

**Minutes of Meeting 3 of 2022**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 23 May 2022**

**ATTENDEES:**

Cameron Brook (Chair), Lesley Street – Principal, Dr Kati Tonkin – Community Representative, Belinda Derby – Staff Representative, Jade Lay – Parent Representative, Randal Wells – P & C Representative, Joshua Abordi – Student Representative, Jenny Fay – Community Representative (by phone) Julie Moxey – Visitor, Valerie Burns – Scribe.

| 1.0                                  | Welcome and Apologies  | ACTIONS                            |                        |                                     |                        |                                      |                        |  |
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| 1.1                                  | Opening: The meeting was opened by Cameron Brook at 5:30pm.  |                                    |                        |                                     |                        |                                      |                        |  |
| 1.2                                  | Apologies: Michael Camilleri – Staff Representative, Mia Westera – Student Representative, Nicole Jolly – Community Representative, Stephen Winn-Community Representative, Mei-Ling Day – 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                                  | <p>The minutes of Meeting 1 held on Monday: 21 February 2022 (attachment 1) were tabled and moved with amendment to item 4.1.</p> <p>Belinda Derby and Kati Tonkin moved “The Board endorses the minute of the previous meeting as complete an accurate.” – <b>CARRIED</b></p>   |                                    |                        |                                     |                        |                                      |                        |  |
| 3.2                                  | <p>The Minutes of Meeting 2 held on Monday 28 March 2022 (attachment 2) were tabled and moved.</p> <p>Belinda Derby and Kati Tonkin moved “The Board endorses the minute of the previous meeting as complete an accurate.” – <b>CARRIED</b></p>  |                                    |                        |                                     |                        |                                      |                        |  |
| 3.3                                  | <p>Actions Arising – Refer attachment 3, Meeting No. 3 Action List</p> <ul style="list-style-type: none"><li>• Update message on estimated fees – the letter to parents is issued in December and the message to parents will be reviewed again Term 4</li><li>• Clarification on charges and fees 2021 in Annual – Lesley Street provided clarification – the amount is correct, and Lesley gave a breakdown of the actual amount.</li><li>• Letter to Mr Arthur Leggett – Lesley Street visited Mr Arthur Leggett and provided an update on his wellbeing and shared a photo of her visit to Arthur in his new accommodation. Arthur asked Lesley to pass on his best wishes to the staff of Mount Lawley Senior High School and The School Board.</li></ul>   | Completed                          |                        |                                     |                        |                                      |                        |  |
| 4.0                                  | Reports and Operational Matters  |                                    |                        |                                     |                        |                                      |                        |  |
| 4.1                                  | <p><b>Finance Report</b></p> <p>Julie Moxey presented the Finance Report as follows:</p> <ul style="list-style-type: none"><li>• Julie advised the Financial Summary was as expected with the Operation One Line Budget Statement April 2022 showing the following:</li><li>• Students – Centred Funding \$19,781,420</li><li>• Total of One Line Budget funds available \$22, 005, 563</li><li>• Charges and Voluntary Contributions Collection Rates for April were as follows:</li></ul> <table><tr><td>Year 7-10 Voluntary Charges 51.98%</td><td>2021 Comparison 48.41%</td></tr><tr><td>Year 7-10 Compulsory Charges 54.49%</td><td>2021 Comparison 32.89%</td></tr><tr><td>Year 11-12 Compulsory Charges 56.25%</td><td>2021 Comparison 34.63%</td></tr></table> <ul style="list-style-type: none"><li>• It was noted the collections rates are significantly higher than this time in 2021, Cameron Brook said it was pleasing to see. Julie Moxey advised they were currently concentrating on the Year 11 and 12s collections with a</li></ul> | Year 7-10 Voluntary Charges 51.98% | 2021 Comparison 48.41% | Year 7-10 Compulsory Charges 54.49% | 2021 Comparison 32.89% | Year 11-12 Compulsory Charges 56.25% | 2021 Comparison 34.63% |  |
| Year 7-10 Voluntary Charges 51.98%   | 2021 Comparison 48.41%   |                                    |                        |                                     |                        |                                      |                        |  |
| Year 7-10 Compulsory Charges 54.49%  | 2021 Comparison 32.89%   |                                    |                        |                                     |                        |                                      |                        |  |
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|     | <p>reminder regarding outstanding accounts sent out in Week 7 and then a follow up phone call.</p> <ul style="list-style-type: none"> <li>• A discussion took place on the percentages compared to previous years and the impact COVID had collection rates, it was encouraging to see the increases. Randal Wells noted the Year 11 and Year 12 rates in November 2021 were 56.1% so the collection rate was a lot better than this time last year.</li> </ul> <p>Randal Wells and Belinda Derby moved: 'The Board note the Finance Report.' - <b>CARRIED.</b></p>   |  |
| 4.2 | <p><b>Principals Report</b></p> <p>Lesley Street presented the following report:</p> <ul style="list-style-type: none"> <li>• In a surprise visit to the school, Melesha Sands, DDG, hand delivered a letter of Commendation from the Director General and a certificate signed by both the Minister for Education and the DG. The commendation was for "the significant positive impact the school has on Year 12 outcomes". Our value-add from Year 9 to Year 12 was also mentioned.</li> <li>• The school co-hosted the annual EX-POW service at their memorial in Kings Park on 6 May. This year the Honorable Kim Beazley AC, Governor of WA and the Honorable Mark McGowan, MLA Premier of were among 200 guests who attended the event. The school choir, prefects and councilors took part in this very moving ceremony. Arthur Leggett (103) was also present and recited the ode. The school received positive messages from the Governor and the Premier and many of the other guests.</li> <li>• Will Corbett was the MC at Ex- POW service and when Lesley Street introduced Will to the Honorable Kim Beazley AC, Governor of WA, who congratulated Will on a fabulous job, the Governor then reached into his pocket and gave Will a Governors Medal, which was a great honour and a lovely thing to happen.</li> <li>• Last week the school ran online NAPLAN tests for all Year 7&amp; 9 students. As each student sits for 4 separate tests (Reading, Numeracy, Writing and Language Conventions) over 4 days this involves administering 1324 tests in Year 7 and 1296 tests in Year 9. A total of 2520 tests. As the school is so short of space, it was necessary to relocate 171 classes and make 177 Room changes. It also meant the staff room had to be taken over. The tests required us to train 16 staff to use the NAPLAN Dashboard including 2 Associate Principals, 2Assistant Associate Principals, and 13 teachers. Three Education Assistants were also involved in supporting our students with special arrangements. Due to COVID-19 there is an additional problem this year as 343 catch up tests now need to be fitted in before next Friday. Doing this will require more changed arrangements. Kati Tonkin asked if the logistics of the testing doing online added to the workload and Lesley advised it means the school also needs to have the schools three IT people roaming and ensuring students are on the NAPLAN Dashboard.</li> <li>• This term like all schools the school has experienced some serious staff shortages. The school has been working hard to ensure every class has a teacher in front of it. On an average day there are between 15 -25 teachers away. Staff have rearranged timetables and taken extra classes to ensure that, wherever possible, Year 12 classes are covered by specialist staff.</li> <li>• This term so far, there have been 48 staff and 325 students away with COVID-19. Obviously, this is a disruption to student learning and requires additional work by all involved. Given that each person's experience with COVID differs some staff are away longer than 7 days.</li> </ul> |  |

