

**Minutes of Meeting 8 of 2012  
Mount Lawley Senior High School  
School Board Meeting  
Warren Daniel Conference Room, MLSHS  
Monday, 19 November 2012 at 6:30pm**

**ATTENDEES:**

Carl Pekin (Chair) - Parent Representative, Milton Butcher - Principal, Jenny Fay - Parent Representative, John Cloake - Parent Representative, Don Rowe - Community Representative, Prof Trevor Cullen, ECU - Community Representative, Andy Outten - Staff Representative, Ian Johnston - Staff Representative, Teleah Wilcox - Student Representative, Heather Aquilina - IPS Evaluation Guest Speaker.

<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 6:30pm.</li> </ul>	
1.2	Apologies: Michael Sutherland, MLA, Member for Mount Lawley - Community Representative, Glenn Scott - Community Representative, Georgia Burmester - Student Representative.	
1.3	Confirmation of agenda. <ul style="list-style-type: none"> <li>The Board confirmed the agenda. No additional items.</li> </ul>	
<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. 8 agenda.	
<b>3.0</b>	<b>Guest Speaker</b>	
	Heather Aquilina, Director, Shelby Consulting addressed the School Board. Shelby Consulting has been contracted to evaluate IPS on behalf of the University of Melbourne and the Department of Education.  Milton Butcher left the meeting at 6:35pm. There was a discussion regarding IPS and Board Members provided feedback. Milton Butcher returned to the meeting at 7:05pm.	
<b>4.0</b>	<b>Minutes of previous meeting</b>	
4.1	Review minutes of previous meeting. Carl Pekin presented to the Board the minutes of the 22 October 2012 meeting (attachment 1) for approval.  Ian Johnston and Andy Outten moved: <i>'The Board endorsed the minutes of the previous meeting as complete and accurate.'</i> - <b>CARRIED.</b>	
4.2	Actions arising from the previous meeting. <ul style="list-style-type: none"> <li>Terms of Reference upload in progress.</li> <li>Early Start Program feedback from parents was requested at the last P&amp;C meeting.</li> <li>Response to SVAPA Parent Support Group letter outstanding.</li> <li>Computer returns in progress.</li> </ul>	Milton to arrange ToR upload. John to follow-up Early Start parent feedback. Carl to draft a response to SVAPA letter. Computer return rates to be discussed at the next meeting.
<b>5.0</b>	<b>Reports and Operational Matters</b>	
5.1	<b>Financial Report:</b> The Comparative Budget Report, Financial Summary, Voluntary Contributions and Charges Update and One Line Salary Budget (attachment 2) were tabled and discussed. <ul style="list-style-type: none"> <li>The Comparative Budget Report showed the school's overall cash position is good.</li> <li>Revenue projections have been accurate and expenditure remains within budget.</li> <li>The collection rate of Contributions and Charges and Approved Voluntary Requests are similar to 2011. A collection rate return is due for submission.</li> <li>The One Line Salary Budget Report indicated that salary expenditure is in a good position. Allocations are predicted to be fully expended in January 2013. It is unlikely that additional funds will be transferred into</li> </ul>	Alison Ramm, Director, Schools Resourcing and Budgeting to develop a report to show financial information graphically.  Milton to present the collection rate return to the School Board at the next meeting.

