

**Minutes of Meeting 7 of 2014**  
**Mount Lawley Senior High School - School Board Meeting**  
**Warren Daniel Conference Room, MLSHS**  
**Monday, 20 October 2014 at 6:30pm**

**ATTENDEES:** Lea Fairfoul-Hutcheon - Principal, James Watson - Parent Representative (Chair), Rachel McGirr - Parent Representative, Jo Furness - P&C Representative, Donna Gardiner - Staff Representative, India Hickey - Student Representative, Martin Dempsey - Community Representative, Prof Trevor Cullen ECU - Community Representative, Milton Butcher - Co-opt Member, Merilyn Harvey - Guest (MLSHS Business Manager).

<b>1.0</b>	<b>Welcome and apologies</b>	<b>ACTIONS</b>
1.1	Opening/welcome: The meeting was opened by James Watson at 6:30pm. Merilyn Harvey was welcomed by the Board.	
1.2	Apologies: Jenny Fay - Community Representative, Ian Johnston - Staff Representative, Jadviga Kobryn-Coletti - Student Representative, Don Rowe - Community 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. 7 agenda.	
<b>3.0</b>	<b>Minutes of previous meeting</b>	
3.1	James Watson presented to the Board the minutes of the 15 September 2014 meeting (attachment 1) for approval.  Martin Dempsey and Jo Furness moved: <i>'The Board endorses the minutes of the 15 September 2014 meeting as complete and accurate.'</i> - <b>CARRIED.</b>	
3.2	<p><b>Actions arising from the previous meeting</b> (attachment 2):</p> <ol style="list-style-type: none"> <li>1. Student Council Chair visit arrangements: In progress.</li> <li>2. Other School Board visit arrangements: In progress.</li> <li>3. Request Business Manager to report to Board: Business Manager in attendance.</li> <li>4. Scout Association of WA financial reports: Documents have been provided and are being considered. In progress.</li> <li>5. Fundraising and grant concept to P&amp;C: James Watson's fundraising and grant concept documents were provided to the P&amp;C. These were tabled and reviewed at the last meeting.</li> <li>6. Review Lotterywest Grants to P&amp;C: The P&amp;C currently has an excess of funds requiring expenditure. Further fundraising will not be undertaken in 2014, however, this will be reviewed in 2015.</li> <li>7. Waiver of mobile phone charge: The provider declined the waiver request.</li> <li>8. Submission of endorsed proposal to name rooms: Following approval of the minutes the submission will be sent to the Deputy Director General, Schools.</li> <li>9. Survey incentives: Incentives cannot be associated with the National survey, however, they will be considered for local surveys.</li> <li>10. Requirement for D&amp;T safety glasses and aprons. Students are required to provide their own safety glasses. Spare sets are held by the D&amp;T department in case a student forgets to bring their own. Aprons will be provided and have therefore been removed from the personal items list.</li> </ol> <p>Jo Furness and Rachel McGirr moved: <i>'The Board notes action list items 3, 5, 6, 7, 8, 9 and 10 as completed and items 1, 2, 4, as in progress.'</i> - <b>CARRIED.</b></p>	<ol style="list-style-type: none"> <li>1. Jenny to report at the next meeting.</li> <li>2. Jenny to report at the next meeting.</li> <li>4. Jenny and Lea to review financial reports.</li> </ol>
<b>4.0</b>	<b>Reports and Operational Matters</b>	
4.1	<p>Merilyn gave an overview of her duties as the school's Business Manager. These included management of financial operations, human resources and facilities. Merilyn is also an ex-officio member of the Finance Committee.</p> <p><b>Financial Report:</b>  The 2014 Period 10 Comparative Budget Report, Financial Summary, Collection Rate Report, Flexible Salary Monthly Summary, Consolidation Financial Report (attachment 3) were tabled and discussed.</p>	

