

**Minutes of Meeting 7 of 2016**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 17 October 2016 at 5:30pm**

**ATTENDEES:**

Dr Jenny Fay (Chair), Milton Butcher – Principal, Nigel Becroft – Parent Representative, Dr Mandie Shean, ECU – Community Representative, Anne Tumak – Staff Representative, Michael Camilleri – Staff Representative, Jo Furness – P & C Representative, Rob Bryant – Community Representative, Madison Birch – Student Representative, Martin Dempsey- Community 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 5:40pm.	
1.2	Apologies: Jason Kim – Student Representative and Ebru Cotton – Parent 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 Board members 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. 7 agenda.	
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	The Minutes of the previous meeting held on 19 September, 2016 (attachment 1) were tabled. There were no amendments to these Minutes.  Martin Dempsey and Madison Burch moved: 'The Board endorses the minutes of the previous meeting as complete and accurate.' – <b>CARRIED.</b>	
3.2	Business arising from the previous meeting: Parent/Teacher Reporting Meetings and Additional Charges are included in the Agenda as Items 5.1 and 5.2 respectively.	
<b>4.0</b>	<b>Reports and Operational Matters</b>	
4.1	<p><b>Finance Report</b></p> <p>The financial documents (attachment 2) were tabled and Milton gave a verbal overview of their contents. He reported that:</p> <ul style="list-style-type: none"> <li>• The school is on track to spend the required 96% of budgeted expenditure.</li> <li>• The Operational One Line Budget is proceeding well with \$17,965,638 income received and \$17,383,397 projected expenditure. The school is travelling well in that projected salary expenditure of 96% will be achieved. At this stage, cash expenditure is only at 49% of the required 96% so spending could be a little short in this area. The bike racks expenditure is still ongoing and there are some other large expenditure items outstanding to be processed. The school will have a better picture of this by November 2016.</li> <li>• Revenue is proceeding as expected. The 2016 Subject Charges Collection Rate document was discussed. This shows that 99% of the Year 11 and Year 12 charges has been received. Years 7 to10 collection rate is sitting at 77%. The voluntary collection rate is sitting at 63.54% and Milton stated his confidence that overall, the school will achieve the targeted 80%.</li> <li>• Martin Dempsey asked the current student numbers now that Year 7s are included in the school. Milton responded the school is currently sitting at around 1600 students.</li> </ul> <p>Jo Furness and Michael Camilleri moved: '<i>The Board notes the Finance Report.</i>' – <b>CARRIED.</b></p> <p>Milton tabled an application for the expenditure of \$3,878.52 on the cost of 5 iPads to be used for filming and reviewing lessons as part of the staff's professional development and the peer review process. This expenditure was</p>	

	<p>erroneously excluded in the request to purchase the original unit that the iPads fit into. The money has been spent and The Board are asked to consider a retrofit from the Technology and Innovation fund.</p> <p>Rob Bryant and Martin Dempsey moved: <i>'The Board endorses the expenditure request as tabled from the Technology fund.'</i> – <b>CARRIED</b></p>	
4.2	<p><b>Principal's Report</b> Milton reported that:</p> <ul style="list-style-type: none"> <li>• The school is a finalist in the Premier's Aboriginal Awards for WA Public Schools.</li> <li>• Year 12 students exit the school this week.</li> <li>• Year 12 graduate from 2012, Jade Dolman, has commenced painting a mural today.</li> <li>• The school today competed in the Interschool Athletics Carnival and managed fourth place in 'B' Division.</li> <li>• Mount Lawley SHS gained 49th position in the top 50 comprehensive secondary schools category and 38th in the top Secondary Schools in WA for NAPLAN in 2016 as per the results published in a weekend "Australian" newspaper.</li> </ul> <p>Madison Burch and Jo Furness moved: <i>'The Board notes the report.'</i> – <b>CARRIED.</b></p>	
4.3	<p><b>Student Report</b> Madison reported as follows:</p> <ul style="list-style-type: none"> <li>• The Interschool Athletics Carnival was held today. The students are pleased to be able to remain in 'B' Division. Several athletes did not attend which resulted in many of the reserves being called upon. Two Year 8 boys achieved top four positions and a Year 12 girl was also a placegetter.</li> <li>• The preliminary rounds of the Rotary Four Way Speaking test for Year 10s is being held tonight.</li> <li>• Year 11 exams start next week.</li> <li>• Year 10 exams commence in Week 4.</li> <li>• Generally, all is well with the students.</li> </ul> <p>Mandie Shean and Martin Dempsey moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
4.4	<p><b>Staff Report</b> Michael reported that:</p> <ul style="list-style-type: none"> <li>• Year 12 students have completed their exams and will be issued with a Statement of Results on Thursday.</li> <li>• The Italian tour went without a hitch. Feedback was extremely positive with the students enjoying good weather. They undertook cooking lessons, acquired some language skills and made chocolate along with general sightseeing. All feedback suggests it was a very good tour.</li> <li>• The Bush Ranger Cadets went camping at Karijini and Ningaloo over the term break. They also enjoyed good weather.</li> <li>• During the School Development Day three indigenous presenters provided cultural awareness training for staff. This session was different to other training the staff have received as the presenters delivered personal stories and as well as an historical overview. The presenters were woman from different language and cultural groups. The staff really engaged with them and we have received good feedback.</li> <li>• Thursday is the final Year 12 assembly and the Year 12 dinner will be held this Friday evening.</li> <li>• Most staff are now back on board and sickness is hopefully behind us.</li> <li>• Jenny asked the current status of the long service load and Michael replied this has been reduced but there will still be some staff who will have to take leave next year as it was accrued in the last two years.</li> </ul> <p>Jo Furness and Nigel Becroft moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	

