

**Minutes of Meeting 4 of 2019**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 17 June 2019 at 5:30pm**

**ATTENDEES:**

Cameron Brook (Chair), Lesley Street – Principal, Dr Jenny Fay – Community Representative, Randal Wells – P & C Representative, Michael Camilleri – Staff Representative, Emily Mazalevskis – Student Representative, Sebastian Hensley – Student Representative, Jane Forward - Parent Representative, Ron Banks – Community Representative, Ross Oakes – Staff 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 Cameron Brook at 5:35pm.	
1.2	Apologies: Nicole Jolly – Parent Representative, Prof Stephen Winn – Community 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. 4 agenda.	
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	The Minutes of the previous meeting held on 20 May, 2019 (attachment 2) were tabled.  Jenny Fay and Sebastian Hensley moved: <i>'The Board endorses the minutes of the previous meetings as otherwise complete and accurate.'</i> – <b>CARRIED</b> .	
3.2	Actions Arising: Action List (Refer Attachment 3) was tabled  <ul style="list-style-type: none"> <li>• Item 1. Low rate of return of annual school survey - Lesley advised that she has not yet been able to contact Mandie Shean about this however, she will include an article in a Lawley Update which is closer to the next school survey as the timing for the current edition is not great. Lesley has also suggested there be prize draws for participation. Information on the survey will also be put on Connect.</li> <li>• Item 2. WA Education Awards - The school has renominated Sunila Singh and a second nomination has been put forward from a staff member for Pippa Beetson. There was a student who had indicated interest in nominating a teacher however this was not pursued. Finalists will be announced on 23 July however regardless of the result, the nominees will be invited to the Education Awards Breakfast being held in December 2019.</li> </ul> Jenny Fay and Jane Forward moved: <i>'The Board notes the Actions.'</i> – <b>CARRIED</b>	
<b>4.0</b>	<b>Reports and Operational Matters</b>	
4.1	<b>Finance Report</b> The Finance Report (attachment 4) was tabled and Lesley provided a verbal summary with Anne assisting with questions. <ul style="list-style-type: none"> <li>• The Operational One Line Budget Statement for May is shown with the blue tab and shows Student centred funding and total one-line budget funds available. Cameron had some questions on this as below: <ul style="list-style-type: none"> <li>○ Why is Yr 11 funding is down? Anne advise this was due to a thorough audit being undertaken and an incorrect costing being discovered. The funds have been transferred to the correct year which is why this figure is reduced. This was due to an</li> </ul> </li> </ul>	

