

**Minutes of Meeting 4 of 2012  
Mount Lawley Senior High School  
School Board Meeting  
Warren Daniel Conference room, MLSHS  
Monday, 18 June 2012 at 6:30pm**

**ATTENDEES:** Milton Butcher – Principal, Carl Pekin (Chair) – Parent Representative, Jenny Fay – Parent Representative, John Cloake – Parent Representative, Don Rowe, Community Representative, Michael Sutherland, MLA – Member for Mount Lawley, Community Representative, Glenn Scott – Community Representative, Andy Outten – Staff Representative, Ian Johnston – Staff Representative, Teleah Wilcox – Student Representative.

<b>1.0</b>	<b>Welcome and apologies</b>	<b>ACTIONS</b>
1.1	Opening and welcome. <ul style="list-style-type: none"> <li>The meeting was opened by Carl Pekin at 6:33pm</li> </ul>	
1.2	Apologies: Prof Trevor Cullen, - ECU Community Representative. Georgia Burmester – Student Representative.	
1.3	Confirmation of agenda. The Board confirmed the agenda.	
<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	Review minutes of previous meeting. Carl Pekin presented to the Board the minutes of the 21 May 2012 meeting for approval Don Rowe and Andy Outten moved <i>'The Board endorsed the minutes of the previous meeting as complete and accurate'</i> – <b>CARRIED</b>	
3.2	Actions arising from the previous meeting. Nil.	
<b>4.0</b>	<b>Discussion Items</b>	
4.1	<b>Reporting Day - 5 July 2012:</b> <ul style="list-style-type: none"> <li>Following the endorsement of the Board to suspend the timetable on Thursday, 5 July 2012, a submission was put forward to the Regional Executive Director. Approval has been given to suspend the timetable for the purpose of a Reporting Day.</li> <li>Reporting will commence at 9:00am and conclude at 7:00pm.</li> <li>Sessions will be booked at 10 minute intervals.</li> <li>Information will be sent to parents shortly.</li> <li>Teachers will be available for the duration of the reporting session excluding strategic break periods.</li> <li>The Careers Expo will run in conjunction with reporting day.</li> </ul> The Board noted the Reporting Day arrangements.	Milton to advise parents.
4.2	<b>Parent Letter - School Leadership Position:</b> A parent submitted a letter to the School Board expressing concerns relating to the dilution of the Arts program and the dis-establishment of the Head of Arts: <ul style="list-style-type: none"> <li>Carl provided a brief response to the parent conveying the Board's confidence that the Arts program is supported.</li> <li>There was a discussion pertaining to the events that lead to the reduction of Level 3 positions and the establishment of a School Improvement Officer.</li> <li>The School Improvement Officer works across all areas of the school, including the arts and has been very successful in providing overall benefits to the school. This position is likely to return to the Arts by</li> </ul>	Carl to provide a further response as required.

