

**Minutes of Meeting 6 of 2016**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 19 September 2016 at 5:30pm**

**ATTENDEES:**

Jo Furness (Acting Chair and P & C Representative), Milton Butcher – Principal, Nigel Becroft – Parent Representative, Dr Mandie Shean, ECU – Community Representative, Martin Dempsey- Community Representative, Anne Tumak – Staff Representative, Madison Birch – Student Representative, Jason Kim – Student Representative, Nicole van Blommestein (Scribe)

<b>1.0 Welcome and Apologies</b>		<b>ACTIONS</b>
1.1	Opening: The meeting was opened by Jo Furness at 5:36pm.	
1.2	Apologies: Dr Jenny Fay - Community Representative, Michael Camilleri – Staff Representative, Rob Bryant – Community Representative and Ebru Cotton – Parent Representative.	
1.3	Confirmation of Agenda: The Chair confirmed the agenda for the meeting. All documents relating to the meeting should have been received by the Board via email and were also provided in files.	
<b>2.0 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 Minutes of Previous Meeting</b>		
3.1	<p>The Minutes of the previous meeting held on 15 August, 2016 (attachment 1) were tabled. There were no amendments to these Minutes.</p> <p>Jason Kim and Madison Birch moved: 'The Board endorses the minutes of the previous meeting as complete and accurate.' – <b>CARRIED</b>.</p>	
3.2	<p>Business arising from the previous meeting:</p> <ul style="list-style-type: none"> <li>Milton provided an update regarding reporting to parents. Consensus of senior staff and P&amp;C was Option 3 of the Options for Parent/Teacher Reporting as tabled at a previous meeting. Milton is currently looking at finalising this with staff and the Board will be asked to decide on the approach.</li> <li>Board Development Program – Milton confirmed that eligibility for attending this training was limited to three people; Principal, Chair and a staff member. There is some discussion around extending this to include a Board member. At this stage there is no option for other board members to attend.</li> </ul>	
<b>4.0 Reports and Operational Matters</b>		
4.1	<p><b>Finance Report</b></p> <p>The financial documents (attachment 2) were tabled and Milton gave a verbal overview of their contents. He reported that:</p> <ul style="list-style-type: none"> <li>The first page of the Financial Report Summary is an outline of the key facts around the Finance Report.</li> <li>Charges and Voluntary Collection rates are good overall but have fallen in the Years 7 – 10 Voluntary category. Years 11 and 12 charges are reasonable.</li> <li>Salary Expenditure is still under budget. This month's forecast variance is \$169,814. The school is under budget overall.</li> <li>The school is required to spend a minimum of 96% of income by end of the year and is on track to achieve this.</li> <li>It is predicted the school will spend about \$800,000 more than the minimum requirement.</li> </ul> <p>Martin Dempsey and Anne Tumak moved: 'The Board notes the Finance Report.' – <b>CARRIED</b>.</p> <p>Milton advised that submissions have been received from the Finance Committee to spend from the Technology Fund. The requests are for:</p>	

