

**Minutes of Meeting 3 of 2013**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 20 May 2013 at 6:30pm**

**ATTENDEES:** Milton Butcher - Principal, Jenny Fay (Chair) - Parent Representative, Rachel McGirr - Parent Representative, Jo Furness - P&C Representative, Prof Trevor Cullen, ECU - Community Representative, Martin Dempsey - Community Representative, Andy Outten - Staff Representative, Ian Johnston - Staff Representative, Rebecca Sampson - Student Representative, Jadviga Kobryn-Coletti - Student 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 Jenny Fay at 6:30pm.</li> </ul>	
1.2	Apologies: Don Rowe - Community Representative, Glenn Scott - Community Representative	
1.3	Confirmation of agenda. <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. 3 agenda.	
<b>3.0</b>	<b>Minutes of previous meeting</b>	
3.1	<b>Review minutes of previous meeting.</b> Jenny Fay presented to the Board the minutes of the 18 March 2013 meeting (attachment 1) for approval. Martin Dempsey and Ian Johnston moved: <i>'The Board endorses the minutes of the previous meeting as complete and accurate.'</i> – <b>CARRIED.</b>	
3.2	<b>Actions arising from the previous meeting.</b> Milton Butcher presented to the Board the Meeting No. 2 Action List (attachment 1). Martin Dempsey and Ian Johnston moved: <i>'The Board notes the action list of the previous meeting as complete.'</i> – <b>CARRIED.</b>	
<b>4.0</b>	<b>Reports and Operational Matters</b>	
4.1	<b>Financial Report:</b> The 2013 Period 5 Comparative Budget Report, Voluntary Contributions and Charges Update, One Line Salary Budget Report and Finance Committee Funding Application Form (attachment 2) were tabled and discussed. <ul style="list-style-type: none"> <li>• The budget is now fixed and showing current balances.</li> <li>• Outstanding Charges and Contributions continue to be followed up on a regular basis.</li> <li>• The sustainability of laptops remains a concern. The school will inform parents of any change to arrangements as early as possible.</li> <li>• Library and Voluntary Approved Requests continue to be well supported.</li> <li>• Gardener FTE reduced to 1.20. Salary Pool expenditure reduced through movement of positions into the One Line Budget.</li> <li>• Performance Related Pay is in place and may be awarded in 2014.</li> </ul> Ian Johnston and Martin Dempsey moved: <i>'The Board notes the Finance report.'</i> - <b>CARRIED.</b> Rachel McGirr and Jo Furness moved: <i>'The Board endorses the Finance Committee's decision to approve \$600 for parts and maintenance needs of the Bike Repair Program from the Literacy and Numeracy Innovation fund.'</i> - <b>CARRIED.</b>	
4.2	<b>Principal's Report:</b> <ul style="list-style-type: none"> <li>• Term 1 ended with the ANZAC Day service. This was a brilliant ceremony showing respect for the institution of ANZAC Day.</li> <li>• Term 2 commenced with a respectful service for the ex-POWs. Five of the 'old boys', now 90+, attended.</li> <li>• Winter sporting season has commenced. The soccer pitch has been netted and marked. The school can now play home games.</li> <li>• Year 10 Lightning Carnival has been held. The school won four of the competitions.</li> <li>• Andrew Ruck has had an impact on the Year 10 Boys' football team.</li> </ul>	