	<p>2013/2014.</p> <ul style="list-style-type: none"> <li>There was further discussion on the current construct of the Level 3s overseeing the general administration and direction of the Arts and T&amp;E areas and the professional expertise exercised by the Teachers-in-Charge.</li> </ul> <p>The Board agreed that its role is to represent the whole school, listen to concerns and develop an understanding of situations</p>	
4.3	<p><b>Review of Terms of Reference:</b> Following the School Board training session a different interpretation of some of the election processes was established.</p> <p>Page 2 - Membership of the Board - P&amp;C Representative</p> <ul style="list-style-type: none"> <li>Previously, it was interpreted that the P&amp;C Representative was elected by the P&amp;C members.</li> <li>It may be that the P&amp;C Representative, as nominated by the P&amp;C, must compete in the broad electoral field for parent nominations and may not have an automatic right to a position on the School Board.</li> </ul> <p>Page 2 - Membership of the Board - Student Representatives</p> <ul style="list-style-type: none"> <li>In 2012 the election was conducted amongst Year 10 Student Council.</li> <li>The Act states that all students, 15 years and older, are entitled to vote, therefore, the ToR will need to state this as the constituency.</li> <li>5.8 limits the potential members of the Board, as the student is elected from the members of the Student Council. This is restrictive to 10 students across Year 10.</li> <li>6.4 defines who can vote and does this need to be encompassed in 5.9 as determining who can stand?</li> <li>Students also appear to be discouraged from being on the School Board. MLSHS's ethos has always been to include students on the Board.</li> </ul> <p>Page 2 - Membership of the Board - Community Members</p> <ul style="list-style-type: none"> <li>5.1 limits the opportunity to bring in a Community Member offering unique services. Currently they can only be engaged as a Co-opted member without voting rights.</li> </ul>	<p>John to refer to the DoE's guidelines, seek advice from WACSSO and report back at the next meeting.</p> <p>Student Representative election process to be agenda for the last meeting in 2012.</p> <p>5.1 to be considered by the end of 2012.</p>
4.4	<p><b>School Plan:</b> A request was made to reflect the Professional Learning Community concept in the School Plan.</p> <ul style="list-style-type: none"> <li>Page 3, add sentence 3, "Teachers will form Professional Learning Communities that have a strong focus on improved teaching and better student results."</li> <li>Page 4, blue box, add sentence 5, "Professional Learning Communities of teachers will prosper as an important strategy for improving student results."</li> <li>Page 7, add paragraph 2, "The priorities outlined in the Department's plan are: Success for all students. High quality teaching and leadership. Distinctive schools. A capable and responsive organisation."</li> <li>Page 11, priority 2 short description re-crafted to focus on what teachers do.</li> </ul> <p>The Board endorsed the tabled amendments to the 2012-2014 School Business Plan. <b>Moved:</b> Milton Butcher. <b>Seconded:</b> Ian Johnston. <b>CARRIED</b></p>	<p>Milton to correct the typographical errors and SBP to be printed and distributed.</p>
4.5	<p><b>School Drug Policy:</b> The current MLSHS Drug policy document was tabled and discussed. Key points:</p> <ul style="list-style-type: none"> <li>Policy re-shaped in 2011.</li> <li>The flow diagram is based around two principles: <ul style="list-style-type: none"> <li>Care for the individual misusing drugs.</li> <li>Appropriate sanctions.</li> </ul> </li> <li>MLSHS must be drug free.</li> <li>There is a strong approach to students who use drugs onsite and especially those who sell drugs.</li> </ul>	<p>Milton to distribute electronically to Board Members and the P&amp;C.</p> <p>John Cloake to agenda for the next P&amp;C meeting. Board Members to give consideration to the School Drug Policy and provide feedback at the</p>

	<ul style="list-style-type: none"> <li>• Includes an approach to deal with students who smoke.</li> <li>• Provides guidelines for parents on how to deal with parties, young people and alcohol.</li> <li>• Dress code at school functions another area of concern.</li> <li>• Document to be uploaded to the school website following Board approval.</li> </ul> <p>That the Board consider the Drug Policy at the next meeting.</p>	next meeting.
4.6	<p><b>Year 7 - 2015:</b>          MLSHS was the test case school for the Year 7 strategy. An intensive audit revealed:</p> <ul style="list-style-type: none"> <li>• There are minimal unauthorised cross boundary students.</li> <li>• The school will retain its Jazz, SVAPA and GATE programs.</li> <li>• There will be eight Year 7 form classes.</li> <li>• Overall student numbers to be 1,500. This equates to 250 students per year group.</li> <li>• Construction to take place between the Gym and Middle School. Eight classrooms (two science laboratories) staff offices and toilets to be built.</li> <li>• The Home Economics demountable will be retained. It is due to arrive shortly and will be fully functional by 2013.</li> <li>• Additional specialist facilities unlikely.</li> </ul> <p>That the Board noted the year 7 building program.</p>	
4.7	<p><b>Science Laboratories in Middle School:</b>          A business case has been submitted to refurbish the Middle School Science facilities. This was presented for the Board's information.          That the Board noted the proposal.</p>	
<b>5.0</b>	<b>Reports and Operational Matters</b>	
5.1	<p><b>Financial Report:</b>          A Voluntary Contributions and Charges Update, Comparative Budget Report and Financial Summary were tabled and discussed.</p> <ul style="list-style-type: none"> <li>• Total students paid to date - 57%.</li> <li>• Statements have been sent to parents/guardians. This has generated additional payments. Follow-up to continue.</li> <li>• The school is well supported in the Voluntary Approved Request area.</li> <li>• The online subject selection payment summary is a guide only. Official invoices will be distributed at the end of the year.</li> </ul> <p>The Board noted the Finance report provided.  <b>Moved:</b> Milton Butcher. <b>Seconded:</b> Don Rowe. <b>CARRIED</b>          The Board endorsed the Finance Committee's decision to approve a sum of \$954 to purchase materials for the bike workshop from the Literacy and Numeracy Innovation fund.  <b>Moved:</b> Glenn Scott. <b>Seconded:</b> Jenny Fay. <b>CARRIED</b></p>	
5.2	<p><b>Student Representative Report: Teleah Wilcox</b></p> <ul style="list-style-type: none"> <li>• Years 8 and 9 have commenced second trimester subjects.</li> <li>• Years 10 to 12 have received exam results and are now undertaking semester two work.</li> <li>• Year 11s are coping with the change from Year 10.</li> <li>• Exam papers are available for revision, subject to access restrictions.</li> <li>• A request was made to seek interest in promoting a blood donation drive.</li> </ul>	Teleah to raise the matter of Blood Donation at the next Student Council meeting.
5.3	<p><b>Principal's Report:</b></p> <ul style="list-style-type: none"> <li>• Last Friday the school was visited by Chief Scientist, Prof. Lyn Beazley. 250 students were captivated by her presentation. It is hoped she will return later in the year to work in classrooms. Cyber Technology provided a visual display of drones in action that engaged budding science students.</li> <li>• The school's attendance rate dropped on Storm Day.</li> <li>• The Professional Learning Community construct is going well. Teachers are focussing on students, data and improvement plans.</li> <li>• Year 10 students/parents are undergoing subject selection counselling.</li> </ul>	