	<p>the salary pool.</p> <p>Trevor Cullen and Ian Johnston moved: <i>'The Board noted the Finance report provided.'</i> - <b>CARRIED.</b></p>	
5.2	<p><b>Principal's Report:</b></p> <ul style="list-style-type: none"> <li>• The Early Start program is in place.</li> <li>• Senior School reports for Years 10 and 11 will be available shortly.</li> <li>• Middle School is preparing for the orientation of Year 7 students held in the last week of term 4. Year 9 students will be placed into Year 10 for two days.</li> <li>• WACE exams are concluding. There has been some concern regarding questions not drawn from the Syllabus.</li> <li>• The school has re-instituted the Andrew Davis Memorial Award for Music and Art. Efforts are being made to contact family members.</li> <li>• Dr Earl Louis, Class of 1995, visited the school and spoke to the Year 8 Science students about his work as a forensic podiatrist. It is hoped he will return next year to inspire more students.</li> <li>• The selection process for the Middle School Deputy Principal's position has concluded. Thank you Jenny for your work on the selection panel. The successful applicant, subject to clearance of the grievance period, was Michael White. Michael will commence at the start of 2013.</li> <li>• Bev Burnside is currently on sick leave and will commence long service leave at the start of 2013.</li> <li>• Thank you John for volunteering to be on the selection panel for the Middle School Level 3 position.</li> <li>• A meeting was held with the Director, Schools Resourcing and Budgeting regarding IPS formula. The school's clerical formula has been increased and the gardener position approved. The split site staffing issue will be raised with DoE's staffing group.</li> <li>• Anne Tumak has been contracted to co-ordinate the production of the school's year book. A group of Year 8 and 9 students have formed the year book committee and are doing a great job.</li> </ul> <p>Don Rowe and John Cloake moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
5.3	<p><b>Student Representative Report: Teleah Wilcox</b></p> <ul style="list-style-type: none"> <li>• The Early Start program has started. This program gives students more time to learn and is well received.</li> <li>• The Year 12 Awards Ceremony is on Tuesday, 27 November 2012.</li> <li>• The Senior Concert Band and String Orchestra are rehearsing for Carols on the Lawley Lawn.</li> <li>• Natalie Tempone is investigating the Red Cross blood drive.</li> </ul> <p>The Board congratulates Teleah on being selected as Head Girl for 2013.</p> <p>Andy Outten and Don Rowe moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
5.4	<p><b>Staff Report: Andy Outten</b></p> <ul style="list-style-type: none"> <li>• Staff are delivering 2013 courses to Year 11s and 12s. This has been a seamless transition and well supported by staff.</li> <li>• Year 12 students have left school. Remaining functions include the Awards Ceremony and Farewell Dinner.</li> <li>• WACE exams are nearing completion. The process has been smooth and did not cause much consternation.</li> <li>• There have been a number of room changes due to the installation of air conditioning. Disruption to students has been minimal.</li> </ul> <p><b>Staff Report: Ian Johnston</b></p> <ul style="list-style-type: none"> <li>• The Early Start program is being trialled by several schools in a variety of formats. An evaluation of the program will be done after a 5 to 6 year trial period to identify academic, behavioural and/or attendance improvements.</li> <li>• Year 10 and 11 results have been finalised. Borderline students have been interviewed and alternative pathways suggested to parents. The academic performance of top end Year 11 students is outstanding.</li> <li>• Year 12 uploads must be finalised by Friday.</li> </ul>	

	<ul style="list-style-type: none"> <li>• There is an issue pertaining to 'U' (unfinished) grades given to students who are yet to finish a course. <ul style="list-style-type: none"> <li>– Curriculum Council have ruled that 'U' grades can no longer be recorded. All 'U' grades have been converted to 'E' (fail) grades.</li> <li>– It is the school's view that a student who has not finished a course should be given a 'U' grade as per page 38 of the Syllabus manual. Students can then repeat the year and finish the course.</li> <li>– By allocating an 'E' grade the course is recorded as finished and the student can no longer attend MLSHS.</li> </ul> </li> <li>• Air conditioning is currently being installed. The installation should be finalised by the end of January 2013.</li> <li>• The Year 9 to 10 transition will take place in a couple of weeks.</li> </ul> <p>Jenny Fay and Trevor Cullen moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	Milton to convey the School Boards objection to the conversion of 'U' grades to 'E' grades at the Assessment Authority/Curriculum Council meeting.
5.5	<p><b>P&amp;C Report:</b></p> <ul style="list-style-type: none"> <li>• The school asked for consideration to be given to fund a DVC Infrastructure that will provide an integrated media/communication hub. The P&amp;C agreed to support this request in principle subject to further investigations. \$40,000 is being held to cover this request.</li> <li>• The purchase of a tree is in progress.</li> </ul> <p>Don Rowe and Andy Outten moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
<b>6.0</b>	<b>Discussion Items</b>	
6.1	<p><b>Report on progress of School Business Plan:</b> Graphical briefs on NAPLAN 9 2012 and MSE 9 2012 comparisons (attachment 3 and 4) were tabled and discussed.</p> <p><b>NAPLAN 9 2012</b></p> <ul style="list-style-type: none"> <li>• Longitudinal scores, with the exception of Numeracy, were positive.</li> <li>• Like school comparison of Writing showed MLSHS to be the best performing "Band 1" school. (Perth Modern not included.)</li> <li>• There was "value-add" in most areas. Calculations for MLSHS were as follows: 1 for Reading, 33 for Writing, 9 for Spelling, 2 for Grammar and Punctuation, and -8 for Numeracy.</li> <li>• Numeracy is an indicated concern and will be addressed.</li> </ul> <p><b>MSE 9 2012</b></p> <ul style="list-style-type: none"> <li>• MLSHS is ahead of Average SHS. The aim is to achieve 70% in both S&amp;E and Science.</li> <li>• Absences are included in the calculations and count as a fail.</li> <li>• Boys have done as well as girls in S&amp;E and maintained their advantage in Science.</li> <li>• Both S&amp;E and Science equal or exceed State results.</li> </ul> <p><b>Half-year cohort</b></p> <ul style="list-style-type: none"> <li>• The half-year cohort moves to Year 11 in 2013. Approximately 260 students are enrolled. Traditionally numbers would be around 300.</li> <li>• 40 to 50 subjects will continue to be offered, however, there will be fewer top-end classes.</li> </ul> <p>Don Rowe and Ian Johnston moved: <i>'The Board notes the progress reports.'</i> - <b>CARRIED.</b></p>	.
6.2	<p><b>School Development Days, 2013:</b> Proposed school development days for 2013 are:</p> <ul style="list-style-type: none"> <li>• First day of Term 2.</li> <li>• First two days of Term 3 (coincides with Primary Conference).</li> <li>• First day of Term 4.</li> </ul> <p>These dates align with local primary schools to assist parents who have children attending both primary and secondary school.</p> <p>Jenny Fay and Andy Outten moved: <i>'The Board endorsed the School Development Days for 2013.'</i> - <b>CARRIED.</b></p>	
6.3	<p><b>Contributions and Charges for 2013:</b> An amended 2013 Approved Subject Charges sheet, 2013 Additional Charges sheets and Charges and Voluntary Contributions 2013 sheets (attachment 5) were tabled and discussed.</p>	

