

**Minutes of Meeting 6 of 2018**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 15 October, 2018 at 5:30pm**

**ATTENDEES:**

Dr Jenny Fay (Chair), Lesley Street – Principal, Anne Gilchrist – Staff Representative, Michael Camilleri – Staff Representative, Dr Mandie Shean, ECU – Community Representative, Jane Forward - Parent Representative, Cameron Brook – Community Representative, Ron Banks – Community Representative Adam Miles – Parent Representative, Randal Wells – P & C Representative.  
 John Pryor – Guest , P & C President. Greg Smith Guest for NAPLAN Presentation, Anne Littlewood (Scribe)

1.0	Welcome and Apologies	ACTIONS
1.1	Opening: The meeting was opened by Jenny Fay at 5:35 pm.	
1.2	Apologies: Alice Sun – Student Representative, Emily Mazalevskis - 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.	
2.0	Disclosure of Interest	
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. 6 agenda.	
3.0	Minutes of Previous Meeting	
3.1	The Minutes of the previous meeting held on 20 August 2018 (attachment 1) were tabled. Adam Miles and Mandie Shean moved: <i>'The Board endorses the minutes of the previous meetings as complete and accurate.'</i> – <b>CARRIED.</b>	
3.2	Actions Arising: <ul style="list-style-type: none"> <li>Attachment 2, Action List, was tabled.</li> <li>Action 1. The Board will be notified of the date for the Reporting Day once a response has been received from Regional Office.</li> <li>Lesley is still in the process of gathering information regarding the possibility of introducing a second GAT Program and will bring this to the board in early 2019.</li> </ul>	Completed  Ongoing
4.0	Reports and Operational Matters	
4.1	<b>Finance Report</b> Attachment 3, Financial Report was tabled and Anne Gilchrist spoke to the Report. <ul style="list-style-type: none"> <li>The Operational One-line Budget (blue tab) shows student centred funding of \$16,809,133 and Total funds of \$19,952,312</li> <li>Cash Report (green tab) – reflects Total Cash Budget received at 106.46% of budget and Total Cash Expenditure at 59.32%. Cash variance \$27,208.</li> <li>Financial Summary (purple tab) shows locally generated revenue vs actual.</li> <li>School Salary Allocation (red tab) reflects salary carried forward of \$725,806 and YTD spend of 72%.</li> <li>Voluntary Contributions Collection Rate (pink tab). All collections are up from last report.</li> <li>Total cash expenditure 69.2%. Reasonably on par with last year.</li> <li>Financial summary – purple tab. Budget vs actual.</li> <li>Randal suggested that identifying the % of the 80%, eg. 95.89% would be useful. However, Jenny mentioned that this is a conversation that regularly happens when discussing voluntary contributions. It was agreed that simplicity is looked for, but no decision was made to change the way voluntary contributions are reported upon.</li> </ul>	

