

**Minutes of Meeting 5 of 2013**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 19 August 2013 at 6:30pm**

**ATTENDEES:** Ian Johnston - Principal, Jenny Fay (Chair) - Parent Representative, Rachel McGirr - Parent Representative, Jo Furness - P&C Representative, Martin Dempsey - Community Representative, Andy Outten - Staff Representative, Neil Hudson - Staff Representative, Milton Butcher - Visitor, Niall Kilcullen - Visitor.

<b>1.0</b>	<b>Welcome and apologies</b>	<b>ACTIONS</b>
1.1	Opening and welcome. <ul style="list-style-type: none"> <li>• The meeting was opened by Jenny Fay at 6:30pm.</li> </ul>	
1.2	Apologies: Don Rowe - Community Representative, Prof Trevor Cullen, ECU - Community Representative, Glenn Scott - Community Representative, Rebecca Sampson - Student Representative. Jadviga Kobryn-Coletti - Student Representative.	
1.3	Confirmation of agenda. <ul style="list-style-type: none"> <li>• The Board confirmed the agenda. No additional items.</li> </ul>	
<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. 5 agenda.	
<b>3.0</b>	<b>Minutes of previous meeting</b>	
3.1	<b>Review minutes of previous meeting.</b> Jenny Fay presented to the Board the minutes of the 17 June 2013 meeting (attachment 1) for approval. Martin Dempsey and Ian Johnston moved: <i>'The Board endorses the minutes of the previous meeting as complete and accurate.'</i> – <b>CARRIED.</b>	
3.2	<b>Actions arising from the previous meeting.</b> <ul style="list-style-type: none"> <li>• 3.1 Minutes of the 20 May 2013 meeting amended.</li> <li>• 5.1 Terms of Reference amended.</li> <li>• 5.2 Survey of School Community initiated. Analysis pending.</li> </ul>	
<b>4.0</b>	<b>Reports and Operational Matters</b>	
4.1	<b>Membership update:</b> <ul style="list-style-type: none"> <li>• <b>Principal</b>                Milton has taken up the position of Consultant Principal (Secondary) with DoE's Year 7 Implementation Team for the remainder of 2013 and 2014. Ian Johnston has been appointed Principal, MLSHS. The Board extended congratulations to both Milton and Ian.</li> <li>• <b>Secretary</b>  <i>'Jenny Fay nominates Ian Johnston for Secretary.'</i> Martin Dempsey moved. - <b>CARRIED.</b></li> <li>• <b>Staff Representative</b>                Ian Johnston and Andy Outten moved: <i>'The Board confirms the appointment of Neil Hudson as Staff Representative of the Board.'</i> - <b>CARRIED.</b></li> <li>• <b>Co-opt Member</b>                Jenny Fay and Rachel McGirr moved: <i>'The Board confirms the appointment of Milton Butcher as Co-opt Member of the Board.'</i> - <b>CARRIED.</b>                Martin Dempsey and Ian Johnston moved: <i>'The Board notes the changes to membership.'</i> - <b>CARRIED.</b></li> </ul>	
4.2	<b>Financial Report:</b> The 2013 Period 8 Comparative Budget Report, Financial Summary and One Line Salary Budget Report (attachment 2) were tabled and discussed. <ul style="list-style-type: none"> <li>• Balance of unallocated budget is currently \$197,610.00. This is lower than the optimal figure of 10% of the overall budget.</li> <li>• D2615 requires an additional allocation to cover the vast range of expenses that are assigned to Student Services. D4920 covers the cost of unreturned student laptops and outstanding insurance claims. It is envisaged that this debt will halve within the next six weeks.</li> <li>• Contributions and Charges collection rates continue to progress well.</li> </ul>	

