

Minutes of Meeting 7 of 2024
Mount Lawley Senior High School - School Board Meeting
School Library - MLSHS Monday 11 November 2025

ATTENDEES: Dr Stephen Winn – Chair, Lesley Street – Principal, Ross Oakes – Staff Representative, Carlo Alberto Consani – Parent Representative, Dr Jennifer Shand – Community Representative, Kelly Worlock – Community Representative (by Teams), Julie Bassett – Parent Representative, Mei Ling Day – P&C Representative, Amy Ehrhardt – Student Representative, Sunny Pradhan – Student Representative, Valerie Burns (Scribe)

1.0	Welcome and Apologies	ACTIONS
1.1	Opening and welcome: The meeting was opened by Professor Stephen Winn.	
1.2	Apologies: Ross Oakes – Staff Representative, Elizabeth Matthew – Parent Representative	
1.3	Welcome: Sean Zhang – Mathematics Teacher & STEAM Coordinator	
1.4	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. 6 agenda.	
3.0	Minutes of Previous Meeting	
3.1	The minutes of meeting 6 held on Monday were tabled and moved. Jennifer Shand and Julie Bassett moved: ‘The Board endorses the minutes of the previous meeting as complete and accurate.’ – CARRIED.	
4.0	Reports and Operational Matters	
4.1	Finance Report - presented by Lesley Street. School Financial Summary issued 4 November 2024 was presented to the Board. Attached as an addendum. Mei Ling Day and Julie Bassett moved: ‘ The Board note the Finance Report.’ CARRIED.	
4.2	Principal’s Report - presented by Lesley Street. <ul style="list-style-type: none"> • Staff and the Chair of the School Board Stephen Winn, P&C President Helen Goldsmith and Ray Galliot, Secretary of the EXPOW Association attended the WA Education Award Breakfast. We were one of four finalists in the category of Educational Leadership. It was a lovely morning and great to be in the company of so many inspiring educators. It was also the first opportunity to hear from the new Director of Education Jay Pettitt who started in the role today. • Staffing for 2025 is well underway and already several recruitment processes have been finalised. We have selected a new Student Services Manager who will replace Neil Hudson our long standing student services leader who will retire at the end of the year. We have also selected new Maths, English and Art teachers and are in the process of finalising Science and Music Appointments. Some of the new appointments are permanent while others are fixed term and designed to fill vacancies caused by LSL and other forms of leave. • We were very pleased with the mature way the Year 12 Cohort conducted themselves in the final few weeks of school. They took part enthusiastically in the Leavers Week activities and conducted themselves with dignity. They had fun and enjoyed all the special events including the final assembly and the Year 12 dinner. The Year 12 Award Night will be held on 25 November 2024 at the PCEC Stephen will attend and present one of the major awards and the guest of honour this year is Mr Warwick Hemsley, Class of 1972, Business Leader and Philanthropist. • During September we held interviews for the 2024 prefects. It was a very strong field and every person interviewed deserved to be given the honour of becoming a prefect. The successful participants were notified during the October holidays and had their badges presented at the whole school assembly held on October 17. This year we have selected 16 prefects, 8 as house prefects and 8 as general prefects. This change is designed to recognise the many different and varied roles the prefects undertake during their tenure. The two school captains selected for 2024 are and Kenzie Barnett and Jack Dickie. 	

