

Minutes of Meeting 4 of 2022
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday 20 June 2022

ATTENDEES:

Cameron Brook (Chair), Lesley Street – Principal, Dr Kati Tonkin – Community Representative, Jenny Fay – Community Representative, Nicole Jolly – Community Member, Belinda Derby – Staff Representative, Michael Camelleri – Staff Representative, Jade Lay – Parent Representative, Mei-ling Day – Parent Representative, Joshua Abordi – Student Representative, Mia Westera – Student Representative, 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: Stephen Winn - Community Representative, Randal Wells – P&C 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 Meeting 3 held on Monday 23 May 2022 were tabled and moved. Joshua Abordi and Belinda Derby moved “The Board endorses the minute of the previous meeting as complete and accurate.” – CARRIED | |
| 3.2 | Actions Arising – None. | |
| 4.0 | Reports and Operational Matters | |
| 4.1 | <p>Finance Report Julie Moxey presented the Finance Report as follows:</p> <ul style="list-style-type: none"> • Operational online budget is constant. Julie advised the Financial Summary was as expected, with the One Line Budget Statement showing the following: <ul style="list-style-type: none"> ○ Student-Centred Funding \$19,869,754 ○ Total of One Line Budget funds available \$22,088,699 • Cash Report, the projected budget received 89.49%. The balance will be received in the July gateway. <ul style="list-style-type: none"> ○ Cash Budget forecast variance - \$-271,566. ○ Total Cash Expenditure budget spent to date 41.50% • School Salary Allocation as of May 2022 <ul style="list-style-type: none"> ○ Salary Carry Forward \$173,252 ○ Total Salary Funds SCF \$19,743,171.00 ○ Salary Forecast Variance \$240,445.00. Spend YTD 37%, saving money as our Relief Coordinator is doing internal relief rather than getting a teacher in for the whole day whenever possible. • Charges and Voluntary Contributions Collections Rates May 2022 <ul style="list-style-type: none"> ○ Year 7 -10 Voluntary Charges 56.81% 2021 Comparison 55.40% ○ Year 7 10 Compulsory Charges 64.12 2021 Comparison 57.81% ○ Year 11-12 Compulsory Charges 65.51% 2021 Comparison 42.46% • Julie Moxey advised the meeting that some amendments to the 2023 Subject Charges and additional charges are required. <ul style="list-style-type: none"> ○ Middle school camp has increased to \$420 as costs have increased. ○ Year 11 Engineering ATAR (was omitted). ○ The Year 12 Awards night has also increased to \$85. | Julie Moxey to issue updated 2023 Subject Charges and the 2023 Additional Charges documents. |

