

# AVELEY SECONDARY COLLEGE

## BOARD MEETING MINUTES



**AVELEY**  
SECONDARY COLLEGE

<b>DATE:</b>	Tuesday 15 May 2018
<b>TIME COMMENCED:</b>	5.30pm
<b>LOCATION:</b>	Aveley Secondary College, Conference Room
<b>MEMBERS PRESENT:</b>	Phil Hay, Chris Spencer, Denise Williams (Parent Representative) Jimmy Cangi, (Community Representative) Jaleesa Dearle, Rachael Ball, Bev Day (Staff Representatives) Stephen Pestana (Principal)
<b>EX-OFFICIO:</b>	Justine Avenell (MCS)
<b>APOLOGIES:</b>	Michelle De Nero, Jessica Shaw, Cameron Fairbrother
<b>PREVIOUS MINUTES:</b>	Moved and seconded by Phil and Chris

ITEM & DISCUSSION	ACTION
<p><b>Business Arising:</b></p> <p>Actions complete, in hand or on Agenda</p> <ul style="list-style-type: none"> <li>○ Library to be operational at some stage throughout Term 2 – In progress</li> <li>○ All Board Members to sign and hand in code of conduct – Actioned</li> <li>○ Stephen to go to Department legal team for advice on CCTV – Agenda</li> <li>○ Board to be provided updated Business Plan by next meeting – Agenda</li> <li>○ Abbreviation/Glossary/definitions list to be created – NA</li> <li>○ Amend dress code so logo is defined as Aveley Secondary College logo – Actioned</li> <li>○ Rights &amp; responsibilities to be emailed to board members by R Ball - Agenda</li> </ul>	
<p><b>CCTV</b></p> <p>Board Approves and supports ASC to proceed with a plan for CCTV that assists safety for students</p> <p>Board is happy for CCTV to proceed now that Spotless is not</p>	

involved.

Noted that P&C also support it.

### **Principal's Report**

#### 1. Staff & Workforce Planning

Associate Principal on Sick leave currently

Principal on leave from June 12 to July 26

Additional class to be put on timetable

Currently in workforce planning for 2019 and beyond

Expecting similar enrolment numbers as 2018.

Expected to place 2 more leadership positions

#### 2. Student Intake

A total of 40 feeder schools contribute to our college.

Imbalance between male 141 and females 112

Drift from feeders

- Upper Swan 26 ( 19 to local Privates)
- AHPS 12 (9 to ESC)
- MSPS 20 (9 to ESC)

Current enrolment on SIS 265

#### 3. Attendance and Comparisons

Currently 93%. A good result compared to other schools

#### 4. NAPLAN

Began today, Generally smooth

#### 5. ICT Coaching

Very strong uptake of ipads around 90%

Staff PL with coaching model.

Very strong staff involvement including after school in their time

#### 6. House Points

House points reward system has started.

#### 7. Maths Revision

Revision classes have started

#### 8. EDI & Partnerships

Working with ECU Dr Hammond.

Met with other schools in EDI through Fogarty Foundation

Schools rollout is proceeding very well.

