

**Minutes of Meeting 1 of 2012  
Mount Lawley Senior High School  
School Board Meeting  
Warren Daniel Conference room, MLSHS  
Monday, 20 February 2012 at 6:30pm**

**ATTENDEES:** Milton Butcher - Principal, Geoff Clayton (Chair) - Staff Representative, Carl Pekin - Parent Representative, Don Rowe - Parent Representative, Prof Trevor Cullen, ECU - Community Representative, Glenn Scott - Community Representative, Ian Johnston - Staff Representative, Jordan Caffery - Student Representative, Jamie Brander - Student Representative.

<b>1.0</b>	<b>Welcome and apologies</b>	<b>ACTIONS</b>
1.1	<p>Opening and welcome.</p> <ul style="list-style-type: none"> <li>• The meeting was opened by Geoff Clayton at 6:40pm</li> <li>• The MLSHS Terms of Reference document (MLSHS ToR) will take affect at the next meeting.</li> </ul>	
1.2	<p>Apologies:</p> <p>Michael Sutherland, MLA - Member for Mount Lawley - Community Representative.</p> <p>John Cloake - Parent Representative.</p> <p>Saxon Goodrick - Student Representative.</p>	
1.3	<p>Confirmation of agenda.</p> <ul style="list-style-type: none"> <li>• The Board confirmed the agenda.</li> </ul> <p>Additional items under Other Business.</p> <ul style="list-style-type: none"> <li>• Open letter of concern.</li> <li>• Composition of the Board.</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. 1 agenda.	
<b>3.0</b>	<b>Minutes of previous meeting</b>	
3.1	<p>Review minutes of previous meeting.</p> <p>Geoff Clayton presented to the Board the minutes of the 21 November 2011 meeting (attachment 1) for approval.</p> <p>Don Rowe and Ian Johnston moved: <i>'The Board endorses the minutes of the previous meeting as complete and accurate.'</i> – <b>CARRIED.</b></p>	
3.2	<p>Actions arising from the previous meeting.</p> <ul style="list-style-type: none"> <li>• <b>Direction of the School:</b> <ul style="list-style-type: none"> <li>– Feedback on the Statement of Purpose document remains outstanding.</li> </ul> </li> <li>• <b>Music Building Upgrade:</b> <ul style="list-style-type: none"> <li>– Michael Sutherland arranged for the Premier and the Minister for Education to inspect the music facilities.</li> <li>– Problem areas were evident during the visit.</li> <li>– Michael Sutherland to issue a press release.</li> </ul> </li> </ul>	Board Members to provide feedback to Geoff Clayton by the next meeting.
<b>4.0</b>	<b>Discussion Items</b>	
4.1	<p><b>Brief on student results, 2011:</b></p> <p>A Summary of Academic Performance, 2011 (attachment 2) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• <b>NAPLAN/MSE9 School Performance</b> <ul style="list-style-type: none"> <li>– No change to gross figures of NAPLAN and MSE9 results.</li> <li>– NAPLAN results good. MSE9 results down 20%.</li> <li>– Science and Social Studies areas of concern.</li> <li>– Effort will be made to improve these results.</li> </ul> </li> <li>• <b>NAPLAN/MSE9 Like School Performance</b> <ul style="list-style-type: none"> <li>– Like School performance is as expected in all bands.</li> <li>– NAPLAN and S&amp;E are yellow positive, Science, yellow negative.</li> <li>– Year 7 to Year 9 results show significant value add.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Years 8 -10 Grading Distribution</b> <ul style="list-style-type: none"> <li>– Grading compared to Like Schools remains a concern.</li> <li>– Improvements have been achieved in Year 10.