

**Minutes of Meeting 2 of 2014**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 24 March 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, Prof Trevor Cullen, ECU - Community Representative, Andy Outten - Staff Representative, Ian Johnston - Staff Representative, Jadviga Kobryn-Coletti - Student Representative, Milton Butcher - Co-opt Member, Donna Gardiner- Staff Representative, James Watson - Parent Representative, India Hickey - Student Representative, Sonja Davidson, Darryl Ferguson, Chris Nicoli – Observers.

<b>1.0</b>	<b>Welcome and apologies</b>	<b>ACTIONS</b>
1.1	Opening/welcome: The meeting was opened by Jenny Fay at 6:30pm.	
1.2	Apologies: Rebecca Sampson, Student Representative	
1.3	Confirmation of agenda: The Board confirmed the agenda.	
<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. 2 agenda.	
<b>3.0</b>	<b>Minutes of previous meeting</b>	
3.1	Review minutes of previous meeting. Jenny Fay presented to the Board the minutes of the 17 February 2014 meeting (attachment 1) for approval. Andy Outten and Jo Furness moved: <i>'The Board endorses the minutes of the previous meeting as complete and accurate.'</i> – <b>CARRIED.</b>	
3.2	Actions arising from the previous meeting. Nil.	
<b>4.0</b>	<b>Annual General Meeting</b>	
4.1	<p><b>Annual Report of the Chair of the Board:</b>            Jenny presented the Chairman's Report to the Board (attachment 2).</p> <ul style="list-style-type: none"> <li>• Events included three people in the role of Principal, a new Business Manager and budgetary cuts.</li> <li>• The Board was involved in the review of the School Business Plan (SBP), the Behaviour Management Policy, Drug Policy, Attendance and Suspension report and NAPLAN/WACE results.</li> <li>• It endorsed budgets, Finance Committee approvals, the Delivery Performance Agreement and amendments to SBP targets.</li> <li>• There was also involvement in the suspension of timetable for Parent Interview days, panel participation for staffing positions, laptop rollout planning, parking issues and participation in the Board survey.</li> <li>• Jenny thanked the Principal, Executive, Business Manager, Finance Committee and P&amp;C for their work. The contribution of Glenn Scott, Ian Johnston, Neil Hudson, Milton Butcher and Sue Faranda was formally recognised. Thanks were extended to retiring and continuing members. New members were welcomed.</li> </ul> <p>Jo Furness and Ian Johnston moved: <i>'The Board notes the Annual Chairperson's report.'</i> - <b>CARRIED.</b></p>	
4.2	<p><b>Confirmation of Members:</b>            Martin Dempsey and Rachel McGirr moved: <i>'The Board confirms the appointment of Donna Gardiner as Staff Member, India Hickey as Student Member, James Watson as Parent Member and Jo Furness as P&amp;C Member of the Board.'</i> - <b>CARRIED.</b></p>	
4.3	<p><b>Election of Members of the general community and Co-opt Member.</b>  <i>'Jenny Fay nominates Don Rowe for Member of the general community.'</i>            Martin Dempsey moved. - <b>CARRIED.</b>  <i>'Jo Furness nominates Jenny Fay for Member of the general community.'</i>            Rachel McGirr moved. - <b>CARRIED.</b>  <i>'Don Rowe nominates Milton Butcher for Co-opt Member of the School Board'</i> Jo Furness moved. - <b>CARRIED.</b></p>	
4.4	<p><b>Election of Chair and appointment of Secretary:</b>  <i>'Rachel McGirr nominates Jenny Fay for Chair.'</i> James Watson moved. - <b>JENNY FAY ELECTED CHAIR.</b>  <i>'Jenny Fay nominates Lea Fairfoul-Hutcheon for Secretary.'</i> Martin Dempsey moved. - <b>CARRIED.</b></p>	