	<p>Randal Wells and Cameron Miles moved and seconded: <i>'The Board notes the Finance Report.'</i> – <b>CARRIED.</b></p> <ul style="list-style-type: none"> <li>• Lesley then spoke to the Request for the Board to approve a subscription To 'Education Perfect which is an on-line question bank that students can access at home as well as school. It covers Science, Languages and HASS and will be trialled with Mathematics. It was proposed that the funds for Education Perfect be sourced from the Board's discretionary cost centre D4192. The Board noted that the feedback received about the program was positive.</li> <li>• It was confirmed that there is approximately \$11,000 remaining in D4192.</li> </ul> <p>Jane Forward and Cameron Brook moved and seconded. <i>'The Board approve the request.'</i> – <b>CARRIED.</b></p>	
4.2	<p><b>Principal's Report</b></p> <ul style="list-style-type: none"> <li>• Lesley spoke briefly on a couple of points contained in the written report that had been provided with the Board documents. She mentioned the UWA partnership which will see some of our students being taught by experts in Einsteinian Physics next year. It was likely that the TV program Catalyst would film part of the lessons. She also mentioned that an impressive group of 22 students were interviewed for 12 prefect places. The successful applicants will be announced this Thursday at the farewell assembly for Year 12's.</li> <li>• Conservative total student numbers for next year will be 1820.</li> <li>• Jenny mentioned that the chair always presents an award at the Year 12 Awards which will be held on Thursday 15 November at Optus Stadium. As she is unable to attend, she asked for another Board member to be present. Adam Miles agreed to represent Jenny on the night.</li> </ul> <p>Adam Miles and Ron Banks moved and seconded: <i>'The Board notes the Principal's report.'</i> – <b>CARRIED.</b></p>	
4.3	<p><b>Student Representative Report</b></p> <p>The students submitted their report which was presented by Lesley Street as both were unavailable on the night. The students detailed a number of highlights including Mock trials, the Athletics House Carnival, Interschool sports in which the school won Division C, 'Write a book in a Day', Health Expo including 50 organisations, two Y9 camps, a music concert and a cooking class held by GAT. There was also mention of a small group of students from the Kimberley's. The chair asked that an overview be provided about how they came to be at Mount Lawley. Lesley reported that they live in area at a hostel and we are trying to address their literacy, numeracy and social needs. The school is working with the NFP "Raise Up" that provides a weekly workshop for the boys. The question was raised about whether there were links to the Wirrapunda Foundation and Lesley advised there was not.</p> <p>Jane Forward and Randal Wells moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
4.4	<p><b>Staff Representative Report</b></p> <p>Michael Camilleri reported as follows:</p> <ul style="list-style-type: none"> <li>• The Honour Society acknowledges the hard work that students have undertaken, and 17 students were honoured at the most recent assembly.</li> <li>• Staff have been working on upskilling themselves in the new Connect program. Use of the programme commenced in Term 3 so there's a learning curve. Staff have been asked to provide course outlines,</li> </ul>	

	<p>assessment tasks and grades on Connect. Professional learning is available to staff this term.</p> <ul style="list-style-type: none"> <li>• Connect will be used for parent communication, i.e. direct emails, course content and results.</li> <li>• Preparation of Statement of Results are being prepared for Year 12's,</li> <li>• Final Y12 Farewell assembly is on Thursday 18 October. Some Cert courses are still to be completed so there may be some adjustments to be made in the final Statement of Results.</li> <li>• Staff engaged in First Day Back. (This is included in Lesley's attached report.)</li> <li>• Current Year book is progressing well.</li> <li>• General planning is underway for 2019.</li> <li>• Anne added that Administration Staff have also been included in 'First Day Back'.</li> </ul> <p>Mandie Shean and Adam Miles moved: <i>'The Board notes the Student Representatives' report.'</i> – <b>CARRIED.</b></p>	
4.5	<p><b>P&amp;C Report from Randall Wells</b></p> <p>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 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. Randall spoke on the following items:</p> <ul style="list-style-type: none"> <li>• P&amp;C last met on 27 August 2018.</li> <li>• Concern about student safety at local main road intersections is ongoing. City of Stirling not being helpful.</li> <li>• P&amp;C are funding a trial of 12 mini lockers in middle school for storage of laptops and mobiles phones.</li> <li>• Survey Monkey responses to areas for P&amp;C funds to be spent included equipment purchase, workshops for students, sponsoring group activities and supporting the school library</li> <li>• Randall reported that the president had attended VIP breakfast, Parliament House lunch with Simon Millman, and the Arthur Leggat Library naming ceremony.</li> </ul> <p>Selected items from the committees:</p> <p><b>Music Support Committee:</b> Contemporary Jazz Concert of 2 August at Tricycle Theatre reported as very successful. Successful Concert at ECU held 19 June 2018 and again on 4 September 2018.</p> <p><b>SVAPA Support Committee:</b> Midsummer Night's Dream production by Year 8 SVAPA students well attended and successful.</p> <p><b>GAT Support Committee:</b> Language Expo went well.</p> <p><b>New Theatre Building Committee:</b> Seeking formal support from the Principal and Board on next steps.</p> <p><b>Lawley Art Auction Committee:</b> In recess. Approximately \$30 k raised at this years' auction.</p> <p><b>Health Committee:</b> Completed Chillout evaluation – indications are it needs a restructure for next year; A Health Expo was held during Term 3; Inclusivity draft policy sent to executive and has yet to have formal feedback; the Committee proposed an evaluation of the canteen ; Proposal for a Zero to Hero Day in</p>	<p>Randall Wells</p> <p>Randall Wells</p>