4.5	<p><b>P&amp;C Report</b> Jo advised that the P &amp; C have not met since the last meeting due to the school holidays. Jenny advised the CCTV has been ordered and will be installed shortly</p>	
5.0	<p><b>Discussion Items</b></p>	
5.1	<p><b>Parent/Teacher Reporting Meetings 2017</b> Milton advised that consultation with the staff took place last Monday and the teachers are happy with Option 3 as per the tabled document (attachment 3) and as discussed at previous meetings. The P &amp; C have also agreed their preference of Option 3.</p> <p>Anne Tumak and Jo Furness moved: <i>'The Board endorses Option 3 for Parent/Teacher Meetings in 2017.'</i> – <b>CARRIED.</b></p> <p>Martin Dempsey and Rob Bryant moved: <i>'The Board endorses the suspension of the Timetable for one day in Term 1 for the purpose of parent/teacher meetings.'</i> – <b>CARRIED.</b></p>	
5.2	<p><b>2017 Additional Charges</b> 2017 Proposed Additional Document (attachment 4) was tabled. Milton advised that the charges will not necessarily be incurred however must be included for them to be potentially charged.</p> <p>Jo Furness and Mandie Shean moved: <i>'The Board approves the 2017 Additional Charges.'</i> - <b>CARRIED.</b></p>	
5.3	<p><b>NAPLAN 2016</b> Milton tabled various documents for consideration by The Board (attachments 5, 6 and 7) and provided a powerpoint presentation.</p> <ul style="list-style-type: none"> <li>• The first paper shows the progression of results from Year 7 to Year 9 2016. Progress was higher than expected except Numeracy and Reading (Narrative Text).</li> <li>• The Years 7 and 9 benchmark of at least 3% better than the nation mean was achieved in all areas.</li> <li>• About 1/3 of the cohort in Year 10 will have to undertake OLNA in 2017.</li> <li>• Overall achievement is generally good although the progression from Year 7 to 9 requires further focus in Numeracy.</li> <li>• Longitudinal performance has improved since 2014 and the school is back to being a “Green” overall NAPLAN school.</li> <li>• From the Year 7 results in 2016 Year 9 in 2018, it is anticipated that many of these students will achieve Band 8 and again, about 1/3 will likely to be required to undertake OLNA.</li> <li>• The comparative to like schools is good.</li> </ul> <p>Jenny asked what the Maths teachers’ view of numeracy results is to which Milton replied that this is taken very seriously. He also confirmed there is a plan in place to work with lower achieving students.</p> <p>Jenny asked Milton to congratulate the staff, on behalf of the Board, for the results and the work put into achieving them.</p> <p>Jo Furness and Anne Tumak moved: <i>'The Board notes the Years 7/9 NAPLAN results.'</i> – <b>CARRIED.</b></p>	
5.4	<p><b>Survey of Board Members</b> The above document, (attachment 8) was circulated to Board members and they were asked to complete and return.</p>	<p>All Board members are to complete the Survey of Board Members and return to the school.</p>

5.5	<p><b>Chaplaincy Program</b> The School Chaplain, Andrew Paul has expressed his wish to remain. Board support of the program is requested as support from the school community is required for government funding. Jenny stated that Andrew does a good job and continues to enrich the school. He provides significant pastoral care and has been at the school for over 20 years.</p> <p>Nigel Becroft and Michael Camilleri moved: <i>'The Board supports the Chaplaincy programme for 2017 at Mount Lawley SHS.'</i> – <b>CARRIED.</b></p>	
5.6	<p><b>Attendance Update, 2016</b> Attachment 9 was tabled for discussion.</p> <ul style="list-style-type: none"> <li>• It was reported by Milton that attendance for Semester 1 was good at 94% for boys and 93% for girls. As at the end of September, however, the figures were down to 92% and 91% respectively. Girls in Year 12 are of particular concern with an attendance rate of 82%. August is generally quite poor because of illness, however, with winter extending into September the rate declined. Overall absentee rate at the end of September was 91.76%.</li> <li>• Unauthorised absentees are higher than hoped for and The Board requested their expectation of all staff to follow up on this, and their disappointment at the level of unauthorised absences, to be conveyed to staff. Milton did ask the Board to note that Unauthorised absences are not necessarily unexplained as they could be due to family holidays and other reasons.</li> </ul> <p>Nigel Becroft and Rob Bryant moved: <i>'The Board notes the Attendance Update for 2016.'</i> – <b>CARRIED.</b></p>	
5.7	<p><b>IPS Review</b> Refer attachment 10. Milton reported that a Deputy had been employed to prepare the IPS review, however, the school has been advised that his has been postponed until 2018. This Deputy will now complete alternative duties.</p> <p>Nigel Becroft and Martin Dempsey moved: <i>'The Board notes the DES will schedule the IPS Review for the school in 2018.'</i> – <b>CARRIED.</b></p>	
5.8	<p><b>Visible Learning Report</b> Attachment 11 was tabled for discussion. This program has been discussed as an agenda item at previous meetings and the report is the contractor's first assessment of learning at Mount Lawley SHS. The school's main aim in participating in this program is to improve feedback to students and therefore, results. The school is working on three aspects; learning goals, success criteria and feedback.</p> <p>Nigel Becroft and Martin Camilleri moved: <i>'The Board notes the Visible Learning first report for Mount Lawley SHS.'</i> – <b>CARRIED.</b></p>	
6.0	<b>Other Business</b>	
	No other business arising	
7.0	<b>Next Meeting</b>	
	The next meeting is scheduled for Monday, 21 November, 2016 at 5:30pm in the Warren Daniel Conference Room, MLSHS. This will be the final meeting for 2016.	
8.0	<b>Roundtable evaluation of the meeting</b>	
	Nil	
9.0	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Jenny at 7:15pm.	

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

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