

**Minutes of School Board Meeting  
Mount Lawley Senior High School  
Warren Daniel Conference Room, MLSHS  
Monday, 15 February 2016 at 5:30pm**

**ATTENDEES:**

Dr Jenny Fay (Chair), Milton Butcher – Principal, Anne Tumak – Staff Representative, Michael Camilleri – Staff Representative, Jo Furness – P&C Representative, James Watson - Parent Representative, Madison Birch – Student Representative, Dr Mandie Shean, ECU – Community Representative, Martin Dempsey – Community Representative, Ken Maley - Community Representative and Vicki Nash (Minutes Secretary)

<b>1.0</b>	<b>Welcome and Apologies</b>	<b>ACTIONS</b>
1.1	Opening: The meeting was opened by Jenny Fay at 5:37pm.	
1.2	Apologies: Jo Wynaden – Parent Representative, Teale Warner – Student Representative. Ken Maley thanked the Board and appreciated the opportunity to serve. Jenny thanked Ken for his contribution to the Board and he then left the meeting for an appointment.	
<b>2.0</b>	<b>Minutes of Previous Meeting</b>	
2.1	The Minutes of the previous meeting held on 16 November 2015 were tabled. <b>Moved</b> by Jo Furness to accept the Minutes as a true and correct record. <b>Seconded</b> by Mandie Shean. <b>Carried</b>	
2.2	The Minutes of the electronic meeting held on 27 November 2015 were tabled. <b>Moved</b> by Jo Furness to accept the Minutes as a true and correct copy. <b>Seconded</b> by James Watson. <b>Carried</b>	
2.3	The Minutes of the electronic meeting held on 9 December 2015 were tabled. <b>Moved</b> by Anne Tumak to accept the Minutes as a true and correct copy. <b>Seconded</b> by Mandie Shean. <b>Carried</b>	
<b>3.0</b>	<b>Action Points from Previous Meetings</b>	
3.1	<b>Students' Recommendations</b> Michael is to report on this agenda item.	This item to remain on the agenda
3.2	<b>2016 Reporting to Parents</b> Milton advised that the 2016 plan is for two half-day sessions with parents.	
<b>4.0</b>	<b>Reports and Operational Matters</b>	
4.1	<b>Membership Update</b> Jenny informed the Board of changes to membership. Ken will seek a replacement from Toll. Jenny hopes to renominate at the AGM next month, Madison is staying on. Teale's, James' and Anne's terms are up. Elections will be held before the next meeting.	
4.2	<b>Student Representative Report</b> Madison reported on the following: <ul style="list-style-type: none"> <li>• The Principal's welcome to the whole school assembly;</li> <li>• The 90s Club assembly which was inspiring, including a speech on achievement;</li> <li>• Year 11 and Year 12 students had a study skills workshop during the last period on Wednesday where someone came to give advice and speak on how to be organised. Some students felt this was very worthwhile, whereas other students already implemented the strategies in their study regimes.</li> </ul> <b>Moved</b> by Michael Camilleri to accept the Student Representative Report. <b>Seconded</b> by Anne Tumak. <b>Carried</b>	Madison to investigate how students may improve their study skills and advise the Board
4.3	<b>Staff Report</b> Verbal reports were given on operational matters and school activities. <b>Michael Camilleri:</b> There was a busy start to the year – eight new staff members from a variety of departments – with timetables to be organised. The census information data has been completed. Year 9 building has been signed off. All issues are sorted out and MLSHS now must upkeep the building.	

	<p><b>Anne Tumak:</b>  The year has started off busily, with 50 new enrolments in the first week. Some staff will be requested to take long service leave, which will be challenging for Administration to make appropriate plans. The biggest challenge will be Term 3 when most staff are taking leave. Thanks to Administration for the induction day for new staff which was held on Wednesday. Also for the special presenter on Friday looking at teaching strategies for all the staff, including strategies for gifted and talented students. There was also a BBQ (with a very good chef) funded by the union.</p> <p>Jo asked how staff leave would be covered and Michael replied with fixed term appointments and teachers coming in to fill the gap from a relief pool. He added that there is generally a 5-10% absence rate, increasing during the influenza season.</p> <p>Anne reported that Year 7s showed strong interest in a newsletter at the end of 2015, with two communities doing separate newsletters. Every student featured somewhere within the newsletter. This was so successful that it will be repeated this year.</p> <p><b>Moved</b> by Jo Furness to accept the Staff Report. <b>Seconded</b> by Madison Birch. <b>Carried</b></p>	
4.4	<p><b>Financial Report</b>  The financial reports were tabled and Milton gave a verbal report on the contents. His report included:</p> <ul style="list-style-type: none"> <li>• Salary – Budget vs. Expenditure - the budget last year was underspent and has been carried forward to this year (\$436,629). This will be carried forward and could be used to fund appointments such as an alumni and IPS review officer.</li> <li>• The voluntary rate for parent collections was 68%. However, for charges, more than the budgeted amount was collected (the school gets good support from parents).</li> <li>• In general, the school met most budget figures, so budgets vs actual is ok.</li> <li>• Finance Committee Approvals 2016 – Milton asked for the Board's endorsement for two proposals, namely: <ul style="list-style-type: none"> <li>▪ \$10,000 to support the engagement of Best Performance to assist with NAPLAN planning for improvement (to look at working with key staff in the school to assist in strategies for student performance); and</li> <li>▪ approximately \$5,000 from the technology fund to replace old television sets with two televisions and trolleys for Senior School to support the viewing components of Year 11 and Year 12 English courses.</li> </ul> </li> </ul> <p><b>Moved</b> by James Watson for the Board to endorse the above two recommendations. <b>Seconded</b> by Michael Camilleri. <b>Carried</b>  <b>Moved</b> by James Watson to accept the Financial Report. <b>Seconded</b> by Madison Birch. <b>Carried</b></p>	
4.5	<p><b>Principal's Report</b>  Milton's report included the following:</p> <ul style="list-style-type: none"> <li>• The school year started well (there were a couple of staffing problems which now have solutions).</li> <li>• Warren Daniel to work in the alumni domain.</li> <li>• A person will work with Level 3 on reflective practice, review and planning.</li> <li>• The IPS review preparation is starting.</li> <li>• P&amp;C funded works – group seating and shade area is now installed.</li> <li>• Numbers look to be around 1,588 in total, with 1,520 funded – about the same as last year.</li> <li>• The 90s Club assembly went well. 54 members inducted.</li> <li>• A number of scholarships were presented. New scholarships in Music funded by the Rotary Club of Mt Lawley and Japanese funded by GIL were presented. The Tammy Solonec Prize for the Aboriginal Excellence Program was also presented for the first time. Although it was hot, the event went well</li> </ul>	

