

**Minutes of Meeting 1 of 2018**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 19 February 2018 at 5:30pm**

**ATTENDEES:**

Dr Jenny Fay (Chair), Lesley Street – Principal, Dr Mandie Shean, ECU – Community Representative, Anne Gilchrist – Staff Representative, Anne Tumak – Staff Representative, Alice Sun – Student Representative, Jason Kim – Student Representative, Adam Miles – Parent Representative, Randal Wells (P&C Rep); Michael Camilleri – visitor, Renee Hill – visitor.  
Allison Walker (Scribe)

| <b>1.0</b> | <b>Welcome and Apologies</b>  | <b>ACTIONS</b> |
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| 1.1        | Opening: The meeting was opened by Jenny Fay at 5:30pm. Renee Hill was introduced to the Board. Renee is filling in as Associate Principal in middle school.  |                |
| 1.2        | Absentees: Nigel Becroft  |                |
| 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. 1 agenda.   |                |
| <b>3.0</b> | <b>Minutes of Previous Meeting</b>  |                |
| 3.1        | The Minutes of the previous meeting held on 20 November 2017 (attachment 1) were tabled.<br><br>Randall Wells and Jason Lim moved: <i>'The Board endorses the minutes of the previous meeting as complete and accurate.'</i> – <b>CARRIED</b> .   |                |
| 3.2        | <b>Business arising from the previous meeting (attachment 2)</b> <ul style="list-style-type: none"> <li>Report into the effectiveness and benefits of robot cars – a second report is pending later in year. This is now reported and will be followed up later in year.</li> <li>Principal to organise Chair to attend Prefects meeting – in process of organising.</li> <li>Letter of thanks to be sent Greg Smith for his analysis of the Naplan results was read to the meeting.</li> <li>Sea Explorers inducted into Lawley alumni. Letter to be sent.</li> </ul> Randall Wells and Jason Lim moved: <i>'The Board note the actions of the previous meeting.'</i> – <b>CARRIED</b> . |                |
| <b>4.0</b> | <b>Reports and Operational Matters</b>  |                |
| 4.1        | <b>Membership Update</b> <ul style="list-style-type: none"> <li>Lesley Street, Anne Gilchrist, Adam Miles, Alice Sun, Mandie Shean and P&amp;C representative continue to the end of year as Board members.</li> <li>Board members concluding tonight are Anne Tumak, Nigel Becroft, Jason Lim and Jenny Fay.</li> <li>There have been two community resignations during the term that have not been replaced as yet.</li> <li>Two community representatives were proposed. Leslie proposed Ron Banks who was the former long serving Arts editor of the West Australian. He was a journalist for many years and originally trained as a teacher. Jenny proposed</li> </ul>               |                |

