

**Minutes of Meeting 6 of 2012
Mount Lawley Senior High School
School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 17 September 2012 at 6:35pm**

ATTENDEES:

Carl Pekin (Chair) - Parent Representative, Milton Butcher - Principal, Jenny Fay - Parent Representative, John Cloake - Parent Representative, Don Rowe - Community Representative, Michael Sutherland, MLA, Member for Mount Lawley - Community Representative, Glenn Scott - Community Representative, Prof Trevor Cullen – ECU, Community Representative, Andy Outten - Staff Representative, Ian Johnston - Staff Representative, Teleah Wilcox – Student Representative.

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome. • The meeting was opened by Carl Pekin at 6:35pm.	
1.2	Apologies: Georgia Burmester - Student Representative.	
1.3	Confirmation of agenda. • The Board confirmed the agenda. Additional items under Other Business. • Politicians and Schools. • Narrogin Senior High School Open Day.	
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. 6 agenda.	
3.0	Minutes of previous meeting	
3.1	Review minutes of previous meeting. Carl Pekin presented to the Board the minutes of the 20 August 2012 meeting (attachment 1) for approval. Ian Johnston and John Cloake 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. • No action arising from the previous meeting.	
4.0	Reports and Operational Matters	
4.1	Financial Report: The Comparative Budget Report, Financial Summary and Voluntary Contributions and Charges Update (attachment 2) were tabled and discussed. • The Comparative Budget Report confirmed the school was in a sound financial position. • Outstanding Contributions and Charges and Approved Voluntary Requests continue to be pursued. • A new online One Line Budget system is under development, therefore, the August 2012 update could not be presented. Glenn Scott and Jenny Fay moved: <i>'The Board notes the Finance report provided.'</i> - CARRIED.	Milton to present a One Line Budget update at the next meeting.
4.2	Contributions and Charges: An amended 2013 Proposed Subject Charges sheet (attachment 3) was tabled and discussed. • The original document was approved by the Finance Committee on 16 May 2012 and endorsed by the Board on 21 May 2012. • The following amendments were considered: – New courses - Year 10 Certificate I Business and Technical Graphics, Year 12 VET Cert III in Visual Art & Contemporary Craft Photography. – Course name change - Year 10 Mechatronics, Photography and Commerce. Don Rowe and Glenn Scott moved: <i>'The Board endorses the changes to the Contributions and Charges sheet approved in May 2012.'</i> - CARRIED.	

	<p>Staff Report: Andy Outten</p> <ul style="list-style-type: none"> • Non WACE exam students will finish school this Friday. • The Prefects ran a quiz night last Tuesday and raised \$700. The decision on how to expend the money is still to be made. • Planning is underway for the final Year 12 functions. • Year 12 students suffering stress are being case managed. <p>Don Rowe and Glenn Scott moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
4.6	<p>P&C Report:</p> <ul style="list-style-type: none"> • There is still a substantial amount of surplus money to be expended. Further requests will be considered at the next meeting. • The P&C agreed to write a letter to support the Technology in Public Schools Alliance. The objective is to gain better IT funding for the school. • Next P&C meeting to be held on Monday, 24 September 2012. <p>Jenny Fay and Trevor Cullen moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
5.0	Discussion Items	
5.1	<p>Year 7 2015:</p> <p>An architectural plan of the Year 7 building (attachment 4) was tabled and discussed.</p> <ul style="list-style-type: none"> • The positioning of the building will mean the relocation of the bike racks near Student Services and the grape vines near the tennis courts. • Staff areas have been moved downstairs. The top floor houses two classrooms and storage areas. Parking bays are no longer possible. • The plan will now go to costing and preliminary drawings drafted. • The new demountable is undergoing maintenance. It will arrive soon. • MLSHS is located in a growth area, therefore, issues pertaining to boundaries will continue. Intake numbers are limited by space. <p>Glenn Scott and Andy Outten moved: <i>'The Board notes the latest plan for the Year 7 building.'</i> - CARRIED.</p>	
5.2	<p>School Drug Policy:</p> <p>An amended MLSHS Drug Policy (attachment 5) was tabled and discussed.</p> <ul style="list-style-type: none"> • An incident involving the distribution of herbal pills highlighted the need for additional information to be included in the drug policy. • It was suggested to include the following as shown on the amended document: <ul style="list-style-type: none"> – <i>"Pharmaceutical products, both prescription and over the counter products are also included in the Mount Lawley SHS Drug Policy."</i> – <i>"provide to other students, any drug, according to our definition of a drug."</i> – <i>"or other products,"</i> – <i>"The supply of prescription medicines to another student is considered a breach of the Drug Policy. Over the counter products, including Panadol, aspirin, vitamins and such like should not be supplied to other students and the provisions of the Drug Policy apply."</i> – <i>"Assessment of student. Provide first aid if required."</i> <p>Glenn Scott and Jenny Fay moved: <i>'The Board endorses the amendments to the School's Drug Policy'</i> - CARRIED.</p>	Milton to amend the Drug Policy, upload on the website and place a notice in the next Lawley Update.
5.3	<p>Review of Terms of Reference:</p> <p>An amended School Board Terms of Reference (attachment 6) was tabled and discussed.</p> <ul style="list-style-type: none"> • 5.1 Include the ability to add a member, in the category of Community Member, at an ordinary general meeting. Such addition would be for the purpose of providing the Board with expertise. Total membership not to exceed 15. • 5.8 Change wording to <i>"The Mount Lawley Senior High School Students may elect up to 2 (two) students to fill two positions of</i> 	Milton to action Terms of Reference amendments as endorsed by the Board.

