

Minutes of Meeting 3 of 2014
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 19 May 2014 at 6:30pm

ATTENDEES: Lea Fairfoul-Hutcheon - Principal, Rachel McGirr - Parent Representative (Chair), James Watson - Parent Representative, Martin Dempsey - Community Representative, Prof Trevor Cullen, ECU - Community Representative, Donna Gardiner - Staff Representative, Ian Johnston - Staff Representative, Jadviga Kobryn-Coletti - Student Representative, India Hickey - Student Representative.

1.0	Welcome and apologies	ACTIONS
1.1	Opening/welcome: The meeting was opened by Rachel McGirr at 6:30pm.	
1.2	Apologies: Jenny Fay - Community Representative (Chair), Jo Furness - P&C Representative, Don Rowe - 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. 3 agenda.	
3.0	Minutes of previous meeting	
3.1	Review minutes of previous meeting. Rachel McGirr presented to the Board the minutes of the 24 March 2014 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> – CARRIED.	
3.2	Actions arising from the previous meeting: 1. Thank you letters have been sent to past serving members. 2. Re-formation of the Student Council - In progress. 3. Suspension of timetable for Reporting to Parents Day approved. 4. Annual School Report uploaded to the Schools Online Website. 5. Thank you letter to Sea Explorer - In progress. Martin Dempsey and Ian Johnston moved: <i>'The Board notes action list items 1, 3 and 4 as completed and items 2 and 5 as in progress.'</i> - CARRIED.	Jenny Fay to report on items 2 and 5 at the next meeting.
4.0	Reports and Operational Matters	
4.1	Financial Report: The 2014 Period 5 Comparative Budget Report, Collection Rate Report, Consolidation Financial Report and School Resource Allocations Report (attachment 3) were tabled and discussed. Comparative Budget Report - Voluntary Contributions and Charges collection rates are disappointing. Statements went out at the end of last term. Reminder letters to go out before the end of the financial year. Education Program Allowance budget has been adjusted as application numbers lower than anticipated. Outstanding compulsory charges accounts will be sent to a Debt Collector at the end of the year. C1505, C1510, C1515, C1520, C1525 (Voluntary Approved Requests) contributions lower than anticipated. The first School Grant payment has been received. Final payment to be received at the beginning of Term 3. D6250 (Cadets) grant received. Accounts exceeding budgets to be cleared from the unallocated budget with the exception of D2492 (Software). D4920 (Student Laptop Expenses) to clear from outstanding insurance claims. Student Funded Account management being monitored. N2605 (Sundry Creditors) being cleared. Balance of Unallocated Account \$82,680. Consolidated Finance Report and School Resource Allocations Report - Total School Flexible Salary Allocation (adjusted) - \$12,010,504.49. Projected salary expenditure - \$12,887,230.00. Projected deficit - \$876,726.00 to be cleared from D8920 SFSA Payment (School Funds) \$700,000.00 plus pending 2013 budget adjustments of approximately \$240,000.00.	

	James Watson and Ian Johnston moved: <i>'The Board notes the Finance report.'</i> - CARRIED.	
4.2	<p>Principal's Report: The Principal's Report was presented. See Appendix A.</p> <ul style="list-style-type: none"> • Staffing remains a challenge due to the limitations on recruitment. This includes managing replacements for staff taking long service leave. • The duration of the staffing "freeze" is unknown. • 2015 staffing predictions due by the end of next week. <p>Trevor Cullen and Jadviga Kobryn-Coletti moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
4.3	<p>Student Representative Report: India Hickey</p> <ul style="list-style-type: none"> • Exams have commenced. These have been stressful. Revision classes during the past four weeks have been helpful. • NAPLAN testing has stressed the Year 9 students. • Study periods and changing subjects has been a big thing with many students. Some students are finding their chosen subjects too hard. Students are not being offered alternatives and are concerned they will fail. • UWA Representatives came out and talked to students about ATAR requirements and pre-requisites. The other Universities provided books which were really good to look at. • Two Year 11 students went on the Quiet Lion Tour. They made comment that the tour was very beneficial. • Izaak Wesson went on the ANZAC Premier's Tour. He had an amazing time. • Sports carnival for Year 10s was held last week with Year 11s coaching. • Izzy Sutherland has been accepted into the WAAPA Orchestra. <p>Jadviga Kobryn-Coletti</p> <ul style="list-style-type: none"> • Exams are being held over the next two weeks. It is a big relief to have so many teachers that are willing to provide extra help. Students can email teachers at any time of the day, see them before and after school or during lunch breaks. • The passage way between the DeeKaf and Senior School is now open. • The Year 10 Sports Carnival Day was held last Thursday. It was reported to be very good. The Year 11s coached various teams. • Languages Department organised Native Speakers from Italy and France to work with students. Year 11 and 12 students were given the opportunity to practise their verbal skills during lunch breaks. • Chinese speaking classes continue for Years 8 to 12. • There needs to be more emphasis on how important the Year 10 counselling process is to avoid students selecting wrong subjects. • A lot has been happening in S&E. Students have been involved in the Quiet Lion Tour, ANZAC Day Service, ANZAC Premier's Tour, the Ex POW Commemoration, Politics and Law related lecture by John Button, an Ancient History talk at the WA Museum and an Ancient Egypt talk by Heather Tunmore. • Three MLSHS teams entered the Mock UN debate. <p>Martin Dempsey and Donna Gardiner moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
4.4	<p>Staff Report: Donna Gardiner</p> <ul style="list-style-type: none"> • Activities - Year 12 Drama production, Year 10 Italian dinner, Arts Festival Day, High Achievers' Breakfast (Janet Holmes à Court to attend the next one), Pathways Night for Year 10 parents, Training afternoon for student leaders including the Amazing Race, Year 9 French dinner and the Year 12 Assembly explaining exam expectations i.e. following stringent rules as are expected in WACE exams. • Upcoming events – Year 10 Leadership Camp and Demystifying WACE talk. • OLNA - Results are being analysed by a team of staff. 	

