

**Minutes of Meeting 3 of 2018**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 21 May, 2018 at 5:30pm**

**ATTENDEES:**

Dr Jenny Fay (Chair), Lesley Street – Principal, Michael Camilleri – Staff Representative, Jane Forward, Parent Representative, Cameron Brook – Community Representative, Randal Wells – P & C Representative, Emily Mazalevskis - Student Representative, Adam Miles – Parent Representative, Anne Gilchrist - Staff 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 5:30pm.	
1.2	Apologies: Dr Mandie Shean, ECU – Community Representative, Ron Banks – 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. 3 agenda.	
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	<p>The Minutes of the previous meeting held on March, 2018 (attachment 1) were tabled. The following amendments were made to the Minutes:</p> <ul style="list-style-type: none"> <li>Item 5.1 – 2<sup>nd</sup> dot point amended to include; the Student Centred Funding is \$16,598,370 for 2018 compared to \$16,565,509 in 2017 (as per Jan 2018 Operational One Line Budget Statement). This is an increase of approximately \$33,000 however student numbers have increased for 2018 by approximately 100 students from 2017 which is why this figure is higher despite the government funding per student having reduced.</li> <li>Item 5.1 – 6<sup>th</sup> dot point amended to include; Randal Wells queried why Locally Raised Funds reduced to \$1,119,329 in 2018 compared to \$1,645,466 in 2017 (as per 12 Jan Operational One Line Budget Statement).</li> <li>Anne Gilchrist addressed this query advising that the variation is due to lower student numbers in some of the higher cost options for items such as camps and excursions.</li> </ul> <p>Alice Sun and Cameron Brook moved: <i>'The Board endorses the minutes of the previous meetings as otherwise complete and accurate.'</i> – <b>CARRIED.</b></p>	
3.2	<p>Actions Arising:</p> <ul style="list-style-type: none"> <li>Attachment 2, Action List, was tabled. Actions 1 and 2 are included in the Agenda for this meeting and will be addressed separately.</li> <li>Anne Gilchrist addressed Action 3 advising that EPA figures are included in Locally Raised Funds. A separate sheet has now been included with the Finance Report to reflect this. The report template in question is generated by the Department of Education and cannot be altered. Anne does not know why this figure is not included.</li> </ul>	
<b>4.0</b>	<b>Reports and Operational Matters</b>	
4.1	<p><b>Finance Report</b></p> <p>Attachment 3, Financial Report was tabled and Anne Gilchrist provided a verbal overview.</p> <ul style="list-style-type: none"> <li>The Summary page is divided between four colours; blue, green, pink and red which correspond with the different sections of the report represented by coloured tabs.</li> <li>The Student Centred Funding on the Operational One Line Budget (Blue) is shown at \$16,792,339 and total funds are \$19,749,382. Student</li> </ul>	

	<p>Centred Funds is constantly changing depending upon movement between schools of students with disabilities.</p> <ul style="list-style-type: none"> <li>• Cash Report (Green) reflects a 73.77% variance against budget for income and 24.18% against expenditure which are both on par. The variance of -2.491% is due to some late EPA claims and that Lead Languages Grant previously provisioned for no longer being funded. This will be adjusted in future reports.</li> <li>• Financial Summary (Pink) reflects budget versus actual as at the end of April. Spending is on track for the year. Cameron Brook queried why Professional Development is low to which Anne replied that this figure will increase later in the year when some larger training sessions are undertaken and further invoices come in. The School's Reconciled Bank Balance of \$3,813,979 is higher than this time last year.</li> <li>• School Salary Allocation (Red) – these figures closed early last month due to not coinciding with the end of term.</li> <li>• Charges and voluntary collection rates are sitting at 36.47% which is down from last year. This could be due to an unexpected delay in sending out the latest Statements. Many fees and charges have been received since the date of the report. Lesley advised that she is aware of some families experiencing tighter economic times which might also attribute to the decreased collection to date.</li> </ul> <p>Jane Forward and Adam Miles moved: '<i>The Board notes the Finance Report.</i>' – <b>CARRIED.</b></p> <p>Two funding requests have been received and were tabled.</p> <ul style="list-style-type: none"> <li>• \$582 to supply two Edison Ed Packs as accessories to accompany the existing Edison robots to enhance and extend their applications.</li> <li>• \$5,000 for the production of books about the 'Lawley Links and Legends' which is being produced by the Year 9 GAT and SVAPA students. The books are not intended for sale and will be given as gifts to various parties visiting the school.</li> </ul> <p>Jenny Fay and Cameron Brook moved: '<i>The Board endorses the expenditure requests as tabled.</i>' - <b>CARRIED.</b></p>	
4.2	<p><b>Principal's Report</b></p> <p>Lesley provided a verbal report as follows:</p> <ul style="list-style-type: none"> <li>• ANZAC assembly late last term went well. It was a fantastic assembly, very moving and well attended with a number of VIP present. Student behaviour was exemplary.</li> <li>• OLNA testing has been held and preliminary results were available and are being analysed. A report will be tabled next meeting.</li> <li>• We are a trial school for NAPLAN online testing. Testing is underway for students in Years 7 &amp; 9 and going well. Only a few technical hitches have been experienced. Our IT system seems to have coped and there have not been any capacity issues. There were some parental queries before the tests but nothing since the start. Thanks to Michael Camilleri, Steve Raphael and Ross Oakes who have been preparing for this for months.</li> <li>• Externally Set Tasks were held over last two weeks for Year 12 General students. These tests are set by SCSA and are basically a moderation tool.</li> <li>• A very successful High Achievers breakfast was held for 60 + Year 9 students. A wonderful breakfast was prepared by the Hospitality students and their teacher Janice Gunn.</li> <li>• Student Councillors enjoyed a full day of training designed to assist them to develop their leadership capabilities.</li> <li>• The annual EX- POW Memorial ceremony was held in Kings Park. The band and choir performed the national anthem and the Hymn Abide with Me. Representatives from many veteran organisations laid wreaths and</li> </ul>	

