

**Minutes of Meeting 2 of 2019**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 18 March 2019 at 5:30pm**

**ATTENDEES:**

Dr Jenny Fay (Chair), Lesley Street – Principal, Cameron Brook – Community Representative, Nicole Jolly – Parent Representative, Randal Wells – P & C Representative, Michael Camilleri – Staff Representative, Emily Mazalevskis – Student Representative, Sebastian Hensley – Student Representative, Jane Forward - Parent Representative, Ross Oakes – Staff Representative, Ron Banks – Community Representative, Anne Gilchrist – Visitor, 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.	
1.2	Apologies: Michael Camilleri will be departing the meeting at 6:15pm.	
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 18 February, 2019 (attachment 1) were tabled.  The Minutes of the previous AGM held on 19 March, 2018 (attachment 2) were tabled.  Lesley Street and Cameron Brook moved: <i>'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>• The Minutes of meeting 7 of 2018 held on the 18 November, 2018 were tabled. These minutes were previously unable to be endorsed due to a lack of quorum.</li> </ul> Randal Wells and Lesley Street moved: <i>'The Board endorses the minutes of the previous meeting as otherwise complete and accurate.'</i> – <b>CARRIED.</b> <ul style="list-style-type: none"> <li>• A request for \$616 from the Literacy Fund for an online subscription to assist 56 Year 11 and 12 students needing OLNA support was discussed at the last meeting but could not be approved due to lack of a quorum. This is a recurring cost that the Board has funded in previous years. At some stage, the Board would like some feedback on the programme.</li> </ul> Cameron Brook and Randal Wells moved: <i>'The Board endorses the expenditure requests as tabled.'</i> - <b>CARRIED.</b> <p>Lesley advised she met with the Vice Chancellor of ECU and Simon Millman regarding future collaboration in relation to the building of a Performing Arts Centre. There are some developments in relation to this which Lesley hopes to be able to report upon shortly.</p>	
<b>4.0</b>	<b>Annual General Meeting</b>	
4.1	Dr Jenny Fay provided a verbal report to the Board summarising the past year and her time on the Board.  There were no questions arising although Cameron Brook thanked Jenny for her years of service as Chair of the Board and for volunteering to remain on the Board in the capacity of Community Representative.	

	Cameron Brook and Randal Wells moved: <i>'The Board notes the report.'</i> - <b>CARRIED</b>	
4.2	<p><b>Confirmation of Members</b>          Congratulations to the newly appointed members; Staff Representative, Ross Oakes, Student Representative, Sebastian Hensley and Parent Representative, Nicole Jolly. Randal Wells continues as P &amp; C Representative.</p> <p>Emily Mazalevskis and Jane Forward moved <i>'The Board confirms the appointment of the P&amp;C, Parent, Staff and Student Representatives.'</i> - <b>CARRIED</b></p>	
4.3	<p><b>Election of Community Members, Chair and Appointment of Secretary</b></p> <ul style="list-style-type: none"> <li>No Community roles require reappointment as they are all currently mid-term and happy to continue.</li> <li>Lesley was invited to continue as Secretary which she accepted.</li> </ul> <p>Jenny Fay and Cameron Brook moved: <i>'The Board nominates the Secretary.'</i> - <b>CARRIED</b></p> <ul style="list-style-type: none"> <li>Cameron Brook has nominated as Chair as Jenny Fay is stepping down.</li> </ul> <p>Jenny Fay and Ron Banks moved: <i>'The Board nominates the Chairperson.'</i> - <b>CARRIED</b></p> <p>Lesley Street advised that she has met with the Vice Chancellor of ECU who will ask the Dean of Education to contact her with a view to hopefully having him on the Board.</p> <p>Congratulations to Cameron. Jenny will finish chairing the meeting.</p>	Lesley to contact ECU Executive Dean, School of Education re Board Membership
4.4	<p><b>Acknowledgement of Retiring Members</b>          Dr Mandie Shean from ECU, after four years as Community Representative, has retired from the Board. She is thanked for her excellent service and the empathy she brought to the role. Adam Miles' efforts after two years on the Board are also appreciated and valued. Alice Sun, former student who also completed two years on the Board has now graduated and is thanked for her work. Anne Gilchrist has retired as Staff Representative and her work on providing Finance Reports is much appreciated.</p> <p>Emily Mazalevskis and Jane Forward moved <i>'The Board acknowledges the work of retiring members and thanks them for their work on behalf of Mount Lawley SHS.'</i> - <b>CARRIED</b></p>	
<b>5.0</b>	<b>Reports and Operational Matters</b>	
5.1	<p><b>Finance Report</b>          Attachment 3, Financial Report was tabled and Anne Gilchrist provided a verbal summary as follows:</p> <ul style="list-style-type: none"> <li>Blue tab - Total forecast student centered funding is \$17,284,594. Forecast student numbers are 1763. There are detailed amounts for student characteristics such as disability, Aboriginality and social disadvantage which are shown on the reverse page of the Preliminary Student-Centered Funding Statement.</li> <li>Randal asked the difference between forecast and actual student numbers to which Lesley replied that the figures were originally completed before the census was finalized. There are also discrepancies as the school cannot remove a child from the data base until they are completely cleared so they sometimes remain on the system.</li> </ul>	<p>Lesley to note in the next Lawley Update about the cost and low return rate of the School Survey.</p> <p>Lesley will look into the discrepancy with the fundraising summary as raised by Randal and report back</p>

