

**Minutes of Meeting 7 of 2012
Mount Lawley Senior High School
School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 22 October 2012 at 6:40pm**

ATTENDEES:

Carl Pekin (Chair) - Parent Representative, Milton Butcher - Principal, Jenny Fay - Parent Representative, John Cloake - Parent Representative, Michael Sutherland, MLA, Member for Mount Lawley - Community Representative, Andy Outten - Staff Representative, Ian Johnston - Staff Representative.

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome. <ul style="list-style-type: none"> The meeting was opened by Carl Pekin at 6:35pm. 	
1.2	Apologies: Don Rowe - Community Representative, Glenn Scott - Community Representative, Prof Trevor Cullen, ECU - Community Representative, Teleah Wilcox - Student Representative, Georgia Burmester - Student Representative.	
1.3	Confirmation of agenda. <ul style="list-style-type: none"> The Board confirmed the agenda. No additional items. 	
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. 7 agenda.	
3.0	Minutes of previous meeting	
3.1	Review minutes of previous meeting. Carl Pekin presented to the Board the minutes of the 17 September 2012 meeting (attachment 1) for approval. John Cloake and Andy Outten moved: <i>'The Board endorses the minutes of the previous meeting as complete and accurate.'</i> - CARRIED.	
3.2	Actions arising from the previous meeting. <ul style="list-style-type: none"> All of the action items from the previous meeting had been initiated. MSE results have not been received. 	Milton to upload ToR on the website. MSE results to be discussed at the next meeting.
4.0	Reports and Operational Matters	
4.1	Financial Report: The Comparative Budget Report, Financial Summary, Voluntary Contributions and Charges Update and One Line Salary Budget (attachment 3) were tabled and discussed. <ul style="list-style-type: none"> The Comparative Budget Report showed the school's finances and expenditure are in a sound position. Some Learning Areas are holding funds in readiness for the purchase of suitable National Curriculum textbooks. These textbooks are currently unavailable. The collection of Contributions and Charges and Approved Voluntary Requests continues to be strong. The One Line Salary Budget Report indicated that salary expenditure is in a good position. Relief Flexible Salary is not managed by the school. Computer return rates and software licence fees are areas of concern. Jenny Fay and Michael Sutherland moved: <i>'The Board notes the Finance report provided.'</i> - CARRIED.	Computer return rates to be discussed at the next meeting.

4.2	<p>Principal's Report:</p> <ul style="list-style-type: none"> • MLSHS won the 'D' Division Interschool Athletics Carnival and will be promoted to 'C' Division next year. • 2013 Prefects have been selected. A parent function will be held next week and the official announcement made at the Year 12 Farewell Assembly on Friday, 26 October 2012. Congratulations to Board Member, Teleah, for being selected as a Prefect. • Year 11 students are currently doing exams. • The Early Start Program commences Wednesday, 7 November 2012. • David Beckwith, Head of Senior School English, was a semi-finalist in the WA Education Awards. Congratulations to David. • Year 8 and 9 students in the Aboriginal Excellence Program are undertaking a research project on an ECU Indigenous Graduate. Students will present their findings at a function later in the year. The program's supporter, Independence Group NL, will be present. • MLSHS has been selected for a further IPS evaluation. This will be similar to the evaluation done earlier in the year. • NAPLAN results were overall pleasing. Numeracy requires attention. • 2013 preparation is underway with events such as Orientation Day scheduled. • During the last school holidays 26 students, along with some teachers and parents, went on tour to China. <ul style="list-style-type: none"> – A new Sister School Agreement was signed with Houzhai Middle School, <u>Yiwu, Zhejiang</u>. A commemorative stamp collection and gold fish were presented to MLSHS. – MLSHS now has three Sister Schools in China. – Hangzhou No 14 Middle School recently built another school so it now operates as two campuses. This was a good example of how to deal with the pressures of inner city schooling. <p>Andy Outten and John Cloake moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
4.3	<p>Student Representative Report: No report.</p>	
4.4	<p>Staff Report: Ian Johnston</p> <ul style="list-style-type: none"> • Year 12 exams were held in the last week of term 3 and the second week of the school holidays. Scheduling will be re-evaluated for 2013. • Year 12 results are being finalised. • Year 12 final day is Friday, 26 October 2012. This will incorporate a breakfast, assembly, the issue of Statement of Results and a group photo. Students are required to be in full uniform. • Year 12 Awards Night is being planned and finalised. This will be held on Tuesday, 27 November 2012. • Year 11s started exams today and will continue for the next 2 weeks. Year 10s commence exams on Monday, 28 October 2012. • The Early Start Program commences on Wednesday, 7 November 2012. An evaluation to determine the effectiveness of the program to be initiated. • Interschool Athletics Carnival was very successful. MLSHS finished 500 points ahead of the next competitor. • The "half cohort" is Year 10 students moving into Year 11 in 2013. The school is currently 30 to 40 students short of a normal year. This will continue to reduce. • New enrolment applications are being received each week. Half are being declined due to boundary restrictions. <p>Staff Report: Andy Outten</p> <ul style="list-style-type: none"> • This is the last week for Year 12 students. Attendance has been disappointing. 	<p>John to request Early Start Program feedback from parents at the next P&C meeting and provide information to Milton or Ian.</p> <p>Early Start Program evaluation to be scheduled for the next meeting.</p>

