

Minutes of Meeting 1 of 2014
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 17 February 2014 at 6:30pm

ATTENDEES: Lea Fairfoul-Hutcheon - Principal, Jenny Fay (Chair) - Parent Representative, Rachel McGirr - Parent Representative, Jo Furness - P&C Representative, Martin Dempsey - Community Representative, Don Rowe - Community Representative, Andy Outten - Staff Representative, Ian Johnston - Staff Representative, Rebecca Sampson - Student Representative, Jadviga Kobryn-Coletti - Student Representative, Milton Butcher - Co-opt Member, Neil Hudson - retiring Staff Representative.

| 1.0 | Welcome and apologies | ACTIONS |
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| 1.1 | Opening and welcome: The meeting was opened by Jenny Fay at 6:35pm. Jenny welcomed the new Principal, Mrs Lea Fairfoul-Hutcheon. | |
| 1.2 | Apologies: Prof Trevor Cullen, ECU - Community Representative. | |
| 1.3 | Confirmation of agenda: The Board confirmed the agenda. | |
| 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. 1 agenda. | |
| 3.0 | Minutes of previous meeting | |
| 3.1 | Review minutes of previous meeting. Jenny Fay presented to the Board the minutes of the 18 November 2013 meeting and minutes of the extraordinary electronic meeting 26 November 2013 (attachment 1) for approval. Martin Dempsey and Jadviga Kobryn-Coletti moved: <i>'The Board endorses the minutes of the 18 November 2013 meeting as complete and accurate.'</i> – CARRIED. Andy Outten and Rebecca Sampson moved: <i>'The Board endorses the minutes of the 26 November 2013 extraordinary electronic meeting as complete and accurate.'</i> – CARRIED. | |
| 3.2 | Actions arising from the previous meeting. Jenny Fay presented to the Board the Meeting No. 1 Action List (attachment 2). 1. Parent/staff/student survey results were distributed to Board Members. 2. The Board would like Middle School staff to consider nominating for Board positions. Student Council meetings will provide an opportunity for Student Representatives to discuss issues across all years. 3. A school ICT Committee has been formed. Board members were thanked for the rollout timeline and Martin for his work on the parent funded model. Martin Dempsey and Jadviga Kobryn-Coletti moved: <i>'The Board notes action list items 1, 2 and 3 of the previous meeting as complete.'</i> – CARRIED. | |
| 4.0 | Reports and Operational Matters | |
| 4.1 | Membership Update: <ul style="list-style-type: none"> • Principal Lea Fairfoul-Hutcheon has been appointed Principal, MLSHS for 2014. • Staff Representative Ian Johnston resumed his position as Staff Representative and Neil Hudson stepped down. The Board extended their thanks to Ian for his work as Principal/Secretary and to Neil for filling the vacant position. Andy Outten and Martin Dempsey moved: <i>'The Board confirms the reinstatement of Ian Johnston as Staff Representative of the Board.'</i> – CARRIED. Andy Outten and Ian Johnston moved: <i>'The Board notes the changes to membership.'</i> – CARRIED. • Vacant positions 2014 <ul style="list-style-type: none"> – The nomination and election process is in progress. – Community Members may nominate at the AGM on 24 March 2014. | Secretary position to be filled at the AGM. P&C Representative to be advised following the P&C AGM. |
| 4.2 | Financial Report: The 2014 Period 2 Comparative Budget Report, Financial Summaries as at 31 December 2013 and 18 February 2014 and Flexible Salary Monthly Summary for January 2014 (attachment 2) was tabled and discussed. | |