	<ul style="list-style-type: none"> <li>• Green tab– Preliminary One-line Budget Statement. Forecast, income is \$20,234,000 and forecast expenditure is \$19,769,399. The school is close on expenditure for salaries. There is a variance of \$466,000 which is uncommitted at this stage.</li> <li>• Pink – Forecast cash available is \$3,035,437 and includes the funds in the investment account that remains in reserves.</li> </ul> <p>Jane Forward and Sebastian Hensley moved: '<i>The Board notes the Finance Report.</i>' – <b>CARRIED</b></p> <p>2019 Budget which is the A3 sheet attached to the Finance Report was also discussed.</p> <ul style="list-style-type: none"> <li>• The first column is 2018 actual, the second is Budget and the third column is cash budget expenditure. Voluntary contributions are the amount expected to be collected from parents.</li> <li>• Fees and facilities hire of \$70,000 is broken down on the next page.</li> <li>• Fundraising of \$130,000 is also detailed on this page.</li> <li>• Cameron asked if more accurate figures are provided given these are all rounded figures. Anne advised the Actuals are reported at the end of the year which are not rounded. Cameron would like to see this information at the time the Board is voting on the voluntary charges and fees.</li> <li>• Lesley advised a higher percentage of families are now eligible for Health Care Cards which is resulting in overall lower collection rates.</li> <li>• Randal asked about fundraising, sponsorship and donations summary, \$130,000 which includes chaplaincy and library items. He is querying the library contribution as this is different to the Voluntary Contributions which were previously passed by the Board. Randal also asked why P&amp;C funds are not reflected in this.</li> </ul> <p>Cameron Brook and Ross Oakes moved: '<i>The Board notes the 2019 Budget.</i>' – <b>CARRIED.</b></p>	<p>at the next meeting</p> <p>Lesley will also report on the P&amp;C funding query at the next meeting.</p>
<p>5.2</p>	<p><b>Principal's Report</b> Lesley Street provided the Principal's Report as follows:</p> <ul style="list-style-type: none"> <li>• These numbers are current as of 11/3/2019 Year 7-377 Year 8-346 Year 9-296 Year 10- 291 Year 11- 274 Year 12- 232 Total 1816</li> <li>• The visit by Dr Justin Coulson was very positive. He conducted a number of different workshops over two days tailored to the different groups. Students in years 7&amp;8 and 9 &amp;10 were separated by gender for the Respectful Relationships presentation, the Year 11 presentation focussed on Wellbeing while the Year 12 presentation was about how to thrive in Year 12. The staff presentation was about personal resilience and wellbeing and the two evening sessions for parents were about a healthy digital diet.</li> <li>• I have been meeting with L3 Leaders re their Academic Reviews. As part of this process L3's were required to conduct a review/analysis of the</li> </ul>	

