

1 MINUTES

Minutes of a General Meeting held on Monday, November 25th 2002 at 7.30pm in Conference Room at Mount Lawley Senior High School.

2 Attendance

Christine Richardson (Chair), Terry Boland, Bruce Watt, Christine Allbeury, Bill Woods, Ken Rose, Sue Charlick, Mary Ellen O'Neill, Charmian St John, Ros Marsland, Peter Tilley, Bev Burnside, Peter Wilkins.

3 Apologies

Sandra Couch, Jane Baker

4 Minutes Of The Previous Meeting

The Minutes of the meeting of October 21st, 2002 were accepted (ChristineAllbeury / Ros Marsland)

5 Business Arising From The Minutes

5.1 First Click funding – Round 2

A planning meeting involving P&C committee members and staff was held on November 5th, and a summary of points from that meeting was provided for information. Our First Click program is well under way and the Term 4 classes have been fully subscribed, largely from our feeder primary schools. Classes commenced on November 11th at 3.15 pm Mon – Wed; and at 6.30 pm Monday and Tuesday. Members were asked to consider acting as volunteer tutors to the classes.

It was suggested that we could make the course available to other schools.

5.2 MLSHS Redevelopment Project

5.2.1 Teaching & Learning Committee:

Ros Marsland reported that the newly appointed team leaders for 2003 Year 8s had attended a recent meeting. In addition, professional development activities for middle schooling were in progress.

5.2.2 Senior Campus Working Party

Ros Marsland reported that members were visiting other schools and would report back to the group in Week 8.

5.2.3 Staff Accord

It was reported that 10 general principles for staffing the middle school / senior campus had been developed and presented to staff for comment before another meeting on December 11th. The draft accord would be referred also to the School Council for comment.

5.2.4 Implementation Committee

Key issues raised at the meeting on December 11th was the need for access to Hamer Park for Lunch 1 and Lunch 2 from the start of classes in 2003. Negotiations were currently underway between the Department of Education and the City of Stirling, with the Department prepared to commit funding towards the upgrading of the park. It was agreed that Terry Boland and Christine Richardson would seek a meeting with the Mayor of the City of Stirling should the situation not be resolved quickly. It was also reported that discussions are in progress with Main Roads with regards students crossing at Stancliffe St and Woodsome Street.

5.2.5 Project Control group

It was reported that ECU indicated that the SW car park may be used for student parking, and that this make increase the nuisance value for residents and decrease security for MLSHS staff parking. Concern was expressed that there had been no progress on agreements for shared facilities, and that the understandings agreed to earlier in the process should now be formalised and quantified, and should not be delayed.

It was also reported that the project was over budget, but that there were no indications of the need to make major cost savings at this stage.

5.2.6 Steering Committee

no report – meeting cancelled

5.2.7 Soil contamination and site remediation

contract let and work expected to start in December

5.2.8 Digital technologies

will be progressed with Max Angus from ECU in January

5.2.9 Technology and enterprise

will be progressed with Max Angus from ECU in January

5.2.10 Memorandum of Understanding (MOU) between MLSHS and ECU

We celebrated the formal launch of the Memorandum of Understanding with Edith Cowan University on November 20th with a ceremony attended by the Minister for Education, the Director General of Education, the Vice Chancellor of ECU. This agreement is a statement of intent and a

commitment to partnership between the two organizations, and it is very clear that the University and the Department of Education are committed to work with the School community to improve educational outcomes for our children.

5.3 Position of Principal

Christine Richardson indicated that the selection process was in its final stages.

5.4 Alumni Reunion – October 26th, 2002

The Reunion attracted several hundred graduates to the School on October 26th. The shadow Minister for Education attended and has accepted an invitation to visit the School towards the end of term.

6 CORRESPONDENCE

Nil

7 Reports

7.1 Report from Interim School Council

Ros Marsland reported on the meeting held on November 5th as follows.