<p>9. Upcoming Events</p> <ul style="list-style-type: none"> <li>○ Prospective Parent Information Night June 6</li> <li>○ Reports June 18</li> <li>○ Parent Report Day June27</li> </ul>	
<p><b>School Budget</b></p> <p>College one line budget presented.  Current surplus \$28,739. Voluntary Contributions received 49% of total college population vs 69% of reported budgeted income. Expenditure 25% of total budgeted.  Some interest in leasing facilities however lessor expecting the college to purchase equipment for their use.  College is interested in supporting community groups, however net income is very low, therefore consideration of time and cost to the college vs the benefit must be made. Negotiating with City of Swan and supporting their initiatives to have activities at the college that our students can participate in the future.</p>	
<p><b>Business Plan</b></p> <p>Question: How do we measure targets? Especially in mental health and well being  Survey vs such as People Diagnostics Survey, log of students who seek referrals  Was explained more detail will be in the operational plan.  Was explained that the role of Education Support was discussed.  Aim is to emphasize it is one school and all of the strategies and priorities apply to education support as well as mainstream.  Reference to Inclusiveness of ES.  Agreed that the Board approves of the plan with actioned changes.</p>	<p><b>ACTION</b> Board asked reference to operational plan to be included in the BP.  <b>ACTION:</b> Include reference to indigenous students in Business Plan</p>
<p><b>Delivery and Performance Agreement</b></p> <p>Discussion of the DPA. It outlines the expectations of Principal, Board, School and Department.</p> <p>Question was can we edit the agreement?  No the agreement is a standard template for all IPS schools.</p> <p>Agreed that the Board saw no reason or problem with supporting the DPA.  Agreed the Board Chair will sign once read closely.</p>	<p><b>ACTION:</b> Board chair to read and sign DPA.</p>
<p><b>Framework for Countering Bullying</b></p>	<p><b>Action:</b> Phil Hay to</p>

<p>Three documents presented</p> <p>Student responses to bullying for the student audience and teacher responses in responding to bullying.</p> <p>Preventing and managing bullying College document.</p> <p>Community awareness of social media and managing their children a focus.</p> <p>Suggest use parent forum to promote what our approach is, guest speakers to attend.</p> <p>Students will be used to present the student document to their peers in PCG</p> <p>Rachael noted that this was one of the best cohorts of students</p> <p>Suggestion of a phone in student services for students to be able to ring help line</p> <p>Putting up posters and support signage outdoors</p> <p>Looking at apps that could be used in class – headspace, Smiling Minds</p> <p>Pursue Large TV screens used to reinforce key messages</p> <p>Reference to strategies in newsletter</p> <p>Importance of communicating to wider community – Programs and initiatives</p> <p>Teaching pro social behaviour as part of the wellbeing program</p> <p>Possibility of PPP being delivered by psych.</p> <p>Education of parents about mental health – PPP and similar forums</p> <p>How do we strengthen networks for community?</p> <p>Mental Health First Aid was discussed</p> <p>Aussie Optimism being considered by psych in semester two for wellbeing program</p> <p>We have staff trained in Gatekeeper training and Youth Mental Health First Aid</p> <p>Board Support for smiling minds and similar approaches</p>	<p>approach Harvey Norman for TV for publicity for Student Services notifications to be displayed</p>
<p><b>EDI</b></p> <p>Created PLC, teachers observing each other</p>	

<p>Lorraine Hammond has trained and observes our staff  The feedback is we are installing EDI effectively  Key is daily reviews.  SWIVL being used to video lessons  Quite exciting project  Developing suite of own videos of best practice</p>	
<p><b>Assemblies</b>  Question was asked How often? Are parents invited? Can we communicate to parents in advance? How often is newsletter frequency</p> <p>Principal explained high school assemblies are different from primary context. Formal assemblies usually at end of year and semester parents invited to see students receive awards. Other assemblies tend to be internal: held during day, sometimes ad hoc and logistics make inviting parents not practical. Clarified that Awards have not been given out. Aim is for newsletter is one a month. Website and Facebook used for other communication.</p>	
<p><b>Donations to school</b>  Question is are we registered for deductible gift recipient ?(DGR) (is an entity or fund that can receive tax deductible gifts)</p>	<p><b>ACTION:</b> Justine will follow up whether we can use receive tax deductible gifts?</p>
<p><b>Generic Email for Board</b>  Question was raised is a generic email for board useful. Principal explained web page will have board details including emails for each member. It is preferred that parents contact school directly for problems. Board contact will be available to community as we are updating our web page</p>	

**Meeting Closed: 7pm**

**Next Meeting:**

<b>ACTIONS</b>
Library to be operational at some stage throughout Term 2
Board asked reference to operational plan to be included in the business plan
Reference to indigenous students to be included in Business plan
Phil Hay to approach Harvey Norman for TV for publicity for mental health programs to be displayed
Justine to follow up whether we can receive tax deductible gifts
Board chair to read and sign DPA.