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| | <ul style="list-style-type: none"> Revised documents will be issued with the minutes. <p>Lesley Street and Joshua Abordi moved: 'The Board Note the changes to the 2023 Subject Charges and the 2023 Additional Charges'. (Items 5.1 from previous meeting). - CARRIED</p> <p>Kati Tonkin and Belinda Derby moved: 'The Board note the Finance Report.' - CARRIED.</p> | |
| 4.2 | <p>Principals Report</p> <p>Lesley Street presented the following report:</p> <ul style="list-style-type: none"> This term like all schools we have experienced some ongoing staff shortages. We have been working hard to ensure every class has a teacher in front of it. On an average day we have had between 15 -25 teachers away. Our staff have rearranged timetables and taken extra classes to ensure that, wherever possible, Year 12 classes are covered by specialist staff. This term alone we have had 66 positive staff cases. Each case involves the staff member staying home for at least 7 days. In addition to COVID-19 staff are away for many reasons including influenza, LSL, family careers leave and bereavement leave. This term we have had 522 positive student cases. Connect has enabled students to access their courses and resources online. As the COVID-19 restrictions have eased most of the extracurricular activities have been rescheduled. The Try a Trade Program was held in Week 5 for 15 students from Year 10. After self-nominating students were interviewed to determine their suitability for the program. Over three days students were exposed to painting, bricklaying, carpentry, and paving. The students worked with their trainer to build a house facade including door frame, windows, installation of shutters and a veranda with decking. The students were quick to learn and enjoyed getting a practical taste of the many career possibilities in the building and construction industry. The students were required to dress in clothes suitable for a worksite wearing safety shoes and clothing. The instructors from Trade Academy were very complimentary about the way the students conducted themselves. The first Bush Ranger Cadet camp for 2022 was held in Week 8 with 62 students and 6 staff are attending the 4-day Boranup camp to the South West involves bush walks, games, night possum spotting, participation in a community service activity and leadership development opportunities. In Week 9 the Music Camp will be held at Advent Park in Maida Vale for 93 students. Staff from IMSS and the School will work with students in the different groups including ensembles, bands, and the orchestra. The camp is designed to prepare students for the many festivals and concerts that are scheduled for Term 3. It's not all work as the students also take part in a quiz night, movie night and Jam sessions. The annual NAIDOC assembly was held today, Monday 20 June and students were treated to a number of special items., Tahlia Rae Willcocks (11S1) gave the Acknowledgement of Country and spoke about Reconciliation before the 2022 video was shown and Aaliyah Henwood (11M2) spoke about this year's NAIDOC theme: Get Up! Stand Up! Show Up! Ex Follow the Dream graduate and current WAPPA student Jayda Coruna sang <i>We are Australian</i> in Noongar Language. This was followed by a performance from the Wesley Dance Troop. In addition, other student awards were also presented. Saturday night 18 June 2022 saw the annual Lawley Art Auction take place. This event is the major fundraiser for the SVAPA and Music Programs. This | |

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| | <p>night is the culmination of a whole year of hard work for the wonderful committee. It was great to see so many people in attendance.</p> <ul style="list-style-type: none"> Given the current staffing shortage we have commenced the recruitment for teaching positions required for 2023. We have listed vacancies for full and part-time staff in HASS, Science, English, Mathematics, Health and Physical Education, and Technologies. The positions should be advertised once redeployment is cleared. We are hoping all position will close on July 20, 2022 New School Psychologist will commence in Term 3. <p>Nicole Jolly and Jenny Fay moved: "The Board note the Principal's Report." - CARRIED.</p> | |
| 4.3 | <p>Student Report Mia Westera and Joshua Abordi presented the following report:</p> <ul style="list-style-type: none"> Year 11 and 12 Exams - During weeks 5 and 6 of this term, the Year 11 and 12 students completed their first set of exams for the year. All students who are taking an ATAR pathway were required to sit them. It was a new experience for the Year 11s and introduced them to how their exams will be approached over the course of their final two years of high school. And for the year 12s, they are now on the home stretch towards their last ever set of high school exams! Cadet Camp – Borunup - On Sunday the 12 June, the schools Bush Ranger Cadet unit set out for their first camp of the year. The cadets took a four-hour bus ride down to Borunup forest, a gorgeous area just South of Margaret River. The forest has recently been affected by fire, so it was interesting for the students to see the effects that bushfires have on the environment, especially during their usual hiking route through the coastal areas. Luckily the weather held up nicely for most of the camp, and all the students had a blast! Outdoor Education Year 11 Orienteering camp - On the 15 June, the Year 11 Outdoor Education general students had their first excursion of the year. They embarked on an orienteering trip to Whiteman park, along with another 7 schools. The students participated in courses on the different areas of orienteering, whilst also spying out all the cows and kangaroos around them. A big thankyou to Ms Castleden and Mr Turnbull for organising and supervising the excursion. Music camp 2022 - In week 9 in this term, the annual Music Camp, will be held at Maida Vale. 93 of the school's music students will be attending, and it is a highly anticipated camp. Staff from IMSS and the school, will work closely with students in their various bands, ensembles and orchestras, and the camp will include lots of fun and games as well, including movies nights, quiz nights, and jam sessions. The camp is designed to prepare students for the many festivals and concerts that are scheduled over the rest of the year. NAIDOC assembly - This morning the school held its annual NAIDOC assembly. Aaliyah Henwood spoke about this year's theme, 'Get up! Stand Up! Show Up!', and ex follow the Dream student and current WAAPA student Jayda Coruna, sang <i>We are Australian</i> in the Noongar language. The acknowledgment to country was presented by Mr Wally Maguire, and Tahlia-Rae Willcocks spoke about reconciliation. We were also treated to a performance from the Wesley Dance troop. In addition, other student awards were also presented. Year 10 exams - In week 7. The year 10 cohort sat their first set of exams for | |

