

**Minutes of Meeting 2 of 2018**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 19 March 2018 at 5:30pm**

**ATTENDEES:**

Dr Jenny Fay (Chair), Michael Camilleri – Staff Representative and Acting Principal, Jane Forward, Parent Representative, Cameron Brook – Community Representative, Randal Wells – P & C Representative, Dr Mandie Shean, ECU – Community Representative, Ron Banks – Community Representative, Alice Sun – Student Representative, Nicole van Blommestein (Scribe)

<b>1.0</b>	<b>Welcome and Apologies</b>	<b>ACTIONS</b>
1.1	Opening: The meeting was opened by Jenny Fay at 5:40pm. The Chair initiated a round table discussing asking all attendees to introduce themselves.	
1.2	Apologies: Lesley Street – Principal, Emily Mazalevskis - Student Representative, Adam Miles – Parent Representative, Anne Gilchrist - Staff 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. 2 agenda.	
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	The Minutes of the previous meeting held on 19 February, 2018 (attachment 1) were tabled. It was noted that Item 4.6 - P & C Report should reflect the correct spelling of Jason Kim. The Minutes of the previous AGM held on 20 March, 2017 (attachment 2) were tabled.  <i>Michael Camilleri and Alice Sun moved: 'The Board endorses the minutes of the previous meetings as otherwise complete and accurate.'</i> – <b>CARRIED.</b>	
3.2	Actions Arising: <ul style="list-style-type: none"> <li>• Attachment 3, Action List, was tabled. All actions have been completed apart from the Annual Report which is not yet ready for circulation. Jenny Fay advised this will likely require endorsement by electronic circulation as the report is required to be uploaded to the Department by the end of Term 1.</li> <li>• The Report on the School Business Plan was delayed until Lesley Street's return.</li> </ul>	
<b>4.0</b>	<b>Annual General Meeting</b>	
4.1	Jenny Fay verbally provided her Annual Report of the Chair of the Board.  <i>Mandie Shean and Alice Sun moved: 'The Board notes the report.'</i> - <b>CARRIED</b>	
4.2	<b>Confirmation of Members</b> Nominations for Jane Forward as Parent Representative, Michael Camilleri as Staff Representative and Emily Mazalevskis as Student Representative were put forward.  <i>Jenny Fay and Mandie Shean moved; 'The Board confirms the appointment of the P&amp;C, Staff and Student Representatives.'</i> - <b>CARRIED</b>	
4.3	<b>Election of Community Members, Chair and Appointment of Secretary</b> Jenny Fay renominated as Chair and nominated Cameron Brook and Ron Banks as Community Members. Randal Wells has been duly nominated as P & C Representative. Lesley Street has been nominated as Secretary.  <i>Jenny Fay and Michael Camilleri moved: 'The Board nominates Community Members and Office Bearers.'</i> - <b>CARRIED</b>	
4.4	<b>Acknowledgement of Retiring Members</b> Jenny Fay extended her thanks, on behalf of the Board, to retiring members;	