	<ul style="list-style-type: none"> <li>Two data projectors in the media room to replace older items - \$8,700.</li> <li>TV and stand for the PE room - \$996.</li> <li>Two smart TVs in the Senior School rooms for presentations -\$1,996.</li> </ul> <p>The new balance of the Technology Fund would then be approximately \$10,300.</p> <p>Martin Dempsey and Anne Tumak moved: '<i>The Board endorses the expenditure request as tabled.</i>' – <b>CARRIED.</b></p>	
4.2	<p><b>Principal's Report</b></p> <p>Milton reported as follows:</p> <ul style="list-style-type: none"> <li>Graham Watts, a Gifted and Talented educator from the UK presented a successful PD session at the school this afternoon.</li> <li>Nigel represented the Board at the Level 3 Maths Leader position interviews. The school has been successful in securing an excellent candidate.</li> <li>The Parent Survey is now out with the response so far being somewhat slow.</li> <li>Year 12s are currently undertaking Semester 2 Exams with WACE to start in Week 4, Term 4.</li> <li>OLNA 2016 has concluded. Results will be released shortly.</li> <li>The athletics carnival was well attended. The Interschool carnival is scheduled for Week 2 of Term 4</li> <li>The school is currently undertaking Prefect selection for 2017.</li> <li>Given the interest in adolescent mental health, Curtin University and Deakin University are undertaking a survey and parents from the school have been invited to participate.</li> <li>There have been incidences of the sale of drugs on school grounds. The police are involved.</li> <li>Members of the Art Auction Committee were invited by Hon. Michael Sutherland, MLA and Ms Elaine Evangel, MLA to a function at Parliament House.</li> <li>The school is a finalist in the Aboriginal Education for WA awards. Martin will represent the board.</li> <li>Initial viewing of the NAPLAN results for Years 7 and 9 is very positive and this will be reported on in more detail at the next meeting.</li> <li>The Chinese Consulate visit by GAT Chinese students was successful. All GAT students attended the Confucius Institute for GAT Day activity.</li> <li>A Year 9 student has won a gold medal for the highest score in the state for the ICAS English Competition.</li> </ul> <p>Mandie Shean and Jason Kim moved: '<i>The Board notes the report.</i>' – <b>CARRIED.</b></p>	
4.3	<p><b>Student Report</b></p> <p>Jason reported as follows:</p> <ul style="list-style-type: none"> <li>The Chinese Consulate visit was considered a success.</li> <li>Year 10 councillors held a Daffodil Day, selling daffodils with the proceeds donated to the Cancer Council. The councillors managed to sell 90% of the daffodils and raised \$345.</li> <li>Healthy Active Co-ordinator, Suzie Barnes, held an RUOK day. She sold cupcakes and gave out pins and stickers promoting good mental health.</li> <li>The Year 11 Drama production of, As We Like It was held last night and tonight. It is based on the Shakespeare play, As You Like It.</li> <li>Year 12 exams have started.</li> <li>Interschool Carnival training is tomorrow and the selected students will be going to Challenge stadium to train.</li> <li>The Italy Tour departs this Thursday.</li> <li>Overall everyone is tired and looking forward to the holidays.</li> </ul> <p>Martin Dempsey and Nigel Becroft moved: '<i>The Board notes the report.</i>' – <b>CARRIED.</b></p>	

4.4	<p><b>Staff Report</b></p> <p>Anne reported as follows;</p> <ul style="list-style-type: none"> <li>• Today's PD session today was great.</li> <li>• Staff are looking forward to end of term. There have been some absences due to sicknesses and long service leave.</li> </ul> <p>Jason Kim and Nigel Becroft moved: '<i>The Board notes the report.</i>' - <b>CARRIED.</b></p>	
4.5	<p><b>P&amp;C Report</b></p> <p>Jo provided the following report:</p> <ul style="list-style-type: none"> <li>• The P &amp; C received a funding request to install extra shade next to the existing large shade structure that was erected at the beginning of the year. At the meeting, there was much discussion on this and it was declined. Further discussion arose around planting trees on the opposite side of the canteen to provide shade. The school is currently obtaining advice and quotes see if this is viable.</li> <li>• There has been a lot of discussion around the weight of the students' diary. It has been agreed that next year's diary will no longer include the Wellness section. The weight of the diary will be roughly halved by this change. The Wellness section will be available electronically. The cost to the P &amp; C remains relatively unchanged and feedback will be sought from the school community next year regarding the change.</li> <li>• As a theft deterrent measure there has been a request for CCTV in the gym and outside library. Milton is currently investigating options for that and this will be discussed further at the next P &amp; C meeting.</li> <li>• The Art Auction raised \$28,000 and the subcommittee, who were all new, have expressed their intention to remain next year.</li> <li>• The Website Coordinator reported on a new emailing system. Parents will be invited to join and there will be special groups set up to allow targeted information to be sent out.</li> <li>• Anne asked whether the new phone app has been discussed at the P &amp; C meetings as uptake is very low. Jo advised this has been raised previously but she will do so again. Parents need to be aware that this is a new app and much better than old one. Jo will ask John to send information out to parents to remind them of this. Maddie and Jason will also spread the word to the students.</li> </ul> <p>Maddie Birch and Anne Furness moved: '<i>The Board notes the report</i>' - <b>CARRIED</b></p>	
5.0	<b>Discussion Items</b>	
5.1	<p><b>School Development Days in 2017</b></p> <p>Milton asked the Board to endorse the first day of Terms 2, 3 and 4 as School Development Days. This will be line with most of the local primary schools.</p> <p>Martin Dempsey and Nigel Becroft moved: '<i>The Board endorses the School Development Days for 2017 as the first day of Terms 2, 3 and 4</i>' – <b>CARRIED.</b></p>	
5.2	<p><b>Report Against the School Business Plan</b></p> <p>Milton advised that this document (attachment 3) is a work in progress with much of the data unable to be added until the completion of the school year. NAPLAN has been updated to show the Achievement against Target of a minimum of 3% above national means scores across all areas. The targets were achieved.</p> <p>Mandie Shean and Jason Kim moved: '<i>The Board notes the Report on the school business plan</i>' – <b>CARRIED.</b></p>	
5.3	<p><b>Funding Agreement for Mount Lawley, SHS, 2016</b></p> <p>Milton advised the Department has introduced a Funding Agreement (attachment 4) this year for the first time. The purpose of this was to enhance accountability of funding. The report indicates the school's response in terms of compliance with the requirements.</p>	