	<ul style="list-style-type: none"> The Farewell Dinner will take place on Thursday, 29 November 2012 at Hillarys Yacht Club. The Year 12 Assembly seating arrangements have been changed for 2012. Year 12 students will sit on the bleachers with the audience facing them. <p>Michael Sutherland and Jenny Fay moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
4.5	<p>P&C Report:</p> <ul style="list-style-type: none"> School Calendar dates were requested from P&C parent groups. There was support to fund the purchase of an established tree for the Middle School common area. An online ordering system for the Café was rejected. <p>Ian Johnston and Andy Outten moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
5.0	Discussion Items	
5.1	<p>Report on progress of School Business Plan: A graphical summary of NAPLAN 2010 Year 7 to NAPLAN 2012 Year 9 students and a NAPLAN 9 2012 brief (attachment 3) were tabled and discussed.</p> <ul style="list-style-type: none"> There were some concerns regarding the performance in Numeracy. All other results were positive with Writing being a success story for the school. The growth of the group from Year 7 to Year 9 was significant. This was attributed to the Middle School program and its teachers. <p>Michael Sutherland and John Cloake moved: <i>'The Board notes the progress report'</i> - CARRIED.</p>	<p>Milton to present Like School comparisons for NAPLAN and MSE9 data at the next meeting.</p>
5.2	<p>Selection Panel for administrator's positions: The following administrator's positions are being advertised for 2013 and a request was made for the Board to nominate members to the relevant selection panel:</p> <ul style="list-style-type: none"> Deputy Principal, (Bev Burnside taking Long Service Leave). Acting Level 3 position, Middle School. <p>Michael Sutherland and Andy Outten moved: <i>'The Board endorses Jenny Fay to be the Board Representative on the Deputy Principal's panel and John Cloake to be the Board Representative on the Level 3 panel'</i> - CARRIED.</p>	
5.3	<p>Chaplaincy Program: To enable the continuation of the Chaplaincy Program in 2013 at Mount Lawley SHS the support of the School Board and the P&C was sought.</p> <p>Michael Sutherland and Jenny Fay moved: <i>'The Board supports the Chaplaincy Program for 2013 at Mount Lawley Senior High School'</i> - CARRIED.</p>	
5.4	<p>Staffing Profile for 2013: The staffing profile for 2013 is currently under review. There was a discussion regarding the twelfth Level 3 position.</p> <ul style="list-style-type: none"> This position is currently being utilised to work with Level 3s as a coach and mentor to assist them to: <ul style="list-style-type: none"> Develop an understanding of the professional learning community construct. Engage teachers in conversations with a view to improve student results. Analyse and respond to data and to develop strategies to improve the teaching and learning program. 	

	<ul style="list-style-type: none"> • The school's need is to develop the Academic Review process and evidence based planning to support Level 3s. • The planned direction is to maintain the Level 3 Curriculum Leader Support position for Semester 1, 2013 and then to advertise the Head of Arts position for Semester 2, 2013. • VET and Healthy Active positions to remain. <p>Carl Pekin and John Cloake moved: <i>'The Board notes the direction for the school's staffing profile for 2013.'</i> - CARRIED.</p> <p>There was a discussion regarding a letter received from the SVAPA Parent Support Group expressing concern about the Head of Arts position.</p>	<p>Carl to draft a response to the SVAPA Parent Support Group letter and circulate to School Board members for comment.</p>
6.0	Other Business	
	Nil	
7.0	Next Meeting	
	Meeting is scheduled for Monday, 19 November 2012 in the Warren Daniel Conference Room.	Agenda items to Carl or Milton.
8.0	Roundtable evaluation of the meeting	
	No further comment.	
9.0	Meeting Close/Adjournment/Next meeting	
	<p>The meeting was closed by Carl at 8:10pm. The next meeting will be at 6:30pm, Monday, 19 November 2012 in the Warren Daniel Conference Room.</p>	

Signed (Chair) _____
Carl PEKIN

Date: _____