

Minutes of Meeting 7 of 2015
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 16 November 2015 at 5:30pm

ATTENDEES: Milton Butcher - Principal, Dr Jenny Fay (Chair) - Community Representative, Jo Furness - P&C Representative, Martin Dempsey - Community Representative, Dr Mandie Shean, ECU - Community Representative, Michael Camilleri - Staff Representative, Anne Tumak - Staff Representative, Madison Birch - Student Representative, Teale Warner - Student Representative.

1.0	Welcome and apologies	ACTIONS
1.1	Opening: The meeting was opened by Jenny Fay at 5:30pm.	
1.2	Apologies: James Watson - Parent Representative, Jo Wynaden - Parent Representative, Ken Maley - 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. 7 agenda.	
3.0	Minutes of previous meeting	
3.1	Review minutes of previous meeting. Jenny Fay presented to the Board the minutes of the 21 September 2015 meeting (attachment 1) for approval. Jo Furness and Mandie Shean moved: <i>'The Board endorses the minutes of the previous meeting as complete and accurate.'</i> – CARRIED.	
3.2	<p>Actions arising (attachment 2) from the previous meeting.</p> <ol style="list-style-type: none"> 1. Other School Board visit arrangements - Chair requested removal of item from the action list. 2. Update on 2016 Reporting to Parents arrangements - The preferred option for both the P&C and school's senior staff is as follows: Term One and Semester One Reporting Days <ul style="list-style-type: none"> – Suspend the timetable for half a day plus three hours in the evening. – Appointments to be five minutes in length. <p>Michael Camilleri and Anne Tumak moved: <i>'The Board endorses suspending the school's timetable for a half day plus an allocation of three hours in the evening for Reporting to Parents during Term One and Semester One.'</i> – CARRIED. - in progress.</p> <ol style="list-style-type: none"> 3. Results of Year 7 survey - to be presented in student report - completed. 4. School Board Satisfaction survey - outstanding surveys requested - completed. 5. Report on Professional Development of teachers - to be presented in the Workforce Plan 2015 - 2017 - completed. 6. Investigation of high unauthorised absences for Year 7s - to be presented in staff report - completed. <p>Michael Camilleri and Anne Tumak moved: <i>'The Board notes action list items 1 as removed, 2 as in progress and items 3, 4, 5 and 6 as completed.'</i> – CARRIED.</p>	2. Milton to submit Reporting to Parents suspension of timetable request to the Regional Executive Director.
4.0	Reports and Operational Matters	
4.1	<p>Financial Report:</p> <p>The financial reports (attachment 3) were tabled. There was discussion on the Salary/Cash - Budget vs. Expenditure graphs, Operational One Line Budget Statement and Cash Report, Financial Summary, Subject Charges and Voluntary Contributions Collection Rate reports.</p> <p>Salary figures are pleasing, notionally, there will be a surplus. One Line Budget shows a variance of \$445,907 "in the black". This is due to a conservative approach to staffing. The low level of expenditure of 53% remains an area of concern. The target is to increase this to 80%. Funds held to purchase curriculum books shelved as coming-soon-2016 will be moved to reserve accounts until released. Charges have exceeded budgeted predictions. Voluntary contributions excluding Education Program Allowance currently at 66%.</p>	Milton to continue to encourage payment of Contributions and Charges via newsletters.

