

# AVELEY SECONDARY COLLEGE

## BOARD MEETING MINUTES



<b>DATE:</b>	Tuesday 23 October 2018
<b>TIME COMMENCED:</b>	5.30pm
<b>LOCATION:</b>	Aveley Secondary College, Conference Room
<b>MEMBERS PRESENT:</b>	Denise Williams, Michelle Del Nero (Parent Representatives) Jimmy Cangi, Cameron Fairbrother, (Community Representatives) Jaleesa Dearle, Rachael Ball, Bev Day (Staff Representatives) Stephen Pestana (Principal),
<b>EX-OFFICIO:</b>	Justine Avenell (MCS)
<b>APOLOGIES:</b>	Phil Hay, Jessica Shaw
<b>PREVIOUS MINUTES:</b>	Moved: Michelle Del Nero Seconded: Cameron Fairbrother

ITEM & DISCUSSION	ACTION
<b>Business Arising:</b> <ul style="list-style-type: none"> <li>○ Nil Business Arising</li> </ul>	
<b>Principal's Report</b> <ul style="list-style-type: none"> <li>○ Handouts distributed at meeting</li> <li>○ Naplan data useful, things going well, staff feedback positive</li> <li>○ Attendance data down, normal for 2<sup>nd</sup> semester, still ahead of where we wanted to be</li> <li>○ Non – academic data. Suspension data good</li> </ul>	For noting

<ul style="list-style-type: none"> <li>○ Fogarty EDvance – will be signing up to commence 2019, cost \$15,000, lot of training for principal and staff to attend. Lots of robust process and interrogation of our processes. Have to meet their targets. Principal has a mentor. History of the initiative have very positive impact on schools.</li> <li>○ Planning 2019, ahead, very organised. Enrolments 247 so far confirmed, expecting 260. Teaching appointments finished, staff selected are very experienced. TFA confirmed, EA finished, support staff ongoing.</li> <li>○ Leadership team for 2019 decided, faculty lead teachers appointed and announced. Will be meeting regularly. Design &amp; Technology will be offered to years 8s.</li> <li>○ Achievements <ul style="list-style-type: none"> <li>○ ICT ongoing, Apple approached us to be involved in another training day, we are a prospective Apple Distinguished School which gives us access to high level support and training. Apple impressed with the way we are using IT in classrooms.</li> <li>○ RTI program (supports students in need), feedback from training sessions attended is our processes are superior to other schools. Sonya, Sean and Louise are doing a great job with the program.</li> <li>○ Sport and Health doing great, RUOK , disco, camp, carnivals, lightening carnivals going well</li> </ul> </li> <li>○ Events coming up – Year 7 Lightening Carnival 26/10, Parent Information Night 30/10, Education Support Hub Orientation 1/11, Teen Triple P 6 13 20/11,</li> </ul>	
<p><b>School Budget</b></p> <ul style="list-style-type: none"> <li>○ Data as at 23 October 2018 distributed at meeting</li> <li>○ Voluntary contributions collected 64.7% of total. Achieved KPI 60%</li> <li>○ Funding and revenue cycle largely completed. Will now be a Ellenbrook Network</li> </ul>	Noted

School so will receive funds to support the network throughout 2019 and beyond.

- College in good financial position, savings in electricity and Spotless fee due to invoicing cycle being retrospective.
- Expenditure for 2018 has ceased with procurement for 2019 requirements commencing shortly.
- \$500 000 put into reserve funds (long term savings), this is the remainder of the college establishment grant and will be used to continue equipping the college for the next few years. Some of these funds will be used this year to fund 2019 equipment such as computers, iPads and audio visual equipment
- Salary surplus in a good position – have made some savings during the year to roll over into 2019. Cash surplus still low and being reported to Finance Committee regularly.
- Anticipated that draft 2019 budget will be presented at next meeting.
- 2019 Voluntary Contribution and Charges (VCC ) presented – approved (see attachment)
- 2019 Personal Items List (PIL) presented – approved (see attachment)
- E-Licence – change to IT Charge, move up on PIL document. Approved
- Zulu Desk – Proposed to implement a Mobile Device Management (MDM) on all student iPads. Will enable the college to push College apps to the students, ensure proper apps are installed for classroom work, give teacher access to see what app/website the student is viewing in class, teachers can lock student devices to manage while in school. Has parent portal option to control time access internet, lock apps, restrict websites and stop messaging. **Subscription covers 6 devices. Will it counter parent other software downloaded at home? Installed on device.** Provisional approval of \$15 per student for 12 month's subscription. If licensing is cheaper, the cost will reduce. Many benefits for the College in classroom management and efficiency and parents in improved when students are home to support study methods

