

Minutes of Meeting 6 of 2014
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 15 September 2014 at 6:30pm

ATTENDEES: Lea Fairfoul-Hutcheon - Principal, Jenny Fay - Community Representative (Chair), Rachel McGirr - Parent Representative, James Watson - Parent Representative, Jo Furness - P&C Representative, Ian Johnston - Staff Representative, India Hickey - Student Representative, Jadviga Kobryn-Coletti - Student Representative, Martin Dempsey - Community Representative.

1.0	Welcome and apologies	ACTIONS
1.1	Opening/welcome: The meeting was opened by Jenny Fay at 6:30pm.	
1.2	Apologies: Donna Gardiner - Staff Representative, Prof Trevor Cullen, ECU - Community Representative, Don Rowe - Community Representative, Milton Butcher - Co-opt Member.	
1.3	Confirmation of agenda: The Board confirmed the agenda.	
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. 6 agenda.	
3.0	Minutes of previous meeting	
3.1	Jenny Fay presented to the Board the minutes of the 18 August 2014 meeting (attachment 1) and minutes of the extraordinary electronic meeting 3 September 2014 (attachment 2) for approval. Jo Furness and Rachel McGirr moved: <i>'The Board endorses the minutes of the 18 August 2014 meeting as complete and accurate.'</i> - CARRIED. Jo Furness and Rachel McGirr moved: <i>'The Board endorses the minutes of the 3 September 2014 extraordinary electronic meeting as complete and accurate.'</i> - CARRIED.	
3.2	Actions arising from the previous meeting (attachment 3): 1. Student Council - Chair visit arrangements: Jenny to meet with the new Student Council following upcoming elections. 2. Electronic Surveys: Refer item 5.3. 3. AITSL Standards documents (attachment 4): Australian Professional Standard for Principals and Standards for Teachers were tabled and discussed. <ul style="list-style-type: none"> • Leaders are looking at these documents during Professional Learning Community times. They are interrogating ways they can demonstrate achievement against the five domains. • Equally, these are the domains that teachers need to address when applying for jobs/pools. 4. Visit to other School Boards: In progress. 5. Financial report investigation: Two schools were contacted. One provided their reports. <ul style="list-style-type: none"> • The Business Manager reports directly to the School Board. • The standard school documents are provided in addition to a summary. The summary is an overview of the Comparative Budget Report. • A School Board treasurer manages voluntary approved requests and reports directly to the School Board. Following the investigation it was agreed to maintain the current reporting method and engage the Business Manager to report to the School Board on occasions. 6. Scout Association WA financial report: In progress. 7. Presentation of fundraising and grant concept to P&C: In progress. 8. Lotterywest Grant: In progress. Ian Johnston and Martin Dempsey moved: <i>'The Board notes action list items 2, 3 and 5 as completed and items 1, 4, 6, 7 and 8 as in progress.'</i> - CARRIED.	1. Jenny to arrange Student Council visit in Term 4, 2014. 4. Jenny to approach other School Boards and request Board visits. 5. Lea to invite the Business Manager to report to the Board. 6. James to present the Scout Association of WA financial report to Lea and Jenny for consideration. 7. James to take the fundraising and grant concept to the P&C and its sub-committees. 8. Jo to investigate possibility of applying for a Lotterywest Grant in conjunction with the P&C.
4.0	Reports and Operational Matters	
4.1	Financial Report: The 2014 Period 9 Comparative Budget Report, Financial Summary, Consolidation Financial Report and Collection Rate Report (attachment 5)	