	<p>administrative error.</p> <ul style="list-style-type: none"> <li>○ Why has the carry forward for salary not changed from the previous meeting? Lesley advised this is carried forward from the previous year and will always stay the same.</li> <li>○ Operational resource allocation was previously \$0 and now is \$3,331. Anne will investigate what this is for and will report at the next meeting. It may be a targeted initiative.</li> <li>○ Increase in disability adjustment – Lesley advised this could be new diagnosis or new students. This allocation moves with the student if they go to another school</li> <li>○ Other state govt/local revenues has also moved – this is due to Ranger Cadets who are on a July to June year as they are state funded and their money comes through at a different time.</li> </ul> <ul style="list-style-type: none"> <li>● The Cash Report for May is shown by the green tab. There were no questions arising.</li> <li>● The purple tab is for the Financial Summary. One side is revenue and the other is expenditure. No questions arising</li> <li>● School salary allocation is 42% of salary which is on track given the time of year.</li> <li>● Charges and Voluntary contributions are on the pink tab – Yr 7 – 10 voluntaries have increased significantly. This is due to funds transfer as a result of the audit Anne spoke about when addressing Cameron’s question on Yr 11 funding having increased.</li> <li>● Actual education allowance is money from families with a health care card.</li> <li>● Year 11 compulsory contributions are currently 42% compared to 76% last year. The school has sent out letters to the relevant families who have been given a deadline for payment or implementation of a payment plan. After that date, families have been advised the school will be commencing debt collections. Anne advised there has been some response to the letter and it will be interesting to see what happens after the end of June.</li> <li>● Jane asked if parents are explaining why they are not paying. Lesley said some are coming looking for a payment plan however tough financial times appear to have hit many.</li> <li>● Jenny raised the issue that the Board cannot get a sense of how many international students there are and the revenue they bring as this is not represented in the financial reports. Lesley agreed and offered to report on this as an agenda item at the next meeting.</li> </ul> <p>Emily Mazalevskis and Randal Wells moved: ‘<i>The Board notes the Finance Report.</i>’ – <b>CARRIED</b></p>	<p>Anne to investigate the operational resource allocation and report at the next meeting.</p> <p>Lesley will provide a report on International Students at the next meeting.</p>
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4.2	<p><b>Principal’s Report</b> Lesley tabled her Principals Report tabled and the Board were allowed a few moments to digest.</p> <ul style="list-style-type: none"> <li>● These numbers are current as of 12/6/2019</li> </ul> <table border="1" data-bbox="271 1877 1236 1989"> <tr> <td>Year 7- 379,</td> <td>Year 10- 289</td> <td></td> </tr> <tr> <td>Year 8-347</td> <td>Year 11- 270</td> <td></td> </tr> <tr> <td>Year 9-295</td> <td>Year 12- 224</td> <td></td> </tr> </table> <p>Total 1804</p> <ul style="list-style-type: none"> <li>● As a result of nationwide technical difficulties with online NAPLAN in week in week 3 ACARA advised the school via SCSA that students would have the opportunity to choose to re-sit the test online. The writing test was the only test that was affected by the technical issues and 122</li> </ul>	Year 7- 379,	Year 10- 289		Year 8-347	Year 11- 270		Year 9-295	Year 12- 224		
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Year 7 students and 93 Year 9 students re-sat the test.

- On Saturday the 18<sup>th</sup> annual Lawley Art auction evening was held. The evening is the culmination of the LAA committee's work which started in early February with fortnightly meetings that turned into weekly meetings this term. The parents and Sue Faranda have worked tirelessly and by my calculations have spent over a thousand hours organising the event which featured the work of over 85 artists going under the hammer. All money raised goes to the SVAPPA and music programs. The final amount has not yet been determined but we hope it is over \$25K
- On Tuesday 11 June we held the annual NAIDOC Assembly. This assembly was run by Aboriginal students in the Follow the Dream Program with Emma Symonds acting as MC and Dr Noel Nannup OAM as the guest speaker. Dakota Tilbrook, Year 11 sang the seekers song *We Are Australian* in English and her native Noongar Language and Taylor McKinnon Year 11 read the poem Reconciliation by Richard Walley and was profoundly affected by it. This clearly demonstrated to me and the whole school population the power of such ceremonies. A group of Aboriginal Dancers from Wesley College performed two dances. Many VIPs attended including Ms Paulina Motlop, Director Aboriginal Teaching and Learning Directorate, Mr John Schnaars, President Honouring Indigenous War Graves, staff from Kurongkurl Katitjin, Dr Shepherd, and Adjunct Professor Bob Somerville.
- This year we nominated two staff for the WA Education Awards. We re-nominated Sunila Singh, Economics teacher for the second time as I think she is an outstanding teacher who I rate very highly. She contributes enormously the students and staff at school, is used as an expert by SCSA and her professional association. Pippa Beetson, EALD teacher is the second nomination and she was nominated by a colleague Jordan Newton. Jordan put a lot of time and effort into the nomination documentation The Department will announce the finalists on 23 July. I am in the process of nominating Michelle deRozario for the ARIA Music Teacher of the Year Award which closes on July 1.
- During the year we use a number of outside providers to deliver programs to various groups of students. Some are delivered in school and some after school. Some of these are commercial entities like Elevate, while other are from Department directorates like the various Schools of Special Educational needs, and others are from NFP organisations like Beyond Blue, Headspace, Raise Up, Mercy Care etc. Many of these organisations are federally funded to deliver specific programs into school. Recently we ran a federally funded program for a group of Year 9 girls to addresses coping strategies, self-care, relaxation, conflict resolution, and building healthy relationships. Participation in the program was voluntary. The parent of one of the girls invited to attend complained that the program was an offshoot of the Catholic Church. He also complained to the Regional office and Minister who have responded to him. I have responded twice to the parent and explained the school's position was that Mercy Care was an appropriate provider and they were funded to deliver the program and we had the authority as an IPS to use any recognised provider. We will continue to use them.
- I will be away from school from Tuesday 2 July 2019 to attend the course at Harvard University. Mike Camilleri will act as principal for these few days.