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| | <p>Maths, English, Science and HASS. I think it is safe to say that this was a rousing success and, thanks to the brilliant organization of our teachers all of the exams ran very smoothly. There were of course, a number of students away as a result of Covid-19 during the exam week, but these students have sat catchup exams on Thursday and Friday of last week, today, and will sit their final exam tomorrow.</p> <ul style="list-style-type: none"> Year 10 parent information evening - On Tuesday the 14 June an information evening was held for the parents of year 10 students, this followed on from the subject selection talks held for students the Friday before. Both of these talks outlined the different pathways that students could take, going into their final 2 years of schooling. It is safe to say that these talks were very successful in elevating a lot of the doubt surrounding how things would work as we progressed into years. <p>Kati Tonkin and Belinda Derby moved: "The Board note the Students Report." - CARRIED.</p> | |
| 4.4 | Staff Report – no report | |
| 4.5 | P&C Report – no report | |
| 5.0 | Discussion Items | |
| 5.1 | <p>Lesley Street presented the Workforce Planning Report 2022.</p> <ul style="list-style-type: none"> Workforce Planning involves ensuring that the school has in place high quality teachers so that students are taught by staff who are proficient according to the AITSL Standards and registered with the Teacher Registration Board. Each year the Department produces information on the school's workforce profile. The information relates to the number of full and part time staff, gender balance, age profile, categories of employees, retirement considerations, and accrued leave. The plan is subject to ongoing scrutiny each year to see if amendments are needed in response to changing circumstances and a new plan is formulated every three years. All executive staff are involved in workforce planning. The Associate Principal with responsibility for timetabling, FTE and leave management surveys all staff annually to establish individual staff intentions including leave intentions and any requests for a reduction in FTE. The three major considerations regarding Workforce Planning are teacher supply, succession planning and capacity building of current staff. The predicted staff shortages we were alerted to in 2021 have come to pass. Areas of shortage include most MESH subjects and D&T, Physical Education, and language teachers. Given the demographics of Mount Lawley we are not as affected as some other schools located in regional areas and in schools with a lower SEI. However, after a three-month long process to select a school psychologist the person declined the offer, choosing to work in the more lucrative private practice. Given the ongoing COVID-19 situation as well as leave for LSL, DSS, sick and family carers leave as well as providing staff for excursions, and professional learning, we have had to use significant amounts of internal relief. To date this year, we have used 991 days of paid relief. Several strategies have been implemented at the school and Departmental level to try to ameliorate supply issues including the employment of high achieving final year pre-service teachers. We have also been able to make use of Scholars in Residence from ECU. Supply issues are exacerbated by staff wishing to move from full time to part time usually 0.8. This causes problems in a secondary setting given that it is not desirable nor school policy to have teachers share a class. It is also difficult | |

to staff Form classes and fill duty rosters. Refusal is difficult as we are required to adhere to Government policy on part time work.

For 2023 our recruitment processes are underway:

- we are using a pool process and are advertising already for fixed term, part time and permanent positions which may arise.
- we are aware of and planning to replace several long serving staff members who have or will retire in 2022.
- taking an increasing number of pre-service teachers from all 4 universities. See data in report from 2019-2021.
- for hard to staff areas we have moved beyond Jobs WA and use professional associations and personal networks to recruit staff.

