

AVELEY SECONDARY COLLEGE
BOARD MEETING MINUTES



DATE:	Tuesday 27 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, Jimmy Cangi, Cameron Fairbrother (Community Representatives) Jaleesa Dearle, Rachael Ball, Bev Day (Staff Representatives) Stephen Pestana (Principal)
EX-OFFICIO:	Justine Avenell (MCS)
APOLOGIES:	

ITEM & DISCUSSION	ACTION
<p>Election of Chair</p> <ul style="list-style-type: none"> Michelle & Denise nominated for chair. Denise elected as Chairperson. 	
<p>Minutes</p> <ul style="list-style-type: none"> Seconded by Michelle & Chris. All minutes have been actioned with the exception of Justine & Library software. <p>Phil Hay requesting action items to be listed. Discussion regarding library, access, duty, staffing.</p>	<i>Library to be operational at some stage throughout Term 2</i>
<p>Community Representation</p> <ul style="list-style-type: none"> Stephen raising the desirability of a university link as part of the board's strategic use of community representation. Professor Telly Tan – STEM specialists and interests in Autism If unable to get a university link this year in the interim Kate or David from City of Swan as additional local representative John Acieck happy to be on board if we would like 	
<p>Return Code of Conduct</p>	<i>All Board Members to sign and hand in code of conduct</i>
<p>Principal Report Presentation by S.Pestana</p> <ul style="list-style-type: none"> Suggestion for swimming carnival – change of parent involvement to be shared with parent community Reasons for change were explained: Duty of care and new 	

<p>site</p> <ul style="list-style-type: none"> • CCTV - Concerns over Spotless having ownership of the data – Board requesting clarification of policy. Would Spotless will be held accountable for security? What procedures and safeguards existed? <p>Board supporting CCTV within school site, pending further information and more information. Purpose of CCTV - Safety/student incidents/intruders Café camera – managed by an external provider – separate to CCTV Within the Department’s policy and guidelines.</p> <ul style="list-style-type: none"> • Early close for reporting at lunch for parent interviews 27th June – supported by board 	<p><i>Stephen to go to Department legal team for advice on CCTV</i></p>
<p>School Budget Presentation by J Avenell</p> <ul style="list-style-type: none"> • School budget ratified by Board – see addendum 1 for accepted 2018 budget 	
<p>School Planning – Draft Business Plan</p> <ul style="list-style-type: none"> • Apologies for delay – key personnel away • Ready in term 2 – complete school plan early term 2 • School planning committee reviewing, make specific and concise • Feedback is encouraged by board members 	<p><i>Board to be provided updated Business Plan by next meeting</i></p> <p><i>Abbreviation/Glossary/definitions list to be created</i></p>
<p>Dress Code</p> <ul style="list-style-type: none"> • Clarification of what the boards role is in regards to Student Dress Code • Sets the standards and expectations. • Student Dress Code ratified 	<p>Amend dress code so logo is defined as Aveley Secondary College logo.</p>
<p>Framework for Countering Bullying Presentation by R Ball</p> <ul style="list-style-type: none"> • Derived from Department documentation 	<p>Rights & responsibilities to be emailed to board members by R Ball</p>
<p>Behaviour – Code of Conduct</p> <ul style="list-style-type: none"> • Positive behaviour framework 4 focus’ in partnership with ECU, mutual agreements, respect, appreciation, personal best (perseverance), responsibility 	
<p>Mobile Phones</p> <ul style="list-style-type: none"> • Concerns raised about usage during Lunch 1 & 2. • At this stage feedback from Principal it is not seen as a concern • Students are active and whilst some student s do use devices focus is on educating students. • Principal suggested importance of parents making contact with school for feedback 	
<p>Meeting closed: 7.25pm Next meeting: 15 May 2018</p>	

ACTION

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1.	Library to be operational at some stage throughout Term 2	
2.	All Board Members to sign and hand in code of conduct	
3.	Stephen to go to Department legal team for advice on CCTV	
4.	Board to be provided updated Business Plan by next meeting	
5.	Abbreviation/Glossary/definitions list to be created	
6.	Amend dress code so logo is defined as Aveley Secondary College logo.	
7.	Rights & responsibilities to be emailed to board members by R Ball	

Aveley Sccondary College Preliminary Budget Plan 2018



Forecast Revenue	
Student Centred Funding (SCF)	\$ 4,093,605.00
Student Allowances	\$ 20,030.00
Voluntary Contributions	\$ 21,385.00
Charges and Fees	\$ -
Fees from Facilities Hire	\$ 1,000.00
Fundraising/Donations/Sponsorships	\$ -
Other Revenues	\$ 4,500.00
Cash Carry Forward	\$ 791,120.00
Cash transfer to bank account	\$ 530,000.00
Total Locally Raised Revenue	\$ 4,931,640.00

Forecast Expenditure	
Salaries	\$ 3,551,126.00
Administration	\$ 31,900.00
Lease Payments	\$ -
Utilities, Facilities and Maintenance	\$ 132,000.00
Buildings Property and Equipment	\$ 247,309.00
Curriculum and Student Services	\$ 69,950.00
Professional Development	\$ 20,800.00
Transfer to Reserve	\$ 588,682.00
Other Expenditure	\$ 7,323.00
Payments to CO,REO and Other Schools	\$ 262,888.00
Total Expenditure	\$ 4,911,978.00
BUDGET SURPLUS	\$ 19,662.00