	<ul style="list-style-type: none"> <li>• School Flexible Salary projected variance is currently -\$694,512. This will be covered by SFSA, Salary Pool and International Fee payments. Neil Hudson and Martin Dempsey moved: <i>'The Board notes the Finance report.'</i> - <b>CARRIED.</b></li> <li>• Martin Dempsey and Jo Furness moved: <i>'The Board endorses the Finance Committee's decision to approve the purchase of the annual subscription for LibGuides from the Literacy and Numeracy Innovation fund.'</i> - <b>CARRIED.</b></li> <li>• Neil Hudson and Rachel McGirr moved: <i>'The Board endorses the Finance Committee's decision to approve the purchase of a projector pull-down screen for Media from the Technology and Innovation fund.'</i> - <b>CARRIED.</b></li> <li>• Martin Dempsey and Jo Furness moved: <i>'The Board endorses the Finance Committee's decision to fund the replacement of damaged and lost novels for Middle School English from the Literacy and Numeracy Innovation fund.'</i> - <b>CARRIED.</b></li> <li>• Andy Outten and Rachel McGirr moved: <i>'The Board endorses the Finance Committee's decision to approve the purchase of reading books for the Community One silent reading program from the Literacy and Numeracy Innovation fund.'</i> - <b>CARRIED.</b></li> </ul>	
4.3	<p><b>Principal's Report:</b></p> <ul style="list-style-type: none"> <li>• Students have recently participated in a number of competitions. These include ICAS, WA Schools' Music Festivals, Australian Science Olympiad, Accounting Challenge, Australian Mathematics competition, Politics and Law mock trials. Three Chinese language students have also secured a place to represent Australia in China.</li> <li>• Write-a-book-in-day competition is being held tomorrow.</li> <li>• Drama solo performances are due to commence soon.</li> <li>• Champion Books will be the book supplier for 2014.</li> <li>• The Auditor General is engaging in policy compliance. MLSHS will be audited on Behaviour Management issues shortly.</li> <li>• The school has received notification of an IPS Review in March 2014.</li> <li>• MLSHS will be trialling Elevate Education's study skills program to help prepare Year 10 students for Year 11. If successful there is potential to expand the program into all year groups.</li> <li>• Projected enrolments for 2015 are 1670. We will need to be strict on cross-boundary policies.</li> <li>• There are 220 Year 7 enrolments for 2014.</li> <li>• A group of staff will be travelling to the Pilbara to assist Port Hedland and Newman SHS to plan for 2014 small group moderation.</li> <li>• There are ongoing issues with parking. Woodsome and Learoyd streets remain problematic. Parents are continuing to express concern. Bus pick-ups are adding to the congestion.</li> </ul> <p>Martin Dempsey and Neil Hudson moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	Jenny to write to Michael Sutherland, MLA re Learoyd Street and Don Barba, Principal MLPS re Woodsome Street.
4.4	<p><b>Student Representative Report:</b> No report.</p>	
4.5	<p><b>Staff Report:</b> <b>Andy Outten</b></p> <ul style="list-style-type: none"> <li>• 25/6/2013 - Visit from Ms Frances Adamson, Ambassador to China.</li> <li>• 26/6/2013 - Prefects held a Quiz Night organised by Natalie Tempone.</li> <li>• 27/6/2013 - Junior and Senior Concerts. Mike Camilleri reported the performances were brilliant.</li> <li>• 3/7/2013 - Richard Goyder, CEO Wesfarmers, spoke at the Year 12 High Achiever student breakfast. Students found this very valuable.</li> <li>• 4/7/2013 - Reporting to Parents Day.</li> <li>• MLSHS hosted student and staff visitors from Yiwu Houzhai Middle School, Hangzhou No.14 Middle School, a Japanese school and the two winners of the WA Zhejiang Sister Schools English competition.</li> <li>• 24/7/2013 - TISC gave a talk to the Year 12 students.</li> <li>• Achievement Centre continues to run on Tuesdays and Thursdays.</li> <li>• Certificate II Photographic students have been given the opportunity to take photos of students who missed photo day. This is a great</li> </ul>	

	<p>opportunity to put practices into action and will be appreciate by those who purchase the year book.</p> <ul style="list-style-type: none"> <li>• 14/8/2013 – Honours Society Assembly. The music ensembles and soloists performed superbly.</li> <li>• Music students are being invited to perform during staff morning teas.</li> <li>• Year 10,11 and 12 Italian language students participated in the Dante Alighieri National Examination.</li> <li>• Year 11 Counsellors organised a Cupcake Day for the RSPCA.</li> <li>• Music festivals are in progress and producing excellent results.</li> <li>• Cambodia tour feedback has been very interesting.</li> <li>• Julie Simon has been appointed Associate Principal, Senior School.</li> </ul> <p><b>Neil Hudson</b></p> <ul style="list-style-type: none"> <li>• 27 students were inducted into the Honours Society.</li> <li>• The school’s AIEO position is vacant. A replacement is being sort.</li> <li>• School diaries are under review.</li> <li>• The implementation of Elevate Education’s study skills program is in progress. Teacher resources will be provided for 12 months. Teachers will be asked to run follow-up sessions periodically to build on initial learning. Parents will be invited to an information session and additional information provided via Lawley Updates.</li> <li>• Free dress day to be held on 30 August 2013. The theme will be favourite sporting club colours.</li> <li>• A Years 11/12 Rivercruise is being held early September. This will be invitation only.</li> <li>• A Year 9 parent information evening will be held early September to give parents an overview of the transition into Year 10.</li> <li>• The Year 9 Transition Camp will be held in week 8.</li> <li>• 2014 Year 6 and 7 Orientation Day dates have been published to give Primary Schools as much notice as possible.</li> <li>• Jenny commended teaching staff for their availability to tutor students before and after school.</li> </ul> <p>Rachel McGirr and Jo Furness moved: <i>‘The Board notes the report.’ - CARRIED.</i></p>	<p>Ian Johnston to pass on the Board’s appreciation of before and after school tutoring.</p>
<p>4.6</p>	<p><b>P&amp;C Report:</b></p> <ul style="list-style-type: none"> <li>• The Uniform Committee have met several times. DoE has requested the contract, currently held between Nell Gray and the P&amp;C, be transferred to Nell Gray and the school. This change is in progress.</li> <li>• Nell Gray requested a substantial increase in the price of uniforms. An agreement has been made to keep items at a reasonable cost. Further meetings will be held to look at new fabrics and styles.</li> <li>• A uniform survey has been proposed to identify if the school community is happy with the current uniform and/or if alternatives are sort.</li> </ul> <p>Ian Johnston and Rachel McGirr moved: <i>‘The Board notes the report.’ - CARRIED.</i></p>	
<p>5.0</p>	<p><b>Discussion Items</b></p>	
<p>5.1</p>	<p><b>Survey of Board Members:</b></p> <p>School Board Effectiveness Survey data (attachment 3) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• Thanks were extended to Board Members for completing the survey and to Sue for the collation and presentation of data.</li> <li>• Issues that require consideration included: <ul style="list-style-type: none"> <li>– <b>The Induction procedure adequately prepares new Board member for the role.</b> New members to be informed of training opportunities. Documents such as the ToR and member listing to be made available.</li> <li>– <b>Meeting end on time.</b> The intent is to keep meetings to a maximum of two hours.</li> <li>– <b>Board Members support School Board decision outside the meeting.</b> Board Members are encouraged to voice concerns during meetings.</li> <li>– <b>There are no individual Board Members who are too dominant</b></li> </ul> </li> </ul>	<p>Jenny for formulate an induction package.</p>