Approval VCC \$235

Approval Voluntary Approved Requests

- Technology Replacement, \$10.00
- Bus Acquisition, \$20.00
- P&C – per family, \$50.00

Approval of year 7, 8 and ESH PIL

Approved year 7 and 8 Oxford text E-Licence \$15 each.

Provisionally approved Zulu Desk \$15.00 each

<p>and safe guarding students. College has 90% uptake of iPads. (see flyer attached)</p> <ul style="list-style-type: none"> <li>○ Jimmy has information on Showcase for student work 16 Nov. May be too early for us.</li> </ul>	
<p><b>Parent Representative casual Vacancy</b></p> <ul style="list-style-type: none"> <li>○ Parent has nominated, awaiting final clearances, will be announced shortly and attend at the next meeting</li> </ul>	Update
<p><b>Business and Operational Plan</b></p> <ul style="list-style-type: none"> <li>○ Business Plan published, printed and online. New staff are aligned to priorities.</li> <li>○ Operational plan presented, living document, will continue to be improved over time. Each priority area represented with goals, success indicators, leaders and resources.</li> </ul>	For Feedback
<p><b>Board Training</b></p> <ul style="list-style-type: none"> <li>○ Stephen and Denise attended course on 6 September</li> <li>○ Denise found it very beneficial.</li> <li>○ Terms of reference and modules (available on line 1-2 hours). Can access in board meetings as a group, address a module every other board meeting</li> <li>○ Dedicating a session to terms of reference</li> <li>○ Board thoughts/feedback. Time is an issue, however would like to do. Option to have additional meeting to address training only 30-45 minutes, potentially 2019 less board meetings and do training in lieu.</li> </ul>	Review 2019 meeting schedule and add training in lieu of meetings
<p><b>Board Self Review</b></p> <ul style="list-style-type: none"> <li>○ Two templates, Michelle provided a briefer format. Longer version 'council Self Assessment Tool' handout provided</li> <li>○ Both processes are the same</li> </ul>	Review at next meeting

<ul style="list-style-type: none"> <li>○ Proposed survey next meeting.</li> </ul>	
<p><b>Enrichment Programs – Rachael Ball</b></p> <ul style="list-style-type: none"> <li>○ Direct Instruction classes, and RTI, focus to date</li> <li>○ Attention to include academic students in 2019, provide academic challenge and develop higher order thinking and problem solving skills</li> <li>○ Selecting students based on teacher feedback, reports, NAPLAN results, PAT tests and primary school data</li> <li>○ Maths/science, HASS/English, classes</li> <li>○ ATAR and university pathway</li> <li>○ Students invited</li> <li>○ Parents and students to sign a contract with expectation to maintain good work ethic, attendance, behavioural standards for commitment to be in the program</li> <li>○ Students can move in and out of program</li> <li>○ Parent information will be developed</li> <li>○ Teachers are already planning for extension classes for 2019</li> </ul>	Inform
<p><b>Annual Report Preparation – view Templates</b></p> <ul style="list-style-type: none"> <li>○ College must produce annual report. Document has mandatory inclusions (see handout 2016 School Report Checklist)</li> <li>○ Format and other inclusion feedback sought</li> <li>○ Samples can be emailed by Stephen Pestana</li> <li>○ Reports against priorities, grading and analysis, parent/student/staff satisfaction</li> </ul>	For feedback
<p><b>NAPLAN Results</b></p> <ul style="list-style-type: none"> <li>○ Handout (NAPLAN &amp; Targets ASC Board October 23, 2018) provided and displayed</li> </ul>	Inform and understand