	<p>Term 4.</p> <p>General</p> <p>NAPLAN individual student reports sent to homes from 10 September 2018.</p> <p>Change from Moodle to Connect occurred during Term 3.</p> <p>Simon Millman MLA attended the P&amp;C meeting. Invited P&amp;C and parents to an Education Forum to be held at Mt Lawley Bowling Club at 12:45pm on Tuesday 23 October 2018. The Minister for Education, the Honourable Sue Ellery MLC will attend.</p> <p>Next meeting of P&amp;C Monday 22 October 2018 at 7 pm.</p> <p>Jane Forward and Cameron Brook moved <i>The Board notes the report.</i> – <b>CARRIED.</b></p>	
<b>5.0</b>	<b>Discussion Items</b>	
5.1	<p><b>NAPLAN 2018.</b></p> <p>Lesley introduced Greg Smith an ex Principal who has been contracted by the school to create new charts to report NAPLAN and other school data. Greg tabled and spoke to a set of charts and talked through the results to date which included:</p> <ul style="list-style-type: none"> <li>• Greg worked through a number of tables for Years 7 &amp; 9 for Reading, Numeracy, Spelling, Writing, Grammar and Punctuation. In Year 7 - Each area has met the target</li> <li>• Year 9's - 3 green lights. All targets exceeded as set in the business plan.</li> <li>• Since 2015 all scores have been within the yellow zone which is the expected achievement for our school.</li> <li>• Lesley noted that Year 9 is the year where students start to be disengaged.</li> <li>• Page 7 of report shows the difference between year 9 and when they were in year 7.</li> <li>• There was a brief discussion relating to the measure and what is a NAPLAN 'point'. Greg indicated It is an invariant measurement and it was agreed that it can be difficult to understand how the scale is developed.</li> <li>• Lesley thanked Greg and noted that the information was very helpful.</li> <li>• In response to questions from the Board, Lesley mentioned that the school is a Decile 2 school and Information about other Decile 1&amp; 2 schools can be found on the My Schools website.</li> <li>• There was brief discussion relating to red and green boxes in the NAPLAN information and Greg explained that even some top performing schools have some red flags. Lesley noted that she is keen to avoid red boxes.</li> <li>•</li> </ul> <p>Adam Miles and Mandie Shean -<i>The Board notes the 2018 NAPLAN reports.</i> – <b>CARRIED.</b></p>	
5.2	<p><b>Chaplaincy Program</b></p> <ul style="list-style-type: none"> <li>• Lesley explained that endorsement is sought annually from the board to support the Chaplaincy Program. The support is not monetary as funds are usually provided by both Federal and State Government.</li> <li>• Andrew Paul, Chaplain has been at the school for 26 years. He is very ecumenical and is an important staff member. He is employed via Youth Care.</li> </ul> <p>Randal Wells and Ron Banks moved: <i>That the Board supports the Chaplaincy program for 2019 at Mount Lawley SHS,</i> – <b>CARRIED.</b></p>	