</li> </ul> </li> <li>• <b>Year 12 Results</b> <ul style="list-style-type: none"> <li>– Year 12 results better than expected. Students achieved to potential.</li> <li>– 34 students received an ATAR of 90 or better.</li> <li>– 92.18% of students were offered a place at University.</li> </ul> </li> <li>• <b>Year 12 Performance Indicators</b> <ul style="list-style-type: none"> <li>– Gross outcomes compared to the State are reasonable.</li> <li>– 2011 League table position 58. Last year 62.</li> </ul> </li> <li>• <b>Performance factors</b> <ul style="list-style-type: none"> <li>– Areas requiring attention: <ul style="list-style-type: none"> <li>– The difference between School and State scores.</li> <li>– The difference between raw and moderated scores.</li> <li>– Variations between school practical scores and examination practical scores.</li> </ul> </li> </ul> </li> <li>• <b>Comparison between MLSHS and Like Schools</b> <ul style="list-style-type: none"> <li>– Individual students results good. Individual subjects results not so good.</li> <li>– ATAR scores compared to Like Schools - positive yellow.</li> </ul> </li> </ul> <p>Don Rowe and Ian Johnston moved: <i>'The Board notes the Brief on student results, 2011.'</i> - <b>CARRIED.</b></p>	
4.2	<p><b>Staffing profile and Workforce Plan:</b> The Workforce plan (attachment 3) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• Staff survey data to be used in conjunction with graphical information provided by the Department's Workforce Planning.</li> <li>• The intent is to position the school for the future in terms of staffing.</li> <li>• Factors requiring consideration: <ul style="list-style-type: none"> <li>– Staff retiring in the next 5 years.</li> <li>– Student numbers. Currently 1345 plus fee payers.</li> <li>– Sibling enrolment restrictions.</li> </ul> </li> </ul> <p>Carl Pekin and Don Rowe moved: <i>'The Board notes the Staffing profile and 2012 - 2014 Workforce Plan.'</i> - <b>CARRIED.</b></p>	<p>Milton to bring revised version of the Workforce Plan to the next meeting.</p> <p>Board members to consider existing strategies.</p>
4.3	<p><b>Directions of the School - School Business Plan:</b> The School Business Plan (attachment 4) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• Staff support the School Vision "Inspire to Aspire".</li> </ul> <p>Carl Pekin and Glenn Scott moved: <i>'The Board endorses the School Vision "Inspire to Aspire" with the removal of the words "Achieve, Support, Persevere, Innovate, Respect, Excel.'</i> - <b>CARRIED.</b></p> <p>Ian Johnston and Trevor Cullen moved: <i>'The Board endorses the School Values of Excellence, Respect, Learning and Perseverance.'</i> - <b>CARRIED.</b></p> <p>Ian Johnston and Carl Pekin moved: <i>'The Board endorses the School Priorities with the words "tolerant to" being replaced with "accepting of" in point 3. (Student Wellbeing.)'</i> - <b>CARRIED.</b></p> <ul style="list-style-type: none"> <li>• The Joint Statement of Purpose is still in progress. <ul style="list-style-type: none"> <li>– Good promotional tool for incoming parents/students and the website.</li> <li>– Helps to contextualise the School Values.</li> </ul> </li> </ul> <p>Don Rowe and Carl Pekin moved: <i>'The Board endorses the intent of the Joint Statement of Purpose.'</i> - <b>CARRIED.</b></p>	<p>Milton to bring the completed Joint Statement of Purpose to the next meeting.</p> <p>Board members to forward ideas and/or changes to Milton.</p>