<ul style="list-style-type: none"> <li>○ Informs annual report</li> <li>○ Focus is first 2 targets</li> <li>○ Summary of our test results</li> <li>○ Measurement between NAPLAN via PAT, reporting.</li> <li>○ We tracking on par with like schools and WA Public Schools</li> <li>○ Data been available for a number of years</li> <li>○ Staff interrogating data to review individual students and class progress</li> </ul>	
<p><b>End of Meeting and Checkout</b></p> <ul style="list-style-type: none"> <li>○ Denise – insights into board training in understand the role of the agenda and required actions (inform, noting and decision). Using 'Checkout' to add further discussions</li> <li>○ Cameron – has had much involvement in corporate boards. Very impressed how people in the college present themselves. Professionalism is fantastic. Feels encouraged to do more to keep up with the college's standard.</li> <li>○ Newsletter feedback. Add board members to newsletter distribution (who are not part of parent lists)</li> <li>○ Denise always available for any feedback, contact etc</li> </ul>	

**Meeting Closed: 7.07 pm**

**Next Meeting: Week 7 – 15 November 2018**

## 2019 Voluntary Contributions

### Year 7

Subject 2018	Periods per week	2018	Subject 2019	Periods per week	Proposed 2019
English	4	\$20.00	English	4	\$ 25.00
Maths	4	\$20.00	Maths	4	\$ 25.00
HASS	3	\$18.75	HASS	4	\$ 20.00
Science	3	\$18.75	Science	4	\$ 30.00
Home Economics	1	\$50.00	Home Economics	1	\$ 22.50
Design	1	\$20.00	Textiles		\$ 15.00
Health	2	\$15.00	Health	1	\$ 12.50
Physical Education	2	\$15.00	Physical Education	2	\$ 25.00
ICT Computer	2	\$10.00	Digital Tech	1	\$ 10.00
Visual Art	1	\$25.00	Visual Art	2	\$ 22.50
Drama	1	\$10.00	Drama	1	\$ 15.00
PBL	1	\$12.50	Wellness	1	\$ 12.50
	25	<b>\$235.00</b>		25	<b>\$ 235.00</b>

### Year 8

			Subject	Periods per week	Proposed 2019
			English	4	\$25.00
			Maths	4	\$25.00
			HASS	4	\$20.00
			Science	4	\$30.00
			Dance	1	\$17.50
			Media	1	\$22.50
			Health Education	1	\$12.50
			Physical Education	2	\$25.00
			D&T	2	\$35.00
			Digital Tech	1	\$10.00
			Wellness	1	\$12.50
				25	<b>\$235.00</b>

### ESH

Subject 2018	Periods per week	2018	Subject 2019	Periods per week	Proposed 2019
ESH	25	\$235.00	ESH	25	\$ 235.00
		<b>\$235.00</b>			<b>\$235.00</b>

Voluntary Approved	
Technology Replacement	\$10.00
Bus Acquisition	\$20.00
P&C – per family	\$50.00
Optional Costs	
Year Book	\$20.00

## CHARGES 2019

Faculty	Detail	Maximum Cost PER EVENT
English	Excursion / Incursion	\$15.00
Maths	Excursion / Incursion	\$15.00
	Competitions (each)	\$7.00
HASS	Excursion / Incursion	\$15.00
Science	Excursion / Incursion	\$15.00
	Competitions (each)	\$7.00
Foods	Excursion / Incursion	\$15.00
	Projects	\$15.00
Textiles	Projects	\$15.00
Health Education	Excursion / Incursion	\$10.00
Physical Education	Excursion / Incursion/ Carnivals	\$15.00
Digital Tech	Apps	\$10.00
Visual Art	Excursion / Incursion	\$20.00
Drama	Excursion / Incursion/Projects	\$20.00
Wellness	Projects	\$15.00
Media	Excursion / Incursion	\$15.00
Dance	Excursion / Incursion	\$20.00
	Equipment/Garments/Access	\$20.00
Design & Tech	Excursion / Incursion	\$15.00
ESH	Excursion / Incursion / Apps	\$20.00
iPad Apps		\$15.00
Academies	Projects (per Academy)	\$30.00
Interschool Competitions		\$10.00
Student Activities	e.g. Disco, Colour Run,	\$20.00
	Fundraising, Garments	\$10.00



