

**Minutes of Meeting 1 of 2013  
Mount Lawley Senior High School  
School Board Meeting  
Warren Daniel Conference Room, MLSHS  
Monday, 18 February 2013 at 6:30pm**

**ATTENDEES:**

Carl Pekin (Chair) - Parent Representative, Milton Butcher - Principal, Jenny Fay - Parent Representative, John Cloake - Parent Representative, Don Rowe - Community Representative, Glenn Scott - Community Representative, Andy Outten - Staff Representative, Ian Johnston - Staff Representative.

<b>1.0</b>	<b>Welcome and apologies</b>	<b>ACTIONS</b>
1.1	Opening and welcome. <ul style="list-style-type: none"> <li>• The meeting was opened by Carl Pekin at 6:30pm.</li> </ul>	
1.2	Apologies: Michael Sutherland, MLA, Member for Mount Lawley - Community Representative, Prof Trevor Cullen, ECU - Community Representative, Teleah Wilcox - Student Representative (WAYSBS rehearsal commitment).	
1.3	Confirmation of agenda. <ul style="list-style-type: none"> <li>• The Board confirmed the agenda.</li> </ul> Additional items under Other Business. <ul style="list-style-type: none"> <li>• Parent Connect.</li> <li>• Review of Terms of Reference.</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	Review minutes of previous meeting. Carl Pekin presented to the Board the minutes of the 19 November 2012 meeting (attachment 1) for approval.  Don Rowe and Jenny Fay 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. <ul style="list-style-type: none"> <li>• Early Start Program feedback.               <ul style="list-style-type: none"> <li>- Parent feedback positive.</li> <li>- Student attendance rate good.</li> <li>- A suggestion was made to provide Early Start students with a revision framework to assist them during the holiday break.</li> </ul> </li> </ul>	
<b>4.0</b>	<b>Reports and Operational Matters</b>	
4.1	<b>Financial Report:</b> The 2012 Period 12 Comparative Budget Report, Financial Summary, Voluntary Contributions and Charges Collection Rates Return and One Line Salary Budget (attachment 2) were tabled and discussed. <ul style="list-style-type: none"> <li>• The Financial Summary showed budgeted income and actual income approximated each other. Overall expenditure was down on the budget.</li> <li>• Voluntary Contributions and Charges collection rates are reported on anticipated revenue. This does not give a true indication of collection rates.</li> <li>• The One Line Salary Budget Report indicated that salary commitment against budget was under budgeted figures. Part of the School Grant is committed to salaries in the Healthy Active and VET area.</li> <li>• The 2012 One Line Budget balanced. No significant drawing was made on Reserves.</li> <li>• The Comparative Budget Report showed a sound overall position.               <ul style="list-style-type: none"> <li>- Utilities have gone over budget due to housing the Primary School. This will be recouped following mid year acquittals.</li> </ul> </li> </ul>	2013 Financial Report to be considered at the next meeting following finalisation of school budgets.  Milton/Elaine to discuss collection rate statistics with DoE.

