

Minutes of Meeting 8 of 2014
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 17 November 2014 at 6:30pm

ATTENDEES: Lea Fairfoul-Hutcheon - Principal, Jenny Fay - Community Representative (Chair), James Watson - Parent Representative, Jo Furness - P&C Representative, Ian Johnston - Staff Representative, Donna Gardiner - Staff Representative, Jadviga Kobryn-Coletti - Student Representative, India Hickey - Student Representative, Prof Trevor Cullen ECU - Community Representative, Marilyn Harvey - Guest (MLSHS Business Manager).

1.0	Welcome and apologies	ACTIONS
1.1	<p>Opening/welcome: The meeting was opened by Jenny Fay at 6:30pm.</p> <ul style="list-style-type: none"> • Thanks were extended to James for chairing the last meeting. • It was with great sadness to hear that Don Rowe had passed away. <p>James Watson and Jo Furness moved: <i>'The Board expresses condolences to Don Rowe's family; Anne-Maree, Darcy and Nicholas Rowe.'</i> - CARRIED.</p> <p>James Watson and Jo Furness moved: <i>'The Board endorses the decision to place a death notice in The West Australian newspaper on behalf of the school and School Board utilising school funds.'</i> - CARRIED.</p>	
1.2	Apologies: Rachel McGirr - Parent Representative, Martin Dempsey - Community Representative, Milton Butcher - Co-opt Member.	
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. 8 agenda.	
3.0	Minutes of previous meeting	
3.1	<p>Jenny Fay presented to the Board the minutes of the 20 October 2014 meeting (attachment 1) for approval.</p> <p>James Watson and India Hickey moved: <i>'The Board endorses the minutes of the 20 October 2014 meeting as complete and accurate.'</i> - CARRIED.</p>	
3.2	<p>Actions arising from the previous meeting (attachment 2):</p> <ol style="list-style-type: none"> 1. Student Council Chair visit arrangements: In progress. 2. Other School Board visit arrangements: In progress. 3. Scout Association of WA financial reports: Documents have been considered and discussed. Completed. 4. Card for Rowe Family: To be signed by Board Members. Completed. <p>Jo Furness and Rachel McGirr moved: <i>'The Board notes action list items 3, and 4 as completed and items 1 and 2 as in progress.'</i> - CARRIED.</p>	<ol style="list-style-type: none"> 1. Jenny to action in the New Year. 2. Jenny to action in the New Year.
4.0	Reports and Operational Matters	
4.1	<p>Financial Report:</p> <p>The 2014 Period 11 Comparative Budget Report (CBR), CBR Variances Summary, Financial Summary, Collection Rate Report, Flexible Salary Monthly Summary, Consolidation Financial Report (attachment 3) were tabled and discussed.</p> <p>Comparative Budget Report:</p> <ul style="list-style-type: none"> • A variance list was provided detailing deficits and recommendations. Accounts requiring attention included: <ul style="list-style-type: none"> - C1510 - Library Contributions OCC - C1790 - Deed of Licence - D1006 - Administration - Catering - D1035 - Staff Selection - D1084 - Cash Shortages - D1215 - Telephone - Mobile - D2625 - Chaplain - D5735 - SVAPA - D6250 - Cadets - D6410 - Year 9 Management - D6609 - Year 9 SFA - D6610 - Year 10 SFA 	

- Additional forecasted variances included:
 - D1087 - Further bank charges.
 - D1305 - Electricity account of approx. \$25,000.
 - D2705/2706 - Further expenditure for PD - Teaching and Support.
- Balance of Unallocated Budget - \$35,974.
- Shortfall in parent payments to the Chaplaincy program will be cleared from the unallocated budget.

Financial Summary:

- Pictorial summary of information previously presented.