	<p><b>Comparative Budget Report:</b></p> <ul style="list-style-type: none"> <li>• Voluntary Contributions Years 8-10, Charges Years 8-10 and Voluntary Approved Request account budgets have been reduced due to lower than anticipated collection rates.</li> <li>• Unallocated has reduced to \$19, 417.</li> <li>• Accounts with outstanding charges will be sent to a debt collector at the end of the year. Recovery of these funds will be shown in the 2015 budget.</li> <li>• Second semester payment for fee paying international students is due next month. The Finance Committee has requested that any excess funds be transferred to the flexible salary allocation.</li> <li>• D1215 Telephone - Mobile - will continue to be paid off in instalments.</li> <li>• D4930 Year 7 Transition Grant - 50% of the predicted \$31,125 grant has been received. The second half will be received following the 2015 census.</li> <li>• D5110 Mathematics MS will be cleared from D5105 Mathematics SS.</li> <li>• D6250 Cadets - to be cleared on receipt of a Lotterywest grant.</li> <li>• D6608 Year 8 SFA - to be clear on receipt of outstanding sailing excursion student payments.</li> </ul> <p><b>Financial Summary:</b></p> <ul style="list-style-type: none"> <li>• Information previously presented.</li> </ul> <p><b>Collection Rate Report:</b></p> <ul style="list-style-type: none"> <li>• Letters and statements with a green sticker debt collector warning were sent out last month.</li> <li>• Voluntary Contributions (Incl. Education Program Allowance (EPA)) Years 8 to 10: 77.99%.</li> <li>• Subject Charges Years 11 to 12 (Incl. EPA): 76.86%</li> <li>• Overall Subject Charges Years 8 to 12: 75.40%.</li> <li>• Last year's collection rate was 83%.</li> </ul> <p><b>Consolidated Financial Reports:</b></p> <ul style="list-style-type: none"> <li>• Flexible Salary Summary shows a projected variance of \$540,061. This will clear when Central Office processes a cheque for \$540,000.</li> <li>• Expecting a budget adjustment of \$30,000 to \$50,000 resulting from staff on long term sick and long service leave.</li> <li>• Additional funds were placed into the School Salary Pool in September.</li> </ul> <p>India Hickey and Donna Gardiner moved: <i>'The Board notes the Finance report.'</i> - <b>CARRIED.</b></p>	
4.2	<p><b>Principal's Report:</b></p> <p>The Principal's Report was presented. See Appendix A.</p> <ul style="list-style-type: none"> <li>• The substantive principal will be returning to the school in 2015.</li> </ul> <p>Trevor Cullen and Jo Furness moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
4.3	<p><b>Student Representative Report:</b></p> <p><b>India Hickey</b></p> <ul style="list-style-type: none"> <li>• Athletics carnival was held last term. It was a fun day for all students.</li> <li>• Macbeth performance went really well. Performers were very happy with the result.</li> <li>• There has been a Year 11/12 music recital.</li> <li>• Year 12 final assembly is on Thursday.</li> <li>• Prefect interviews were held. They were the talk of the Year 11s.</li> <li>• Year 12 exams were held during the holidays. WACE exams commence soon.</li> <li>• Year 11s and 10s have received their exam timetable. Year 10s start their exams next week.</li> <li>• Italian tour took place during the holidays. Students made comment that it was a really enjoyable trip.</li> <li>• Middle School Rewards Day was very successful.</li> <li>• Year 11s had their performance exams at the end of last week.</li> </ul>	

	<ul style="list-style-type: none"> <li>The Mock trial team are mock trialling right now. This is the second year in a row they have been in the grand final.</li> </ul> <p>Donna Gardiner and Martin Dempsey moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
4.4	<p><b>Staff Report:</b> <b>Donna Gardiner</b></p> <ul style="list-style-type: none"> <li>Year 12 exams held in the holidays ran smoothly with no issues.</li> <li>Prefect interviews went well. The Head boy and Head girl will be announced during Thursday's assembly.</li> <li>Interschool athletics carnival is being held tomorrow.</li> <li>Year 12 Breakfast is this Thursday followed by their final assembly.</li> <li>Year 12 Farewell dinner is on Friday.</li> <li>WACE exams start on Monday, 3 November 2014. The school will host as many exams as possible.</li> <li>Year 12 Awards Night planning is well underway.</li> <li>The Year 6/7 transition is going well. In terms of the general population, all events are set. In terms of students with special needs, there have been primary school visits, parent and student visits to the high school and student exposure to the high school without their parent. The transition process will continue throughout the term.</li> <li>With the commencement of the rollover in week 5, new Year 11 Australian curriculum courses will be unveiled for the first time.</li> <li>2015 student numbers have been predicted as Year 7s - 240, Year 8s - 230, Year 9s - 257, Year 10s - 268 (expecting 30 more), Year 11s - 312 and Year 12 - 300, totalling approximately 1607.</li> <li>The primary school demountables will be vacated at the end of the year. They will remain on the oval until required at other sites. If the Year 9 building is incomplete at the start of 2015 the demountables may be utilised by the high school.</li> </ul> <p>India Hickey and Rachel McGirr 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>Languages sub-committee tabled a request to amend their ToR to include all language students rather than just GAT language students.</li> <li>A Languages wine fundraiser will be held shortly. This function has been cleared by the Health Committee and WACSSO.</li> <li>SVAPA sub-committee reported on lots of workshops and activities. They will also be funding Awesome Arts Festival workshops.</li> <li>The P&amp;C has a significant amount of money to expend and is currently reviewing the best way to allocate these funds.</li> <li>Several funding requests have been received. After much discussion it was decided to invite all staff and the P&amp;C community to put forward suggestions. The committee will also look at requests that qualify for grants. A decision will be made at the last P&amp;C meeting of the year.</li> <li>The last meeting of the year will be a 'getting to know you' meeting to encourage the involvement of new members. Invitations will be sent to current P&amp;C members and incoming Year 7 and 8 parents. It was suggested to provide tea/coffee/wine and engage a guest speaker.</li> </ul> <p>Trevor Cullen and Donna Gardiner moved: <i>'The Board notes the report.'</i> - <b>CARRIED.</b></p>	
<b>5.0</b>	<b>Discussion items</b>	
5.1	<p><b>School Business Plan 2012-2014 Target Achievement Report:</b></p> <ul style="list-style-type: none"> <li>No change.</li> </ul> <p>Rachel McGirr and Jo Furness moved: <i>'The Board notes the School Business Plan 2012-2014 Target Achievement report.'</i> - <b>CARRIED.</b></p>	
5.2	<p><b>Chaplaincy Program update:</b></p> <ul style="list-style-type: none"> <li>Following the High Court's decision, the Commonwealth no longer has capacity to administer or control the National School Chaplaincy and Student Welfare Program. Funding will now be delivered via the states.</li> </ul>	