	<ul style="list-style-type: none"> <li>The following additional amendments were considered: <ul style="list-style-type: none"> <li>Year 10 Drama and Visual Arts - addition of \$15.00 voluntary contribution.</li> <li>Year 10 Mechatronics and Technical Graphics - addition of \$16.00 voluntary contribution.</li> <li>Year 11 &amp; 12 - Addition of Business Management &amp; Enterprise 1C/1D with \$52.00 charge.</li> <li>Year 11 &amp; 12 - Addition of Materials Design and Tech Wood with \$112.00 charge.</li> </ul> </li> </ul> <p>Trevor Cullen and Don Rowe moved: <i>'The Board endorses the changes to the 2013 Approved Subject Charges sheet approved in September 2012.'</i> - <b>CARRIED.</b></p> <p>Trevor Cullen and Don Rowe moved: <i>'The Board endorsed the 2013 Additional Charges sheets.'</i> - <b>CARRIED.</b></p> <p>Trevor Cullen and Don Rowe moved: <i>'The Board endorsed the Charges and Voluntary Contributions 2013 sheets.'</i> - <b>CARRIED.</b></p> <p>Trevor Cullen and Don Rowe moved: <i>'The Board endorsed the order of Other Optional Costs and Voluntary Approved Requests as shown on the Charges and Voluntary Contributions 2013 sheets.'</i> - <b>CARRIED.</b></p>	
6.4	<p><b>Year 7 Building update:</b> An updated architectural plan of the Year 7 building (attachment 6) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>The brickwork colour scheme is under review.</li> <li>Graffiti prevention measures have been requested.</li> <li>Anticipated construction to commence June 2013 with potential release of the building early Semester 2, 2014.</li> </ul> <p>Jenny Fay and John Cloake moved: <i>'The Board noted the Year 7 building update report.'</i> - <b>CARRIED.</b></p>	
6.5	<p><b>Resignation of Student Member:</b> Georgia Burmester wishes to resign from the School Board for 2013.</p> <p>Jenny Fay and John Cloake moved: <i>'The Board accepted the resignation of Georgia Burmester - Student Representative for 2013.'</i> - <b>CARRIED.</b></p>	
6.6	<p><b>Membership for 2013:</b> Positions becoming vacant in 2013:</p> <ul style="list-style-type: none"> <li>Two Community Representatives currently held by Prof. Trevor Cullen and Michael Sutherland.</li> <li>Two Student Representatives currently held by Teleah Wilcox and Georgia Burmester</li> <li>One Staff Representative currently held by Ian Johnston.</li> <li>Two Parent Representatives currently Carl Pekin and P&amp;C Representative, John Cloake.)</li> </ul>	
<b>7.0</b>	<b>Other Business</b>	
	Nil	
<b>8.0</b>	<b>Next Meeting</b>	
	Meeting is scheduled for Monday, 18 February 2013 in the Warren Daniel Conference Room.	Agenda items to Milton.
<b>9.0</b>	<b>Roundtable evaluation of the meeting</b>	
	No further comment.	
<b>10.0</b>	<b>Meeting Close/Adjournment/Next meeting</b>	
	The meeting was closed by Carl at 8:45pm. The next meeting will be at 6:30pm, Monday, 18 February 2013 in the Warren Daniel Conference Room.	

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

Carl PEKIN

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