

Minutes of Meeting 4 of 2014
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 16 June 2014 at 6:30pm

ATTENDEES: Lea Fairfoul-Hutcheon - Principal, Jenny Fay - Community Representative (Chair), Rachel McGirr - Parent Representative, James Watson - Parent Representative, Jo Furness - P&C Representative, Martin Dempsey - Community Representative, Donna Gardiner - Staff Representative, Ian Johnston - Staff Representative, India Hickey - Student Representative, Milton Butcher - Co-opt Member.

1.0	Welcome and apologies	ACTIONS
1.1	Opening/welcome: The meeting was opened by Jenny Fay at 6:30pm. Jenny Fay formally thanked Rachel McGirr for chairing the last meeting.	
1.2	Apologies: Prof Trevor Cullen, ECU - Community Representative, Don Rowe - Community Representative, Jadviga Kobryn-Coletti - Student Representative.	
1.3	Milton Butcher informed the Board that Don Rowe has a serious health condition and is unable to attend meetings. At this stage, Don Rowe will take a leave of absence. The Board expressed their understanding and support and wished Don Rowe and his family the very best.	Jenny Fay to contact Don Rowe regarding his position on the Board. Prospective Community Representative suggestions to Lea Fairfoul-Hutcheon or Milton Butcher.
1.4	Confirmation of agenda: The Board confirmed the agenda.	
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	Review minutes of previous meeting. Jenny Fay presented to the Board the minutes of the 19 May 2014 meeting (attachment 1) for approval. Rachel McGirr and James Watson moved: <i>'The Board endorses the minutes of the previous meeting as complete and accurate.'</i> – CARRIED.	
3.2	Actions arising from the previous meeting (attachment 2): 1. Thank you letter to Sea Explorers completed. 2. Re-formation of the Student Council: Jenny Fay has been in contact with Neil Hudson regarding the re-formation of the Student Council. It was suggested that Council members be reminded they have taken on a responsibility and the Board would like them to engage in dialogue. 3. SBP Pedagogy and Partnerships: Update to be presented at 5.2. 4. Parent Owned Notebook Program Information Booklet consideration points: To be discussed at 5.3. James Watson and Jo Furness moved: <i>'The Board notes action list items 1, 3 and 4 as completed and item 2 as in progress.'</i> - CARRIED.	Donna Gardiner to convene a Student Council meeting on Thursday of Week 9.
4.0	Reports and Operational Matters	
4.1	Financial Report: The 2014 Period 6 Comparative Budget Report, Financial Summary, Consolidation Financial Report and Flexible Salary Monthly Summary (attachment 3) were tabled and discussed. Comparative Budget Report: <ul style="list-style-type: none"> • There remains some outstanding Voluntary Contributions and Charges. Reminder statements were sent out in Terms 1 and 2. A further statement and accompanying letter will be sent in Term 3. As charges are compulsory the school seeks endorsement to engaged a Debt Collector to recover these monies. A letter has been sent to parents/carers to advise them that debt collection will be the next step. Lea Fairfoul-Hutcheon and James Watson moved: <i>'The Board endorses the engagement of a Debt Collector to recover outstanding compulsory charges.'</i> - CARRIED. • Money received for Chaplain, Library, Technology and Innovation Initiative, Literacy and Numeracy Innovation Initiative and Proactive@Lawley are lower than anticipated. It is unlikely that further money will be received. Additional funding for Chaplaincy and Proactive@Lawley will need to come from other sources to cover salary costs. 	

