

**Minutes of Meeting 4 of 2015**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 15 June 2015 at 5:40pm**

**ATTENDEES:** Milton Butcher - Principal, Dr Jenny Fay (Chair) - Community Representative, James Watson - Parent Representative, Jo Furness - P&C Representative, Martin Dempsey - Community Representative, Dr Mandie Shean, ECU - Community Representative, Ken Maley - Community Representative, Michael Camilleri - Staff Representative, Anne Tumak - Staff Representative, Madison Birch - Student Representative, Teale Warner - Student Representative.

<b>1.0</b>	<b>Welcome and apologies</b>	<b>ACTIONS</b>
1.1	Opening: The meeting was opened by Jenny Fay at 5:40pm. Welcome to Ken Maley, Community Representative.	
1.2	Apologies: Jo Wynaden - Parent Representative.	
1.3	Confirmation of agenda: The Board confirmed the agenda.	
<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. 4 agenda.	
<b>3.0</b>	<b>Minutes of previous meeting</b>	
3.1	Review minutes of previous meeting. Jenny Fay presented to the Board the minutes of the 18 May 2015 meeting (attachment 1) for approval.  Mandie Shean and Martin Dempsey moved: <i>'The Board endorses the minutes of the previous meeting as complete and accurate.'</i> – <b>CARRIED.</b>	
3.2	Actions arising (attachment 2) from the previous meeting. 1. Student Council Chair visit - completed. A member of the student council will channel information to Student Representatives. The importance of communication was emphasised. 2. Other School Board visit arrangements - in progress. 3. IPS Review Inquiry - in progress. There was a discussion on the outcome of the inquiry. The Board remains dissatisfied with the process.  Jenny Fay and James Watson moved: <i>'The Board notes action list items 2 and 3 as in progress and, item 1 as completed.'</i> - <b>CARRIED.</b>	2. Chair to report at the next meeting. 3. Chair to draft a letter to DES and a covering letter to the DG.
<b>4.0</b>	<b>Reports and Operational Matters</b>	
4.1	<b>Financial Report:</b> The financial reports (attachment 3) were tabled. There was discussion on the Salary/Cash - Budget vs. Expenditure graphs, Operational One Line Budget Statement, Financial Summary and Subject charges collection rate/percentages reports. Salary Budget vs. Expenditure is as expected. Cost Centre Managers have been reminded to expend allocated funds. Income vs. expenditure variance is \$181,724 "in the black". Audit adjustment outstanding.  Suggestions to encourage payment of Contributions and Charges were suggested. These included writing notes in pen on envelopes, letter from the School Board and the physical ownership concept.  Consideration to be given to a brainstorming session on how to ensure the healthy state of the school's economy.  Anne Tumak and Jo Furness moved: <i>'The Board notes the Finance report.'</i> - <b>CARRIED.</b>	James to forward the UK Govt. Behavioural Insights Team website link to Board Members.
4.2	<b>Principal's Report:</b> A verbal report was given on operational matters and school events.  Operational matters included the current status of the School Business Plan (SBP) and implementation of the pedagogical framework.  School events included the Art Auction, Anita Chong's Medal of the Order of Australia (OAM), the success of William Tucker winning the state "Chinese Bridge" Chinese proficiency competition, NAIDOC assembly, donation of pews by Purslowe - thanks to Martin, Senior School exams, Reporting to Parents - 2 July 2015, counselling for Year 11 2016, subject selection meeting for Year 10/11 and the unveiling of the Penny Scott Music Classroom and the Sue Faranda Music Library.  Upcoming events included Yiwu Chinese Sister School/Japanese tour group visit and the Aboriginal Excellence Program constitutional recognition project.	Milton to provide a published copy of the SBP at the next meeting.  Assistance of Mandie to be sought to finalise Pedagogical Framework.

