

Minutes of Meeting 5 of 2014
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 18 August 2014 at 6:30pm

ATTENDEES: Lea Fairfoul-Hutcheon - Principal, Jenny Fay - Community Representative (Chair), Rachel McGirr - Parent Representative, James Watson - Parent Representative, Jo Furness - P&C Representative, Donna Gardiner - Staff Representative, Ian Johnston - Staff Representative, India Hickey - Student Representative.

1.0	Welcome and apologies	ACTIONS
1.1	Opening/welcome: The meeting was opened by Jenny Fay at 6:30pm.	
1.2	Apologies: Prof Trevor Cullen, ECU - Community Representative, Don Rowe - Community Representative, Jadviga Kobryn-Coletti - Student 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. 5 agenda.	
3.0	Minutes of previous meeting	
3.1	Review minutes of previous meeting. Jenny Fay presented to the Board the minutes of the 16 June 2014 meeting (attachment 1) for approval. Jo Furness and Ian Johnston moved: <i>'The Board endorses the minutes of the previous meeting as complete and accurate.'</i> – CARRIED.	
3.2	<p>Actions arising from the previous meeting (attachment 2):</p> <ol style="list-style-type: none"> 1. Re-formation of the Student Council: There have been two meetings. Areas of concern were discussed. Possible solutions included: <ul style="list-style-type: none"> • Encourage more engagement. • Provide additional training so students understand their obligation. • MS to schedule more meetings. • Ask council groups to submit a year focus. • Create a vertical form group of prefects/councillors. • Run social events to engender some work ethics. 2. National Survey: It is compulsory to run the National Survey every two years. The survey will be held this year in addition to the survey run in previous years. <p>Rachel McGirr and India Hickey moved: <i>'The Board notes action list items 1 and 2 as completed.'</i> - CARRIED.</p>	<p>Jenny to attend the next whole school student council meeting. Donna to organise the visit in conjunction with Neil.</p> <p>Lea to determine if additional questions can be added to the electronic surveys.</p> <p>Lea to ensure that the number of surveys requiring completion is relayed to parents.</p>
4.0	Reports and Operational Matters	
4.1	<p>Financial Report: The 2014 Period 8 Comparative Budget Report, Schools Resourcing Budget Statement, Voluntary Contributions Collection Rate Report Financial Summary, Consolidation Financial Report and Flexible Salary Monthly Summary and (attachment 3) were tabled and discussed.</p> <p>Comparative Budget Report: The shortfall in Contributions and Charges was discussed.</p> <ul style="list-style-type: none"> • Debt Collector to be engaged as per minutes dated 16 June 2014. • Postage continues to be topped up. Expenditure to date \$15,931.16. • Balance of Unallocated Account is \$78,848. This has reduced to \$49,245 as of 18 August 2014. <p>Schools Resourcing Budget Statement:</p> <ul style="list-style-type: none"> • July Gateway payment has been received. • October Gateway payment will contain VET funding only. <p>Voluntary Contribution Collection Rate Report:</p> <ul style="list-style-type: none"> • Voluntary Contributions (Incl. Education Program Allowance (EPA)) Years 8 to 10: 75.49%. • Subject Charges Years 11 to 12 (Incl. EPA): 72.45% • Overall Subject Charges Years 8 to 12: 70.8%. 	