4.5	<p><b>Acknowledgement of Retiring Members:</b></p> <ul style="list-style-type: none"> <li>Jenny thanked Andy Outten, Neil Hudson and Rebecca Sampson for the enormous amount of time and expertise they have contributed. Jenny Fay and Lea Fairfoul-Hutcheon moved: <i>'The Board thanks formally retiring members of the School Board.'</i> - <b>CARRIED.</b></li> </ul> <p>Rebecca has recently been diagnosed with Leukaemia. The Board wishes Rebecca and her family the very best.</p>	Lea to write a letter of thanks to retiring members on behalf of the Board.
5.0	<b>Reports and Operational Matters</b>	
5.1	<p><b>Financial Report:</b></p> <p>The 2014 Financial Reports and Finance Committee Funding Application Forms (attachment 3) were tabled and discussed.</p> <p><b>Comparative Budget Report</b> - Budget is now 'fixed'. Outstanding Contributions and Charges will be followed-up shortly. \$16,000 budgeted to cover postage, \$4355.76 expended to date. S&amp;E budget to be increased. Balance of Unallocated accounts - \$108,102.00.</p> <p><b>One Line Budget Calculator/School Enrolment and Staff information Sheets/Schools Resourcing Budget Statement/Consolidated Finance Reports</b> - Total School Flexible Salary Allocation - \$11,995,521.00. Total Contingencies - \$1,033,504.19. 2014 Teacher FTE allocation - 84.35. Total school enrolments - 1312. Projected salary expenditure - \$13,000,455.00.</p> <p>Ian Johnston and Trevor Cullen moved: <i>'The Board notes the Finance report.'</i> - <b>CARRIED.</b></p> <p>Martin Dempsey and Jo Furness moved: <i>'The Board endorses the Finance Committee's decision to approve the allocation of up to \$25,000 for the employment of a 0.5FTE IT Support Assistant from the Technology and Innovation fund.'</i> - <b>CARRIED.</b></p> <p>Don Rowe and Trevor Cullen moved: <i>'The Board endorses the Finance Committee's decision to approve the funding of the 2014 Athletics tutor program from the Literacy and Numeracy Innovation fund.'</i> - <b>CARRIED.</b></p>	
5.2	<p><b>Principal's Report:</b></p> <ul style="list-style-type: none"> <li><b>Successes</b> - Year 12 Ball, MicroBlitz, Year 8 and 10 Parent/Teacher BBQs, Middle School Rivercruise, Interim reporting, House and Interschool swimming carnivals, Rottnest Outdoor Ed camp, Languages/Music soirees and arrival of 20 visiting Japanese students.</li> <li><b>Aboriginal Education</b> - Follow the Dream Co-ordinator selected. Welcome to Bridgid Lafferty. The AEP students presented to a small group including Colonel Paige.</li> <li><b>Attendance</b> - The Department has created a 'K' code to identify when students are absent on a family vacation.</li> <li><b>DeeKaf</b> - Work commencing on ceiling and ducting repairs.</li> <li><b>ECU</b> - A meeting was held to discuss parking, cleaning and the use of the Gym. Parking signage has been installed in Leoroyd Street.</li> <li><b>Vandalism</b> - Vandals have been tagging and damaging the school.</li> <li><b>Parent feedback</b> - Feedback on Year 8 BBQ, early close for Year 11s and Mount Lawley App has been very positive.</li> <li><b>MicroBlitz</b> - The organisers made comment that the contribution of our students was outstanding and instrumental to the success of the event. W/Prof Andy Whiteley will present at an assembly.</li> <li><b>IPS Review</b> - First meeting was held today. Thanks to Jenny and Ron Pearce for their contribution. A further two day review to take place.</li> <li><b>Year 6/7</b> - A Parent focus group meeting has been held. This is being followed up by parent evenings at ECU. Timetabling and rooming being firmed up.</li> <li><b>NAPLAN</b> - Preparation for testing has commenced.</li> <li><b>Staffing changes</b> - Retirements: Peter Stotzer and Greg Baker. Secondment: Terry Mitchelmore. New staff: Rachel Amonini.</li> <li><b>Vacant positions</b> - School Officer selection nearing completion. Cleaner/Cleaner-in-Charge positions in progress. 0.2FTE Gardiner position in re-deployment process. English HoLA and Year 7 Teacher pool to be advertised.</li> </ul> <p>Don Rowe and Ian Johnston moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	