- Draft Rules of Operation. Terms of reference were adopted for an 11 member School Council that will include 3 parents, 2 students, 3 staff and 3 community members; the Council will be formed early in 2003.
- Finance Update – The School Council will be meeting on Nov 26th and will be asked to approve fees to a maximum level of \$235 (which will then be subject to a government rebate of \$100). This represents a similar fee structure to 2002. The fee structure will be subject to more detailed scrutiny in 2003 prior to setting fees for 2004. It was pointed out that all the fees collected are distributed to the learning areas to meet direct costs of teaching. The Year Book will again be listed in the fees sheet.
- Priorities 2003-2005 (-Areas of Focus; Process and Timeline) and the development of a school strategic plan.

7.2 Treasurer's report

The Treasurer tabled reports for the general funds, the library fund, the SVAPA account and reported on profit and loss and balance sheet for the Canteen (October 2002). It was noted that there had been a relatively small return on donations from the second round of voluntary contributions.

It was agreed to accept the Treasurer's Report (moved Ros Marsland, seconded Bill Woods)

7.3 P&C Funding

7.5 P&C Funding

Following an allocation of P&C funds for teaching initiatives, the Principal had called for applications from staff. The applications were then

Department	Description	Bid	Recommendation
1 SAER Unit	Purchase of 2 HOD	\$600	\$600
2 HOD	Electric	\$300	\$300
3 ESL Unit	Student and teacher resources plus cassette	\$747	\$703 (excl GST)
4 Visual and Performing Arts	Purchase of animation software	\$519	\$473 (excl GST)
5 Media Department	Purchase of 5 microphones	\$399.25	\$400
6 Visual and Performing	Digital projector	\$3000	Deferred
7 Drama and Visual and Performing	Television and Video recorder	\$1180	Deferred
8 Home Economics	Portfolios for Year 8	\$360	To be included in booklist
9 Library	Resources for educational	\$700	\$700 – unless funded from School budget
10 SAER Unit	Student and staff	\$250	Fund from School budget
11 Student Services	Proposal for utilising Andrew Paul in 2003 in the new	\$7000	\$3500 semester 1 and subject to review \$3500 semester 2
12 Lesley Cook Career Counsellor	Career Expo 2002	\$821.68	\$822
13 P&C Educational Change	Educational Change Initiative	\$6000	\$6000
	Total	\$21876.93	\$16,998

It was further agreed that the P&C would fund the Career Expo each year without requiring an application each year to this committee.

(moved Peter Tilley/ seconded Peter Wilkins)

There was also support for 'naming rights' for items provided by the P&C (Ken Rose / Bill Woods)

7.4 Principal's report

Terry Boland reported on activities within the School including progress on:

- Building program
- Development of school council
- Allocation of P&C funds
- Memorandum of Understanding with ECU
- Development of the middle school, including the appointment of team leaders for Year 8
- Communications strategy for the site remediation work
- Senior school working party
- Post compulsory review and the piloting of new courses of study
- Development of links with TAFE and the opportunity to access Certificate III courses in design and media in 2003
- Staff accord working party

7.5 Finance Committee report

Christine Allbeury reported on recent meetings of the School's Finance Committee. This committee had been meeting regularly and was establishing the basis for a transparent budget process. One key issue that was being followed through was the relatively high surpluses expected in the budgets for individual learning area cost centres.

It was pointed out that capital works programs usually don't meet the full cost of delivery of facilities and that the availability of reserves at a local level is highly desirable.

7.6 Special Visual and Performing Arts Program (SVAPA)

Sue Charlick reported on activities undertaken by the SVAPA Group including:

- Awesome festival – Year 8s
- Earth & Fire festival (Maylands Brick Kilns) – Year 9s
- Sale of entertainment books

Sue also asked for information about public liability (*Through its annual membership of WACSSO, the P&C is covered for up to \$10 million for any one incident where the P&C is found liable*)

Christine Allbeury asked that SVAPA provide financial records including an audit trail sufficient to satisfy the P&C's requirements for external audit of all its income & expenditure. This would be followed up with the SVAPA treasurer later in the week.

