

**Minutes of Meeting 2 of 2017**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 20 March, 2017 at 5:30pm**

**ATTENDEES:**

Dr Jenny Fay (Chair), Michael Camilleri – Acting Principal, Nigel Becroft – Parent Representative, Dr Mandie Shean, ECU – Community Representative, Anne Tumak – Staff Representative, Anne Gilchrist– Staff Representative, Alice Sun – Student Representative, Jason Kim – Student Representative, Adam Miles – Parent Representative, Martin Dempsey – Community Representative, Keith Bales – Observer, Cameron Brook, Observer – Bernard Rumens, 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 5:35pm.	
1.2	Apologies: Rob Bryant – 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. 2 agenda.	
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	The Minutes of the previous meeting held on 20 February, 2017 (attachment 1) were tabled. The date of the minutes was corrected from 20 March, 2017 to 20 February, 2017.  Mandie Shean and Jason Kim moved: 'The Board endorses the minutes of the previous meeting, once amended, as complete and accurate.' – <b>CARRIED.</b>	
3.2	<b>Business arising from the previous meeting:</b>  <b>Attendance Component of School Business Plan</b> – Attendance Overall Summary tabled – (part of attachment 2). Michael reported that it has been a school priority to improve attendance. Information on this summary, which is contained in the Business Plan, is derived from three sources within the Department and shows performance against like schools. Like schools are based on a grouping of schools with similar socio economic index. Michael is pleased to report that the attendance rate is good in comparison to both like schools and WA public schools. The graph on the bottom of the page shows performance over various year groups. The benchmark is 90% and to exceed this is extremely good.  Anne Tumak and Martin Bryant moved: ' <i>The Board notes the Attendance Overall Summary as a component of the School Business Plan.</i> ' – <b>CARRIED.</b>  Items 2 and 3 of the Action List were deferred until later in the meeting	
<b>4.0</b>	<b>Annual General Meeting</b>	
4.1	Jenny read the report she provided at the AGM, summarised as follows; The Board has systems in place to ensure we report to the School Business Plan and the Delivery and Service Agreement along with reports on Budgets and the financial situation of the school. Minutes of 2016 Board meetings are available online. Long service leave and illness stretched staffing over 2016. Visible Learning was introduced which has been well received. Survey responses support staff continuing to engage well with parents. Naplan and Year 12 results have been pleasing. Changes to the Board personnel were outlined.  Michael Camilleri and Martin Bryant moved: ' <i>The Board notes the report.</i> ' – <b>CARRIED.</b>	

4.2	<p><b>Confirmation of Members</b></p> <p>The following Board members accepted nominations to continue in their positions from March, 2017;</p> <ul style="list-style-type: none"> <li>• Michael Camilleri accepted the position of Ex-Officio Principal</li> <li>• Anne Tumak accepted her nomination as Staff Representative</li> <li>• Nigel Becroft agreed to remain as Parent Representative</li> <li>• Jason accepted nomination to remain as Student Representative</li> </ul> <p>Anne Gilchrist was welcomed as the elected representative to the staff vacancy along with Alice Sun to the position of Student Representative and Adam Miles as a Parent Representative. The P&amp;C Representative position remains unfilled.</p> <p>Nigel Becroft and Jason Kim moved: <i>'The Board confirms the appointment of the P&amp;C, Parent, Staff and Student Representatives and notes the unfilled P&amp;C position.'</i> – <b>CARRIED.</b></p>	
4.3	<p><b>Election of Community Members, Chair and Appointment of Secretary</b></p> <p>The Constitution states that the Board must consist of 11 to 15 members with a minimum of 4 Community Representatives. Nominations were received as follows;</p> <ul style="list-style-type: none"> <li>• Rob Bryant has accepted his nomination to remain as Community Representative</li> <li>• Mandie Shean has accepted her nomination to remain as Community Representative</li> <li>• Keith Bales accepted nomination to the position of Community Representative</li> <li>• Bernard Rumens accepted the nomination to the position of Community Representative.</li> <li>• Michael Camilleri accepted the nomination to the position of Secretary</li> </ul> <p>Jenny Fay and Anne Tumak moved: <i>'The Board nominates Community Members and Office Bearers.'</i> - <b>CARRIED</b></p> <p>Jenny Fay accepted her nomination and will continue as Chair. Mandie Shean and Nigel Becroft moved: <i>'The Board nominates Chair'</i> - <b>CARRIED</b></p>	
4.4	<p><b>Acknowledgement of Retiring Members.</b></p> <p>Jenny duly thanked retiring members; Jo Furness, Martin Dempsey, Ebru Cotton and Madison Birch.</p> <p>The Board acknowledged the work of retiring members and thanks them for their work on behalf of Mount Lawley SHS.</p>	
5.0	<p><b>Reports and Operational Matters</b></p>	
5.1	<p><b>Finance Report – refer attachment 3</b></p> <p>Anne Gilchrist tabled the Financial Report and summarised as follows;</p> <ul style="list-style-type: none"> <li>• The Per Student funding is the base rate for all students to which characteristics such as Aboriginality and Disability are added.</li> <li>• Preliminary One Line Budget Statement – the cash carried forward figure is nil as there are no locally raised funds as yet. This figure will be updated for the next meeting. Currently only student centred funding is reflected which does not reveal a lot.</li> <li>• Collection rates up until 15th March are sitting around 24% for Yrs. 7-10. Letters have been sent to those families who have not paid. This figure is expectedly low for this point in the year. Payment plans are available for charges and this is now being handled by BPOINT.</li> <li>• Current figures are being shown as 0s because the budget had not been imported at the time of printing. This is now done but will not show until the end of March and, as such, the report will be much clearer at the next meeting.</li> </ul> <p>Adam Miles and Bernard Rumens moved: <i>'The Board notes the Financial Report.'</i> – <b>CARRIED.</b></p>	