4.4	<ul style="list-style-type: none"> • Music feedback - A local accompanist has made comment that music students at MLSHS are ahead of the private school students she accompanies in preparation for WACE. • Attendance - The school is working through a number of processes relating to attendance. Parents who have non-attending children are being offered support. The school is working with Regional Office to take punitive action and to put into place further strategies for specific families. <p>Ian Johnston</p> <ul style="list-style-type: none"> • Just returned from five weeks leave. Neil Hudson did an excellent job relieving in the SS Assoc Principal's position as did Donna Gardiner who filled in for Neil Hudson. • GAT testing and SVAPA auditions commence this week for Years 6/7s. • Year 10 subject counselling is compulsory. Counselling staff are trained vigorously. The challenge is to convince parents and students that the advice given is in the best interests of the student. Each counselling session runs for the duration of 30 minutes. • It was decided to stop study periods for Year 12s this year. Statistics from other schools show students who maintain a full program tend to produce better results. The odd student may end up with a study period due to exceptional circumstances. • SCSA notification requirements for Year 11 and 12s are as follows: <ul style="list-style-type: none"> – Courses on offer to be advised by the end of March. – Student subjects to be confirmed by the end of April. This requirement means there can be no further subject changes after April. Ian Johnston is happy to meet with students to discuss concerns. • Upper school exams have started. Results are anticipated to be known by the end of Week 6. Students who have done well will receive a letter of commendation. Those not coping with courses will be counselled and offered options. • A decision was made that students can not do only five subjects. This decision cannot be overturned unless it goes back to the Executive. <p>India Hickey and Jadviga Kobryn-Coletti moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	<p>Ian Johnston to discuss the following student subject selection concerns with Executive:</p> <ul style="list-style-type: none"> – Some students are under the impression they can still change courses. – There is confusion about how many WACE subjects a student must do. – Parents/students may respond favourably to the advice of older students when choosing subjects.
4.5	<p>P&C Report: The P&C Representatives Report was presented by Rachel McGirr on behalf of Jo Furness. Refer Appendix B. Lea Fairfoul-Hutcheon and Donna Gardiner moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
5.0	Discussion items	
5.1	<p>Delivery and Performance Agreement Report, 2014: The Delivery and Performance Agreement Report, 2014 (attachment 4) was tabled and discussed. This report was prepared by Milton.</p> <ul style="list-style-type: none"> • Section 1 refers to the Workforce Plan. This will need to be looked at very carefully in view of the Year 7s in 2015. Under the current employment restrictions no further staffing pools can be established. It is estimated that the school will require an additional 20 staff. • Section 6 refers to the Business Plan. The IPS Review will assist with the shaping of the next School Business Plan. <p>Ian Johnston and Trevor Cullen moved: <i>'The Board endorses the Delivery and Performance Agreement Report.'</i> - CARRIED.</p>	
5.2	<p>Annual School Report for 2013 The Annual School Report for 2013 (attachment 5) was presented for endorsement. This document was uploaded on the Schools Online website following the correction of typographical errors as per the minutes of the meeting dated 24 March 2014.</p> <ul style="list-style-type: none"> • An email was received from Jenny Fay expressing concern about the graphs at the bottom of page 6. Jenny Fay questions if they need to be there and if so, requests better labels and explanatory notes. • Acronyms require expansion i.e. TER, ATAR, WACE, STP. • Titles of graphs to be expanded. 	<p>Lea Fairfoul-Hutcheon to edit Annual Report and upload to the Schools Online website.</p>

