

Minutes of Meeting 3 of 2021
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 17 May, 2021 at 5:30pm

ATTENDEES:

Cameron Brook (Chair), Lesley Street – Principal, Dr Jenny Fay – Community Representative, Alice Basini-Staff Representative, Michael Camilleri – Staff Representative, Randal Wells – P & C Representative, Dr Kati Tonkin – Community Representative, Will Corbett – Student Representative, Mia Westera – Student Representative, Patricia Kritas – Community 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 5:30pm.	
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.	
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. 3 agenda.	
3.0	Minutes of Previous Meeting	
3.1	The Minutes of the previous meeting held on 15 March, 2021 (attachment 1) were tabled. Kati Tonkin and Randal Wells 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. 3 Action List Item 1 – Draft Letter of thanks to Ross Oakes and Sebastian Hensley has been completed. Item 2 – Laminating the 2021 Budget Information has been completed. Item 3 – CCTV cameras to be installed – Michael provided an update. A security company attended and are doing an audit in terms of locations and angles. From this costings can be arranged. This is to remain as an ongoing item. Randall asked if there was room in budget for this. Leslie advised yes, this is within capacity	
4.0	Reports and Operational Matters	
4.1	Finance Report and the Annual Budget <ul style="list-style-type: none"> • Lesley advised the One line budget remains the same. This is made up of student centred funding and One-line budget funds. The total for this is \$22,265,179 • The green tab is the Cash Report. The school has currently received 76% of the amount budgeted. There is a projected variance of \$389,518. Locally raised funds is also included in this report. This includes various other revenue such as facilities hire, bank interest and commissions from uniforms and photos. • Expenditure is shown on the reverse page. The majority of the expenditure is salary. • The Financial Summary is the purple tab and is as at 30 April, 2021. The school has budgeted for \$228,244 in contributions for the year and have received \$130,488 so far. Reminder Accounts have just been sent out. • The school has spent 28% of the School salary allocation. There should be a variance of less than 1% by the end of the year. • Charges and Voluntary Contribution Collection Rates are shown by the pink tab. One side of the sheet shows optional charges and the other shows voluntary contributions. Percentages collected for each year are identified. 	

	<p>Randal commented that voluntary and charges collection rates have improved from last year which is good to see.</p> <p>Jenny Fay and Kati Tonkin moved: <i>'The Board notes the Finance Report.'</i> – CARRIED</p>	
4.2	<p>Principal's Report</p> <p>Patricia Kritas and Will Corbett moved: <i>'The Board notes the Principal's report.'</i> – CARRIED</p> <p>Cameron advised he has received a letter from the Acting Deputy Director of Schools concerning the request to extend the review period from three years. He was pleased to confirm the five year time frame has been endorsed as requested due to the sustained good performance of the school.</p>	<p>Principal to notify the School Community about letter from A/Deputy Director General in the next Lawley Update.</p>
4.3	<p>Student Representative Report</p> <p>Will and Mia jointly presented the report as follows:</p> <p>Alice Basini and Patricia Kritas moved: <i>'The Board notes the Student Representative's report.'</i> – CARRIED</p>	
4.4	<p>Staff Representative Report</p> <p>Alice reported on the recent Professional Development day on Differentiated Learning which was held for all teachers. It was facilitated by staff members and it was good to hear from them and good to reinforce the skills staff already have. Alice felt it was a good PD. Differentiated learning is tailoring your lessons and tasks to the specific needs of individual students.</p> <p>Lesley Street and Kati Tonkin moved: <i>'The Board notes the Staff Representative's report.'</i> – CARRIED</p>	
4.5	<p>P&C Report</p> <p>Randall provided the P&C Report as follows;</p> <ul style="list-style-type: none"> • The P&C met on 22 March 2021 with a quorum. • Randal Wells, the P&C's Board Representative was an apology at the 22 March 2021 meeting. • As the Convenor of the Mount Lawley Performing & Visual Arts Centre Committee (in recess), Randal Wells will be tabling a motion at the next P&C meeting to disband the committee given that it has fulfilled its purpose following the announcement on the future of the ECU campus. • Selected items from sub-committees: <ul style="list-style-type: none"> ○ Languages: Planning for a wine sale and French cooking night. ○ GAT: Held a Spiderman movie night, which raised \$1100. Considering a silent disco event. ○ Lawley Art Auction: As noted at the previous Board Meeting, the 2021 auction will be held on 19 June 2021. Randal Wells will raise the Board's query about a contingency plan in the event of COVID restrictions at the next P&C meeting. • Self-defence classes: The General Committee approved funding up to \$2,400 for four (one per term) self-defence classes for 2021. This follows positive feedback from the courses held in 2020. • The next P&C meeting will be held on 24 May 2021 at 7 pm at the Warren Daniel Conference Room, MLSHS. • Lesley provided an update on the COVID situation for the Lawley Art Auction as the people hosting the event asked what would happen if there would be a lockdown. Two days later in the term were offered for the event to be moved if required. • Lesley advised the P&C were approached by the West Australian to comment about the self-defence classes. Lesley referred them to coordinators of the event. There are protocols around communications and it 	