Collection Rate Report:

- The Collection rate report indicated the following:

Category	November 2014	December 2013
Subject Charges Year 8-10	81.68%	88.43%
Subject Charges Year 8-10 (Inc. EPA)	79.89%	91.12%
Subject Charges Year 11-12 (Exc. EPA)	77.98%	89.99%
Total Charges Years 8-12 (Inc. EPA)	80.27%	95.08%
Voluntary Contributions Years 8-10 (Inc. EPA)	79.29%	86.27%
Voluntary Contributions Years 8-10 (Exc. EPA)	74.58%	83.00%

- In an effort to improve collection rates the Finance Officer has commenced phoning parents/carers who have outstanding charges and following up stalled payment plans.
- Accounts will be sent to a debt collection agency in December.

Flexible Salary Monthly Summary:

- Flexible Salary Summary shows a projected variance of \$14,253.
- To be cleared from budget adjustments.

Consolidated Financial Reports:

- Funds sent to Central Office to top up the School Salary Pool.

Jadviga Kobryn-Coletti and Jo Furness moved: *'The Board notes the Finance report.'* - **CARRIED.**

4.2

Principal's Report:

The Principal's Report was presented. See Appendix A.

Ian Johnston and Trevor Cullen moved: *'The Board notes the report.'* - **CARRIED.**

The Board thanked Lea for her contribution to MLSHS during her tenure.

4.3

Student Representative Report:

India Hickey

- Mr Keenan has been taking Ms Konstanty's Physics classes.
- Year 10s and 11s have finished exams. They have commenced Year 11 and 12 programs. Some students have found this challenging.
- A survey was distributed to a selected group of students.
- WACE exams are almost over. Classroom changes well managed.
- Students are unhappy with the decision to no longer allow the attendance of non-MLSHS students at the School Ball.
- CISV (non-profit peace organisation) incursions have been held. Lower school students have shown a keen interest in the program.

Jadviga Kobryn-Coletti

- The CISV presentation was very informative. Topics included:
 - The importance of global friendship, education and communication.
 - The need for global contacts.
 - How to change the world into a better place.
- Prefects have been selected. There was an afternoon tea to introduce the teachers to their parents. Meetings have been held to discuss the Awards Ceremony on Thursday.
- Students undertaking Year 12 have experienced their first General Studies class. There have been mixed reactions.
- Carols on the Lawley Lawn will take place later this term. Music rehearsals have commenced. These will soon include students from surrounding primary schools.

Prefects/Councillors to invite the Principal and/or SS Assoc Principal to meetings to discuss issues raised by the student body.

	<ul style="list-style-type: none"> Ms Galavan organised a group of students to attend the WA Youth Leaders Forum at UWA. Students were involved in lectures and workshops covering topical world events. Various student bodies have been enquiring about the position of the Student Council. WACE students have been complaining about noise levels near examination rooms. The school siren has been distracting. <p>James Watson and Jo Furness moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	<p>Following elections Prefects/Councillors to feedback information to the student body.</p> <p>Ian Johnston to note noise complaints.</p>
4.4	<p>Staff Report: Ian Johnston</p> <ul style="list-style-type: none"> Early Start has transitioned smoothly in terms of timetabling. Rooming has been problematic due to WACE, Year 10 and Year 11 exams. It is hoped that students will get value from this initiative. Year 12s have finalised their programs. This included an entertaining final assembly and breakfast. WACE exams finish at MLSHS on Wednesday and on Friday for all other WACE students. Year 12 Awards Ceremony is on Thursday night. Some students have exams on the Thursday and Friday. This is regrettable but unavoidable due to the advance booking requirements of function centres. Year 12 Dinner Dance was enjoyed by all. Students were well behaved. Year 12 school results are encouraging. High WACE results are anticipated. <p>Donna Gardiner Upcoming events include:</p> <ul style="list-style-type: none"> Final assembly for all students on 10 December 2014. Middle School reward days to various locations. Transition days for Year 9s into Year 10. Orientation days for Year 7s and then Year 8s. <p>India Hickey and Trevor Cullen moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
4.5	<p>P&C Report:</p> <ul style="list-style-type: none"> A letter was received from Kyilla PS offering MLSHS P&C the opportunity to provide a stall at their Saturday Growers Market. The Languages sub-committee will pursue this opportunity. Final P&C meeting for 2014 will be a "getting to know you" meeting to encourage new members. Sharon Greenock, a mental health nurse specialising in adolescent mental health, presenter and producer at ABC radio and PR co-ordinator at Relationships Australia, will be the guest speaker. Funding applications were reviewed and additional information requested. A final decision will be made at the next meeting. <p>Ian Johnston and James Watson moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
5.0	Discussion items	
5.1	<p>School Business Plan 2012-2014 Target Achievement Report: The School Business Plan 2012-2014 Target Achievement report (attachment 4) was tabled and discussed.</p> <p>Better Academic Achievement:</p> <ul style="list-style-type: none"> Year 9 NAPLAN results comment. <ul style="list-style-type: none"> Comment added: Numeracy 588/612, Reading 580/619, Writing 550/614, Spelling 582/618, Grammar 574/614 (nation/school mean scores). <p>Numeracy results were disappointing. The school now has a "Red" box for this domain and is working diligently to rectify the situation. It is envisaged a whole school numeracy plan will be put in place for 2015.</p>	