	<p>The Director General held a meeting to address the issue of schools retaining too much money in their bank accounts. Mount Lawley SHS fell into this category. More to follow.</p> <p>The amended 2016 Proposed Additional Charges sheets (attachment 4) approved by Finance Committee on 11 November 2015 was tabled and discussed.</p> <p>Jo Furness and Madison Birch moved: <i>'The Board endorses the amended 2016 Proposed Additional Charges sheets.'</i> - CARRIED.</p> <p>The Finance Committee Approvals 2015 balance sheet and two Finance Committee funding applications (attachment 5) approved at the Finance Committee meeting on 11 November 2015 were tabled and discussed.</p> <p>Teale Warner and Martin Dempsey moved: <i>'The Board endorses the Finance Committee's decision to approve an amount of \$5600.00 to purchase two Hisense 65" colour televisions inclusive of wall mounting and installation costs for the Food Rooms from the Technology and Innovation Initiative fund.'</i> - CARRIED.</p> <p>Teale Warner and Martin Dempsey moved: <i>'The Board endorses the Finance Committee's decision to approve an amount of up to \$1000.00 to purchase caps with school and bike club logo embroidery for the Bike Club from the Literacy and Numeracy Initiative fund.'</i> - CARRIED.</p> <p>Note: This approval is subject to the conditions of the following caveat invoked by the School Board. <i>"The cap design must be approved by the uniform committee and be produced by the school's uniform provider, Nell Gray."</i></p> <p>It was suggested that a cap be brought into the school's uniform.</p> <p>Madison Birch and Anne Tumak moved: <i>'The Board notes the Finance report.'</i> - CARRIED.</p>	
4.2	<p>Principal's Report:</p> <p>The Board was thanked for their flexibility around scheduled meetings. A verbal report was given on operational matters and school events.</p> <p>Operational matters included commencement of the Early Start program.</p> <p>School events included the final Year 12 assembly and dinner at the Italian Club, departure of Year 12 students - cleaners and gardeners were thanked for their swift action to repair/remove vandalism, WACE exams - Mandie was thanked for authorising the school to use her article on parent stress during exams, William Tucker's success (3rd) in the Chinese Bridge Speaking Competition, 2016 Prefect selection, competitions, outside sporting events, Year 10 Dinner Dance, Interschool Athletics carnival - congratulations were extended to David Battista for winning the Champion Open Boy Award, Years 7 - 12 House Athletics carnival - Murdoch victorious, Semester Two MS/SS Music Concerts, Mock trial team defeated by 3 points, GAT parent briefing for 2017 - GAT to remain Languages based program and the performance of Junior String Quartet (Year 7s).</p> <p>Upcoming events included Johanna Battista selected for the 2016 Premier's ANZAC Tour, Year 12 Awards evening and Volunteers' Morning Tea.</p> <p>Jenny informed the Board of the participation of two students (Izobella Kitching (Year 8) and Isobel Ciemitis (Year 12) in the Black Swan Youth Portraiture competition. Izobella won first prize in the Years 7-9 category.</p> <p>Teale Warner and Madison Birch moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
4.3	<p>Student Representative Report:</p> <p>A verbal report was given on student activities and upcoming events.</p> <p>Teale Warner:</p> <p>School activities included a successful start to the Early Start program, Year 10 Dinner Dance, Year 10 and 11 exams and Year 12 WACE exams.</p> <p>Upcoming events included Year 12 Graduation.</p>	