	<ul style="list-style-type: none"> • Cafeteria Deed of Licence was suspended due to the fire. Income from this source will re-commence shortly. • The second instalment of School and Utilities Grants will be received in the second half of the year. • Postage allocation will need to be increased as 2/3rds of the budget has been expended during the first half of the year. • Professional Development: Teaching funds are specifically for courses not relief costs. These funds will be expended as the year progresses. • Year 7 Transition Grant of \$7000.00 to be received in October. • Excess funds in Student Funded Accounts to be expended shortly. • Balance of Unallocated Account \$101,506. <p>Financial Summary:</p> <ul style="list-style-type: none"> • Revenue collection: 63.3%. • Actual expenditure: 36.3%. Cost Centre Managers have been reminded to expend their allocated funds. <p>Consolidated Financial Reports and Flexible Salary Monthly Summary:</p> <ul style="list-style-type: none"> • School Salary Pool expenditure is in a good position. • The Project Variance of (-\$845,066) is reducing as the year progresses. • Some salary budget adjustments are outstanding. <p>Ian Johnston and India Hickey moved: <i>'The Board notes the Finance report.'</i> - CARRIED.</p>	
4.2	<p>Principal's Report:</p> <p>The Principal's Report was presented. See Appendix A.</p> <ul style="list-style-type: none"> • Year 12 students have the highest number of unauthorised absences. Efforts will be made to reduce this number. • Relationships with Primary Schools will continue to ensure the delivery of high quality Australian curriculum. • Bev Burnside will be presented with her service medallion on Friday. • Jenny Fay and Lea Fairfoul-Hutcheon attended a function for local schools hosted by Eleni Evangel. Peter Collier was the guest speaker and gave guests the opportunity to ask questions. This function provided a forum for the Government to air its point of view on current issues. • Congratulations to Jadviga Kobryn-Coletti, Chaz Carrington-Wilson and Olivia Sandri for their participation on the ABC radio "Drive Show". The Hon. Alannah MacTiernan, MP was very impressed with their questions during the Student Press Gallery program. <p>Jo Furness and Donna Gardiner moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
4.3	<p>Student Representative Report:</p> <p>India Hickey</p> <ul style="list-style-type: none"> • Exams are over. The timetable ran well with the exception of a Maths and Music clash and a Human Biology and Chemistry exam scheduled on the same day. • Year 12s have their Leavers jackets and are proudly wearing them. • Year 11 River cruise and a Mock trial coming up on the same day. • Cambodia tour leaves in 17 days. • Year 9 Lightning carnival on Wednesday. • Parents and students have reported that the Art Auction was very good. • Andrew is holding a World Cup Soccer competition involving all year groups. Students have been asked to submit a team. • A group of West Coast Eagles players, including the new captain, visited the school today. Students were very excited. • Year 10 subject selections and recommendations are underway. <p>Martin Dempsey and Rachel McGirr moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	

<p>4.4</p>	<p>Staff Report: Donna Gardiner</p> <ul style="list-style-type: none"> • Year 10 Leadership Camp was held. All students gained a great deal from the knowledge and experience of staff. Lots of good feedback received. • Upcoming events: Year 12 Chill out, Year 11 River cruise, whole school assembly next Monday morning and a High Achievers' Breakfast in Week 10. • Individual Education Plan (IEP) reviews for Year 8 to 12 students with learning difficulties and disabilities have been completed. Students who are at risk and need re-engagement will attend a meeting with their parents in Week 2 of Term 3. This meeting will focus on establishing strategies to help students achieve success. • The school is in a pilot program to identify students who have learning difficulties or disabilities. This data will be used to apply for Federal funding to assist these students. • To assist with planning for the Year 6/7 transition there will be a visit to Primary Schools to support students with additional needs. This includes a student with Muscular Dystrophy. • An Attendance Committee has been formed. This committee has held its first meeting and commenced looking at issues identified in the IPS Review. <p>Ian Johnston</p> <ul style="list-style-type: none"> • Following the finalisation of exams a process commences including: counselling students, reviewing results, sending out exemplary achievement letters and letters of concern. A number of students have enrolled in TAFE for second semester following information that their progress will be an impediment to them further down the track. • Year 10s have a lack of understanding that exams are used as a tool for Year 11 subject recommendations. This will need further publication in 2015. • GAT students have had their interviews. • SVAPA selection process has been completed. • The Art Auction was extremely well attended this year. The auctioneer was vigorous and encouraging. A large number of artworks sold resulting in a highly successful event. <p>Ian Johnston and Lea Fairfoul-Hutcheon moved: <i>"The Board thanks formally the Art Auction Committee for the enormous amount of work they undertake to raise money for the Music and SVAPA programs through the Lawley Art Auction."</i> - CARRIED.</p> <ul style="list-style-type: none"> • Music students will be attending a camp this week for four days to prepare for upcoming concerts and festivals. • Whole school reporting day/career expo is on Thursday, 3 July 2014. Parents will receive notification of this event shortly. • Cambodia tour involves 18 high calibre students. They will be away for the majority of the July school holidays and are wished all the best. • Planning is complete for the School Development Days at the beginning of Term 3. Primary Schools will be sharing the school's facilities on the second day. • Year 9 parent night is scheduled early in Term 2. This starts the counselling process for Year 9s coming into Year 10. Information from this process will then be used to finalise the timetabling model for 2015. <p>Martin Dempsey and India Hickey moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	<p>Jo Furness to convey the Board's appreciation of the work undertaken by the Art Auction Committee at the next P&C meeting.</p>
<p>4.5</p>	<p>P&C Report:</p> <ul style="list-style-type: none"> • All subcommittee executives have been endorsed by the P&C. • All P&C Committee accounts have been audited for the period 2012 and 2013. The auditor noted a good standard of books in 2013 and provided a list of areas requiring improvement. As treasurer of the P&C, Jo Furness will ensure the suggested changes are adopted by all subcommittees. • Approval was given to fund \$1427.27 for Sewing Club materials and staffing and \$1850 for Art Auction flyers and postage. 	

