

**Minutes of Meeting 4 of 2013**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 17 June 2013 at 6:30pm**

**ATTENDEES:** Milton Butcher - Principal, Jenny Fay (Chair) - Parent Representative, Jo Furness - P&C Representative, Glenn Scott - Community Representative, Martin Dempsey - Community Representative, Andy Outten - Staff Representative, Ian Johnston - Staff Representative, Jadviga Kobryn-Coletti - Student Representative.

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome. <ul style="list-style-type: none"> <li>• The meeting was opened by Jenny Fay at 6:30pm.</li> </ul>	
1.2	Apologies: Don Rowe - Community Representative, Rachel McGirr – Parent Representative, Prof Trevor Cullen, ECU – Community Representative, Rebecca Sampson – Student Representative. <ul style="list-style-type: none"> <li>• The Board extended best wishes to Don who is currently unwell.</li> </ul>	
1.3	Confirmation of agenda. <ul style="list-style-type: none"> <li>• The Board confirmed the agenda. No additional items.</li> </ul>	
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. 4 agenda.	
3.0	Minutes of previous meeting	
3.1	<b>Review minutes of previous meeting.</b> Jenny Fay presented to the Board the minutes of the 20 May 2013 meeting (attachment 1) for approval. <ul style="list-style-type: none"> <li>• 5.3: ‘Do the business over the course of the year.’ to be amended to ‘Implement the plan over the course of the year.’</li> </ul> Jo Furness and Martin Dempsey moved: ‘ <i>The Board endorses the minutes of the previous meeting as complete and accurate subject to the above amendment.</i> ’ – <b>CARRIED.</b>	Milton to amend minutes.
3.2	<b>Actions arising from the previous meeting.</b> Nil.	
4.0	Reports and Operational Matters	
4.1	<b>Financial Report:</b> The 2013 Period 6 Comparative Budget Report, Voluntary Contributions and Charges Update, Financial Summary and One Line Salary Budget Report (attachment 2) were tabled and discussed. <ul style="list-style-type: none"> <li>• Revenue is good for this time of the year.</li> <li>• Expenditure is as expected with the exception of D4920 Student Laptop expenses. This account is over budget due to the investment of monies in Notebooks for students. Some of this money will be recouped from parents/guardians and insurance claims.</li> <li>• Contributions and Charges collection rates are ahead of 2012 figures. This is due to the great work of the Finance Officer.</li> <li>• One Line Salary budget allocations came under formula with a projected variance of -\$631,535. This will be covered by the Salary Reserve of \$464,000, the School Grant component of \$543,000 and International Fee payments. School Salary Pool is projected to make a slight surplus.</li> </ul> Glenn Scott and Ian Johnston moved: ‘ <i>The Board notes the Finance report.</i> ’ - <b>CARRIED.</b>	
4.2	<b>Principal’s Report:</b> <ul style="list-style-type: none"> <li>• Exams commenced and concluded. Reports will be posted to parents/guardians shortly.</li> <li>• On Thursday, 4 July 2013 the timetable will be suspended to hold a combined Reporting and Careers Day. Parents/Guardians will receive information relating to the online booking system. Appointments will be 10 minutes in duration.</li> <li>• Year 10 Parent Night was problematic due to IT issues. This was regrettable and will be rectified for future presentations.</li> <li>• Counselling for subject selections concluded today. Those parents/guardians who could not attend will be accommodated at an alternative time.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Late last month students took part in the US Veterans Memorial Day and the Indigenous War Veterans' Memorial Ceremony. These ceremonies are important in showcasing MLSHS in the community, they connect with our Aboriginal Education program and give music students a platform to demonstrate their talent in front of dignitaries.</li> <li>• The school hosted the new Executive Director of Aboriginal Education, Duncan Ord. Discussions were held regarding the school's programs and bigger developments. This Wednesday will see the induction of new students into the Aboriginal Excellence Program and the re-enrolment of those currently involved. Independence Group NL continues to support this initiative.</li> <li>• Two Year 11 students will be attending the prestigious National Youth Science Forum in January 2014. This is being sponsored by the Mount Lawley Rotary Club and possibility North Perth Rotary Club.</li> <li>• The Art Auction was held last Saturday and was deemed a great success. The event was well attended. Early figures indicate that in excess of \$22,000 was raised. Congratulations are extended to the committee of volunteers that orchestrate this event.</li> <li>• GAT Day and the Music Camp were held for students undertaking these courses. The Semester One Music Concert will be held on Thursday, 27 June 2013 at WAAPA. There will be two sessions with an interval. Chris Manning has re-scored 'The Lion King'. Students will perform this piece in both sessions.</li> <li>• A number of students have been selected as representatives for various sports at State and National level. Congratulations are extended to these students.</li> <li>• The Year 10 Leadership camp is currently in progress.</li> <li>• The Nation's Top 50 Public and Private Secondary Schools document was tabled and discussed. WA schools performed very well. MLSHS ranked 48 in the Nation.</li> <li>• Don Rowe provided an analysis of the Gonski Report. The notional allocation of total funding to MLSHS in 2014 will be \$17.2 million. Under Gonski the school will receive a 28.5% increase to \$33.4 million over 5 years. The school does not receive all of this funding as figures include a component of Central and Regional Office costings.</li> <li>• Year 7 funding allocations still unknown.</li> <li>• Jenny thanked the school for the manner in which it handled the recent suicide incident. Milton has suggested the assistance of a liaison officer during occurrences of this type.</li> <li>• Five students represented WA in the National Chinese Speaking competition. Jayde Wilson and Tara Bacovic won trips to China.</li> </ul> <p>Jadviga Kobryn-Coletti and Martin Dempsey moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
4.3	<p><b>Student Representative Report:</b> <b>Jadviga Kobryn-Coletti</b></p> <ul style="list-style-type: none"> <li>• Year 10s have finished exams. It was a good learning experience on the effectiveness of study techniques and will help students to prepare for future exams.</li> <li>• Year 10 Leadership Camp starts today.</li> <li>• Year 10s have a River Cruise on Thursday.</li> <li>• Students have commenced Semester 2 subjects.</li> <li>• Year 10 students are currently participating in subject selections.</li> <li>• The location of the Music Camp in Maida Vale was good. An intruder was dealt with by staff and students were made to feel safe. The camp was a little Jazz focussed because of the Year 12 students. The majority of Year 8, 9 and 10 students study Western Art Music. A new production of 'The Lion King' was rehearsed in preparation for the upcoming concert.</li> </ul> <p>Glenn Scott and Andy Outten moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	Milton to follow-up blood drive information with Teleah Wilcox.
4.4	<p><b>Staff Report:</b> <b>Andy Outten</b></p> <ul style="list-style-type: none"> <li>• The subject counselling process ran very smooth. 70-80% of students</li> </ul>	