7.7 Report from Mt Lawley Music Parents Support Group Inc

Sue Charlick also reported on activities by the music group including:

- End of year concert at ECU
- Grease

8 GENERAL BUSINESS

8.1 7.1 Planning for 2003

8.1.1 ANNUAL GENERAL MEETING

Following changes in the governance structures at MLSHS, the following positions will be available to nominees from the P&C Committee

8.1.1.1 School Council

Under the terms of reference adopted in November 2002, the P&C will be able to nominate one of its committee members to represent the P&C. It was agreed that either the Vice President or the Secretary should be the P&C nominee to the School Council.

The other 2 positions for parents on the School Council will be filled through a nomination process open to all parents and conducted by the Principal

It is also agreed that the P&C President should not also undertake the role of the Chair of the School Council.

8.1.1.2 MLSHS Finance Committee

A Finance Committee has been formed within the School to provide advice to the Principal on the financial management of the School. The P&C has been invited to nominate one member to that committee. It was agreed that the P&C Treasurer be the nominee to the School Finance Committee.

8.1.1.3 Finance Committee to determine the allocation of P&C funds

The Principal has proposed that an ad hoc committee be established to make recommendations for the use of P&C funds to support teaching initiatives within the School, and that the committee be made up of 2 P&C representatives, the Principal and 1 staff member. This committee will meet as often as required (normally no more than twice per year).

It was agreed that one of the P&C nominees be the P&C Treasurer.

8.2 OTHER ACTIVITIES (BEFORE MARCH 2003)

8.2.1 Year 7 Orientation Day

The President will attend the start of the Year 7 orientation day on December 3rd and speak about the opportunities for parents to be involved in their children's education.

8.2.2 P&C – Staff Morning Tea

The P&C hosts an annual thank you morning tea for staff in December each year. The 2002 event is scheduled for Wednesday December 11th (at 11am)

8.2.3 Canteen 'Breakfast for Volunteers'

The annual 'thank you' breakfast for canteen volunteers and staff will be held on Friday December 20th, at Jetty's Restaurant, Hillarys.

8.2.4 Annual Audit of P&C funds

The Treasurer will provide the Auditor with the full sets of accounts by mid-January so that the audit can be completed by P&C hosts an annual thank you morning tea for staff in December each year. Full financial records (including original receipts etc) need to be with the Treasurer by early January.

8.2.5 Annual P&C Membership Drive 2003

Each year parents have attended the fees days to speak with parents and recruit them to membership of the P&C. This has been very effective in providing a P&C presence and has resulted in a membership list of approximately 200 parents. This works best with lots of parent volunteers!

8.2.6 First Click

The second phase of our First Click project will operate in Term 1, 2003 with several classes being established for parents of non-English speaking backgrounds.

8.2.7 Year 8 Welcome BBQ

The P&C meets the costs of the welcome BBQ for Year 8 students and their parents (approx \$800 pa), and this is scheduled for February 18th. P&C Committee members are invited to attend and promote the P&C and other parent support groups to incoming parents. This has been the best opportunity to recruit new volunteers for the Canteen.

8.2.8 P&C Welcome morning tea for staff

It was agreed that the P&C host a 'welcome' morning tea for staff in Term 1 to promote the opportunities for funding through the P&C and the 'partnership in education' between staff, parents and students.

8.3 P&C Meeting Dates 2003

The Annual General Meeting will be held on February 24th. The remaining meetings are scheduled for Mar 24th, May 26th, June 23rd, July 28th, Aug 25th, Sep 22nd, Oct 20th, and Nov 24th.

8.3.1 P&C Meeting Format 2003

After some discussion about meeting format in 2003, there was general agreement that there will still be a considerable level of reporting required at each P&C meeting given the range of activities in progress, and that the current format would be retained. However, there are opportunities for

- Parent information sessions (perhaps 1 per term or semester)
- Learning areas to provide a briefing to the School Council

9 NEXT MEETING

The next meeting will be the Annual General Meeting on February 24th, 2003.