	<p>A draft version of the new School Business Plan will be presented to the Board at the first meeting in 2015.</p> <p>Jadviga Kobryn-Coletti and Donna Gardiner moved: <i>'The Board notes the School Business Plan 2012-2014 Target Achievement report.'</i> - CARRIED.</p>	
5.2	<p>Focus 2015: The Department of Education's Focus 2015 - Directions for schools document (attachment 5) was tabled and discussed.</p> <ul style="list-style-type: none"> • This document will inform the new School Business Plan. • Attention was draw to the following areas: <ul style="list-style-type: none"> – Page 2 - From the Director General: Paragraphs 5 and 6. – Page 3 - Success for all Students <i>Schools</i>: Dot points 2, 4, 5 & 6. – Page 3 - Improved Student Attendance, Engagement and Behaviour <i>Schools</i>: Dot point 1. – Page 3 - Improved Student Attendance, Engagement and Behaviour <i>Regions and Statewide Services</i>: Dot point 2. – Page 3 - Improved Student Attendance, Engagement and Behaviour <i>Central</i>: Dot point 2. – Page 4 - High Quality Teaching and Leadership <i>Schools</i>: Dot points 2 and 4. – Page 4 - High Quality Teaching and Leadership <i>Regions, Statewide Services and Institute for Professional Learning</i>: Dot points 2 and 3. – Page 4 - High Quality Teaching and Leadership <i>Regions, Central</i>: Dot point 2. – Page 4 - A Capable and Responsive Organisation <i>Schools</i>: Dot points 1, 3 and 5. – Page 4 - A Capable and Responsive Organisation <i>Central</i>: Dot point 7. <p>Donna Gardiner and Ian Johnston moved: <i>'The Board notes the Focus 2015 - Directions for schools.'</i> - CARRIED.</p>	
5.3	<p>Update on IPS Review Report Investigation:</p> <ul style="list-style-type: none"> • Lea contacted Mr Peter Wood from the Department of Education Services (DES). Mr Wood advised he had spoken to Milton. DES has indicated that it has no intention to re-write the report as the information (feedback) provided by the Principals will be considered in future reviews. • Milton intends to continue with the investigation. <p>Jenny Fay and India Hickey moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	<p>Sue Faranda to agenda "Update on IPS Review report investigation" for the next meeting.</p>
5.4	<p>Contributions and Charges for 2015: 2015 proposed subject charges, proposed additional charges and justification documents (attachment 6) were tabled and discussed.</p> <ul style="list-style-type: none"> • The proposed subject and additional charges were approved by the Finance Committee on 12 November 2014. • It was noted that there was significant increases to charges associated with the Arts. The Business Manager advised that these charges had been justified as per the tabled document. • There was concern that Consumer Price Index (CPI) rates were not taken into consideration annually. <p>Trevor Cullen and Jo Furness moved: <i>'The Board endorses the 2015 Proposed Subject Charges sheets.'</i> - CARRIED.</p> <p>Trevor Cullen and Jo Furness moved: <i>'The Board endorses the 2015 Proposed Additional Charges sheets.'</i> - CARRIED.</p> <p>Trevor Cullen and Jo Furness moved: <i>'The Board endorses the order of Other Optional Costs and Voluntary Approved Requests as shown on the 2015 Proposed Subject Charges sheets.'</i> - CARRIED.</p>	<p>Ian to monitor the impact on course selection caused by increased charges and report to the Board in due course.</p>
5.5	<p>School Development Days, 2015: The following School Development Days were stated in the Principal's report:</p>	

