

**Minutes of Meeting 1 of 2017**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 20 February, 2017 at 5:30pm**

**ATTENDEES:**

Dr Jenny Fay (Chair), Michael Camilleri – Principal, Nigel Becroft – Parent Representative, Dr Mandie Shean, ECU – Community Representative, Anne Tumak – Staff Representative, Rob Bryant – Community Representative, Madison Birch – Student Representative, Jason Kim – Student Representative, Martin Dempsey- Community Representative, Jo Furness – P & C Representative, Anne Gilchrist, MLSHS Business Manager, Keith Bales Visitor/Observer, Nicole van Blommestein (Scribe)

<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 and a welcome was extended to our two visitors Anne Gilchrist and Keith Bales. Jenny also thanked Michael for stepping up to the Principal's role during Milton's secondment.	
1.2	No apologies were recorded.	
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</b>	<b>Disclosure of Interest</b>	
2.1	Anne Tumak advised of her conflict of interest as member off the State Teachers Union Executive regarding her discussion in the Staff Representative Report (Item 4.5) concerning Enterprise Bargaining Agreements.	
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	The Minutes of the previous meeting held on 21 November, 2016 (attachment 1) were tabled. There were no amendments to these Minutes.  Rob Bryant and Jason Kim moved: 'The Board endorses the minutes of the previous meeting as complete and accurate.' – <b>CARRIED.</b>	
3.2	Business arising from the previous meeting: • Nil	
<b>4.0</b>	<b>Reports and Operational Matters</b>	
4.1	<b>Membership Update</b> Jason, Rob and Mandie all indicated that they would remain on the Board. Nigel is undecided as yet. Madison, Martin and Jo's tenure has come to a close. Advertisements have been placed for the staff position, parent representative and Student Representative. Jenny expressed thanks on behalf of the Board to those members, whose last meeting this was, for their efforts over the course of their terms'.	
4.2	<b>Finance Report</b> <ul style="list-style-type: none"> <li>• Business Manager, Anne Gilchrist provided the Finance Report (attachment 3) commencing with the Operational One Line Budget Statement. Anne highlighted the different income components for funding which is based on the Census, which is closed but not yet finalised. This year the school has a higher number of students. The cash report indicated 99.7% of locally raised funds being achieved. The Board were asked to bear in mind that this is against the 75% target of Fee and Contributions collection. Overall the school finished at 78% of budgeted expenditure.</li> <li>• Expenditure of school salary allocation was 96% of forecast expenditure with \$592.673 carried forward.</li> <li>• From the Financial Summary, bank balances were discussed and Anne reported that the school is looking to make some changes to the investment accounts.</li> <li>• The salary budget was discussed noting that all actuals were very close to projections.</li> <li>• Charges and Contributions – Yrs 7 – 10 collection rate was 71% which is down from 73% last year. Yrs 11 – 12 collection rate was around 114% which includes debts recovered from previous years. Jenny reported that she has written, on behalf of the Board, to families with balances outstanding reminding of unpaid fees.</li> </ul>	