	<p>A funding request for 2017 Athletics subscription in the amount of \$4,118.40 from the Literacy and Numeracy Innovation Initiation was tabled. This represents 50% of the total cost, the of which is funded by the Department.</p> <p>Anne Gilchrist and Adam Miles moved; <i>'The Board endorses the expenditure request as tabled.'</i> - <b>CARRIED.</b></p>	
5.2	<p><b>Principal's Report</b> Michael Camilleri provided a verbal report as follows:</p> <ul style="list-style-type: none"> <li>• Tina Deegan has accepted the FTD coordinators role until the end of the year.</li> <li>• Iva Filipovska the School Psychologist and Mary Keeley the School Nurse, presented the Teen TripleP seminar which highlights effective strategies for parents of adolescent children.</li> <li>• I recently attended a presentation for the Anzac Tour to our student Cale Willcox who was presented a certificate by the previous Education Minister Peter Collier.</li> <li>• Women Resources Breakfast for some of our students was held at the Perth Convention Centre.</li> <li>• The Languages and Music Soiree was held and the response was overwhelmingly positive.</li> <li>• The Swimming Carnival was well attended by staff and parents.</li> <li>• A big thanks to the many staff who helped organise 350 screaming Yr. 8/9 students on the river cruise.</li> <li>• The recent SVAPA parent information evening was well attended.</li> <li>• Iva yet again delivered an outstanding Study Skills presentation to parents and students.</li> <li>• Suzi Barnes has been busy with anti-bullying programs, Ride to School day and spending lunchtimes promoting raising awareness with students having a positive body image campaign as well as the everyday breakfast club she provides.</li> <li>• Suzi has also been busy with Primary school visits with Andrew Paul the school chaplain.</li> <li>• Kempton and Richard have been running the Achievement (Homework) Club again this year.</li> <li>• The school ball was hugely successful and well attended and it was obvious the students had a great time.</li> <li>• The Year 6 Parent Information Evening was again a hugely successful night.</li> </ul> <p>Keith questioned whether any breakfast club ingredients are sponsored.</p> <p>Michael also spoke on the outcome of his enquiries into GAT Academic Students; Item 4 of the Action List previously deferred. He recapped that the committee were asking for students in this programme to be further distributed throughout the whole cohort as they are currently segregated in English, HASS, Maths and Science. Michael advised that timetables have been set but there was capacity to allow for some students to be integrated into a horizontal based form. This will be put into place from Term 2. Michael is also moving their accommodation from the Year 9 block in Term 2. Next year, prior to timetabling, the school will look at more options for further inclusion.</p> <p>Nigel Becroft and Jason Kim moved; <i>'The Board notes the Report.'</i> - <b>CARRIED.</b></p>	Keith will speak with the Breakfast Club Coordinator with a view to securing sponsorship.
5.3	<p><b>Student Representative Report</b> Jason provided a verbal report stating that;</p> <ul style="list-style-type: none"> <li>• The Interact club was active at the Rotary Club Fair recently held at Hyde Park. Twenty one students attended and volunteered their help which was much appreciated.</li> <li>• Murdoch won the swimming carnival.</li> <li>• Debating season started again. The school fields eight Junior teams, three Novice and two Senior. Debates have been well prepared but no results are available yet.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The Interschool Swimming Carnival demonstrated good sportsmanship despite the overall placing being somewhat disappointing.</li> <li>• School photos were taken last week.</li> <li>• The School ball was held last Saturday and feedback suggests it was enjoyed by all.</li> </ul> <p>Jenny said she would love to see the Yr. 7 survey, which Madison ran last year, conducted again as this provided quite useful information</p> <p>Keith asked if the student body has ever debated parents or teachers. Jason does not believe this has happened. Michael clarified that this is run as a formal competition against other schools rather than in school debating.</p> <p>Adam Miles and Keith Bales moved; <i>'The Board notes the Report.'</i> - <b>CARRIED.</b></p>	Michael will investigate possibility of holding this survey again.