	Anne Tumak, Nigel Becroft and Jason Kim for their hard work and efforts over their time on the Board.	
<b>5.0</b>	<b>Reports and Operational Matters</b>	
5.1	<p><b>Finance Report</b></p> <p>Attachment 4, Financial Report was tabled and Michael Camilleri provided a verbal overview on behalf of Anne Gilchrist.</p> <ul style="list-style-type: none"> <li>• The Summary page is divided between three colours; blue, green and pink, which correspond with the different sections of the report represented by coloured tabs.</li> <li>• The Student Centred Funding Statement (Blue) is shown at approximately \$16.5 million which is down by \$650,000 on last year due to funding changes. Student numbers have increased by approximately 100 which has resulted in a counter effect on the reduced funding. The Per Student Funding Table breaks this down by year and Characteristics provides a break down of areas which attract additional funding. This is further broken down by Student Characteristics funding (Detailed).</li> <li>• Targeted Initiatives are areas that the department supports the school to conduct. Michael described the Follow the Dream Initiative as an aspiration outreach programme for Indigenous students. Lead Language Schools is a new area for the school which is aiming to support language teachers at the Primary School level. MLSH is one of 6 Lead Languages Schools and funding has been received for this.</li> <li>• Preliminary One Line Budget Statement (Green) shows that approximately \$1 million Cash and \$725,000 in Salary has been carried forward. Income of a further \$17,717,000 provides a \$19 million budget for the school.</li> <li>• Salaries account for a large proportion of Expenditure along with Goods and Services which provides a \$543,000 variance.</li> <li>• Expenditure is broken down on Page 2 of the Statement. Randal Wells noted that Charges and Fees were lower than last year. This was duly acknowledged and noted by Chair, Jenny Fay.</li> <li>• Preliminary Cash Budget (Pink) outlines the forecast revenue and expenditure. The school budgets for 70% collection of 80% of the fees. This forecast will change over the year as income is received. Randal Wells queried why EPA is not shown on the One Line Budget.</li> <li>• Bank Balances – the school currently has over \$3 million in funds which is an increase from 2017. The decision to leave the Building Fund open has been taken as there may be developments in the future. A further \$4 million has been allocated from the government for the building of a new STEM building.</li> <li>• Mandie queried why, if Professional Development funding was not spent, it was budgeted for again. Michael advised this is there as a contingency.</li> </ul> <p>Cameron Brook and Jane Forward moved: <i>'The Board notes the Finance Report.'</i> – <b>CARRIED.</b></p>	Michael Camilleri will investigate EPA and report at the next meeting.
5.2	<p><b>Principal's Report</b></p> <p>Michael Camilleri provided the Principal's Report on behalf of Lesley Street.</p> <ul style="list-style-type: none"> <li>• Since the last meeting, the Year 10 Parents and Staff BBQ have been held and the Alpha Motivation series for years 11/12 are ongoing until the end of term.</li> <li>• Iva Filipovska, the School Psychologist and Mary Keeley, the School Nurse, have been presenting the Teen TripleP seminar which highlights effective strategies for parents of adolescent children.</li> <li>• Moya conducted the SVAPA parent information evening attended by a large number of parents wishing to get their children into the program.</li> <li>• The first OLNA testing cycle has been ongoing for the past couple of weeks and has now concluded.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The International Women’s Day Breakfast was held and attended by the principal and some other staff.</li> <li>• Our annual Primary School visits are ongoing, with Andrew Paul showcasing the school to the various primary school students in the area.</li> <li>• The Year 12 High Achievers Breakfast was held and was well received by students who were treated to a breakfast provided by the Hospitality students.</li> <li>• A Lead Languages information evening was held last week attended by many parents of primary school students who wanted to know more about languages in schools.</li> <li>• The Cadet Camp at Boranup is underway being attended by more than 100 students and staff.</li> <li>• On Friday evening, the School Ball was held at the Hyatt. Once again, the students were commended on their positive behaviour. The school ball was hugely successful and well attended and it was obvious the students had a great time.</li> <li>• Suzi Barnes has been busy with anti-bullying programs, as well as the everyday breakfast club she provides. The number of students utilising the breakfast club has continued to grow.</li> <li>• Meanwhile, the student debating teams and Mock Trial teams have begun in earnest and are already competing in events.</li> <li>• During the first term holidays, school trips to Italy, London/Berlin and China will be taking place. About 70 students will be taking part.</li> <li>• A NAPLAN Online trial for all Year 7 and Year 9 students will take place in April.</li> </ul> <p>Jane Forward and Cameron Brook moved: <i>‘The Board notes the report.’ –</i>  <b>CARRIED.</b></p>	
