

Minutes of Meeting 2 of 2015
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 16 March 2015 at 6:30pm

ATTENDEES: Milton Butcher - Principal, Jenny Fay (Chair) - Community Representative, James Watson - Parent Representative, Martin Dempsey - Community Representative, Dr Mandie Shean, ECU - Community Representative, Ian Johnston - Staff Representative, Michael Camilleri - Staff Representative, Jadviga Kobryn-Coletti - Student Representative, Madison Birch - Student Representative, Teale Warner - Student Representative, Chris Nicoli – Observer.

1.0	Welcome and apologies	ACTIONS
1.1	Opening/welcome: The meeting was opened by Jenny Fay at 6:30pm.	
1.2	Apologies: Rachel McGirr - Parent Representative, Jo Wynaden - Parent Representative, Jo Furness - P&C Representative, Prof Trevor Cullen, ECU - Community Representative, Anne Tumak - Staff Representative, India Hickey, Student Representative.	
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. 2 agenda.	
3.0	Minutes of previous meeting	
3.1	Review minutes of previous meeting. Jenny Fay presented to the Board the minutes of the 16 February 2015 meeting (attachment 1) for approval. Martin Dempsey and James Watson 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. 1. Student Council Chair visit arrangements - in progress. 2. Other School Board visit arrangements - Applecross SHS and Churchlands SHS approached, no response to date - in progress. 3. WA Scout Association policies - emailed to Milton/Sue - completed. Martin Dempsey and James Watson moved: <i>'The Board notes action list items 1 and 2 as in progress and item 3 as completed.'</i> - CARRIED.	1. Student Council meeting dates to be provided by Student Representatives. 2. Jenny to follow-up other school board visit arrangements.
3.3	Review minutes of previous Annual General Meeting. Jenny Fay presented to the Board the minutes of 24 March 2014 Annual General meeting (attachment 2) for approval. James Watson and Ian Johnston moved: <i>'The Board endorses the minutes of the previous Annual General meeting as complete and accurate.'</i> – CARRIED.	
4.0	Annual General Meeting	
4.1	Annual Report of the Chair of the Board: Jenny presented the Chairperson's report to the Board (attachment 3). The report included a summary of membership changes, an acknowledgement of Don Rowe's work on the Board and an overview of 2014. Thanks were extended to the acting principals, former business manager and retiring and continuing members. New members were welcomed. Jenny closed the report with her vision for 2015. James Watson and Ian Johnston moved: <i>'The Board notes the Annual Chairperson's report.'</i> - CARRIED.	
4.2	Confirmation of Members: Jenny Fay and James Watson moved: <i>'The Board confirms the appointment of Jo Furness as P&C Member of the Board.'</i> - CARRIED. Jenny Fay and Jadviga Kobryn-Coletti moved: <i>'The Board confirms the appointment of Michael Camilleri as Staff Member of the Board.'</i> - CARRIED. Jenny Fay and Martin Dempsey moved: <i>'The Board confirms the appointment of Jo Wynaden as Parent Member of the Board.'</i> - CARRIED. Jenny Fay and James Watson moved: <i>'The Board confirms the appointment of Madison Birch (two year term) and Teale Werner (one year term) as Student Members of the Board.'</i> - CARRIED.	

4.3	<p>Election of Members of the general community. <i>'Jenny Fay nominates Mandie Shean for Member of the general community.'</i> Ian Johnston moved. - CARRIED.</p> <p><i>'Jenny Fay nominates Martin Dempsey for Member of the general community.'</i> James Watson moved. - CARRIED.</p> <p>One Community Representative vacancy remains.</p>	Milton to recruit a Community Representative.
4.4	<p>Election of Chair and appointment of Secretary: <i>'Martin Dempsey nominates Jenny Fay for Chair.'</i> James Watson moved. - JENNY FAY ELECTED CHAIR.</p> <p><i>'Jenny Fay nominates Milton Butcher for Secretary.'</i> James Watson moved. - MILTON BUTCHER APPOINTED SECRETARY.</p>	
4.5	<p>Acknowledgement of Retiring Members: Donna Gardiner, Ian Johnston, Prof Trevor Cullen, Rachel McGirr, Jadviga Kobryn-Coletti and India Hickey were thanked their contribution to the Board.</p> <p>Jenny Fay and Milton Butcher moved: <i>'The Board thanks formally retiring members of the School Board.'</i> - CARRIED.</p>	Milton to write a letter of thanks to retiring members on behalf of the Board.
5.0	<p>Reports and Operational Matters</p>	
5.1	<p>Financial Report: The Financial Summary as at 16 March 2015 (attachment 4) was tabled and discussed. New financial reports will become available when the financial system goes "live" on 20 March 2015. Budget to be reviewed on confirmation of census figures.</p> <p>Michael Camilleri and Mandie Shean moved: <i>'The Board notes the Finance report.'</i> - CARRIED.</p> <p>James Watson and Michael Camilleri moved: <i>'The Board endorses the Finance Committee's decision to approve the transfer of \$50,000 to salary reserve from the Literacy and Numeracy Innovation fund.'</i> - CARRIED.</p>	
5.2	<p>Principal's Report: A verbal report was given on operational matters and school events. Operational matters included the appointment of Anne Gilchrist as Business Manager, Online Literacy and Numeracy Assessment (OLNA) testing, interim reporting, heavy bags and lockers.</p> <p>School events included the opening of the David Helfgott Music Practice Room, inter-house swimming carnival (Hackett victorious), inter-school swimming carnival, SVAPA camp, Year 7 SVAPA activity and school ball.</p> <p>James Watson requested it be noted in the minutes that the Parent/Teacher interview process was very well organised. There was further discussion on process and timing.</p> <p>Martin Dempsey and Marnie Shean moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	<p>Milton to distribute reporting templates prior to the next parent/teacher reporting day.</p> <p>Mike to produce teacher email address cards.</p>
5.3	<p>Student Representative Report: Verbal reports were given on student activities, these included:</p> <p>Jadviga Kobryn-Coletti: School Ball, David Helfgott Music Practice Room opening, swimming carnivals, student council, ANZAC Day services, Year 10 and 11 river cruises, Year 9 building, food options, 'green' initiative and GRIP Leadership conference.</p> <p>Madison Birch: Mock trial competition.</p> <p>Teale Warner: OLNA testing.</p> <p>James Watson and Martin Dempsey moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	Student Representatives to engage with Year 7s and report to the Board.
5.4	<p>Staff Report: Verbal reports were given on operational matters and school activities.</p> <p>Ian Johnston: Operational matters included projected ATARs and counselling of underachieving students. School activities included High Achievers' Breakfast.</p>	

