

**Minutes of Meeting 2 of 2020**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 16 March, 2020 at 5:30pm**

**ATTENDEES:**

Cameron Brook (Chair), Lesley Street – Principal, Michael Camilleri – Staff Representative, Professor Stephen Winn, ECU – Community Representative, Ross Oakes - Staff Representative, Sebastian Hensley – Student Representative, Dr Jenny Fay – Community Representative, Alice Basini – Staff Representative, Nicole Jolly – Parent Representative, Julie Moxey – 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 5:33pm and the new Staff Representative, Alice Basini was welcomed. Cameron reminded Board members that this meeting was a combined General Meeting and Annual General Meeting.	
1.2	Apologies: Ron Banks – Community Representative, Will Corbett – Student 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	<p>The Minutes of the previous meeting held on 17 February, 2020 (attachment 1) were tabled.</p> <p>Jenny Fay and Ross Oakes moved: <i>'The Board endorses the minutes of the previous meeting as otherwise complete and accurate.'</i> – <b>CARRIED.</b></p> <p>The Minutes of the previous AGM held on 18 March, 2019 (attachment 2) were tabled.</p> <p>Sebastian Hensley and Lesley Street moved: <i>'The Board endorses the minutes of the previous AGM as otherwise complete and accurate.'</i> – <b>CARRIED.</b></p>	
3.2	<p><b>Actions Arising</b></p> <p>Lesley has written letters to Jane Forward and Emily Mazalevskis thanking them for the time and efforts on the Board. The letter of thanks to Michael Camilleri is in draft and will soon be sent.</p>	
<b>4.0</b>	<b>Annual General Meeting</b>	
4.1	<p>Annual Report of the Chair of the Board</p> <p>Cameron provided a verbal report summarising the following points:</p> <ul style="list-style-type: none"> <li>• Over the past year, the Board has welcomed three new members; Sebastian Hensley, Nicole Jolly and Ross Oakes. In May, the Board also welcomed Professor Stephen Winn. This year we will be welcoming Will Corbett and Alice Basini.</li> <li>• The election for Parent Representative will take place soon.</li> <li>• The Board actually holds little actual power but does have some duties including signing off on accounts. Reporting to the Board has improved and Cameron thanked Julie Moxey for providing these each month.</li> <li>• There has been the opportunity for the Board to approve some expenditure, some of which has been interesting technological advancements which have been great to see introduced into the school.</li> <li>• Cameron recently attended the Year 12 graduation evening where he enjoyed seeing the students display their individual characteristics. It was heartwarming to see the milestone graduating was for them and there was an obvious and justified sense of pride from some of the students.</li> </ul>	

	<p>Cameron took away from the evening that everything the Board does to contribute to this is worthwhile.</p> <p>Jenny Fay and Ross Oakes moved: <i>'The Board notes the report.'</i> – <b>CARRIED.</b></p> <p>Jenny thanked Cameron on behalf of the Board for his work chairing the meetings over the past 12 months.</p>	
4.2	<p>Confirmation of Members Lesley advised of the need to confirm Alice Basini as Staff Representative and Will Corbett as Student Representative.</p> <p>Sebastian Hensley and Lesley Street moved: <i>'The Board confirms the appointment of the Staff and Student Representatives.'</i> – <b>CARRIED.</b></p> <ul style="list-style-type: none"> <li>• Lesley further advised nominations for Parent Representatives have been received by way of statements from the nominees. Lesley considered one statement inflammatory and divisive and she therefore sought advice before sending it out to the community for voting. This has held up the Parent Representative decision being made. Lesley is waiting on clarification before proceeding with the election.</li> <li>• Ron has now retired so it would be helpful for board members to give thought to a suitable community member. Someone with specific expertise in an area helpful to the school is sought.</li> <li>• Alice Basini, the new Staff Representative, introduced herself as a Mount Lawley alumni who graduated from UWA before commencing teaching at various schools. Alice has been at Mount Lawley for the past 21 years as an English teacher. She is also on the Lawley Legends Committee.</li> <li>• As previously confirmed at the last meeting, Cameron and Jenny are continuing as community members. Ron Banks was offered the opportunity to continue however declined.</li> </ul> <p>Nicole Jolly and Lesley Street moved: <i>'The Board notes the report.'</i> - <b>CARRIED</b></p>	<p>Lesley to draft letter of thanks to Ron Banks for his service to the Board.</p>
4.3	<p>Acknowledgement of Retiring Staff member Michael's term as Staff Representative has ended however he is still attending meetings at Lesley's request. He has been a long standing Board member and thanks were passed to him for his efforts.</p> <p>Ross Oakes and Sebastian Hensley moved: <i>'The Board acknowledges the work of Michael Camilleri and thanks him for his 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>Finance Report Julie Moxey presented the Finance Report as follows:</p> <ul style="list-style-type: none"> <li>• 2020 Preliminary Student Centered Funding statement is the blue tab. This shows total forecast student centered funding at \$19,305,803. Total forecast funded student numbers of 1918 are based on the latest census.</li> <li>• The green tab shows income, expenditure and salaries and goods and services cash plan. These figures are in line with expectations for this time of year.</li> <li>• The Preliminary Cash Budget is the pink tab. Total Forecast Cash Budget is \$3,344,262 and Total Forecast Expenditure is \$3,115,447.</li> <li>• A breakdown of estimated revenue is shown. Locally raised revenue is \$2,463,809 and Total cash available is \$3,263,809.</li> <li>• The budget is in balance and has been approved by finance.</li> </ul> <p>Jenny Fay and Alice Basini moved: <i>'The Board notes the Finance Report.'</i> – <b>CARRIED</b></p>	<ul style="list-style-type: none"> <li>•</li> </ul>