	<p>2018 results with their staff. Each PC has met with me to discuss the 7-12 results. Each LA has produced an Academic Review including recommendations for 2019 based on the results and developed their Operational Plans.</p> <ul style="list-style-type: none"> <li>• We held the 90's Club Assembly on Friday 15 February with a number of special guests including most of the 43 inductees. This is one of our most important assemblies as the emphasis is on recognising sustained and excellent performance. Our 2018 graduates have been offered places in a number of prestigious programs at universities in WA and interstate including Law/Politics, Commerce, Psychology, Neuroscience, Arts, Nursing, Physiotherapy, Science, Education and Engineering.</li> <li>• Wolf Pack, a voluntary resilience and goal setting program for 31 Year 11&amp;12 students is running once a week for 8 weeks from 3pm - 4.30pm. Feedback so far this year has been very positive and I am hopeful that today we can show Board Members the 4 minute video featuring our students that is on the company website.</li> <li>• On Monday 18 February I attended a half day workshop in relation to the Minister's Statement on School Violence. The initiative, agreed to by all stakeholders, came into effect in February this year and features a 10 Point Action Plan. Each school is required to ensure it follows all points directly relating to schools including rules around exclusion, guidelines regarding reasonable physical actions and training for staff. MLSHS has always taken a strong stance against violence or the filming of these incidents and suspension has been the normal response to such behaviour. The only major action we have needed to implement has been to address point 6 which is to "develop 'Good Standing' requirements to add to our school behaviour policies". We will have a draft policy ready for the next Board meeting. The West Australian on March 12 reported a 14% increase in the number of suspensions in WA public schools for fighting in the first four weeks of this term. A check of our statistics for the same time period indicates that 2 students were suspended for fighting in 2017 for a total of 4 days while 5 students were suspended for a total of 14 days in 2018. One of these students received a 10-day suspension for a serious assault.</li> </ul> <p>Jane Forward asked if there were any profound discoveries relating to the meetings with the Level 3 teachers on academic performance. Lesley feels that the results are partly due to the school's commitment to allow borderline students to undertake ATAR even if prior academic performance indicates success is not likely. A refined and strengthened counselling process has been implemented which will hopefully mean students make more realistic choices that will enable them to experience success.</p> <p>Nicole Jolly and Emily Mazalevskis moved: <i>'The Board notes the Principal's report.'</i> – <b>CARRIED</b></p>	
5.3	<p><b>Student Representative Report</b></p> <p>The Student Report was jointly presented by both Emily and Sebastian.</p> <ul style="list-style-type: none"> <li>• Year 7 BBQ – On Thursday, 21 February the school held a Year 7 BBQ, welcoming new parents to our school. This BBQ had excellent attendance with a huge turnout of parents and over 700 sausages given out. This event was a great opportunity for parents to meet teachers and the feedback was extremely positive.</li> <li>• Alpha Motivation – Wolfpack Program – The school has decided to enrol in the Alpha Motivation Wolfpack program again after a very successful year in 2018. Emily has been involved in the programme and is very positive about the value of the program. She said the presenters are excellent and she has learnt some valuable skills. The seminars are run each week one afternoon after school and catering is provided by the</li> </ul>	

	<p>Student Services Team.</p> <ul style="list-style-type: none"> <li>• Cadet Camp 1, 2019 – The first cadet camp of the year started 17 March with the cadets returning tomorrow. Around 130 students travelled to Wellington Dam and from all reports, they are having a wonderful time.</li> <li>• Year 12 Drama Production – This is an annual performance by Year 12 Drama ATAR students with the assistance of Cert II Creative Industries students. Students will be performing ‘The Irresistible Rise Arturo Ui’ directed by Mr Mawer and performed at Tricycle Theatre. Tickets can be purchased online for \$5.</li> <li>• Swimming Carnival – This year’s carnival was held on 3 March and was a major success with the majority of students turning up for the whole school event.</li> <li>• International Women’s Day Breakfast – On the 8<sup>th</sup> March female school leaders and executive students were invited to a breakfast which was hosted by Yr 11 Cert II Hospitality students. The guest speaker was long standing Board member Dr Mandie Shean who gave an inspiring speech to the audience.</li> <li>• Dr Justin Coulson presentation – Year 10 – Dr Coulson attended the school on 27 February to speak about respectful relationships. He spoke excellently and covered a range of topics, much of which the students found relatable.</li> <li>• Dr Justin Coulson presentation – Year 11 – This presentation was on resilience and how to live a happy life. Although the presentation was very well received by many students Emily did not personally feel it was particularly life changing and said she did not take anything away from the talk. Randal Wells said his daughter had been very impressed by the presentation.</li> </ul> <p>Randal Wells and Jane Forward moved: <i>‘The Board notes the Student Representative’s report.’ – CARRIED</i></p>	
5.4	<p><b>Staff Representative Report</b></p> <p>Ross Oakes reported on a new initiative introduced by Lesley for staff where each week they can nominate another member of staff who had supported them in some way. At each Friday morning tea a staff member’s name is randomly drawn out and the two people are awarded a prize. All nominations then go in the running for the monthly prize of a Parker Pen provided personally by Lesley. Ross feels this initiative will be a valuable boost for staff morale.</p> <p>Lesley Street and Sebastian Hensley moved: <i>‘The Board notes the Staff Representative’s report.’ – CARRIED</i></p>	
5.5	<p><b>P&amp;C Representative Report</b></p> <p>Randal Wells provided the P&amp;C Report as follows:</p> <ul style="list-style-type: none"> <li>• P&amp;C met on 25 February 2019 with a quorum present.</li> <li>• Students crossing Woodsome Street remains a concern. The P&amp;C President will be approaching the Ward Councillors for help. This is following rejection by City of Stirling officials of a suggestion by the school to extend fence lines to encourage crossing only at designated crossing areas.</li> <li>• The trial of a bank of mini lockers for year 7 students for storage of laptops and mobiles phones is happening. The initiative will be evaluated at the end of 2019.</li> <li>• The P&amp;C email mailing list has 2,200 members.</li> <li>• Selected items from the committees: <ul style="list-style-type: none"> <li>○ Music Support Committee achievements during 2018: <ul style="list-style-type: none"> <li>▪ Organised, funded and ran 5 main concerts.</li> <li>▪ Funded Music Department Admin Assistant (Ed. Dept. employee) for 3 days per week</li> <li>▪ Continued to procure extra equipment for Music Dept.</li> </ul> </li> </ul> </li> </ul>	

