

**Minutes of Meeting 5 of 2015**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 17 August 2015 at 5:30pm**

**ATTENDEES:** Milton Butcher - Principal, Dr Jenny Fay (Chair) - Community Representative, James Watson - Parent Representative, Jo Wynaden - Parent Representative (via telephone conference), Jo Furness - P&C Representative, Martin Dempsey - 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 5:30pm.	
1.2	Apologies: Dr Mandie Shean, ECU - Community 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. 5 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 15 June 2015 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> – <b>CARRIED.</b>	
3.2	Actions arising (attachment 2) from the previous meeting. 1. Other School Board visit arrangements - in progress. 2. IPS Review Inquiry - Letter to DES and DG - completed. 3. Progress on Year 7 survey - survey content has been finalised. Distribution in progress.  Jo Furness and Martin Dempsey moved: <i>'The Board notes action list items 1 and 3 as in progress and item 2 as completed.'</i> - <b>CARRIED.</b>	1. Chair to report at the next meeting.  3. Milton and Madison to arrange distribution of survey.
<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, Subject Charges and Voluntary Contributions Collection Rate reports, Operational One Line Budget Statement and Financial Summary.  Salary expenditure will come under projected income. Subject charges on track to reach 80% collection rate and voluntary contributions at 60%. Income vs expenditure variance \$231,411 "in the black". Unallocated expenditure budget \$97,362.00, currently below the 10% ideal.  Finance Committee funding applications approved at the Finance Committee meeting on 12 August 2015 were tabled and discussed.  Ken Maley and James Watson moved: <i>'The Board endorses the Finance Committee's decision to approve an amount of \$5925.00 to purchase 3 x UP Plus 2 3D printers from the Technology and Innovation fund.'</i> - <b>CARRIED.</b>  Ken Maley and James Watson moved: <i>'The Board endorses the Finance Committee's decision to approve an amount of \$330.00 to purchase TALISMAN series of phonics books from the Literacy and Numeracy fund.'</i> - <b>CARRIED.</b>  Martin Dempsey and Jo Furness moved: <i>'The Board notes the Finance report.'</i> - <b>CARRIED.</b>	Milton to bring Finance Committee balance sheet to future meetings.
4.2	<b>Principal's Report:</b> The 'Percent for Art Scheme' brochure (showcasing the artwork on the new building), 2014 Annual Report and School Business Plan 2015-2017 (attachment 4) were tabled and discussed. These documents were provided for information.  Board members were invited to attend a 'thank you' breakfast at the school on Monday, 31 August 2015 between 8:00am to 9:00am. An invitation (attachment 5) was distributed and Board members were asked to notate if they could attend.	Milton to provided confirmed breakfast numbers to Josee Baljic for catering purposes.

	<p>Jenny Fay and Jo Furness advised they will be attending Michael Sutherland's Education Forum on Tuesday, 25 August 2015.</p> <p><b>A verbal report was given on operational matters and school events.</b> Operational matters included Ian Johnston's return to the school after his secondment to Yanchep District High School, Julie Simon (Deputy, Ballajura CC) filling in for Mike White who is acting Principal, Ashdale SC, Reporting to Parents (options to be looked at under Discussion Items 5.4), opening of TISC applications, concerns regarding Year 12 result predictions and strategies in place to address matters, and release of NAPLAN results.</p> <p>School events included participation in the Foodbank Appeal, hosting of Yiwu Chinese Sister School delegation and the Japanese tour group, a visit from the Director of the Confucius Institute (to determine whether the temperature in Government has changed for a Confucius Classroom), engaging with local primary schools to promote MLSHS (including Senior and Junior String Quartet performance), induction of 25 students into the Honours Society and the re-connection with past student, Dr Peter Boan, Microbiologist, the recognition of achievement of over 500 students, the performance of the Lawley Symphony Orchestra under the direction of Michelle deRozario, participation in the ABODA festivals (four music ensembles received 'excellent'), 2016 GAT group and parent induction and the visit to the Bike Club by the Mayor of Vincent (thanks to Jo Wynaden for making the connection). The Mayor expressed an interest in the school's Timor-Leste project.</p> <p>Thank you to the families that hosted visiting exchange students. Without their support activities such as these would not be possible.</p> <p>Milton asked that the School Board consider sending Michelle deRozario a letter of congratulations for her work to establish the Lawley Symphony Orchestra.</p> <p>Milton Butcher and James Watson moved: <i>'The Board authorises a letter of congratulations to be sent to Michelle deRosario in recognition of her work to establish and conduct the Lawley Symphony Orchestra.'</i> - <b>CARRIED.</b></p> <p>Upcoming events included a visit by the Japanese Consul-General and Year 11 student, Lorraine Rosson, has been selected to participate in the National Youth Science Forum.</p> <p>Teale Warner and Madi Birch moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p> <p><b>A report was given on NAPLAN results.</b> A summary of NAPLAN results document (attachment 6) was tabled and discussed. No "red boxes" is a positive sign. The school has done well comparatively speaking. There has been some good value add by the Year 9 group. The areas of concerned were discussed and strategies for improvement considered.</p> <p>Teale Warner and Madison Birch moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p> <p><b>A report was given on Professional Learning.</b> A research article by John Hattie (attachment 7) was tabled and discussed. Work in the area of visible learning is currently being undertaken by senior leaders.</p> <p>20 teachers will be participating in a 'Scaffolding for Explicit Teaching and Learning' presentation by Eric Frangenheim. It is highly likely Eric will run a further session at the school during a PD day next year.</p> <p>Teale Warner and Madison Birch moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	<p>Jenny Fay to write a letter of congratulations to Michelle deRozario on behalf of the Board.</p> <p>Milton to provide further NAPLAN analysis presentations at a future meeting.</p>
4.3	<p><b>Student Representative Report:</b> A verbal report was given on student activities and upcoming events.</p> <p><b>Teale Warner:</b> School activities included Languages Week, Year 7 and 8 Councillor nominations have gone out, Year 8 Lightning Carnival, Honours Society induction and Band festival.</p> <p>Upcoming events included Year 10 social event.</p>	