	<p>Financial Summary:</p> <ul style="list-style-type: none"> Contingencies Expenditure – Budget vs Actual: Salary payment to Central Office will be sent later in the year. <p>Consolidated Financial Reports and Flexible Salary Monthly Summary:</p> <ul style="list-style-type: none"> The Project Variance is (-\$876,643). This will be covered by the \$572,800 in D8920 SFSA Payment (School Funds) and outstanding salary budget adjustments of \$357,286. <p>Additional requests:</p> <ul style="list-style-type: none"> The SVAPA Committee requested the addition of a Voluntary Approved Request. This request was declined. <p>Ian Johnston and Jo Furness moved: <i>‘The Board endorses the Finance Committee’s decision to approve the allocation of \$1,650 for The West Australian – Archive Digital Edition multi-user licence from the Technology and Innovation Initiative fund.’ - CARRIED.</i></p> <p>Ian Johnston and Jo Furness moved: <i>‘The Board endorses the Finance Committee’s decision to approve the allocation of \$3,300 for teacher relief for 6 English teachers required to supervise the Write a Book in a Day competition from the Literacy and Numeracy Innovation Initiative fund.’ – CARRIED.</i></p> <p>Ian Johnston and Jo Furness moved: <i>‘The Board endorses the Finance Committee’s decision to approve the funding of 3 x 70” LCD Monitors and Wall Brackets at a cost of \$3,000 each from the Technology and Innovation Initiative fund.’ - CARRIED.</i></p> <p>An alternative report to that of the Comparative Budget report was requested.</p> <p>Consideration to be given to fundraising and apply for Lotterywest grants to purchase items such as large TVs.</p> <p>Donna Gardiner and Ian Johnston moved: <i>‘The Board notes the Finance report.’ - CARRIED.</i></p>	<p>James to present the Scout Association of WA financial report to Lea and Jenny for consideration.</p> <p>Lea to contact a Business Manager at another school to see what other schools do.</p> <p>James to take the fundraising and grant concept to the P&C and its sub-committees.</p>
4.2	<p>Principal’s Report:</p> <p>The Principal’s Report was presented. See Appendix A.</p> <ul style="list-style-type: none"> Five students to be offered a position in the Aboriginal Excellence Program. Mount Lawley PS is on track to depart our grounds in December 2014. Executive staff will undertake 360° Feedback. A MLSHS student was injured outside of school. He is progressing reasonably well and is in good spirits. Don Rowe will be moving to the RSL homes in Alexander Drive. Milton has suggested naming the Year 12 Media Production and Analysis Award after Don. The Don Rowe Media Production and Analysis Award will commence this year. <p>Naming rooms after long served volunteers:</p> <ul style="list-style-type: none"> Milton has requested that the Board give consideration to the proposal of naming several rooms after long served volunteers. The Board agreed to the proposal unanimously. <p>Jenny Fay and James Watson moved: <i>‘The Board endorses naming certain rooms after volunteers.’ - CARRIED.</i></p> <p>India Hickey and Rachel McGirr moved: <i>‘The Board notes the report.’ - CARRIED.</i></p>	<p>Draft 2015/2017 Business Plan to be presented to the Board in due course.</p> <p>Milton Butcher to take the endorsed proposal of naming rooms to David Axworthy, Deputy Director General, Schools for approval.</p>
4.3	<p>Student Representative Report:</p> <p>India Hickey</p> <ul style="list-style-type: none"> School reports went out last term. Jeans for Genes Day was very successful. Everyone enjoyed the World Cup Soccer competition. Cambodia Tour was very successful. Activities included: Fundraising, arranging the distribution of donated clothes/toys and donating bikes to enable the Co-ordinator to set up a bike hiring business. 	

	<ul style="list-style-type: none"> • Year 9 Information Night was very beneficial and helpful. • Isaak Wesson participated in a WAAPA workshop. • Dante Alighieri Italian exams were held. • Outdoor Education students went to John Forrest National Park. • Some revision classes have been made available for students. • ICAS Mathematics competition has been held. <p>Lea Fairfoul-Hutcheon and Jo Furness moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
4.4	<p>Staff Report: Donna Gardiner</p> <ul style="list-style-type: none"> • Year 11 and 12s invited to do weight training with Youth Elite. • Year 11s and their parents have had Reflections Connections Directions (RCD) meetings with the School Psychologist. • There have been Maths competitions and Science Olympiads in both chemistry and biology. • Year 11 Outdoor Education students went on a 20km trek. • Year 11 Mock trial team is in the quarter finals tonight. • Follow the Dream and ATAS students went to ECU and listened to four Aboriginal motivational speakers. • Year 9 to 10 Transition night was held along with subject visits from Program Co-ordinators. Excellent feedback received. • SVAPA workshops have been held on weekends. • ABODA music festivals are starting this weekend. • Students are encouraged to 'Climb for a Smile' and join the City to Surf. • Cadets Camp and excursion to Shark Bay are scheduled. • Street Fourz afterschool activities start next week. • The trimester changes in Middle School soon. • Upcoming events: High Achievers' Breakfast with Janet Holmes à Court as the special guest and the Year 12 Quiz Night. <p>Ian Johnston</p> <ul style="list-style-type: none"> • BHP Billiton and Sister School partnership with Hedland SHS. <ul style="list-style-type: none"> – Just returned from visiting Hedland along with twelve Year 12 students. Students gained a great deal from the experience. • Honours Society Induction <ul style="list-style-type: none"> – Fifteen students to be inducted into the Honours Society. – The Honours Society will be used to motivate Year 11 students to achieve to their full potential. • OLNA Testing <ul style="list-style-type: none"> – There are 70 students who have yet to pass the test. Time and resources have been invested to prepare these students for the next round of testing. – Lety Ognenis, a current parent and teacher, has kindly volunteered to work with students in the area of literacy. <p>Jo Furness and India Hickey moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	<p>Jenny to email Year 10 Speech Award information to Steve Raphael.</p> <p>Volunteers are always welcome at the school. Any interest people to be referred to the school.</p>
4.5	<p>P&C Report:</p> <ul style="list-style-type: none"> • Profit from the Art Auction was \$20,236.11. This will be split equally between Music and SVAPA. • Music Camp went well. Consideration is being given to the cost. • Music Concert also went well. Improvements will be instituted next year. • P&C approved funding the following requests: <ul style="list-style-type: none"> – WACSSO fees - \$1,332.96 – PA system - \$4,129.00 – Resources for special needs students - \$2,530.00 • Languages Expo was a success. • Languages Committee would like a Voluntary Approved Request added to C&Cs. This request will be taken to the Finance Committee. • The P&C currently has \$90,000 available for expenditure. They are looking to fund a large project such as an auditorium/outside stage area with shaded seating. Investigations are in progress. 	<p>Jo Furness to investigate the possibility of applying for a Lotterywest grant.</p>