	<p><b>A verbal report was given on the SBP - Pedagogy.</b></p> <p>Strategies currently in place included pedagogy workshops, performance management, classroom observation program, sessions with noted teacher/educator Dr Barrie Bennett and the re-establishment of the ECU digital video analysis in education.</p> <p>There was a discussion on reporting against the School Business Plan. The Chair requested a progress report each term.</p> <p>James Watson and Teale Warner moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
4.3	<p><b>Student Representative Report:</b></p> <p>A verbal report was given on student activities and upcoming events.</p> <p><b>Madison Birch:</b></p> <p>School activities included GAT Club meeting, post China Tour meeting, Music camp, ensemble performances at the room unveiling, Mock trial success across all three year groups, Year 8 SVAPA Midsummer Night's Dream performance, Food Bank Appeal, Middle School World Cup Soccer competition, Lawley Art Auction, NAIDOC assembly.</p> <p>Upcoming events included Languages Week, Year 10 Leadership Camp and the next round of the Mock trials.</p> <p>Frank Camilleri and Madi are formulating a Year 7 survey to acquire information on their transition. Mandie offered her services to help with survey analysis.</p> <p>Martin Dempsey and Mandie Shean moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	<p>Madi to liaise with Suzie Barnes to promote Food Bank Appeal in Middle School (use of reward stamps). Anne to send out reminder on App.</p> <p>Madi to bring survey results to the Board.</p>
4.4	<p><b>Staff Report:</b></p> <p>Verbal reports were given on operational matters and school activities.</p> <p><b>Anne Tumak:</b></p> <p>Report included the extensive amount of marking and report writing being undertaken by teachers, Languages Expo, US Memorial Day and Indigenous War Veterans ceremonies and the engagement of the Governor of Western Australia, Her Excellency the Honourable Kerry Sanderson AO.</p> <p><b>Michael Camilleri:</b></p> <p>Report included the teacher instructional workshops by Peter Sharrett, sessions run by Dr Barrie Bennett, pedagogical framework and the Parent Reporting Day/Careers Expo - 2 July 2015. Reports will be mailed on 19 June 2015 with log-in available from 26 June 2015.</p> <p>Teale Warner and James Watson moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
4.5	<p><b>P&amp;C Report:</b></p> <p>A verbal report was given on P&amp;C activities.</p> <p>All sub-committees reported a large number of parents attending meetings, executive positions on the Languages committee are filled, the school has modified the enrolment form to seek approval to share email addresses with sub-committees and there has been a discussion regarding shade structures.</p> <p>Activities included the Art Auction and Crust Pizza promotional event.</p> <p>James Watson requested it be noted in the minutes that the Board thanks the Art Auction Committee and associated student volunteers for the enormous amount of work they undertook to run a very successful Art Auction.</p> <p>Madison Birch and Martin Dempsey moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	<p>Jo to pass on the thanks of the Board to the Art Auction Committee.</p>
<b>5.0</b>	<b>Discussion items</b>	
5.1	<p><b>Mount Lawley Primary School site update:</b></p> <p>The Department is looking to remove the line of demountables closest to the road. They are not prepared to put in retaining walls or wear the engineering costs to keep the pathways/verandahs in place. It has been requested that the demountables be removed in "one go" so the lower oval can be remediated. Any tin and metal that becomes available during demolition will be donated to the D&amp;T area.</p>	<p>Milton to discuss shifting the shade structure into the existing school with the Department.</p>

	<p>As it is no longer feasible to develop shade structures in this area the P&amp;C will be asked to expend their grant on shade within the existing school.</p> <p>James Watson requested it be noted in the minutes that the Board is not entirely satisfied with the approach that has been taken to make the site good.</p> <p>Anne Tumak and James Watson moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
5.2	<p><b>2016 Subject Charges:</b></p> <p>The 2016 proposed subject charges document, approved by the Finance Committee 10/6/2015, (attachment 5) was tabled and discussed.</p> <p>James Watson and Martin Dempsey moved: <i>'The Board endorses the 2016 Subject Charges.'</i> – <b>CARRIED.</b></p>	
5.3	<p><b>Delivery and Performance Agreement:</b></p> <p>The IPS Delivery and Performance Agreement (attachment 6) was tabled and discussed.</p> <p>Jo Furness and Teale Warner moved: <i>'The Board authorises the Chair to sign the Delivery and Performance Agreement on behalf of the School Board.'</i> – <b>CARRIED.</b></p>	
<b>6.0</b>	<b>Other Business</b>	
6.1	<p><b>SBP - Partnerships:</b></p> <p>It was suggested to include the P&amp;C Lawley Art Auction and Purslowe under the category of community partnerships.</p> <p>An issue that remains problematic for partnerships is the requirement for work providers to have \$20M public liability cover.</p>	
<b>7.0</b>	<b>Next Meeting</b>	
	<p>It was requested to change the meeting start time to 5:30pm.</p> <p>Meeting scheduled for 17 August 2015 - Warren Daniel Conference Room.</p>	Agenda items to Jenny/Milton.
<b>8.0</b>	<b>Roundtable evaluation of the meeting</b>	
	Open frank discussions with all parties listening.	
<b>9.0</b>	<b>Meeting Close/Adjournment/Next meeting</b>	
	The meeting was closed by Jenny at 7:15pm. The next meeting will be at 5:30pm, 17 August 2015 in the Warren Daniel Conference Room.	

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

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