Lesley will write a letter of thanks to Carolyn Monaghan who chaired the Lawley Art Auction Committee. It will be co-signed by Cameron. They will also write a letter to the parent who donated \$2105 for the school to purchase three paintings.

	<ul style="list-style-type: none"> <li>• Lesley spoke further about the second last dot point regarding outside providers. The parent in question has received a response from the Minister as well as two emails from her. The parent has contacted the P&amp;C President and asked that the matter be placed on the next P&amp;C agenda. Lesley indicated that she will continue to utilising programs provided by legitimate organisations that are beneficial for our students.</li> </ul> <p>Ross Oakes and Sebastian Hensley moved: <i>'The Board notes the Principal's report.'</i> – <b>CARRIED</b></p>	
4.3	<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>• The Year 11/12 Unit 1 exams commenced in Week 4 of this Term on the 20th of May and ran for two weeks. Students did not have to attend school during this time, allowing more time for personal study. General students used this time to complete external assignments and tasks. It was a stressful period for everyone, but we eventually we all made it and there were a mixture of results and reactions from a variety of students.</li> <li>• The Year 7-9 Chinese speaking competition was held on Saturday 18th of May, in Week 3 of this term. Students learning Chinese as a second language from either mainstream or GAT were given the opportunity to compete in a state-wide competition held in UWA at the Confucius Institute.</li> <li>• The annual Year 8 SVAPA Production will be held on the nights of the 1st, 2nd, and 3rd of July in the Tricycle Theatre. They will be performing "A Midsummer Night's Dream" a play by William Shakespeare, and tickets will be available a week prior to the event. The Year 8 SVAPA students are very excited for the performance as for most of them this will be their first live production, and we wish them good luck in their performance.</li> <li>• The annual school Music Camp was held at Advent Park in Week 6, after the Year 11 and 12 exams. Students were part of specific school bands such as Senior Concert Band and Senior Strings were invited to attend, including myself, and we rehearsed for various upcoming music festivals and competitions during the day. At night the teachers held a fun quiz night with dance competitions, and on the second night there was a movie night. As always, students enjoyed their time at Advent Park and we look forward to the camp next year.</li> <li>• David Castelanelli, a motivational speaker and part of Alpha Motivation team ran the very first Sigma Workshop at our school. School leaders were invited to attend the first session on the last day of the term one holidays. This was a full day session and David and his team covered topics about personality types and how to involve others etc. Personally, it was really cool to find out what my personality traits were and how that meant that what I do is different to other people because of the way my brain is programmed. The follow up session to that was held in week 5 by David and in this one we discussed issues in the school and then different ways that we could solve/fix them. Although this was a good session, I think this session could still have run well without David, as he wasn't introducing any new information and thus it was a greater expense to the school than if say Andrew Paul ran it. We also have another session coming up soon.</li> <li>• For those who don't know, the subject selection process is when all year tens have the opportunity to choose the subjects and pathways for years 11 and 12. This is a very important time for us and so have had numerous talks from the different head of subjects about our different options in their courses. On Wednesday the 12th of June the school hosted a parent info night for this selection. There were 4 different main</li> </ul>	