	<p>Madison Birch: School activities included the participation of four students in the Rotary Four Way Test Speaking Competition - Olivia Trahair (1st) and Madison Birch (2nd) have progressed through to the Regionals, various competitions for Year 10s including the United National Youth Association 'Voice' Competition - Max Tran going through to the next round, Remembrance Day - Senior School students sold poppies, William Tucker's success in the Chinese Bridge Speaking Competition and offer of a six month scholarship by the Confucius Institute to study in China and Year 10 Cyber safety session.</p> <p>Results of Year 7 Survey: A verbal report was given on the results of the Year 7 Survey. 64 responses were received. The survey software program 'SurveyMonkey' was utilised to undertake the Year 7 survey.</p> <p>There was a discussion on the results. Very positive responses were received. The following data was extracted:</p> <ul style="list-style-type: none"> • Making new friends at MLSHS - 100%. • Feeling safe at school - 94%. • I feel okay to take worries about bullying to the right person - 80%. • Not much work is being repeated from Primary School but we were made aware of what work would be required in High School. • What was the most helpful thing that MLSHS did to help you settle in - Orientation Day, being given timetables and maps, great to have first couple of days also as orientation. • How could MLSHS better help students transition in 2016 - increased involvement of older students to help Year 7s establish routines and answer questions. <p>Suggestions:</p> <ul style="list-style-type: none"> • Repeat the Year 7 survey in 2016. • Expand the survey to Year 10 students to gather data on the transition from Middle School to Senior School. <p>There was a discussion of opportunities that all students have to voice their thoughts and opinions.</p> <p>Madi was thanked by the Board for the enormous amount of work that she undertook to action the Year 7 Survey.</p> <p>Mandie Shean and Jo Furness moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	<p>School Board members are welcome to attend the Regional Rotary Four Way Test Speaking Competition at the Mount Lawley Golf Club.</p> <p>Madi to email Sue a copy of the Year 7 Survey report for inclusion with the minutes.</p>
4.4	<p>Staff Report: Verbal reports were given on operational matters and school activities.</p> <p>Michael Camilleri: Operational matters included the introduction of SEQTA - a package that manages attendance and pastoral care in the first instance. This program will provide dividends to the currency and accuracy of data and will be trialled for the remainder of 2015 and in 2016. Relocation of MLPS shade sails, 2016 school calendar, student report distribution schedule and planning for 2016.</p> <p>Investigation of high unauthorised absences for Year 7s</p> <ul style="list-style-type: none"> • Year 7s are attending at a greater rate than all other year groups - 92.2%. • The unauthorised absence figure of 26% is being skewed by four students and is not a reflection of patterns throughout the whole year group. <p>Anne Tumak: Operational matters included Early Start and the impact on teacher workload, Year Book progress and distribution process, and the Year 7 Newsletter.</p> <p>School activities included the Year 7 sports carnival.</p> <p>Teale Warner and Jo Furness moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	<p>P&C and Board meeting dates requested for calendar.</p>
4.5	<p>P&C Report: A verbal report was given on items raised at the last P&C meeting. These included the Principal's report, quotes and allocation of funds for shade structures, seating options, financial position of committees, distribution of art auction proceeds and involvement in Orientation Days.</p>	

	Teale Warner and Martin Dempsey moved: <i>'The Board notes the report.'</i> - CARRIED.	
5.0	Discussion items	
5.1	<p>Survey of Board Members: The School Board Effectiveness Survey report (attachment 6) was tabled and discussed. No additional surveys were submitted. Nine responses received.</p> <p>Mandie Shean and Jo Furness moved: <i>'That Board members note the results of the Survey of Board Members.'</i> - CARRIED.</p>	Board Members are welcome to speak to Jenny or other Board Members regarding issues.
5.2	<p>Additional School Development Days (SDD) for 2016: The additional School Development Day, authorised by the Minister of Education to support the implementation of the WA Curriculum and Assessment Outline, has been scheduled for Tuesday, 19 July 2016.</p> <p>Teale Warner and Jo Furness moved: <i>'The Board endorses 'The Board endorses the additional School Development Day for 2016.'</i> - CARRIED.' - CARRIED.</p>	
5.3	<p>Workforce Plan: The Workforce Plan 2015 - 2017 (attachment 7) was tabled and discussed. This included the following:</p> <ul style="list-style-type: none"> • Projected enrolment numbers. • Construct of Student Services e.g. Psychologist/Councillor, Attendance Officer, changes to WPL position. • Level 3 Assistant to the Business Manager position. • Curriculum leadership e.g. dedicated Curriculum Leader in Middle School. • Re-assign duties to incorporate surplus D&T teacher e.g. allocation of time for curriculum leadership. • Middle School structure. • Eleventh Level 3 in the school's profile. • Recruiting process including graduate teachers. • Professional Learning - Classroom observation. • School Pedagogical Framework is nearing sign-off. Thanks to Mandie for her input. • Continuation to develop teachers through John Hattie's Visible Learning program. <p>Jo Furness and Madison Birch moved: <i>'The Board notes the Workforce Plan 2015-2017.'</i> - CARRIED.</p>	
5.4	<p>School Process of Self-Assessment: The School Process of Self-Assessment report (attachment 8) was tabled and discussed.</p> <p>Martin Dempsey and Teale Warner moved: <i>'The Board notes the report on the School Process of Self-Assessment.'</i> - CARRIED.</p>	
5.5	<p>Report on Delivery and Performance Agreement (DPA): The Delivery and Performance Agreement report (attachment 9) was tabled and discussed. Suggestions were made to increase the understanding of 'Assessment' comments under the Teaching and Learning area.</p> <p>The issue of parents/students going against subject recommendations was raised. There are concerns about the implications of this and the trend that more students are going against recommendations. The question was asked "What are the rights of the students and parents?"</p> <p>Jo Furness and Teale Warner moved: <i>'The Board notes the report on the Delivery and Performance Agreement.'</i> - CARRIED.</p>	<p>Milton to incorporate 'Assessment' comment suggestions in the next DPA report.</p> <p>Milton to agenda 'Students going against subject recommendations' for next meeting.</p>
5.6	<p>Parent Invoices for 2016: Samples of 2016 Charges and Voluntary Contributions invoices (attachment 10) were tabled. The order of Voluntary Approved Requests was discussed.</p> <p>Jo Furness and Martin Dempsey moved: <i>'The Board endorses Voluntary Approved Requests to be re-ordered as follows: 1. P&C Association, 2. Proactive Keep Active @ Lawley, 3. Chaplaincy, 4. Technology & Innovation Initiative, 5. Literacy & Numeracy Initiative, 6. Music Support Group.'</i> - CARRIED.</p>	

