

**Minutes of Meeting 4 of 2016**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 20 June 2016 at 5:30pm**

**ATTENDEES:**

Dr Jenny Fay (Chair), Milton Butcher – Principal, Michael Camilleri – Staff Representative, Martin Dempsey – Community Representative, Rob Bryant – Community Representative, Nigel Becroft – Parent Representative, Ebru Cotton – Parent Representative, Jason Kim – Student 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 5:40pm and the Chair formally welcomed Rob Bryant from Purslowe Funerals to the Board.	
1.2	Apologies: Jo Furness – P&C Representative, Anne Tumak – Staff Representative, Madison Birch – Student Representative, Dr Mandie Shean, ECU – Community Representative	
1.3	Confirmation of Agenda: The Chair confirmed the agenda for the meeting.	
<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. 4 agenda.	
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	The Minutes of the previous meeting held on 16 May 2016 (attachment 1) were tabled. <ul style="list-style-type: none"> <li>• It was recommended to delete the words 'for six months' with regard to the Deputy Principal for Semester 2.</li> <li>• Ebru advised she would be overseas for the next two Board meetings.</li> <li>• The Chair advised she would be overseas for the September Board meeting.</li> </ul> <p>Martin Dempsey and Jason Kim moved: <i>'The Board endorses the minutes of the previous meeting as complete and accurate.'</i> – <b>CARRIED.</b></p>	
3.2	Business arising from the previous meeting: <ul style="list-style-type: none"> <li>• It was confirmed that a formal letter of thanks had been sent to Jo Wynaden.</li> <li>• Milton reported that the Deputy Principal's interviews are complete. He added that it is currently at the grievance period and once this is complete, appointments can be processed.</li> </ul>	Milton Butcher to update the Board by email.
<b>4.0</b>	<b>Reports and Operational Matters</b>	
4.1	<b>Finance Report</b> The financial documents (attachment 2) were tabled and Milton gave a verbal overview of their contents. He reported that: <ul style="list-style-type: none"> <li>• The variance figure is sitting at just over \$500,000.</li> <li>• The school is in sound shape financially, however, some learning areas need to ensure they spend allocation to meet 96% requirement. This has been addressed with staff.</li> <li>• The school can afford the fourth Deputy Principal for Semester 2.</li> <li>• School collections are behind 2015 but are still coming in with 50% of contributions at the moment and about 75% of charges. Expect to get 80% by the end of the year.</li> </ul> <p>Milton explained the contents of the two funding applications: <ul style="list-style-type: none"> <li>• \$20,000 to conduct OLNA remedial work in Senior School (allocated to FTE).</li> <li>• \$10,555 for AV equipment in classrooms.</li> </ul> <p>Martin Dempsey and Nigel Becroft moved: <i>'The Board endorses the Finance Committee's decision to approve an amount of \$20,000 for OLNA remediation from the Literacy and Numeracy Innovation fund.'</i> – <b>CARRIED.</b></p> </p>	