	<p>Reporting for Follow the Dream is operational and does not require Board approval. The GAT cohort are to be reported against mainstream languages. The compliance requirements for each program were listed.</p> <p>The school is working to be compliant with the agreement and because of this, completion of the 2017 School report is expected to be more onerous.</p> <p>Maddie Birch and Jason Kim moved: '<i>The Board notes the funding agreement report.</i>' – <b>CARRIED</b>.</p>	
5.4	<p><b>Visible Learning</b></p> <p>The Visible Learning School Matrix (attachment 5) was tabled. Milton advised that the matrix is the first step towards looking at whether the school has evidence to make judgements on visible learning is present. The plan to collect evidence (attachment 6) was tabled. Corwin staff have also visited the school and the report should be provided shortly.</p> <p>Anne Tumak and Nigel Becroft moved: '<i>The Board notes the report on visible learning</i>' – <b>CARRIED</b>.</p>	
5.5	<p><b>School Uniform Committee</b></p> <p>Jo advised that she was approached and asked about a review of the school uniform. (refer attachment 7).</p> <p>This was last done two years ago when the P &amp; C was involved in decisions concerning the uniform. This function should now be transferred to the Board. Discussion arose as to the forming of a subcommittee to review the current uniform and look at possible changes. Anne volunteered to be the Board representative. Maddie and Jason volunteered as student representatives and Jo also volunteered as the P &amp; C Representative. Michael Camilleri will chair the subcommittee.</p> <p>Martin Dempsey and Jason Kim moved: '<i>The Board establishes a subcommittee for school uniform, nominates member/s and invites the school to nominate member/s with the Deputy Principal (Operations) invited to chair the group.</i>' – <b>CARRIED</b>.</p>	
5.6	<p><b>Focus 2017</b></p> <p>Milton tabled the Focus 2017 (attachment 8) document. This document provides direction to schools for 2017.</p> <p>Mandie Shean and Nigel Becroft moved: '<i>The Board notes the Department's Focus 2017</i>' – <b>CARRIED</b>.</p>	
5.7	<p><b>2017 Additional Charges</b></p> <p>Deferred until next meeting.</p>	
5.8	<p><b>Application by Ms Sarah Needham to conduct a fitness business</b></p> <p>Milton has received an application from Sarah Needham to use facilities under a Community Use Agreement. Sarah is teacher and has permission to conduct external fitness training. There is already someone doing this on the school grounds and Sarah will be under their same conditions.</p> <p>Anne Furness and Jason Kim moved: '<i>the Board authorises the Chair to sign the Deed of Agreement to hire facilities to Ms Sarah Needham.</i>' – <b>CARRIED</b>.</p>	
6.0	<p><b>Other Business</b></p>	
	<p>Mandie advised that 300 students looked at the cultural framework last week and as a result there is a large number of ideas to collate. Hopefully some good ideas will result and she will report further.</p>	
7.0	<p><b>Next Meeting</b></p>	
	<p>The next meeting is scheduled for Monday, 17 October, 2016 at 5:30pm in the Warren Daniel Conference Room, MLSHS.</p>	

<b>8.0</b>	<b>Roundtable evaluation of the meeting</b>	
	All agreed that Jo had done a wonderful job chairing the meeting and the pizza was much appreciated.	
<b>9.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Jo at 7:10pm.	

Signed (Chair) \_\_\_\_\_

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