

Minutes of Meeting 3 of 2015
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 18 May 2015 at 6:30pm

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

1.0	Welcome and apologies	ACTIONS
1.1	Opening: The meeting was opened by James Watson at 6:30pm.	
1.2	Apologies: Dr Jenny Fay (Chair) - Community Representative, Teale Warner - Student Representative, Ken Maley - Prospective Community 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. 3 agenda.	
3.0	Minutes of previous meeting	
3.1	Review minutes of previous meeting. James Watson presented to the Board the minutes of the 16 March 2015 meeting (attachment 1) for approval. Prof Mandie Shean to be amended to Dr Mandie Shean. Martin Dempsey and Mandie Shean moved: <i>'The Board endorses the minutes of the previous meeting as complete and accurate.'</i> - CARRIED.	
3.2	Actions arising (attachment 2) from the previous meeting. 1. Student Council Chair visit arrangements - in progress. 2. Other School Board visit arrangements - in progress. 3. Recruitment of Community Representative - completed. 4. Parent/Teacher meeting for Semester 1, 2015: Reporting to Parents/Careers Expo full day signed off by Regional Executive Director - completed. Milton Butcher and James Watson moved: <i>'The Board notes action list items 1 and 2 as in progress and, items 3 and 4 as completed.'</i> - CARRIED.	1. Chair to report in June. 2. Chair to report in June.
4.0	Membership	
4.1	Mr Ken Maley, Toll Group, has agreed to nominate as the Community Representative for the 2014/15 term. Milton Butcher and James Watson moved: <i>'The Board confirms the appointment of Ken Maley as Community Representative Member of the Board.'</i> - CARRIED.	
5.0	Reports and Operational Matters	
5.1	Financial Report: The financial reports (attachment 3) were tabled. There was discussion on the Operational One Line Budget Statement/Salaries Plan, Appointed Staff 2015/Salary - Budget vs. Expenditure graphs, Financial Summary, Subject charges collection rate/percentages reports. The Budget does not require immediate adjustment, however, it will continue to be reviewed as the year progresses. Census figures have been challenged. Mandie Shean and Jo Furness moved: <i>'The Board notes the Finance report.'</i> - CARRIED. Finance Committee funding applications approved at the Finance Committee meeting on 13 May 2015 were tabled and discussed. Jo Wynaden and Madison Birch moved: <i>'The Board endorses the Finance Committee's decision to approve an amount of \$3000 to purchase 'quick readers' for ESL and very low ability students from the Literacy and Numeracy Innovation fund.'</i> - CARRIED. Jo Wynaden and Madison Birch moved: <i>'The Board endorses the Finance Committee's decision to approve an amount of \$1000 to commission an Intensive Reading Program textbook for Bike Club students from the Literacy and Numeracy Innovation fund.'</i> - CARRIED. Jo Wynaden and Madison Birch moved: <i>'The Board endorses the Finance Committee's decision to approve an amount of up to \$1500 to hire the services of 'Dismantle' to run a bike repair program for Bike Club students from the Literacy and Numeracy Innovation fund.'</i> - CARRIED.	

	<p>Jo Wynaden and Jo Furness moved: <i>'The Board endorses the Finance Committee's decision to approve an amount of \$2725 to purchase three televisions for the Senior School/Specialist building from the Technology and Innovation fund.'</i> - CARRIED.</p>	
5.2	<p>Principal's Report: A verbal report was given on operational matters and school events.</p> <p>Operational matters included staff movement, overseas sister school agreements, Mount Lawley soldier in WWI recognition, senior student exams, NAPLAN testing, engagement of primary schools and the budget link to the Government website.</p> <p>School events included overseas and Broome tours, ANZAC Day and ex-POW commemorate services, presentation of RSL bugle, Chief Justice of Australia visit, Student of the Month recognition, Primary parent information night and Year 10 evening for Languages.</p> <p>Upcoming events included Reporting to Parents/Careers Expo day, music concerts, opening of the Penny Scott Music Classroom and Sue Faranda Music Library, presentation of the 2015 Roy Grace English Scholarship and Lawley Art Auction.</p> <p>Jo Furness and Madison Birch moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
5.3	<p>Student Representative Report: A verbal report was given on student activities, upcoming events and Year 7 students.</p> <p>Madison Birch: School activities included the ANZAC Day and ex-POW services, Year 8, 9, 10 and 11 river cruises, Mock trial competition, Year 10 Languages soiree, Rotary Youth Program of Enrichment (RYPEN) leadership camp, Interact Club sausage sizzle, overseas tours, Senior School World Cup soccer competition, Bike Club literacy program, Homework Club/peer tutoring, debating, Chief Justice French visit, NAPLAN testing and Senior School exams.</p> <p>Upcoming events included the Lawley Art Auction, Languages Week/Expo, Mock trial competition, Middle School World Cup soccer competition, Year 10 Leadership camp and debating.</p> <p>Year 7 students have expressed an appreciation of 'Community' based programs and timetabled lunch breaks.</p> <p>Michael Camilleri and Mandie Shean moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
5.4	<p>Staff Report: Verbal reports were given on operational matters and school activities.</p> <p>Anne Tumak: Report included overseas tours, eleven week term, Years 10, 11 and 12 semester one exam revision and exams, Homework Club/peer mentoring numbers and Year 7 newsletter.</p> <p>Michael Camilleri: Report included Reporting to Parents day and online booking system, reporting day analysis for 2016, peer observation for teachers, engagement of Professor Barrie Bennett and systems to improve teacher practice in classrooms.</p> <p>James Watson requested it be noted in the minutes that the Board thanks both the P&C for their financial support of the Homework Club and participating teachers.</p> <p>Martin Dempsey and Jo Furness moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	<p>Anne and Michael to pass on the thanks of the Board to teachers.</p>
5.5	<p>P&C Report: A verbal report was given on P&C activities.</p> <p>Activities included tabling of 2014 audited financial reports, set-up of an Art Auction bank account, Art Auction preparation, membership position of sub-committees, adjustment of Languages sub-committee ToR and raising concern about the security of Middle School student laptops during Lunch 1 and 2.</p> <p>Mandie Shean and Madison Birch moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	