	<p>In 2013 this process may be outsourced. The Online Subject Selection process is being trialled.</p> <ul style="list-style-type: none"> <li>• A Year 9 student won The West's Travel Writers Award with several others receiving commendations. There were excellent results in the National Geography competition.</li> <li>• The Art Auction was held last Saturday and once again highlighted the fantastic support given by parents.</li> </ul>	
5.4	<p><b>Staff Report: Ian Johnston/Andy Outten</b> Upcoming events</p> <ul style="list-style-type: none"> <li>• Upper school exams ran relatively smooth.</li> <li>• There are concerns about the increased number of students suffering from exam related stress.</li> <li>• BHP Hedland trip successful.</li> <li>• A well attended Year 10 parent night was held at ECU.</li> <li>• Year 10 Counselling underway.</li> <li>• Canberra Tour in progress with Cambodia Tour imminent.</li> <li>• Year 10 Leadership Camp on Wednesday, 20 June 2012.</li> <li>• 2013 GATE students will attend GATE Day on Friday. Following this, they will select their language.</li> <li>• Letters informing Year 11/12 parents of exam result implications will be distributed this week.</li> <li>• Year 12 English students will be attending the Curtin University English/Literature Conference.</li> <li>• Rock students performing at the Opus Concert in July.</li> <li>• Careers Expo to run in conjunction with reporting day.</li> <li>• A holiday revision program will be held in the July school holidays.</li> <li>• Year 11 Mocktail Party scheduled for 17 August 2012.</li> </ul>	
5.5	<p><b>P&amp;C Report:</b></p> <ul style="list-style-type: none"> <li>• Next P&amp;C meeting to be held on Monday, 25 June 2012.</li> </ul>	
<b>6.0</b>	<b>Other Business</b>	
6.1	<p><b>General Business:</b></p> <ul style="list-style-type: none"> <li>• A suggestion was made to build an Alumni list to help raise funds for the school.</li> <li>• A comprehensive list is managed by Andrew Paul.</li> </ul>	Milton to resource the Alumni list and report back to the next meeting.
<b>7.0</b>	<b>Next Meeting</b>	
	Meeting is scheduled for 20 August 2012 in the Warren Daniel Conference Room.	Agenda items to Carl or Milton.
<b>9.0</b>	<b>Roundtable evaluation of the meeting</b>	
<b>10.0</b>	<b>Meeting Close/Adjournment/Next meeting</b>	
	The meeting was closed by Carl at 8:20pm. The next meeting will be at 6:30pm, 20 August 2012 in the Warren Daniel Conference Room.	

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

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