5.3	<p><b>Student Representative Report:</b>  <b>Jadviga Kobryn-Coletti</b></p> <ul style="list-style-type: none"> <li>• Early leave for Year 11s has been very helpful. Students are using the time to do extra tuition with teachers and/or study.</li> <li>• Elevate's follow-up session on time management was very helpful.</li> <li>• Arts Festival is next week. Students are looking forward to the event.</li> <li>• Year 10/11 Mock trial teams won their cases. Second trial is next term.</li> <li>• Middle School Rivercruise was well enjoyed.</li> </ul> <p><b>India Hickey</b></p> <ul style="list-style-type: none"> <li>• Elevate Program has helped with how to handle increased study load.</li> </ul> <p>Lea Fairfoul-Hutcheon and Jo Furness moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	<p>Jenny to follow-up re-formation of the Student Council with Neil Hudson.</p> <p>Jadviga to discuss Mock trial schedule/exam clash with Ian Johnston.</p>
5.4	<p><b>Staff Report:</b>  <b>Donna Gardiner</b></p> <ul style="list-style-type: none"> <li>• <b>Elevate Program</b> - Students engaged. Final session in April.</li> <li>• <b>OLNA testing</b> - Practice session and first round completed.</li> <li>• <b>Activities</b> - Nine debating teams. Basketball team won. High tea by Hospitality students. Sea Explorers engaging with selected Year 10/11 boys. Japanese cultural evening. Photo day. Wellington Cadet camp.</li> <li>• <b>Staffing</b> - EA selection process complete. Jake Higginson and Jenni Di Pardo have commenced. AIEO pool being worked through.</li> <li>• <b>Upcoming events</b> – Italian culture evening, Outdoor Ed Sailing, High Achievers breakfast, WACE parent talk, Middle School Rewards Day, Shark Bay Cadet camp, ANZAC and Ex POW services.</li> </ul> <p><b>Ian Johnston</b></p> <ul style="list-style-type: none"> <li>• Year 10 BBQ successful. Good attendance by parents and teachers.</li> <li>• Year 12 Prefects have undergone training.</li> <li>• Interim report night had high attendance but an element of frustration regarding time restraints. Working party established to refine format.</li> <li>• SS exams - Week 4/5 Term 2. Timetable to be released shortly.</li> </ul> <p>James Watson and Don Rowe moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
5.5	<p><b>P&amp;C Report:</b></p> <ul style="list-style-type: none"> <li>• The AGM has been held. Office Bearers: Ron Pearce - President, Jo Furness - Vice President/Acting Treasurer, Secretary - yet to be filled.</li> <li>• The P&amp;C accounts are being prepared ready for an upcoming audit.</li> <li>• Funding requests for the Achievement Centre and 2015 School Diaries tabled for the next meeting due to the absence of the Treasurer.</li> <li>• Sub-Committees: Music - Soiree successful. Looking to expend funds. Languages - Soiree successful. Possibly no German or Indonesian in the future. SVAPA - Camp well received. Planning for Art Auction.</li> </ul> <p>Martin Dempsey and Ian Johnston moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
<b>6.0 Discussion items</b>		
6.1	<p><b>School Budget for 2014</b></p> <p>The 2014 School Budget and supporting documentation (attachment 4 and 5) were tabled and discussed. This budget was been approved by the Finance Committee on 5 March 2014.</p> <p>Don Rowe and Jo Furness moved: <i>'The Board endorses the 2014 One Line Salary Budget.'</i> - <b>CARRIED.</b></p> <p>Don Rowe and Jo Furness moved: <i>'The Board endorses the 2014 Contingencies Budget.'</i> - <b>CARRIED.</b></p> <p>Don Rowe and Jo Furness moved: <i>'The Board endorses the 2014 School Budget.'</i> - <b>CARRIED.</b></p>	
6.2	<p><b>School Business Plan 2012-2014 Target Achievement, 2014 Report:</b></p> <p>The School Business Plan 2012-2014 Target Achievement, 2014 Report (attachment 6) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• Excellent results in NAPLAN, MSE9 and outside competitions.</li> <li>• Top 50 DoE school not achieved. Strategies in place to achieve this.</li> <li>• The school is addressing student bullying. Attendance is a focal point.</li> </ul> <p>Jadviga Kobryn-Coletti and India Hickey moved: <i>'The Board endorses the School Business Plan 2012-2014 Target Achievement, 2014 report.'</i> - <b>CARRIED.</b></p>	<p>Jo Furness to raise the issue of unauthorised absences at the next P&amp;C meeting.</p>

