

**Minutes of Meeting 7 of 2013**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 21 October 2013 at 6:30pm**

**ATTENDEES:** Ian Johnston - Principal, Jenny Fay (Chair) - Parent Representative, Jo Furness - P&C Representative, Martin Dempsey - Community Representative, Don Rowe - Community Representative, Andy Outten - Staff Representative, Neil Hudson - Staff Representative, Rebecca Sampson - Student Representative, Milton Butcher - Co-opt Member.

<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 Jenny Fay at 6:30pm.</li> </ul>	
1.2	Apologies: Jadviga Kobryn-Coletti - Student Representative, Rachel McGirr - Parent Representative, Prof Trevor Cullen, ECU - Community Representative, Glenn Scott - Community 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. 7 agenda.	
<b>3.0</b>	<b>Minutes of previous meeting</b>	
3.1	<b>Review minutes of previous meeting.</b> Jenny Fay presented to the Board the minutes of the 16 September 2013 meeting (attachment 1) for approval. Martin Dempsey and Andy Outten moved: <i>'The Board endorses the minutes of the previous meeting as complete and accurate.'</i> – <b>CARRIED.</b>	
3.2	<b>Actions arising from the previous meeting.</b> Jenny Fay presented to the Board the Meeting No. 7 Action List (attachment 2). <ul style="list-style-type: none"> <li>• The induction package has been completed.</li> <li>• Jenny has written to Michael Sutherland, MLA regarding Government cutbacks. MLPS's School Board and Eleni Evangel, MLA were copied in. No response has been received to date.</li> </ul> Martin Dempsey and Ian Johnston moved: <i>'The Board notes the action list of the previous meeting as complete.'</i> – <b>CARRIED.</b>	Jenny to present induction package at the next meeting.
<b>4.0</b>	<b>Reports and Operational Matters</b>	
4.1	<b>Financial Report:</b> The 2013 Period 10 Comparative Budget Report (attachment 3) was tabled and discussed. <ul style="list-style-type: none"> <li>• IFPS funds of approx \$182,000 has been transferred to the school. The forecasted revenue figure has been exceeded by approx \$38,000.</li> <li>• Term 4 Contributions and Charges reminder letters will be sent to parents shortly. Further follow-up to be actioned mid-November.</li> <li>• An office staff member will be assigned the task of following up non-returned laptops to reduce debt.</li> <li>• Marilyn Harvey has been appointed as the school's new Business Manager. She is transitioning from her previous school and will be at MLSHS two days a week for the next four weeks before commencing full time.</li> <li>• The Finance Committee meeting scheduled for Wednesday, 16 October 2013 was cancelled. Submissions for the Literacy and Numeracy Innovation Initiative and the Technology and Innovation Initiative will be requested prior to the next meeting on Thursday, 14 November 2013.</li> </ul> Neil Hudson and Don Rowe 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>• Prefect elections have been held.</li> <li>• Year 12 students have gone to exams. Year 11 exams to commence next week.</li> <li>• The Early Start Program starts on Monday, 11 November 2013.</li> <li>• Italian language students have participated in examinations conducted</li> </ul>	Early Start Program to be discussed at the next meeting.