	<p><b>during discussions.</b> Participation of all members is welcomed. Meetings to be kept informal so no member feels inhibited.</p> <p>Jenny Fay and Ian Johnston moved: <i>'That Board members note the results of the Survey of Board Members.'</i> - <b>CARRIED.</b></p>	
5.2	<p><b>Student Behaviour School policy:</b> Behaviour Management in Schools Policy 2013 (attachment 4) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• The policy is well presented and laid out.</li> <li>• The Board requested a presentation of the 2012 Suspension and Attendance data.</li> <li>• An audit of Behaviour Management is scheduled for 27 August 2013.</li> <li>• A suggestion was made to encourage parent involvement in an effort to set positive role models.</li> <li>• MLSHS is committed to offering parents innovative intervention opportunities eg: Work shadowing.</li> </ul> <p>Jo Furness and Andy Outten moved: <i>'The Board endorses the Behaviour Management in Schools Policy.'</i> - <b>CARRIED.</b></p>	<p>Jenny to proof read Behaviour Management policy and correct grammatical errors.</p> <p>Milton to present 2012 Suspension and Attendance PowerPoint at the next meeting.</p>
5.3	<p><b>1:1 Notebook Rollout 2014 and beyond:</b> MLSHS Notebook Use Policy (attachment 5) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• DoE regulations stipulate that a school must not recommend suppliers to parents. Parents will be required to purchase a designated device from a supplier of their choice.</li> <li>• Parents will need to consider: <ul style="list-style-type: none"> <li>– Supplier comparisons: Which supplier gives the best deal?</li> <li>– Financial alternatives: To lease or buy outright?</li> <li>– Insurance coverage: Is my notebook covered for loss or repairs? Do I need a separate insurance plan?</li> <li>– Service arrangements: Will my notebook be repaired locally or will it be sent over East? What are the turnaround times? Is there a cost?</li> </ul> </li> <li>• The school is looking to produce a Notebook Policy booklet and provide supplier information in summary form. The supplier information could include where located, hours of operation, repair process, finance and insurance options and possibly price.</li> <li>• The school has informed parents that there will be a change to the current computer model commencing 2014. It is envisaged that the new computer model will be offered to all year groups in term 4, 2013 and early 2014.</li> <li>• Existing Middle School and returned Year 12 laptops will form a "bank" of computers. These may be used "in school" only or distributed to families experiencing financial hardship.</li> <li>• The Board thanked Martin for the tremendous amount of work he has undertaken to help resolve this matter.</li> </ul> <p>Jenny Fay and Rachel McGirr moved: <i>'The Board notes the intention and progress with regard to the 1:1 Notebook Rollout for 2014 and beyond.'</i> - <b>CARRIED.</b></p>	<p>Martin to continue investigations and provide information at the next meeting.</p>
<b>6.0</b>	<b>Other Business</b>	
	Amended ToR (attachment 6) provided for information only.	
<b>7.0</b>	<b>Next Meeting</b>	
	Meeting scheduled for 16 September 2013 in the Warren Daniel Conference Room.	Agenda items to Jenny or Ian.
<b>8.0</b>	<b>Roundtable evaluation of the meeting</b>	
	Very good.	
<b>9.0</b>	<b>Meeting Close/Adjournment/Next meeting</b>	
	The meeting was closed by Jenny at 8:30pm. The next meeting will be at 6:30pm, 16 September 2013 in the Warren Daniel Conference Room.	

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

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