	<p>and the students were well-behaved.</p> <ul style="list-style-type: none"> <li>• Two half-day sessions have been approved for reporting to parents.</li> <li>• The school's String Quartet played at a Confucius Institute concert with the Wenqin Arts Troupe (Zhejiang University).</li> <li>• Today the Geoff Davis, AM, and Anita Chong, OAM Classroom for Mandarin was unveiled by Her Excellency the Honourable Kerry Sanderson, AO, Governor of Western Australia. There were a number of invited guests, with Trevor Jenkins as MC.</li> </ul> <p>Milton advised of the following upcoming events:</p> <ul style="list-style-type: none"> <li>• Tomorrow, the Wenqin Arts Troupe perform at school.</li> <li>• Wednesday, the Steele Family Music classroom will be opened.</li> <li>• Thursday, the Year 7 parent BBQ and next week, the Year 10 BBQ.</li> </ul> <p><b>Moved</b> by Michael Camilleri to accept the Principal's Report. <b>Seconded</b> by Madison Birch. <b>Carried</b></p>	
4.6	<p><b>P&amp;C Report</b> No P&amp;C Report was tabled as Jo advised that the first P&amp;C Committee meeting would be held on Monday, 22 February 2016.</p>	
<b>5.0</b>	<b>Discussion Items</b>	
5.1	<p><b>Student Results 2015</b> The school's Summary of Academic Performance, 2015 Report to the School Board was tabled and Milton gave a detailed PowerPoint presentation to Board members on student results for 2015. <b>Moved</b> by Michael Camilleri to accept the report. <b>Seconded</b> by Jo Furness. <b>Carried</b></p>	
5.2	<p><b>School Business Plan 2015-2017</b> The School Business Plan 2015-2017 Report to School Board on Target Achievement for 2015 was tabled. This reports against the targets in the plan with the benchmarks from 2014. Milton gave details of its contents to Board members. Jo and Jenny asked Milton to congratulate staff on behalf of the Board. <b>Moved</b> by James Watson to accept the School Business Plan report. <b>Seconded</b> by Jo Furness. <b>Carried</b></p>	
5.3	<p><b>Satisfaction Surveys for 2015</b> Milton gave a PowerPoint presentation to Board Members on the school surveys, and the three survey documents were tabled (Mount Lawley SHS Student National School Opinion Survey 2015, Mount Lawley SHS Parent National School Opinion Survey 2015 and Mount Lawley Senior High School Staff National School Opinion Survey 2015). The surveys were explained by Milton and discussed at length between members, who agreed that the survey results were positive. <b>Moved</b> by Mandie Shean to accept the three 2015 MLSHS National School Opinion Surveys. <b>Seconded</b> by Anne Tumak. <b>Carried</b></p>	
5.4	<p><b>Annual School Report for 2015</b> Milton advised that the Annual School Report for 2015 is in progress. This agenda item will be deferred to the next meeting when a draft preliminary report will be presented to Board members.</p>	Milton to provide a draft preliminary Annual School Report for 2015 at the next meeting
5.5	<p><b>Update on School Improvement Tool</b> The National School Improvement Tool School Assessment and Action Plan was tabled and Milton updated Board members on how staff are using the improvement tool. Jenny feels it is very important to be discussed at the executive meeting and Milton confirmed discussion of strategies at leadership level. Learning Area leaders incorporate strategies in their operational plans. Teachers then implement in teaching programs. It was noted that it is a work in progress. <b>Moved</b> by Martin Dempsey to accept the National School Improvement Tool School Assessment and Action Plan. <b>Seconded</b> by Madison Birch. <b>Carried</b></p>	

5.6	<b>Report on Students going against Subject Recommendations</b> Michael reported that the 2016 timetable is almost embedded. He is trying to get some feeling for where there is a significant proportion going against the recommendation and map that performance. Michael hopes, by the next meeting, that there will be some definitives. He added that it will always be a cycle to be reflected on. It can become complex but he is trying to keep it simple and he would rather wait until he has some definite data before reporting further.	
<b>6.0</b>	<b>Other Business</b>	
6.1	Martin commented that the MLSHS Yearbook is of a very high quality. James thanked Milton for the excellent presentation today. Jenny thanked the Board, adding that it is the last meeting of this Board. A new Board will be constituted for the next meeting. Exiting members are welcomed to attend for the changeover.	
<b>7.0</b>	<b>Next Meeting</b>	
	The next meeting is scheduled for 21 March 2016 at 5:30pm in the Warren Daniel Conference Room, MLSHS.	
<b>8.0</b>	<b>Roundtable evaluation of the meeting</b>	
	Nil	
<b>9.0</b>	<b>Meeting Close/Adjournment/Next meeting</b>	
	The meeting was closed by Jenny at 7:45pm.	

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

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