

**Minutes of Meeting 2 of 2012
Mount Lawley Senior High School
School Board Meeting
Warren Daniel Conference room, MLSHS
Monday, 19 March 2012 at 6:30pm**

ATTENDEES: Milton Butcher - Principal, Geoff Clayton (Chair) - Staff Representative, Carl Pekin - Parent Representative, Jenny Fay - Parent Representative, John Cloake - Parent Representative, Don Rowe - Community Representative, Prof Trevor Cullen, ECU - Community Representative, Glenn Scott - Community Representative, Andy Outten - Staff Representative, Ian Johnston - Staff Representative, Georgia Burmester - Student Representative, Dennis Bates - Observer, Allison Foster - Observer.

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome. • The meeting was opened by Geoff Clayton at 6:40pm.	
1.2	Apologies: Michael Sutherland, MLA - Member for Mount Lawley - Community Representative. Teleah Wilcox - Student Representative.	
1.3	Confirmation of agenda. • The Board confirmed the agenda. Additional items under Other Business. • Access to School Board Minutes. • Open meetings.	
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. 2 agenda.	
3.0	Minutes of previous meeting	
3.1	Review minutes of previous meeting. Geoff Clayton presented to the Board the minutes of the 20 February 2012 meeting (attachment 1) for approval. Glenn Scott 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. Nil	
4.0	Discussion Items	
4.1	Annual General Meeting: • Members of the general community: Jenny Fay and Carl Pekin moved: <i>'The Board nominates Glenn Scott and Don Rowe as members of the general community.'</i> - CARRIED. • Composition of the Board The current Terms of Reference states that membership of the Board is to be no less than 11 and no more than 15 and that the number of members of the Board shall be determined at the Annual General Meeting. Currently, there are 3 parents, 4 members of the general community, 3 staff of the school, including, the Principal and 2 students. • Office Bearers: <i>'Glenn Scott self nominates for Chair.'</i> Self nomination withdrawn. <i>'Ian Johnston nominates Don Rowe for Chair.'</i> Andy Outten moved. <i>'Carl Pekin self nominates for Chair.'</i> Jenny Fay moved. - CARL PEKIN ELECTED CHAIR. <i>'Don Rowe nominates Milton Butcher for Secretary.'</i> Jenny Fay moved. - CARRIED. • Chair's Report: Geoff thanked those people who contributed to the following 2011 achievements: – IPS status. – Terms of Reference and School Business Plan.	

	<ul style="list-style-type: none"> - Specialist Jazz Music program. - 1:1 notebook program. - Follow the Dream and Aboriginal Excellence programs. <p>Council was thanked for its support of:</p> <ul style="list-style-type: none"> - Tours and camps. - Strengthening of the GATE club. - Voluntary approved requests and associated programs. <p>2011 School Council/Board members were commended for their support of the school.</p> <p>Milton Butcher and John Cloake moved: <i>'The Board thanks formally Geoff for his valiant work as Chair of School Council/Board.'</i> - CARRIED. Milton Butcher and Geoff Clayton moved: <i>'The Board thanks formally retiring members of the School Council/Board.'</i> - CARRIED.</p>	Milton to write a letter of thanks to retiring members on behalf of the Board.
4.2	<p>School Budget, 2012: The 2012 School Budget and supporting documentation (attachment 2) was tabled and discussed. This budget had been approved by the Finance Committee. Key features of the 2012 Budget included:</p> <ul style="list-style-type: none"> • One Line Salary Budget - \$10,990,074.00 • Total Contingencies - \$ 3,062,690.00 • Salary component from School Grant/Contingencies - \$ 452,010.00 • Available funds for general administration and operations (Total School Budget, 2012) - \$14,052,764.00 <p>Don Rowe and Glenn Scott moved: <i>'The Board endorses the 2012 One Line Salary Budget.'</i> - CARRIED. Don Rowe and Glenn Scott moved: <i>'The Board endorses the 2012 Contingencies Budget (including dispersal of salary payments).'</i> - CARRIED. Don Rowe and Glenn Scott moved: <i>'The Board endorses the 2012 School Budget.'</i> - CARRIED.</p>	
4.3	<p>Delivery and Performance Agreement: The Delivery and Performance Agreement (attachment 3) was tabled. Programs inserted into the Agreement included:</p> <ul style="list-style-type: none"> • The Outreach program for Follow the Dream. • Gifted and Talented program. • Specialist Visual and Performing Arts program. • Specialist Jazz Music program. <p>Milton Butcher and Andy Outten Moved: <i>'The Board empowers Carl Pekin to sign the Delivery and Performance Agreement on behalf of the School Board.'</i> - CARRIED.</p>	
4.4	<p>Direction of the School - School Business Plan: The School Business Plan (attachment 4) was tabled. Changes included:</p> <ul style="list-style-type: none"> • Page 13 Priority two - focuses on improving teaching to enable learning. • Page 12 Priority one - focuses on better academic achievement. • Previous wording suggestions have been enacted. • Page 7 Our Objectives - aligns the School Business Plan to the Director General's Classroom First Strategy. <p>Don Rowe and John Cloake moved: <i>'The Board endorses the amendments made to the 2012-2014 School Business Plan, in principle, subject to minor revisions following circulation. Final approval to be given at the next meeting.'</i> - CARRIED.</p>	<p>Milton to send Statement of Purpose to Glenn for suggested amendments.</p> <p>Glenn to amend and forward to Milton for Board comment.</p>
4.5	<p>Workforce Plan: The Workforce Plan (attachment 5) was tabled and discussed.</p> <p>Don Rowe and John Cloake moved: <i>'The Board notes the Workforce Plan and acknowledges that this document will be updated annually.'</i> - CARRIED.</p>	