	<ul style="list-style-type: none"> <li>- Cost Centre Managers with savings will be given the opportunity to move funds into Reserve accounts for replacement of textbooks etc.</li> <li>- Over expenditure will be cleared using 2013 budget allocations.</li> <li>• 2013 collection rates will be reported when debts have been applied to student accounts. This will be done when subject changes have finalised.</li> </ul> <p>John Cloake and Ian Johnston moved: <i>'The Board notes the Finance report provided.'</i> - <b>CARRIED.</b></p>	
4.2	<p><b>Principal's Report:</b></p> <ul style="list-style-type: none"> <li>• MLSHS was recently awarded Top Public School for 2012. The school produced a good attainment rate.</li> <li>• The school year started smoothly.</li> <li>• Air conditioning/cooling installation still in progress.</li> <li>• The school is currently experiencing problems with its power supply caused by an increase in consumption. This has overloaded the electrical board and now requires repair. The school will not be required to fund this work.</li> <li>• The Julie Price D&amp;T Memorial room will be set-up shortly. When complete Julie's family will be invited to view the room. Julie's daughter gave a very moving speech at last year's assembly.</li> <li>• This year's first assembly has been held with in excess of 200 students being recognised for 2012 achievements. This included scholarships.</li> <li>• The Year 10 Academic Extension class selection process is being reviewed. Some parents have expressed concerns regarding selection criteria.</li> <li>• Elections for the Board are underway. Nominations close Friday, 22 February 2013.</li> <li>• The Year 8 Parent/Teacher BBQ is on Wednesday, 20 February 2013 and the Year 10 Parent/Teacher BBQ on Wednesday, 13 March 2013.</li> <li>• The P&amp;C tree investigation is continuing.</li> <li>• Preparations for Interim reports and parent/teacher interviews are underway. This involves all year groups.</li> </ul> <p>Glenn Scott and Jenny Fay moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	Milton to review the Year 10 Academic Extension selection process.
4.3	<p><b>Student Representative Report:</b> No Report.</p>	
4.4	<p><b>Staff Report: Ian Johnston</b></p> <ul style="list-style-type: none"> <li>• Interim report night is on Thursday, 11 April 2013. A request was made for this event to be promoted through the P&amp;C in an endeavour to increase the attendance rate. Online bookings will be available.</li> <li>• The Senior School has sent letters to parents whose child is currently working below the 50-60% benchmark.</li> <li>• The Year 12 School Ball is on Friday, 8 March 2013 at the Hyatt Regency Hotel.</li> <li>• There is a major push on Year 12 attendance and performance.</li> <li>• All event/activity dates are live on the school's website. Parents are to be encouraged to take a look.</li> </ul> <p><b>Staff Report: Andy Outten</b></p> <ul style="list-style-type: none"> <li>• There has been a seamless transition from 2011 to 2012 as a result of the Early Start program.</li> <li>• Students changing subjects in 2012 loss 5 weeks of tuition.</li> <li>• The Year 10 Cohort is encouraging. They are keen and attentive.</li> </ul> <p>Glenn Scott and John Cloake moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	<p>John to promote Interim report parent/teacher interview night at the next P&amp;C meeting.</p> <p>John to advise the P&amp;C of event/activity dates on the school's website.</p>
4.5	<p><b>P&amp;C Report:</b></p> <ul style="list-style-type: none"> <li>• The DVC Infrastructure is still subject to Mike Camilleri's investigation. There is concern that the system is PC based in a "Mac" environment</li> </ul>	

	<p>and that Clickview movies will no longer be accessible.</p> <ul style="list-style-type: none"> <li>• The purchase of a tree is in progress.</li> <li>• There was a proposal to upgrade the Board room and approach the P&amp;C for funding.</li> </ul> <p>Andy Outten and Jenny Fay moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	<p>John to inform the P&amp;C of the parent request to upgrade the Board room.</p>
<b>5.0</b>	<b>Discussion Items</b>	
5.1	<p><b>Report on progress of School Business Plan 2012 Year 12 results:</b>  A Summary of Academic Performance, 2012 (attachment 3) was tabled and discussed. A Student Results 2012 Brief to School Board PowerPoint presentation was delivered and discussed. The presentation contained the following information:</p> <ul style="list-style-type: none"> <li>- Year 7 Performance Data</li> <li>- Year 9 Performance Data</li> <li>- Year 12 Performance Data</li> <li>- Attendance</li> <li>- Like School Comparisons</li> <li>- Year 12 in Year 9</li> </ul> <p><b>Student Results</b></p> <ul style="list-style-type: none"> <li>• Milton welcomed and thanked Board members for their time and commitment to the school.</li> <li>• The school had good results in NAPLAN and MSE9 in terms of mean score and standard. The challenge is to maintain these results to Year 12.</li> <li>• Year 12 Performance Data: <ul style="list-style-type: none"> <li>- 2 Certificates of Distinction - including one from VET.</li> <li>- 6 Certificates of Commendation.</li> <li>- 29 students with ATAR 90 or better, 35% 80 or better.</li> <li>- 9 WACE subjects above the State average.</li> <li>- 1 Top 10 subject - Computer Science.</li> <li>- Graduation rate above the State.</li> <li>- Top Public School for 2012.</li> <li>- Year 12 results the worst since 2008.</li> </ul> </li> <li>• Challenges and targets: <ul style="list-style-type: none"> <li>- To fix Red Boxes - Biology, Geography and Physics.</li> <li>- To improve subject performance.</li> <li>- To guide parents/students to ensure suitable courses are being undertaken.</li> <li>- To improve Cert II conversion rate.</li> <li>- To improve WACE and ATAR performances.</li> </ul> </li> <li>• Staff to engage: <ul style="list-style-type: none"> <li>- A sense of pride in improving our results.</li> <li>- Small improvements - inch by inch.</li> <li>- Expectations and demand/expect success.</li> <li>- Moral purpose.</li> </ul> </li> </ul> <p><b>Student Attendance</b></p> <ul style="list-style-type: none"> <li>• Attendance rate for 2012 - 91%.</li> <li>• 68% of students attended regularly (90% +).</li> <li>• 101 Year 11 girls did not reach 90% attendance in 2012. Milton has written to parents in an attempt to address this issue for Year 12.</li> </ul> <p><b>Year 9 to Year 12</b></p> <ul style="list-style-type: none"> <li>• In Year 9 these students achieved to expectation, however, in Year 12 some performances produced negative results.</li> <li>• Good results in NAPLAN need to be maintained throughout senior school to produce good results in Year 12.</li> <li>• Target - no Red Boxes.</li> </ul> <p><b>Target Achievement Report</b>  School Business Plan 2012-2014 - Report to School Board on Target</p>	.