	<ul style="list-style-type: none"> • Art Auction went very well. 70 to 75% of artwork sold on the evening and preliminary figures indicate a profit of approximately \$20,000. Exact figures will be released in the next couple of weeks. Enhancements for 2015 will be discussed at the next meeting. • The Music Sub-committee is funding a piano to the value of \$6500. Their busy bee to tidy the main music room was very successful. • The Uniform Committee has rescheduled their meeting with Nell Gray to Tuesday, 17 June 2014. Samples of the proposed new uniform items will be reviewed. Any major change will be brought to the Board. <p>Rachel McGirr and Ian Johnston moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
5.0	Discussion items	
5.1	<p>IPS Review: The Independent Review Findings Report, 2014 was mailed to Board members on 8 June 2014 for consideration. The report was discussed.</p> <ol style="list-style-type: none"> 1. There was further discussion regarding the recommendations. 2. The school refuted comments relating to unmet targets. At the time of the Review the school was only 2/3rds through its business plan cycle. Targets that were recorded as not met, during the review process, may be met by the end of this year. This was acknowledged. 3. Milton Butcher, Substantive Principal, advised there are some further issues in the report that are contested and there is some discussion with senior officers of the Department. <p>James Watson and Jo Furness moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
5.2	<p>School Business Plan 2012-2014 Target Achievement Report: The School Business Plan 2012-2014 Target Achievement report (attachment 4) was presented and discussed. Targets have now been colour coded to assist with analysis. The key is as follows:</p> <ul style="list-style-type: none"> • Pink - those that are not achievable in this business plan. • Yellow - those still in progress. • Green - those achieved. • Any item coloured khaki indicates new information. <p>Better Academic Achievement:</p> <ol style="list-style-type: none"> 1. Targets in this area cannot be measured until the end of the year as they are related to student achievement and grading. <p>Pedagogy:</p> <ol style="list-style-type: none"> 2. Teacher modelling through CMIS. <ul style="list-style-type: none"> – Comment added: Spreadsheet to be updated on this. – Unlikely to be achieve 60% partly due to financial constraints. – Alternative professional learning opportunities are being sought. 3. PLC will include 30 minutes of professional conversations. <ul style="list-style-type: none"> – Very hard to measure. It was suggested that Learning Area meeting PLC be recorded in minutes. – Continuing to impress upon people the importance of professional learning communities. 4. Teacher coaching structure 20%. <ul style="list-style-type: none"> – Unlikely to be achieved. New performance management policy requires that teachers engage in peer observation. 5. 100% of teachers identify one area of pedagogy to improve. <ul style="list-style-type: none"> – Comment added: To the extent that all teachers are required to include a goal on student achievement. 100% of teachers would have a goal related to pedagogy as a means of improving student achievement. – This target cannot be measured due to access restrictions of Performance Management documents. It was suggested that the Line Manager 'tick a box' to record that this has been done. <p>Student Wellbeing:</p> <ol style="list-style-type: none"> 6. The number of incidences of bullying to decrease by 5% as identified in student surveys. <ul style="list-style-type: none"> – Comment added: Surveys to be completed in Term 3, 2014. – The school must utilise the National survey. 	<ol style="list-style-type: none"> 2. Lea Fairfoul-Hutcheon to amend comment to show that this target is unachievable, explain the reason why and mention seeking alternatives. 4. Lea Fairfoul-Hutcheon to amend comment to show this target is unlikely to be achieved. 6. Lea Fairfoul-Hutcheon to provide National survey questions to the Board.

