



# Mount Lawley Senior High School Parents & Citizens Association, Inc

65 Woodsome Street, Mount Lawley, WA, 6050 - Ph (08) 9471 0300 Fax (08) 9271 1126

Web Site: [www.mlshspc.org.au](http://www.mlshspc.org.au)

## ANNUAL GENERAL MEETING MINUTES

Held on Monday, 24 February 2014 at 7.00pm

In the Warren Daniel Conference room of the Main Administration building

### 1. ATTENDANCE

Wayne Houlton, Caroline Nelson, Gillian Walker, John Pryor, Niall Kilcullen, Lea Fairfoul Hutcheon, Anne Tumak, Jo Furness, Darryl Mason, Lety Ognenis, David Rose, Ron Pearce, Julie Parker, Catherine Lee,

### 2. APOLOGIES

Sonja Davidson.

### 3. MINUTES OF THE PREVIOUS MEETING

Accepted. Moved by Caroline Nelson Seconded by Niall Kilcullen

Carried

### 4. MATTERS ARISING FROM THE MINUTES

Nil

### 5. REPORTS

#### 5.1. President's Report

- Ron welcomed everyone to the first GM of 2014 and expressed his hope for a successful year

#### 5.2. Principal's Report

- As per attached

#### 5.3. P&C Treasury's Report

- The Treasurer has resigned
- Treasury's report will be prepared by Jo Furness for next P&C Meeting - March 31<sup>st</sup>

### 6. P&C STANDING COMMITTEES

#### 6.1. Music Support Committee

- The Music Support Committee has elected a new Treasurer however the secretary position remains open. Last weeks meeting was recorded by Gillian. If no nominations are received it will be a rolling position for each meeting.
- Sue's final treasurer's report included an outline to the new treasurer of the banking records and a basic explanation of the general process. Sue will provide support as necessary.
- Interviews for the music support admin position are about to take place. It is expected that the candidate will start as soon as possible.
- There was a discussion about the best way to use the funds that have been accumulated in the bank rather than just providing short term financial support for various items. The Music Committee has suggested acquisition of materials, instruments, inviting guest musicians. Michelle will share that at the music staff meeting for their input.
- The organisation of the 2014 soiree was discussed along with a discussion on the reason for separating the Music & Languages soiree. The Music committee would like to ensure a strong focus on the music element of the evening. Concerns were raised as for some parents this would add an extra evening to their schedule.



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### 6.2. Languages Committee

- The Languages soiree will be held Friday 7<sup>th</sup> March.
- Native language staff - Japanese & French are at MLSHS to help language teachers
- Due to a lack of demand from the students, German and Indonesian might be interrupted next year
- The 2014 Italian Tour has been planned
- The committee has discussed fundraising options
- All positions for the committee are yet to be filled

### 6.3. SVAPA Committee

- Last Wednesday meeting was well attended with approx.30 enthusiastic new parents.
- Year 8 & 9 camp was highly successful. All three classes have attended the shows.
- SVAPA committee is waiting for a cost estimate prior to approving finance for iPad for SVAPA VIS ART, SVAPA project, Saturday morning workshop
- The committee has discussed fundraising activities. SVAPA parents are invited to join the "Fundraising Strategies" board to get as many ideas as possible into future funding initiatives.
- New Treasurer to finalise finance accounts

### 6.4. Lawley Art Auction

- The Lawley Art Auction had its first meeting on the 18<sup>th</sup> February. All is going well; with some new parents attending the meeting.
- Our website [LawleyEvents.com.au](http://LawleyEvents.com.au) is undergoing a facelift and should be back on line in a week or two. Artists will be able to submit their entry form on line.
- Our next meeting is Tuesday 4th March.
- Any queries, please contact Sonya Davidson on [chair@lawleyevents.com](mailto:chair@lawleyevents.com)