Julie further advised that she recently attended a Professional Development Session and learned the Board are not required to approve expenditure from the Innovation, Literacy or Numeracy Support accounts. This can now be approved at a finance level. The Board will still be provided with a list of expenditure items from these accounts. Jenny queried this and Lesley confirmed she has checked this information and that confirmed other schools are doing this also.

5.2 Principal's Report  
Student Numbers are as follows:

Year 7 -334	Year 10 - 317
Year 8 - 386	Year 11 - 301
Year 9 - 347	Year 12 - 254
TOTAL	1939

- Talk about Coronavirus (COVID-19) by both students and parents has become increasingly more pronounced over the last week or so. More parents than usual turned up to Coffee Club last week and the virus was the main topic of conversation. People are a bit confused about the mixed messages they are getting from the media. The Department of Education is providing principals with regular updates several times a week. As soon as the school receives this advice, we are updating all parents via Connect. The Department is acting on advice from the WA Chief Medical Officer and the Federal Health Department. We have had many calls from parents seeking advice and in several cases informing us that they would be keeping their child home until further notice. We also had an international student return home on Thursday to Vietnam. These absences are only recorded as an approved absence when students or family members have returned from a country identified as requiring self isolation or if they have been directed by the Health Department to stay home. The Department has advised principals of the process to be implemented should a school need to close because of a confirmed case of Coronavirus. I recently attended a meeting at the Department to discuss their comprehensive Emergency Management Plan including discussion of the contingency plans for critical business areas including SCSA. As you are aware a number of activities, excursions and camps planned for Term 1 &2 will need to be postponed given the latest advice.
- On Thursday, 20th February, we hosted a special function to celebrate the teaching of Mandarin at the school for 40 years. Mount Lawley Senior High School was the first public school in WA to offer Mandarin Language as a subject. Our special guests were Madam Dong Zhi Hua, Consul General of the People's Republic of China in Perth, Mr Simon Millman, MLA member for Mount Lawley and Dr Zheng Fu Associate Director of the Confucius Institute, UWA. Another special guest was Geoff Davis, who with Anita Chong were the first two teachers of Mandarin in a WA public school. Anita passed away some years ago but her husband James Chong attended. It was a wonderful afternoon where past students and teachers had the opportunity to meet the current staff. A group of Year 8 GAT students entertained the guests by singing a song in Chinese.
- The new Healthy Active Coordinator is Jade Browning and she will join the staff on 28 April as she needed to give a one month's notice. A new music teacher was selected today and the person will be announced once the process is complete. The person is an experienced teacher and I think he will be a areal addition to the music department.

Lesley also provide an additional report on the current status of COVID 19.

- Lesley ran through a list of the many school events that have been cancelled due to COVID 19. Essentially, if events are under 500 in

	<p>attendees and people can be kept the required distance from each other, then the event can go ahead. All others have been cancelled or postponed.</p> <ul style="list-style-type: none"> <li>• The frequency of cleaning has been increased and other hygiene measures have been put in place.</li> <li>• Michael asked Stephen what is happening at ECU. Stephen has heard that Pre-Service Teachers are considered non-essential and being asked not attend schools. This is going to have significant impact on their graduation requirements. The universities hygiene has also been increased and all non essential travel postponed. The university is remaining calm despite the media hype.</li> <li>• Nicole asked what learning is in place should the school close. Lesley advised there are online resources available. Ross said from an IT perspective, the department are looking at allowing WebEx facilities to be utilised however this is not official. At this stage, it will be purely self-directed learning.</li> <li>• Jenny also raised concerns about the Indigenous community in the school who are among society’s most vulnerable from COVID 19.</li> </ul> <p>Lesley has looked at a report from 2018 on the Elevate Survey and provided Board members with a hard copy of her 2020 summary. This has been provided to members to look at in their own time.</p> <p>Ross Oakes and Nicole Jolly moved: <i>‘The Board notes the Principal’s report.’</i> – <b>CARRIED</b></p>	
5.3	<p>Student Representative Report Sebastian provided his report as follows:</p> <ul style="list-style-type: none"> <li>• On Wednesday the 4<sup>th</sup> of March the school held this year’s inter-house swimming carnival. This was the first time that the school has implemented a theme at a whole school carnival; with it being 80’s themed. There was a good level of overall attendance compared to previous years and Sebastian noticed a few kids in themed clothes. O’Connor won again and the whole day was a great chance for the students to enjoy a day of swimming and relaxing with friends whilst still being able to compete to represent the school for the inter-school swimming carnival. Sebastian thanked all of the teachers, especially Mr Zen, for organising and running this event.</li> <li>• Mount Lawley SHS celebrated International Women’s Day by inviting 32 female student leaders to enjoy a breakfast with an accompanying talk from Board member, Nicole Jolie who spoke about her career and the influences that have shaped it. This speech, as well as the day was very well received and Seb received feedback saying the speech was very inspirational and gave students more motivation to work for their goals and always try their best.</li> <li>• Photo day is a huge logistical exercise as over 2,000 photos are taken. Because of this it was separated into two different days; last Tuesday and last Thursday. Photo day can, and often does, interrupt the normal school day as people leave in different groups; for example, you can leave in forms, councilor groups, GAT languages, or mock trials. Overall, the day ran reasonably smoothly especially considering how hard it is to make such a large-scale program run effectively.</li> <li>• Every year, the school holds a school ball for the graduating Year 12s. This year, the ball was held at the Hyatt Regency Hotel. Emily, the previous representative attended and commented that it was a great time and it was amazing to see everyone all scrubbed up.</li> <li>• The Bush Ranger Cadets left yesterday for their first camp of the year, travelling to Boranup and returning tomorrow. Will Corbett, the new Student Representative is away on this camp.</li> <li>• Other upcoming Events include; the inter-school swimming carnival on</li> </ul>	