	<ul style="list-style-type: none"> 3. Student Wellbeing on page 12 - More detail required about anti-bullying in response to the survey result. It was acknowledged that this report is a very comprehensive. <p>James Watson and Martin Dempsey moved: <i>'The Board endorses the Annual School Report for 2013.'</i> – CARRIED.</p>	Lea Fairfoul-Hutcheon to agenda a further discussion on bullying in another forum.
5.3	<p>Year 7 Building update: Refer item 'Building Under Construction' in Principal's Report - Appendix A. Ian Johnston and India Hickey moved: <i>'The Board notes the Year 7 building update report.'</i> – CARRIED.</p>	
5.4	<p>Year 10 Laptop position update: Refer item 'IT' in Principal's Report - Appendix A.</p> <ul style="list-style-type: none"> Year 10 laptop rollout ran very smooth and was a credit to the school. <p>Jadviga Kobryn-Coletti and Trevor Cullen moved: <i>'The Board notes the report.'</i> – CARRIED.</p>	
5.5	<p>IPS Review update: In addition to the information provided in the Principal's Report item 'IPS Review' - Appendix A, the School Business Plan 2012-2014 Report to School Board on Target Achievement, 2014 document (attachment 6) was tabled and discussed.</p> <ul style="list-style-type: none"> This document has been colour coded to highlight the current position of the targets. Yellow means the target has not been met, pink the target will not be met and green the target has already been achieved. Pedagogy and Partnerships are in draft format and will be revised. The plan is to look at the Target Achievement document at Executive and then take it to the Leadership Team so it can be monitored and used to keep everyone on track. As target achievements are attained the report will be updated. <p>James Watson and Ian Johnston moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	Lea Fairfoul-Hutcheon to undertake additional research on Pedagogy and Partnerships and update report.
6.0	Other Business	
6.1	<p>Parent Funded Notebook Program Information Booklet: The Parent Funded Notebook Program Information Booklet and purchase or rental options leaflet (attachment 7) was tabled and discussed.</p> <ul style="list-style-type: none"> The booklet is very comprehensive. Consideration to be given to providing information relating to: <ul style="list-style-type: none"> Alternatives for parents experiencing financial difficulties, on a case by case basis. Clarification for parents with language difficulties. Different ways of sourcing cheaper deals i.e. Choice, Education discount offers, Online via search engines, shopbot.com.au. <p>Note: This information could be provided via the P&C if problematic for the school.</p> <ul style="list-style-type: none"> James Watson offered to create a graphical summary for the back cover of the Parent Funded Notebook Program Information Booklet. The planned timeline for the parent funded model is as follows: <ul style="list-style-type: none"> Term 2 Week 7: Information to go out with application forms to Year 6 and 7 parents. Term 3: Send out to the whole school. <p>James Watson and Trevor Cullen moved: <i>'The Board endorses the Parent Funded Model.'</i> - CARRIED.</p>	Lea Fairfoul-Hutcheon and Michael Camilleri to assess consideration points and provide feedback to the School Board.
7.0	Next Meeting	
	Meeting scheduled for 16 June 2014 - Warren Daniel Conference Room.	Agenda items to Jenny Fay/Lea Fairfoul-Hutcheon.
8.0	Roundtable evaluation	
	Rachel did a fabulous job as Chair.	
9.0	Meeting Close/Adjournment/Next meeting	
	The meeting was closed by Rachel at 8:45pm. The next meeting will be at 6:30pm, 16 June 2014 in the Warren Daniel Conference Room.	