	<ul style="list-style-type: none"> - The school's stand on bullying is unequivocal, it is not acceptable behaviour. As a consequence, there are many counter-bullying strategies in place. - The interpretation of bullying can be very different from person to person. It was suggested to provide information to Year 8 and 9 students on what bullying is. <p>7. Increase attendance rates to above 90% in all years.</p> <ul style="list-style-type: none"> - Comment added: Attendance policy under construction June 2014. <p>Partnerships:</p> <p>8. 100% of Year 9 students who undertake the Certificate I course.</p> <ul style="list-style-type: none"> - Comment added: We would like to remove this target given that it is no longer relevant. <p>9. All students who begin Certificate courses offered with providers are successful in gaining the qualification.</p> <ul style="list-style-type: none"> - Comment added: We would like to adjust this target to 'Most' given that 'All' is unattainable since it does not account for students exiting school before the completion of Year 12. <p>10. The number of Alumni registry increases by 10%.</p> <ul style="list-style-type: none"> - Comment added: Several former and current staff members are working on this. <p>11. 70% of parents take up the offer of Parent Connect.</p> <ul style="list-style-type: none"> - Comment added: We wish to remove this target since it is too difficult to measure with certainty. - It was suggested to remind parents that this service is available. - Can be measured by the number of parent consent forms received. <p>Jenny Fay and India Hickey moved: <i>'The Board notes the School Business Plan 2012-2014 Target Achievement report.'</i> – CARRIED.</p>	<p>6. On receipt of survey questions the Board to consider if a second survey is required.</p> <p>6. Lea Fairfoul-Hutcheon to determine if additional questions can be added to the National survey.</p> <p>8. Lea Fairfoul-Hutcheon to amend comment to show this target is not relevant as course is not offered.</p> <p>9. Lea Fairfoul-Hutcheon to retain original target and adjust the comment to reflect why this target is not achievable.</p> <p>11. Lea Fairfoul-Hutcheon to remove comment, resource consent numbers from Michael Camilleri and update target progress.</p>
5.3	<p>Parent Owned Notebook Program Information Booklet:</p> <p>James Watson's MacBook Air Purchase Discussion Document (attachment 5) was tabled and discussed.</p> <ul style="list-style-type: none"> • Options have now been placed in the school's information booklet advising parents/carers that they may like to consider doing their own research or utilising the expertise of Winthrop to select a machine. • James Watson suggested that his document be provided to the P&C as a resource of options for parents/carers. There is no intent to have the document endorsed by either the school or the P&C. • Caution needs to be exercised with extended warranties. <p>Rachel McGirr and Martin Dempsey moved: <i>'The Board notes the MacBook Air Purchase Discussion Document.'</i> – CARRIED.</p>	<p>James Watson to create a P&C version of his discussion document.</p> <p>Jo Furness to promote through the P&C.</p> <p>Lea Fairfoul-Hutcheon to give consideration to the extended warranty section in the school's information booklet.</p>
6.0	Other Business	
6.1	School Website updates:	<p>Lea Fairfoul-Hutcheon to amend and upload 2013 Annual Report on the School's website.</p> <p>Sue Faranda to update membership list.</p>
7.0	Next Meeting	
	Meeting scheduled for 18 August 2014 - Warren Daniel Conference Room.	Agenda items to Jenny Fay/Lea Fairfoul-Hutcheon.
8.0	Roundtable evaluation	
	Rachel thanks all members of the Board for their robust discussions.	
9.0	Meeting Close/Adjournment/Next meeting	
	The meeting was closed by Jenny at 8:45pm. The next meeting will be at 6:30pm, 18 August 2014 in the Warren Daniel Conference Room.	

Signed (Chair) _____
Jenny FAY

Date: _____

APPENDIX A - PRINCIPAL'S REPORT

Mount Lawley Senior High School School Board Meeting: Principal's Report 16 June 2014
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Successes	<ul style="list-style-type: none"> ▪ Reconciliation Service in Kings Park on 28 May with Aboriginal students led by Dr Phil Paioff and Michael Camilleri. ▪ USA Memorial Day service in Kings Park. ▪ Planning for Art Auction and the Art Auction itself. Great event that brings together the school community. Lots of fun and very stylish. ▪ Run for a Reason: small crew of staff and students who participated. ▪ Boys' football on top of their league: lost to Warwick SHS (a football specialist school) by only 1 point last week. ▪ Year 9 Debating team lost by only 2 points to Perth Mod. ▪ Basketball team beaten by Trinity but won against Woodvale Secondary College = specialist basketball school. ▪ Year 10 Information night: full lecture theatre at ECU with people sitting in the aisles ▪ Year 10 counselling going very well in the staff room. Training occurred a couple of weeks ago and the feedback from the Transitions and Pathways team is that MLSHS is exemplary in its approach. ▪ Year 10 Leadership camp. ▪ Chloe Rollond sang for us at morning tea: definitely a star of the future. ▪ Song writing and recording workshop over two days with the lead singer of Eskimo Joe, Kav Temperley. This was very well received by the students and staff. ▪ Reports being finalised in readiness for reporting day on 3 July. ▪ Feedback from the Ex-POW association: <i>"The President, Committee and Members of the Ex-Prisoner of War Association, WA were most appreciative of the contribution your teachers, staff and students applied towards the very successful conduct of our annual commemorative service at the Ex-POW Memorial, Kings Park. All present were highly impressed with the efficient organisation and conduct of the ceremony and the warm and sincere affection shown to all the veterans."</i> ▪ Feedback on our VET practitioners: they have been complimented by our Registered Training Organisation on their proficiency of delivery of Certificate courses.
Aboriginal Education	<p>Follow The Dream: Induction for this program and the Aboriginal Excellence Program was very successful. Attended by the Manager of Aboriginal Education, Jacqueline McGowan-Jones and regional office staff. Most importantly, parents and caregivers of our students were very happy and we had significant interest from surrounding schools seeking application to join our program. Well done to Phil, Bridgid and team on their efforts with this event.</p>
Attendance	<p>Continues to be a focus.</p> <p>Year 8: 92.6% Year 9: 89.7% Year 10: 88.6% Year 11: 90% ave Year 12: 89.7% ave</p> <p>I attended a meeting of the Network Principals' Group on 27 May at which there was discussion of training of people for attendance panels. It is an expectation that schools will run these. We have had some meetings with parents/caregivers; panels are the next step.</p>