	<p>the 20th of March, Year 7 immunisations in week 9, Year 7 councilors and house captain elections, Three Teen Mental Health sessions coming again soon and finally, the Year 7 and 8 river cruise which will have to be separate this year as there are so many people attending them.</p> <p>Lesley provided an update to the report in that the Inter-school swimming carnival would not be proceeding due to COVID 19.</p> <p>Nicole Jolly and Alice Basini moved: <i>'The Board notes the Student Representative's report.'</i> – <b>CARRIED</b></p> <p>Cameron provided feedback about the Year 12 after ball party. The event was organised by a student and held at a hired warehouse in Balcatta. There were security guards to police the no alcohol and drugs policy. Cameron felt the event was very well organised and run. He has heard from parents and students that it was enjoyed by all. Thanks were given to Julianne Ogilive, the Year Coordinator who also did a fantastic job organising the Year 12 Ball.</p>	
5.4	<p>Staff Representative Report</p> <p>Ross provided a Staff Representative Report summarising the following points:</p> <ul style="list-style-type: none"> <li>• The staff held a sundowner on Friday of Week 5 and there is another social event coming up.</li> <li>• Staff are generally running well and there are no issues.</li> <li>• A storm recently took down internet at the school which was a challenging time. Phones and printers were also affected so there were wide ranging impacts.</li> <li>• Jenny advised that medical advice just out is that any medical staff with respiratory illness and fever are not to be at work which is something the school might want to consider also.</li> <li>• Michael advised last year's flu season had a significant impact on staffing levels and this year is expected to be worse.</li> </ul> <p>Jenny Fay and Stephen Winn moved: <i>'The Board notes the Staff Representative's report.'</i> – <b>CARRIED</b></p>	
5.5	<p>P&amp;C Report</p> <p>As Randall was absent, the P&amp;C Report was adjourned until the next meeting. Lesley confirmed that Randall is continuing as P&amp;C Representative.</p>	
<b>6.0</b>	<b>Discussion Items</b>	
6.1	<p>ESAT Preparation and visit agenda</p> <p>Michael presented information on the Electronic Submission Assessment Tool (ESAT) which is the new way of undertaking the school review. This is the portal where information from the school is uploaded. Michael demonstrated the wide range of domains where the school submits entries and information to support the actions they are taking. This is a compulsory process that the school goes through every three years. Each domain has sub sets and various documents or comments are included for reviewers to consider the school's rating which would be either Effective or Need improvement. The process has been quite labor intensive for the school however will be finalised by the due date of 30<sup>th</sup> March. Reviewers will be visiting the school the following week and this will include a meeting with the Board.</p> <p>Stephen Winn and Sebastian Hensley moved: <i>'The Board notes the ESAT preparation and visit agenda'</i> - <b>CARRIED</b></p>	
<b>7.0</b>	<b>Other Business</b>	
7.1	<ul style="list-style-type: none"> <li>• Jenny asked if new members have received their orientation pack and Cameron confirmed they had.</li> <li>• Based on current advice, Lesley would like to keep the Board meetings going despite COVID 19. The number of attendees is acceptable and Board members will be able to keep the required distance from each</li> </ul>	

	<p>other.</p> <ul style="list-style-type: none"> <li>• Nicole asked if NAPLAN would be affected by COVID 19. Lesley advised it would not as the numbers and distance are acceptable.</li> <li>• Jenny asked Sebastian how the kids are feeling about COVID 19. He advised some are starting to realise what it could mean for their schooling.</li> </ul>	
<b>8.0</b>	<b>Next Meeting</b>	
	The next meeting is scheduled for Monday, 18 May, 2020 at 5:30pm in the Warren Daniel Conference Room, MLSHS.	
<b>9.0</b>	<b>Roundtable evaluation of the meeting</b>	
	Nil	
<b>10.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Cameron at 6:51pm	

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

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