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|     | <p>a school parent, Cameron Brooks who previously was head of the music committee and a musician with the WA symphony orchestra. Approval was sought from the Board to approach the potential members to garner interest and invite them to the next meeting.</p> <p>Adam Miles and Anne Gilchrist moved: <i>'The Board gives permission for approaches and invitations to next meeting be given.'</i> – <b>CARRIED.</b></p>  |                                       |
| 4.2 | <p><b>Finance Report – refer to attachment 3</b></p> <p>Attachment 3, Financial Report was tabled, and Anne Gilchrist summarised as follows:</p> <ul style="list-style-type: none"> <li>• The Operational One Line statement (blue) shows a total of Student Centre Funding of \$16,656,509 and locally raised funds of \$19,639,112.</li> <li>• The Cash Report (green) is on track and shows a variance of \$116,262 which is 73.91% of Budget.</li> <li>• 2017 Minimum Expenditure (pink) shows actual expenditure of \$1,980,883 and Transfer to Reserve of \$163,743.</li> <li>• The (purple) tab reflects cash revenue simplified in a graph. This is cash and does not include salaries. Voluntary Contributions are still incoming and show that the school has collected in excess of 75% of budgeted collection.</li> <li>• The Financial Summary (red) reflects the salary allocation which is 96% spent as at 31/12/17.</li> <li>• Voluntary contribution collection charges are slightly higher in comparison to this time last year.</li> </ul> <p>Randall Wells and Jason Lim moved: <i>'The Board notes the Finance Report.'</i> – <b>CARRIED.</b></p> <p>Five Finance Applications from the Literacy and Numeracy Budget were tabled and discussed:</p> <ul style="list-style-type: none"> <li>• Elevate program \$20,672. The Elevate program is a critical strategy that the school is employing to assist in the creation of Assessment Capable learners.</li> </ul> <p>Randall Wells and Mandie Shean moved <i>'The Board endorses the expenditure request.'</i> – <b>CARRIED.</b></p> <ul style="list-style-type: none"> <li>• OLNA program \$880. OLNA is literacy and numeracy support through quizdom.com.au. This is required to graduate.</li> </ul> <p>Jason Lim and Adam Miles moved <i>'The Board endorses the expenditure request.'</i> – <b>CARRIED.</b></p> <ul style="list-style-type: none"> <li>• Matheletics subscription (ongoing) \$15227. To improve outcomes of mathematics.</li> </ul> <p>Anne Tumak and Jason Lim moved <i>'The Board endorses the expenditure request.'</i> – <b>CARRIED.</b></p> <ul style="list-style-type: none"> <li>• Education Perfect (language) subscription \$4800. To consolidate curriculum in line with WA curriculum and participate in world language competitions.</li> </ul> <p>Randall Wells and Adam Miles moved <i>'The Board endorses the expenditure request.'</i> – <b>CARRIED.</b></p> <ul style="list-style-type: none"> <li>• Young Entrepreneur Program \$990. Focus on developing critical thinking, innovation and entrepreneurship skills.</li> </ul> <p>Mandie Shean and Alice Sun moved <i>'The Board endorses the expenditure request.'</i> – <b>CARRIED.</b></p> <p>Jenny requested that the request form be modified to indicate if the request is a repeat request (items funded previous years). The board is keen that these are accompanied by a report on outcomes achieved.</p> | <p>Anne Gilchrist to modify form.</p> |
| 4.3 | <p><b>Principal's Report</b></p> <p>Lesley Street provided a verbal report and provided written notes which are</p>   |                                       |

reproduced below:

- It was a busy but smooth start to 2018. We have had the 90's Club Assembly on Friday 9 February with the a number of special guests including most of the 45 inductees, our local MP, Korean Consul, Japanese vice Consul, and a number of people who have prizes named after them. We have already had the first of the Elevate presentations to years 7,10, Year 8 GAT 7AE and 11 and 12. They were very well received and as I am going to be asking the Board for money the results are in the submission. Student Councillors and Prefects have had an after-hours training workshop to help them fulfil their roles. A number of the parent sub-committees have already met, and planning is well underway for the events of the coming year. The year 7 student and parent welcome BBQ was well attended, and the Year 10 event will be held this week. On Wednesday we are hosting the Minster for Education & Training and the Minster for Tourism for the launch of the Ambassador Chef program.
- A major project undertaken over the holidays and the first three weeks of this year has been the move to SOE4. This has been a major undertaking and not without some teething issues. Basically, the cost of equipment was over \$130,000 and over 700 man hours spent on the project including a team of three from the IT staff onsite supported by other experts in CO. The costs were borne by the Department. There are only a handful of schools left that are not SOE4 but in the next few months Shenton will join and ultimately, we need to be on the system to be supported.
- Student numbers are up from last year and the census was conducted last Friday
  - Year 7 -342
  - Year 8-302
  - Year 9-296
  - Year 10- 281
  - Year 11- 263
  - Year 12- 271.
  - Total 1755
- Eleven new staff have joined us this year including new graduates and experienced staff. Mrs Renae Hill has been appointed as the Middle School Associate Principal to replace Mr Michael White who is the acting Principal at Cunderdin Agricultural College for semester 1. We have two new teachers in English, HASS and Maths and new teachers in Home Economics, Media, Health and Physical Education and one teacher who is able to teach both Chinese and Japanese Language. I am sure our students will benefit from their expertise and enthusiasm.
- I will discuss the 2017 Year 12 cohort results will be discussed in detail later in the meeting but generally the results are in line with our expectations of this cohort. There were some fine individual performances, but I do see areas for improvement. Given the data is available this is the main focus of my report to the Board against Priority 1 Academic Achievement. Last meeting, I reported against Priority 2 Student Engagement. All staff under the direction of their PC will be conducting a review of achievement in all years as well as a focus on 2017 Results. Each LA will produce an Academic Review, recommendations and Operational Plan.
- The penultimate SBP is available for your perusal tonight. As this is the last Board meeting and a new Board will start next meeting after the AGM the new Board will ratify the plan. The exec met with Jenny and sought her feedback into this version and we have also had PC working with staff from each learning area over a number of meetings in Term 4 last year. This version will also go to the whole staff tomorrow for discussion in the broader forum.

