

**Minutes of Meeting 5 of 2021**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 16 August, 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, Will Corbett – Student Representative, Alice Basini – Staff Representative, Professor Stephen Winn – Community Representative, Julie Moxey – 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: Mia Westera – Student Representative, 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 21 June, 2021 (attachment 1) were tabled.  Randal Wells 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 – Refer attachment 2, Meeting No. 5 Action List Item 1 – CCTV cameras is an ongoing matter. <ul style="list-style-type: none"> <li>• Michael provided an update stating that due to cost, this item is required to go out to tender and the school must obtain three quotations. One company has decided not to quote, and another is claiming to be too busy. Michael is still waiting on advice from another. The school has received one quote. Cameron asked if work can proceed with one quote and Michael replied this would be fine so long as the school can show they attempted to obtain the required number of quotes.</li> </ul>	
<b>4.0</b>	<b>Reports and Operational Matters</b>	
4.1	Finance Report Lesley and Julie provided the Finance Report as follows; <ul style="list-style-type: none"> <li>• The Operational One Line Budget does not change.</li> <li>• The green tab refers to locally raised funds, the codes of which shown on the laminated sheet provided in the pack. On the back of the green sheet is the expenditure.</li> <li>• The school will be paying a large electricity bill from ECU which is still to come in.</li> <li>• Little has change from last meeting. The spend to date is 58% which is on track.</li> <li>• Voluntary contributions for Years 7 – 10 is 54.24% compared to 38.32% last years so this is tracking better. Compulsory charges have seen a similar increase.</li> <li>• Another round of reminders has just been sent to parents.</li> <li>• Lesley has elected not to appoint debt collectors this year.</li> </ul> <p>Cameron asked how the current percentages for collection charges compare to previous years as 2020 was an anomaly. Lesley thinks this is a little lower. She has been building up reserves in case income is adversely affected.</p>	

	<p>Jenny would like to see the school encourage the community to invest in the school by paying fees.</p> <p>Julie advised there is nothing of any note in the financial report which is as expected with nothing out of the ordinary</p> <p>Patricia Kritas and Kati Tonkin moved: <i>'The Board notes the Finance Report.'</i> – <b>CARRIED</b></p>	
4.2	<p>Principal's Report</p> <p>The Principal's written report was included in the package distributed to all members. Lesley summarised the report as follows:</p> <ul style="list-style-type: none"> <li>• Student numbers are down to 1928 as there have been a number of students who have left to attend TAFE or participate in the workplace.</li> <li>• Four transportable buildings have been allocated to the school for next year to cope with increasing student numbers.</li> <li>• \$15 million from the state election commitment has been committed to a new build of 20 classrooms to accommodate up to 2200 students.</li> <li>• The rescheduled NAIDOC assembly was held on 22 July. Our Aboriginal students played a major role. On display was the Reconciliation canvas completed by our students. It will be displayed at the Crown Resort. When it is returned it will be displayed in the Art Department.</li> <li>• The Year 8 production of Dream Dinner received excellent reviews.</li> <li>• The senior band was recently chosen to perform at Perth Concert Hall. The Year 7/8 Jazz band also performed. Over the past two months students here taken part in concerts and festivals.</li> <li>• The Sunday Times recently featured a double page spread about the new ECU city campus. The timeline was still stated as 2025 and the gifting of the WAAPA facilities to MLSHS was mentioned.</li> <li>• Staffing for 2022 is well underway. The school has been able to secure staff for positions in Maths, P&amp;HPE, Psychology and Japanese/French. The school is awaiting redeployment clearance for other positions including English, HASS/Media, Home Economics and Middle School Science.</li> <li>• A letter and certificate from the Department of Education Director General was received commending the school for their 2020 Year 12 results.</li> </ul> <p>Will Corbett and Jenny Fay moved: <i>'The Board notes the Principal's report.'</i> – <b>CARRIED</b></p> <p>Cameron passed on information about the school's submissions for excellence awards. The school has applied for Secondary School of the Year and the WA Premier's Excellence in Aboriginal Education Award. Lesley has been nominated for Secondary Principal of the Year.</p>	
4.3	<p>Student Representative Report</p> <p>Will presented student report as follows:</p> <ul style="list-style-type: none"> <li>• Languages Week was held two weeks ago. A range of activities were held centred around the five languages taught at the school.</li> <li>• The Year 9 lighting carnival was held last week. Netball, AFL, floorball, basketball and soccer were included. The Year 11 and 12 Cert II Sports Coaching students assisted at the event. The Basketball B Team won gold and the A Team took out silver.</li> <li>• The athletics carnival is next week. House points will be awarded for participation, successes as well as the general spirit demonstrated.</li> <li>• Year 11 high Achievers' breakfast was held on June 24<sup>th</sup> to congratulate a select group of students for their hard work and success throughout Semester one. Year 12 Cert II Hospitality students catered the breakfast.</li> </ul>	