**Aveley Secondary College Year 7  
DRAFT 3**



**PERSONAL ITEMS FOR STUDENT USE**

Bin Loc	Item	Qty	Price ea	Total
<b>PERSONAL ITEMS FOR STUDENT USE</b>				
0032	Binder Book Spirax A4 64 Page 8mm	4	\$ 1.45	\$ 5.80
0151	Document Wallet A4 With Button Clear	5	\$ 0.95	\$ 4.75
0179	Eraser Large Vinyl	1	\$ 0.35	\$ 0.35
0237	Glue Stick UHU Blu 40g #	1	\$ 2.25	\$ 2.25
0251	Highlighter Mapped 4 Assorted Colours in Wallet #	1	\$ 2.90	\$ 2.90
0320	Marker Texta Smart Tip 10 #	1	\$ 3.70	\$ 3.70
0353	Marker Whiteboard Faber Connector Pack 4 #	1	\$ 5.55	\$ 5.55
0364	Notebook Colourhide A4 5 Subject 250 Page	1	\$ 5.20	\$ 5.20
0376	Pen Artline 200 0.4mm Black #	1	\$ 2.70	\$ 2.70
0380	Pen Artline 210 0.6mm Black #	1	\$ 2.70	\$ 2.70
0393	Pen Medium Point Artline 8210 Black #	1	\$ 0.35	\$ 0.35
0394	Pen Medium Point Artline 8210 Blue #	1	\$ 0.35	\$ 0.35
0395	Pen Medium Point Artline 8210 Red #	1	\$ 0.35	\$ 0.35
0403	Pencil Case Zip Top Micador 235x130mm	1	\$ 1.75	\$ 1.75
0411	Pencil Coloured Faber Classic 12	1	\$ 3.95	\$ 3.95
0452	Pencil Sharpener Single Hole Mapped Shaker	1	\$ 0.75	\$ 0.75
0457	Pencil Standard 2B Columbia Copperplate	1	\$ 0.35	\$ 0.35
0460	Pencil Standard HB Columbia Copperplate	1	\$ 0.35	\$ 0.35
0490	Protractor Celco 10cm 180 Degrees	1	\$ 0.45	\$ 0.45
0496	Ruler Plastic Celco Clear 30cm	1	\$ 0.60	\$ 0.60
0504	Scissors Mapped School 170mm	1	\$ 1.70	\$ 1.70
0519	Scrap Book News & Cutting 400x325mm 72 Page	1	\$ 3.10	\$ 3.10
0527	Sheet Protectors A4 Pack 100	1	\$ 3.80	\$ 3.80
0551	Visual Diary Micador A4 60 Leaf 110gsm	1	\$ 4.75	\$ 4.75
<b>SUB TOTAL</b>				<b>\$ 58.50</b>

**VOLUNTARY CONTRIBUTIONS**

C	Aveley Secondary College Voluntary Contribution	1	\$ 235.00	\$ 235.00
<b>SUB TOTAL</b>				

**VOLUNTARY APPROVED REQUESTS**

	Technology Replacement	1	\$ 10.00	\$ 10.00
	Bus Acquisition	1	\$ 20.00	\$ 20.00
C	Aveley Secondary College P&C Contribution Per Family	1	\$ 30.00	\$ 30.00
<b>SUB TOTAL</b>				

**OTHER CHARGES**

C	Oxford E-License	1	\$ 15.00	\$ 15.00
C	ZuluDesk	1	\$ 10.00	\$ 10.00
<b>SUB TOTAL</b>				

**ADDITIONAL ITEMS REQUIRED**

1x Combination Padlock

Direct Instruction Text Book (the College will contact families directly if your child is recommended for this program)

Please only purchase once your child has been advised on the workbook they require from the below;