	<ul style="list-style-type: none"> <li>It is highly likely that the program will continue and the notional allocation of \$20,000 remain.</li> </ul> <p>The Chaplaincy work undertaken at Mount Lawley SHS was discussed. The Board unanimously agreed that it added great value and supported its continuation.</p> <p>Martin Dempsey and Donna Gardiner moved: <i>'The Board notes the current position of the National School Chaplaincy and Student Welfare Program and supports its continuation at Mount Lawley SHS.'</i> - <b>CARRIED.</b></p>	
5.3	<p><b>Principals' Professional Review:</b></p> <p>A Principals' Professional Review question and answer sheet (attachment 4) was tabled. This information was provided to help Board Members understand the process of performance management for principals.</p> <ul style="list-style-type: none"> <li>The Principal and Associate Principals of the school have received their 360° feedback. There will be a general discussion to determine where they go with the information they received.</li> <li>The feedback identifies strengths and areas for improvement in performance.</li> <li>Following this process the Principal must complete a Leadership Action Plan that will be shared with the Chair of the School Board.</li> </ul>	
<b>6.0</b>	<b>Other Business</b>	
6.1	<p><b>Update on Don Rowe's progress</b></p> <p>Don is in good spirits and sends his best wishes to the Board. Unfortunately, his health has taken a turn for the worse and he has been re-admitted into hospital for further pain management.</p>	Sue Faranda to purchase a card for Don Rowe and bring to the next meeting.
6.2	<p><b>Naming a music classroom after a former MLSHS student:</b></p> <ul style="list-style-type: none"> <li>Milton requested that the Board give consideration to the proposal of naming a music classroom after a former MLSHS student.</li> <li>The Board agreed to the proposal unanimously.</li> </ul> <p>James Watson and Martin Dempsey moved: <i>'The Board endorses naming a music classroom after a former MLSHS student.'</i> - <b>CARRIED.</b></p>	Milton Butcher to pursue approval of the endorsed proposal to name a music classroom after a former MLSHS student.
6.3	<p><b>IPS Review report investigation:</b></p> <p>Jo Furness requested an update on the IPS Review report investigation.</p> <ul style="list-style-type: none"> <li>Milton had a 3½ hour meeting with the Department of Education Services (DES) and they agreed there were some issues with the report. Unfortunately, there are caveats on who DES will deal with and as the current Principal accepted and signed off on the report, it must be pursued by same.</li> <li>Lea needs to approach DES to review the report.</li> </ul>	Sue Faranda to agenda "Update on IPS Review report investigation" for the next meeting.
6.4	<p><b>Bring your own device notification to parents/carers:</b></p> <ul style="list-style-type: none"> <li>The school has received some individual comments from parents/carers. Overall, the concept has been well received.</li> </ul>	
6.5	<p><b>2015 Board Member position:</b></p> <ul style="list-style-type: none"> <li>Prof. Trevor Cullen will be unable to continue his position on the School Board next year. He has identified a colleague who is interested in filling the position and will bring him to the next meeting.</li> </ul>	Sue Faranda to agenda "2015 ECU Community Representative" for the next meeting.
<b>7.0</b>	<b>Next Meeting</b>	
	Meeting scheduled for 17 November 2014 - Warren Daniel Conference Room. Apologies from Milton Butcher and Rachel McGirr.	Agenda items to Jenny Fay/Lea Fairfoul-Hutcheon.
<b>8.0</b>	<b>Roundtable evaluation</b>	
	Everyone had their say.	
<b>9.0</b>	<b>Meeting Close/Adjournment/Next meeting</b>	
	The meeting was closed by James at 7:35pm. The next meeting will be at 6:30pm, 17 November 2014 in the Warren Daniel Conference Room.	