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|     | <ul style="list-style-type: none"> <li>• Lesley provided members with a copy of the first Lawley Update for Term 2. This issue demonstrates that staff are working hard to make up for opportunities lost through COVID-19 restrictions even though many of them have been required to take on additional classes. Students have attended a range of excursion, incursions, and sporting opportunities.</li> <li>• This term Year 7, 8, 9 and 10 students had Elevate Workshops. Students were asked to complete an evaluation form and to record their satisfaction with the session they attended. Feedback from staff was very positive about the quality of the presenters and the behaviour and engagement of the students.</li> </ul> <p>Belinda Derby and Kati Tonkin moved: 'The Board note the Principal's Report.' - <b>CARRIED.</b></p>  |  |
| 4.3 | <p><b>Student Report</b></p> <p>Joshua Abordi presented the student report as follows:</p> <ul style="list-style-type: none"> <li>• Several students, including myself (Joshua Abordi) unfortunately have had extended time away from school as a result of being in isolation and COVID. Luckily our teachers have been very organized and prepared for this with the content covered each week having been made available for all students on Connect. Some of our teaches have even been supplementing our classroom lessons with online lessons using educational resources such as Stile and Education Perfect. The combination of these strategies has allowed us to stay up to date on schoolwork whilst recovering from the virus.</li> <li>• On Monday 25 April the prefects, as well as some staff, attended the Mount Lawley Inglewood RSL Anzac Day Ceremony. The day was to commemorate those who lost their lives in World War One and is an event that Mount Lawley representatives aim to attend annually. Special guests included Mr Simon Millman and Mr Patrick Gorman, and our school Chaplain Andrew said a few words to end the event. Kiara Hamilton and Olivia Crockford, two of the school's Year 12 prefects, laid a Wreath on behalf of MLSHS.</li> <li>• On Thursday 17 February, the school held a dress up day, to raise money for the mental health charity Zero2Hero. Zero2Hero aims to raise awareness about mental health, focusing on educating and empowering young people to effectively deal with mental health issues, and to help others in need. Students could either wear free dress, or dress up as their favourite superhero, and brought a gold coin donation. Councillors collected the money, and overall, the day was a huge success!</li> <li>• On Friday 5 May, many of the schools French Students attended an excursion into Leederville. They started off the day by watching a French movie called 'Petite Maman', (translating to 'Little Mum') at the Lunar cinemas, explored Leederville and ate lunch at a local park. Students ranged from years 9-12, the excursion was a great way for them to experience some French culture, outside of classroom learning. They had a great time and enjoyed meeting other French students from other years and classes.</li> <li>• The Year 11 Children, Family &amp; community general students, had the opportunity to take part in the Virtual baby program. Over the course of 3 days, the students were instructed to take care of the child, which included feeding it, changing its nappy, and many other things. All the babies are programmed differently, some making more fuss than others, but it was definitely an eye-opening opportunity for the students. The purpose of the program is to educate teenagers on what it is like being a parent, especially in your younger years, and was an enjoyable experience for many, but was tough on many others.</li> <li>• On Monday 4 March, the Year 11 ATAR Biology students embarked on a fun day up to Mundaring Hills Discovery centre. They learnt about the effects of burning and wildfires on Australian Bushland and had lunch with an amazing view of Mundaring Weir. It was a great excursion, as they got to out their hard work, into hands on work. They were all so excited to be able to go out,</li> </ul> |  |

