

**Minutes of Meeting 6 of 2015**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 21 September 2015 at 5:30pm**

**ATTENDEES:** Milton Butcher - Principal, Dr Jenny Fay (Chair) - Community Representative, James Watson - 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.

<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: Ken Maley - Community Representative, Teale Warner - Student 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. 6 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 17 August 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. <ol style="list-style-type: none"> <li>1. Other School Board visit arrangements - in progress.</li> <li>2. Progress of Year 7 survey - survey online. Community Leaders to co-ordinate completion - in progress.</li> <li>3. NAPLAN analysis presentations - completed.</li> <li>4. Student attendance census figures - completed.</li> <li>5. School Board Satisfaction survey - in progress.</li> <li>6. Letter of congratulations presented to Michelle deRozario - completed.</li> </ol> Jo Furness and Martin Dempsey moved: <i>'The Board notes action list items 1, 2 and 5 as in progress and item 3, 4 and 6 as completed.'</i> - <b>CARRIED.</b>	<ol style="list-style-type: none"> <li>1. Chair to report at the next meeting.</li> <li>2. Madi to report on Year 7 survey at the next meeting.</li> </ol>
3.3	Actions arising from the 17 August 2015 meeting. <ol style="list-style-type: none"> <li>1. IPS Review Inquiry:               <ul style="list-style-type: none"> <li>• Letter sent to Department of Education Services (DES) and Cc'd to Director General, DoE, Sharyn O'Neill. Response received from DES. It was noted that feedback will be used to strengthen future processes. No further action required.</li> <li>• Following the Education Forum a copy of the IPS Review letter sent to DES was forwarded to the Minister of Education's Office - no response to date.</li> </ul> </li> </ol> Jo Furness and Martin Dempsey moved: <i>'The Board notes item 1 from action list 17 August 2015 as completed.'</i> - <b>CARRIED.</b>	
<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, Cash Report, Operational One Line Budget Statement and Financial Summary.  Salary figures are good. \$500,000 deficit will be covered by funds in the Salary pool. Learning Areas have been encouraged to expend funds. Progress has been made in obtaining parent income. One Line Budget shows a variance of \$251,574. This will be carried over into 2016 to cover forecasted salary shortfalls. An eleventh Level 3 in the Science, Technology, Engineering, and Mathematics (STEM) area has been factored into next year's budget.  A painting and signage replacement program has been initiated.  The Finance Committee Approvals 2015 balance sheet and Finance Committee funding application (attachment 4) approved at the Finance Committee meeting on 16 September 2015 were tabled and discussed.	Milton to present a Workforce plan for the Board's consideration at the next meeting.