- Provided funding to support Music ATAR students.
  - Supported the Lawley Art Auction fundraiser  
The Committee envisages that 2019 will run in a similar pattern.
- Languages Committee:
  - events in 2018:
    - Attending Music/Language Soiree.
    - Providing funding and volunteer helpers for the Language Expo.
    - Holding a 2nd fund-raising cooking class – chocolate making.
  - 2019 activities include:
    - Assisting the Language Department with the upcoming Music/Language Soiree.
    - A new format of a combined Languages and Arts Festival.
- SVAPA Support Committee:
  - 2019 Year 8 Midsummer Night's Dream production will have a gymnasium theme. The committee is funding an assistant director for the production.
  - SVAPA Year 7/8 camp will be week 9.
  - Information night for year 6 students will be held 26 March 2019.
- GAT Support Committee:
  - Major fund raiser for 2019 is the LazerBlaze Event 14 April 2019.
- Mount Lawley Performing & Visual Arts Centre Committee
  - Renamed the Mount Lawley Performing & Visual Arts Centre Committee.
  - The committee is in recess.
  - The Principal was due to meet Simon Millman, MLA and ECU representatives on 15 March 2019.
- Lawley Art Auction Committee:
  - Art Auction to be held 15 June 2019.
  - Approximately \$30K was raised at the 2018 Art Auction.
- AGM
  - All positions were declared vacant and a new P&C General Committee Office Bearers and other representatives were elected.
  - The P&C General Committee for 2019 is:
    - President: John Pryor
    - Vice-President: Annaleise Grubisich
    - Secretary (and Minute Secretary): Ben Harvey
    - Treasurer: Scott Johnson
  - The following delegates were also elected:
    - School Finance Committee: Gary Cockcroft
    - School Health Committee: Caroline Sandell
    - School Board: Randal Wells
- P&C approved funding for:
  - 2019 Homework Cub (\$19,000)
  - 2019 School Diary (\$16,000)
  - Arts/ Languages Festival (\$5,000 each to GAT Language and Arts Departments)
- Next meeting of P&C Monday 25 March 2019 at 7 pm.

Jenny asked about the financial state of the P&C and Randal advised there are significant funds available so there is an emphasis at the moment of ensuring the money is spent to benefit the cohort that raised it.

	<p>Nicole asked how the trial of the mini lockers will be evaluated. Lesley advised this will be evaluated by the students who use them and the teachers who administer it.</p> <p>Cameron Brook and Jane Forward moved: <i>'The Board notes the P&amp;C Representative's report.'</i> – <b>CARRIED</b></p>	
<b>6.0</b>	<b>Discussion Items</b>	
6.1	<p><b>Annual School Report</b></p> <p>The Annual School Report (attachment 5) is required by the Department of Education each year. The format remains similar but the content and figures change. This is the draft which will be finalized closer to end of term. Board members are asked to take home and proof read the Report and let Lesley know of any errors or changes. The Report will be uploaded to the department website unless any changes are made. Further changes can be made after uploading if required. Page 3 of the Report reflects the Business Plan Targets the Board has previously spoken about and is a new inclusion to the report.</p> <p>Jenny Fay and Cameron Brook moved: <i>'The Board endorses the Annual School Report for 2018'</i> - <b>CARRIED</b></p>	
<b>7.0</b>	<b>Other business</b>	
	<p>Jenny Fay reminded the Board that member of the board finish their term in February not December as shown on the Agenda Attachment. Jenny asked for the term to be changed to February on the page attached to agenda.</p> <p>Jenny asked if new board members have received their orientation pack and requested they go online to undertake voluntary police check which should then be emailed to Lesley.</p>	<p>Lesley Street to amend the Agenda Attachment to reflect the true Board term dates</p>
<b>8.0</b>	<b>Next Meeting</b>	
	<p>The next meeting is scheduled for Monday, 20 May, 2019 at 5:30pm in the Warren Daniel Conference Room, MLSHS.</p>	
<b>9.0</b>	<b>Roundtable evaluation of the meeting</b>	
	<p>Cameron thanked Jenny for her many years of sterling service as Chair of the Board. Over the years she has made an outstanding contribution and we are very pleased that she has agreed to continue as a member of the board.</p>	
<b>10.0</b>	<b>Meeting Close/Adjournment</b>	
	<p>The meeting was closed by Jenny Fay at 7:40pm.</p>	

Signed (Chair) \_\_\_\_\_  
Dr Jenny Fay

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