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|     | <p>especially due to the excursion already previously being postponed due to Covid-19. Massive thank you to all staff who made this day possible.</p> <ul style="list-style-type: none"> <li>• On Wednesday 18 of May, Universities around Western Australia came to give a presentation about post-secondary pathways to prepare us for our journey after year 12. In the presentation, University and TAFE staff spoke about student lifestyles, scholarships, campuses, courses and special offers offered to students from year ten and above. We went through the stages of university and had some helpful tips and perspectives from student representatives attending the universities. All who attended had access to friendly university staff and were provided guidebooks on the pathways and opportunities that these universities had to offer. This opportunity was greatly beneficial, giving us an overview of student life beyond Year 12, but also allowing us to gain insight into what University or TAFE, we would like to attend in the future.</li> <li>• The 2022 Year 12 High Achievers Breakfast was held on Tuesday 5 April in the Senior School building. The event was organized by Catherine Smith (VET and Careers Coordinator), Josephine Robinson (Class of 2022 Year Coordinator) and Neil Hudson (Student Services Coordinator). Due to the mask mandate that was in affect during Term 1, all students and staff that attended the event where masks and adhered to social distancing. Those who attended the event included students from both the ATAR and General pathways, who were recognized for their outstanding academic and/or VET performance from the end of Year 11, to the end of Term 1 of Year 12. The guest speaker this year was Jasmine Hensley, a Mount Lawley Senior High School alumna from the Class of 2019, who was happy to give inspiration to the new graduating class. She was invited to share her journey after she graduated high school and offered advice to the students on how to achieve a successful transition from school to study and/or employment. Following the address, all who attended were directed to the Home Economic rooms, for a delicious breakfast provided by the Year 12 Certificate II in Hospitality students. The contribution of these students was appreciated by all attendees. The hospitality students spent their class time and gave up their free time in the early morning, to prepare and set up for the event.</li> <li>• On Friday 29 April students from Years 7 and 8 attended the school's ANZAC day assembly, joining in a minute of silence to pay their respects to fallen ANZAC soldiers. In years predating the current pandemic, students from all year groups have attended this assembly, but we have been unable to hold this event for the last 2 years because of the pandemic. This year the assembly was held for Year 7 and 8 students, which has now allowed them to have experienced an ANZAC day service, a new experience for many students. Students from other years did not attend, to reduce the likelihood of spreading coronavirus amongst the student population. The student council representatives and house captains for Year 7 were also announced at this assembly.</li> <li>• On Thursday 12 May students from years 10, 11 and 12 were given the opportunity to compete in an inter-school lightening carnival for Netball, basketball, soccer and AFL. Despite the miserable weather we went rather well, with Mount Lawley teams getting into finals in almost every sport that we participated in.</li> </ul> <p>Lesley Street and Randal Wells moved: 'The Board note the Students Report.' - <b>CARRIED.</b></p> |  |
| 4.4 | <p><b>Staff Report</b></p> <p>Belinda Derby presented the Staff Report as follows:</p> <ul style="list-style-type: none"> <li>• Staff attended a Professional Development Day on Tuesday 26 April. The morning session was delivered by Sain Dzemail on the use of E-Colours which is a personality and diversity indicator similar to other personality tools like DISC profiling and Myers-Briggs. Belinda Derby said it was an interesting session and a highlight for her was listening to two of our students who had completed the Insain program in Term 1. Both students were highly</li> </ul>  |  |