	<p>Thanks to Ms Smith for running the event, Chris van Maanen for the engaging speech and the Cert students for providing a great breakfast.</p> <ul style="list-style-type: none"> <li>• On the 4<sup>th</sup> August, 44 Year 10 students attended the annual leadership camp at Bickley.</li> <li>• On 5<sup>th</sup> August a group of Year 9 students were invited to a skills celebration breakfast.</li> <li>• ICAS tests are underway for years 7 – 9 GAT and Academic extension students.</li> <li>• Due to popular demand, the Peak program was continued for another round this year. Students from Years 10 – 12 were encouraged to sign up. This included eight face to face workshops with former youth ambassador, David Castelanlli who teaches valuable life skills.</li> </ul> <p>Alice Basini and Kati Tonkin 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>• A School Development day was held on the first day of term. Staff had the opportunity to learn from and with their peers within their learning areas. The day was successful as it afforded time for meaningful discussion and provided PD specific to the department areas.</li> <li>• On Friday, 13 August, a group of staff completed the Cultural Awareness Training.</li> <li>• At the most recent whole staff meeting, Paul Meacock spoke about future planning for the WAAPA facilities allocated to the school in 2025. Staff will be invited to complete a survey seeking feedback on how the facilities might best be used.</li> </ul> <p>Kati Tonkin and Jenny Fay moved: <i>'The Board notes the Staff Representative's report.'</i> – <b>CARRIED</b></p>	
4.5	<p>P&amp;C Report</p> <p>Randall provided the P&amp;C Report as follows;</p> <ul style="list-style-type: none"> <li>• P&amp;C met on 24 May 2021 with a quorum.</li> <li>• The motion to disband the Mount Lawley Performing &amp; Visual Arts Centre Committee was tabled and adopted at the 22 March 2021 P&amp;C meeting.</li> <li>• A very successful Lawley Art Auction was held on 19 June 2021.</li> <li>• A discussion was held during which the Principal confirmed that the P&amp;C would continue to make suggestions on expenditure of the proceeds from the uniform shop.</li> <li>• The next P&amp;C meeting will be held on 28 June 2021 at 5.30 pm (note time change) at the Warren Daniel Conference Room, MLSHS.</li> </ul> <p>Will Corbett and Kati Tonkin moved: <i>'The Board notes the P&amp;C Representative's report.'</i> – <b>CARRIED</b></p>	
<b>5.0</b>	<b>Discussion Items</b>	
5.1	<p>Distribution of School Business Plan</p> <ul style="list-style-type: none"> <li>• Lesley circulated a replacement copy of the new Business Plan. The Board was previously provided an incorrect version. This one is now the current and most up to date one.</li> </ul>	
5.2	<p>Attendance Report Semester 1 – refer attachment 4</p> <ul style="list-style-type: none"> <li>• Lesley is not sure of the accuracy of this information due to lockdowns and how the data has been reported.</li> <li>• 2020 attendance figures were circulated for the Board to look at and digest for next meeting.</li> <li>• Attendance is down in 2021 and this is expected to continue as the messaging now is for students to stay home if they are unwell. This will be the new normal and will result in higher absences.</li> <li>• None of the figures were a surprise to Lesley</li> </ul>	