	<ul style="list-style-type: none"> • The Year 12 ATAR exams commenced on Monday 28 October and are scheduled to finish on Friday 15 November. We have had 231 students sit 1 or more ATAR exam. With 188 students sitting 4 or more exams that will give them an ATAR score. By the time the exams finish we would have hosted 31 different exams across the 3 weeks for our students, which makes us one of the biggest exam centres. We have also assisted SCSA by hosting a number of other schools at our exam centre. • Although a large number of our ATAR students have received early offers, we have been very proud of how well prepared the students are for their final WACE exams. We are also very proud of our staff that have been providing group revision workshops or one on one sessions over the exam weeks. Our students are blessed to have such dedicated staff. • Our Year 11 ATAR students are also in exam mode and they will finish their exams alongside the Year 12 cohort. • In 2025, alongside our usual pathway and course options we will be partnering with Edith Cowan University to deliver the Uni Preparation Course as a one Year program. This course will be delivered onsite by our staff that have been training with ECU. We have also partnered with Notre Dame University where they will be offering the opportunity for interested students to complete their Tertiary Pathways Program for General and Health Science Stream. This program is a one day a week delivered by Notre Dame at Notre Dame University. • As we come to the end of the year several events will be held to acknowledge the end of special programs including a farewell function for GAT Language students on Tuesday 3 December, the Aboriginal Excellence Dinner for students and parents on 28 November 2024 and a SVAPA Graduation breakfast on Tuesday 10 December 2024. In addition, each year group has a reward activity scheduled including a visit to Adventure World, Mocktail Party, and Dinner Dance. <p>Jennifer Shand and Carlo Alberto Consani moved: 'The Board noted the Principal's Report.' - CARRIED.</p>	
4.3	<p>Student Report – Sunny Pradhan and Amy Ehrhardt</p> <ul style="list-style-type: none"> • The Year 9 River Cruise is set to take place tonight (11 November) for students with good standing. Departing from Elizabeth Quay Jetty, the students will enjoy a three-hour ride along the river while having pizza. • On Friday, November 1st, a breakfast was held to thank the House Captains and Councillors from Years 7 to 11 for their leadership roles throughout the past year. • The newly appointed prefects attended an afternoon tea with their parents on October 31st. This event provided an opportunity for them to meet the school executives, learn more about their responsibilities, and celebrate their achievements. • On October 22nd, students from Ritsumeikan School visited and participated in regular classes alongside the Year 10 Japanese and Korean students. They engaged in various activities, fostering cultural exchange and strengthening their understanding of one another's traditions. • On November 11th, the Year 10 Councillors attended a service at Queens Memorial Park to honour the sacrifices of both fallen and living soldiers. <p>Julie Bassett and Mei Ling Day moved: 'The Board note the Student's Report.' - CARRIED.</p>	
4.4	<p>Staff Representative Report - presented by Michael Camilleri</p> <ul style="list-style-type: none"> • As you've heard from the previous reports, the school has been a very busy place including excursions, camps and carnivals. In addition to all those events, planning days have been held or are about to be held for HPE - First Aid staff, SVAPA planning, Middle School planning, Mathematics conference amongst others. It's a period of time towards the end of the school year when exams have begun that some time is made available for staff to utilise time for planning and professional learning purposes. • Since the last meeting, the Year 12s have completed their semester examinations and are currently doing their ATAR exams. Of course, teachers have been working hard to mark and finalise reports which culminated in the year 12 final assembly and dinner. Both events were well supported by teachers, and it was a privilege to see such wonderful students complete their learning journey at MLSHS. Of course, the 	

Year 11s are currently doing their exams and will leave in the next week as teachers mark their exam papers and prepare their reports. Then it's year 7 to 10. Teachers have been busy conducting exams, marking exams and continuing with their curriculum. It is a very busy time for them. They are also trying to finalise the Calendar for 2025 - No rest!

- On the 29th of October 2024, teachers were engaged in a Cystic Fibrosis presentation. As some of our students have CF, it was a very informative session that was well received. The lead presenter sent a message 'Michael, lovely to meet with you on Tuesday and thank you for such a big response from your teachers, it was great to see so many in the room keen to hear more. Please let me know if you would any support at any time as these students progress through their schooling'.
- The wellbeing committee has worked hard this year in supporting staff and has introduced a fortnightly newsletter which has been very well received. It has generated comments and discussion, and I believe it will go from strength to strength. Cassie McLeod has been gathering the information and sending it out to all staff with the help of our staff and psychologists.
- Towards the end of term 3, our 20 PCs were invited to participate in a Leading Leaders workshop. This involved working with a private consultant and undertaking professional learning opportunities guided by the consultant. In addition, the school facilitated the opportunity for all PCs to complete a 360 degree feedback survey which looks at the various dimensions of leadership. We used the AITSL (Australian Institute for Teaching and School Leadership) 360 program which provides curated individual feedback for each PC who will then work with the consultant for self-improvement.
- The new building came online in term 3 and in the term and a half, it has delivered additional classrooms, functioned as an exam centre and has generally been appreciated by staff and students. In addition, we have had the transportable removed and slowly have regained much desperately needed space for students to enjoy.

Julie Basett and Carlo Alberto Consani moved: 'The Board note the P&C Report.'- **CARRIED.**

4.5

P&C Report - updates provided by Mei-Ling Day.

- Auditors have now completed our accounts for 22/23. Audit Certificate has been received, with findings still to come at the time of the meeting, fees paid.
- WACCSO Conference – mostly primary school representations. Next year looking to liaise with Senior school P and C reps as goals of SHS groups and Primary groups are very different. 2025 conference the 23rd and 24th August 2025.
- Two representatives attending the WACCSO conference in August.
- Storage of P&C documents still being discussed- suitable areas to be considered Google Drive, Xero, Dropbox, Proton Drive. Current recommendation is Google drive. Factors to consider include cost, security, access control, ease of use, adaptable to frequent committee changes, compatibility with tools (calendars, email, spreadsheets etc).
- Potentially there is \$16,000 available to spend on the school. To consider what the school requires.