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|            | <p>complementary about the impact that the program had on them. The girl was afraid of public speaking and the boy wanted to experience being a stand-up comedian. Sain arranged for both students to achieve their goals this day by presenting and performing to the whole staff.</p> <ul style="list-style-type: none"> <li>• The afternoon session focussed on the use and upskill staff in the use of Microsoft OneNote and Teams.</li> <li>• Online Literacy and Numeracy Assessment - OLNA results have been released and generally the results are very pleasing with few students left to re-sit later in Term 3.</li> <li>• TRY-A-TRADE - This week sixteen Year 10 students are participating in a three day Try-A-Trade program. The students, who self-nominated, were keen on exploring a trade pathway. During the three days the students experience, tiling, carpentry, and painting under the direction of expert trainers.</li> <li>• COVID - There have been many disruptions due to staff and student COVID absences. Staff report pleasing behaviour considering many relief lessons, however there is real concern over the effect all the relief is having on student learning progress.</li> </ul> <p>Kati Tonkin and Jade Lay moved: 'The Board note the Staff Report.' - <b>CARRIED.</b></p>  |  |
| 4.5        | <p><b>P&amp;C Report</b></p> <ul style="list-style-type: none"> <li>• Randel Wells gave a brief P&amp;C Report, unfortunately Randal was not at the last P&amp;C meeting. Randal advised the Parent and Engagement Committee were preparing a post for social media to encourage parents to pay their school charges and contributions and to explain what they are used for. Randal said he would give feedback to the next P&amp;C meeting on the pleasing collection rates for 2021.</li> </ul> <p>Josh Abordi and Belinda Derby moved : "The Board note the P&amp;C Report." - <b>CARRIED.</b></p>   |  |
| <b>5.0</b> | <b>Discussion Items</b>  |  |
| 5.1        | <p><b>2023 Subject and Additional Charges</b></p> <ul style="list-style-type: none"> <li>• Lesley Street advised that she and Julie Moxey had met with all the Program Coordinators from each Learning Area to discuss their budgets and they were asked to consider their budgets carefully. Lesley noted that compared to all other like schools we were the cheapest and subject charges had not increased for some time. Lesley then read through the 2023 Subject Charges outlining the increases and highlighting new courses. Lesley noted although most Subjects had increased some subject charges had actually decreased.</li> <li>• A discussion took place on some of the reasons the school has not increased the subject charges for some time. Cameron Brook made the comment that a lot of subject charges had not increased for a long time and moving forward it was important to keep in line with CPI to ensure the school was not disadvantaged. Lesley Street agreed.</li> <li>• Lesley then gave an overview of the Additional Charges for 2023 highlighting a new excursion for the new elective Indigenous Studies Unit.</li> <li>• Lesley advised that these charges are the maximum the school can charge and they needed to approved now for 2023. These charges are estimates and may come in lower but cannot be charged any higher.</li> <li>• Overseas Tours are listed, although the Minister of Education has advised no overseas tours in 2023 or 2024 are permitted.</li> </ul> <p>Kati Tonkin and Randal Wells moved: " The Board note the 2023 Subject and Additional Charges. – <b>CARRIED.</b></p> |  |
| 5.2        | <ul style="list-style-type: none"> <li>• Certificate of Commendation signed by the Honourable Sue Ellery MLC, Minister for Education and Training and a letter from Lisa Rodgers, Director General.</li> </ul> <p><b>Please refer to Principals Report 4.2</b></p>   |  |
| 5.3        | <b>Lesley Street gave a COVID update.</b>  |  |