	<ul style="list-style-type: none"> Uniform Committee met with Nell Gray to discuss uniform options. There was a discussion regarding suggested changes. It was noted that some members of the Uniform Committee were not in favour of changing the jumper. Generally Board members were in favour of the change, however, there was concern about the school's image. <p>James Watson and Ian Johnston moved: <i>'The Board endorses the change of fabric and phasing in of colour requirements for the polo shirt.'</i> – CARRIED.</p> <p>India Hickey and James Watson moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	<p>Jo to conduct further investigations and take feedback to the Uniform Committee.</p>
5.0	Discussion items	
5.1	<p>Student Centred Funding Model:</p> <p>A Student Centred Funding Model and One Line Budget brochure (attachment 4) was tabled and discussed.</p> <ul style="list-style-type: none"> This brochure is provided for information. Page 3 - The Focus for Change: Specifies the categories that attract funding. Page 4 - Targeted Initiative: MLSHS has two; Gifted and Talented (GAT) and Follow the Dream (FTD). Page 5 - Independent Public Schools will continue to have a separate governance arrangement between the DG, principal and chair of the school board. The School Resource Agreement will be an addendum to the Delivery and Performance Agreement. Back page shows the advertising that the school must provide a link to on its website. The school has received a preliminary summary. Conservative numbers for next year have been inputted revealing no significant difference in funding per capita. Final figures will not be known until February 2015. <p>James Watson and India Hickey moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
5.2	<p>School Business Plan 2012-2014 Target Achievement Report:</p> <p>The School Business Plan 2012-2014 Target Achievement report (attachment 4) was presented and discussed.</p> <p>Better Academic Achievement:</p> <p>A report will be given on this priority at the end of the year when Year 12 data is available.</p> <p>Pedagogy:</p> <ul style="list-style-type: none"> 100% of teachers identify one area of pedagogy to improve. <ul style="list-style-type: none"> Comment added: AITSL standards used in performance managements documents. Full implementation will occur in 2015. Line manager PM to include observation. A yes/no survey was conducted through leaders asking: Do all of your staff have a goal related to pedagogy included in their performance management? All but one learning area has achieved this. <p>Student Wellbeing:</p> <ul style="list-style-type: none"> Increase attendance rates to above 90% in all years. <ul style="list-style-type: none"> Comment added: Attendance Committee formed late Term 2. <p>Partnerships:</p> <ul style="list-style-type: none"> The school engages with providers to develop appropriate courses for students. <ul style="list-style-type: none"> Performance 2012 data amended to 15 RTOs. Performance 2013 data amended to 10 RTOs. Comment added: 12 RTOs in 2014 BHP Billiton and Sister School partnership with Hedland SHS. <ul style="list-style-type: none"> BHP Billiton has agreed to fund the Sister School relationship for a further year. The budget allocation will be \$80,000. The program will incorporate staff going between the two schools for support, small group moderation and Year 12 revision programs. 	<p>Lea to provide AITSL standards document to Board Members at the next meeting.</p> <p>Lea to add comment detailing BHP Billiton partnership.</p>

