

Minutes of Meeting 8 of 2013
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 18 November 2013 at 6:30pm

ATTENDEES: Ian Johnston - Principal, Jenny Fay (Chair) - Parent Representative, Jo Furness - P&C Representative, Martin Dempsey - Community Representative, Don Rowe - Community Representative, Prof Trevor Cullen, ECU - Community Representative, Andy Outten - Staff Representative, Neil Hudson - Staff Representative, Rebecca Sampson - Student Representative, Jadviga Kobryn-Coletti - Student Representative.

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome. • The meeting was opened by Jenny Fay at 6:30pm.	
1.2	Apologies: Rachel McGirr - Parent Representative, Glenn Scott - Community Representative, Milton Butcher - Co-opt Member	
1.3	Confirmation of agenda. • The Board confirmed the agenda. No additional items.	
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. 8 agenda.	
3.0	Resignation of Community Representative	
3.1	<ul style="list-style-type: none"> • The Chair informed the Board that she had received notice from Glenn Scott announcing his resignation from the Board. Glenn thanked the Board for its commitment and hard work in improving the school and hopes to become involved again when his commitments reduce. • Jenny acknowledged the valued work that Glenn had undertaken since his commencement on the School Council in March 2010. <p>Jenny Fay and Don Rowe moved: <i>'The Board accepts the resignation of Glenn Scott - Community Representative for 2013'. - CARRIED.</i> Jenny Fay and Don Rowe moved: <i>'The Board thanks formally Glenn Scott for his work as a Community Representative on the School Council/Board.'</i> - CARRIED.</p>	Jenny to write a letter of thanks to retiring member Glenn Scott on behalf of the Board.
4.0	Minutes of previous meeting	
4.1	Review minutes of previous meeting. Jenny Fay presented to the Board the minutes of the 21 October 2013 meeting (attachment 1) for approval. Jo Furness and Martin Dempsey moved: <i>'The Board endorses the minutes of the previous meeting as complete and accurate.'</i> – CARRIED.	
4.2	Actions arising from the previous meeting. Jenny Fay presented to the Board the Meeting No. 8 Action List (attachment 2). <ol style="list-style-type: none"> 1. The induction document was tabled and discussed. <ul style="list-style-type: none"> – Item 7 <i>'NAPLAN results'</i> to be amended to <i>'Recent Academic Results.'</i> Add <i>'name'</i> to contact details. 2. The Early Start Program presentation was viewed and discussed. 3. Change to staffing roles 2014 was discussed. 4. The Special School Board survey result document was tabled and discussed. <p>Martin Dempsey and Ian Johnston moved: <i>'The Board notes action list items 1, 2 and 3 of the previous meeting as complete.'</i> – CARRIED.</p>	Sue to resource documents for the Induction Package. Jenny to update induction document. Ian to liaise with Mike C and email parent, staff and student survey results to Board Members.
5.0	Reports and Operational Matters	
5.1	Financial Report: The 2013 Period 11 Comparative Budget Report, Voluntary Contributions and Charges Update, Financial Summary and One Line Salary Budget Report (attachment 3) was tabled and discussed. <ul style="list-style-type: none"> • Term 4 C&C reminder letters have been sent to parents/guardians. It is anticipated there will be further follow-up in December. • IFPS funds have exceeded budget due to increased enrolments. • School Grant revenue was lower than anticipated. • Utilities expenditure is due to be recouped from MLPS and ECU. • Work is being done to follow-up laptop insurance claims. 	