We are actively involved in succession planning:

- over the last 3 years we have succeeded in recruiting staff able to teach higher Mathematics subjects.
- being mindful of Science teacher majors when recruiting given the issue with oversupply of Biology teachers.
- we are exploring all promotional positions to establish if they still meet school need especially moving forward.
- MCS rotates staff across school offices to ensure all staff can undertake roles related to the specific year groups.
- manage leave for staff on long term leave including sickness, LSL and DSS to ensure students are not disadvantaged.
- Staff who had been on extended LWOP have been required to resign or return as this frees up permanent positions.

Building of staff capacity is a key consideration and we:

- provide opportunities to develop staff who identify as aspirants including L3 status.
- involve Associate Principals and Program Coordinators in talent identification.
- ensure supply of teachers with Cert IV, required units of competency and industry currency are available to take VET certificate classes.
- provide targeted PL including CMiS, E- Learning and HITS that assists teachers to grow and develop best practice pedagogy.
- a STEAM committee has been established to promote STEAM as the responsibility of all learning areas.
- a new Induction Process has been developed for new staff.
- all program coordinators participate in classroom observation and provide targeted feedback to teachers.

Pre-Service Teacher placements 2021:

- All Pre-Service Teachers come from the four WA Universities. Mentoring Pre-service Teachers also assists the school to identify high performing teachers in their field of expertise as well as how well they work alongside our school context, should a position become available for that learning area.

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| | <ul style="list-style-type: none"> The Scholar in Residence Program that is offered through ECU has been a successful program for Mt Lawley SHS. The teachers complete their ATP at Mount Lawley in Term 2 and then come back to complete their SIR Program in Term 3. Preservice teachers work alongside different mentors across their major and minor fields and also complete a project with a whole school focus. This has enabled us to unpack how these teachers respond to not only the Art of Teaching but working in a fast-paced people focussed environment. We host Pre-service teachers for all Learning Areas. <p>Joshua Abordi and Mia Westera moved: "The Board note the Workforce Planning Report 2022." – CARRIED.</p> | |
| 5.2 | <p>Lesley Street presented a Report on Priority Two - Excellence in Teaching and Learning against the School Business Plan.</p> <ol style="list-style-type: none"> All staff will undertake six sessions of professional learning related to HITS. <ul style="list-style-type: none"> The T&L Committee organise the PD days as all LA are represented on the committee. In 2021 we ran 2 days of PD focussing on 4 of the 10 High Impact Teaching Strategies (HITS). They were Engaging Learners, Structuring Lessons, Metacognitive Strategies and Differentiated Teaching. The remaining 6 strategies will be covered over the next few years. Strategy 8 Feedback has been well covered through the Visible Learning Program run between 2018 and 2020. A selective school based Academic Program for implementation by 2023. <ul style="list-style-type: none"> In 2021 we devised a new selection process for entry into the Academic Program for 2022. This process featured two tests - Literacy and Numeracy. 70 applicants came to school on a Saturday to sit for the tests. The most competitive 32 students were offered a place and 29 of those students accepted a place in the program. An enhanced Academic Enrichment program is currently being developed led by the Middle School Associate Principal and the MESH Program Coordinators. The new program will have a stronger focus on Mathematics and the Sciences. The most appropriate staff will be selected to run this new program and processes for selecting staff continue to be refined. Appropriate professional learning will also be offered to staff. As this is a school-based program it will only be offered to students within our Local Intake Area. Develop an Integrated STEAM syllabus for students in Years 7-8. <ul style="list-style-type: none"> A STEAM committee has been formed with representatives sought from all learning areas. They are meeting on a regular basis to design an integrated program that can be delivered by teachers in the Middle School during the two periods allocated each week to the Integrated Studies Program. Aspects of the new course are being delivered by the STEAM coordinator with the intention of modelling best practice for staff. In 2023 the program will be renamed on all school documentation as STEAM studies. 60% of teachers will have participated in Classroom Management Strategies <ul style="list-style-type: none"> The school has been committed to staff being trained in Classroom Management Strategies since 2014. The school continues to apply for places each year in the Classroom Management Program as well as the Instructional Strategies Program. Each program comprises three days of intensive professional development and each day is followed by school visits. The visits are conducted by CMS experts who observe teachers at work in the classroom and provide them with targeted feedback. | |