	<p>were tabled and discussed.</p> <p>Comparative Budget Report:</p> <ul style="list-style-type: none"> • It is highly unlikely that outstanding voluntary contributions and voluntary approved requests will be received. Funds will be moved from unallocated to cover any shortfalls. • Letters will be sent to parents/carers asking for payment of charges. • Debt Collector to be engaged as per minutes dated 16 June 2014. • Printer and copier consumables expenditure has exceeded budget. This has been topped up. • There has been an accidental overspend on D1215 Mobile. This will be repaid over time. • Monies will be moved within the IT cost centres to balance expenditure against budgets. • Subject cost centre managers have been advised that the end of this term is the last opportunity to purchase. A proposal has been made that any unspent money is to be returned to unallocated. • The finance committee has ratified the closure of building fund accounts. <p>Financial Summary:</p> <ul style="list-style-type: none"> • These graphs provide a pictorial form of items discussed in the Comparative Budget Report. <p>Consolidated Financial Reports:</p> <ul style="list-style-type: none"> • The School Salary Pool expenditure is close to the allocation. Funds are being held to cover the required Central Office salary payment. <p>Collection Rate Report:</p> <ul style="list-style-type: none"> • Voluntary Contributions (Incl. Education Program Allowance (EPA)) Years 8 to 10: 76.42%. • Subject Charges Years 11 to 12 (Incl. EPA): 73.63% • Overall Subject Charges Years 8 to 12: 72%. <p>Jenny suggested that the School Board be utilised to encourage parents/carers to pay contributions and charges.</p> <p>India Hickey and Jo Furness moved: <i>'The Board endorses the Finance Committee's decision to approve the allocation of \$500 for a reward lunch for Year 12 ATAR students who have engaged in additional guided writing activities as part of their ATAR exam preparation from the Literacy and Numeracy Innovation Initiative fund.'</i> - CARRIED.</p> <p>Ian Johnston and Jadviga Kobryn-Coletti moved: <i>'The Board notes the Finance report.'</i> - CARRIED.</p>	<p>Lea to organise contact of mobile phone provider to seek waiver of charges.</p>
<p>4.2</p>	<p>Principal's Report: The Principal's Report was presented. See Appendix A.</p> <ul style="list-style-type: none"> • Congratulations to Michael and Maria Camilleri on the arrival of their baby boy, Marcus. <p>Naming a music classroom after two graduates of MLSHS:</p> <ul style="list-style-type: none"> • Milton has requested that the Board give consideration to the proposal of naming a music classroom after two graduates of MLSHS. • The Board agreed to the proposal unanimously. <p>Martin Dempsey and Rachel McGirr moved: <i>'The Board endorses naming a music classroom after two graduates of MLSHS.'</i> - CARRIED.</p> <p>Ian Johnston and Jo Furness moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	<p>Milton Butcher to take the endorsed proposal of naming the music classroom to David Axworthy, Deputy Director General, Schools for approval.</p>
<p>4.3</p>	<p>Student Representative Report: India Hickey</p> <ul style="list-style-type: none"> • Prefect nominations and elections went out last week. Year 11 students voted. • Athletics carnival is tomorrow. • There was a quiz night. Students reported that it ran really well. • Students cooking for the High Achievers' Breakfast said it was fun. • Year 9 Camp. 	

- The student involved in an accident outside of school has returned. He is enjoying catching up on the work he missed.
- There is a Mocktail party coming up next week.
- Year 11s production of Macbeth is underway.
- Students have completed a school survey.
- There was a Year 11 assembly last week. Exam timetables were talked about but nothing is finalised yet.
- Mr Winter has stepped in for Ms Konstanty and is doing a great job.

Jadviga Kobryn-Coletti

- The music concert held last Monday was a final hurrah to all Year 12 students so it was really good.
- ABODA music festivals have been held. All of the music ensembles did very well.
- After school exam revisions classes are being held. They have been really helpful.
- The Year 11 Mock trial team are in the grand final for the second time running. They will be up against a Year 11 team from Perth Modern School. This is the first time in 28 years that a public school has been up against another public school.
- There have been a lot of S&E excursions in an effort to engage students in the subject area. These included talks in the city and at different schools.
- Year 11s represented the school at the Constitution Convention rallying for aboriginal recognition in the Constitution. Approximately 50 schools were in attendance.
- Year 10 English students involved in the Write a book in a day competition said it was very enjoyable.
- Three students have reached the final stage of the Dante Alighieri Italian exams. This is very exciting.
- Tonight there is a music recital for Year 11 and 12 students undertaking WACE music subjects.

The Board wished the Mock trial team good luck in the upcoming grand final.

