

AVELEY SECONDARY COLLEGE
BOARD MEETING MINUTES



DATE:	Tuesday 6 March 2018
TIME COMMENCED:	5.30 pm
LOCATION:	Aveley Secondary College, Conference Room
MEMBERS PRESENT:	Phil Hay, Chris Spencer, Michelle De Nero, Denise Williams (Parent Representatives) Jessica Shaw (Community Representative) Rachael Ball, Jaleesa Dearle, (Staff Representatives) Stephen Pestana (Principal)
EX-OFFICIO:	Justine Avenell (MCS)
APOLOGIES:	Bev Day (Associate Principal)

ITEM & DISCUSSION	ACTION
<p>Election of Chair</p> <ul style="list-style-type: none"> Request to delay the election of Board Chair until Bev Day- Associate Principal is present at next meeting. All members approved. 	
<p>Future meetings scheduled</p> <ul style="list-style-type: none"> Future meetings are set for Tuesdays, however will be moved to Monday if it falls on a parliament sitting Meeting times are set at 5.30-7.00pm Meetings are to be scheduled every week 3 & 7 of each term An extra meeting requested for this term has been scheduled for Tuesday 27th March- week 9 Review of schedule of items Annual Overview- Draft This is a guide only, timelines will be met under the business plan Policies are currently in draft form and will be sent electronically to all Board members for feedback prior to the next meeting NAPLAN preparation- schedule of information will be sent out to parents College is currently preparing students for upcoming NAPLAN in Project Based Learning classes Strategies for communicating with parents needs to be clarified <ul style="list-style-type: none"> Timeline for notifications to parents to be established Facebook page has all up-to-date communications and notifications ASC Webpage is still under construction Academy will be utilised to email parents- staff still learning processes ASC calendar is in draft form 	<p>Jessica Shaw to email S.Pestana dates of Parliament sittings.</p> <p>Stephen Pestana to email all Board Members draft policies prior to next meeting for feedback and review.</p> <p>Bev Day to send out information to parents in regards to the College processes and procedures asap.</p>
Acceptance of Draft Terms of Reference an Draft Code	Amendments to be made and

<ul style="list-style-type: none"> • ASC Draft Terms of Reference is based on the Department template • Note: 6.5- Composition of the Board, there will be future plans to increase community representatives • Note: 8.1- has been amended to cater for Year 7 2019 parents • Note: Appendix 1- Code of Conduct, correction to capital letters • Note: School Council, correction to Board • All Board members accepted the Terms of Reference • All Board members accepted the Code of Conduct 	<p><i>emailed to Board members to sign and return at the next meeting.</i></p>
<p>Community Representation</p> <ul style="list-style-type: none"> • Plans to have additional strategic community representation on the ASC Board • University partnerships/ Education Support/ STEAM focus is desirable • Mental Health representative-is a current need in the community • Suggestions put forward: <ul style="list-style-type: none"> - Greg Ryan-Gadsen- Director of Smith Family - Cameron Fairbrother - Project Neon/ engineering/ STEM - Stewart Sinclair- Stocklands - Kate and David from City of Swan - Tony Fotios- Youth Focus CEO - Jimmy Cangj- City of Swan Youth Program - John Acieck- Ngala Swan Alliance/ Sudanese Community - Dr Garfield- Local Psychologist 	<p><i>Discussion to continue at next Board meeting and decision to be made of additional community representatives.</i></p>
<p>Board Training</p> <ul style="list-style-type: none"> • All Board members to refer to file and read before the next meeting 	
<p>Principal Report</p> <ul style="list-style-type: none"> • Presentation by S.Pestana 	
<p>School Budget- Overview</p> <ul style="list-style-type: none"> • Presentation by J.Avenell of preliminary dashboard • Full budget to be presented at next meeting 	
<p>Presentation- Context of School Performance</p> <ul style="list-style-type: none"> • Presentation by S.Pestana 	
<p>School Planning- Draft Business Plan, Timelines, Priorities</p> <ul style="list-style-type: none"> • School Business Plan is in draft format • School staff committee have been planning and reviewing the strategies and targets • Feedback is encouraged from Board members 	<p><i>School Business Plan to be emailed to all Board members before the next meeting for feedback and discussion.</i></p>
<p>P&C Submissions</p> <ul style="list-style-type: none"> • P&C have many grants and fundraising in progress • Submissions are called on- needs/wants • Staff are aware and a list is being generated • Need for a bus? • Need for Arts/Drama 	<p><i>Submissions are requested by Friday 9 March to be submitted to P&C Chair.</i></p> <p><i>J.Avenell to investigate and cost a software program prior to next meeting.</i></p>

Library

- When will it be functioning? No set timeframe
- Books are onsite
- No staff allocation or software program has been implemented
- Suggestion for a P&C busy bee, request for volunteers
- Suggestion for term 2

Meeting closed: 7.07pm**Next meeting: Tuesday 27 March 2018**