	<p>knew what courses they wanted to select and had a good understanding of required combinations. Certificate courses were very popular as the sixth subject.</p> <ul style="list-style-type: none"> <li>• If a student wishes to go against recommendations Ian assesses the situation in conjunction with parents. Improvement needs to be seen.</li> <li>• Exams have been finalised. This is the first time Year 10 students have been accountable for their results and did prove a little stressful for some students.</li> <li>• Year 10 Leadership Camp is on at the moment.</li> <li>• Year 10 River Cruise is on Thursday. There have been difficulties getting students to return health forms.</li> <li>• This is the second week of the Semester Two timetable. Courses are beginning to settle down.</li> </ul> <p><b>Ian Johnston</b></p> <ul style="list-style-type: none"> <li>• Semester One result letters are being sent to parents of high and low performing students. The school is ensuring that parents are kept in the loop. It is hoped that this will encourage low performing students to improve their results.</li> <li>• The subject counselling process went smooth with a good amount of collegiality happening across all learning areas. This system was successful as in-house resources provide great depth.</li> <li>• The Music Department is having some good results. The attendance at the camp was very high. The progress of Year 11 and 12s is pleasing and there is a good balance between Jazz and Classical. Martin commended the students that performed at the Art Auction.</li> <li>• Neil Hudson has reported that the Leadership Camp is going very well.</li> <li>• Prefects Quiz Night is being held on Wednesday, 26 June 2013 followed by the Music Concert on Thursday, 27 June 2013. These events are always well attended by students, staff and others.</li> <li>• All Year 12 English students will be visiting Curtin next week to get the heads up on how to complete their course successfully.</li> </ul> <p>Martin Dempsey and Jo Furness moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
4.5	<p><b>P&amp;C Report:</b></p> <ul style="list-style-type: none"> <li>• Various reports presented. The P&amp;C is in a good financial position.</li> <li>• There was a discussion regarding the current contact between the Uniform Shop supplier, Nell Gray and the P&amp;C. This contact is no longer acceptable and investigations are being looked at to initiate a contact between the school and Nell Gray. Milton is committed to ensure that this income stream remains in the control of the P&amp;C. Discussions are to continue and will be reported at the next P&amp;C meeting.</li> <li>• Sub-committees gave their reports and tabled future fundraising activities.</li> <li>• Health Committee have some activities coming up including re-introducing "Chillout" or similar for Year 12 students.</li> <li>• Funding was approved for catering supplies and equipment, a Mental Health Education Program, chess sets and football jerseys.</li> </ul> <p>Ian Johnston and Glenn Scott moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
5.0	<p><b>Discussion Items</b></p>	
5.1	<p><b>Terms of Reference:</b></p> <p>Model Terms of Reference for Unincorporated Councils (attachment 3) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• Jenny highlighted proposed changes to the Terms of Reference. Additional amendments as follows: <ul style="list-style-type: none"> <li>– 5.3 'a Council' changed to 'the Council'.</li> <li>– 6.3 add 'The number of members of the Council will be no less than 11 and no more than 15. The number of members of the Council will be determined at the Annual General Meeting.'</li> <li>– 6.5 'The composition of the council will be:' changed to 'The composition of the council will be at a minimum:'</li> <li>– 6.8 'Students at the school' changed to 'Students, staff and parents'</li> </ul> </li> </ul>	