Rachel McGirr and Martin Dempsey moved: *'The Board notes the report.'* - **CARRIED.**

4.4

Staff Report:
Ian Johnston

- Year 11 exam timetables will be distributed next week.
- The Honours Society induction was held earlier this term. 15 students were recognised for their achievements. This is a commendable effort for the half year cohort.
- The Year 11/12 Certificate II students and teacher are commended for their kitchen work. The calibre of the food provided for official school functions has been absolutely amazing. What they did for the High Achievers' Breakfast would rate as one of the most magnificent breakfasts seen in a long time.
- End of year for Year 12 includes:
 - Distribution of school exam timetables - complete.
 - Conclusion of lessons - Thursday, 18 September 2014.
 - Commencement of school exams and distribution of WACE exam timetables - Monday, 22 September 2014.
 - Commencement of WACE practical exams - Monday, 29 September 2014.
 - Second week of school exams - Monday, 6 October 2014.
 - Year 12 WACE students return to school - Tuesday, 14 October 2014 for two weeks.
 - Year 12 final assembly and breakfast - Thursday, 23 October 2014.
 - Year 12 farewell dinner - Friday, 24 October 2014.
 - Commencement of WACE exams - Monday, 27 October 2014.

	<ul style="list-style-type: none"> – Awards Night - Thursday, 20 November 2014. • Year 12 students have been reminded to return their laptops. • Prefect shortlisting and interviews will take place early next term. • Students are going on an Italian tour in the term 3 holidays. • Planning is in place for Early Start which commences on Tuesday, 11 November 2014 for Year 10 and 11 students. This will then be the springboard for the 2015 timetable. <p>James Watson and Martin Dempsey moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
4.5	<p>P&C Report:</p> <ul style="list-style-type: none"> • Music sub-committee received good feedback on the recent Music concert and flute master class. There is concern that SIM students are not paying instrument hire resulting in a shortfall of funds for the department. This is being followed-up. • Languages sub-committee is planning a fundraiser to assist with the purchase of books and resources. • SVAPA sub-committee reported on workshops and activities. They have approved funding for the Awesome Arts Festival workshops. • The P&C has received several funding requests. Funding criteria is being considered. • The P&C will no longer receive the commission from the Uniform shop due to a change in Department guidelines. A new Deed will be put in place between Nell Gray and the school. This will mean the P&C will have less funds to allocate in the future. • SVAPA and Languages sub-committees requested a Voluntary Approved Request be placed on the Charges and Contributions sheet. This request was rejected by the Finance Committee due to the current decrease in collection rates. <p>Ian Johnston and Martin Dempsey moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
5.0	Discussion items	
5.1	<p>School Business Plan 2012-2014 Target Achievement Report: The School Business Plan 2012-2014 Target Achievement report (attachment 6) was presented and discussed.</p> <ul style="list-style-type: none"> • Blue highlights indicate new information. • Additions in Benchmark (From 2011), Performance 2012 and Performance 2013 relates to information provided to the IPS panel that was not notated previously. <p>Updated information as follows:</p> <p>Student Wellbeing:</p> <ul style="list-style-type: none"> • The number of incidences of bullying to decrease by 5% as identified in student surveys. <ul style="list-style-type: none"> – Comment added: The importance of qualifying what “bullying” is cannot be over emphasised. – Comment added: Feedback from staff is that there is now a greater awareness raised about bullying due to specific lessons delivered. Reduced numbers of students responded therefore there is the likelihood that there is less bullying occurring and only those involved are responding. – Comment added: Safe Schools committee is wanting to map out a whole school plan dealing proactively with cyber-safety and bullying. • Increase attendance rates to above 90% in all years. <ul style="list-style-type: none"> – Comment added: Best practice in other schools is being examined. – Comment added: Members of Student Services team are now part of the Attendance <i>Connect</i> community to take advantage of best practice ideas. – Comment added: There is a direct correlation between significant investment of resources of monitoring attendance and 	<p>Lea to correct typographical error (whoe to whole).</p>