Signed (Chair) _____
Rachel McGIRR

Date: _____

APPENDIX A - PRINCIPAL'S REPORT

Mount Lawley Senior High School School Board Meeting: Principal's Report 19 May 2014

Successes	<ul style="list-style-type: none"> ▪ Shave for a Cure- end of Term 1 ▪ Wellington Camp for Cadets ▪ Year 8 and 10 SVAPA productions ▪ ANZAC Service on last day of Term 1 at which we were presented with an Australia Day medal by the RSL in recognition of our work with the RSL ▪ Ex-POW commemoration in Kings Park ▪ Planning for Art Auction ▪ Bring out your dead electrical equipment ▪ Evacuation drill ▪ Year 10-12 netball team won their division and now in the finals playing against the southern region ▪ Boys' football on top of their league ▪ Year 11/12 Music students' recital ▪ Boys' basketball team now in the top 5 school teams in Perth ▪ Maksim Bacovic won second place overall in the WA Chinese Bridge competition. He will compete in the final on 19-20 June in Adelaide to win a place to go to the world competition in China later this year. ▪ William Tucker, Year 10 came second in the speech section. ▪ Izaak Wesson who has been invited to play in the Fair Court Orchestra which is the premier WAAPA orchestra. ▪ Tianna Furness has been selected to represent WA in the 2014 state diving team. The team will compete at the National Schools Championships in Melbourne from 19 July-26 July. ▪ Senior school exams started today.
Aboriginal Education	<p>Follow The Dream: Induction for this program and the Aboriginal Excellence Program is on Wednesday 28 May.</p> <p>The AEP students will run the Reconciliation Service on 28 May.</p>
Attendance	<p>Continues to be a focus. There has been an improvement:</p> <p>Year 8: 95%</p> <p>Year 9: 92.8%</p> <p>Year 10: 90.4%</p> <p>Year 11: 90.4%</p> <p>Year 12: 92.5%</p> <p>I have alerted Student Services Staff to the Student Attendance Reporting system (SAR) which provides current information about individual attendance. They will be able to use this data to track students and in the formation of attendance plans or for inclusion in Individual Education Plans.</p> <p>As a member of the network I am attending a meeting of the Network Principals' Group on 27 May. Attendance is one of the main items on the agenda. Not only is this one way in which I can contribute to our Network (by sharing the workload) it is also a way of finding out current practice and thought on Attendance matters.</p>

<p>Building under construction</p>	<p>Welcome back building supervisor Terry Scully after a 5 week hiatus to have a shoulder operation. He is ramping up the progress and the site is currently full of building teams at the moment.</p> <p>Building progress is running about 4 weeks behind schedule. This should not impact on the progress long term depending on the weather.</p> <p>The power shutdown to allow upgrading of the power facilities went smoothly over the holiday break, with generators being brought in to maintain essential services.</p> <p>Parts of the Middle School lawn areas have been replanted and established. The paving in this area will also be fixed.</p> <p>The section of the general learning areas (GLA) (section nearest Stancliffe St), are being readied for the formwork, reinforcing and concrete pour next week.</p> <p>The brickwork to all the 3 sections of the ground floor should be completed by the end of the week.</p> <p>The patterned brickwork (Art wall) has commenced. This is a slower process however both the “dragon” and carp” images have been laid.</p> <p>Michael Camilleri is in almost daily contact with the builder or the architect or the Department’s representative, Mally Rall.</p>
<p>Buildings and grounds</p>	<p>Dee Kaf is now up and running fully. The purchase of a new cold display unit, at the school’s expense given that the Department would not fund it, has added to the capacity of the Dee Kaf to extend its menu.</p> <p>Update on parking: I emailed John Hayes from ECU today to find out the latest. His last information is that the proclamation is with Parliamentary Services for drafting. They had found an issue with car park Proclamation and were seeking clarification from the State Solicitor.</p> <p>The brick wall is being repaired around the pump station in Woodsome Street.</p>
<p>Current enrolment</p>	<p>1298</p>
<p>Finances</p>	<p>The new student centred funding model is expected to be rolled out soon. It seems that there will be further changes to the way in which the one line budget operates. We await explanation of this.</p> <p>Last week we were advised that we will be undergoing a full audit on 16-19 June. We have today received the first formal documentation associated with this.</p>
<p>IPS review</p>	<p>The draft report was sent to me on Friday 2 May. I forwarded it to Jenny Fay (as board Chair) and Milton Butcher. We have discussed it at Executive level. We are finalising our response to the draft with a due date of tomorrow. The final report needs to be loaded up on to our website.</p>