	<p>Michael Camilleri: Operational matters included Teaching and Learning Co-ordinator and classroom observation.</p> <p>Madison Birch and James Watson moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
5.5	<p>P&C Report: Nil.</p> <p>Milton Butcher reported that the AGM has been held. The new office bearers are President - Jo Furness, Vice-President - Ron Pearce, Treasurer - Mark Westera, General Secretary - Elizabeth Walters.</p>	
6.0	Discussion items	
6.1	<p>School Business Plan 2015 - 2017: Priorities 1 2, 3 and 4 of the School Business Plan 2015 - 2017 (attachment 5) were tabled and discussed. Areas were identified that require further consideration.</p> <p>Jenny Fay and James Watson moved: <i>'The Board notes the progress of the School Business Plan 2015 - 2017.'</i> - CARRIED.</p>	<p>James and Jenny to provide feedback to Mike.</p> <p>Amended priorities to be re-circulated and endorsement sought via an electronic meeting.</p>
6.2	<p>Annual School Report for 2014: The Annual School Report for 2014 (attachment 6) was tabled and discussed.</p> <p>Jenny Fay and Mandie Shean moved: <i>'The Board endorses the Annual School Report for 2014.'</i> - CARRIED.</p>	
6.3	<p>Reporting to Parents Day - 2 July 2015: The Board was asked to endorse the submission of a request to suspend the school's timetable on Thursday, 2 July 2015. A Careers Expo will be incorporated into the day's activities. Parents will be given the opportunity to access teachers for a full day.</p> <p>Reporting to Parents days to be reviewed in 2016. Consideration to be given to closing the school for two half days, one in March and the other at the end of semester one.</p> <p>James Watson and Teale Werner moved: <i>'The Board endorses suspending the school's timetable for a Careers Day and Reporting to Parents.'</i> - CARRIED.</p>	<p>Milton to submit request to the Regional Executive Director.</p> <p>Milton to review suspension of the timetable in 2016.</p>
6.4	<p>National School Opinion Survey 2014: The National School Opinion Survey 2014 (attachment 7) was tabled and discussed. Overall the results were positive. Areas requiring improvement to be addressed.</p> <p>Madison Birch and Michael Camilleri moved: <i>'The Board notes the National School Opinion Survey 2014.'</i> - CARRIED.</p>	
6.5	<p>Perth Boot Camps (Steve McLean) Deed of Licence: The Perth Boot Camps (Steve McLean) Deed of Licence (attachment 8) was tabled and discussed.</p> <p>Martin Dempsey and Michael Camilleri moved: <i>'The Board endorses the arrangement for the Perth Boot Camps to utilise school facilities and authorises the Chair to sign.'</i> - CARRIED.</p>	
7.0	Other Business	
7.1	<p>Mount Lawley Primary School temporary site at MLSHS: Potential to retain the concrete area and refurbish with park benches and shade structures. May be utilised for school buildings in the future.</p>	
7.2	<p>IPS Review Commentary: No response received.</p> <p>James Watson advised he would be pursuing the matter.</p>	James to follow-up.
8.0	Next Meeting	
	<p>Meeting scheduled for 18 May 2015 - Warren Daniel Conference Room.</p> <p>Jenny Fay noted as an apology. James to Chair meeting.</p>	Agenda items to Jenny/Milton.
9.0	Meeting Close/Adjournment/Next meeting	
	<p>The meeting was closed by Jenny at 8:35pm. The next meeting will be at 6:30pm, 18 May 2015 in the Warren Daniel Conference Room.</p>	

Signed (Chair) _____
James WATSON

Date: _____