### 6.5. Finance Committee

- Jo Furness will prepare an audit of accounts for next P&C Meeting

### 6.6. Health Committee

- RAC Bstreetsmart 9<sup>th</sup> April 2014

### 6.7. School Board Report

- Endorsement of the school budget and various financial reports year to date
- The staff noted that the exams had gone smoothly and staff were preparing for the early start program.
- The board confirmed its support for the Chaplaincy program for 2014 at MLSHS.
- A review of the Year 9 NAPLAN results was tabled and discussed. Overall the results were very pleasing and the school scored "as expected" for all areas compared to like schools.
- The Board will review the results of the recent student/parent/teacher surveys at the next Board meeting in November.
- Discussion was held regarding the laptop computer roll-out for 2014. Parents should have received a letter from the school letting them know that the laptop computers will be provided for all Year 10, 11 & 12 students in 2014. Year 8 & 9 students do not require laptop computers in 2014. Further discussion will be held regarding parent supplied laptops in 2015 & a small subcommittee of the Board will be working on this matter so parents are informed of outcomes in a timely manner.

### 6.8. Uniform Committee

- Nil.

## 7. GENERAL BUSINESS

### 7.1. New Diaries

- The new diaries are at a high standard for a good price. There is an electronic component with an online interaction and teachers activities. The teachers' activities are on trial for Year 8.
- The school is asking for the P&C to sponsor up to \$16,000 for the diaries for 2015. P&C to confirm after consolidation.
- P&C has suggested it will provide long term support sponsorship for the diaries



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### 7.2. Home work club

- Twice weekly for one hour in the Library, open to every student
- The school is asking for P&C support up to \$10,000. P&C to confirm after consolidation

### 7.3. MLSHS App

- The school is encouraging parents to subscribe to the new App for Iphone and Android
- Newsletter to be sent via App and email, and downloaded on the Website.
- Website design to be updated

### 7.4. Parents Handbook

- Hand book to be ready in 2weeks

### 7.5. Morning Tea for staff

- Invoice from Dee Kaf for last year's Morning Tea for the staff to be approved by P&C at next meeting after consolidation of accounts
- P&C has suggested financing the Morning Tea for the staff every year.

## 8. ELECTION OF OFFICE BEARERS AND OTHER REPRESENTATIVES

### 8.1. President

Ron Pearce Self Nominated  
Seconded Tony Reed  
Elected unopposed

### 8.2. Vice President

Jo Furness Self Nominated  
Seconded Caroline Nelson  
Elected unopposed

### 8.3. P&C Secretary

To be nominated

### 8.4. Treasury

To be nominated  
Jo Furness to prepare auditing

### 8.5. Auditor

John Pryor nominated Emma up to \$1,000, John Pryor to contact Emma

### 8.6. Minute Secretary

Catherine Lee Self Nominated  
Seconded Jo Furness  
Elected unopposed

### 8.7. P&C Committee

Caroline Nelson  
Suzie Barnes  
Seconded Ron Pearce  
All elected unopposed

### 8.8. Delegate to School Finance Committee

To be nominated

The delegate of this committee is to report back, along with the principal, to the P&C on issues arising out of the Finance Committee. The delegate is also likely to be involved in the writing of fundraising letters to send to parents.



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### **8.9. Delegate to the School Board**

Jo Furness Self Nominated  
Seconded Lety Ognenis  
Elected unopposed

### **8.10. Delegate to the WACCSO Conference**

To be nominated  
2 delegates to attend the annual conference usually held mid-year. 9<sup>th</sup> & 10<sup>th</sup> of August 2014

### **8.11. Uniform Shop Co-ordinator**

Nicole Sjardin Self Nominated  
Seconded Ron Pearce  
Elected unopposed

### **8.12. Web Site Co-ordinator**

John Pryor Self Nominated  
Seconded Niall Kicullen  
Elected unopposed

### **8.13. Contributor to Lawley Update**

Coordinate flow of information from P&C for school publications.