	<p>was sad to see the headline include the words ‘fight club.’</p> <p>Patricia Kritas and Mia Westera moved: <i>‘The Board notes the P&C Representative’s report.’ – CARRIED</i></p>	
5.0	Discussion Items	
5.1	<p>2022 Subject and Additional Charges – refer to attachment 3</p> <ul style="list-style-type: none"> Each year the board is required to note both Subject Charges and Additional Charges. Lesley advised there are two separate documents for these; additional charges and subject charges. Subject charges were considered first. Lesley highlight the changes. All figures are compared with last year so the increase is indicated. Lesley ran through each of the subjects and explained any increases. Kati asked what happens when people don’t pay compulsory charges. Lesley advised in previous years they have been sent to debt collectors. This avenue has been suspended due to COVID-19 payment plans are offered. <p>Kati Tonkin and Patricia Kritas moved: <i>‘The Board notes the 2022 subject charges.’ - CARRIED</i></p> <ul style="list-style-type: none"> Lesley then ran through the additional charges. These are to cover all contingencies and some activities may not be held. Again changes were noted in yellow. <p>Patricia Kritas and Jenny Fay moved: <i>‘The Board notes the 2022 additional charges.’ - CARRIED</i></p>	
5.2	<p>Delivery of Funding Agreement for Schools 2021 – refer attachment 4</p> <ul style="list-style-type: none"> This document was previously called the Delivery Performance Agreement. It sets out the expectations of the school and the targeted initiatives such as Chaplaincy program, Follow the dream and delivery of mental health programs. It is a standard document produced by the department. Jenny asked if reporting requirements were included in previous document. Lesley advised they have been included. Lesley has no problems with any of the reporting requirements. <p>Patricia Kritas and Randal Wells moved: <i>‘The Board notes the Funding Agreement for Schools 2021 and authorises the Chair to sign.’ - CARRIED</i></p>	
5.3	<p>Final Review of 2018 – 2020 School Business Plan – refer attachment 5</p> <ul style="list-style-type: none"> Leslie advised this is to formally report the school has completed the requirements of the 2018 to 2020 plan. The traffic light system has been implemented and was presented to the Board previously as a PowerPoint. There are observations against each of the priority areas. <p>Will Corbett and Jenny Fay moved: <i>‘The Board notes the Review of the 2018 – 2020 School Business Plan.’ – CARRIED</i></p>	
5.4	<p>School Business Plan update – refer attachment 6</p> <ul style="list-style-type: none"> Lesley advised the plan looked different now but in her opinion it is more modern and streamlined. It will be published online and some hard copies will be produced. Thanks to Kati for her editing. The traffic light system will again be used to track progress. <p>Randal Wells and Alice Basini moved: <i>‘The Board endorses the School Business Plan.’ – CARRIED</i></p>	
7.0	Other Business	
7.1	<p>Lesley advised she will be on long service leave from 31 May 2021 to 4 June 2021.</p>	

8.0	Next Meeting	
	The next meeting is scheduled for Monday, 21 June, 2021 at 5:30pm in the Warren Daniel Conference Room, MLSHS.	
9.0	Roundtable evaluation of the meeting	
	Cameron noted the common theme of the meeting has been positively noting how well the school is doing and the Board is pleased to see this in many different paths.	
10.0	Meeting Close/Adjournment	
	The meeting was closed by Cameron at 6:45pm	

Signed (Chair) _____
Cameron Brook

Date: _____