5.4	<p><b>Staff Representative Report</b></p> <p>Anne Tumak advised the following;</p> <ul style="list-style-type: none"> <li>• The Yr. 10 barbeque saw a good turnout which was improved on last year. Student councillors ran the barbeque and did this very well.</li> <li>• Yr. 7 Student Council nominations are now open.</li> <li>• There are 140 students going on Cadet Camp to Wellington Camp. This is run by the Chaplain similarly to bush ranger cadets.</li> </ul> <p>Anne Gilchrist advised that the office staff have had a busy start to the year but morale is good.</p> <p>Bernard Rumens and Adam Miles moved; <i>'The Board notes the Report.'</i> - <b>CARRIED.</b></p>	
5.5	<p><b>P&amp;C Report</b></p> <p>No formal report was provided although Jenny advised the AGM has been held with no President elected but all other positions, except P&amp;C Representative, have been filled.</p>	
<b>6.0</b>	<b>Discussion Items</b>	
6.1	<p><b>Annual School Report 2016 – attachment 5</b></p> <p>The draft Annual School Report was tabled. All Data has been updated along with the Interpretations Analysis. The report is required to be lodged online before the end of term 1. As the Board has not had the chance to fully peruse the document, which is still incomplete, and will not meet again before the end of term, an electronic meeting will be scheduled.</p> <p>The board notes; <i>'The draft copy of the annual report has been given to the board. Feedback to ensue. Electronic meeting will be raised for approval. All board members happy for open email to be sent.'</i></p>	The Board is urged to take the document away and be ready for the final data to be included. Any feedback should be provided to Michael.
<b>7.0</b>	<b>Other Business</b>	
7.1	<p><b>Positive Student Behaviour Engagement Policy</b></p> <p>Michael spoke on this topic confirming the above document has previously been provided to Board Members. The department sent out new policy last year which was a shift in intent and this document reflects that shift. There is now a positive approach to management of behaviour issues rather than the previous negative view. It aims to address conflict situations as well as steps for appropriate escalation when required. The aim is always about supporting students in their engagement with the school and the school having appropriate response to deal with issues.</p> <p>Bernard queried whether document had been done in conjunction with students and parents as he feels that teachers and students should be involved in the formulation of classroom rules.</p>	

	<p>Michael advised the Student Services Team worked on it. Mandie has looked extensively at the document and marked up some changes that she is suggesting. She further expressed that she is not against the policy, however feels there is room for improvement. Her feelings are the document is not as positively spun as it could be. The document in question is the full version whilst a Daily Operation Summary is included in the Staff Guidelines.</p> <p>Anne Tumak and Mandie Shean moved; <i>'The Board endorses the Positive Student Behaviour Engagement Policy.'</i> <b>Nine in Favour. One Against. One Abstaining - CARRIED</b></p> <p>Jenny advised that the endorsement of the document does not prevent further discussion to refine it.</p>	
<b>8.0</b>	<b>Next Meeting</b>	
	The next meeting is scheduled for Monday, 15 May, 2017 at 5:30pm in the Warren Daniel Conference Room, MLSHS.	
<b>8.0</b>	<b>Roundtable evaluation of the meeting</b>	
	Jenny appraised that it was great to see new faces at the meeting and notes there is no April meeting.	
<b>9.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Jenny at 7:34pm.	

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

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