5.3	<p><b>Attendance Update, 2018.</b> (Refer attachment 4.)</p> <p>Semester 1 2018.</p> <ul style="list-style-type: none"> <li>The bottom chart on the first page shows the breakdown of each year. It provides a rough indication at the end of Semester 1.</li> <li>281 students attended on a regular basis. There are 340+ students enrolled in that year. The graph shows those indicated at risk, moderate risk and severe risk.</li> <li>Lesley mentioned that it's a snapshot at that point in time and that students on long vacation could be included in the 'at risk' group.</li> <li>There is an increased number of students with poor attendance in Years 9, 10, 11 and 12. Some of these could be under a 'Notice of Arrangement', ie attending an alternative program.</li> <li>The school aims for an attendance rate of 90%.</li> <li>Lesley will bring explanatory notes of the categories to next meeting.</li> <li>Jenny noted that the school has met its targets and asked that feedback be provided to students, i.e. 'well done'.</li> <li>Agreed that feedback will be provided to Student Services and it will be placed in the next <i>Lawley Update</i>, and also in the next Staff Notice.</li> <li>Winter sickness levels have an impact on figures, and Lesley noted that there had been many staff absences due to sickness.</li> </ul> <p>Jane Forward and Mandie Shean moved: 'That <i>the Board notes the Attendance Update</i> – <b>CARRIED</b>.</p>	<p>Principal</p> <p>Principal to provide positive feedback from board in relation to attendance in the next Lawley Update and staff 'Bluey'.</p>
5.4	<p><b>Visible Learning Report</b></p> <ul style="list-style-type: none"> <li>The Visible Learning Report (Refer Attachment 5) was tabled.</li> </ul> <p>Lesley Street and Ron Banks: '<i>The Board notes the report.</i>' – <b>CARRIED</b>.</p>	
5.5	<p><b>New Framework for Reporting Against the School Business Plan 2018 - 2020.</b></p> <ul style="list-style-type: none"> <li>Greg and Lesley have been working on a new format to report against the priorities in the School Business Plan. The Board has requested regular updates on how the school is travelling in regard to achieving the "measures of success" identified in the SBP. The framework has been created so this can be done for each of the 3 years covered by the SBP. Greg stated that it is still a work in progress.</li> <li>Greg took the board through a selection of the targets and showed how the data will ultimately look. Greg used predicted ATAR scores as the final results will not be available until late January.</li> <li>It was agreed that that some targets are aspirational.</li> <li>There was a quick discussion about other areas to focus on and assess.</li> <li>Lesley emphasised that the school business plan is a living document.</li> <li>There are more people providing information about Alumni, and the school is moving towards having a database that is effective.</li> <li>The Board went on to formally record a 'thank you' to Greg for giving up his time to attend tonight's meeting.</li> <li>Greg explained that he uses his programming knowledge in MS Excel to provide the reports in the format viewed tonight. The Education Department has been having discussions with Greg about his report. He has undertaken some small jobs for other schools.</li> </ul> <p>Randal and Anne - <i>The Board notes the P&amp;C Report and records its thanks to Greg for his presentation.</i> <b>CARRIED</b></p>	

6.0	<b>Other Business</b>	
6.1	<b>New Email Protocol</b> <ul style="list-style-type: none"> <li>Lesley mentioned that a new policy relating to the protocol for use of emails for staff, students and parents will be brought to the next Board meeting.</li> </ul>	Principal.
6.2	<b>New Principal</b> <ul style="list-style-type: none"> <li>Jenny reported that Interviews have been conducted for new principal. The panel has made its decision but it will be 2-3 weeks before the decision is made public.</li> </ul>	
6.3	<b>Chair For Next Meeting</b> <ul style="list-style-type: none"> <li>Jenny is away for the next meeting and Randal Wells has kindly offered to chair the meeting in her absence.</li> <li>If for some reason Randal is not available, Jane Forward will take the Chair.</li> </ul>	
6.4	<b>Special Thanks to Tonight's Visitors</b> <ul style="list-style-type: none"> <li>A special thanks to both visitors tonight. To Greg Smith for his presentation, and to John Pryor for his attendance.</li> </ul>	
7.0	<b>Next Meeting</b>	
	The next meeting is scheduled for Monday, 19 November, 2018 at 5:30pm in the Warren Daniel Conference Room, MLSHS.	
8.0	<b>Roundtable evaluation of the meeting</b>	
	Greg Smith provided feedback to the meeting in that it is much bigger than any other Board Meeting that he has attended. In his opinion, it was very well run.	
9.0	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Jenny at 7,32pm	

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

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