	<p>Lawley Legend Arthur Leggett delivered the address.</p> <ul style="list-style-type: none"> <li>• Over 250 parents attended the University Pathways Presentation we hosted at ECU.</li> <li>• Year 11/12 Music Recital were held last Wednesday. The recital is part of the student assessment requirements. A wide variety of musical genres were featured including classical and contemporary.</li> <li>• The Progress Reporting Day went well. The Career Expo held at the same time was not as well subscribed as normal and we may need to think about whether we should continue to hold the expo.</li> <li>• The series of Alpha Motivation talks for Year 11&amp;12 students have finished. These were well received by the students.</li> <li>• The Prospective Primary Information evening was oversubscribed. MLSHS is still a school of high demand with many out of area parents keen to have their children attend the school.</li> <li>• The parent and student presentation on Demystifying WACE went well.</li> <li>• The Tours to London/Berlin, China, Italy were all very successful. The longest was seventeen days and the executive think that this is too long and we are keen to restrict the tours to approx. 10- 12 days. This will also reduce the cost to parents</li> <li>• The Arts Festival Day was a great success. Thanks to the staff from the Arts Department and the SVAPA committee.</li> <li>• Randal requested the Board thank the teachers and staff who gave up their time to go on the overseas staff and to all staff who regularly give up their time for the benefit of the school and students.</li> </ul> <p>Randal Wells and Emily Mazalevskis moved: <i>'The Board notes the report.'</i> – <b>CARRIED.</b></p>	<p>Alice Sun to provide a report at the next meeting about the Year 11 and 12 Alpha Motivation talks.</p>
4.3	<p><b>Student Report</b></p> <ul style="list-style-type: none"> <li>• Emily Mazalevskis advised that a seminar was recently held with the aim of assisting students manage their time and overcome procrastination. The students found this relatable and great timing being held just prior to exams. Emily feels that this has been effective as many students are now more motivated and organised.</li> <li>• Alice Sun spoke about the Italy tour which was wonderful but, due to the length, many students returned tired and unwell with little time to prepare for upcoming exams. She agrees 17 days is too long for a tour.</li> </ul> <p>Cameron Brook and Randal Wells moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
4.4	<p><b>Staff Report</b></p> <ul style="list-style-type: none"> <li>• Anne Gilchrist advised that the school has recently purchased a new battery powered vehicle for the school gardener. The vehicle is small and can fit through all gates and access points around the school and will be registered for on road use. The \$23,000 is coming from a reserve account set up many years ago for this purpose.</li> <li>• The Sustainability Committee have been promoting the blue bins for recycling paper and there has been an improvement in usage.</li> <li>• They are also promoting re-using disposable coffee cups by offering a discount on coffee after a certain number of uses.</li> <li>• Painting of the school is continuing.</li> <li>• Michael Camilleri advised that Indigenous Cultural Awareness and Understanding training is being undertaken by some staff. This is in their personal time over approximately 20 hours and will count toward their PD.</li> <li>• The school will be conducting a second trial of online subject selections for Year 10 going into Year 11. This was undertaken previously in 2013. Counsellor sessions can still be requested. The 2019 Course Information Booklet, which includes costs, is now available online.</li> </ul>	