6.0	Discussion items	
6.1	<p>School Business Plan 2015 - 2017: School Business Plan 2015 - 2017 (attachment 4) was tabled and discussed. Glossary to be expanded and typographical errors corrected. It was agreed that performance indicators are achievable.</p> <p>Jo Furness and Martin Dempsey moved: <i>'The Board endorses the School Business Plan 2015 - 2017.'</i> - CARRIED.</p>	Anne to expand glossary and correct typos.
6.2	<p>Suspension Report for 2014: A brief on Suspensions 2014 (attachment 5) PowerPoint and summary was presented and discussed.</p> <p>Martin Dempsey and Jo Furness moved: <i>'The Board notes the report.'</i> – CARRIED.</p>	
6.3	<p>Attendance Report for 2014: A brief on Attendance 2014 (attachment 6) PowerPoint and summary was presented and discussed.</p> <p>Jo Furness and Madison Birch moved: <i>'The Board notes the report.'</i> – CARRIED.</p>	
6.4	<p>Update Mount Lawley Primary School site situation: It is likely the Department will pay for the maintenance of the site. The line of buildings closest to the oval, toilets, verandahs and concrete pathways will be retained due to the school's expected growth in numbers over the next few years. As the site will undergo significant changes during this period it was suggested that any structures/facilities funded by the P&C be moveable.</p> <p>Jo Wynaden and Martin Dempsey moved: <i>'The Board notes the update on the Mount Lawley Primary School site.'</i> - CARRIED.</p>	
6.5	<p>School Pedagogical Framework: A draft version of the School Pedagogical Framework (attachment 7) was tabled and discussed. This is based on the principal's intent to improve teaching and learning in the school. It was suggested to incorporate a glossary.</p> <p>Mandie Shean and Anne Tumak moved: <i>'The Board notes the progress on the development of the School Pedagogical Framework.'</i> - CARRIED.</p>	
6.6	<p>Uniform Concepts (Nell Gray) Deed of Licence: The Uniform Concepts (Nell Gray) Deed of Licence was discussed. There is a legal requirement for this arrangement to be established between the uniform supplier and the school, not the P&C. There will be a set fee of \$22,000 charged plus a percentage of revenue above a certain level. The school will ensure the allocation of this revenue stream remains under the governance of the P&C.</p> <p>Jo Furness requested it be noted in the minutes that the P&C is very grateful to retain this authority so it can continue to support school and parent driven initiatives.</p> <p>Jo Wynaden and Jo Furness moved: <i>'The Board endorses the arrangement for Uniform Concepts to utilise school facilities and authorises the Chair to sign.'</i> - CARRIED.</p>	
7.0	Other Business	
7.1	IPS Review Inquiry: Discussions continuing with Peter Wood, Director, Education and Training Regulation.	James to progress.
8.0	Next Meeting	
	Meeting scheduled for 15 June 2015 - Warren Daniel Conference Room.	Agenda items to Jenny/Milton.
9.0	Roundtable evaluation of the meeting	
	Mandie noted there was a lot of information to get through which was done efficiently and not rushed. There was a respectful attitude towards all Board members, including students. Members could freely say things and be heard.	
10.0	Meeting Close/Adjournment/Next meeting	
	The meeting was closed by James at 9:00pm. The next meeting will be at 6:30pm, 15 June 2015 in the Warren Daniel Conference Room.	

Signed (Chair) _____
James WATSON

Date: _____