6.3	<p><b>Year 7 Building update</b></p> <ul style="list-style-type: none"> <li>• Slabs are in the process of being laid. Slightly behind schedule.</li> <li>• Music rooms have been completed and will be handed over this week.</li> </ul> <p>Martin Dempsey and Rachel McGirr moved: <i>'The Board notes the Year 7 building update report.'</i> – <b>CARRIED.</b></p>	
6.4	<p><b>Reporting to Parents Day - 3 July 2014</b></p> <p>The Board was asked to endorse the submission of a request to suspend the school's timetable on Thursday, 3 July 2014.</p> <ul style="list-style-type: none"> <li>• A Careers Expo will be incorporated into the day's activities.</li> <li>• Parents will be given the opportunity to access teachers for a full day.</li> </ul> <p>James Watson and Don Rowe moved: <i>'The Board endorses suspending the school's timetable for a Careers Day and Reporting to Parents.'</i> – <b>CARRIED.</b></p>	Lea to submit request to the Regional Executive Director.
6.5	<p><b>Annual School Report for 2013</b></p> <p>The Annual School Report (attachment 7) was tabled and discussed. The Board accepted the proposed format of the 2013 Annual School Report. It was understood that if the document require amendment it would be brought down from the website and re-uploaded following the next School Board meeting.</p> <p>Martin Dempsey and James Watson moved: <i>'The Board notes the Annual Report for 2013 subject to the correction of typographical errors.'</i> – <b>CARRIED.</b></p>	<p>Lea to edit the Annual Report for 2013, correct typographical errors and publish on DoE website.</p> <p>Final version of 2013 Annual Report to be endorsed at the next meeting.</p>
6.6	<p><b>Parent Funded Model and current laptop position:</b></p> <p>A draft Parent Funded Notebook Student Use Policy (attachment 8) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• A parent funded model will be rolled out as a means of building sustainability into the provision of ICT.</li> <li>• The provision of information via seminars, newsletters etc. is essential.</li> <li>• Current Year 10s will be provided with school laptops.</li> </ul> <p>Martin Dempsey and James Watson moved: <i>'The Board notes the report.'</i> – <b>CARRIED.</b></p>	Jo Furness to inform the ICT Committee that Apple gives educational discounts.
6.7	<p><b>Sponsorship of the Institute of Chartered Accountants (ICA).</b></p> <p>Documents for an incoming sponsorship to a public school and Risk Assessment (attachment 8 and 9) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• ICA indicated an amount of \$110.00pa (inc. GST) to be available for sponsorship.</li> <li>• There were no real, perceived or potential conflicts of interest experienced by any member in relation to ICA.</li> </ul> <p>Ian Johnston and Jo Furness moved: <i>'The Board endorses the sponsorship arrangement and requests the Chair to sign the agreement.'</i> – <b>CARRIED.</b></p>	
<b>7.0</b>	<b>Other Business</b>	
7.1	<p><b>Alumni:</b></p> <ul style="list-style-type: none"> <li>• The Sea Explorers are predominantly from the Class of '69 and '68. They not only donate their time but also fuel for the boats and cars.</li> <li>• It was suggested to expand this avenue of assistance.</li> </ul>	Jenny to write a letter of thanks to the Sea Explorers on behalf of the School Board.
7.2	<p><b>IPS Review meeting:</b></p> <ul style="list-style-type: none"> <li>• School Board Representatives, Don, James, Martin, Rachel and Jenny to meet Reviewers on Thursday, 3 April 2014 at 1:00pm.</li> <li>• Parent Representatives, Jo and five others to meet Reviewers on Thursday, 3 April 2014 at 2:00pm.</li> </ul>	Jo and Sue to co-ordinate parent representatives.
7.3	<p><b>Change of meeting date and visibility of email addresses:</b></p> <ul style="list-style-type: none"> <li>• Meeting scheduled for 23 June 2014 to be changed to 16 June 2014.</li> <li>• Email addresses to be made visible to School Board members.</li> </ul>	
<b>8.0</b>	<b>Next Meeting</b>	
	Meeting scheduled for 19 May 2013 - Warren Daniel Conference Room.	Agenda items to Jenny/Lea.
<b>9.0</b>	<b>Meeting Close/Adjournment/Next meeting</b>	
	The meeting was closed by Jenny at 8:35pm. The next meeting will be at 6:30pm, 19 May 2014 in the Warren Daniel Conference Room.	

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

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