	<p>speakers with approximately 150 parents in the ECU lecture theatre. Ms Simons spoke about the WACE overview, Ms Smith about the VET pathways, Ms Hill covered the selection process and Mr White gave general advice to the parents. My mother who attended said that it was very well presented and she couldn't think of any improvements except for just making sure it is concise and not too long.</p> <ul style="list-style-type: none"> <li>• Friday the 14th saw the first High Achievers Breakfast for the year 9's. This is to recognise the roughly 50 top Year 9's who have performed well in all subjects across the board. Amy Carter and Will introduced and thanked the speaker, Laura Fraylin. She is an ex-student of Mount Lawley who is currently a special Indigenous recruiter for the Australian Defence Force. The students then went to the Home Economics room for a breakfast provided by the Hospitality Certificate students. These breakfasts are always delicious, with milkshakes, sweets and savoury foods provided. I think it is very good that we are recognising these students' achievements as it is positive reinforcement for them to keep trying and to achieve their best.</li> <li>• Last Wednesday, the 12th of June, the Year 10 Meningococcal virus injections were held. This vaccine was free for all the students and was administered by the Department of Health in coordination with our school nurse. Students would come out of class at 20 minute intervals according to form group and would then get their vaccine in the library seminar. It wasn't disorganised but I think this could be slightly improved as classes that day couldn't properly teach as they had students coming and going every 20 minutes. This could be fixed next year by sending normal subject classes on that day, for example Advanced 2 Hass class goes now.</li> <li>• Jenny asked about subject selections and the choice to interview and whether many students were taking this opportunity up. Sebastian advised that he chose an interview to assist him with his choices however most of his friends know what they want to do. Emily said Year 11 student are holding talks on subjects to assist the Year 10s make their decisions.</li> <li>• Lesley invited Board Members wishing to attend Midsummer Night's Dream to contact her so she can arrange tickets. This year the play has a gymnasium theme.</li> </ul> <p>Lesley Street and Ross Oakes moved: <i>'The Board notes the Student Representative's report.'</i> – <b>CARRIED</b></p>	
4.4	<p><b>Staff Representative Report</b> Michael and Ross advised that there would be no staff report for this meeting as all issues have been covered between the Principal's and Student Representative Reports. Flu and other viruses are affecting staff attendance this is putting pressure on all staff.</p>	
4.5	<p><b>P&amp;C Representative Report</b> Randal Wells provided the P&amp;C Report as follows: The P&amp;C consists of the General Committee and six sub-committees: Music, SVAPA, Languages, GAT, Lawley Art Auction and the Mount Lawley Performing &amp; Visual Arts Committee (in recess). 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.</p> <ul style="list-style-type: none"> <li>• P&amp;C met on 27 May 2019 with a quorum.</li> <li>• Students crossing Woodsome Street and Hamer Park redevelopment is still ongoing. P&amp;C President and Principal have met with officials from City of Stirling.</li> <li>• Selected items from the committees: <ul style="list-style-type: none"> <li>○ Music Support Committee:</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Term 2 music concert to be held 25 June 2019. <ul style="list-style-type: none"> <li>○ Languages Committee:</li> </ul> </li> <li>▪ After a period of low attendance the committee has been reinvigorated with additional committee members. <ul style="list-style-type: none"> <li>○ SVAPA Support Committee:</li> </ul> </li> <li>▪ Midsummer Night’s Dream production to be held in July. <ul style="list-style-type: none"> <li>○ Lawley Art Auction Committee:</li> </ul> </li> <li>▪ Art Auction held 15 June 2019.</li> <li>• Canteen: Principal advised that proprietor of Decaf canteen submitted her menu to the WA Schools Canteen Association, which advised that the menu is fully compliant with health food policy.</li> <li>• P&amp;C funds: Brainstorming session held to come up with ideas on how funds should be spent on current student cohort.</li> <li>• Simon Millman hosted the P&amp;C committee for lunch at Parliament House on 13 June 2019 which was magnificent and allowed Randal the opportunity to ensure Simon was well informed of the school’s activities.</li> <li>• Next meeting of P&amp;C Monday 24 June 2019 at 7 pm.</li> <li>• Lesley provided update on Language Parents Support Group which had advised the P&amp;C the committee was struggling to continue. An appeal was made for parents to attend the next meeting to ensure the committee could continue. The response to this was good and the committee now has the people to allow it to continue.</li> <li>• Lesley will promote a Healthy eating poster competition to be undertaken for within Middle School with prizes in order to hopefully promote more awareness around Healthy Eating.</li> <li>• Cameron asked how attendance was at the P &amp; C meetings. Randal advised there is usually a quorum and attendance is quite good. The subcommittees are all active and doing a tremendous amount of work behind the scenes.</li> </ul> <p>Jenny Fay and Sebastian Hensley moved: <i>‘The Board notes the P&amp;C Representative’s report.’ – CARRIED</i></p>	
<b>5.0</b>	<b>Discussion Items</b>	
5.1	<p><b>2020 Additional Charges</b> 2020 Additional Charges (attachment 4) was tabled.</p> <ul style="list-style-type: none"> <li>• Lesley advised that amounts highlighted in yellow have changed from last year. The Yr 7 Disco is now cheaper. Yr 9 Italian tour and China tour are included at \$6,000 and \$4,000. They are listed as a potential charge which needs to be approved whether the tours go ahead or not. There is a group meeting starting next term to formulate a six-year plan for international tours to allow parents to plan in advance.</li> <li>• The Yr 10 maths leadership camp cost has increased as have all other amounts shown in yellow. All are slight cost increases.</li> <li>• Randal said the P&amp;C has money available and they are looking at contributing costs to some camps etc. Michael said this would not affect amounts approved tonight as they are only proposed costs and anything less will be welcomed by the parents.</li> </ul> <p>Jenny Fay and Jane Forward moved: <i>‘The Board approves the 2020 Additional Charges.’ - CARRIED</i></p>	
5.2	<p><b>Report against the School Business Plan– refer attachment 5</b></p> <ul style="list-style-type: none"> <li>• A document relating to this (attachment 5) was tabled. Lesley advised this directly relates to the school business plan. A meeting was held today with the leadership group as now is the time to start collecting data for next business plan.</li> <li>• The school is in the third year of Visible Learning and they have just held</li> </ul>	