	<p>improvement in attendance rates.</p> <ul style="list-style-type: none"> - Comment added: We are one of the few schools to proceed to an Attendance Panel. We were applauded for our exemplary practice in working with the child and family. - Comment added: Currently sitting at Year 8 - 90.8%, Year 9 - 88.6%, Year 10 - 87.9%, Year 11- 89.7 %, Year 12 - 88.7%. <p>Partnerships:</p> <ul style="list-style-type: none"> • The establishment and nurturing of strong partnerships that deliver benefits to students. <ul style="list-style-type: none"> - Comment added: BHP Billiton has committed to ongoing funding of the sister school relationship with Port Hedland SHS for 2015. - Comment added: Interact group currently has 61 members (25 x Year 10, 21 x Year 11, 15 x Year 12. Attendance at fortnightly meetings runs at approx. 30-35). • The school engages with providers to develop and offer appropriate courses for students. <ul style="list-style-type: none"> - Comment added: 12 RTOs in 2014. • The number of employers engaged in work placement programs is sufficient to meet student demands. <ul style="list-style-type: none"> - Comment added: 2014: 83 students in Year 11 in WPL, 22 students in Year 12; 255 employers. • 40% of parents take up the offer of Parent Connect. <ul style="list-style-type: none"> - Target Achieved Yes/No added: Yes (2014). - Comment added: 43% (15/08/2014). <p>Andrew Paul, School Chaplain, has some involvement with the school's Alumni. At other schools the Alumni is traditionally run by members of the Alumni or by the School Board.</p> <p>India Hickey and Ian Johnston moved: <i>'The Board notes the School Business Plan 2012-2014 Target Achievement report.'</i> - CARRIED.</p>	<p>Lea to enter missing percentages.</p>
5.2	<p>Student Centred Funding Model update: No further information to report. Final figures will not be known until student numbers and characteristics are confirmed.</p>	
5.3	<p>Survey questions:</p> <ul style="list-style-type: none"> • It is possible to include additional electronic questions in the school survey. • The National Survey, scheduled to run in term 4, includes the following statements that should reveal any bullying issues: <ul style="list-style-type: none"> - Student: I feel safe at my school. I can talk to teachers about my concerns. Behaviour is well managed at my school. I like being at my school. - Staff: Students feel safe at this school. - Parent: My child feels safe at this school. Student behaviour is well managed at my school. • Consideration to be given to incorporating strategies to increase survey response rates such as: <ul style="list-style-type: none"> - Sending survey results direct to parents. - Run the survey in conjunction with parent/teacher interview bookings i.e. Completion of survey will give access to the booking system. <p>The Board unanimously agreed that it was not necessary to add any additional questions to the school survey.</p>	<p>Lea to discuss survey incentives with Mike Camilleri.</p>
5.4	<p>2015 Years 7 to 10 text book and personal items lists: The 2015 Years 7 to 10 text book lists (attachment 7) were tabled and discussed.</p> <ul style="list-style-type: none"> • Safety glasses and aprons are usually provided by Departments. • Items are only purchased if students require them. <p>Jadviga Kobryn-Coletti and Jo Furness moved: <i>'The Board endorses the 2015 Year 7 to 10 text book and personal items lists.'</i> - CARRIED.</p>	<p>Lea to query requirement of D&T safety glasses and aprons with Andy Outten.</p>

6.0	Other Business	
6.1	IPS Review report: <ul style="list-style-type: none"> Jenny advised that the school's IPS Review report is under investigation. There are aspects of the report that people are not happy with. It has been referred upwards and is becoming a test case. The outcome of this investigation may result in the issue of an amended IPS Review report and changes to the overall process. 	
7.0	Next Meeting	
	Meeting scheduled for 20 October 2014 - Warren Daniel Conference Room. <ul style="list-style-type: none"> Apologies from Jenny Fay and Don Rowe. James Watson to chair meeting. 	Agenda items to James Watson/Lea Fairfoul-Hutcheon.
8.0	Roundtable evaluation	
	Very well done.	
9.0	Meeting Close/Adjournment/Next meeting	
	The meeting was closed by Jenny at 8:15pm. The next meeting will be at 6:30pm, 20 October 2014 in the Warren Daniel Conference Room.	