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| | <ul style="list-style-type: none"> • The budget is not yet finalised. This will be presented after it has been ratified by the Finance Committee. • Figures on the comparative budget show income and expenditure only. • A portion of School Grant funding has been received. • Flexible Salary Summary shows a negative projected variance. This will clear once we receive our One line budget allocation. • Funding will be significantly lower than in previous years. We still have to determine how much FTE the school will be paying for this year. • Funds will not be received for MLPS utility usage unless the school's utilities budget is exceeded. This arrangement is fixed. • It was suggested that the posting of Yr 12 Yearbooks should be incorporated into the charge. <p>Don Rowe and Jo Furness moved: <i>'The Board notes the Finance report.'</i> - CARRIED.</p> | |
| 4.3 | <p>Principal's Report:</p> <p>Successes</p> <ul style="list-style-type: none"> • 90s Club Assembly was fantastic. Choral group were wonderful. • Resilience of staff is to be commended. The start to the year has been a little challenging and they have risen to the occasion. <p>Aboriginal Education</p> <ul style="list-style-type: none"> • Meetings are being held to discuss the direction of the Aboriginal Education and the Follow the Dream program. • Applicants for the Follow the Dream Co-ordinator position are being considered. Phil Paioff will cover this position until filled. <p>Attendance/Late arrivals</p> <ul style="list-style-type: none"> • Attendance must be a focus as it is not good enough. • Late arrivals are also a concern. Students have been spoken to at a recent assembly. The school will be running detention. <p>Buildings and grounds</p> <ul style="list-style-type: none"> • There was a fire in the air-conditioning duct between the Dee Kaf and Senior School. The kitchen/serving area will be out of bounds for five weeks. A temporary facility has been set up in the seating area of the cafeteria. Thanks to staff who managed this situation. Parents/carers have been advised of the incident and changes to the service. • ECU intends to take over the management of the land in Learoyd Street. This is subject to approval by the Executive Council. <p>Enrolment</p> <ul style="list-style-type: none"> • Numbers submitted at Census last Friday: 1305 including 52 IFPS. <p>IPS Review</p> <ul style="list-style-type: none"> • First meeting scheduled for 14 March 2014. More meetings to follow. <p>Middle School</p> <ul style="list-style-type: none"> • SVAPA camp was highly successful. Thanks to all staff involved. • Staff are preparing students for NAPLAN testing. • Yr 6/7 enrolment process is in place. • Start of the year issues such as late enrolments and timetabling have been resolved. Both Year groups are working well. <p>Staffing</p> <ul style="list-style-type: none"> • David Beckwith and Peter Stotzer have left the school. • Terry Mitchemore has been seconded to SCSA. • Steve Raphael will be acting as Curriculum Leader of English. • Welcome to new staff: Melissa Frzop, Danielle McCabe, Lynda Godfrey and Anne-Maree Rowe. <p>Year 7</p> <ul style="list-style-type: none"> • Transfer of demographic data, curriculum planning and Middle School restructure is in progress. <p>Martin Dempsey and Rebecca Sampson moved: <i>'The Board notes the report.'</i> - CARRIED.</p> | |
| 4.4 | <p>Student Representative Report:</p> <p>Rebecca Sampson</p> <ul style="list-style-type: none"> • Yr 12 Awards Night ran extremely well. Councillors were very busy. • Students are settling into their subjects. There was an expectation that timetables, teachers and rooms would remain the same as rollover. • Yr 10s have been complaining about the jump in workload. | |

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| | <ul style="list-style-type: none"> The 90s Club Assembly was very good. The speeches were great. Yr 12s and Prefects have been very busy organising the ball. <p>Jadviga Kobryn-Coletti</p> <ul style="list-style-type: none"> There have been a lot of Yr 11 students changing subjects. Retaining information taught during the rollover has been challenging. The swimming carnival is coming up. Students are excited. Students need to remember they can no longer sleep in all day. Some students are a little stressed about going into Senior School. Detention was seen as an empty threat. This is no longer the case. <p>Andy Outten and Ian Johnston moved: <i>'The Board notes the report.'</i> - CARRIED.</p> | Jo to seek the support of parents at the next P&C meeting to encourage students to arrive at school on time. |
| 4.5 | <p>Staff Report: Andy Outten</p> <ul style="list-style-type: none"> A summary of the end of 2013 included: WACE exams ran well. Yr 12 Awards Night excellent. Yr 9 Transition days ran well. Yr 10 Dinner Dance was great. Yr 9 SVAPA students performed 'The Odyssey'. Bev Burnside retired. End of year staff lunch was well attended. 2014 items of interest: Natalie Tempone is the Yr 10 Co-ordinator. MLSHS App released. Student sessions on machine safety in place. Letters of Concern will be sent electronically. Staff qualified/re-qualified in Surf Rescue. Upcoming events: 18 Feb - Art Auction Committee meeting. 19 Feb - Yr 10 BBQ. 25 Feb - Councillor/Prefect training day. 26 Feb - Yr 11 Elevate study skill session and Yr 8 BBQ. 5 Mar - House Swimming Carnival. 11 Mar - Interim Parent Evening. 12 Mar - Second Yr 11 Elevate study skill session. 14 Mar - Yr 12 Ball & Japanese Cultural evening. 18 Mar - Yr 8 Rivercruise. <p>Neil Hudson</p> <ul style="list-style-type: none"> Continual late arrival will result in detention. Sleeping in is not an acceptable excuse. Yr 12 students may lose school ball rights. New student induction was held on the Friday before school started. An EA staffing pool has been established. AIEO position to be filled soon. Janelle Wallace, the school's Youth Worker, is on LSL. The next Elevate Study Skills session will cover time management. Second hand uniforms are available for purchase from the Chaplain. <p>Ian Johnston</p> <ul style="list-style-type: none"> The school has entered a Yr 10 and Yr 11 team in the Mock trials. 120 Yr 10 students will be required to pass an Online Literacy and Numeracy Assessment (OLNA) in order to graduate. <p>Don Rowe and Martin Dempsey moved: <i>'The Board notes the report.'</i> - CARRIED.</p> | <p>Jo to speak to John Pryor and arrange for a Yr 10 BBQ and Interim Parent evening reminder to be sent out via the P&C mailing list.</p> <p>Neil/Lea to provide Jenny with a summary of the Elevate Study Skills program.</p> |
| 4.6 | <p>P&C Report:</p> <ul style="list-style-type: none"> The AGM is being held next Monday. A staff morning tea was provided at the end of the year. The Uniform Committee is waiting to view samples of new styles and materials. Parents with concerns are being offered options. <p>Rachel McGirr and Rebecca Sampson moved: <i>'The Board notes the report.'</i> - CARRIED.</p> | |
| 5.0 | Discussion Items | |
| 5.1 | <p>Report on progress of School Business Plan Student Results 2013: A Summary of Academic Performance, 2013 report (attachment 3) and a Powerpoint presentation was tabled, viewed and discussed.</p> <p>2013 NAPLAN and MSE9 Results</p> <ul style="list-style-type: none"> For all test components, students performed as expected. MLSHS was one of three 'Band 1' schools in the State to achieve positive yellows. NAPLAN in the school is something to be celebrated. <p>2013 Year 12 Performance Data</p> <ul style="list-style-type: none"> Positives: 1 student - ATAR of 99 or higher, 30 students - 90 or higher. 49.47% of students - 80 or higher. 1 Certificate of Distinction - VET, 8 Certificates of Commendation. 13 WACE subjects above the State average, 14 above the Like School average. 2 Top 10 subjects (Engineering and Media). 1 Green box (Political and Legal Studies). Challenges: 1 red box (EALD). ATAR distributions in the low 80 and | |

