

Minutes of Meeting 8 of 2016
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 21 November 2016 at 5:30pm

ATTENDEES:

Dr Jenny Fay (Chair), Milton Butcher – Principal, Nigel Becroft – Parent Representative, Dr Mandie Shean, ECU – Community Representative, Anne Tumak – Staff Representative, Michael Camilleri – Staff Representative, Rob Bryant – Community Representative, Madison Birch – Student Representative, Jason Kim – Student Representative, Martin Dempsey- Community Representative Ebru Cotton – Parent Representative, Warren Daniel - Co-opted, Mei-Ling Day - Visitor/Observer, Nicole van Blommestein (Scribe)

1.0	Welcome and Apologies	ACTIONS
1.1	Opening: The meeting was opened by Jenny Fay at 5:34pm and a welcome was extended to a visitor, Mei-Ling Day.	
1.2	Apologies: Jo Furness – P & C 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.	
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. 8 agenda.	
3.0	Minutes of Previous Meeting	
3.1	The Minutes of the previous meeting held on 17 October, 2016 (attachment 1) were tabled. There were no amendments to these Minutes. Martin Dempsey and Rob Bryant moved: 'The Board endorses the minutes of the previous meeting as complete and accurate.' – CARRIED.	
3.2	Business arising from the previous meeting: <ul style="list-style-type: none"> • The Survey of Board members has been added as Agenda Item 5.2 and is deferred until then. 	
4.0	Reports and Operational Matters	
4.1	<p>Finance Report</p> <p>Milton referred to the Financial Summary Report (attachment 3) and raised the following key points:</p> <ul style="list-style-type: none"> • As at the 16/11/16 the school was sitting at expenditure of 73% with the expectation of achieving the desired 96% of budget. Milton discussed how a single incident such as a staff member being on sick leave, whose wages are then paid by the department as opposed to the school, can have an impact on the figures. This is why salaries are down but the variance is up. The school will not exceed budget and will have a small surplus. • 82% of the compulsory subject charges have been collected for Years 7 – 10 and Years 11 - 12, 107%. This figure is over 100% due to successful debt collector's actions for previous years. Voluntary contribution collections currently sit at 67%. These figures combined give the school a total collection rate above 80%. The low voluntary charges collection rate was considered a disappointing result by the Board and Jenny has asked that a letter be sent to parents appealing them to pay the voluntary contributions as the school is reliant upon this income. <p>Anne Tumak and Nigel Becroft moved: '<i>The Board notes the Finance Report.</i>' – CARRIED.</p> <p>Jenny asked that thanks be passed onto the Business Manager for her work in preparing the financial documents.</p> <p>Milton tabled two applications from the Finance Committee. The first is looking to upgrade the school website at a cost of \$4,224 from the Technology Fund. The second is for the Literacy Fund to purchase Maths Text books for senior students undertaking OLNA but not studying Maths and therefore not owning Maths text books. The amount requested is \$1,980.</p>	

	Mandie Shean and Ebru Cotton moved: <i>'The Board endorses the expenditure requests as tabled from the Technology and Literacy funds.'</i> - CARRIED.	
4.2	<p>Principal's Report Milton reported that:</p> <ul style="list-style-type: none"> • The new boardroom chairs have arrived and the new table is on the way. The table is in four parts to allow it to be moved around to suit the different requirements of the room. • Year 12 WACE exams have been completed and the cohort has departed the school in a very dignified manner. This was due in part by the Head Boy and Girl and prefects who outlined the expectations of behaviour to them. The Year 12 final assembly was also very well carried out. • The awards evening has been completed and Level 3 of Science, Ian Barrett, spoke about life's struggles and received a standing ovation. His speech touched both students and parents. • The mural is progressing and is about three quarters completed. Once finished it will be treated with sealant to protect from damage. • From a P&C suggestion, five trees are now in place and the cameras are scheduled for installation tomorrow. • Middle School reward activities are to be undertaken shortly. • The School Volunteers morning tea is to be held on the 12th of December. There will be recognition for some "graduating" parents and all Board Members are invited to attend. <p>Jason Kim and Madison Burch moved: <i>'The Board notes the report.'</i> – CARRIED.</p>	
4.3	<p>Student Report Jason reported as follows:</p> <ul style="list-style-type: none"> • The Awards Ceremony for Year 12s has been held. • Exams for Years 11 and 12 are now complete. • Transition for Years 10, 11 and 12 in 2017 has been smoothly undertaken. • Head Boy and Head Girl for 2017 have been announced as Aaron Rossall-Rixon and Olivia Trehair respectively. <p>Mandie Shean and Nigel Becroft moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
4.4	<p>Staff Report</p> <ul style="list-style-type: none"> • With winter being behind us, most staff have now returned from sick leave. • Long service leave is mostly completed so there is almost a full complement of staff for the term so far. <p>Rob Bryant and Martin Dempsey moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
4.5	<p>P&C Report Milton provided an informal P & C Report on behalf of Jo who is absent. The P&C has endorsed the re-location of the Uniform Shop, however, the funds received will still be allocated to the P & C.</p>	
5.0	Discussion Items	
5.1	<p>Update on School Alumni Project</p> <ul style="list-style-type: none"> • Warren Daniel addressed the board outlining the purpose of the Alumni Project which was to try and facilitate possible bequests and scholarships from past students of the school. A reunion evening was recently held where Warren aimed to set up an Alumni Association. Many past students attended the evening. • Since then Warren has been updating the official Alumni website on the internet and Facebook with stories and photos which has attracted some success. The site can draw between 200 and 600 responses depending upon the post. The sites are now targeting a very large audience of up to 4,000. • The Alumni Committee has come up with some projects to celebrate the school's long history. The school symbol from the 1960s (on display in the Board room) has been recut and will be installed near the café which is close to the original location. Another will be installed on the wall facing the library. 	