Signed (Chair) _____
James WATSON

Date: _____

APPENDIX A - PRINCIPAL'S REPORT

<p>Mount Lawley Senior High School School Board Meeting: Principal's Report 15 September 2014</p>
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Successes	<ul style="list-style-type: none"> ▪ Taylor Mondy has received an early offer to Charles Sturt University. ▪ We have two finalists in the 2015 Premier's ANZAC Tour competition: Monroe Masa of Year 11 and Johanna Batista of Year 10. They have to present a speech and complete an interview during the October holidays. There are 57 finalists and 30 will be chosen to go with eight teachers. ▪ Panel training was conducted recently for interested parties. ▪ SVAPA workshops on a Saturday. Highly successful and afforded our SVAPA students exposure to three talented artists. ▪ The senior concert band received an <i>outstanding</i> ranking at the ABODA Festival recently under the baton of Lee Stanley the SIM teacher. ▪ Richard Meagher inspired students to participate in the Education Perfect Science competition. The result was that our MLSHS team was placed 15th globally. Rossmoyne was 31st and Perth Modern School was 38th. A total of 7.3m questions were answered in 8 days. ▪ Write a Book in a Day (WABIAD) ▪ High Achievers' Breakfast with the guest speaker, Janet Holmes à Court ▪ The Hospitality students for their superb work catering for the High Achievers' breakfast and the Year 12 Hospitality students for their final effort which was a three course lunch. ▪ Bridgid Lafferty will be an award recipient at the upcoming SDERA Keys for Life Awards. ▪ Chloe Rollond was Runner Up in the Hugh Jackman Award for Excellence in Acting, performing a Shakespearean Monologue. The <i>Storm the Stage</i> performing arts competition is a statewide competition for young people aged between 16 and 21. ▪ Two of our Year 12 students have nominated for the VET Excellence Awards. ▪ 19 Year 12 students attended the Year 12 Power boating camp recently on the Swan River and demonstrated exemplary behaviour throughout. All of the students gained their skipper's ticket. ▪ Luke Steele of Empire of the Sun fame visited our school last week together with his sister, Katy. ▪ Year 12 Drama students presented their final original solo performances. ▪ Year 12 Prefect Quiz Night. ▪ Middle and Senior School Music concerts. ▪ Year 9 camps last week. ▪ State Chinese Speaking competition on Saturday. Four of our students competed and Liam McKenzie won the Year 9 section competing against students from Morley, Lynwood, Churchlands, Rossmoyne SHSs, and MLC and Perth Modern School.
Aboriginal Education	AEP: offers have now been made to students for admission to our Aboriginal Excellence program. Bridgid and I met today to review her experiences with the Follow the Dream program this year and where she sees the program heading into the future.
Attendance	<p>Continues to be a focus.</p> <p>Year 8: 90.8% (92.7%) Year 9: 88.6% (91.3%) Year 10: 87.9% (89.1%) Year 11: 89.7% (90.7%) Year 12: 88.7% (89.3%)</p> <p>As of today, the whole school average is 89.1%.</p>

Building under construction	No further news.
Buildings and grounds	Investigation of the air conditioning in the specialist building. The rose garden at the front of the school is looking particularly healthy and attractive thanks to extra loving care a few months ago.
Current enrolment	1275
Finances	I attended a day's professional learning on the student centred funding model. It was more about the functionality of the software than anything else. We really will not know much more until we have more definite information about the timetable for 2015. Both Ian Johnston and Michael White are working on their respective timetables at the moment.
IT	The booklet has been distributed to Year 8s and 9s and will be rolled out to other students in Term 4. The IT committee has broken into sub-committees to work on a couple of different projects and will resume full operations when Michael Camilleri returns next term.
LSL	Ian Johnston has taken two weeks LSL, returning today and Michael Camilleri is currently on three weeks LSL. Donna Gardiner and Peter Sharrett are currently on LSL.
Network	We hosted the last network meeting. Much of the discussion was centred on the ongoing refinements to building professional learning communities and the articulation between performance management, the AITSL standards and the way in which we will roll this out through our professional learning community construct.
P & C	Next meeting is Monday, 22 September.
Principal's performance management	Last few weeks of the 360° feedback surveys. A component is a leadership action plan. There is very little information about this. The presumption is that it consists of the ways in which principals will continue to develop their leadership skills, specifically through formal professional learning and feedback. Recently I have attended professional learning on IPS. It was a Bridging Day for principals who are new to IPS and/or did not receive the training originally.
School community	Don Rowe has now been moved to the RSL homes just across from ECU.
School planning	This will increase in intensity at the beginning of Term 4.
Staffing	<ul style="list-style-type: none"> • We will be advertising the position of English Coordinator later this week. • Six of the panels are almost concluded: English, Maths, Science, S & E and Languages. The remaining six will be finalised next term. • Vere Bradley-Mills has been successful in winning a permanent position at Shenton College. • Irene Konstanty is on extended sick leave and will not return until at least week 5 of Term 4. • While exec team members are on leave, a number of staff have backfilled for them very competently.
Trade Training Centre	There has not been another meeting recently.
2015	I was informed on Friday that the transportables for Mt Lawley PS will remain on site for at least the beginning of 2015.