

**Minutes of Meeting 5 of 2012  
Mount Lawley Senior High School  
School Board Meeting  
Warren Daniel Conference Room, MLSHS  
Monday, 20 August 2012 at 6:30pm**

**ATTENDEES:**

Carl Pekin (Chair) - Parent Representative, Milton Butcher - Principal, Jenny Fay - Parent Representative, John Cloake - Parent Representative, Andy Outten - Staff Representative, Ian Johnston - Staff Representative, Teleah Wilcox - Student Representative.

| <b>1.0</b> | <b>Welcome and apologies</b>  | <b>ACTIONS</b>  |
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| 1.1        | Opening and welcome.<br><ul style="list-style-type: none"> <li>The meeting was opened by Carl Pekin at 6:35pm.</li> </ul>   |   |
| 1.2        | Apologies:<br>Don Rowe - Community Representative, Michael Sutherland, MLA, Member for Mount Lawley - Community Representative, Glenn Scott - Community Representative, Prof Trevor Cullen - ECU Community Representative, Georgia Burmester - Student Representative.  |   |
| 1.3        | Confirmation of agenda.<br><ul style="list-style-type: none"> <li>There was a discussion regarding the order of agenda items.</li> </ul> John Cloake and Jenny Fay moved: <i>'The Board requests, for this and future meetings, agenda item "Reports and Operational Matters" to be discussed before agenda item "Discussion Items" and for the "Principal's Report" to follow the "Finance Report".'</i> - <b>CARRIED</b> .<br><ul style="list-style-type: none"> <li>The Board confirmed the agenda. No additional items.</li> </ul>  |   |
| <b>2.0</b> | <b>Disclosure of interest</b>   |   |
| 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.   |   |
| <b>3.0</b> | <b>Minutes of previous meeting</b>  |   |
| 3.1        | Review minutes of previous meeting.<br>Carl Pekin presented to the Board the minutes of the 18 June 2012 meeting (attachment 1) for approval.<br><br>Ian Johnston and Andy Outten moved: <i>'The Board endorses the minutes of the previous meeting as complete and accurate.'</i> - <b>CARRIED</b> .   |   |
| 3.2        | Actions arising from the previous meeting.<br><b>Lawley Alumni:</b> <ul style="list-style-type: none"> <li>A document was tabled listing current and future Alumni events/activities(attachment 2). This document was provided by Alumni Co-ordinator, Andrew Paul.</li> <li>There are several hundred registered members.</li> <li>A past Honours Society student, Dr Jonathan Paxman, Curtin University Course Co-ordinator for Mechatronic Engineering, recently spoke at the 2012 Honours Society Induction. Following this event arrangements were made to utilise Jon's expertise. This highlighted the importance of these relationships.</li> </ul>   | Andrew Paul to continue to develop the Lawley Alumni.     |
| <b>4.0</b> | <b>Reports and Operational Matters</b>  |   |
| 4.1        | <b>Financial Report:</b><br>The One Line Budget School Flexible Salary Allocation Statement, Comparative Budget Report and Voluntary Contributions and Charges Update (attachment 11) were tabled and discussed. <ul style="list-style-type: none"> <li>It was noted that the graphs in the Salary Allocation Statement did not reflect Finance Committee approvals for salary and FTE allocated out of the School Grant eg Clerical support, IT Administrator.</li> <li>The Comparative Budget Report shows the school is in a healthy position.</li> <li>Contributions and Charges and Approved Voluntary Requests continue to be well supported by parents.</li> </ul> Jenny Fay and Ian Johnson moved: <i>'The Board notes the Finance report provided.'</i> - <b>CARRIED</b> . | Milton to continue to pursue additional Clerical support. |