4.6	<p>Annual School Report, 2011: The Annual School Report (attachment 6) was tabled. The school is required to upload this document, to the Department of Education's website, by the end of Term 1. The Board accepted the proposed format of the 2011 Annual School Report. It was understood that if the document required amendment it would be brought down from the website and re-uploaded following the next School Board meeting.</p> <p>Ian Johnston and Don Rowe moved: <i>'The Board endorses the 2011 Annual School Report.'</i> CARRIED.</p>	
4.7	<p>Finance Committee and Level 3 Selection Panels - Board Representative: The Board was asked if it wished to exercise its right to have a representative on the Finance Committee and Level 3 Selection Panels.</p> <p><i>'Andy Outten nominates Ian Johnston as the School Board Representative on the Finance Committee.'</i> Glenn Scott moved. - CARRIED.</p> <p>Ian Johnston and Andy Outten moved: <i>'The Board notes that Glenn Scott and Carl Pekin will be representing the Board on the Level 3 Selection Panels.'</i> - CARRIED.</p>	
4.8	<p>IPS Evaluation: The IPS Evaluation is scheduled for Wednesday, 28 March 2012. Available timeslots are as follows:</p> <ul style="list-style-type: none"> • Parents - 9:00am to 10:00am and 2:00pm to 3:00pm. • Deputy Principals - 10:00am to 11:00am. • Staff - filling in times. • School Board members and others - 3:00pm to 7:00pm or by telephone. 	
4.9	<p>Review of Terms of Reference: The Board was asked to consider items 5.1, 5.9, 6.4 and 6.5 of the Terms of Reference.</p> <ul style="list-style-type: none"> • Item 5.1 restricts the number of members of the general community on the board. The only option being a "co-opt member" with the limiting factor of no voting rights. • Item 5.9 does not state how the student will be selected. • Item 6.4 follows the Regulations but requires further clarification to make voting practicable. • Item 6.5 is difficult to monitor. <p>Don Rowe and Glenn Scott moved: <i>'The Board requests to place "Review Terms of Reference items 5.1, 5.9, 6.4 and 6.5" on the next School Board meeting agenda.'</i> - CARRIED.</p>	Carl Pekin to note item for agenda.
4.10	<p>School Policies - Board overview:</p> <ul style="list-style-type: none"> • The current school policy for students that do not abide by the school dress code is for sanctions to be invoked. Suspensions and exclusions can not be used. • Under the Regulations, if a parent chooses to "opt out" in writing and the Principal agrees, then the student does not have to abide by the dress code. • Milton suggested the uniform policy to be raised at a future meeting and guidance to be provided by the School Board. <p>Don Rowe and Glenn Scott moved: <i>'The Board endorses the continuation of invoking suspensions of 6-10 days for serious matters eg violence, illegal drug use and substance abuse.'</i> - CARRIED.</p>	<p>Milton to bring the uniform policy in line with the Regulations.</p> <p>Carl to note for future agenda.</p>
5.0	<p>Reports and Operational Matters</p>	
5.1	<p>Financial Report: Voluntary Contributions and Charges Collection rates for the Calendar Year 2012 report (attachment 8) was tabled.</p> <ul style="list-style-type: none"> • Voluntary Contributions (Years 8-10) - 81% 	

	<ul style="list-style-type: none"> • Approved Charges (Years 11-12) - 90% • This was a good result that helped support programs. <p>Milton Butcher and Don Rowe moved: <i>'The Board notes the Finance report.'</i> - CARRIED.</p> <p>John Cloake and Jenny Fay moved: <i>'The Board endorses the Finance Committee's decision to approve the purchase of a one year subscription to Enhanced Learning Educational Services (ELES) Online Study Skills Handbook Site from the School's Literacy fund.'</i> - CARRIED.</p>	
5.2	Student Representative Report: No report.	
5.3	Principal's Report: No further items.	
5.4	Staff Report: Ian Johnston <ul style="list-style-type: none"> • Music/Languages Soiree and Year 10 BBQ. Scheduling to be reviewed. • Photo day occurred last week. • Interschool swimming carnival: MLSHS won 'B' division. • Year 11s currently on river cruise. • Year 12 Outdoor Education skindiving camp at Rottnest Island on Tuesday, 20 March 2012. • Upcoming assemblies: ANZAC Day and Ex POW services. • Year 11s and 12s continue to request subject changes. • Semester one exams imminent. • Interim Report Parent Night scheduled for Thursday, 29 March 2011. Interviews to be booked online. • Steve Milton continuing to work with senior staff on academic review and plans. Andy Outten <ul style="list-style-type: none"> • Year 12 School Ball was successful. Students and guests commended for their behaviour. <p>Carl Pekin and John Cloake moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
5.5	P&C Report: <ul style="list-style-type: none"> • A listing of 2012 Committee members was tabled. • Suzie Barnes stepped down as President. • Ron Pearce the new President. <p>Carl Pekin and Jenny Fay moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
6.0	Other Business	
6.1	Access to School Board Minutes <ul style="list-style-type: none"> • Approved School Board Minutes are published on the P&C website. Open meetings <ul style="list-style-type: none"> • Dennis thanked the Board for the opportunity to observe the business of the School Board. 	.
7.0	Next Meeting	
	Meeting is scheduled for 21 May 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 8:50pm. The next meeting will be at 6:30pm, 21 May 2012 in the Warren Daniel Conference Room.	

Signed (Chair) _____
Carl PEKIN

Date: _____