Anne Gilchrist and Randall Wells moved: *'The Board notes the Report'* –  
**CARRIED.**

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| 4.4 | <p><b>Student Representative Report</b></p> <p>Jason Lim provided a verbal report as follows:</p> <ul style="list-style-type: none"> <li>• New leaver's jackets have been received.</li> <li>• At the assembly the annual line dance performance was given for Chinese New Year.</li> <li>• Alpha Motivation – a leadership group meets after school with motivational speakers and developing leadership roles. Group runs for a term. We are the first school to run the group. Alice was asked to give a report to board at the end of term.</li> <li>• Debating has started with mock trials (law/court) and teams formed.</li> <li>• Student council – move to improve uniform (particularly the jacket)</li> </ul> <p>Adam Mile and Mandie Shean moved: <i>'The Board notes the report'.</i> – <b>CARRIED.</b></p>  |  |
| 4.5 | <p><b>Staff Representative Report</b></p> <ul style="list-style-type: none"> <li>• Sustainability committee formed with staff and students. Already achieved a mobile muster for phones/chargers/modems/batteries. Have approached Cleanaway for recycling bins to be donated. Recycle bin are now being emptied weekly instead of fortnightly.</li> <li>• Middle school – during lunch one there are now no computers or digital devices operating. Already noticing changes. Challenges in monitoring.</li> <li>• School diaries arrived and distributed to students.</li> <li>• Last week a new e-form (health form) was added to the phone app. We will be asking for feedback. Statistics on app usage – 1292 accessed app in last 90 days; since start 1166 downloaded; 1449 e-forms submitted to school in last 12 months. Now working on the school calendar to sync with the app.</li> </ul> <p>Randall Wells and Adam Miles moved: <i>'The Board notes the Report.'</i> - <b>CARRIED</b></p>  |  |
| 4.6 | <p><b>P&amp;C Report</b></p> <p>Randall Wells provided a verbal report as follows:</p> <ul style="list-style-type: none"> <li>• P&amp;C met on 27 November 2017.</li> <li>• Student safety at local main road intersections <ul style="list-style-type: none"> <li>– Letters sent to MRWA regarding safety at local main road intersections (Alexander Dr/Walcott St and Alexander Dr/Bradford St) and at front of school (Woodsome St). Response received - to be reported at P&amp;C meeting 26 February 2018.</li> </ul> </li> <li>• Letter to Department of Education regarding appointment of permanent Principal <ul style="list-style-type: none"> <li>– Response received – to be reported at P&amp;C meeting 26 February 2018 response.</li> </ul> </li> <li>• School diary <ul style="list-style-type: none"> <li>– Motion carried to return to the old style (larger) school diary</li> </ul> </li> <li>• Use of laptops by students out of classrooms <ul style="list-style-type: none"> <li>– Currently one lunchtime is set aside each week for screen free time in year 7.</li> <li>– School is investing in increasing healthy active activities in the middle school courtyard (table tennis, possibly basketball hoop, etc).</li> <li>– Response for screen free time has been positive with parents and staff.</li> <li>– To continue with new year 7's in 2018.</li> </ul> </li> <li>• Music Sub-committee: <ul style="list-style-type: none"> <li>– \$30,000 funds approved for Head of Music to purchase "wish list" items.</li> </ul> </li> <li>• Languages Sub-committee: <ul style="list-style-type: none"> <li>– Nil</li> </ul> </li> <li>• SVAPA Sub-committee:</li> </ul> |  |