	<p>Jo Wynaden and Anne Tumak moved: <i>'The Board endorses the Finance Committee's decision to approve an amount of \$6386.64 to purchase a Newtek Tricaster Mini with control surface from the Technology and Innovation fund.'</i> - <b>CARRIED.</b></p> <p>Note: This approval is subject to the conditions of the caveat invoked by the Finance Committee. <i>"Media staff are required to commit to producing broadcasts by students for students during breaks and other times for general student enjoyment."</i></p> <p><b>Year 10 Woodwork Subject Charge:</b> In 2016, a Year 10 Woodwork subject will be offered to students. A request has been made to raise a \$45 charge for this subject.</p> <p>Jenny Fay and Mandie Shean moved: <i>'The Board endorses a \$45 charge for the Year 10 Woodwork subject (10DTWW).'</i> - <b>CARRIED.</b></p> <p>James Watson and Martin Dempsey moved: <i>'The Board notes the Finance report.'</i> - <b>CARRIED.</b></p>	
4.2	<p><b>Principal's Report:</b> Milton asked James to inform the Board of his daughter's recent success. James advised that Peri was awarded second place in the Upper Secondary category (Years 10, 11 and 12) of the Tim Winton Award for Young Writers. The Board asked James to relay their congratulations to Peri.</p> <p>A verbal report was given on operational matters and school events.</p> <p>Operational matters included NAPLAN results, OLN testing, National Schools Opinion Survey, Professional Development for teachers - John Hattie's Visible Learning and Eric Frangenheim workshops, changes to GAT program (Academic/Optional Language program), implementation of Modified Assessment programs for students 'at-risk' and Year 12 Revision program.</p> <p>School events included the Year 11 Mocktail party, Year 11 Girls' Volleyball team winning the Senior Girls' Volleyball Competition (special thanks to Mrs Hislop, parent, for coaching and managing the team), House Athletics Carnival (Murdoch victorious for the first time in 22 years), Academic competitions, student winning the World Junior Track Cycling Team Pursuit in Kazakhstan; potential AFL draftee, former Aboriginal Excellence Program student, Sam Powell-Pepper and the High Achiever's Breakfast guest speaker - Matt Thomas (Creator of 'Highs and Lows').</p> <p>Upcoming events included Middle School Reward Days, Mock Trial team in the Grand Final for the third year running and Interschool Athletics Carnival.</p> <p>Milton informed the Board that he will be on Defence leave from Tuesday, 22 September 2015 until Tuesday, 20 October 2015. Mike Camilleri will be Principal in his absence.</p> <p>It was suggested to cancel the School Board meeting scheduled for Monday, 19 October 2015. The Board agreed to cancel the meeting unanimously.</p> <p>James Watson and Jo Wynaden moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	Milton to report on Professional Development for teachers.
4.3	<p><b>Student Representative Report:</b> A verbal report was given on student activities and upcoming events.</p> <p><b>Madison Birch:</b> School activities included the Year 11 Drama production of 'The Tempest', House Athletics Carnival, GAT Club 3, Year 9 Camp to Forrest Edge, Dante Alighieri written and speaking exams, CLTWA Chinese State Writing competition, Year 11 and 12 Mock Trial competition, VIP Breakfast, High Achievers' Breakfast, Chevron City to Surf and Rotary Climb for a Smile fundraising events.</p> <p>Upcoming events included Interschool Athletics training, Interschool Athletics Carnival (A Division), Finn Becroft and myself attending the Fogarty Future Leaders Conference.</p> <p>Martin Dempsey and Mandie Shean moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	<p>Madi to email Mock Trial competition results to Board Members.</p> <p>Madi to pass on the thanks of the Board to the Year 11 Mocktail party and VIP breakfast organisers.</p>

4.4	<p><b>Staff Report:</b> Verbal reports were given on operational matters and school activities.</p> <p><b>Anne Tumak:</b> School activities including the Year 12 Chillout Day, Wear it Purple Day supporting diversity and the commencement of Year 12 examinations.</p> <p><b>Michael Camilleri:</b> An invitation to the Australian Communication and Media Authority (ACMA) “Cybersmart TIP# Excessive Use” parent session (attachment 5) was tabled and discussed. Details as follows: Date: 19 October 2015 Location: Main Administration Staff room Session One: Year 10 students - 2:00pm to 3:00pm Session Two: Staff - 3:15pm to 4:30pm Session Three: Parents - 6:00pm to 7:30pm</p> <p>A Student Attendance Summary 2015, Semester 1 report (attachment 6) was tabled and discussed. Attendance rates all exceed the 90% benchmark target.</p> <p>Jo Furness and Madison Birch moved: <i>‘The Board notes the report.’</i> - <b>CARRIED.</b></p>	<p>Jenny to attend staff session.</p> <p>Mike to upload event on the website and email parents.</p> <p>Mike to investigate the high Year 7 unauthorised attendance rate.</p>
4.5	<p><b>P&amp;C Report:</b> A verbal report was given on items raised at the last P&amp;C meeting. These included the Principal’s report, a request for feedback regarding options for parent reporting, request for an auditor (a parent has now offered to take on this role), Languages and SVAPA committees report on their successful expo and Year 7/8/9 workshops, SVAPA teachers looking to run a major drama production in 2016, funding request for Year 7 and 10 parent welcome/networking barbeques and a delegate attended the WACCSO conference.</p> <p>James Watson and Anne Tumak moved: <i>‘The Board notes the report.’</i> - <b>CARRIED.</b></p>	
<b>5.0 Discussion items</b>		
5.1	<p><b>Survey of Board Members:</b> The School Board Effectiveness Survey (attachment 7) was tabled. Board Members were asked to complete the survey anonymously.</p>	<p>Jenny to follow-up outstanding surveys.</p> <p>Minutes Secretary to collate survey.</p>
5.2	<p><b>Naming of Mandarin Classroom:</b> It was requested that the Board give consideration to the proposal of naming a Mandarin classroom after two long serving teachers of Mandarin at the school, Mr Geoff Davis, AM and Mrs Anita Chong, OAM.</p> <p>The Board agreed to the proposal unanimously.</p> <p>Jo Wynaden and Jo Furness moved: <i>‘The Board endorses naming a Mandarin classroom after two retired long standing teachers of Mandarin.’</i> - <b>CARRIED.</b></p>	<p>Milton to take the endorsed proposal of naming the Mandarin classroom to David Axworthy, Deputy Director General, DoE for approval.</p>
5.3	<p><b>Delivery and Performance Agreement (DPA) 2015-2017:</b> A copy of the Delivery and Performance Agreement 2015-2017, signed by the Director General, (attachment 8) was tabled.</p> <p>Madison Birch and Martin Dempsey moved: <i>‘The Board notes the approved Delivery and Performance Agreement 2015-2017.’</i> - <b>CARRIED.</b></p>	
5.4	<p><b>Brief on 2015 NAPLAN 7 and 9:</b> PowerPoint presentations and graphical reports on 2015 NAPLAN 7 and 9 results (attachments 9, 10, 11 and 12) were presented and discussed.</p> <p><b>NAPLAN 7:</b> MLSHS above the State and National mean. This is an excellent result. Aboriginal component is closer to the school mean largely due to the new Aboriginal Excellence program selection process.</p> <p>Numeracy remains a challenge with Like Schools. Anne-Maree Rowe, Numeracy specialist, is working with teachers and students to improve results.</p> <p>Reading scores have dropped to those of Like Schools and will become a priority area for Steve Raphael.</p>	