	<p>by The Dante Alighieri Society of Western Australia. One student was the State's top performer. Awards were presented last Friday.</p> <ul style="list-style-type: none"> <li>• The school won the interschool athletics 'C' division carnival by 464 points. It has been promoted to 'B' division for 2014.</li> <li>• It is the state final of the Mock trials tonight. MLSHS's Year 10 team will be going up against Hale's Year 12 team.</li> <li>• Planning has commenced for 2014 staffing. Vacant positions will be advertised as subject pools with the FTE range of 0.2 to full time. Subjects include: Maths/Science, English/S&amp;E, Phys Ed, Home Economics, Drama and possibly Music.</li> <li>• There will be a planning day for staff on Thursday, 7 November 2013. HoLAs and Team Leaders will come together to determine dates for the calendar.</li> <li>• The impact of cutbacks on funding and FTE is being monitored. Decisions are being made on roles within the school. MESS HoLAs and Team Leaders are reviewing their job description forms (jdfs). These will be considered by Executive.</li> <li>• The Principal's position for 2014 has been advertised and closes at the end of this week. Jenny and Milton are on the panel along with a DoE representative.</li> <li>• HoLAs are currently calculating course averages, exam averages and grade distributions.</li> </ul> <p>Jo Furness and Don Rowe moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	<p>Ian to co-ordinate media promotion of the Mock trial result.</p> <p>Ian to update the Board on changes to staff roles at a future meeting.</p> <p>Ian to report on course/exam/grade outcomes at the next meeting.</p>
4.3	<p><b>Student Representative Report:</b> <b>Rebecca Sampson</b></p> <ul style="list-style-type: none"> <li>• The Interschool athletics carnival was very exciting. Moving up into 'B' division is a great achievement.</li> <li>• Prefect elections have been held. Head boy and girl positions have been determined but remain unannounced.</li> <li>• Students are starting to talk about next year's school ball.</li> <li>• The main focus for students is the upcoming exams. Exam revision has started.</li> <li>• Three students are currently in China with Ms Chong.</li> </ul> <p>The Board congratulated Rebecca for her selection as a prefect and made special mention of Jadviga who is a member of the Mock trial team competing tonight.</p> <p>Andy Outten and Ian Johnston moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
4.4	<p><b>Staff Report:</b> <b>Neil Hudson</b></p> <ul style="list-style-type: none"> <li>• The Year 12 final assembly program for this Friday is being finalised. It will include the presentation of Year 12 Awards and Colours and the announcement of new Prefects, Head boy/girl and House Captains. A handover ceremony will take place.</li> <li>• The Year 12 breakfast will also be held this Friday at 7:30am in the staff room and the farewell dinner at 7:00pm at the Italian Club.</li> <li>• Friday is the last day of school for Year 12 students. They are required to hand back their laptops.</li> <li>• WACE exams officially start on Friday, 1 November 2013.</li> <li>• Early Start program commences Monday, 11 November 2013.</li> <li>• School Development Day was held on Monday, 14 October 2013. Elevate Education ran a study skills presentation for staff.</li> <li>• Elevate Education has been asked to run an evening session for parents on Thursday, 28 November 2013 at ECU to talk about the study skills program. The Year 10 Co-ordinator, Vick Lazarov, will also explain the expectations for students going into Year 11.</li> <li>• A new prefects and parents afternoon tea will be held on Wednesday, 13 November 2013 at 3:00pm.</li> <li>• A student leaders' thank you breakfast will be held on Thursday, 14 November 2013.</li> </ul>	