	<p>Although the report is currently confidential, I can say that there are “areas for improvement” identified, some of which were expected. It would be fair to say that in our next business plan we will need to look carefully at the number and framing of our targets.</p> <p>IPS: I attended a forum last Monday hosted by the Director General. Some points from the meeting are:</p> <ul style="list-style-type: none"> • in the current training for the next round of IPS, 22 schools have withdrawn from the training. 220 have moved to the selection phase. • The DG talked about the Department’s desire to maintain the rigour of, and high quality schools of in, the program. • All IPS principals are required to engage in 360° feedback as a means of gaining feedback on their performance. It is expected that we will receive a letter about this shortly. • Schools that have performed really well in their IPS review may have the review interval stretched to five years. • Board training continues to be in high demand. • Ultimately, the principal is the accountable officer on the Board. • Training will be provided in Semester 2 for the new one line budget with some new tools being rolled out. • The new student centred funding model is based on the principles of the number of students + the complexity around those students.
IT	<p>The committee meets every week.</p> <p>Saturday 10 May saw the rollout of laptops to Year 10 students. Thank you to Michael Camilleri who has led this process and ensured that it has occurred despite some setbacks. A second session was held on Friday 16 May. There are now only just over 30 Year 10 students who have not collected their laptop. A final session is planned for Friday of this week.</p> <p>This evening we are seeking the Board’s endorsement of the Parent Funded Model as outlined in the booklet that was provided in your documentation for this meeting.</p>
Middle School	<ul style="list-style-type: none"> • Mrs Raadiah Evans is now working full-time in the Middle School office and this is providing stability to this important role. • 2015: primary school visits occur this week and next. Enrolment is due Friday of Week 9. Parent Focus Group is confident in our preparation. • NAPLAN occurred last week, ably managed by Reid Hamilton, the Assistant to the Associate Principal of Middle School. We had some extra students on Tuesday as the principal of Broome had asked if we could house some of his students who were due to be in Perth. We experienced the highest attendance rates ever or 99%- possibly in response to OLNA information. •
Network	<p>Meeting Tuesday 13 May. Primary School conference is due to be held here on our campus on the first day back next term.</p>

OLNA	<p>First set of OLNA results became available on 28 April. Some students were successful. There are still 35 students in Reading, 42 students in Numeracy and 44 students in Writing who have not passed and will be required to re-sit the text in September. A total of 47 students have not sat the tests. SCSA does not inform parents so this is up to schools. We have set up a program to provide extra support to a group of students with the aim of getting them to a stage where they can pass the test in Sept. If not, there are four more opportunities over Years 11 and 12.</p> <p>Unfortunately, schools have to manage and fund any extra support that is to be given to students to assist them with this specific goal. We have been fortunate in being able to use Mrs Karen Mortlock, our supernumerary, in this role. She is due to leave our school on Friday 6 June so we will need to look at alternatives.</p>
P & C	Will meet next Monday, 26 May.
School planning	Once the IPS review report is finalised and published we will be able to engage more fully in the next iteration of our school business plan. The executive team is already considering possible directions.
Staffing	<ul style="list-style-type: none"> • Some changes in staffing: Peter Stotzer has retired and we are in the process of organising a function for him. • School finance officer commenced at the beginning of this term: Lisa Viskovich. Raadiyah Evans has moved to the front counter of the Middle School. • Positions of cleaner in charge: all suitable applicants declined the position as it was only fixed-term. • Permission for redeployment of 0.2 gardening time was declined. • Advertising for all positions has been put on hold as per the state government freeze. • Managing LSL continues to be a daily challenge for us. The difficulty has been compounded by the jobs freeze.
Trade Training Centre	We were to host the next meeting on 27 May but I was advised by Judy Silsbury Principal of John Forrest that she would like to host it as usual given an almost complete turnover of staff at MPA, which is the main body which works with the partners in the TTC.
2015	

APPENDIX B - P&C REPRESENTATIVE'S REPORT

P&C report for School Board meeting 19.5.14

- All sub-committees have had their AGM's and executives of each sub-committee will be endorsed at the next P&C meeting.
- Treasurer's report was prepared. The P&C is in a good financial position and easily able to meet its current financial obligations. The accounts have been to the auditor and the audited accounts will be tabled at the next meeting for approval. The auditor was pleased with the improvement in presentation of the accounts for 2013.
- The P&C approved the following funding requests;
 - \$16,000 for 2015 diaries
 - \$10,000 for staffing the Achievement Centre for 2014
 - \$238 for sewing club materials
 - Funds to purchase new netball tops for interschool sport teams
 - Funds to run a parent information evening run by CentreCare
- Art Auction planning is coming along well. There have been 131 artworks submitted, which will be culled to 95 for the auction. The calibre of artworks this year has been excellent.
- The music sub-committee has agreed to fund master classes with an accompanist and the purchase of electric guitar, amps and a baggage trolley. They will also fund 30 weeks of teaching for 7 students.
- The SVAPA sub-committee held a successful cupcake decorating fundraiser at the recent Arts Festival.