

**Minutes of Meeting 3 of 2012
Mount Lawley Senior High School
School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 21 May 2012 at 6:30pm**

ATTENDEES: Milton Butcher – Principal, Carl Pekin (Chair), John Cloake – Parent Representative, Don Rowe, Community Representative, Michael Sutherland, MLA – Member for Mount Lawley, Community Representative, Andy Outten – Staff Representative, Teleah Wilcox – Student Representative.

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome. <ul style="list-style-type: none"> The meeting was opened by Carl Pekin at 6:30pm. 	
1.2	Apologies: Parent Representative, Jenny Fay – Parent Representative. Glenn Scott – Community Representative. Ian Johnston – Staff Representative. Prof Trevor Cullen, – ECU Community Representative. Georgia Burmester – Student Representative.	
1.3	Confirmation of agenda. <ul style="list-style-type: none"> The Board confirmed the agenda. No additional items. 	
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 3 agenda.	
3.0	Minutes of previous meeting	
3.1	Review minutes of previous meeting. Carl Pekin presented to the Board the minutes of the 19 March 2012 meeting (attachment 1) for approval. Don Rowe and Andy Outten 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. Nil.	
4.0	Guest Speaker	
	Michael Camilleri delivered a Subject Selection Online (SSO) presentation to the Board. Key points included: <ul style="list-style-type: none"> MLSHS will be initiating a new process for subject selection. This semi-automated system, produced by CountryNet, the developers of Parent Teacher Online (PTO), is more efficient and will allow additional parent involvement. This service is being offered free of charge for the first year. Future costing forecasted at approximately \$1,500.00 per annum. Year 10s going into Year 11 are the target group. This could be expanded in the future. Selecting correct subjects is critical for students and the school. This system will alert students and parents to pre-requisites, mandatory subjects and subject-related costs. Students login via a secure internet link to the school's SSO site and choose subjects. These choices can be monitored, revised and updated. Teachers will be able to add subject recommendations. Additional information can also be collected eg plans for staying at the school or to describe intended career paths. After completing subject selections a selection report and payment summary can be downloaded and printed. 	Michael to introduce SSO into the school.

	<ul style="list-style-type: none"> • In 2012 existing counselling sessions will continue. Counsellors will be allocated a group of students to monitor. • On completion of the parent/student interview a unique login will be issued. Parents and students can then make selections using SSO. • Families without an internet service can gain access at the school via a school computer. <p>Following the presentation there was further discussion.</p>	
5.0	Discussion Items	
5.1	<p>Directions of the School - School Business Plan: The 2012-2014 draft School Business Plan (attachment 2) was tabled and discussed. The following amendments were requested:</p> <ul style="list-style-type: none"> • Page 6, paragraph 3, sentence 3, remove “in language, culture and ethnicity”. • Page 6, paragraph 4, dot point 1, sentence 1, remove “future”. • Page 6, paragraph 4, dot point 2, remove “future”. • Page 6, paragraph 4, dot point 4, remove “sustainment for the future” and replace with “sustainability”. • Page 6, paragraph 10, sentence 3, remove “graduation” and replace with “leaving the school”. <p>Don Rowe and Michael Sutherland moved: <i>‘The Board endorses the 2012-2014 School Business Plan subject to the above listed amendments’ - CARRIED.</i></p>	Milton to action amendments and insert into the typographically correct document.
5.2	<p>School Board Professional Development (PD):</p> <ul style="list-style-type: none"> • A half day session PD is offered to all Board members. • The PD is ideal for Board members with limited knowledge of meeting procedures. <p>No Board member requested nomination.</p>	
5.3	<p>Annual School Report, 2011: The Annual School Report (attachment 3) was tabled. The following amendments have been initiated:</p> <ul style="list-style-type: none"> • Page 6, paragraph 3, now includes a brief summary to explain the table located beneath it. • Page 8, paragraph 2, has been re-written to clearly explain the purpose of the Reserve account. • Page 8, paragraph 3, has been added to provide information relating to Contributions and Charges rates. • Page 11, Summary - Staff graph, has been reduced to match the questions shown on page 10. <p>The Board requested a statement pertaining to question 7 in the Satisfaction survey “The school does not have a bullying problem.”</p> <p>Milton Butcher and Don Rowe moved: <i>‘The Board endorses the 2011 Annual Report subject to the inclusion of the statement: “As a result of the survey the school continues to strengthen anti-bullying procedures.”’ - CARRIED.</i></p>	Milton to action amendment and publish.
5.4	<p>Subject Charges for 2013: The 2013 proposed Subject Charges document (attachment 4) was tabled and discussed. Key considerations:</p> <ul style="list-style-type: none"> • Increases to be around the rate of inflation which is notionally 5%. • Paper costs are currently ahead of inflation. • A number of areas have increased charges by a small amount to meet expenses. • Areas coming under budget in 2011 have not increased charges. • Where practicable charges have been reduced eg Workplace Learning. 	Business Manager to effect changes to D & T Certificate III courses.