	<p>Martin Dempsey and Jo Furness moved: 'The Board notes the Finance Report.' – CARRIED</p> <ul style="list-style-type: none"> <li>• The budget for the current year was presented which reflected \$800,000 brought across for student centred funding. This is represented as \$778,936 on salary allocation to cash and \$201,064 cash targeted initiatives on the School Allocation Module Breakdown Calculator. The school is again expecting around 75% of voluntary contributions and charges to be collected for 2017.</li> <li>• Charges and Fees are calculated based on actual student numbers. Income from facilities hire for groups that utilise school amenities is also shown.</li> <li>• Jenny queried why some 2016 YTD Actual Expenditure amounts were quite different from the 2016 Budget, e.g. Photocopying. Anne explained that the money is sometimes spent and then reimbursed from, for example, the particular learning area's budget or from the P &amp; C. This spreadsheet does not import the transferred amounts. These should actually be considered in/out figures rather than a true budget.</li> <li>• The Budget has been to the Finance Committee and has been approved.</li> <li>• Jenny suggested the Staff Professional Development amount of \$86,000 is small given the size of the school and the number of staff. Michael advised that further PD, such as Visible Learning, is undertaken outside of this amount, and represented elsewhere in the Budget.</li> </ul> <p>Nigel Becroft and Mandie Shean moved: '<i>The Board notes the 2017 Budget.</i>' – <b>CARRIED.</b></p> <p>Thanks were expressed to Anne for her hard work in preparing the financial documents which were now much clearer than in the past. No funding requests have been made.</p>	
4.2	<p><b>Principal's Report</b></p> <p>Milton is on secondment to the Goldfields and Michael has been promoted to the position of Principal. He reported as follows:</p> <ul style="list-style-type: none"> <li>• Welcome to 2017. We've had a very hectic but successful start to the school year. We welcomed about 15 new staff members in all areas of teaching and they seem to be settling in well under the mentorship of their L3 PC and buddies.</li> <li>• We began the year with Staff PD days of which one was fully dedicated to part of our Pedagogical Framework in Visible Learning. The school is committed to the Visible Learning program and it was good to see staff actively involved in learning on the day.</li> <li>• As always, the year 12 data makes its way to the school and as you've heard, MLSHS had another successful year.</li> <li>• We conducted our 90's club assembly where we acknowledge students who achieve an ATAR (Australian Tertiary Admissions Rank) of 90 or more. It was a successful assembly where we acknowledged a record 47 students. The councillor Prefect Day was also well attended and students seemed to enjoy the activities.</li> <li>• It must be going to be a year of records as we had record numbers of parents attend the Year 7 BBQ. It was a meet and greet occasion and parents seemed excited to be here and all the ones I talked to were very supportive of the start to the school year.</li> <li>• As part of a larger initiative, I asked all staff to contact their student's parents to introduce themselves. The majority of staff have completed this task. Staff will also have the ability to send Blueys and Goldies to parents at an instant, thereby alleviating any time delays in messaging parents. This may have had an impact in improving attendance on the BBQ day. I'm awaiting to see if the Year 10 BBQ has improved attendance this Thursday.</li> <li>• The Coffee Club gathers every alternate Wednesday at 8.45am at the DeeKaf and is open to all parents.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Another initiative being conducted by Andrew Paul and Walter Horeb is the renewal of the Alumni strategy where the catchphrase will be “reconnect”. They will be conducting a “Legends” afternoon tea where large posters of the first eleven will be displayed and they are invited to attend the unveiling. Walter and Andrew will be working on many other ideas throughout the course of this year.</li> <li>• Planning for OLNA has begun and staff will be working hard to help students achieve their improved score. Currently there are about 140 students in Yrs 10, 70 in Yr 11 and 30 in Yr 12 who still need to pass either the literacy or numeracy test.</li> </ul> <p>Madison Burch and Nigel Becroft moved: <i>‘The Board notes the report.’ – CARRIED.</i></p>	
4.3	<p><b>Student Report</b> Madison reported as follows:</p> <ul style="list-style-type: none"> <li>• The 90s club assembly was held recently with an address given by a student being very well received. Her important message was that, despite failing her Semester 1 test, she still made it to the 90s club. She encouraged all students not to let small failures get them down.</li> <li>• Mock Trial Competitions have commenced.</li> <li>• Ten students from China visited the school for one day last week. They were given a tour of the school by students studying Chinese which was a great opportunity for all to practice their language skills.</li> </ul> <p>Jason reported the following:</p> <ul style="list-style-type: none"> <li>• Student Councillors recently met to discuss leadership goals and to get to know each other.</li> </ul> <p>Rob Bryant and Jo Furness and moved: <i>‘The Board notes the report.’ - CARRIED.</i></p>	
4.4	<p><b>Staff Report</b> The report was provided by Anne Tumak.</p> <ul style="list-style-type: none"> <li>• The recent assembly included a lion dance to celebrate Chinese New Year.</li> <li>• Year 7 family barbecue experienced outstanding attendance and the Councillors are to be commended for the excellent job providing food and drink on the night. This was a great start for parents to be given the opportunity to meet with staff.</li> <li>• Newsletters will be produced each term again. These will be mailed to each family. The Lawley Update is still happening and assistance from students in the preparation is being sought.</li> <li>• Teachers will be negotiating the Enterprise Bargaining Agreements this year which also coincides with the State Election. The Union, of which Anne is a member, have made some comment on some of the election issues such as the high cost of VET.</li> <li>• The challenge of lesson planning remains for all teachers.</li> <li>• Long Service Leave is not expected to be as disruptive this year as most staff have now taken their required leave.</li> </ul> <p>Martin Dempsey and Madison Birch moved: <i>‘The Board notes the report.’ - CARRIED.</i></p>	
4.5	<p><b>P&amp;C Report</b> No report was provided as the committee have not yet met for the year. The first meeting and AGM is being held next Monday.</p>	
<b>5.0</b>	<b>Discussion Items</b>	
5.1	<p><b>Brief of Student Results 2016 – (attachment 4)</b></p> <ul style="list-style-type: none"> <li>• Michael reported that the school did well in both NAPLAN and ATAR in 2016. The results were in the ‘expected’ category which is actually very good as expectations are high.</li> <li>• The grades awarded to Years 7 – 10 shows the learning areas and the grades. The spread compared to other schools is shown.</li> <li>• Year 12 results show a 95% graduation rate compared to state outcomes of 92%.</li> </ul>	