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|            | <ul style="list-style-type: none"> <li>- Art festival day 6 April 2018</li> <li>• GAT Sub-committee: <ul style="list-style-type: none"> <li>- Nil</li> </ul> </li> <li>• Lawley Art Auction Committee: <ul style="list-style-type: none"> <li>- Returned from recess</li> </ul> </li> <li>• New Theatre Building Sub-committee: <ul style="list-style-type: none"> <li>- Terms of reference approved.</li> <li>- Requested details of current MOU between MLSHS and ECU: <ul style="list-style-type: none"> <li>- MLSHS's operating responsibilities linked to the shared facility agreement for the gymnasium; and, if possible, a copy of the shared facility agreement.</li> </ul> </li> </ul> </li> <li>• Next meeting of P&amp;C Monday 26 February 2017 at 7 pm.</li> </ul> <p>Mandie Shean and Jason Lim moved: <i>'The Board notes the Report'</i> – <b>CARRIED.</b></p> |  |
| <b>5.0</b> | <b>Discussion Items</b>  |  |
| 5.1        | <p><b>Brief on Student Results 2017 and 2018 Directions – refer to attachment 4</b></p> <ul style="list-style-type: none"> <li>• Items 5.1 and 5.2 were combined in a presentation given by Lesley Street (attachment 4).</li> </ul> <p>Randall Wells and Jason Lim moved: <i>'The Board notes the Student Results Brief'</i> – <b>CARRIED.</b></p>  |  |
| 5.2        | <p><b>Brief on Targets of School Business Plan 2018-2020 – refer to attachment 5</b></p> <ul style="list-style-type: none"> <li>• Statistics will be noted against the School Business Plan.</li> <li>• Draft Business Plan given out for review. Feedback to Lesley Street.</li> </ul> <p>Randall Wells and Jason Lim moved: <i>'The Board notes the Target Report'</i>. – <b>CARRIED.</b></p>  |  |
| 5.3        | <p><b>Report on Satisfaction Surveys for 2017 – refer to attachment 6, 7 &amp; 8</b></p> <p>The Report on Satisfaction Surveys for 2017 was tabled by Michael Camilleri:</p> <ul style="list-style-type: none"> <li>• The report shows comparisons between 2016 and 2017.</li> </ul> <p>Mandie Shean and Randall Wells moved: <i>'The Board notes the results of the 2017 National School Opinion surveys.'</i> – <b>CARRIED</b></p>   |  |
| <b>6.0</b> | <b>Other Business</b>  |  |
| 6.1        | <ul style="list-style-type: none"> <li>• Nil</li> </ul>  |  |
| <b>7.0</b> | <b>Next Meeting</b>  |  |
|            | The next meeting is the AGM and will be the new Board. Meeting is scheduled for Monday, 19 March 2018 at 5:30pm in the Warren Daniel Conference Room, MLSHS.   |  |
| <b>8.0</b> | <b>Roundtable evaluation of the meeting</b>  |  |
|            | Jenny appraised that meeting was well run.   |  |
| <b>9.0</b> | <b>Meeting Close/Adjournment</b>   |  |
|            | The meeting was closed by Jenny at 7.45 pm.  |  |

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

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