	<p>Achievement, 2012 (attachment 4) was tabled and discussed.</p> <p>This document was presented to Board members to give an understanding of how the school is tracking in regards to student performance and wellbeing targets.</p> <p>Andy Outten and Don Rowe moved: <i>'The Board notes the progress report.'</i> - <b>CARRIED.</b></p>	<p>Board Members to read Target Achievement Report and bring any questions to the next meeting.</p>
5.2	<p><b>Year 7 Building update:</b></p> <p>An updated architectural plan of the Year 7 building (attachment 5) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• The plans now incorporate the \$2m music facility.</li> <li>• Music facilities and four general classrooms will be located on the ground floor. Four classrooms and specialist facilities on the first floor.</li> <li>• Music staff will be operating out of two facilities.</li> <li>• The model will now go to Detailed Drawings and then out to tender.</li> <li>• Completion date to be around September 2014.</li> <li>• The building will have a more conservative look.</li> </ul> <p>Don Rowe and Jenny Fay moved: <i>'The Board notes the Year 7 building update report.'</i> - <b>CARRIED.</b></p>	
5.3	<p><b>Correspondence on school administrators - Work role group (SSTUWA):</b></p> <p>Correspondence from SSTUWA (Inc) (attachment 6) regarding an Inquiry - Documenting the Dimensions was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• The Union is conducting an investigation into the workload/work value of Principals and Deputy Principals in WA public schools.</li> <li>• Community members are welcome to attend the Open Forums or provide submissions in writing. Letters have been sent to P&amp;Cs and School Boards/Councils.</li> </ul>	
<b>6.0</b>	<b>Other Business</b>	
	<ul style="list-style-type: none"> <li>• Parent Connect: <ul style="list-style-type: none"> <li>– Cannot be used for Early Start results.</li> <li>– 2013 data will be available shortly.</li> <li>– Consideration being given to including data relating to a student's position within a cohort and absentee notifications.</li> <li>– Parents can provide feedback to Mike Camilleri.</li> </ul> </li> <li>• Terms of Reference <ul style="list-style-type: none"> <li>– There is concern that the current Terms of Reference does not allow the additional of a Community Member at a general meeting.</li> <li>– It is agreed that the Board endorsed the following amendment (Minuted 17 September 2012 Meeting 6 of 2012): <i>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.</i></li> </ul> </li> </ul>	<p>Mike Camilleri to received Parent Connect feedback from parents.</p> <p>Milton to send current Terms of Reference to Don for clarification.</p>
<b>7.0</b>	<b>Next Meeting</b>	
	<p>The Annual General Meeting is scheduled for Monday, 18 March 2013 in the Warren Daniel Conference Room.</p>	<p>Agenda items to Milton.</p>
<b>8.0</b>	<b>Roundtable evaluation of the meeting</b>	
	<p>No further comment.</p>	
<b>9.0</b>	<b>Meeting Close/Adjournment/Next meeting</b>	
	<p>The meeting was closed by Carl at 8:45pm. The next meeting will be at 6:30pm, Monday, 18 March 2013 in the Warren Daniel Conference Room.</p>	

Signed (Chair) \_\_\_\_\_  
Jenny FAY

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