	<p>Comparative Performance for 2015 shows all domains in “Yellow”.</p> <p><b>NAPLAN 9:</b> MLSHS above the State and National mean.</p> <p>In Numeracy there are no students below the benchmark. Performance shows an improvement when compared to 2014 results, however, it is still an area that requires substantial effort.</p> <p>Writing has accelerated well above the other domains.</p> <p>Comparative Performance for 2015 shows all domains in “Yellow”.</p> <p>Mandie Shean and James Watson moved: <i>‘The Board notes the 2015 NAPLAN 7 and 9 reports.’ - CARRIED.</i></p>	
5.5	<p><b>School Development Days (SDD) for 2016:</b> School Development Days are scheduled for:</p> <ul style="list-style-type: none"> <li>• Thursday, 28 January 2016</li> <li>• Friday, 29 January 2016</li> <li>• Tuesday, 26 April 2016</li> <li>• Monday, 18 July 2016</li> <li>• Monday, 10 October 2016</li> </ul> <p>Position of local primary schools unknown due to cancellation of scheduled meeting.</p> <p>James Watson and Martin Dempsey moved: <i>‘The Board endorses the School Development Days for 2015.’ - CARRIED.</i></p>	
5.6	<p><b>Chaplaincy Program:</b> The State Government will continue to fund the National School Chaplaincy Program in 2016. A statement of support was requested.</p> <p>Anne Tumak and Martin Dempsey moved: <i>‘The Board supports the Chaplaincy program for 2016 at Mount Lawley SHS.’ - CARRIED.</i></p>	
<b>6.0</b>	<b>Other Business</b>	
6.1	<p><b>Membership for 2015:</b> Positions becoming vacant in 2016 include:</p> <ul style="list-style-type: none"> <li>• One Staff Representative currently held by Anne Tumak.</li> <li>• Two Parent Representatives currently held by James Watson and P&amp;C Representative, Jo Furness.</li> <li>• One Student Representative currently held by Teale Warner.</li> <li>• Two Community Representatives currently held by Jenny Fay and Ken Maley.</li> </ul>	Board Members were asked to consider their intension for 2016.
<b>7.0</b>	<b>Next Meeting</b>	
	Meeting scheduled for 16 November 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 7:40pm. The next meeting will be at 5:30pm, 16 November 2015 in the Warren Daniel Conference Room.	

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

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