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|            | <ul style="list-style-type: none"> <li>• In Term 1 we had a total of 15 staff who tested positive for COVID-19 and 195 students.</li> <li>• To date in Term 2 we have had 48 staff test positive and 325 students plus 57 positive students today. Time away is not always just 7 days as some people have been away for more than two weeks.</li> <li>• The major problem in Term 1 was the time taken and the resources tied up with contact tracing each close contact for the Education Department to provide to the Health Department. Most students had between 6-12 close contacts and each one required one or more phone calls and several emails regarding isolation restrictions and online learning. All exec members were tied up with this as well as a fulltime Student Service Officer.</li> <li>• The numbers away do not tell the full story in relation to either staff or students, staff have worked hard to minimize this by keeping Connect updated and some staff have embraced OneNote and Teams. The high number of relief teachers required has also been a problem as there is a shortage and although we are better placed than many schools as we locked in relief teachers as soon as we could. Exec members have been needed to teach some classes. Lesley Street and Michael Camilleri have also helped out and taught a number of classes each week. Lesley Street said she was really impressed with the notes teachers are leaving for relief teachers.</li> <li>• Missed assessment have also been an issue as reporting deadlines must be met. The disruption is unsettling for some students and there has been an increase in students presenting with anxiety and mental health issues.</li> <li>• A discussion then took place on missed assessments, Lesley said some parents had unrealistic expectations and concerns around missed assessments.</li> <li>• The school has advertised for a school psychologist, went through the full selection process which takes months then the recommended applicant declined the position. Lesley recently met with another candidate and is hoped to have an additional school psychologist on board for Term 3.</li> <li>• This term we have had many staff and students away with other illnesses. Staff and students have taken onboard the 'don't come if you are unwell' and moved away from the mantra of 'soldier on'.</li> <li>• Kati Tonkin asked what is being done for students, especially Year 11 and Year 12 students who have been away from school for extended periods and who are too unwell to keep up with learning from home. Kati was concerned these students would be disadvantaged when it came to assessments, and they have not been able to keep up with new material. Lesley Street said it was important to talk to the Year Coordinator and explained the SCSA requirements. She assured the meeting that no student would be disadvantaged for missing an assessment, they would have the opportunity to catch up by the end of the year. Various message have gone out on Connect to students and parents and by individual teachers and she hoped that had helped to alleviate some of the anxiousness.</li> </ul> <p>Kati Tonkin and Joshua Abordi Recommendation: "That the Board note the COVID update." - <b>CARRIED.</b></p> |  |
| <b>6.0</b> | <b>Other Business</b>  |  |
| 6.1        | <ul style="list-style-type: none"> <li>• Randal Wells commented on the excellent content in the Lawley Update.</li> </ul>  |  |
| <b>7.0</b> | <b>Next Meeting</b>  |  |
|            | Next meeting Monday 20 June 2022 at 5.30pm   |  |
| <b>8.0</b> | <b>Meeting Close/Adjournment</b>   |  |
|            | The meeting was closed by Cameron at 6.40pm  |  |

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

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