### **8.14. Current Signatories to P&C**

Suzie Barnes, Ron Pearce, Treasurer to be confirmed

### **8.15. Endorsement of Members of the Music Support Committee for 2014**

To be confirmed

### **8.16. Endorsement of Members of the SVAPA Support Committee for 2014**

Convenor: Jason Dallman  
Secretary:  
Treasurer: Carol Watson

### **8.17. Endorsement of Members of the Languages Support Committee for 2014**

To be confirmed

### **8.18. Endorsement of Members of the Lawley Art Auction Committee for 2014**

Convenor: Sonja Davidson

### **8.19. Sport Co-ordinator**

To be deleted at next meeting if not filled

## **9. CORRESPONDENCE**

### **9.1. Mail - In**

- Email from parents regarding quality of food of Dee Kaf – Ron to send email for explanation

### **9.2. Mail - Out**

## **10. DATE OF NEXT MEETING – Monday, 31<sup>st</sup> of March at 7:00pm**

**Meeting closed: 9:00pm**

**Mount Lawley Senior High School**  
**P & C Meeting: Principal's Report 24 February 2014**

<b>Successes</b>	<ul style="list-style-type: none"> <li>▪ 2013 Year 12 results</li> <li>▪ Very positive start to the year</li> <li>▪ 90s Assembly in first week</li> <li>▪ Staff response to fire</li> <li>▪ Resilience of staff</li> <li>▪ Interview on ABC radio last week</li> <li>▪ Year 10 Parent Barbecue</li> <li>▪ SVAPA camp</li> <li>▪ Parents support group meetings</li> <li>▪ Numerous events that are indicative of the extent of the opportunities available to students and the commitment of our staff.</li> </ul>
<b>Aboriginal Education</b>	<p>Aboriginal Excellence Program (AEP) meeting last Monday to discuss articulation between AEP and Follow The Dream (FTD).  FTD: panel has met, interviews held. I expect that the results of this process will be made public shortly.</p>
<b>Attendance</b>	<p>Must be a focus. Not good enough. Late arrivals are also of concern. Students have been spoken to about this and we have been running detention for those late to school. Attendance is now firmly in the sights of the DG and the Department so it is very important that we take it seriously. Regular attendance is 90%. Last year only Year 8s (94%) and Year 12 (90%) met this target.</p>
<b>Building under construction</b>	<p>On schedule. Lots of ground works being completed at the moment.  Music refurbishment ahead of schedule. May come on line in next four weeks. Have spoken to a Department rep today who assured me that she will do everything possible to make sure that we are in the building as soon as practicable. Seating has been chosen by Chris Manning. (very funky)</p>
<b>Buildings and grounds</b>	<p>Very lucky here to have such lovely buildings and grounds. Fire in air-conditioning duct between Dee Kaf and Senior School. Some damage occurred necessitating closure of kitchen while ducts are inspected, repaired. It is thought that the cafeteria will be out of bounds for five weeks. The Dee Kaf staff have set up shop in the dining section of the cafeteria today and all went well.</p> <p>Thanks must go to all involved in putting out the fire (Andy Outten, Ric Marcon and Ian Berry) plus Merylyn Harvey and Gerson Patete who managed a lot of the administrative tasks that had to be done post-fire and the Exec team for their activation of the incident management plan.</p> <p>We are currently investigating the replacement of the existing air-conditioning unit with refrigerated air conditioning. The loss adjuster and representatives from BMW were in our school again last Friday.</p> <p>ECU has informed us that they are going to take over management of the land in Learoyd Street which should help us with some of the parking issues. Just today we received an email indicating: "that the University's traffic staff have installed the ECU parking signage in Learoyd Street in preparation for ECU taking over management of parking. Temporary drop off signs have been positioned for the school drop off area, signs designating it being for MLSHS students are being organised.</p>