4.4	<p><b>Institute of Chartered Accountants (ICA) Sponsorship</b>  The Risk Analysis Sponsorship Agreement (attachment 4) was tabled.</p> <ul style="list-style-type: none"> <li>• The existing Sponsorship Agreement has expired.</li> <li>• To be in compliance with DoE policy the proposal is now presented to the Board along with a Risk Analysis.</li> <li>• In the standard Department Agreement there is an expectation that ICA will accept risk to insure the Department of this arrangement.</li> <li>• If the School Board breaches the policy it may be dismissed.</li> <li>• ICA will not sign the Standard Agreement due to the indemnity clause (7vi).</li> </ul> <p>Don Rowe and Ian Johnston moved: <i>'The Board endorses striking out indemnity clause (7vi) from the ICA Sponsorship Agreement.'</i> - <b>CARRIED.</b></p>	
4.5	<p><b>Finance Committee Board Representative:</b>  There is an opportunity for the School Board to nominate a member for the Finance Committee.</p>	<p>Board to consider.</p> <p>Milton to raise the opportunity at the School Board AGM.</p>
4.6	<p><b>Level 3 Selection Panel Board Representative:</b></p> <ul style="list-style-type: none"> <li>• Three Level 3 positions, Languages, MS Mathematics and SS Mathematics, are to be advertised.</li> <li>• There is a position on the Level 3 Selection Panel for a School Board representative.</li> </ul> <p>Don Rowe and Trevor Cullen moved: <i>'The Board endorses Carl Pekin and Glenn Scott as the School Board representative on the Level 3 Selection Panels. Milton to select either Carl or Glenn as required.'</i> - <b>CARRIED.</b></p>	<p>Level 3 Selection Panel School Board Representative to attend a training course with Milton.</p>
4.7	<p><b>Special Programs - Jazz and Aboriginal Excellence</b></p> <ul style="list-style-type: none"> <li>• The school appealed against a decision not to allow a Jazz Program at MLSHS. This appeal has been granted.</li> <li>• The school will be seeking Special Program status for the Aboriginal Excellence Program in the Middle School. There was agreement in principle to continue mining company support.</li> </ul> <p>Ian Johnston and Don Rowe moved: <i>'The Board notes the status of the Specialist Jazz Program and Aboriginal Excellence Program.'</i> - <b>CARRIED.</b></p>	
5.0	<p><b>Reports and Operational Matters</b></p>	
5.1	<p><b>Financial Report:</b>  The financial reports (attachment 6) were tabled. Milton gave an overview and there was a discussion.</p> <p>Ian Johnston and Trevor Cullen moved: <i>'The Board notes the Finance report.'</i> - <b>CARRIED.</b></p>	
5.2	<p><b>Student Representative Report:</b>  Upcoming events</p> <ul style="list-style-type: none"> <li>• House swimming carnival -Thursday, 23 February 2012.</li> <li>• Year 12 School Ball - Friday, 9 March 2012.</li> <li>• Possibly a Year 10 and Year 11 Rivercruise.</li> </ul> <p>Initiatives</p> <ul style="list-style-type: none"> <li>• House captains are focussing on an initiative aiming to rejuvenate the competitiveness of Houses. Students can earn House points from a variety of activities.</li> </ul> <p>Glenn Scott and Carl Pekin moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
5.3	<p><b>Principal's Report:</b></p> <ul style="list-style-type: none"> <li>• Milton thanked Jordan, Jamie and their parents/guardians for their part in tonight's meeting.</li> <li>• The Premier unveiled the Terracotta Warrior on 15 February 2012. The event was highly successful.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The Consul General of China, Madam Wang, requested a return visit to the school.</li> <li>• Census information is systematically being recorded and organised to tie in student numbers.</li> <li>• School commenced well.</li> <li>• Student numbers are good enabling staff to be held.</li> <li>• Working to replace the HOD Languages.</li> <li>• A School Improvement Officer has been appointed to mentor/coach Level 3s and TICs. The objective to improve issues revealed by student result analysis.</li> </ul> <p>Glenn Scott and Don Rowe moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
5.4	<p><b>Staff Report:</b> <b>Geoff Clayton</b></p> <ul style="list-style-type: none"> <li>• Good start to the year with stability amongst the MS teaching staff.</li> <li>• Year 8 &amp; 9 Middle School rivercruise coming up.</li> <li>• Year 9s have commenced NAPLAN preparation.</li> <li>• A teacher is providing resources to assist with MSE9 preparation.</li> </ul> <p><b>Ian Johnston</b></p> <ul style="list-style-type: none"> <li>• Timetabling successful. No students started the year lost.</li> <li>• A recent whole school assembly recognised MLSHS's 2011 high performing students.</li> <li>• Several parent information evenings have been held this term with more to come.</li> <li>• There was a discussion about predicted Year 12 results and the strategies being put in place to help students achieve to their potential.</li> </ul> <p>Glenn Scott and Don Rowe moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
5.5	<p><b>P&amp;C Report:</b> No report. Next meeting - Monday, 27 February 2012.</p>	
<b>6.0</b>	<b>Other Business</b>	
6.1	<p><b>Open letter of concern.</b></p> <ul style="list-style-type: none"> <li>• An Open Letter of concern (attachment 7) regarding HOD Arts was received by Milton Butcher, Principal MLSHS with CC to the President of the P&amp;C and the School Council.</li> <li>• Milton responded to this letter.</li> </ul> <p><b>Composition of the Board.</b></p> <ul style="list-style-type: none"> <li>• A review of the Terms of Reference is suggested to clarify when and how a member of the Community can become part of the School Board.</li> </ul> <p>Ian Johnston and Glenn Scott moved: <i>'The Board nominates Don Rowe as a Community Representative on the School Board.'</i> - <b>CARRIED.</b></p>	The new School Board to review and amend the Terms of Reference in relation to Community members.
<b>7.0</b>	<b>Next Meeting</b>	
	AGM Meeting is scheduled for 19 March 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 Geoff at 8:24pm. The next meeting will be at 6:30pm, 19 March 2012 in the Warren Daniel Conference Room.	

Signed (Chair) \_\_\_\_\_  
Geoff CLAYTON

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