	<p>a full day workshop on solid taxonomy. The next one is on how students learn best.</p> <ul style="list-style-type: none"> <li>• The Teaching and Learning Committee is very active.</li> <li>• The staff survey has been very well responded to.</li> <li>• Jenny asked how this is measured against the plan and will the Board be seeing the results of the survey. Lesley advised, yes, however this is still with the committee.</li> <li>• Jenny also asked how the Board is able to tell if the Visible Learning Program is operating well. Lesley advised there will be a report at the end of the three years with some progress updates provided along the way. To test this data Lesley has to go the faculty coordinators and this information will come through next term.</li> <li>• The Learning Support Coordinator works with students to develop Individual Education Programs. Only 34 of 114 students are funded because department only recognises certain learning disorders and disorders such as dyslexia are not funded. Cameron asked how much this costs the school. Lesley advised that we do not fund further assistants so technically nothing however this means that the EA resources are spread thinly. The EA is resourcing and educating teachers to provide them with tools to assist in the classroom. Cameron mentioned P &amp; C funds might be of assistance in this area.</li> <li>• The last sentence of the document should finish 'some primary schools from our hub joined. Fourth cohort starts next term.'</li> </ul> <p>Emily Mazalevskis and Randal Wells moved: <i>'The Board notes the report on the school business plan.'</i> - <b>CARRIED</b></p>	
<b>6.0</b>	<b>Other business</b>	
	Lesley reiterated that all Board members are invited to the Midsummer Night's Dream production. Please email her if you would like tickets.	
<b>7.0</b>	<b>Next Meeting</b>	
	The next meeting is scheduled for Monday, 19 August, 2019 at 5:30pm in the Warren Daniel Conference Room, MLSHS.	
<b>8.0</b>	<b>Roundtable evaluation of the meeting</b>	
	<ul style="list-style-type: none"> <li>• Michael asked Sebastian to model the new school jacket which he happened to be wearing. All agreed the jacket looked both smart and warm.</li> <li>• Lesley advised the school today undertook a promotional photo shoot as the school was chosen to be part of a brochure for international students coming to WA. Two student testimonials are to be included and the photographer was from Sunday Times Magazine.</li> </ul>	
<b>9.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Cameron Brook at 6:52pm.	

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

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