	<ul style="list-style-type: none"> • Level 3+ leaders: 27, 28 January 2015 • All staff: 29, 30 January 2015 • Term 2: 20 April 2015 • Term 3: 20 July 2015 • Term 4: 12 October 2015 and 18 December 2015 <p>Jadviga Kobryn-Coletti and Ian Johnston moved: <i>'The Board endorses the School Development Days for 2015.'</i> - CARRIED.</p>	
5.6	<p>School Drug Policy: The School Drug policy (attachment 7) was tabled and discussed. The following changes were proposed:</p> <ul style="list-style-type: none"> • Page 1 - Rationale, paragraph 1: Add 'the limitation on the school's capacity to have an impact on drug use'. • Page 2 - Intervention, paragraph 1: Add dot point 6 'be in the company of students who are doing the above.' • Page 2 - Intervention, paragraph 3: Sentence 3 updated to read 'Refer to <i>Administration of Medication Guidelines</i> (Department of Education 2013) for guidelines on the administration of prescribed and over the counter medications.' • Page 2 - Breach of the School Drug policy, paragraph 2: Add to point 2 ', and exclusion from Mount Lawley SHS.' <p>Donna Gardiner and Trevor Cullen moved: <i>'The Board endorses the updates to the School Drug Policy'</i> - CARRIED.</p> <p>It was suggested to include more detail on what happens when a breach occurs and who is responsible for actions.</p>	Further consideration to be give to the School Drug Policy in 2015.
5.7	<p>Board Survey: An invitation to participate in a National Research Project on School Governing (attachment 8) was tabled and discussed. The Board unanimously agreed to participate. Jenny Fay and James Watson moved: <i>'The Board endorses participation in the National Research Project on School Governing.'</i> - CARRIED. It was suggested to undertake a school School Board survey in 2015.</p>	Jenny to respond to the invitation from the Australian Institute for School Governance.
5.8	<p>Membership for 2015: Positions becoming vacant in 2015 include:</p> <ul style="list-style-type: none"> • One Staff Representative currently held by Ian Johnston. • Two Parent Representative currently held by Rachel McGirr and P&C Representative, Jo Furness. • Two Student Representatives currently held by Jadviga Kobryn-Coletti and India Hickey. • Three Community Representatives held by Trevor Cullen, Martin Dempsey and the other vacant. <p>Lea Fairfoul-Hutcheon and Ian Johnston moved: <i>'The Board notes the membership positions becoming vacant in 2015.'</i> - CARRIED.</p>	
6.0	Other Business	
6.1	<p>Parent concerns Emails have been received from parents, indicating a concern from what they have been told about changes to the staffing allocation of the Learning Support Co-ordinator position. No decisions have been finalised.</p>	<p>Jenny to respond to the parent who contacted her as Chair of the Board.</p> <p>Jenny to convey parent concerns to politicians re: impact of the new funding model.</p>
6.2	<p>Online Literacy and Numeracy Assessment (OLNA)</p> <ul style="list-style-type: none"> • 20 students have yet to meet the OLNA standard. These students are being monitored on an individual basis. • Some students have move from category one to category two which means they are now closer to meeting the standard, however, there will always be some who fail to do so. • NAPLAN data has been utilised to identify students who may require assistance in the future. 	

7.0	Next Meeting	
	Meeting scheduled for 16 February 2015 - Warren Daniel Conference Room.	Agenda items to Jenny Fay/Milton Butcher.
8.0	Roundtable evaluation	
	Lea and Sue were thanked for their services to the Board.	
9.0	Meeting Close/Adjournment/Next meeting	
	The meeting was closed by Jenny at 8:45pm. The next meeting will be at 6:30pm, 16 February 2015 in the Warren Daniel Conference Room.	