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|     | Milton Butcher and Jenny Fay moved: <i>'The Board endorses the Finance Committee's decision to approve a sum of \$1250 to purchase an Apple Macbook for Special Needs students from the Literacy and Numeracy Innovation fund.'</i> - <b>CARRIED.</b>  |  |
| 4.2 | <p><b>Principal's Report:</b></p> <ul style="list-style-type: none"> <li>It is with great sadness to report that D&amp;T teacher, Julie Price, passed away on Saturday. Julie was a great teacher and an advocate of our programs. She provided many hours of extra support to students and will be missed by all.</li> </ul> <p>Milton Butcher and Andy Outten moved: <i>'The Board endorses the payment for a funeral notice.'</i> - <b>CARRIED.</b></p> <ul style="list-style-type: none"> <li>The Zhejiang English Language Competition winners recently visited Perth. Nine families hosted these visitors, of which one was the Wilcox family. Thank you very much to all host families.</li> <li>A Year 11 student, Casey Mathaba, won first place in the Australia-Chinese Bridge Selection Competition. Casey will be representing Australia in China later this year.</li> <li>Catherine Yu, a visiting English teacher from our sister school Hangzhou Number 14, is currently in Perth. Catherine is sitting in on English and ESL classes to improve her teaching skills and is also assisting students with Mandarin.</li> <li>A selection of Year 10 students sat the Programme for International Student Assessment (PISA) test.</li> <li>Year 9 students sat the MSE 9 test.</li> <li>The Honours Society assembly was held last week. Thanks to Michael Sutherland for assisting and to Honours Society 1992 representative, Dr Jonathon Paxman, for his compelling address.</li> <li>A MLSHS student has participated in the Maths Olympiad competition.</li> <li>Congratulations to Year 10 student, Chloe Rollond, for winning the City of Bayswater, Music scholarship.</li> <li>There have been a number of students selected for State sport teams including Georgia Burmester for State Volleyball.</li> <li>A copy of the Delivery and Performance Agreement signed by the Director General and the School Business Plan (attachment 11) was distributed.</li> </ul> <p>Carl Pekin and Jenny Fay moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p> | <p>Milton to send condolences.</p> <p>Milton to publish student achievements.</p>  |
| 4.3 | <p><b>Student Representative Report: Teleah Wilcox</b></p> <ul style="list-style-type: none"> <li>Year 11 students attended their Mocktail Party last Friday. Numbers were a little low, however, those who attended had an enjoyable night.</li> <li>The blood donation drive has been raised with Year 11 and 12 students. 50-60 students expressed interest.</li> <li>The Red Cross are happy to come to the school to do a presentation.</li> <li>Jenny offered her assistance.</li> </ul> <p>John Cloake and Jenny Fay moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>  | <p>Teleah to contact the Red Cross to commence arrangements and report to the Student Council.</p> <p>Jenny to assist if required.</p> |
| 4.4 | <p><b>Staff Report: Andy Outten</b></p> <ul style="list-style-type: none"> <li>Year 12 students are approaching the final furlong. Efforts are being made to keep students on track leading up to the exams.</li> <li>Year 11 Cambodia Tour students are commended for their work.</li> </ul> <p><b>Staff Report: Ian Johnston</b></p> <ul style="list-style-type: none"> <li>There have been numerous testing and competitions held over the last four weeks.</li> <li>The Music Festivals have been running over the last two weeks.</li> <li>Revision classes for WACE exam preparation will commence next week. These are available on invitation and cost \$20.00 per subject for six hours of revision. A timetable has been distributed.</li> <li>Year 11s are now required to obtain teacher approval to continue subjects into Year 12. This is a screening process to ensure students are doing appropriate subjects to achieve success.</li> </ul>  |  |

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|            | <ul style="list-style-type: none"> <li>Year 12 students will be given their exam timetable shortly.</li> <li>Timetabling for 2013 will commence shortly.</li> <li>Year 12 Graduation dates versus Leavers Week is problematic. Consideration is being given to this issue.</li> </ul> <p>Carl Pekin and Jenny Fay moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>   |  |
| 4.5        | <p><b>P&amp;C Report:</b></p> <ul style="list-style-type: none"> <li>The Uniform Shop contract is being reviewed by the Uniform Shop Committee.</li> <li>Year 9 student, Alexandra Nguyen, spoke at the recent WACSSO Conference. She did a great job and is commended.</li> <li>Requests have gone out to seek suggestions to expend surplus money.</li> <li>Next P&amp;C meeting to be held on Monday, 27 August 2012.</li> </ul> <p>Jenny Fay and Ian Johnston moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>   |  |
| <b>5.0</b> | <b>Discussion Items</b>   |  |
| 5.1        | <p><b>Mount Lawley Primary School:</b></p> <ul style="list-style-type: none"> <li>Re-imbusement for costs resulting from the relocation of the primary school are being pursued.</li> <li>Investigations continue to relocate of the soccer oval. Permanent posts and removable nets are the preferred option. MLSHS will be required to cover the costs of marking the oval.</li> <li>A letter of thanks from the MLPS School Council Chairperson (attachment 3) was tabled and discussed. No response required.</li> <li>An additional three demountables have been erected at the end of the tennis courts. It was suggested to fence this area to define ownership.</li> <li>Parking continues to be a challenge. The top oval will be opened for parking during events such as the Parent Interview night. A strategy will need to be put in place for Carols on the Lawley Lawn.</li> <li>Leoroyd Street parking remains a problem. Option to deed the land to ECU so they can apply their bylaws is being progressed slowly.</li> </ul> <p>Carl Pekin and Ian Johnston moved: <i>'The Board notes the re-location of MLPS to MLSHS.'</i> - <b>CARRIED.</b></p> | <p>Milton to follow-up re-imburements and pursue relocation of the soccer oval.</p> <p>Milton to liaise with MLPS re fencing off demountables near the tennis courts.</p> <p>Milton to follow-up Learoyd St parking situation.</p> |
| 5.2        | <p><b>Year 7 2015:</b></p> <p>An architectural plan of the Year 7 building (attachment 4) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>No impact on GATE and SVAPA programs but there may be constraints on siblings. This will be reviewed each year.</li> <li>Facilities for eight form classes housing 250 students will be provided.</li> <li>The building will contain eight classrooms, a science laboratory and a specialist room with access to water.</li> <li>Year 7s to be integrated into the Middle School buildings and Year 9s into the new building.</li> <li>Final plan to be presented in approximately two weeks.</li> <li>Consideration to be given to funding the set-up of rooms.</li> </ul> <p>Carl Pekin and Jenny Fay moved: <i>'The Board notes the plan for the Year 7 building.'</i> - <b>CARRIED.</b></p>  | <p>Board Members to discuss funding of items for Year 7 building at a future meeting.</p>  |
| 5.3        | <p><b>Review of Terms of Reference:</b></p> <p>The Terms of Reference was tabled (attachment 5). Following investigations it has been determined that:</p> <ul style="list-style-type: none"> <li>The School Board P&amp;C Representative is elected by the P&amp;C Members.</li> <li>All students, 15 years and older, are entitled to vote for the Student Representatives.</li> </ul>  | <p>Review of Terms of Reference deferred to the next School Board meeting scheduled for Monday, 17 September 2012.</p>   |
| 5.4        | <p><b>Professional Learning Community:</b></p> <p>The Principal's Intent for Professional Learning Communities document (attachment 6) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>Professional Learning Communities are at various levels throughout the school.</li> </ul>   |  |