	Lesley Street and Jane Forward moved: <i>'The Board notes the report.'</i> – <b>CARRIED.</b>	
4.5	<p><b>P&amp;C Report</b></p> <ul style="list-style-type: none"> <li>• The P&amp;C met on 26 March, 2018.</li> <li>• The P&amp;C consists of the General Committee and six sub-committees: Music, SVAPA, Languages, GAT, Lawley Art Auction and the 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>• Student safety at local main road intersections ongoing.</li> <li>• Simon Millman MLA attended the P&amp;C meeting. <ul style="list-style-type: none"> <li>◦ He would like to be kept informed on approaches to City of Stirling and Main Roads regarding road crossing issues.</li> <li>◦ MLSHS student Oscar Kasper-Crutchett was recently recognised at the Australia Day Youth Awards.</li> </ul> </li> <li>• Selected items from the committees: <ul style="list-style-type: none"> <li>◦ Music Support Committee: Concert at ECU dates confirmed for 19 June, 2018 and 4 September, 2018. The P &amp; C are planning to make ticket sales affordable for multi-concert families and students.</li> <li>◦ New Theatre Building Committee: Site visits have been made to several school performing arts centres to get tips on best practice and do's and don'ts.</li> <li>◦ Lawley Art Auction Committee: Saturday 16 June 2018. Sponsorship reported to be going well.</li> </ul> </li> <li>• Next meeting of P&amp;C Monday 28 May 2018 at 7 pm.</li> </ul> <p>Jane Forward and Adam Miles moved: <i>'The Board notes the report.'</i> – <b>CARRIED.</b></p>	
<b>5.0</b>	<b>Discussion Items</b>	
5.1	<p><b>Delivery and Performance Agreement (DPA) and Funding Agreement for Schools 2018</b></p> <p>Attachment 4, Funding Agreement for Schools 2018 and Attachment 5, Delivery and Performance Agreement documents were tabled.</p> <p>The Funding Agreement consists of some general notes, Schedule A, which is about funding, and Schedule B which is for Targeted Initiative Requirements. Although this is a separate document, it forms part of the DPA. These are designed by the department and school has no control over the format of the document.</p> <p>Randal Wells and Jane Forward moved: <i>'The Board endorses both the DPA and Funding Agreement for Schools 20108 and authorises the Chair to sign.'</i> – <b>CARRIED.</b></p>	
5.2	<p><b>Annual School Report 2017</b></p> <p>Drafts of this document have been tabled at previous meetings and revised hard copies (Attachment 6) were again tabled. The Board has previously provided feedback and this is now the final document. The document will be delivered online with hard copies only provided to the community upon request.</p> <p>Adam Miles and Anne Gilchrist moved: <i>'The Board endorses Final Annual School Report for 2017.'</i> – <b>CARRIED.</b></p>	
5.3	<p><b>Naming of Library</b></p> <p>Lesley advised that many buildings throughout the school are named, yet the library is not. She suggested the library be named after Arthur Leggett OAM, ex-POW, who is soon to be 100; a truly inspirational man, long associated with the</p>	

	school and well respected by students, families and staff.  Alice Sun and Randal Wells moved: <i>'The Board endorses the naming of the school's library.'</i> – <b>CARRIED.</b>	
5.4	<b>Distribution of the endorsed 2018-2020 School Business Plan</b> This document (Attachment 7) has been revisited many times by relevant parties and tabled at previous meetings. The document still contains spelling errors which was brought to the attention of Lesley who feels that she may have inadvertently printed the penultimate version rather than the final. These will be corrected. The document will be going on the school's website with hard copies to be provided upon request.  Cameron Brook and Emily Mazalevskis moved: <i>'The Board endorses the distribution of the 2018 -2020 School Business Plan'</i> – <b>CARRIED.</b>	
5.5	<b>2019 Subject charges</b> 2019 Proposed Subject Charges (Attachment 8) was tabled and Anne Gilchrist spoke to this outlining the reasons for the changes or increases. Bearing in mind the financial times, efforts have been made to keep increases to a minimum.  Cameron Brook and Jane Forward moved: <i>'The Board endorses the 2019 Subject Charges.'</i> – <b>CARRIED.</b>	
<b>6.0</b>	<b>Other Business</b>	
6.1	Jenny Fay asked all Board members to undertake and provide their Police Clearances if they have not already done so.	
6.2	<b>Reporting on targets in the current Annual School Report</b> Lesley provided a report on school business plan targets. This has been included in the latest Annual Report. Pages 3 and 4 of the report show the targets which have been met and those which have not or only partially been met.	
6.3	Cameron Brook enquired about Page 5 of the School Business Plan and why offered places in tertiary institutions for MLSHS is below the state average. The MLSHS figures seem reasonable and the state average seems quite high.	Lesley Street will investigate the accuracy of this figure and report back at the next meeting.
<b>7.0</b>	<b>Next Meeting</b>	
	The next meeting is scheduled for Monday, 18 June, 2018 at 5:30pm in the Warren Daniel Conference Room, MLSHS. This is contrary to the date incorrectly shown on the Agenda of 23 November.	
<b>8.0</b>	<b>Roundtable evaluation of the meeting</b>	
	Jane Forward was invited to provide an evaluation of the meeting whereupon she commented that the meetings were highly organised and the colour coding of the Financial Reports much appreciated. She did note that it was a little difficult to prepare for the meeting given that documents were only provided that morning and the Board agreed that early provision of the documents is appreciated.	
<b>9.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Jenny at 7:36pm.	

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

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