	<p>They have yet to have a goal kicked against them.</p> <ul style="list-style-type: none"> <li>• The school has been invited by the US Veterans to their Memorial Day on 27 May 2013. On 29 May 2013, the school will continue its support of the Indigenous War Veterans' Memorial Ceremony. AEP students will be in attendance. These events are a wonderful medium to showcase the good manners and values of MLSHS students.</li> <li>• The Gifted and Talented program is being shaped to help sell the Mount Lawley experience as a holistic package. New teacher, Jaeik Jeong, will be offering Certificate II in Japanese as a standalone certificate in Languages. Next term Jaeik will offer Japanese to neighbouring primary schools as an unofficial PEAC course.</li> <li>• The school continues to be under enrolment pressure. The appeal process creates a lot of work for Deputies. DoE is reviewing the requirements of the inner metro area.</li> <li>• The Interact Club is featured on DoE's website in Ed-e-News. The article highlights money raised by students for Timor.</li> <li>• The P&amp;C to meet with Uniform Shop point-of-contact within DoE to determine if our contract meets regulations. No issues foreseen.</li> <li>• The DeeKaf is experiencing financial difficulties. This service is essential for families and therefore it is imperative that a rational be found. A meeting to be set up with DoE to review financials.</li> <li>• School Curriculum and Standards Authority (SCSA) has released a WA Curriculum and Assessment outline which is packaging up the released National Curriculum, working to bring in other components in Stages 2 and 3 and looking at the adjustments that need to be made. In the interim those areas not covered by National Curriculum will be covered by the previous curriculum model. Details on SCSA website.</li> <li>• Working on the Level 3 Arts Panel. Trevor was thanked for the hours of work he has committed to determine suitable applicants. 19 applications were received. Interviews commence on Tuesday.</li> <li>• Three Year 11 candidates have been identified for the National Science Forum. This is being sponsored by the North Perth and Mount Lawley Rotary Clubs.</li> </ul> <p>Trevor Cullen and Jo Furness moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	<p>P&amp;C to meet with DoE Uniform Shop point-of-contact to review Uniform Shop contract.</p> <p>Milton to set up meeting with DoE and DeeKaf Proprietor to review financials.</p> <p>Jenny and Milton to liaise with Larry Manno regarding sponsorship arrangements.</p>
4.3	<p><b>Student Representative Report:</b> <b>Rebecca Sampson</b></p> <ul style="list-style-type: none"> <li>• Sport season has opened with Year 10 Lightning Carnival coaching.</li> <li>• Volleyball season has commenced.</li> <li>• The blood drive is still being sorted out. Ms Tempone will provide information to students when details are confirmed.</li> <li>• Exams started today. They have been well organised and the environment kept quiet.</li> </ul> <p><b>Jadviga Kobryn-Coletti</b></p> <ul style="list-style-type: none"> <li>• Nothing further to add.</li> </ul> <p>Ian Johnston and Martin Dempsey moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	<p>Rebecca to bring blood drive information to the Board when available.</p>
4.4	<p><b>Staff Report:</b> <b>Andy Outten</b></p> <ul style="list-style-type: none"> <li>• The Year 11 exams started today. Effort is being made to chase up outstanding assignments so results can be calculated.</li> <li>• Year 10 laptops have been rolled out.</li> <li>• D&amp;T have been running an extra period to help students who seek to achieve better results.</li> <li>• Trimester 2 has commenced in Middle School.</li> <li>• Engineering is looking at how to unpack existing Stage 2/3 and Stage 1 courses and re-offer them as standalone Year 11 and 12 courses to meet National Curriculum requirements.</li> </ul> <p><b>Ian Johnston</b></p> <ul style="list-style-type: none"> <li>• The ANZAC Day service at the end of term 1 was an extremely emotional event and brought many people to tears.</li> <li>• School holidays challenging. Year 11 and 12s are expected to come back and undertake exams two weeks after they return. Staff</li> </ul>	<p>Milton to invite Board Members to future ANZAC Day Services.</p>

	<p>concerned that many students did not spend any time studying. This will be looked at following exam results.</p> <ul style="list-style-type: none"> <li>• The Music Department gave all students a trial practical exam, in front of parents, prior to their practical exam. This initiative appears to be lifting the standard and is a credit to the Learning Area.</li> <li>• Before and after school classes have been well attended.</li> <li>• Upcoming Senior School reporting will be percentage based. Phys Ed to formulate reporting method for physical activity. This change will give parents a better indication of how their child is performing.</li> <li>• Year 10 counselling program to commence in three weeks. Councillors to be trained this week.</li> <li>• Parent night in three weeks.</li> <li>• The Academic Extension (AE) program was problematic this year. The program has been restructured so MESS subjects have an AE class and an Advanced class within their area. This will be promoted through Middle School.</li> <li>• Japanese will commence in 2014.</li> <li>• Term 2 revision is in the planning stage. Classes to be held at MLSHS with students from Mount Lawley, Newman, Hedland and Shenton. 28 classes will run across most of the university bound subjects.</li> <li>• Reporting day well attended with the majority of staff keeping to timelines. MESS subjects booked out very fast.</li> <li>• Looking to include Certificate course completed units in reports.</li> </ul> <p>Rachel McGirr and Jo Furness moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	<p>Ian to report details of Revision Courses when finalised.</p>
4.5	<p><b>P&amp;C Report:</b></p> <ul style="list-style-type: none"> <li>• All sub-committees have held AGMs and committee members elected.</li> <li>• Discussions involved laptops and the Uniform Shop.</li> <li>• Parent interview evenings were promoted.</li> <li>• Funding requests to be looked at during the next meeting on receipt of an updated Treasurer's Report.</li> <li>• Parking remains a problem. The island extension near the drop-off zone is working well. Primary School traffic continuing to increase.</li> <li>• Shane Pope, City of Stirling, has done a fabulous job with requests.</li> <li>• ECU to control and clean-up Leoroyd Street in approx. six months.</li> </ul> <p>Andy Outten and Jadviga Kobryn-Coletti moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
5.0	<p><b>Discussion Items</b></p>	
5.1	<p><b>Approved Charges:</b></p> <p>The 2014 Proposed Subject Charges document (attachment 3) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• Japanese charges to be considered at a future meeting.</li> <li>• Workplace learning charges continue to be reviewed.</li> </ul> <p>Trevor Cullen and Ian Johnston moved: <i>'The Board endorses the 2014 Subject Charges.'</i> - <b>CARRIED.</b></p>	
5.2	<p><b>Year 7 Building Update:</b></p> <p>An updated architectural plan of the Year 7 building (attachment 4) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• Multi-coloured brickwork to form public art component of the project. Design to reflect Aboriginal heritage/connection to AEP students and illustrate Asian literacies.</li> <li>• Construction to commence late 2013. Worksite for approx. 1 year. Handover November 2014.</li> <li>• Bag racks to be positioned at the front of classrooms.</li> <li>• Ed Support room to be designed as normal classroom to retain 'inclusive school' ethos. Room to retain support resources.</li> </ul> <p>Jadviga Kobryn-Coletti and Martin Dempsey moved: <i>'The Board notes the Year 7 building update report.'</i> - <b>CARRIED.</b></p>	
5.3	<p><b>School Process of Self Assessment:</b></p> <p>A School Process of Self Assessment Report (attachment 5) was tabled and discussed. The school approach to self-review included:</p> <ul style="list-style-type: none"> <li>- Working of the delivery performance agreement.</li> <li>- Develop a School Business Plan.</li> </ul>	<p>Milton to provide Board Members will additional Self Assessment information as required.</p>