	<p>Martin Dempsey and Nigel Becroft moved: <i>'The Board endorses the Finance Committee's decision to approve an amount of \$10,499.23 for AV equipment from the Technology and Innovation Initiative fund.'</i> - <b>CARRIED.</b></p> <p>Nigel Becroft and Jason Kim moved: <i>'The Board notes the Finance report.'</i> - <b>CARRIED.</b></p>	
4.2	<p><b>Principal's Report</b> Milton reported that:</p> <ul style="list-style-type: none"> <li>• The School was represented at the Indigenous Veterans and Memorial Day services.</li> <li>• The bus broke down on the Cadet Camp returning from Walpole way and the students will no doubt have a story or two to tell. (The bus was only serviced the week before.)</li> <li>• Exams have concluded and Semester 2 is underway with no significant issues.</li> <li>• The school is currently engaged in Year 10 to Year 11 subject selections and some students will be studying subjects against recommendation.</li> <li>• He and Martin met North Metro TAFE around the new Certificate II course in bicycle repair;</li> <li>• This school represented Western Australia in Chengdu for the sister city celebrations.</li> <li>• The art auction was a great success (\$20,000) and the support of sponsors is vital as most costs are covered.</li> <li>• There will be a meeting to thank Independence Group at 10am on Thursday, 30 June 2016.</li> <li>• Parent/teacher meetings will be held in the afternoon and evening of 30 June 2016.</li> <li>• There will be some disruption to learning programs due to long service leave.</li> <li>• He attended the first half of an Independent Public School (IPS) meeting with the Director General but was not present when Board training was raised. When he receives information he will send it to Board members.</li> <li>• There is a breakfast meeting at 8:00am on Monday, 1 August 2016 hosted by the school's Hospitality students to thank Board and P&amp;C members. (Jenny asked Board members to wear their name badges.)</li> </ul> <p>Martin reported that the Chengdu trip was positive and gave students exposure to a high school within a university which fascinated them, as well as Chinese family daily living, huge multi-level shopping centres, and the cultural aspects of the exchange</p> <p>Ebru Cotton and Jason Kim moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	<p>Milton to remind Board members of the Independence Group morning tea on 30 June 2016.</p> <p>Milton to forward the information from the IPS meeting with the Director General to Board members once received.</p>
4.3	<p><b>Student Report</b> Jason reported that:</p> <ul style="list-style-type: none"> <li>• Examinations are now complete and Year 10 students are going through subject selections.</li> <li>• The Music Camp was a great experience, giving students practice for up-coming performances.</li> <li>• The Year 12 Chill Out Day had lots of activities and there were representatives from health and mental health departments.</li> <li>• The Chengdu trip was a good experience.</li> <li>• Year 11 councillors organised a Zero to Hero day for charity.</li> </ul> <p>Michael Camilleri and Nigel Becroft moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	

4.4	<p><b>Staff Report</b></p> <p>Michael reported that:</p> <ul style="list-style-type: none"> <li>• Backfilling staff (due to LSL and illness) is difficult, averaging over the last six days at 30% absence.</li> <li>• Thursday, 30 June 2016 from 1pm – 7pm will be dedicated to parents' appointments (the information was mailed today) and bookings start on 24 June 2016 online. The package includes a Commonwealth government cyber safety brochure.</li> <li>• The school did very well in the Year 9 sports carnival.</li> </ul> <p>Rob Bryant and Jason Kim moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
4.5	<p><b>P&amp;C Report</b></p> <p>With Jo Furness an apology Milton reported that:</p> <ul style="list-style-type: none"> <li>• The school is considering the diary for 2017. Nigel commented that he is very impressed with the diary. It was noted that although teachers do not get the diary, they are provided with the information as online worksheets.</li> <li>• Milton thanked the P&amp;C for its support of the art auction and the diary.</li> </ul> <p>Martin Dempsey and Michael Camilleri moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
<b>5.0</b>	<b>Discussion Items</b>	
5.1	<p><b>2017 Subject Charges</b></p> <p>The 2017 Charges document (attachment 3) was tabled.</p> <ul style="list-style-type: none"> <li>• Milton advised that where there is an increase, it is in red. Year 7 to Year 10 GAT have an increase from \$38 to \$40 with Years 11/12 Science, CPI based.</li> <li>• Year 11 and Year 12 subject charges were discussed in more detail, including new certificates.</li> </ul> <p>Michael Camilleri and Martin Dempsey moved: <i>'The Board endorses the 2017 subject charges.'</i> - <b>CARRIED.</b></p>	
5.2	<p><b>School Leadership Profile Report</b></p> <p>The school leadership profile document (attachment 4) was tabled and discussed at length by Board members. Milton advised that he would like to assess the budgetary position at the end of the year to see if a fourth Deputy Principal is affordable. The 11th position assists Technologies and the 12th position provides Middle School with a Level 3 for each year group.</p> <p>Martin Dempsey and Nigel Becroft moved: <i>'The Board endorses the increase of Level 3 positions from 10 to 12 from 2017.'</i> - <b>CARRIED.</b></p>	
<b>6.0</b>	<b>Other Business</b>	
	Nil.	
<b>7.0</b>	<b>Next Meeting</b>	
	The next meeting is scheduled for Monday, 15 August 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</b>	
	The meeting was closed by Jenny at 6:50pm.	

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

Jenny FAY

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