	<p><b>Madison Birch:</b> School activities included Years 8, 9 and 10 Mathematics ICAS and AMC competitions, Chinese and Japanese exchange students, Foodbank Appeal and Inter-language Spelling Bee competition.</p> <p>Upcoming events included Rotary Climb for a Smile and Mount Lawley Chevron City to Surf team.</p> <p>It was suggested to incorporate the following initiatives into the 2016 Foodbank collection: Free Dress Day 'can donation', Middle School stamp system and Languages Week stall.</p> <p>Jo Furness and Ken Maley moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
4.4	<p><b>Staff Report:</b> Verbal reports were given on operational matters and school activities.</p> <p><b>Michael Camilleri:</b> Report included advertising teacher pools, student number census, student attendance census and recognition of students with 100% attendance rate.</p> <p><b>Anne Tumak:</b> Report included parent information sessions and teacher interaction for Year 9s going into Year 10.</p> <p>Madison Birch and Teale Warner moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	Michael to provide student attendance census figures at the next meeting.
4.5	<p><b>P&amp;C Report:</b> A verbal report was given on issues raised at the last P&amp;C meeting. These included the position of the Coffee Club, tabling of sub-committee treasurers' reports confirming the P&amp;C is in a sound financial position, vacant account auditor and SVAPA treasurer positions, outstanding Art Auction items, Health Committee programs (Better Health, Mind Matters and Chillout), review of the School Health policy and cafeteria, enforcement of the school dress code and the decision to keep the P&amp;C Constitution in its current form regarding fundraising and the sale of alcohol.</p> <p>Martin Dempsey and Anne Tumak moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
<b>5.0</b>	<b>Discussion items</b>	
5.1	<p><b>School Business Plan 2015-2017 Progress on Targets 2015 report:</b> The School Business Plan 2015-2017 Progress on Targets 2015 report (attachment 8) was tabled and discussed.</p> <p>James Watson and Jo Furness moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
5.2	<p><b>National School Improvement Tool - Curriculum Leader Assessment:</b> The National School Improvement Tool - Curriculum Leader Assessment and National School Improvement Tool document (attachment 9) was tabled and discussed.</p> <p>This creditable tool was developed by the Australian Council of Educational Research for the Commonwealth Department of Education, Employment and Workplace Relations in 2012 and has been used successfully for three years.</p> <p>Curriculum leaders undertook discussions, rated each factor individually and came to a group consensus. The next step is to determine how to improve.</p> <p>James Watson and Jo Furness moved: <i>'The Board notes the progress of the assessment.'</i> - <b>CARRIED.</b></p>	
5.3	<p><b>Unpaid Charges:</b> There remains some outstanding charges that have not been covered by payment plans. As charges are compulsory the school seeks endorsement to go to a Debt Collector to recover these monies.</p> <p>James Watson and Jo Furness moved: <i>'The Board endorses the engagement of a Debt Collector to recover outstanding compulsory charges.'</i> - <b>CARRIED.</b></p>	

5.4	<p><b>Reporting to Parents:</b> An Options for Parent/Teacher Reporting Meetings document (attachment 10) was tabled and discussed.</p> <p>Reporting arrangements are being reviewed to determine if there is a better way to meet the needs of parents.</p> <p>Four options were considered by the Board. These will also be taken to the P&amp;C and senior staff.</p> <p>A “speed dating” bell system, improved signage (teachers’ names outside the rooms) and SMS notification of absent teachers were suggested.</p>	Milton to continue to review reporting arrangements.
<b>6.0</b>	<b>Other Business</b>	
6.1	<p><b>National School Opinion Survey:</b> This survey will be conducted during Term 3 as a follow-up to the survey completed in 2015. There will be three components; parents, staff and students.</p>	
6.2	<p><b>School Board Satisfaction Survey:</b> Due 2015.</p>	Milton to arrange an internal School Board Satisfaction survey.
6.3	<p><b>Medal of the Order of Australia (OAM):</b> Mrs Anita Chong, OAM, was presented with the Medal of the Order of Australia by the Governor of Western Australia, Mrs Kerry Sanderson, AO.</p>	
<b>7.0</b>	<b>Next Meeting</b>	
	Meeting scheduled for 21 September 2015 - Warren Daniel Conference Room.	Agenda items to Jenny/Milton.
<b>8.0</b>	<b>Roundtable evaluation of the meeting</b>	
	A lot of valuable information provided by the school.	
<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, 21 September 2015 in the Warren Daniel Conference Room.	

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

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