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| | <p>70 to 80 bands.</p> <ul style="list-style-type: none"> • Comparisons: MLSHS's attainment rate was 89% and State 74.9%. Need to increase the % of 'Stage 3 courses with score of 75 or more'. • Pathway considerations: Students considering Stage 1 courses or a study period should be encouraged to do a Certificate II. Our objective is to maximise pathway opportunities for students. • Conclusion: Year 12 improved from last year, however, in Year 9 this cohort out-achieved schools that were in the Top 50. The school's challenge is to continue the excellent results from Year 9 right through to Year 12. We should have been in the Top 50 based on the cohort. <p>Attendance</p> <ul style="list-style-type: none"> • The 2013 attendance rate was 88% for boys and 87% for girls. Attendance rates must be improved. <p>Thanks to Milton for preparing the brief. Jo Furness and Martin Dempsey moved: <i>'The Board notes the report.'</i> - CARRIED.</p> | |
| 5.2 | <p>Year 7 Building update:</p> <ul style="list-style-type: none"> • The Year 7 building is on schedule and is progressing with minimal disruption. There is still a lot of ground work to be completed. • Music refurbishment is ahead of schedule. <p>Jo Furness and Rachel McGirr moved: <i>'The Board notes the report.'</i> - CARRIED.</p> | |
| 6.0 | Other Business | |
| 6.1 | <p>Middle School Office Proposal:</p> <p>The Board was asked to give consideration to the proposal to commemorate Bev Burnside's great contribution to the school by naming the Middle School office 'The Bev Burnside Middle School Office'.</p> <p><i>Bev Burnside became a Deputy Principal at MLSHS in 1989. She took on the development and growth of the Middle School when the school was restructured. Bev's drive and leadership made the Middle School at Mount Lawley a fantastic school in terms of performance and also one where students feel valued and looked after.</i></p> <p>Don Rowe and Ian Johnston moved: <i>'The Board endorses the proposal to name the Middle School office 'The Bev Burnside Middle School Office.'</i> - CARRIED.</p> | Milton to take the endorsed proposal to David Axworthy, Deputy Director General Schools, for approval by the Minister Of Education. |
| 6.2 | <p>Laptop update</p> <ul style="list-style-type: none"> • The school is 100 units short of being able to distribute to all Year 10s. • A parent funded model will be established to provide students with access to computer devices. This includes the Yr 10s. • A MacBook Pro or MacBook Air will be suggested as these computers are compatible with the school's network system. The school will not sell devices nor repair or provide warranty/insurance. • A core set of school computers will be available for students whose parents/carers cannot provide a parent funded computer. • A software program that configures computers on entry and departure of the school is being investigated. This will cost approximately \$40,000 to purchase and \$30,000pa thereafter. | Parents to be informed of laptop changes as soon as possible. |
| 6.3 | <p>MLSHS Alumni</p> <ul style="list-style-type: none"> • It was suggested to resource this asset. | Agenda for the next normal meeting. |
| 7.0 | Next Meeting | |
| | AGM/Open Meeting scheduled for 24 March 2014 in the Warren Daniel Conference Room. | Agenda items to Jenny or Lea. |
| 8.0 | Roundtable evaluation of the meeting | |
| | Nil | |
| 9.0 | Meeting Close/Adjournment/Next meeting | |
| | The meeting was closed by Jenny at 8:55pm. The next meeting will be the AGM/Open meeting at 6:30pm, 24 March 2014 in the Warren Daniel Conference Room. | |

Signed (Chair) _____
Jenny FAY

Date: _____