

Minutes of Meeting 2 of 2013
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 18 March 2013 at 6:30pm

ATTENDEES: Milton Butcher - Principal, Carl Pekin (Chair) - Parent Representative, Jenny Fay - Parent Representative, Rachel McGirr - Parent Representative, Jo Furness - P&C Representative, Don Rowe - Community Representative, Prof Trevor Cullen, ECU - Community Representative, Glenn Scott - Community Representative, Michael Sutherland, MLA - Member of Mount Lawley - Community Representative, Martin Dempsey - Community Representative, Andy Outten - Staff Representative, Ian Johnston - Staff Representative, Rebecca Sampson - Student Representative, Jadviga Kobryn-Coletti - Student Representative, Michael White - Observer, Peta Gjedsted - Observer, Chris Nicoli - Observer, Juanita Kokkinidis - Observer, Niamh O'Brien.

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome. <ul style="list-style-type: none"> • The meeting was opened by Carl Pekin at 6:30pm. 	
1.2	Apologies: Nil	
1.3	Confirmation of agenda. <ul style="list-style-type: none"> • The Board confirmed the agenda. Additional items under Other Business: <ul style="list-style-type: none"> • Address by Michael Sutherland. 	
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. Carl Pekin presented to the Board the minutes of the 18 February 2013 meeting (attachment 1) for approval. Andy Outten and Don Rowe 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	Annual General Meeting	
4.1	Annual Report of the Chair of the Board: <ul style="list-style-type: none"> • Carl thanked Milton and Sue for the thorough and timely manner in which supporting documents were prepared for Board members. • The move to IPS status over the past year had been smooth. • Work will continue to realise what it means to be an IPS school. 	
4.2	Confirmation of Members: <ul style="list-style-type: none"> • Community Members: Don Rowe and Glenn Scott moved: <i>'The Board confirms the appointment of Professor Trevor Cullen and Martin Dempsey as Community Members of the Board.'</i> - CARRIED. 	
4.3	Election of Chair and appointment of Secretary: <ul style="list-style-type: none"> • Office Bearers: <i>'Ian Johnston and Jo Furness nominated Jenny Fay for Chair.'</i> - JENNY FAY ELECTED CHAIR. <i>'Ian Johnston and Jo Furness nominated Milton Butcher for Secretary.'</i> - CARRIED. Jenny Fay then took the Chair. 	
4.4	Acknowledgement of Retiring Members: <ul style="list-style-type: none"> • Jenny thanked Carl Pekin for his work as Chair over the past year and for his leadership during the transition to become a School Board. • Retiring members John Cloake, Michael Sutherland, MLA and Teleah Wilcox and Carl Pekin were acknowledged. • Re-elected and new members were congratulated. Jenny Fay and Milton Butcher moved: <i>'The Board thanks formally Carl Pekin for his meticulous work as Chair of School Board.'</i> - CARRIED. Jenny Fay and Milton Butcher moved: <i>'The Board thanks formally retiring members of the School Board.'</i> - CARRIED.	Milton to write a letter of thanks to retiring members on behalf of the Board.
5.0	Reports and Operational Matters	
5.1	Financial Report: The 2013 Period 3 Comparative Budget Report and Finance Committee Funding Application Forms (attachment 2) were tabled and discussed.	