	<ul style="list-style-type: none"> <li>Table 10 compares our performance against other schools in our band. We are above the state average in many categories which is a very good outcome.</li> <li>In terms of challenges, the difference between our school and the state shows some subjects with a -5 difference. In some learning areas, this is due to small student numbers which can skew the figures.</li> <li>Overall ATAR performance has improved on previous years.</li> <li>Year 12 WACE performance is 99% attainment. The teachers are to be congratulated for this result.</li> </ul> <p>Madison Burch and Nigel Becroft moved: <i>“The Board notes the report.”</i> - <b>CARRIED.</b></p> <p>The Board notes the continuing improvement in graduation and ATAR results and congratulates the staff for this achievement.</p>	
5.2	<p><b>Brief on Targets of School Business Plan 2015 – 2017</b></p> <p>As per attachment 5, Jenny noted that the school is now in the third year of the Business Plan. Work will be commencing on the new plan towards the end of the year. Jenny stated that there is nothing of concern and targets are on track to be achieved.</p> <p>Jo Furness and Nigel Becroft moved: <i>‘The Board notes the Target Report -</i> <b>CARRIED.</b></p>	The attendance component of the Business Plan is adjourned to next meeting.
5.3	<p><b>Report on Satisfaction Surveys for 2016 (attachments 6, 7 and 8)</b></p> <p>As this has been discussed at a previous meeting. There were some updates to the report however no further issues were raised.</p> <p>Jo Furness and Rob Bryant moved: <i>‘The Board notes the results of the 2016 National School Opinion Surveys.’</i> – <b>CARRIED.</b></p>	
5.4	<p><b>Pedagogical Framework – Visible Learning</b></p> <p>Michael tabled the document (attachment 9) and advised that it has been a work in progress for a considerable time. The document is designed to inform people of the teaching and learning that the school aims to achieve. Visible learning is one aspect of this pedagogy. The aim is for the students to have an understanding of what they are learning and why. Lesson based goals are being given by teachers at the beginning of the lessons which is proving useful.</p> <p>Mandie Shean and Anne Tumak moved: <i>‘The Board notes the strategies to improve Visible Learning’</i> – <b>CARRIED.</b></p>	
5.5	<p><b>Positive Student Behaviour and Engagement Policy</b></p> <p>The school had previously prepared this policy however the State Department themselves released a new policy regarding student behaviour so ours had to be amended to reflect the new strategies. The focus of the new policy is now to promote positive behaviour strategies and this has been put into a local context. The language has changed to reflect the positive intentions and the aim is now to prevent issues from happening rather than concentrating on punitive measures. The Board is encouraged to read the document fully to prepare for further discussion at the next meeting.</p>	Positive Student Behaviour and Engagement Policy to be discussed and ratified at the next meeting.
<b>6.0</b>	<b>Other Business</b>	
6.1	<p>Jo Furness raised an issue that has been brought to her attention by some parents in relation to GAT Academic students in Yrs 7 and 8. There is concern among some in the community that these students have not been integrated into the wider school community as was anticipated. Currently there is only one or two lessons per week with the main cohort. This is felt to be detrimental to the social and emotional development of the students, particularly after Yr 10 when they are streamed into the main cohort. One parent is so concerned about this that she is contemplating contacting the Director about this issue and also approaching feeder primary schools to inform them of the situation. Jo felt this was something the Board should be made aware of.</p>	

	Michael responded by saying that he will look into the situation and report back to the Board.	
<b>7.0</b>	<b>Next Meeting</b>	
	The next meeting is scheduled for Monday, 20 March, 2017 at 5:30pm in the Warren Daniel Conference Room, MLSHS.	
<b>8.0</b>	<b>Roundtable evaluation of the meeting</b>	
	Special thanks for Jo, Martin and Madison for all their work on the board. Thanks to everyone for a good meeting which unfortunately ran a little overtime.	
<b>9.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Jenny at 7:50pm.	

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

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