5.7	<p>CPA Award for Accounting: Documents for an incoming sponsorship to a public school and Risk Assessment (attachment 11) was tabled and discussed.</p> <ul style="list-style-type: none"> Chartered Accountants of Australia and New Zealand indicated they wished to sponsor an Accounting award in recognition of a high achieving student. The proposed prize in 2016 is a certificate and trophy. There were no real, perceived or potential conflicts of interest experienced by any member in relation to Chartered Accountants. <p>Mandie Shean and Teale Warner moved: <i>'The Board endorses the sponsorship arrangement and requests the Chair to sign the agreement.'</i> - CARRIED.</p>	
6.0	Other Business	
6.1	<p>Mount Lawley Senior High School 60th Anniversary: Andrew Paul has put together a video presentation featuring graduates from 2020 to 1955. This will be shown at the Year 12 Awards Night Ceremony, during Carols on the Lawley Lawn and placed on the school's website.</p>	
7.0	Next Meeting	
	Meeting scheduled for 15 February 2016 - Warren Daniel Conference Room.	Agenda items to Jenny/Milton.
8.0	Roundtable evaluation of the meeting	
	Nil	
9.0	Meeting Close/Adjournment/Next meeting	
	The meeting was closed by Jenny at 7:40pm. The next meeting will be at 5:30pm, 15 February 2016 in the Warren Daniel Conference Room.	

Signed (Chair) _____
Jenny FAY

Date: _____

**Minutes of Extraordinary Electronic Meeting 1 of 2015
Mount Lawley Senior High School Board Meeting
Wednesday, 2 December 2015**

EMAILED TO: Milton Butcher - Principal <Milton.Butcher@lawley.wa.edu.au>; Jenny Fay (Chair) - Community Representative <jlfay@iinet.net.au>; Jo Wynaden - Parent Representative <jo.wynaden@gmail.com>; James Watson - Parent Representative <edward.watson@gmail.com>; Mandie Shean - Community Representative <m.shean@ecu.edu.au>; Martin Dempsey - Community Representative <Monica.Dempsey@education.wa.edu.au>; Jo Furness - P&C Representative <Jo@insighteye.com.au>; Michael Camilleri - Staff Representative <Michael.Camilleri@lawley.wa.edu.au>; Anne Tumak - Staff Representative <Anne.Tumak@lawley.wa.edu.au>; Madison Birch - Student Representative <Madison.Birch@lawley.wa.edu.au>; Teale Warner - Student Representative <Teale.Warner@lawley.wa.edu.au>; Ken Maley - Community Representative <Ken.Maley@tollgroup.com>