	<p><i>the School Board. Ideally, these students will be members of the relevant year Student Council.</i></p> <ul style="list-style-type: none"> • 5.9 Change “selected” to “elected”. • 6.4 The amendment “<i>This means the election for a student representative will be conducted across part of Year 9 to Year 12. Voting will not be compulsory.</i>” ensures that the election is across the school. • 12.1 Remove suggested amendment “<i>The Board notes the Department’s suggested Code of Conduct for Board members.</i>” <p>Michael Sutherland and Ian Johnston moved: ‘<i>The Board endorses the amendments to the Terms of Reference (P&C representative as printed in the Terms of Reference, student election process, community representative and Code of Conduct for Board members).</i>’ - CARRIED.</p>	
5.4	<p>Code of Conduct for Board Members: A Sample Code of Conduct for School Board members (attachment 7) was tabled and discussed.</p> <ul style="list-style-type: none"> • Sample Code of Conduct was not endorsed. • Code of Conduct for Board Members to remain as written in the School Board Terms of Reference. <p>Milton Butcher and Carl Pekin moved: ‘<i>The Board considered the Department’s template Code of Conduct for Board Members and opts to retain the current code (as in the ToR).</i>’ - CARRIED.</p>	
5.5	<p>Report on progress of School Business Plan: A progress report of the School Business Plan (attachment 8) was tabled and discussed. This report provided an update on the strategies in place.</p> <ul style="list-style-type: none"> • NAPLAN results to be released on Friday. • Also included was information on the IPS Review. <ul style="list-style-type: none"> – A former Principal has provided his thoughts on the review process of his school. This process is similar to how the school worked with the former school review process. – The DES team will want to spend time with Board members to discuss the school’s business plan and how well goals were achieved. <p>Glenn Scott and John Cloake moved: ‘<i>The Board notes the progress report.</i>’ - CARRIED.</p>	Milton to provide the Board with a high level view of NAPLAN and MSE results at the next meeting.
6.0	Other Business	
6.1	<p>Politicians and Schools MLSHS is in the Mount Lawley electorate. The representative of this electorate can be involved with the school at any time.</p>	
6.2	<p>Narrogin Senior High School Open Day Students and parents considering enrolments visited the school and meandered through promotional marques and stalls. This was a very successful way to profile the school.</p>	
7.0	Next Meeting	
	Meeting is scheduled for Monday, 22 October 2012 in the Warren Daniel Conference Room.	Agenda items to Carl or Milton.
8.0	Roundtable evaluation of the meeting	
	No further comment.	
9.0	Meeting Close/Adjournment/Next meeting	
	The meeting was closed by Carl at 8:15pm. The next meeting will be at 6:30pm, Monday, 22 October 2012 in the Warren Daniel Conference Room.	

Signed (Chair) _____
Carl PEKIN

Date: _____