

**Mount Lawley Senior High School (MLSHS)**

**School Council**

**MINUTES**

**Monday, 31 March 2008**

ITEM	ACTION POINTS	PERSON RESPONSIBLE
<p><b>Meeting opened: 7.35pm</b></p> <p><b>Attendance</b> Christine Richardson (Chair), , Neil Hudson, Catherine Smith, Jo Furness, Bev Burnside, Don Rowe, Anne Griffiths, Gemma Esvelt, Olivia Burmester, Milton Butcher, Darcy Rowe, Kevin Pilkington</p>		
<p><b>Apologies</b> Sanja Zuljevic</p>		
<p><b>Welcome and Council Terms of Reference for 2008</b></p> <ul style="list-style-type: none"> <li>• The Chair welcomed all members to the meeting, especially to the new members.</li> <li>• Christine refereed to the Terms of Reference and identified some key points. Christine proposed to conduct Council meetings in accordance with the Terms of Reference.</li> </ul>		Christine
<p><b>Minutes of Previous Meeting</b> Anne Griffiths and Catherine Smith moved to accept the minutes of the previous meeting held on 4 March 2008 as a true record. Carried.</p>		
<p><b>Issues Arising from the Minutes</b></p> <ul style="list-style-type: none"> <li>• <b>Graffiti</b> - Some names have been provided and this is being followed up.</li> <li>• <b>Year 8 BBQ</b> - This was conducted and a number of parents attended. School appreciates Council's decision to support payment for teachers to attend as a one-off arrangement.</li> <li>• <b>Soap in Toilets</b> - Has now occurred and soap also in the D Cafe.</li> </ul>		
<p><b>Budget 2008</b></p> <ul style="list-style-type: none"> <li>• Milton spoke to the budget papers. These were the School Grant for 2007 and allocation documents. The budget planing papers were segmented into the allocations from the School Grant and then all income and expenditure sources. He reported that:</li> <li>• The finance IT package has crashed \$16,000 book-keeping error to be corrected.</li> <li>• Temp Business Manager will be brought into the school in Shane's absence and coupled with Milton's attendance on the China tour that the figures may not be finalised before next meeting.</li> <li>• Fee adjustment- Yr 10 English- parent's to be invoiced. (Approx \$9000 in fees)</li> </ul> <p>Clarification was requested on some accounts, including</p> <ul style="list-style-type: none"> <li>• The status of funding for the School chaplaincy and cadets. It was noted that these funds held by outside bodies.</li> <li>• Cost centres that are no longer used are still shown.</li> </ul>		Shane Longman and Milton

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<ul style="list-style-type: none"> <li>• The sources of figures for commission from café and uniforms (\$19,000).</li> <li>• The Finance Committee had considered the budget, however, had not ratified it as it was not complete.</li> <li>• It was Moved Don Rowe and Seconded Catherine Smith that cost centre allocations for Accounts D1505 to D9673 be approved. Carried.</li> <li>• It was Moved Don Rowe and Seconded Catherine Smith that 86% of the estimated receipts from contributions and charges be dispersed to learning area budgets. Carried.</li> <li>• Milton indicated that the 2009 budget will be started earlier this year than for the 2008 one.</li> </ul>		
<p><b>Year 12 Tutoring</b></p> <ul style="list-style-type: none"> <li>• Concern raised re numbers available for TEE Tutoring for yr 12- will be looked at to ensure that nobody interested will miss out.</li> </ul>		Milton to raise with Ian Johnston.
<p><b>Annual School Report</b></p> <p>The draft summary of the 2007 Annual School Report was tabled. The complete report is being finalised.</p> <ul style="list-style-type: none"> <li>• Milton advised Council members that some information remained to be provided, however, the summary of the Annual Report was mostly finished. The destination survey (waiting TAFE data), satisfaction survey (going to use IDEAS survey) and finance report remain to be finished. The side panels also needed to be completed.</li> <li>• One to be sent to each family; local schools and used for promotional opportunities.</li> <li>• Grades and levels and MSE9 to be included.</li> <li>• All agreed report looked impressive.</li> <li>• Attendance: concern raised about attendance of Aboriginal students: ALO in attendance 3 days per week. Discussion around specific programs to assist Aboriginal students: including homework after school.</li> <li>• Enrolments are moving upwards.</li> <li>• Middle and Senior Schools are developing more links.</li> <li>• Explanation of scholarships to be included in future newsletter.</li> <li>• Jo and Don moved to endorse the ARs summary. When completed it should be posted on the website and printed and distributed to parents. Carried.</li> </ul>		Milton and Michael Camilleri.