1.0	Meeting Opened	ACTIONS
	The meeting was opened by Sue Faranda - Minutes Secretary at 10:17am on Friday, 27 November 2015.	
2.0	Motion Proposal	
	<p>During the School Board meeting held on Monday, 16 November 2015 the following endorsement was carried:</p> <p>Jo Furness and Martin Dempsey moved: <i>'The Board endorses Voluntary Approved Requests to be re-ordered as follows:</i></p> <ol style="list-style-type: none"> 1. <i>P&C Association</i> 2. <i>Proactive Keep Active @ Lawley</i> 3. <i>Chaplaincy</i> 4. <i>Technology & Innovation Initiate</i> 5. <i>Literacy & Numeracy Initiative</i> 6. <i>Music Support Group'</i> <p>- CARRIED.</p> <p>The Mount Lawley SHS School Board were asked to consider the following proposed changes to this endorsement.</p> <ol style="list-style-type: none"> 1. P&C Association (Donation per family) 2. Chaplaincy/Pastoral Care (Donation per family) 3. Proactive Keep Active @ Lawley 4. Technology & Innovation Initiative 5. Literacy & Numeracy Initiative 6. Music Support Group (Donation per family) <p>The following motion was put forward and seconded to seek endorsement:</p> <p>Milton Butcher and Mandie Shean moved: <i>'The Board endorses the Voluntary Approved Requests to be re-ordered as follows: 1. P&C Association, 2. Chaplaincy/Pastoral Care, 3. Proactive Keep Active @ Lawley, 4. Technology & Innovation Initiative, 5. Literacy & Numeracy Initiative, 6. Music Support Group and the name change from Chaplaincy to Chaplaincy/Pastoral Care.'</i> – CARRIED.</p>	
3.0	Meeting Closed	
	The meeting was closed by Sue Faranda - Minutes Secretary at 9:23am on Wednesday, 2 December 2015.	

Signed (Chair) _____
Jenny FAY

Date: _____

**Minutes of Extraordinary Electronic Meeting 2 of 2015
Mount Lawley Senior High School Board Meeting
Friday, 11 December 2015**

EMAILED TO: Milton Butcher - Principal <Milton.Butcher@lawley.wa.edu.au>; Jenny Fay (Chair) - Community Representative <jlfay@inet.net.au>; Jo Wynaden - Parent Representative <jo.wynaden@gmail.com>; James Watson - Parent Representative <edward.watson@gmail.com>; Mandie Shean - Community Representative <m.shean@ecu.edu.au>; Martin Dempsey - Community Representative <Monica.Dempsey@education.wa.edu.au>; Jo Furness - P&C Representative <Jo@insighteye.com.au>; Michael Camilleri - Staff Representative <Michael.Camilleri@lawley.wa.edu.au>; Anne Tumak - Staff Representative <Anne.Tumak@lawley.wa.edu.au>; Madison Birch - Student Representative <Madison.Birch@lawley.wa.edu.au>; Teale Warner - Student Representative <Teale.Warner@lawley.wa.edu.au>; Ken Maley - Community Representative <Ken.Maley@tollgroup.com>

1.0	Meeting Opened	ACTIONS
	The meeting was opened by Sue Faranda - Minutes Secretary at 2:57pm on Wednesday, 9 December 2015.	
2.0	Motion Proposal	ACTIONS
	<p>During the School Board meeting held on Monday, 16 February 2015 the Deed of Licences to utilise school facilities for the Chinese Language School and Korean Language School were discussed and approved.</p> <p>The Mount Lawley SHS School Board members were asked to consider the renewal of these Deed of Licences. The arrangements for these licences remain the same with the exception of the following:</p> <p>Expiry of Term - Chinese Language School - 31 December 2017. Expiry of Term - Korean Language School - 31 December 2017.</p> <p>The following motion was put forward to seek endorsement:</p> <p>Milton Butcher and Michael Camilleri moved: <i>'The Board endorses the arrangement for the Chinese Language School and Korean Language School to utilise school facilities and authorises the Chair to sign.'</i> – CARRIED.</p>	
3.0	Meeting Closed	ACTIONS
	The meeting was closed by Sue Faranda - Minutes Secretary at 9:49am on Friday, 11 December 2015.	

Signed (Chair) _____
Jenny FAY

Date: _____