	<ul style="list-style-type: none"> <li>- Learning Areas develop operational plans.</li> <li>- Implement the plan over the course of the year.</li> <li>- Assess results of students and outcomes of programs.</li> <li>- Academic reviews and reflections of staff.</li> <li>- Schools Annual Report.</li> <li>- IPS Independent Review due to take place end of Semester 2 2014.</li> <li>- Independent reviewers will request to meet with Board Members.</li> </ul> <p>Practices encouraged by Principal:</p> <ul style="list-style-type: none"> <li>- Professional learning communities and peer observation.</li> <li>- ECU mentoring of Biology teachers and self-reflection video footage.</li> </ul> <p>ECU thanked for providing this service free of charge during 2013. Jo Furness and Ian Johnston moved: <i>'The Board notes the School Process of Self-Assessment report.'</i> - <b>CARRIED.</b></p>	
5.4	<p><b>Delivery and Performance Agreement:</b> The Delivery and Performance Agreement Report and Making links between the Delivery and Performance Agreement, Business Plan and school self-review document (attachment 6 and 7) were tabled and discussed.</p> <ul style="list-style-type: none"> <li>• Document provides feedback to the Board on progress of school.</li> <li>• Some targets need to be reviewed and increased where appropriate eg NAPLAN and competition results.</li> <li>• Steve Milton has done good work with Level 3s to inspire them to look at ways to improve their areas.</li> </ul> <p>Rebecca McGirr and Martin Dempsey moved: <i>'The Board notes the Delivery and Performance Agreement report.'</i> - <b>CARRIED.</b></p>	Milton to adjusted targets and present to the Board.
5.5	<p><b>Terms of Reference:</b> Model Terms of Reference for Unincorporated Councils (attachment 8) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• 7.2 b) <i>'the minute book'</i> changed to <i>'the school's filling system'</i>.</li> <li>• Current procedures have been placed in Section 9.</li> <li>• Current practice from existing ToR reflected throughout new document.</li> </ul> <p>Ian Johnston and Trevor Cullen moved: <i>'The Board considers and defers the Model Terms of Reference for Unincorporated Councils.'</i> - <b>CARRIED.</b></p>	Deferred to the next meeting. Board Members to provide feedback to Jenny or Milton via email.
5.6	<p><b>Update on sister school in Timor Leste – September 4 Secondary School:</b> A pictorial update of Timor Leste and Ed-e-News extract (attachment 9) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• Since 2010 the school has been renovated by the American Construction Battalion, Seabees.</li> <li>• Recent Interact Club fundraising was used to continue Jan Roberts's \$300 scholarship to put a student through secondary education and to purchase \$100 worth of school stationery for September 4 SS.</li> <li>• The MLSHS banner continues to hang proudly on the wall.</li> <li>• Jan will continue to make annual visits on behalf of the school.</li> </ul> <p>Rebecca McGirr and Martin Dempsey moved: <i>'The Board notes the update on sister school – September 4 Secondary School.'</i> - <b>CARRIED.</b></p>	Milton to upload activities of September 4 Secondary School to website.
6.0	<b>Other Business</b>	
	Nil	
7.0	<b>Next Meeting</b>	
	Meeting scheduled for 17 June 2013 in the Warren Daniel Conference Room.	Agenda items to Jenny or Milton.
8.0	<b>Roundtable evaluation of the meeting</b>	
	Very productive meeting covering a vast amount of territory.	
9.0	<b>Meeting Close/Adjournment/Next meeting</b>	
	The meeting was closed by Jenny at 8:25pm. The next meeting will be at 6:30pm, 17 June 2013 in the Warren Daniel Conference Room.	

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

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