

Minutes of Meeting 2 of 2016
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 21 March 2016 at 5:30pm

ATTENDEES:

Dr Jenny Fay (Chair) - Community Representative, Milton Butcher – Principal, Anne Tumak – Staff Representative, Michael Camilleri – Staff Representative, Jo Furness – P&C Representative, Nigel Becroft - Parent Representative, Madison Birch – Student Representative, Jason Kim – Student Representative, Dr Mandie Shean, ECU – Community Representative, Martin Dempsey – Community Representative, Warren Daniel - Alumni Co-ordinator – Visitor, Anne Gilchrist - Manager, Corporate Services – Visitor and Lee Loughnan (Minutes Secretary) .

1.0	Welcome and Apologies	ACTIONS
1.1	Opening: The meeting was opened by Jenny Fay at 5:30pm.	
1.2	Apologies: Jo Wynaden – Parent Representative	
1.3	Confirmation of Agenda: Confirmed	
2.0	Disclosure of Interests	
2.1	There were no conflicts of interest declared.	
3.0	Minutes of Previous Meeting	
3.1	The Minutes of the previous meeting held on 15 February 2016 (attachment 1) were tabled. Jo Furness and Madison Birch moved: <i>'The Board endorses the minutes of the previous meeting as complete and accurate.'</i> - CARRIED.	
3.2	Actions arising from the previous meeting. 1. Students' Recommendations - Michael Camilleri gave a report on his inquiry into students studying subjects against recommendations. The main group is English, which is a subject that must be studied. He will look at end of year results for trends. 2. Study Skills Workshop - Held for Year 11 and 12 students. Some felt that it was beneficial and others found it didn't help them. The formation of formal study groups from within their subjects to meet once or twice after school on a weekly basis. Setting up a study timetable around the work and sporting commitments. Martin Dempsey and Michael Camilleri moved: <i>'The Board notes action list item 1 as in progress and item 2 as completed.'</i> - CARRIED.	1. Mike to identify trends associated with English courses
3.3	Review minutes of previous Annual General Meeting. Jenny Fay presented to the Board the minutes of 16 March 2015 Annual General meeting (attachment 2) for approval. Michael Camilleri and Martin Dempsey moved: <i>'The Board endorses the minutes of the previous Annual General meeting as complete and accurate.'</i> - CARRIED.	
4.0	Annual General Meeting	
4.1	Annual Report of the Chair of the Board: Jenny Fay presented the Chairperson's Annual Report to the Board (attachment 3). The report included the Chair's request to see Board members identified when on school grounds and all year groups having a voice at Board meetings. The school remains in a sound financial position and the Principal and Business Manager were thanked for the ongoing management and for the production of the financial reports. A summary of the school's outcomes in areas such as teaching and learning, and partnerships was provided. Thanks were extended to outgoing Board members and continuing members. New members were welcomed. Jo Furness and Madison Birch moved: <i>'The Board notes the Chairperson's report.'</i> - CARRIED.	
4.2	Confirmation of Members: Milton Butcher and Mandie Shean moved: <i>'The Board confirms the appointment of Jo Furness as P&C Member of the Board.'</i> - CARRIED.	

	<p>Milton Butcher and Mandie Shean moved: <i>'The Board confirms the appointment of Anne Tumak as Staff Member of the Board.'</i> - CARRIED.</p> <p>Milton Butcher and Mandie Shean moved: <i>'The Board confirms the appointment of Nigel Becroft as Parent Member of the Board.'</i> - CARRIED.</p> <p>Milton Butcher and Mandie Shean moved: <i>'The Board confirms the appointment of Jason Kim as Student Member of the Board.'</i> - CARRIED.</p>	
4.3	<p>Election of Members of the general community and Co-opt Member: A local business man was intending to attend the meeting to "test the waters" however, he had a short notice appointment.</p> <p><i>'Jo Furness nominates Jenny Fay for Member of the general community.'</i> Milton Butcher seconded. - CARRIED.</p> <p>One Community Representative vacancy remains.</p> <p>Warren Daniel is a former student and Head of English at Mount Lawley SHS. He retired in 2014 and currently works part time at ECU and Mount Lawley SHS in NAPLAN review and as Alumni Co-ordinator.</p> <p><i>'Milton Butcher nominates Warren Daniel for Co-opt Member of the School Board'</i> Madison Birch seconded. - CARRIED.</p>	Community member to be recruited.
4.4	<p>Election of Chair and appointment of Secretary: <i>'Jo Furness nominates Jenny Fay for Chair.'</i> Martin Dempsey seconded. - JENNY FAY ELECTED CHAIR.</p> <p><i>'Jenny Fay nominates Milton Butcher for Secretary.'</i> Martin Dempsey seconded - MILTON BUTCHER APPOINTED SECRETARY.</p>	
4.5	<p>Acknowledgement of Retiring Members: James Watson, Ken Maley and Teale Warner were thanked for their contribution to the Board. Jenny Fay acknowledged the work of the retiring members and extended her personal thanks.</p> <p>Jenny Fay and Madison Birth moved: <i>'The Board thanks formally retiring members of the School Board.'</i> - CARRIED.</p>	Letter of thanks to be sent to retiring members on behalf of the Board.
5.0	Reports and Operational Matters	
5.1	<p>Finance Report: Anne Gilchrist, Manager, Corporate Services presented the Financial Report (attachment 4). This included the planning data for 2016 and the provisional allocation in the Preliminary Student Centred funding statement. There was a discussion of the proposed allocation.</p> <p>Martin Dempsey and Jo Furness moved: <i>'The Board notes the Finance report.'</i> - CARRIED.</p> <p>Jenny Fay and Martin Dempsey moved: <i>'The Board endorses the Finance Committee's decision to approve the funding of the Bicycle Program from the Literacy and Numeracy Innovation fund.'</i> - CARRIED.</p> <p>Jenny Fay and Martin Dempsey moved: <i>'The Board endorses the Finance Committee's decision to approve the funding of the Athletics Program from the Literacy and Numeracy Innovation fund.'</i> - CARRIED.</p>	A data plan for the Bicycle Program to be requested.
5.2	<p>Principal's Report: A verbal report was given on operational matters and school events, these included:</p> <ul style="list-style-type: none"> • Safe Schools Coalition: The school's position on this program was outlined. • Year 12 School Ball: Was enjoyed by all students who attended. Ball after parties are of concern. • House Swimming Carnival: Middle School – O'Connor. Senior School – Murdoch. Overall – Murdoch. • Interschool Swimming Carnival: The School was second in 'B' Division and so next year will be promoted to 'A' Division again. Three children won age group championships. • OLNA: Year 10-12 Literacy and Numeracy standards to achieve WACE. 	