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|            | <ul style="list-style-type: none"> <li>• School improvement a high priority.</li> <li>• Level 3 Coach achieving good results. Consideration being given to extending this position for a further 6 months.</li> </ul> <p>John Cloake and Jenny Fay moved: <i>'The Board notes the PLC model implemented in 2012.'</i> - <b>CARRIED.</b></p>   |   |
| 5.5        | <p><b>Code of Conduct for Board Members:</b><br/>A sample Code of Conduct for School Board Members (attachment 7) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• The old School Council had a Code of Conduct in place. The tabled template is the suggested replacement for IPS School Boards.</li> </ul> <p>Milton Butcher and Carl Pekin moved: <i>'The Board considers the Department's template Code of Conduct for Board Members.'</i> - <b>CARRIED.</b></p>  | Milton to send Word version of template to Board Members.<br>Board Members to consider and make comment at the next School Board meeting scheduled for Monday, 17 September 2012. |
| 5.6        | <p><b>Technology in Public Schools:</b><br/>The Technology in Public Schools Alliance document (attachment 8) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• This Alliance is seeking to influence Government to fund better IT in schools.</li> <li>• MLSHS has approximately 1500 computers with one person to fix problems and maintain the network. This position is funded out of the School Grant.</li> <li>• The national computer provision has added further resource demands.</li> <li>• The Alliance has asked for this issue to be explained to groups, such as the P&amp;C, so they can develop a strategy to gain better resourcing.</li> </ul> <p>Carl Pekin and Jenny Fay moved: <i>'The Board supports the intent of the Technology in Public Schools Alliance.'</i> - <b>CARRIED.</b></p> | Milton to inform relevant stakeholders of IT resource constraints.  |
| 5.7        | <p><b>School Drug Policy:</b><br/>The School Drug Policy (attachment 9) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• The policy has been adjusted to reflect parent feedback.</li> </ul> <p>John Cloake and Jenny Fay moved: <i>'The Board endorses the School Drug Policy.'</i> - <b>CARRIED.</b></p> <p>John Cloake and Jenny Fay moved: <i>'The Board endorses the party advice to parents and supports posting on the website.'</i> - <b>CARRIED.</b></p>   | Milton to post the party advise information on the school's website.  |
| 5.8        | <p><b>Bookshop Provider:</b><br/>A letter from Champion (attachment 10) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• The Business Manager has asked the Board to consider the appointment of Champion as the bookshop provider. Champion being the only company to respond to the tender request.</li> </ul> <p>Jenny Fay and Ian Johnston moved: <i>'The Board endorses the selection of Champion as the school's bookshop provider.'</i> - <b>CARRIED.</b></p>  | Elaine Millea to confirm engagement of Champion as the school's bookshop provided.  |
| <b>6.0</b> | <b>Other Business</b>   |   |
|            | Nil   |   |
| <b>7.0</b> | <b>Next Meeting</b>   |   |
|            | Meeting is scheduled for Monday, 17 September 2012 in the Warren Daniel Conference Room.  | Agenda items to Carl or Milton.   |
| <b>8.0</b> | <b>Roundtable evaluation of the meeting</b>   |   |
|            | No further comment.   |   |
| <b>9.0</b> | <b>Meeting Close/Adjournment/Next meeting</b>   |   |
|            | The meeting was closed by Carl at 8:25pm.<br>The next meeting will be at 6:30pm, Monday, 17 September 2012 in the Warren Daniel Conference Room.  |   |

Signed (Chair) \_\_\_\_\_  
Carl PEKIN

Date: \_\_\_\_\_