	<ul style="list-style-type: none"> The budget is currently unfixed. Funds will be allocated to Cost Centres following approval of the 2013 School Budget. 	
	<p>Jenny Fay and Martin Dempsey moved: <i>'The Board notes the Finance report.'</i> - CARRIED.</p> <p>Milton Butcher and Martin Dempsey moved: <i>'The Board endorses the Finance Committee's decision to approve the purchase of two smartpens for Special Needs students from the Literacy and Numeracy Innovation fund.'</i> - CARRIED.</p> <p>Milton Butcher and Martin Dempsey moved: <i>'The Board endorses the Finance Committee's decision to approve the funding of the 2013 Athletics tutor program from the Literacy and Numeracy Innovation fund.'</i> - CARRIED.</p>	
5.2	<p>Principal's Report:</p> <ul style="list-style-type: none"> The House Swimming Carnival was held Wednesday, 6 March 2013. 62% of students attended the carnival with many engaging in the events. Hackett was victorious. The Year 12 School Ball was held on Thursday, 7 March 2013 at the Hyatt Regency Hotel. Students were well behaved, however, some guests were problematic. The inclusion of guests will be reviewed for future balls and parents made aware of any changes. The GAT Club held their first meeting on Friday, 15 March 2013. Over 100 language students were given the opportunity to participate in activities themed around Italian and Chinese. The Languages Support parents did a fabulous job preparing food for the students. Thank you. Year 8 and 10 Parent/Staff BBQs were well attended. Good feedback was received from parents who appreciated the opportunity to communicate with teachers in a social environment. The Certificate IV in Music course offered to MLSHS students has been discontinued for 2013 and into the future. Following discussions with WAAPA and ECU it was recognised that the requirements and certification of Vocational Education and the Australian Quality Training Framework (AQTF) provisions could not be met. Current Year 12 students will complete the course. Talks to continue. The Terms of Reference (ToR) has been adjusted to reflect the School Education Act and Regulations. These changes are fixed. Page 1 (attachment 3) was tabled. The following has been addressed: <ul style="list-style-type: none"> Legislates how students can be involved. Students must be elected in order to be invited to the Board and have voting rights. Confirms that the P&C Representative is determined by the P&C. A newspaper reported MLSHS as one of the "wealthy" schools having received revenue of \$1.3M. This is attributed to three overseas tours, 1400 students enrolled with 80%+ of Charges and Contributions being paid and the enrolment of International Fee Paying students. Year 10 students were involved in the 1:1 rollout of laptops. Significant school resources have been used to build up the fleet of computers. This can not be sustained in the future so an alternative plan will need to be put in place. Parents will be notified of changes when all options have been considered and plans finalised. <p>Ian Johnston and Jo Furness moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	<p>Milton to email a copy of the standardised Constitution to Board Members for consideration and amendment at the next Board meeting.</p>
5.3	<p>Student Representative Report: Rebecca Sampson</p> <ul style="list-style-type: none"> Swimming carnival was a big success. There have been great reports about the Year 12 School Ball. Social events are being planned. <p>Jadviga Kobryn-Coletti</p> <ul style="list-style-type: none"> Year 10 students have concerns regarding streaming into Academic Extension classes. Milton is confident that students are in correct classes. A percentage mark will be given to parents in future years to help provide an understanding of placements. <p>Rachel McGirr and Jenny Fay moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	<p>Milton and Rebecca to follow up Red Cross blood donation drive with Teleah Wilcox.</p> <p>Rebecca to discuss with Year Co-ordinator and raise at the next Student Council meeting.</p>

5.4	<p>Staff Report: Andy Outten</p> <ul style="list-style-type: none"> Swimming Carnival was well attended. To complete a Certificate III in Visual Communications students are required to market products. The plan is for students to take photographs at school events and sell them to parents. Consideration to be given to displaying photos, privacy regulations and financial implications. Further discussions to be held. Reports on the Year 12 School Ball were positive. Year 10 BBQ was very well attended by staff. Laptops were rolled out to Year 10 students. A catch-up session will be held for those students who could not attend on the day. <p>Ian Johnston</p> <ul style="list-style-type: none"> A Parent Interview night will be held on Thursday, 11 April 2013. Parents are encouraged to book on-line ASAP and ensure that adequate time is allocated between interviews. All reports will be sent home by the end of the week. Year 8s and 9s have had a river cruise and Year 12s the school ball. Years 10s and 11s have not had a social function this year. Senior School parents have received a communication advising that 50% is not an adequate performance. Staff have been asked to contact parents if student results fall below 60%. <p>Jo Furness and Jenny Fay moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	Jo Furness to promote Parent interview night and on-line booking at the next P&C meeting.
5.5	<p>P&C Report:</p> <ul style="list-style-type: none"> The AGM was held at the last meeting and office bearers elected. Ron Pearce is continuing as President. Preparations are underway for the 10th Annual Art Auction. <p>Martin Dempsey and Ian Johnston moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
6.0 Other Business		
6.1	<p>School Budget for 2013</p> <p>The 2013 School Budget and supporting documentation (attachment 3 and 4) were tabled and discussed. This budget had been approved by the Finance Committee on 13 March 2013. Key features include:</p> <ul style="list-style-type: none"> Resources and expenditure for staff appointed to SFSA Total value of resources for employment of staff: \$12,837,024 Total expenditure on staff appointed to SFSA: \$12,836,782 Balance available for staff and contingency expenditure Resources for employment of staff (SFSA): \$12,837,024 Contingencies: \$2,160,327 Reserved in Salary Pool: \$412,513 Total available for the One Line Budget: \$15,409,864 <p>Andy Outten and Don Rowe moved: <i>'The Board endorses the 2013 One Line Salary Budget (SFSA).'</i> - CARRIED. Ian Johnston and Martin Dempsey moved: <i>'The Board endorses the 2013 Contingencies Budget.'</i> - CARRIED. Ian Johnston and Andy Outten moved: <i>'The Board endorses the 2013 School Budget.'</i> - CARRIED.</p>	(\$243 in surplus.)
6.2	<p>Delivery and Performance Agreement addendum</p> <p>The Delivery and Performance Agreement and Director General's endorsement letter (attachment 5) was tabled and discussed.</p> <ul style="list-style-type: none"> The school has received approval from the Director General to run a unique specialist Aboriginal Excellence Program (AEP). <p>Change to be actioned: Page 4 Section 2: Program delivery - add 'Addendum to School Business Plan Aboriginal Excellence Program - This is a unique specialist program but not an Approved Specialist Program (ASP) that was approved on the 25 February 2013. This provides for a range of opportunities for a small number of ATSI students through a specific school program and mentoring provided by ECU.'</p> <p>Jo Furness and Martin Dempsey moved: <i>'The Board endorses the Aboriginal Excellence Program addendum to the Delivery and Performance Agreement.'</i></p>	<p>Milton to amend the Delivery and Performance Agreement.</p> <p>Jazz Music Program to be reviewed due to the withdrawal of the Certificate IV in Music course.</p>