	<ul style="list-style-type: none"> • Also on display are four of eight mosaics rescued from the former stage. These are being refurbished by Year 12 students and will hopefully be finished by the end of the year; at which point they will be covered in perspex to protect them. A suitable location for them is currently being sought. • The Lawley Magazine is to be digitised and will be made available on the website. 1961 has been completed and is now available. Other years are being done with the hope to have the complete series available, apart from 1975 when no magazine was produced. • The committee also has the idea of honouring alumni who have achieved outstanding success. Posters are being produced for display around the school with the aim to inspire current students. There are 11 in various stages with the first one completed on display for Board Members to see. <p>The Board acknowledged the work being carried out by Warren and the Alumni Committee which is much appreciated.</p> <p>Madison Burch and Martin Dempsey moved: <i>“The Board notes the report.”</i> - CARRIED.</p>	
5.2	<p>Survey of Board Members</p> <p>Jenny reported that most Board members had responded to the Survey (attachment 4) and expressed her thanks. Overall the responses were positive. It was noted that the school now provides new Board members with an induction pack which should improve feedback in relation to the question relating to an Induction Program. The school also scored lower in relation to the development of Board members which is a difficult area to improve upon due to a lack of resources.</p> <p>Jason Kim and Mandie Shean moved: <i>‘The Board notes the results of the survey of Board members.’</i> - CARRIED.</p>	
5.3	<p>National School Opinion Survey, 2016</p> <ul style="list-style-type: none"> • Jenny reported that this is a survey sent to students, parents and staff. Although the response numbers were an improvement on last year, they were still lower than hoped. The responses were mostly positive, especially those from the staff. These are attachments, 5, 6 and 7. • Milton advised that the information collected is used to help improve the school and provided the example that in 2014, feedback from teachers to students, was seen as poor and this was a driver in the Visible Learning program being implemented. • Madison stated that students were encouraged to complete the survey and some were given time in Form to complete. • Ebru noted that the survey results showed that many respondents felt their opinions were not taken seriously and suggested this might, in part, account for the low response rate as people may feel their opinions are invalid. • Nigel expressed his hope that Visible Learning program will improve future responses to the survey. • Michael advised that the questions are set by the Department of Education, however, can be added to. There is no option to change the options of the responses. • Mandie cautioned against taking the data too seriously due to the low response rate. <p>Nigel Becroft and Rob Bryant moved: <i>‘The Board notes the results of the 2016 National School Opinion Survey.’</i> – CARRIED.</p>	
5.4	<p>Parent Invoices for 2017</p> <p>Jenny spoke to attachment 8 and stated that the charges for 2017 have been ratified and the purpose of this item is to decide the order the charges will be listed on the invoice. Milton noted that the order of the charges is not uniform across all sample invoices. He will look into why this is the case. The board confirmed they are happy with the same order being applied as in 2016.</p> <p>Ebru Cotton and Nigel Becroft moved: <i>‘The Board endorses the parent invoices for 2017.’</i> – CARRIED.</p>	

	Ebru Cotton and Nigel Becroft moved: <i>'The Board endorses the order of the other Approved Requests in line with 2016 Invoices'</i> – CARRIED.	
6.0	Other Business	
6.1	Mei-Ling Day was invited to speak and she spoke as a community member and representative of Mt Lawley Primary School. The primary school is seeking Independent Public School status and she would like to see a strong connection between the primary school and the high school. She is interested in setting up an Independent Public School community.	
6.2	Nigel asked the status of the new Level 3 Maths leader to which Milton advised that she is at the school and acting in the Deputy position.	
6.3	Martin spoke of his recent attendance at the judging panel for the Aboriginal awards where he was impressed.	
6.4	Jenny expressed thanks to all board members whose terms are ending. All are invited to re-nominate. She passed on her thanks to all members for a great year.	
6.5	It was agreed to keep the current arrangement of meetings to be held on the third Monday of the month at 5:30pm in 2017.	
6.6	Milton asked if any Board members were interested in participating in the panel for the selection of a Level 3 Physical Education teacher position. Nigel said he would do so if able. This was endorsed.	
7.0	Next Meeting	
	This is the final meeting for 2016.	
8.0	Roundtable evaluation of the meeting	
	Jenny noted that the meeting went well and wished all members a Merry Christmas.	
9.0	Meeting Close/Adjournment	
	The meeting was closed by Jenny at 7:15pm.	

Signed (Chair) _____
Jenny FAY

Date: _____