	<p><i>at the school'</i></p> <ul style="list-style-type: none"> <li>- 8.7b) Keep as written.</li> <li>- 9.4 Remove <i>'The School community will be notified of meetings through the School Newsletter or general notice.'</i></li> <li>- 11.2 Delete.</li> <li>- 11.3 <i>'The chairperson will give 7 days formal notice'</i> changed to <i>'The chairperson or secretary will give 2 business days formal notice'</i></li> <li>- 12.3 Delete.</li> </ul> <p>Ian Johnston and Glenn Scott moved: <i>'The Board adopts the revised Terms of Reference subject to proposed changes as discussed at the meeting.'</i> - <b>CARRIED.</b></p>	Jenny to amend Terms of Reference.
5.2	<p><b>Survey of School Community:</b> Parent Survey (attachment 4) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• Every two years parents, students and teachers are surveyed using the DoE's standard survey. The theme is the same for all three sectors with questions being pertinent to the target audience.</li> </ul> <p>Glenn Scott and Jadviga Kobryn-Coletti moved: <i>'The Board endorses the survey subject to the addition of the following questions: "I support the Early Start Program for Years 11 and 12" and "Under Commonwealth funding guidelines the current chaplain Service is preferred to a Youth Worker".'</i> - <b>CARRIED.</b></p> <p>Andy Outten and Jadviga Kobryn-Coletti moved: <i>'The Board endorses the addition of the following questions to the Survey of School Community: "I have access to the internet at home." and "I have access to Wireless Internet at home.".'</i> - <b>CARRIED.</b></p>	Milton to add additional questions and initiate parent, student and staff survey.
5.3	<p><b>Survey of Board Members:</b> School Board Effectiveness Survey (attachment 5) was tabled.</p> <ul style="list-style-type: none"> <li>• Board Members were asked to complete the survey anonymously.</li> </ul>	Minutes Secretary to collate survey.
5.4	<p><b>Student Behaviour in School Policy:</b> Behaviour Management in Schools Policy 2013 (attachment 6) was tabled.</p> <ul style="list-style-type: none"> <li>• Board Members to consider the policy and provide feedback at the next meeting.</li> </ul>	Board Members to review and provide feedback at the next meeting.
5.5	<p><b>1:1 Notebook Rollout 2014 and beyond:</b> 1:1 Parent Funded Bundles package (attachment 8) was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• Due to the withdrawal of funding the school is no longer in a position to continue to rollout Notebook computers.</li> <li>• Recommendation is that parents purchase a computer package that can be connected to the school's network and used as a learning tool.</li> <li>• The proposed package gives parents the choice of machine, the ability to purchase software packages and obtain insurance coverage.</li> <li>• The school is considering a stockpile of computers for struggling families.</li> <li>• Access to the internet at home is a factor for some families.</li> </ul>	Board Members to consider the 1:1 Parent Funded Bundles package and endorse at the next meeting.
<b>6.0</b>	<b>Other Business</b>	
	Nil	
<b>7.0</b>	<b>Next Meeting</b>	
	Meeting scheduled for 19 August 2013 in the Warren Daniel Conference Room.	Agenda items to Jenny or Milton.
<b>8.0</b>	<b>Roundtable evaluation of the meeting</b>	
	Thanks to Jenny for the exceptional manner in which she dealt with the legislation in the Terms of Reference.	
<b>9.0</b>	<b>Meeting Close/Adjournment/Next meeting</b>	
	The meeting was closed by Jenny at 8:45pm. The next meeting will be at 6:30pm, 19 August 2013 in the Warren Daniel Conference Room.	

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

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