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<p><b>2008 School Priorities</b></p> <ul style="list-style-type: none"> <li>• Milton presented three draft plans that addressed key operational areas and foci of the Department's 2008 Priorities.</li> <li>• These were Literacy/Numeracy, Science and Student Behaviour. Much work remains to be done on the literacy/numeracy plan as the intent is to develop a whole-school writing strategy.</li> <li>• <b>Literacy</b>- whole school extended writing approach- Starting from year 8 and moving forward to Year 10- this approach was endorsed by student members of Council and can be supported by direct donations from parents on School fee sheets.</li> <li>• <b>Science</b>- enhance and extend student programs. Suggested by Christine: that parent resources be tapped.</li> <li>• <b>Behaviour plan</b>- via curriculum focused on the pedagogy is appropriate. Staff members endorsed for training in behaviour management; bullying strategies are in place. Don reported: behaviour management centres in place to assist shortfall areas.</li> <li>• It was noted that Council would be happy to assist with strategies in all areas.</li> <li>• Feedback will be provided later this year.</li> <li>• Council endorsed the plans.</li> </ul>		Milton and school staff.
<p><b>Student Representative Report</b></p> <ul style="list-style-type: none"> <li>• Gemma: concern over amount of swearing both in and out of class. Neil advised policy if students swear at teachers although it is difficult to police in the school yard.</li> <li>• Olivia: concern over the graffiti problem. Milton reported school is being patrolled over the weekend. Scratched glass to be replaced if offensive writing is scratched and repairs over \$1500 were covered by Department.</li> <li>• Students would like the same jackets as the China Tour jacket. Christine advised that Working party to be formed next meeting to meet Dress Code requirements. Student Council to discuss and P&amp;C to be advised at their next meeting.</li> </ul>		School Dress Committee
<p><b>P&amp;C Report - Jo Furness</b></p> <ul style="list-style-type: none"> <li>• SVAPA Quiz night a great success.</li> <li>• Office bearers elected at AGM and P&amp;C continuing to support school.</li> </ul>		

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<p><b>Principal's Report - Milton Butcher</b></p> <ul style="list-style-type: none"> <li>• LOTE report is being worked on and Christine has given Milton a point of contact at UWA in languages - also a parent of school. Milton has had an initial conversation. Milton sought feedback from Council for the supply of demountables for the LOTE specialty area - \$150,000. A paper will be available for consideration at a future meeting.</li> <li>• Intent is to establish a LOTE parent group and work to establish this group is hoped to commence next term.</li> <li>• Milton concerned at the results for the yrs 8-10- this will be reviewed looking at number of awards; average levels and the consistency of marking.</li> <li>• China trip planning is progressing. The launch function was a success. The Minister was very pleased to see so many parents attending.</li> <li>• Industrial action continues.</li> <li>• Reporting to Parents discussed with the option of suspending the school's time table for an afternoon/evening parent/teacher/teacher day proposed. Council endorsed this approach and Milton will apply to the Director.</li> </ul>		Milton
<p><b>Staff Report</b></p> <ul style="list-style-type: none"> <li>• Neil advised that the local churches are seeking to establish a Management Committee to support the school's Chaplain with Life Centre Pastor, Michael Greaves, as chairperson.</li> <li>• The Health Department is proposing to re-locate the Senior Social Worker who works in a number of local schools to RPH as it is believed it will provide better support to families. This will leave a big gap in terms of capability as the social worker is able to work flexibly and meet families, etc. This has been addressed through Dr. Judy Edwards, MLA.</li> <li>• Bev thanked Council for supporting the sausage sizzle, which was an excellent event with many parents attending.</li> </ul>		
<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• Anne wished the China tour well.</li> </ul>		
<p><b>Future meetings</b></p> <ul style="list-style-type: none"> <li>• Don suggested a sub-committee re next stage of school development e.g. LOTE requirements and increase in school numbers.</li> <li>• Christine wished to continue the work with improved reporting process for financials.</li> <li>• Anne said that Council should look at ways to recognize teaching excellence.</li> </ul>		
<p><b>Next meeting</b> The next meeting is scheduled for 12 May 2008-</p>		
<p><b>Meeting closed:</b> The meeting closed at 9:40 pm.</p>		