	<ul style="list-style-type: none"> • CCMs have been reminded that excursions must run cost neutral. • Unallocated funds have increased to \$210,685. • School flexible salary projected debt is \$701,298. This will be cleared. <p>Neil Hudson and Martin Dempsey moved: <i>'The Board notes the Finance report.'</i> - CARRIED.</p>	
5.2	<p>Principal's Report: Change to staffing roles 2014.</p> <ul style="list-style-type: none"> • Planning for the 2014 cutbacks has begun. • 84FTE has been used from the anticipated 90 to 91FTE allocated. There are still more allocations to be made, however, it is felt that the school is on track to meet the required 4FTE reduction. • Funding the \$80,000 LSL levy is going to be a big challenge. • It is hoped to avoid the Employer Initiated Placement (EIP) process. <p>Early Start Program</p> <ul style="list-style-type: none"> • A PowerPoint presentation was shown detailing the following: <ul style="list-style-type: none"> – The rationalisation for the change. – Consideration and discussions pertaining to pluses and minuses. – Positive educational outcomes and concerns. – Planning and considerations for the next year. – Feedback from staff and conclusions. • Data will need to be collected for several more years before conclusive results can be established. • Parents are very supportive of the program. <p>Exam period</p> <ul style="list-style-type: none"> • Year 10 and 11 exams ran smoothly. • Classroom allocations were difficult due to WACE exams. <p>Don Rowe and Rebecca Sampson moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
5.3	<p>Student Representative Report: Rebecca Sampson</p> <ul style="list-style-type: none"> • There has been the Year 12 Final Assembly and commencement of exams. The exams were stressful but good. • The Early Start program has started. Year 10 students benefit from the program. Year 11 students are tired having just finished two weeks of exams, however, it is felt that the program will be beneficial at the end. • Prefect afternoon tea and Leaders' breakfast were well attended. • The Health Expo was held on Friday. All reports have been good. • Georgia Burmester and I participated in the PMH fundraiser abseil. • Planning is underway for the Year 12 Awards Ceremony. • The Leaver's jacket is in the design stage. <p>Jadviga Kobryn-Coletti</p> <ul style="list-style-type: none"> • There was a mixed response from students regarding the Study Skills program. In general, it was greatly appreciated. • The transition into Year 11 subjects was very smooth. The four day break was appreciated by students. • Morning exams were excellent as students could go home and study. • Year 10 Dinner Dance is scheduled for Thursday, 5 December 2013. <p>Jenny identified a lack of Middle School information. It is hoped this will be address by the re-establishment of the Student Council in 2014.</p> <p>Ian Johnston and Don Rowe moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	<p>Ian to remedy the shortfall of Middle School information for 2014.</p>
5.4	<p>Staff Report: Andy Outten</p> <ul style="list-style-type: none"> • Congratulations are extended to Jadviga and the remainder of the Mock Trial team for their win at the Grand Final. • Year 12 students have been farewelled. They attended the Farewell Breakfast, Year 12 Final Assembly and Farewell Dinner. • WACE, Year 10 and 11 exams were held. Staff were accommodating. • Early Start program is underway. • Music students performed at Forrest Chase and Karrinyup Shopping Centre. They were well received and have been invited back. • Staff member Brooke Buise, EA, had a baby. • Year 12 Awards Ceremony being held this Thursday. 	

	<ul style="list-style-type: none"> • Andrew Ruck organised a golf day for staff. It was well attended. • Elevate Education ran the study skills program for 2013 Year 10 students. Students commented that the session was superb. • The Health Expo was held last Friday. The activities were very interesting and engaged students. • Items created by the 3D printer were presented. <p>Neil Hudson</p> <ul style="list-style-type: none"> • Elevate Education <ul style="list-style-type: none"> – There will be further Elevate Education sessions in 2014 for Year 11 students on time management and student elevation. – A catch up session will be held at the beginning of 2014. – Letters will be going out to parents inviting them to attend a one hour parent presentation on Thursday, 28 November 2013 at ECU. – The English Department will utilise various activities over the next 12 months to continue to up-skill. – Learning areas have agreed to put this initiative into operational plans next year. – Students will do online surveys to determine effectiveness. • Last week parents of new prefects were invited to an afternoon tea. • There was a “Thank you” breakfast for student leaders. • MS IEP reviews have been completed. SS IEP reviews in progress. • A Middle School assembly will be held tomorrow. • A group of students participated in the Sea Explorers program on the Leeuwin. It is envisaged the program will continue in 2014. <p>Martin Dempsey and Jo Furness moved: <i>‘The Board notes the report.’ - CARRIED.</i></p>	
5.5	<p>P&C Report:</p> <ul style="list-style-type: none"> • There was a discussion regarding the Early Start program. • Clarification was obtained on the school’s guideline for tests/assessments during the exam period. It was determined that the two week period, prior to exams, should be excursion free and one week prior, assessment free. • Year 9 NAPLAN results were presented. • Purchase of the DVC storage and distribution system remains on hold. • The P&C has decided to hold \$50,000 of funding in reserve for 2014. • General Studies for senior students was discussed. <p>Martin Dempsey and Ian Johnston moved: <i>‘The Board notes the report.’ - CARRIED.</i></p>	
6.0	<p>Discussion Items</p>	
6.1	<p>Report on Principal’s visit to Japan:</p> <p>A Hyogo Prefecture Administrator Exchange report and Powerpoint presentation (attachment 4) was tabled, viewed and discussed.</p> <ul style="list-style-type: none"> • Premier Colin Barnett has set up a sister state partnership. • The Japanese Board of Education administrators are concerned their students do not want to do high level maths and science and are shy. • Administrators are very keen to hear our perception of the Japanese Education system and what we might be able to gain from each other. • Kokussai International SHS is similar to MLSHS ie languages, jazz and volleyball. They are keen to establish a liaison but not a MoU. <p>Jadviga Kobryn-Coletti and Jo Furness moved: <i>‘The Board notes the report.’ - CARRIED.</i></p>	<p>Ian to give further consideration to the Kokussai International SHS/MLSHS liaison.</p>
6.2	<p>Report on progress of School Business Plan:</p> <p>Graphical reports on NAPLAN 9 2013 and MSE9 2013 results (attachment 5) were tabled and discussed.</p> <ul style="list-style-type: none"> • NAPLAN 9 2013 - The aim is to achieve ‘green’ boxes. • MSE9 2013 - It is pleasing to see very little difference between boys and girls. • Results continue to be solid and reflect well on the school. <p>Jadviga Kobryn-Coletti and Andy Outten moved: <i>‘The Board notes the progress report of the School Business Plan.’ - CARRIED.</i></p>	<p>Ian to agenda Report on progress of School Business Plan for the first meeting in 2014.</p>
6.3	<p>Report on SS course and exam averages and grade distributions:</p> <p>A report on Year 12 WACE Exam and Course Averages (attachment 6) was tabled and discussed.</p>	