Signed (Chair) _____
 Jenny FAY

Date: _____

APPENDIX A - PRINCIPAL'S REPORT

Mount Lawley Senior High School School Board Meeting: Principal's Report 17 November 2014
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Successes	<ul style="list-style-type: none"> ▪ The mock trial team of Jadviga Kobryn-Coletti, Olivia Sandri, James de Lore, Megan Farmer, Clara Lee, Stacey O'Dwyer, Joseph Pangerl and Chaz Carrington-Wilson won the grand final for the second year in succession. ▪ Interschool Athletics team for their tightly fought win against strong teams, in particular Perth Mod who were a very close second. ▪ The Home Ec team and Hospitality students for their superb catering for the Year 12 breakfast. ▪ GAT breakfast. ▪ The Year 12 Final assembly organised by the Student Services team and their Year 12 dinner. ▪ Chaz Carrington-Wilson who has been chosen as one of the 15 students to represent WA at the national Schools Constitutional Convention in Canberra next March. ▪ Yearbook committee led by Mark Lynch ▪ Monroe Masa is one of 32 students in WA selected for the Premier's ANZAC tour in 2015. Congratulations to him and to Lynne Noack for mentoring him through the selection process. ▪ One of our Year 11 students has been accepted into WAAPA into the Cert IV course next year ▪ Arrival of Chinese visitors from No 14 Hangzhou school on Friday.
Aboriginal Education	<p><u>Follow the Dream:</u> It has been an extremely successful year for the Mount Lawley Outreach program. We have maintained our numbers above 30 since July; only having lost three students from the program but gaining another three students; current numbers are at 30.</p> <p>The 2015 application process has begun with the targeted approach using the Unidentified Yr 9 NAPLAN data to nominate students into the program. We have had 15 Yr 10 applications, as well as four Yr 11 and Yr 12 applications. The Operations Committee has already met and has approved 17 of these applications. 21 students will roll over from this year, which will bring the projected numbers up to 38 for the 2015 program. 10 students will move on to further education having completed their high school education in 2014.</p> <p><u>Aboriginal Excellence Program- successes</u></p> <ul style="list-style-type: none"> ▪ Reconciliation Service Kings Park ▪ Induction Program (students / parents) ▪ First time access to external data ▪ Successful Student Selection Process for 2015 ▪ 7 students in Years 7/8, 12 students overall and we hope to build to a maximum of 15 students by 2016 ▪ AEP research assignment (Reconciliation – to be presented at public forum of parents, community members, staff and students) ▪ End of Year Research Presentation 2 Dec 2014 ▪ Sponsorship via Independence Group (current aggregate \$30 000 with \$13 000 expected in 2015) plus GST ▪ Attendance exceeds state average for Aboriginal students at 86% as at Nov 2014 – State Average 79%.
Attendance	<p>Year 8: 91.4%</p> <p>Year 9: 88.4%</p> <p>Year 10: 88.3%</p>