	<ul style="list-style-type: none"> 40% of parents take up the offer of Parent Connect. <ul style="list-style-type: none"> Comment added: 43% (15/08/14). Target has been met. Aspirational target yet to be achieved. <p>Rachel McGirr and James Watson moved: <i>'The Board notes the School Business Plan 2012-2014 Target Achievement report.'</i> – CARRIED.</p>	
6.0	Other Business	
6.1	<p>WA Seniors Awards: The Rotary Club of North Perth would like to nominate Don Rowe for a WA Seniors Award. In addition to his community work at MLSHS Don has worked with several Rotary Clubs to send containers of supplies to Timor L'Este. He is well deserving of this recognition.</p> <p>James Watson and Ian Johnston moved: <i>'The Board endorses the nomination of Don Rowe for a WA Seniors Awards.'</i> – CARRIED.</p>	Jenny to co-ordinator the nomination of Don Rowe for a WA Seniors Award.
6.2	<p>IPS Training: James, Rachel and Lea attended IPS training. Topics included:</p> <ul style="list-style-type: none"> Roles of Board Members including the regulatory framework under which it sits. The opportunities. i.e. How the Board can do more to help the school by reaching out into the community and developing partnerships. Aggressive recruiting of people with specific skill sets. Milton is very good at doing this. All the formats and processes of the MLSHS Board run well. 	<p>Lea to identify opportunities to recruit people with expertise.</p> <p>Jenny to approach other School Boards and request Board Member visits.</p>
7.0	Next Meeting	
	Meeting scheduled for 15 September 2014 - Warren Daniel Conference Room.	Agenda items to Jenny Fay/Lea Fairfoul-Hutcheon.
8.0	Roundtable evaluation	
	Very productive meeting.	
9.0	Meeting Close/Adjournment/Next meeting	
	The meeting was closed by Jenny at 8:45pm. The next meeting will be at 6:30pm, 15 September 2014 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 18 August 2014
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Successes	<ul style="list-style-type: none"> ▪ World Cup Soccer ▪ Jeans for Genes day ▪ Year 9 Healthy Food expo ▪ 25 Japanese exchange students and 5 Italian exchange students ▪ Donation of shed for Bike Club by Bunnings ▪ Vanessa Vljakovic Yr 11 has been awarded a City of Stirling Youth Award ▪ Madison Birch awarded a City of Bayswater Scholarship ▪ Year 12 netball team: lost to 2 special netball schools. All results were between a 1 goal loss and 8 goal loss. The girls' spirit was amazing; they kept trying their hearts out. Lee Renner (coach of the century) said that the Year 12 girls were sad for the last game of their Mount Lawley Interschool netball career. "It was a pleasure to coach this wonderful team and they were a credit to themselves, their families and the school. The team progressed further than any other netball team has over the years, it was a feat to get to the finals!" ▪ Cambodia trip ▪ Year 8 carnival: very successful ▪ ICAS Maths competition ▪ Outdoor Ed expedition to John Forrest ▪ GAT induction Day ▪ BHP Billiton visit to Newman and Hedland ▪ Follow the Dream excursion to universities
Aboriginal Education	<p>Follow The Dream: interviews held for our Aboriginal Excellence Program. Phil and Bridgid have interviewed 9 students and their families with 2 more interviews to occur. Of these potential students, ten are Yr 6 students coming into Yr 7 with only one Yr 7 student going into Yr 8.</p> <p>Of the 11 families 7 are Out of Boundary applications. We hope to inform all families by the end of this term.</p> <p>The calibre of students has been extremely high, the process has been extremely successful and the long term benefits of gaining such high quality students into the AEP program will only strengthen Aboriginal Education at Mt Lawley and definitely value add to the Follow the Dream program, in years to come.</p>
Attendance	<p>Continues to be a focus.</p> <p>Year 8: 92.7% (92.6%)</p> <p>Year 9: 91.3% (89.7%)</p> <p>Year 10: 89.1% (88.6%)</p> <p>Year 11: 90.7% (90% ave)</p> <p>Year 12: 89.3% (89.7% ave)</p> <p>As of today, the whole school average is 90.6% = meeting one of our targets on attendance.</p> <p>We have established an attendance committee whose first job is to formulate the "policy" and then move onto formalising guidelines and procedures.</p> <p>In the past few weeks we have been able to make a difference thanks to the efforts of team members in Student Services.</p>
Building under construction	<p>Building progressing. Rain has been a factor in overall progress, however all is going to plan. The last concrete pour for Stage 2 has occurred. That completed all major concrete pours for the project. The first floor Stage 1 brickwork is completed (first</p>