Sub committees:

- LAA-Seeking to fill key roles for 2025 (Events coordinator, Publicity, Volunteer Coordinator)
 - Meet and Greet Information session 11/2/2025
 - Election of the 2025 committee 18/2/2025
- SVAPA – All successful student applicants to the program have now been notified for next year's intake.
- GAT - nil to report.
- MUSIC – Draft business case for purchase of a grand piano has been prepared although a date for the WAAPA building exit will need to be considered as to where to store such a purchase if approved.
- PEC – Week 7 Coffee Club was attended by Kate Field and Stephen Raphael, feedback for Yr7 Orientation booklet sought from parents. Feedback from parents

	<p>also requesting access to second hand uniform racks on orientation morning tea.</p> <ul style="list-style-type: none"> - Thanks to Sophie Bolton and the Team updating the PEC Facebook page. - Thanks to parent Tiffany Elt who is managing the Yr 6 Orientation Morning tea scheduled for 5th December 2024. -Helen Goldsmith Currently organising arrangements for the World Teachers Day morning Tea. <p>Amy Ehrhardt and Jennifer Shand moved: 'The Board note the P&C Report.' -CARRIED.</p>	
5.0	Discussion Items	
5.1	<p>Semester Two Reports - Lesley Street</p> <ul style="list-style-type: none"> • It is a requirement by DOE for a summative comment on Semester 2 Reports. A draft Semester 2 Report was presented to the School Board. The summative comment outlined below was discussed. • At Mount Lawley Senior High School, teachers provide regular updates on your child's progress in their courses. These updates are communicated through various means and can include task analysis reports, emails, interviews, phone calls, and both interim and formal reports, issued twice per year. Additionally, reports include insights into your child's Attitude, Behaviour, and Effort. This approach allows us to keep you informed about your child's achievements and any areas of concern. Ongoing discussions and feedback effectively support your child's progress and development. Regular communication and feedback offer a more comprehensive understanding of your child's progress and achievements. <p>Amy Ehrhardt and Jennifer Shand move: 'The Board note the format of Semester Two Reports.' – CARRIED.</p>	
5.2	<p>STEAM Program Overview – presented by Sean Zhang.</p> <ul style="list-style-type: none"> • Sean Zhang distributed an overview of the Year 7 and Year 8 STEAM projects he has designed, along with sample worksheets for each task. • A discussion followed, during which attendees noted that the projects appeared interesting and engaging. Professor Winn inquired whether a budget would be useful considering the nature of some of the tasks, and it was agreed that this would be an option for discussion next year. <p>Jennifer Shand and Julie Bassett moved: 'The Board note the STEAM Program Overview'- CARRIED.</p>	
5.3	<p>Reporting to Parents – suspend timetable for the whole day Tuesday 8, April 2025.</p> <ul style="list-style-type: none"> • The school is required to seek the Boards endorsement to suspend the school's timetable for the parent-teacher interviews on Tuesday 8, April 2025. Parents will be able to book appointments from 9am to 7pm. • These annual events have been highly successful as they maximise the opportunities for parents to discuss student progress. The timetable suspension allows for the parental cohort of large schools, such as Mount Lawley Senior High School, to gain access to teachers. • This request is consistent with current policy on the configuration of the school day, which allows for the suspension of the timetable for the purposes of reporting to parents. <p>Mei-ling Day and Julie Bassett moved: The Board endorse the Reporting to Parents – suspended timetable on Tuesday 8, April 2025. – CARRIED.</p>	
6.0	Other Business	
6.1	<ul style="list-style-type: none"> • Professor Stephen Winn recently met with Mr Simon Millman MLA to discuss the future redevelopment of the ECU Campus and the school's acquisition of the WAPPA buildings. • Professor Winn said overall, it was a product and valuable meeting. • Lesley Street said she has had a number of meetings with DevelopmentWA who were engaging with the community regarding the redevelopment of ECU, and the school was also invited to participate in community workshops which were held over a number of weekends. 	

6.2		<ul style="list-style-type: none"> • Lesley Street advised she had recently written to the Director of Public Schools Panning regarding offering Korean (Second Language) to Year 10 local and out of area student. This would guarantee viable numbers moving forward. • Unfortunately, the answer was no, as it would be considered a specialist program, and the department has not approved a program of this kind for many years. Lesley Street said she would be having some more conversations moving forward to pursue the issue and would provide an update to the school Board early 2025. • A discussion took place on the importance of Korean language being offered as an ATAR subject. 	
6.1		<ul style="list-style-type: none"> • The board unanimously voted to thank and acknowledge the entire staff for their hard work and dedication. The Board recognised the staff's valuable contributions to the school and agreed to express their appreciation formally by writing a letter of gratitude. 	Letter to all staff on behalf of the School Board.
7.0		Next Meeting	
		<ul style="list-style-type: none"> • Monday 24 February 2025 5.30pm in the Warren Daniel Conference Room. 	
8.0		Meeting Closed	
		The meeting was closed at 6.31pm	

Signed: _____ Date: _____
 Professor Stephen Winn