	<ul style="list-style-type: none"> • Senior staff are required to approve all 'D' and 'E' grades. • Maths, Science and Economics have the biggest issues as these courses are very rigorous. • Overall the school is comfortable with the number of 'D' and 'E' grades. • Exam averages in the areas of Specialist Maths 3C/D and D&T are under investigation. <p>Jo Furness and Rebecca Sampson moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
6.4	<p>Contributions and Charges for 2014:</p> <ul style="list-style-type: none"> • 2014 Contributions and Charges documentation has yet to be finalised. Item deferred to an extraordinary electronic meeting. 	Sue to initiate an extraordinary electronic meeting as required.
6.5	<p>Uniform Review:</p> <ul style="list-style-type: none"> • The Uniform Committee has met with the suppliers. New fabrics that are better wearing, lighter and cheaper are now available. Different styles are also being considered to accommodate Year 7s. • Nell Gray are making samples, in school colours, for the Committee to consider. Decisions to be finalised in preparation for 2015. <p>Jenny Fay and Martin Dempsey moved: <i>'The Board notes the progress of the review.'</i> - CARRIED.</p>	
6.6	<p>School Development Days, 2014:</p> <p>A draft 2014 calendar (attachment 7) was tabled and discussed.</p> <ul style="list-style-type: none"> • School Development Days are scheduled for the third and fourth day of Term 1, first day of Term 2, first two days of Term 3 and first day of Term 4. These dates align with local primary schools. <p>Neil Hudson and Jo Furness moved: <i>'The Board endorses the School Development Days for 2014.'</i> - CARRIED.</p>	
6.7	<p>Membership for 2014:</p> <p>Positions becoming vacant in 2014 include:</p> <ul style="list-style-type: none"> • Two Parent Representatives currently held by Jenny Fay and P&C Representative, Jo Furness. • One Staff Representative currently held by Andy Outten. • One Student Representative currently held by Rebecca Sampson. • Two Community Representatives one currently held by Don Rowe and the other vacant. • One Co-opt Member currently held by Milton Butcher. <p>Andy Outten and Rebecca Sampson moved: <i>'The Board notes the membership positions becoming vacant in 2014.'</i> - CARRIED.</p>	
6.8	<p>Laptop implementation:</p> <p>A schedule for laptop rollout sub-committee (attachment 8) was tabled and discussed.</p> <ul style="list-style-type: none"> • This timeline focuses on changes for 2015. • Parents to be provided with information as early as possible. • Thanks to Jo and Martin for the work they have done in this area. <p>Neil Hudson and Jadviga Kobryn-Coletti moved: <i>'The Board notes the suggested schedule for the laptop rollout sub-committee.'</i> - CARRIED.</p>	Jo Furness, Martin Dempsey, Mike Camilleri and Milton Butcher to form a laptop implementation sub-committee.
7.0	Other Business	
	Nil	
8.0	Next Meeting	
	Meeting scheduled for 17 February 2014 in the Warren Daniel Conference Room.	Agenda items to Jenny or Ian.
9.0	Roundtable evaluation of the meeting	
	Thanks are extended to Jenny for her leadership and commitment. Ian is commended for his willingness to step into the Principal's position. Board members are thanked for their work, especially those standing down.	
10.0	Meeting Close/Adjournment/Next meeting	
	The meeting was closed by Jenny at 8:50pm. The next meeting will be at 6:30pm, 17 February 2014 in the Warren Daniel Conference Room.	

Signed (Chair) _____
Jenny FAY

Date: _____