	storey north building) and the bricklayers will be moving on to the first storey in the south building. Rain has slowed the brickwork progress. Structural steel for all roof sections is now completed and brickwork is continuing on the first floor. The internal area for the staff is almost complete with the furniture having been delivered.
Buildings and grounds	From John Hayes: The Proclamation for Learoyd street was gazetted on June 17 and since that date ECU has been managing the parking. The Manager Security and Traffic services reported the following: "Following a period of over two weeks with a Caution approach, we moved to a normal approach which saw up to 21 infringements issued in a day at one point. Now we are at the stage with student parking being no different to any other area on campus (1-2 infringements per day), with parking in the school no stopping and pick up zone infringements of up to one per day, if that. Anecdotally Phil advises that parents have been very complimentary of the changes directly to him."
Current enrolment	1282
Finances	<p>The new student centred funding model has been rolled out. Our business manager, Merylyn Harvey, has attended the PL and I am due to attend it in a couple of weeks.</p> <p>All of the information that we receive tells us that it is not possible to compare next year's dollars with this year's or any previous years as the funding model is different. The main issue for us at the moment is that we do not know how many students we will have.</p> <p>Census was done in early August and these numbers will assist us in determining funding for the beginning of next year and will be confirmed when census is done in February.</p> <p>We now have EFT which means that we will reduce the number of cheques that we are writing. This is a very good thing.</p> <p>The overall subject charge collection rate stands at 70.8%. Letters will be sent out soon. Voluntary contribution collection rate is currently 75.49%.</p>
IT	<p>The booklet has been distributed to incoming Year 7s and 8s and will be rolled out to other students in Term 4.</p> <p>The IT committee is now at the stage of looking at curriculum for Years 7-9 in accordance with the Australian Curriculum. As well as writing a scope and sequence document, we will also be embedding ICT into learning areas and working with teachers to facilitate this during Term 4.</p>
Middle School	<p>Preparing for 2015</p> <ul style="list-style-type: none"> • Enrolment process being finalised this week • Letters have been sent home • There will be some follow up • Music auditioning continuing • Parent focus group meeting in Week 7 • SAER communication has been happening since Term 2 • Mainstream starting this week • PS staff will complete information sheets on each student: PS and MLSHS staff will meet to talk about students • Curriculum development: 24 month process now in its final stages <p>MS general: progressing through Term 3 routines</p>

Network	Inglewood, Kyilla and Sutherland Dianella PS remain uninformed about their application for IPS status. There has been a delay in letting schools know.
P & C	Will be Monday, 25 August.
Principal's performance management	<p>Changes have been made to the Principals' Professional Review (PPR) for IPS. The feedback that we must collect is confidential 360° feedback; a survey of the school community in 2014 and 2016 and every second year onwards; and feedback from the DG based on the independent review of the school.</p> <p>Over the next few weeks I will be asking staff to complete the 360° feedback questionnaire. This has already been signalled to staff.</p> <p>Attended PL on Board training last term. Very beneficial.</p>
School community	Don Rowe is still in hospital. He has been visited by some school community members.
School planning	Our executive team met with Milton Butcher recently and began discussions around the next iteration of our business plan. It is unlikely that our priorities will be significantly different from those in the current business plan.
Staffing	<ul style="list-style-type: none"> • Mr Stephen Sibson has returned from extended sick leave. • Steve Raphael was successful in winning the English Program Coordinator position for the rest of the year. This position will be advertised later in the year as a permanent one given that the substantive occupant has won a position elsewhere. • Advertisements for pools in English, S & E, Maths, Science, Music, Languages, HPE, Drama, D & T, Home Ec and Media (as in all 12) have now closed and assessment of the applications is underway. • Melissa Frzop is on leave until the end of term and will be replaced by Sasha Hommen.
Trade Training Centre	I was unable to attend the last meeting but should attend the next one.
2015	We continue to be on track for our preparation for this. The Year 12 timetable has been done and the Year 11 is almost complete. We have had several planning meetings already regarding our staffing profile. There are numerous staff who have had interviews for other schools and we expect that this will continue.