7-323</td> <td>Year 10- 335</td> </tr> <tr> <td>Year 8-334</td> <td>Year 11- 299</td> </tr> <tr> <td>Year 9-397</td> <td>Year 12- 270</td> </tr> <tr> <td>Total</td> <td>1961</td> </tr> </table> <ul style="list-style-type: none"> • Lesley advised the Lawley Art Auction was a successful evening with the money raised exceeding the 2019 total. The bar takings and raffle proceedings were still to be taken into account, so this was a highly positive event. Lesley wanted the minutes to reflect her thanks to the parents on the committee who have worked so hard to ensure the event was successful. • Try-A-Trade initiative was recently held targeting disengaged students. It gave the students the opportunity to try carpentry and plastering. • Lesley thanked the staff who are currently working through demanding marking loads despite high levels of illness. • The school will be holding a French cooking class as a fundraiser for the Language Parent Support Group. • Year 8 Midsummer Night's Dream tickets are currently available. This year there is a 50s Happy Days theme. <p>Kati Tonkin and Jenny Fay moved: <i>'The Board notes the Principal's report.'</i> – CARRIED</p>	Year 7-323	Year 10- 335	Year 8-334	Year 11- 299	Year 9-397	Year 12- 270	Total	1961	
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Total	1961									
4.3	<p>Student Representative Report As both Student Representatives were apologies, their written report was tabled and briefly discussed.</p> <p>Michael Camilleri and Kati Tonkin moved: <i>'The Board notes the Student Representative's report.'</i> – CARRIED</p>									
4.4	<p>Staff Representative Report There was no Staff Representative Report as Alice was an apology and Michael has been on leave.</p>									

4.5	<p>P&C Report</p> <p>Randall provided the P&C Report as follows;</p> <ul style="list-style-type: none"> • P&C met on 24 May 2021 with a quorum. • The motion to disband the Mount Lawley Performing & Visual Arts Centre Committee was tabled and adopted at the 22 March 2021 P&C meeting. • Lawley Art Auction was held as planned on 19 June 2021. • A discussion was held regarding the uniform shop during which the Principal confirmed that the P&C would continue to make suggestions on expenditure of the proceeds from the uniform shop. • The next P&C meeting will be held on 28 June 2021 at 5.30 pm (note time change) at the Warren Daniel Conference Room, MLSHS. <p>Leslie Street and Patricia Kritas moved: <i>'The Board notes the P&C Representative's report.'</i> – CARRIED</p>	
5.0	Discussion Items	
5.1	<p>Consultative Planning Process in preparation for 2025</p> <ul style="list-style-type: none"> • The aim of this is to discuss the work the school is undertaking to expand the arts program. Lesley provide a copy of the report to the board so they can understand the meetings with stakeholders and the planning process. • Surveys have been sent out. • Towards the beginning of term 4, the school will have further information on how the school will take advantage of the opportunities that will arise from the acquisition of the ECU facilities. From this the school will pitch to the Education Department to seek buy in to provide the resources for teachers, refurbishment etc. <p>Randal Wells and Patricia Kritas moved: <i>'The Board notes the report.'</i> – CARRIED</p> <p>Cameron advised that he spoke with Simon Millman, MLA at the art auction and asked him about the working party to look at the ECU site. Simon advised discussions have been protracted and there have been some other obstacles. Progress has been made and clarity should be available soon.</p>	
5.2	<p>Workforce Planning Report 2022</p> <ul style="list-style-type: none"> • Lesley reported the plan has been in existence for many years and is now being updated. • The school is already advertising for 2022 and looking to recruit across Years 7 – 12 rather than teachers being either middle or senior school specialists. • The school is making use of the Pre-service Teacher placements and the graduate pool to appoint and is now using professional associations and personal networks. • Lesley will readvertise if there is no suitable applicant. • There has been a focus on higher level maths teachers who can teach Specialist and Methods. • The school is looking into extra Psychologist time. <p>Jenny advised she would appreciate the opportunity to digest the document properly and Lesley was happy for her to do so and welcomed her to raise this at the next meeting if needed.</p> <p>Randal Wells and Patricia Kritas moved: <i>'The Board notes the report.'</i> - CARRIED</p>	
5.3	<p>STEAM Update</p> <p>Lesley welcome to Kelly who was invited to address the Board on STEAM.</p>	

	<ul style="list-style-type: none"> • Kelly outlined the focus of the new STEM building where the whole complex covers STEAM but with a focus on engineering, D&T and science. • Moving forward the focus will be on Years 7 and 8. • A STEAM committee has been set up with wide representation. The Committee meets twice a term. • We are keen on expanding our university partnerships. Kellie recently learned that ECU have a large amount of specialised equipment such as a Dobson telescope and samples of meteorites etc • Kelly gave an overview on a range of programs she is keen to explore. • Work is being undertaken with the student wellbeing committee on the Blue Tree Project and they are investigating the possibility of sourcing a blue tree for the school grounds. <p>Randall mentioned that there are P & C funds available and recommended Kellie ask if there was anything that was wanted.</p> <p>Kati Tonkin and Jenny Fay moved: <i>'The Board notes the report.'</i> – CARRIED</p>	
6.0	Other Business	
6.1	<p>Hard copies of the 2021 – 2025 School Business Plan distributed.</p> <p>The School Business Plan has been finalised. Randal remarked on how well laid out, clear and easy to follow the document was. He thanked Lesley for the work involved and also Kati for her professional proof reading.</p>	
6.2	<p>Lesley played an audio recording of an international student who came to Australia just prior to the COVID-19 outbreak. It has been two years since she has seen her family. In the recording the student spoke about her initial struggles and how she is now much happier thanks to the support she has received. Lesley would like to thank the coordinator Pippa Beetson for the work she has put in with the international students. She always goes above and beyond the requirements of the job.</p>	
7.0	Next Meeting	
	The next meeting is scheduled for Monday, 16 August 2021 at 5:30pm in the Warren Daniel Conference Room, MLSHS.	
9.0	Roundtable evaluation of the meeting	
	Nil	
10.0	Meeting Close/Adjournment	
	The meeting was closed by Cameron at 6:49pm	

Signed (Chair) _____
Cameron Brook

Date: _____