6.3	<p>Year 7 Building update</p> <p>An updated architectural plan of the Year 7 building (attachment 6) was tabled and discussed.</p> <ul style="list-style-type: none"> • Thanks are extended to Michael Sutherland, MLA for his advocacy to obtain funding for the additional music facilities. • The building now has a more conservative look.. • Building to commence around August/September 2013 and be completed by September 2014. <p>Glenn Scott and Ian Johnston moved: <i>'The Board notes the Year 7 building update report.'</i></p>	
6.4	<p>Reporting to Parents Day - 4 July 2013</p> <p>The Board was asked to endorse the submission of a request to suspend the school's timetable on Thursday, 4 July 2013. This is for the purpose of reporting to parents.</p> <ul style="list-style-type: none"> • A Careers Expo will be incorporated into the day's activities. • Parents will be given the opportunity to access teachers for a full day. • Appointment times will be 10 minutes in duration. <p>Glenn Scott and Don Rowe moved: <i>'The Board endorses suspending the school's timetable for a Careers Day and Reporting to Parents.'</i></p>	Milton to submit request to the Regional Executive Director.
6.5	<p>Annual School Report for 2012</p> <p>The Annual School Report (attachment 7) was tabled and discussed.</p> <ul style="list-style-type: none"> • Milton was commended for his work to produce the report. <p>Don Rowe and Ian Johnston moved: <i>'The Board endorses the Annual Report for 2012 subject to the correction of typographical errors.'</i></p>	Milton to edit the Annual Report for 2012, correct typographical errors and publish.
6.6	<p>Member of Level 3 Selection Panel</p> <ul style="list-style-type: none"> • The Level 3 position for Arts will be advertised shortly. There is a position on the selection panel for a School Board representative. <p>Glenn Scott and Martin Dempsey moved: <i>'The Board endorses Trevor Cullen as the School Board representative on the Level 3 Selection Panel.'</i> - CARRIED.</p>	Milton to advise Trevor of section panel dates.
6.7	<p>Sponsorship of the AEP by Independence Group NL</p> <p>Documents for an incoming sponsorship to a public school and Management Report and Risk Assessment (attachment 8 and 9) was tabled and discussed.</p> <ul style="list-style-type: none"> • Sponsorships less than \$100,000 are to be approved by the Director General and more than \$100,000 by the Minister. • Independence Group NL indicated a notional amount of \$14,300.00 to available for sponsorship. • There were no real, perceived or potential conflicts of interest experienced by any member in relation to Independence Group NL. <p>Ian Johnston and Andy Outten moved: <i>'The Board endorses the sponsorship arrangement and requests the Chair to sign the agreement.'</i> - CARRIED.</p>	
7.0	Other Business	
	<p>Address by Michael Sutherland, MLA</p> <p>Michael expressed his gratitude for the opportunity to be on the Board. If the school requires his assistance at any stage he is more than happy to oblige. The Board reciprocated by thanking Michael for his work.</p>	
8.0	Next Meeting	
	Meeting is scheduled for 20 May 2013 in the Warren Daniel Conference Room.	Agenda items to Jenny or Milton.
9.0	Roundtable evaluation of the meeting	
	<ul style="list-style-type: none"> • A new Board has been established. • 2013 School Budget was adopted. 	
10.0	Meeting Close/Adjournment/Next meeting	
	The meeting was closed by Jenny at 8:30pm. The next meeting will be at 6:30pm, 20 May 2013 in the Warren Daniel Conference Room.	

Signed (Chair) _____
Jenny FAY

Date: _____