5.3	<p><b>Student Report</b>  Alice Sun provided a verbal report as follows:</p> <ul style="list-style-type: none"> <li>• The interschool swimming carnival was held last month.</li> <li>• School photo day has just been held.</li> <li>• Student Councillors are putting a report together about school uniforms.</li> <li>• Everything is running smoothly.</li> <li>•</li> </ul> <p>Mandie Shean and Cameron Brook moved: <i>‘The Board notes the report.’ -</i>  <b>CARRIED.</b></p>	
5.4	<p><b>Staff Report</b>  As Anne Gilchrist is absent from the meeting, no Staff Report was provided.</p>	
5.5	<p><b>P&amp;C Report</b></p> <ul style="list-style-type: none"> <li>• P&amp;C met on 26 February 2018 (AGM).</li> <li>• The P&amp;C is a widespread organisation consisting of the General Committee and six sub-committees. Music, SVAPA, Languages, GAT, Lawley Art Auction and the recently formed New Theatre Building Committee. The power of the P&amp;C rests largely with the huge work done by these sub-committees. The P&amp;C also has delegates representing the P&amp;C on the School Board, the Health Committee, the Finance Committee and the WACSSO conference.</li> <li>• P&amp;C Executive Committee 2018 elected: <ul style="list-style-type: none"> <li>○ President: John Pryor</li> <li>○ Vice-President: Annaleise Grubisich</li> <li>○ Secretary: Ben Harper</li> <li>○ Treasurer: Scott Johnson</li> <li>○ Minutes Secretary: Sharon Cockroft</li> </ul> </li> <li>• Committee Members: Roseanna Fanciulli, Andrew Henryon, Randal Wells, Mark Westera, and Andrew Lippiatt.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Delegates elected: <ul style="list-style-type: none"> <li>○ School Finance Committee: Gary Cockroft</li> <li>○ School Health Committee: Caroline Sandell</li> <li>○ School Board: Randal Wells.</li> </ul> </li> <li>• Endorsed members of: <ul style="list-style-type: none"> <li>○ Music Support Committee 2018</li> <li>○ GAT Support Committee 2018</li> <li>○ New Theatre Building Committee 2018</li> </ul> </li> <li>• Endorsements of member carried over: <ul style="list-style-type: none"> <li>○ SVAPA Support Committee 2018</li> <li>○ Languages Support Committee 2018</li> <li>○ Lawley Art Auction Committee 2018</li> </ul> </li> <li>• Student safety at local main road intersections ongoing. John Pryor will be investigating the possibility of a “Students have priority” sign in Woodsome Street similar to that at ECU. <ul style="list-style-type: none"> <li>• Simon Millman MLA will be attending next P&amp;C meeting.</li> </ul> </li> <li>• Next meeting of P&amp;C Monday 26 March 2017 at 7 pm.</li> </ul> <p>Jane Forward and Cameron Brook moved: ‘<i>The Board notes the report.</i>’ - <b>CARRIED.</b></p>	
<b>6.0</b>	<b>Discussion Items</b>	
6.1	<p><b>New School Business Plan (SBP)</b></p> <p>The School Business Plan 2018 – 2020 was tabled (attachment 5) The previous SBP has recently expired and a full report on the new document will be provided at the next meeting when Lesley returns. The new SBP has the same four priority areas and it was noted that the school did not achieve Top 50 schools. This is no longer included in the SBP as it does not reflect the aims of the school. KPI are no longer used as a term in the SBP. They are now called measures of success. It was noted that the Board has been involved in the evolution of this document at previous meetings.</p> <p>Mandie Shean and Randal Wells moved: ‘<i>The Board endorses the School Business Plan for 2018 – 2020, subject to further proof reading.</i>’ – <b>CARRIED.</b></p>	
<b>7.0</b>	<b>Other Business</b>	
	Nil	
<b>8.0</b>	<b>Next Meeting</b>	
	The next meeting is scheduled for Monday, 21 May, 2018 at 5:30pm in the Warren Daniel Conference Room, MLSHS. There will be no April meeting due to Term Break.	
<b>9.0</b>	<b>Roundtable evaluation of the meeting</b>	
	Jenny congratulated the Board of Mount Lawley on their stability and cooperation in working together with the school.	
<b>10.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Jenny at 7:28pm.	

Signed (Chair) \_\_\_\_\_  
Jenny FAY

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