	<p>Randal asked what constitutes an at-risk student. Lesley advised this is defined as less than 50% attendance.</p> <p>Randal Wells and Kati Tonkin moved: <i>'The Board notes the report.'</i> - <b>CARRIED</b></p>	
5.3	<p>Suspension Report Semester 1 – refer attachment 5</p> <ul style="list-style-type: none"> <li>• Lesley ran through the suspension statistics across the various year levels and split across gender and suspension categories.</li> <li>• Lesley is not concerned about any of the levels shown in the reports.</li> <li>• Copies of previous years data was circulated, and this will be on the agenda for the Board to compare next meeting.</li> </ul> <p>Randal Wells and Kati Tonkin moved: <i>'The Board notes the report.'</i> – <b>CARRIED</b></p>	
5.4	<p>Reporting to Parents 2022 – refer attachment 6</p> <ul style="list-style-type: none"> <li>• Lesley sought approval from the Board for the parent interview day to be held on Thursday, 31 March 2022.</li> </ul> <p><b>CARRIED</b></p>	
5.5	<p>Overview of Aboriginal Initiatives for 2021</p> <ul style="list-style-type: none"> <li>• Lesley tabled a chart outlining the Aboriginal Education Initiatives Program for 2021. If the school is successful in reaching the finals of WA Premier's Excellence in Aboriginal Education Awards, the team will attend the end of year breakfast at Crown.</li> </ul> <p>Will Corbett and Jenny Fay moved: <i>'The Board notes the report.'</i> – <b>CARRIED</b></p>	
5.6	<p>Remote Learning Plan – refer attachment 7</p> <ul style="list-style-type: none"> <li>• Michael reported that the Department has asked all schools to ensure their remote learning plans are up to date so that if schools are shut at any point they are able to continue with the teaching program.</li> <li>• The school has a plan that has not been tested.</li> <li>• There are a number of documents around the procedures for this plan. A selection of these were tabled.</li> <li>• The school will use WebEx to interact with students.</li> <li>• All courses have been audited so that curriculum content and all resources are on Connect. Connect will also be used for communication.</li> <li>• The school is well placed should there be a lock down.</li> </ul> <p>Jenny commended the school on their handling of the previous lockdowns and preparation for any future ones.</p> <p>Patricia Kritas and Randal Wells moved: <i>'The Board notes the report.'</i> – <b>CARRIED</b></p>	
5.7	<p>Traffic Management Proposals – Woodsome Street</p> <ul style="list-style-type: none"> <li>• Michael met with City of Stirling representatives regarding the ongoing issue of the Woodsome Street traffic.</li> <li>• Documentation relating to this was tabled and circulated for the Board to consider.</li> <li>• City of Stirling have not approved the school's suggestions to improve traffic flow. Instead they are looking at putting in bollards to ensure entry is only possible from one direction. Michael feels this will only add to the existing congestion.</li> <li>• Michael has proposed an alternative solution which he is continuing to follow up. Michael has asked for feedback from the board on this issue.</li> </ul> <p>Alice Basini and Stephen Winn moved: <i>'The Board notes the report.'</i> – <b>CARRIED</b></p>	
<b>6.0</b>	<b>Other Business</b>	
6.1	No other business was raised by the Board.	
<b>7.0</b>	<b>Next Meeting</b>	

	The next meeting is scheduled for Monday, 13 September 2021 at 5:30pm in the Warren Daniel Conference Room, MLSHS.	
<b>9.0</b>	<b>Roundtable evaluation of the meeting</b>	
	Cameron noted although this was a slightly longer meeting than of late, it had been one of substance.	
<b>10.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Cameron at 7:10pm	

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

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