Signed (Chair) \_\_\_\_\_  
James WATSON

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

## APPENDIX A - PRINCIPAL'S REPORT

<b>Mount Lawley Senior High School</b> <b>School Board Meeting: Principal's Report 20 October 2014</b>
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<b>Successes</b>	<ul style="list-style-type: none"> <li>▪ Year 11 team in Mock Trials as we speak</li> <li>▪ Year 11 Drama Production</li> <li>▪ House athletics carnival</li> <li>▪ Italian tour</li> <li>▪ Cadet camp to Shark Bay</li> <li>▪ Year 11 mocktail party</li> <li>▪ Year 8/9 Dance recital</li> <li>▪ Prefect interviews last week</li> <li>▪ Emma Chen has won second prize in the Roland Leach Poetry Award</li> <li>▪ Stephanie Kop in Year 9 has won first prize in the Chevron Australia Focus Environment and Caption Competition, winning \$1000 for our school</li> </ul>
<b>Aboriginal Education</b>	<p>AEP: offers have been made to students for admission to our Aboriginal Excellence program. Bridgid Lafferty is now up to contacting individual schools about offering students places in the Follow the Dream program for next year. Bridgid will continue in the role of Coordinator for 2015.</p>
<b>Attendance</b>	<p>Year 8: 90.5%  Year 9: 87.7%  Year 10: 85.9%  Year 11: 88.1%  Year 12: 88.2%</p> <p>Overall attendance: 88.2%</p>
<b>Building under construction</b>	<p>Work on the new Year 9 building continues. Completed items include: the dragon wall; the roof on the Stage 1 building (north side); ceilings in Stage 1 buildings. Ongoing work is happening with the cladding on the east side external wall (yellow coloured).</p> <p>The framework for the awnings on the North and East side is being installed as are the air-conditioning and other ducts. The lift has been installed and is operational on temporary power. Nearing completion are the staff office and the doors and windows. Additionally, built-in furniture for the 4 lower level classrooms has been delivered and the brickwork will be completed very shortly. It is all progressing well for completion by the end of this calendar year.</p>
<b>Buildings and grounds</b>	<p>The roses are magnificent. The gardeners have all been accessing annual leave recently.</p>
<b>Current enrolment</b>	<p>1267</p>
<b>Finances</b>	<p>Covered by Marilyn Harvey in the finance report.</p>
<b>IT</b>	<p>On our School Development Day there was a session devoted to the vision for IT in our school in preparation for the 2015 parent funded model. This complemented information that has been disseminated all year as well as the work of Richard Meagher who works closely with staff.</p>

<b>LSL</b>	All who were on LSL at the end of last term have returned. Richard Meagher is soon to go on leave for the rest of the year.
<b>Middle School</b>	<p>Year 7/8</p> <ul style="list-style-type: none"> <li>• Enrolment processes are continuing with last special program offers to be made this week</li> <li>• Further rounds of offers to be considered</li> <li>• Working to be eight forms in each year group</li> <li>• Curriculum preparation well in hand</li> <li>• Five week induction program is being finalised</li> <li>• Orientation day preparation is the next focus</li> </ul> <p>Term 3</p> <ul style="list-style-type: none"> <li>• Reward activities were successful</li> <li>• Transitioning Year 9 into Year 10 is well in hand</li> <li>• Year 10 subject selection has been completed</li> <li>• MS students demonstrated strong engagement with and enjoyment of the athletics carnival</li> </ul>
<b>Network</b>	Our next meeting is next week.
<b>P &amp; C</b>	Next meeting is Monday, 27 October.
<b>Principal's performance management</b>	I have received the report on my 360° feedback. An item on the agenda of the exec team this week is to discuss in a general manner the results of our reports and how we will incorporate this into our performance management.
<b>School planning</b>	This has increased in intensity this term.
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• The position of English Coordinator has been advertised and closes next week.</li> <li>• Offers have been made to staff to fill English, Maths, S &amp; E and Science positions next year.</li> <li>• The LOTE pool has been finalised.</li> <li>• Other pools still have to be finalised.</li> <li>• Last Friday a lengthy planning meeting was held with the executive team and the substantive principal. We are now in the final stages of determining our staffing and balancing this against what we will be able to afford within the constraints of the new student centred funding model.</li> </ul>