	The Proclamation which will enable ECU to manage the parking using ECU'S By-Laws is being drafted and anticipated to be gazetted in approximately 2 months.
<b>Current enrolment</b>	Numbers submitted at Census: 1305 including 52 IFPS. We are approx. 20 students down in Year 8 and 20 down in Year 12.
<b>Finances</b>	The finance committee is yet to meet. With a new principal and Business Manager it has been more time consuming ensuring that we are aware of all of the intricacies of the budget. Our first priority was to get students into classes, see how many we had and to see how much money we will be receiving. Marilyn has had her first pass at the budget. She and I have had preliminary discussions. As soon as we finalise the <b>draft</b> budget it will be presented to the Finance Committee and then the Board.
<b>IPS review</b>	First meeting is 14 March. This will be followed up with a two day (approx.) review agenda. I am attending a Principals' Forum on 28 February to learn more about the format of both visits. We are currently gathering information and creating our data base for the review. The date for Learning Areas academic reviews was 14 February. We are now in a position to begin examining these closely.
<b>IT</b>	The IT committee has met twice and will be meeting weekly (Tuesdays) until we have resolved the major issues which we are currently experiencing.  The committee is working through a timeline for implementation of significant improvements to the provisions of IT in our school.  The reason that we have not rolled out computers to Year 10s is because of large Year 10 numbers (we have approximately 50 more students in Year 10 than expected). Currently the school is 100 units short of effective deployment which equates to over \$120 000. We are continuing to explore the best way in which to manage this situation and to remedy it as speedily as possible.
<b>Middle School</b>	New staff which I will detail later. <ul style="list-style-type: none"> <li>• SVAPA camp held at Point Walter was highly successful. Students were exposed to a broad range of artistic opportunities of performance and visual Arts. Thanks to Dale, Charles, Moya and Shahna.</li> <li>• NAPLAN: Steve Raphael is leading the team preparing staff and students for the literacy elements. Belinda Derby is doing the same with Maths prep.</li> <li>• Year 6/7: we are gearing up for the enrolment process of the double cohort. (SVAPA enrolments will be first.)</li> <li>• Start to the year: some typical minor issues tidied up with timetabling. Late rush of enrolments. Year 9: space for 8 students. Year 8: plenty of room. MS now settled into rhythm of year.</li> <li>• Student leadership in Year 9 shaping well.</li> <li>• Year 8s considered by all to be a really lovely group of students.</li> </ul>
<b>Network</b>	I attended a meeting last week. The main issues of relevance to us were the provision of a Science extensions program for primary students on our school site and Year 7 transition.
<b>OLNA</b>	Students in Year 10 who did not achieve Band 8 or higher in NAPLAN tests are required to sit the Online Literacy and Numeracy Assessment (OLNA) which contributes to their WACE achievement in 2016. If students do not pass the OLNA

	<p>they will be ineligible to achieve their WACE. Practice tests were held today. The official tests commence in the week beginning 10 March. Students have six opportunities to sit (and pass) the tests: twice in each year, Years 10-12.</p>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• Some changes in staffing: David Beckwith won a position at Denmark HS over the holidays and has moved there permanently. Steve Raphael has risen to the leadership challenge and is acting curriculum leader of English across middle and senior school. He has been ably replaced by Tahlia Milroy who was assistant leader last year.</li> <li>• Peter Stotzer announced in Week 0 that he would not be returning to our school. He is currently on sick leave. We have had a relief teacher covering his classes. We await further direction from Peter before proceeding further with backfilling his position.</li> <li>• Terry Mitchelmore returned to us as the beginning of the year as one of the two level 3s in the middle school and has done a terrific job. He has won a position at SCASA and will commence there on 4 March. Kylie Burke will take on Terry's leadership role and a graduate, Rachel Amonini, will be employed to take on his teaching role.</li> <li>• Some new staff: Melissa Frzop returns to Middle School teaching English and Italian (replacing Steve Raphael); Danielle McCabe – part-time in Senior School (Italian and Ancient History); Lynda Godfrey teaching 11/12 Indonesian; Anne-Maree Rowe in Middle School teaching Maths; Denise Cleasby who commenced today as the Music Assistant.</li> </ul>
<b>Year 7</b>	<p>No change to our planning as of the end of last year.</p> <p>Parent focus group meeting on 12 March followed by Year 6/7 Parent Night on 26 March. We are also working with our Network primary schools on 5 March.</p>
	<p>Thank you for your ongoing support of our school.</p>

Lea Fairfoul-Hutcheon  
PRINCIPAL  
24 February, 2014