Building under construction	<p>The first storey slab on one section has occurred and building is continuing. The slab will be extended to another section when the infrastructure is complete in that section. Internal walls are being constructed. The brickwork is 90% complete in the Staff Resource Centre.</p> <p>The indigenous brick artwork is completed on the entrance to the building.</p> <p>Building is progressing well. No hiccups reported.</p>
Buildings and grounds	<p>Update on parking: Learoyd Street Proclamation has been signed and is expected to be gazetted this week. Policing of the street can commence following gazettal. John Hayes from ECU has asked ECU Traffic people to advise us when they will commence policing the parking.</p> <p>The brick wall is completed around the pump station in Woodsome Street is now complete.</p> <p>We expect that we will be provided with one demountable next year to assist with extra students, in addition to our new building.</p> <p>We are currently investigating changing one of our former D& T classrooms that has been used as a computer lab back to a D& T room. The scope of works is being worked on.</p>
Current enrolment	1296
Finances	<p>The new student centred funding model is expected to be rolled out soon.</p> <p>Audit was due to have commenced today. On Friday I was advised that it has been postponed until Term 3 due to the illness of the auditor. Today I was informed that the audit is back on and the auditor commenced work at approx. 11:30am. He will be here until the end of the week.</p>
IPS review	Separate discussion.
IT	<p>Thank you to the Board for your input on the Parent Owned Model. As a result of James Watson's investigation and research we were able to make further adjustments to the documentation going out to parents. This will be put out to parents and families on acceptance of enrolment and will be rolled out to our current students in 2015.</p> <p>Year 10 students have now had multiple opportunities to collect their laptop. Any students who do not, have not availed themselves of these opportunities. (There are only two students left.)</p>
Middle School	<p>Recent focus has been Transition.</p> <ul style="list-style-type: none"> • Visited the 11 local area intake PS to develop relationship with students. <ul style="list-style-type: none"> ▪ Presentation by staff ▪ Q&A to a MLSHS student • Regular sharing of information and progress to PS through Principal Network • Develop relationship with staff of PS through trade off session with PS staff on transition processes • Parent Focus Group do not want to meet this term due to confidence in our leadership, are kept up to date with key dates via mail out. • SAER information transition commenced. • Schedule of visits for transition of information for mainstream students established. • Enrolment forms distributed this week due Fri week 9.

Network	<p>Meeting last week with a focus on the upcoming conference at the beginning of Term 3.</p> <p>There is a presentation this week for principals on the Australian Principal Standard that I will be attending.</p> <p>Inglewood, Kyilla and Sutherland Dianella PS made their presentations a couple of weeks ago for IPS status. The outcome will be known in Week 1 of Term 3.</p>
P & C	Will be Monday, 30 June.
School planning	Will begin in earnest now that the report is finalised.
Staffing	<ul style="list-style-type: none"> • Retirement functions for Peter Stotzer and James Cheah at the end of the year. • Mr Stephen Sibson has been on extended sick leave since the end of last term. • Advertising for all positions has been put on hold as per the state government freeze: you can ask for an exemption which we have done in a few cases, especially to cover LSL. We currently have the English Program Coordinator job “advertised” as an expression of interest. • We have finalised the advertisements for pools for 2015 recruitment. These will go “live” once the freeze is lifted. We have been informed that this will occur on 1 July.
Trade Training Centre	I will be attending a meeting on this in Week 9.
2015	We continue to be on track for our preparation for this and are at the stage of preparing timetable models.