	Connecting Math Concepts Level D, Workbook	1	\$ 21.95	\$ 21.95
	Connecting Math Concepts Student Workbook E [SRA/McGraw Hill]	1	\$ 21.95	\$ 21.95
	Corrective Reading Decoding B1 Student Workbook [SRA/McGraw-Hill]	1	\$ 22.95	\$ 22.95
	Corrective Reading Decoding B2 Student Workbook [SRA/McGraw-Hill]	1	\$ 22.95	\$ 22.95
	Corrective Reading Decoding C Student Workbook [SRA/McGraw-Hill]	1	\$ 28.95	\$ 28.95
	Expressive Writing Level 1 Workbook	1	\$ 28.95	\$ 28.95
	Expressive Writing Level 2 Workbook	1	\$ 28.95	\$ 28.95

**Aveley Secondary College Year 8  
DRAFT 3**



**PERSONAL ITEMS FOR STUDENT USE**

Bin Loc	Item	Qty	Price ea	Total
0032	Binder Book Spirax A4 64 Page 8mm	5	\$ 1.45	\$ 7.25
0105	Display Book A4 20 Inserts Clear Front Blue	1	\$ 1.50	\$ 1.50
0151	Document Wallet A4 With Button Clear	4	\$ 0.95	\$ 3.80
0179	Eraser Large Vinyl	1	\$ 0.35	\$ 0.35
0237	Glue Stick UHU Blu 40g #	1	\$ 2.25	\$ 2.25
0251	Highlighter Maped 4 Assorted Colours in Wallet #	1	\$ 2.90	\$ 2.90
0320	Marker Texta Smart Tip 10 #	1	\$ 3.70	\$ 3.70
0353	Marker Whiteboard Faber Connector Pack 4 #	1	\$ 5.55	\$ 5.55
0364	Notebook Colourhide A4 5 Subject 250 Page	1	\$ 5.20	\$ 5.20
0376	Pen Artline 200 0.4mm Black #	1	\$ 2.70	\$ 2.70
0380	Pen Artline 210 0.6mm Black #	1	\$ 2.70	\$ 2.70
0393	Pen Medium Point Artline 8210 Black #	1	\$ 0.35	\$ 0.35
0394	Pen Medium Point Artline 8210 Blue #	1	\$ 0.35	\$ 0.35
0395	Pen Medium Point Artline 8210 Red #	1	\$ 0.35	\$ 0.35
0403	Pencil Case Zip Top Micador 235x130mm	1	\$ 1.75	\$ 1.75
0411	Pencil Coloured Faber Classic 12	1	\$ 3.95	\$ 3.95
0452	Pencil Sharpener Single Hole Maped Shaker	1	\$ 0.75	\$ 0.75
0457	Pencil Standard 2B Columbia Copperplate	1	\$ 0.35	\$ 0.35
0460	Pencil Standard HB Columbia Copperplate	1	\$ 0.35	\$ 0.35
0490	Protractor Celco 10cm 180 Degrees	1	\$ 0.45	\$ 0.45
0496	Ruler Plastic Celco Clear 30cm	1	\$ 0.60	\$ 0.60
0504	Scissors Maped School 170mm	1	\$ 1.70	\$ 1.70
0519	Scrap Book News & Cutting 400x325mm 72 Page	1	\$ 3.10	\$ 3.10
<b>SUB TOTAL</b>				<b>\$ 51.95</b>

**VOLUNTARY CONTRIBUTIONS**

C	Aveley Secondary College Voluntary Contribution	1	\$ 235.00	\$ 235.00
<b>SUB TOTAL</b>				

**VOLUNTARY APPROVED REQUESTS**

	Technology Replacement	1	\$ 10.00	\$ 10.00
	Bus Acquisition	1	\$ 20.00	\$ 20.00
C	Aveley Secondary College P&C Contribution Per Family	1	\$ 30.00	\$ 30.00
<b>SUB TOTAL</b>				

**OTHER CHARGES**

C	Oxford E-License	1	\$ 15.00	\$ 15.00
C	Zululesk	1	\$ 10.00	\$ 10.00
<b>SUB TOTAL</b>				

**ADDITIONAL ITEMS REQUIRED**

1x Combination Padlock

Direct Instruction Text Book (the College will contact families directly if your child is recommended for this program)

Please only purchase once your child has been advised on the workbook they require from the below:

	Connecting Math Concepts Level D, Workbook	1	\$ 21.95	\$ 21.95
	Connecting Math Concepts Student Workbook E [SRA/McGraw Hill]	1	\$ 21.95	\$ 21.95
	Corrective Reading Decoding B1 Student Workbook [SRA/McGraw-Hill]	1	\$ 22.95	\$ 22.95
	Corrective Reading Decoding B2 Student Workbook [SRA/McGraw-Hill]	1	\$ 22.95	\$ 22.95
	Corrective Reading Decoding C Student Workbook [SRA/McGraw-Hill]	1	\$ 28.95	\$ 28.95
	Expressive Writing Level 1 Workbook	1	\$ 28.95	\$ 28.95
	Expressive Writing Level 2 Workbook	1	\$ 28.95	\$ 28.95

Aveley Secondary College Year ESH 2019  
DRAFT 3



PERSONAL ITEMS FOR STUDENT USE

Bin Loc	Item	Qty	Price ea	Total
0032	Binder Book Spirax A4 64 Page 8mm	2	\$1.45	\$2.90
0179	Eraser Large Vinyl	1	\$0.35	\$0.35
0237	Glue Stick UHU Blu 40g #	4	\$2.25	\$9.00
0272	Lever Half Arch File A4 Board	2	\$3.95	\$7.90
0311	Marker Faber Playsafe Medium Tip 12 #	1	\$4.10	\$4.10
0353	Marker Whiteboard Faber Connector Pack 4 #	1	\$5.55	\$5.55
0403	Pencil Case Zip Top Micador 235x130mm	1	\$1.75	\$1.75
0411	Pencil Coloured Faber Classic 12	1	\$3.95	\$3.95
0457	Pencil Standard 2B Columbia Copperplate	6	\$0.35	\$2.10
0496	Ruler Plastic Celco Clear 30cm	1	\$0.60	\$0.60
0504	Scissors Maped School 170mm	1	\$1.70	\$1.70
0519	Scrap Book News & Cutting 400x325mm 72 Page	2	\$3.10	\$6.20
<b>SUBTOTAL</b>				<b>\$46.10</b>

VOLUNTARY CONTRIBUTIONS

C	Aveley Secondary College Voluntary Contribution	1	\$ 235.00	\$ 235.00
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VOLUNTARY APPROVED REQUESTS

C	Technology Replacement	1	\$ 10.00	\$ 10.00
C	Bus Aquisition	1	\$ 20.00	\$ 20.00
C	Aveley Secondary College P&C Contribution Per Family	1	\$ 30.00	\$ 30.00



**ZULUDESK**  
MDM for schools and teachers

ZuluDesk is a powerful, cost effective device management system for today's modern digital classroom. The solution offers schools a full-featured Mobile Device Management (MDM) system via the ZuluDesk Management System (ZMS), but with additional functionality in **Teacher and Parent applications**.

In combination with Apple's new iOS9.3, ZuluDesk is the very best MDM choice for education. Inventory, deploy, and secure every Mac, iPad and iPhone in your school — and integrate them into existing IT with an ease that has never been possible until now.



[www.zuludesk.com.au](http://www.zuludesk.com.au)

Teacher



ZuluDesk Teacher is designed for quick and easy use. You, as a teacher, are able to quickly manage the iPads in your classroom. Just launch the app, select your group and send the commands to the iPads.

ZuluDesk Teacher has a lot of features - and more are coming - but the most important are:

- Ease of use
- Application distribution
- Applock (lock to 1 app)
- Clear passcode
- Weblock (block internet)
- Check battery levels
- Restrictions
- Check if connected
- Website restrictions
- Device Information
- Incident logging

ZuluDesk Teacher is available as iOS (iPad, iPhone, iPod Touch) or via a special website.



ZULUDESK

Parent



ZuluDesk Parent is specifically designed for parents. When a child has to do homework on an iPad it is possible they will be distracted by social media, text messages or gaming.

With ZuluDesk Parent it is simple to restrict the tablet to a specific app for a set period of time. During this restriction it is not possible to receive text messages or push notifications. No distractions during homework hour!

Other major features are:

- Applock (lock to 1 app)
- Website restrictions
- Weblock (block internet)
- Device Information
- Restrictions
- Check if connected

ZuluDesk Parent is available via iOS app or web browser. Note this feature can only be activated by the school.



ZULUDESK