	<p><b>Andy Outten</b></p> <ul style="list-style-type: none"> <li>• House athletics carnival was well attended.</li> <li>• Year 11 Drama students' production 'Antigone' was held. The standard of performance was very high and well received.</li> <li>• Elections for House Captains and Prefects were held.</li> <li>• Year 12 Semester two exams ran smoothly. Students who missed exams, due to illness, will have them rescheduled. Results will soon be finalised.</li> <li>• Stop-work industrial action took place on Thursday, 19 September 2013. This event was well attended by union members.</li> <li>• Twelve Education Prac students have been at the school undertaking the practical component of their course.</li> <li>• Year 10 students had their Rewards Day function at 'Extreme Ice'.</li> <li>• Ken Stewart, a former teacher, has written a novel titled 'Devlin Pool'. This is a fictional story set in the North West.</li> <li>• Friday is a big day for the Year 12s starting with the Breakfast and going through to the Farewell Dinner.</li> <li>• Tomorrow Chris Manning is taking selected music students to Forrest Chase to perform his arrangement of 'The Lion King'. This will be followed by a performance at Karrinyup Shopping Centre.</li> <li>• Year 11 and 10 exams coming up in week three and four and then Early Start rollover.</li> <li>• Volunteers' morning tea is scheduled for Monday, 9 December 2013.</li> </ul> <p>Don Rowe and Martin Dempsey 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>• Purchase of the DVC storage and distribution system is on hold pending new quotes. At this stage it looks like a reduced allocation of money will be required.</li> <li>• A new diary is being introduced by the school. The diary has a back-up with a website that contains information on a broad range of subjects.</li> <li>• Principal's report highlighted the changes to funding and how they will affect the school.</li> <li>• Art Auction committee in recess. Art Auction 2014 in planning stages.</li> <li>• Funding of interactive whiteboards and 3D printer approved.</li> </ul> <p>Ian Johnston and Neil Hudson moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
5.0	<b>Discussion Items</b>	
5.1	<p><b>Student Behaviour in School Policy:</b> The edited Behaviour Management in Schools Policy (attachment 4) was tabled.</p> <ul style="list-style-type: none"> <li>• All changes accepted and updated.</li> <li>• Document to be uploaded to the school's website.</li> </ul> <p>Jenny Fay and Martin Dempsey moved: <i>'The Board notes the changes to the Behaviour Management in Schools policy.'</i> - <b>CARRIED.</b></p> <p>Jo Furness and Don Rowe moved: <i>'The Board endorses the upload of the Behaviour Management in Schools policy to the school's website.'</i> - <b>CARRIED.</b></p>	Neil to arrange the upload of the Behaviour Management in Schools Policy to the school's website.
5.2	<p><b>Chaplaincy Program:</b></p> <ul style="list-style-type: none"> <li>• The Chaplaincy Program is funded by The Churches Commission on Education Inc., (YouthCARE) and the school. School funding, of \$25,000, comes from the sale of second hand uniforms, parent contributions and school operational funds.</li> <li>• In 2013, second hand uniform sales totalled \$3,088 and parent contributions, so far, \$19,200. This means the school will need to provide an additional \$3000.</li> </ul> <p>Jo Furness and Don Rowe moved: <i>'The Board supports the Chaplaincy program for 2014 at Mount Lawley SHS.'</i> - <b>CARRIED.</b></p>	
5.3	<p><b>Report on progress of School Business Plan (NAPLAN):</b> Graphical reports on NAPLAN results (attachment 5) were tabled and discussed.</p> <ul style="list-style-type: none"> <li>• NAPLAN results are very solid and reflect well on the school.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Comparative Performance for Year 9 <ul style="list-style-type: none"> <li>– The target is to achieve as much 'green', as possible ie more than one standard deviation above the similar or like school mean. This would equate to results falling within the top 15% of population.</li> <li>– In 2013, all areas were above the mean but less than one standard deviation.</li> <li>– Numeracy results show good improvement from 2012.</li> <li>– Writing continues to be strong.</li> <li>– The school is well outside the 'red' area.</li> </ul> </li> <li>• Summary All Students and Stable Cohort Longitudinal NAPLAN 2011 Year 7 to NAPLAN 2013 Year 9 <ul style="list-style-type: none"> <li>– These documents show value add data.</li> <li>– Results indicate that the stable cohort has made positive improvements across all areas in Language Conventions.</li> <li>– The overall mean in Numeracy has improved.</li> <li>– The areas of narrative and persuasive in Reading are particularly encouraging.</li> <li>– Writing continues to be strong with the exception of punctuation.</li> </ul> </li> <li>• Longitudinal data of Year 7s, Year 9s and Year 7-9 progress <ul style="list-style-type: none"> <li>– In these graphs achievement is categorised as limited, satisfactory, good or excellent. The aim is to value add in 'good' and 'excellent'.</li> <li>– Middle School staff will evaluate the results.</li> <li>– Steve Goddan has been contracted to work with Middle School Leadership to develop strategies to strengthen results.</li> </ul> </li> </ul> <p>Rebecca Sampson and Martin Dempsey moved: <i>'The Board notes the progress report.'</i></p>	
5.4	<b>Review of Early Start Program:</b> <ul style="list-style-type: none"> <li>• Parents to be surveyed on conclusion of the Early Start Program.</li> </ul>	Defer review to a future meeting.
<b>6.0</b>	<b>Other Business</b>	
6.1	<b>Survey results:</b> <ul style="list-style-type: none"> <li>• Student, staff and parent results to tabled at the next meeting.</li> </ul>	Ian to resource survey results and present to the Board.
6.2	<b>2014 Vacant School Board positions:</b> <ul style="list-style-type: none"> <li>• To be advertised at the beginning of 2014.</li> </ul>	
6.3	<b>1:1 Notebook Rollout 2014 and beyond:</b> <ul style="list-style-type: none"> <li>• Some retail companies are expanding their services to include repairs, insurance and finance. This is being offered across all platforms.</li> <li>• The release of the new Microsoft Surface Pro is set to shake up the market.</li> <li>• Software is a major concern. It needs to operate on any platform for BYO computers to be effective.</li> <li>• Parents are asking questions about BYO computers.</li> <li>• In 2014, Year 10, 11 and 12 students will be provided with a notebook computer. Year 8 and 9 students will utilise the banks of computers in Middle School and will not require a personal device at school.</li> <li>• It was suggested to develop a timeline to ensure parents are informed of computer requirements as they evolve.</li> </ul>	<p>Martin to provide Mike Camilleri with his report.</p> <p>Ian to send out a letter informing parents of computer requirements for 2014.</p>
<b>7.0</b>	<b>Next Meeting</b>	
	Meeting scheduled for 18 November 2013 in the Warren Daniel Conference Room.	Agenda items to Jenny or Ian.
<b>8.0</b>	<b>Roundtable evaluation of the meeting</b>	
	No comment.	
<b>9.0</b>	<b>Meeting Close/Adjournment/Next meeting</b>	
	The meeting was closed by Jenny at 8:00pm. The next meeting will be at 6:30pm, 18 November 2013 in the Warren Daniel Conference Room.	

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

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