	<ul style="list-style-type: none"> • Parent/Teacher Interviews: New model was trialled and feedback is being sought. Feedback from parents was that they were happy with the 5 minute interview time. 40% of parents attended. • Careers Expo: Well organised and seen as a winner! • High Achievers Breakfast: VET and WACE students attended breakfast today. Extended to Year 9 students this year. • Music and Language Soirée: Looking at creating uniforms for student helpers. • Year 10 Parent BBQ: Well attended. • Music Concert: Duncan Gairdner (classical guitarist) and Setsu Masuda (piano) played to 150 music students who were fascinated by the concert. • ECU: ATAR has been raised to 70. Need to work with universities in order to assist the students in transitioning into university. <p>Madison Birch and Jason Kim moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
5.3	<p>Student Representative Report: Verbal reports were given on student activities, these included:</p> <ul style="list-style-type: none"> • Swimming Carnival: Was a great success in moving up to A Division. • Maths and English Mentoring Program: Were very beneficial to students on an individual basis. <p>Mandie Shean and Nigel Becroft moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
5.4	<p>Staff Representative Report: Verbal reports were given on operational matters and school activities, these included:</p> <ul style="list-style-type: none"> • OLNA Testing: Took place over 4 days. The next round is September. • Year 8 River Cruise: Took place on the 15 March and the students had a good time. • Photo Day: Took place last Thursday. Photo catch up day scheduled for the 5 April. Due to an increase in student numbers, there are challenges in getting all the photography done over one day. • Arts Festival: Scheduled for 24 March. • Year 9 Building: Nominated for a design award with the Australian Institute of Architects. • Staffing: There are challenges in accommodating those staff who are required to take accrued LSL before the end of the year. Staff have a variety of options to consider. <p>Madison Birch and Jason Kim moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
5.5	<p>P&C Report: A verbal report was given on the P&C's activities, these included:</p> <ul style="list-style-type: none"> • The AGM took place and the elected office bearers are: President – Jo Furness, Vice President – Sharon Cockroft, Treasurer – Mark Westera, Secretary – Caroline Nelson and Minutes Secretary – Catherine Lee. • The 2015 Audited Financial Accounts were tabled and accepted. The Auditor reported that the accounts were in good order and the P&C is in a health financial position. It was moved that we appoint Ian McCallum as the auditor for 2016. • The guidelines for P&C Expenditure for 2016 were tabled and approved. • Each sub-Committee gave an overview of their activities for the previous year and all felt the year had been successful. Many sub-committees committed significant funds to the SVAPA, Music and Languages programmes provided to the students, and all commented on the dedication and hard work of the parent volunteers. • Most sub-committees still have their AGM to hold, so endorsement of office bearers for the Sub-Committees has been held over the next meeting. <p>Anne Tumak and Nigel Becroft moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	

6.0	Discussion Items	
6.1	<p>School Budget 2016: Anne Gilchrist presented the 2016 School Budget (attachment 5) and outlined the composition of the income categories and key expenditure areas. There was a discussion.</p> <p>The Chair thanked Anne for the good work she does with the School Budget.</p> <p>Jo Furness and Madison Birch moved: <i>'The Board endorses the 2016 School Budget.'</i> - CARRIED.</p>	
6.2	<p>Annual School Report 2015: The Annual School Report for 2015 (attachment 6) was tabled and discussed. The report will be completed shortly and an electronic meeting will be conducted to endorse it. It will then be submitted in accordance with Department requirements.</p> <p>Madison Birch and Jo Furness moved: <i>'The Board notes the progress of the Annual School Report for 2015.'</i> – CARRIED.</p>	Finalised Annual School Report to be re-circulated and endorsement sought via an electronic meeting.
6.3	<p>Alumni Project: Warren Daniel gave a report on his work with the alumni project. He is working on school records and compiling an alumni register. He works with the Chaplain in some areas and intends to publish an alumni newsletter.</p> <p>Jo Furness and Martin Dempsey moved: <i>'The Board notes the progress of the school's Alumni Project.'</i> – CARRIED.</p>	
7.0	Other Business	
	Nil	
8.0	Next Meeting	
	The next meeting is scheduled for 16 May 2016 at 5:30pm in the Warren Daniel Conference Room, MLSHS.	Agenda items to Jenny/Milton.
9.0	Roundtable evaluation of the meeting	
	Nil	
10.0	Meeting Close/Adjournment/Next meeting	
	The meeting was closed by Jenny at 7:20pm.	

Signed (Chair) _____
Jenny FAY

Date: _____