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| | <ul style="list-style-type: none"> • In 2021, the school sent 3 staff to each of the programs as well as sending two staff to train to become qualified to undertake meaningful classroom observation and feedback. An ongoing issue continues to be the availability of places in the programs. To date, 52 staff have undertaken the Classroom Management course and 41 have completed the Instructional Strategies course. • Staff turnover continues to be an issue to be managed. <p>5. 75% of staff will have undertaken our school based Cultural Responsiveness Training.</p> <ul style="list-style-type: none"> • The school has been offering a school based Cultural Responsiveness Training Program since 2017. This program consists of 20 hours of Professional Development comprising 14 hours of after school workshops and a one-day field trip. Our program, recognised in 2021, by the Department is closely aligned to the Aboriginal Cultural Standards Framework. In that time 8 cohorts of teachers have undertaken the program and by the end of 2021 109 staff have completed the program, 8 of whom were from local intake schools. In 2021, two cohorts totalling 28 staff undertook the training. <p>6. All staff to undertake professional learning to ensure they are ready, if required to pivot to online learning.</p> <ul style="list-style-type: none"> • Over the last 18 months staff have been ensuring that they use the Connect platform to ensure students can access learning online if required. In 2021 the E-Learning team was strengthened and has delivered whole school and LA PD. The most recent PD was focussed on the use of OneNote and Teams. Specific goals for this PD included: <ul style="list-style-type: none"> ▪ Create a team in Microsoft Teams for at least one class and then add students into the team. ▪ Create a Class Notebook linked to the team and then open it in OneNote. ▪ Familiarise with the layout and use of Class Notebook by creating sections, inserting word documents, PDFs, videos, etc. • The order of the PD was as follows: <ul style="list-style-type: none"> ▪ Staff were shown what full implementation of Teams and OneNote could look like, how it could save them time, and how it could be used improve teaching and learning for students. A major point raised was how the platform can foster online collaboration and peer learning amongst students. ▪ Staff were directed to download and install the correct versions of Teams and OneNote. ▪ Staff were shown how to create a team for their class and add their students. ▪ Staff were shown how to create a Class Notebook linked to their team and open it in OneNote. ▪ Staff were shown how to set up their Class Notebook, including adding sections, inserting files, printouts of word documents, PDFs, PowerPoint etc. ▪ Staff were shown how to share their Class Notebook outside of their team, for example – to an entire group of students studying the same course. ▪ During each step, staff were provided time to repeat the processes shown to them to successfully set up their own Team and Class Notebook. The E-learning team provided support by roaming and answering questions or helping to solve issues that arose. <p>7. New Arts courses will be introduced to take advantage of the WAAPA facilities from 2025.</p> | |
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| | <ul style="list-style-type: none"> • To ascertain the views of the various stakeholder groups, Paul Meacock was commissioned to conduct interviews and a survey of staff, former and current SVAPA students, and current parents to seek their views on the Program. A confidential report for me was prepared and the findings considered for forward planning. • The Executive team visited John Curtin COA to view facilities and discuss subject offerings. A staff meeting was devoted to a 'Blue sky' session re 2025. Initial feedback indicted Dance and Digital Art were a consideration. Other LA also indicted their wish lists. • Given the current building situation it is very unlikely that the 2025 deadline will be realised. DOE will not be able to make decisions about the move until a timeline is available, the WAAPA facilities are evaluated for school use and funding is secured. Staffing decisions will be dependent on structures created and courses offered. <ul style="list-style-type: none"> • Priority One – Achievement was looked at in February • Priority Three to be discussed at next meeting <p><i>To be carried over to the next meeting.</i></p> | |
| 6.0 | Other Business | |
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| 7.0 | Next Meeting | |
| | Next meeting Monday 15 August 2022 at 5.30pm | |
| 8.0 | Meeting Close/Adjournment | |
| | The meeting was closed by Cameron at 6.24 | |

Signed (Chair) _____
Cameron Brook

Date: _____