	Don Rowe and Michael Sutherland moved: <i>'The Board endorses the 2013 proposed Subject charges subject to the inclusion of a note that D & T Certificate III courses are offered by invitation and an extra \$30 will be charged for the issue of the certificate.'</i> - CARRIED.	
5.5	<p>Reporting Day - 5 July 2012: The Board was asked to endorse the submission of a request to close the school on Thursday, 5 July 2012. This is for the purpose of reporting to parents.</p> <ul style="list-style-type: none"> • A Careers Expo will be incorporated into the day's activities. • Parents will be given the opportunity to access teachers between the hours of approximately 9:00am to 7:00pm. • Teacher breaks will be clearly outlined so appointments are not made during this time. • Appointment times will be 10 minutes in duration. <p>Milton Butcher and Andy Outten moved: <i>'The Board endorses the submission of a request to close the school on Thursday, 5 July 2012.'</i> - CARRIED.</p>	Milton to submit request to the Regional Executive Director.
5.6	<p>School Uniform Policy: The Uniform Policy (attachment 5) was tabled and discussed.</p> <p>The Board was asked to support the inclusion of a statement that empowers the Principal of Mount Lawley SHS to manage School Uniform exemption requests and to support the efforts of staff to secure compliance with Uniform Policy.</p> <p>John Cloake and Andy Outten moved: <i>'The Board endorses the Uniform Policy.'</i> - CARRIED.</p>	
5.7	<p>Review of Terms of Reference: Deferred to the next meeting scheduled for Monday, 18 June 2012.</p>	Carl to note item for agenda.
6.0	Reports and Operational Matters	
6.1	<p>Financial Report: The Financial Summary as at 30 April 2012 and a comparative statement (attachment 6) were tabled and discussed.</p> <ul style="list-style-type: none"> • Unallocated funds are currently being allocated against accounts. • Statements will be sent to parents/guardians shortly. • The suspense account is housing \$298,000.00. This will be transferred to the appropriate accounts following end of month procedures. • Collection rates will become more evident following end of month procedures. <p>Don Rowe and John Cloake moved: <i>'The Board notes the Finance report.'</i> - CARRIED.</p> <p>Glenn Scott and Jenny Fay moved: <i>'The Board endorses the Finance Committee's decision to approve the purchase of an interactive Smartboard and speakers for the Languages Department from the school's Technology Innovation fund.'</i> - CARRIED</p>	
6.2	<p>Student Representative Report: Teleah Wilcox</p> <ul style="list-style-type: none"> • Year 9 NAPLAN testing is now complete. • Year 11s and 12s have commenced Semester 1 exams. • Year 10s will commence exams next week. <p>Andy Outten and John Cloake moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	

6.3	<p>Principal's Report:</p> <ul style="list-style-type: none"> • One of the benefits of an IPS is the ability to move staff. This flexibility allowed MLSHS to secure the services of the Languages Level 3. This movement ability is a positive step for both the school and its staff. • Plans are underway to acquire an exchange teacher from Hangzhou for a period of 6 months. This is a groundbreaking initiative that will reap benefits for both the Hangzhou teacher and MLSHS students. • There is an audit team at the school analysing enrolments to assist with the implementation of Year 7 students. When audit results are known an appropriate response will be delivered. • A building plan for the Year 7s will go ahead. A request has been made to include other refurbishments at the same time to reduce costs. • NAPLAN testing has finished. Some parents withdrew their children, at short notice, in response to a newspaper article. These students automatically score under the benchmark. • Milton wished all senior students the best of luck with their exams. • IPS salary figures are still under consideration. • Members of the public continue to comment on the exemplary behaviour of MLSHS students during assemblies. Students are applauded for their values. • Resources for the 1:1 computer rollout are now exhausted. Computer reserves will be used to purchase class sets of note books for Year 9 students. <p>Andy Outten and Don Rowe moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	<p>Milton to continue to liaise with the Hangzhou teacher.</p> <p>Milton to respond to audit results.</p>
6.4	<p>Staff Report: Andy Outten</p> <p>Upcoming events</p> <ul style="list-style-type: none"> • A well attended WACE information evening was held at ECU. • Exams have commenced for Years 11 and 12. Year 10s start next week. Students are being reminded to wear school uniform at all times. • Year 10 River Cruise - Wednesday, 23 May 2012. • Year 8/9 River Cruise - Thursday, 24 May 2012. • Year 11 subject selections for Year 10 students imminent. <p>Carl Pekin and John Cloake moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
6.5	<p>P&C Report:</p> <ul style="list-style-type: none"> • The last P&C meeting was held on Monday, 26 March 2012. • All sub committees were endorsed. • A letter expressing interest in the MLPS Pre-primary site was sent to the Education Department. <p>Carl Pekin and Don Rowe moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
7.0	Other Business	
	Nil	
8.0	Next Meeting	
	Meeting is scheduled for 18 June 2012 in the Warren Daniel Conference Room.	Agenda items to Carl or Milton.
9.0	Roundtable evaluation of the meeting	
	No further comment.	
10.0	Meeting Close/Adjournment/Next meeting	
	The meeting was closed by Carl at 8:20pm. The next meeting will be at 6:30pm, 20 August 2012 in the Warren Daniel Conference Room.	

Signed (Chair) _____
Carl PEKIN

Date: _____