	<p>Year 11: 89.5%</p> <p>Year 12: 92.4%</p> <p>Overall attendance: 89.8%</p> <p>Each category has seen an improvement.</p>
Building under construction	<ul style="list-style-type: none"> ▪ Carpets 85% completed. ▪ Classrooms on ground floor ready to use by end of week. ▪ Permanent power on. Lighting up areas as completed. ▪ Most of the glass has been placed. ▪ "Street" lighting is being placed around the building. ▪ Tiling has started on the toilets and should be finished by week's end. ▪ Brickwork is all completed. ▪ Roofing is 99% completed. ▪ Ceilings are completed on the ground floor and 80% on the first floor. ▪ Air-conditioners are beginning to be commissioned. ▪ All doors in classrooms have been placed. ▪ Large scale drainage installed. ▪ Generally progress has been good.
Buildings and grounds	<p>We received a letter on 30 October from Mr David Axworthy, the Deputy Director General, Schools indicating that the application to name the Music Classroom and the Music Library after long serving volunteers has been approved by the Department of Education. A formal ceremony can be held next year.</p> <p>Just today we received notification that our application to name the Music Practice Room after a prominent Perth musician has been approved.</p>
Current enrolment	1268
Finances	Covered by Marilyn Harvey in the finance report.
IPS Review report	Follow up with the IPS review report with Peter Wood from DES completed. Milton Butcher informed of conversation. He will now work with DES and take over from this point.
IT	It is full steam ahead as we continue to refine our approach for 2015.
LSL	Richard Meagher is on leave for the rest of the year and for Term 1 next year.
Middle School	<p>Year 7/8</p> <ul style="list-style-type: none"> ▪ All program offers made ▪ All other enrolments considered ▪ 8 forms in each year ▪ Placements of students in communities commenced last week ▪ Orientation program completed except for teacher allocation ▪ Transition program completed, now organising resources for this. <p>Term 3/4 Years 8&9</p> <p>Kung-Fu, Soccer, Table-Tennis and Drumbeat programs operating with weekly sessions for selected students with community members running them.</p> <p>Year 9s</p> <ul style="list-style-type: none"> ▪ Year 9 transition camp a resounding success as was the transition program at school ▪ Integrated program on crime & punishment Year 9 culminating in incursion by a Detective Sergeant specialising in cold case investigation to talk about crime, punishment and careers in the police force ▪ Commonwealth Bank Smart Start incursion to discuss rights at work, responsible spending & saving. <p>Year 8s</p> <ul style="list-style-type: none"> ▪ 80 Year 8s on Leeuwin excursion learning teamwork skills needed to sail a tall ship ▪ Integrated programs on Resilience & Bullying in Year 8

	<ul style="list-style-type: none"> ▪ Feature articles on School community members being written by students as part of curriculum and versions to be put on school website. <p>Whole School Poetry in Action incursion – Students with penchant for poetry invited to attend</p>
Network	Our next meeting is 26 November.
P & C	Next meeting is Monday, 24 November.
Principal's performance management	National survey is still underway, with an end date of 28 November. I am now working on my leadership action plan for next year.
School planning	<p>The substantive principal, Mr Milton Butcher, has indicated the direction in which he wishes the school to move and we are shaping our school plan in response to this.</p> <p><u>School development days in 2015</u> Level 3+ leaders 27, 28 January All staff 29, 30 January Term 2: 20 April Term 3: 20 July Term 4: 12 October and 18 December</p> <p>Board dates for next year: Term 1 Week 3: 16 Feb Term 1 Week 7: 16 Mar Term 2 Week 3: 18 May Term 2 Week 9: 15 June Term 3 Week 5: 17 Aug (only 9 weeks this term) Term 4 Week 2: 19 Oct Term 4 Week 6: 16 Nov</p>
School community	You would have received an email from me informing you of the death of Don Rowe, a fellow Board member, last week. I would formally request the Board to pass a motion of condolence to Anne-Maree Rowe and her two sons.
Staffing	<ul style="list-style-type: none"> ▪ The position of English Coordinator has closed and short listing has occurred. ▪ The HPE, D & T and Home Ec pools are almost finalised. ▪ Irene Konstanty will continue to be on sick leave until the end of the year. ▪ Staffing is going to be very tight next year in response to the SCFM. ▪ We have had many meetings as an executive team, focusing on balancing the budget. This has meant that some tough decisions have had to be made regarding what we can reasonably sustain and what we cannot.
Trade Training Centre	I attended a meeting on 4 November. Three of our students have been offered places in 2015.
Uniform	<p>We are moving to navy only shirts in Middle School. This will be phased in over 2015 with full compliance expected in 2016.</p> <p>We are in negotiations with Nell Gray regarding our deed of licence for uniforms. Nell Gray.</p>
Final statement	It has been an absolute honour and privilege to serve as principal of Mt Lawley SHS in 2014. I have felt most grateful for the very positive way in which I was welcomed into the school community and have valued every day of my tenure. I have very much enjoyed learning new skills and acquiring new knowledge as I have interacted with students, staff and members of the wider school community. I will always look on with interest at the progress of Mt Lawley SHS as it continues to provide outstanding opportunities to its students and staff. Thank you to the Board for your support of me as principal and your support of our school.