

AVELEY SECONDARY COLLEGE

BOARD MEETING MINUTES



DATE:	Tuesday 28 August 2018
TIME COMMENCED:	5.30pm
LOCATION:	Aveley Secondary College, Conference Room
MEMBERS PRESENT:	Phil Hay, Denise Williams, (Parent Representatives) Jimmy Cang, Cameron Fairbrother, Jessica Shaw, (Community Representatives) Jaleesa Dearle, Rachael Ball, Bev Day (Staff Representatives) Stephen Pestana (Principal),
EX-OFFICIO:	Justine Avenell (MCS)
APOLOGIES:	Michelle Del Nero
PREVIOUS MINUTES:	Moved: Rachael Ball Secoded: Phil Hay

ITEM & DISCUSSION	ACTION
<p>Business Arising:</p> <ul style="list-style-type: none"> ○ Communication on Athletics Carnival, Academies and Wellbeing program distributed by through Facebook and College newsletter ○ Conversation to happen with Jess (PPP? Funding? Traffic?) ○ Office Auditor General report on Public Private Partnership report received by SP from Jessica Shaw ○ Pedestrian crossing Millhouse Road and Egerton Drive does exist, timing is state 	

<p>standard</p> <ul style="list-style-type: none"> ○ Phil raised if there is the possibility of zebra crossing on Millhouse near creek and Aveley North PS (ANPS). Jessica advised that police will monitor student foot traffic. Two types of crossing: <ul style="list-style-type: none"> ▪ Type A crossing, staffed ▪ Type B lower traffic, staffed by volunteers. ▪ An application can be made to the Police Minister to change to type A. ▪ Jessica will talk to Chris Brackenreg, Principal, ANPS and support application. ○ Stephen contacted City of Swan re changing traffic islands on Maffina Parade. Can be done at school expense. Intersection into carpark too close to existing intersection across the road. 	<p>Jessica seeing if any plans, or we can apply</p>
<p>Principal's Report</p> <ul style="list-style-type: none"> ○ Handouts distributed at meeting ○ School review – now Electronic School Assessment Tool, based on 6 domains. Opportunity to consider <ul style="list-style-type: none"> ○ How are we going (judgement)? ○ How do we know (evidence)? ○ What are we doing to improve (planning)? ○ Student achievement data – data distributed at meeting <ul style="list-style-type: none"> ○ Early stages of data analysis ○ Target to achieve better alignment between like schools ○ Attendance – general strong given that declines over time ○ NAPLAN readiness test – completed. Test school resources and went well. <ul style="list-style-type: none"> ○ Student results out at the end of term 3 ○ Athletics carnival – date influenced by availability of finishing gates. Students remained 	<p>For noting</p>

<p>enthusiastic and behaviour was exemplary. Thank you to Jalees for the extraordinary work into our inaugural carnival.</p> <ul style="list-style-type: none"> ○ Building issues – emerging financial risks due to being PPP site. Some design issues being worked with and taking up lots of time of admin staff. ○ Planning 2019 – enrolments on track for 250 student intake 2019. Staffing recruitment underway. 	
<p>School Budget</p> <ul style="list-style-type: none"> ○ Data as at 28 August 2019 distributed at meeting ○ Voluntary contributions collected 60% of total. ○ Funding and revenue cycle largely completed. ○ Expenditure continues however will slow down due to the end of year. ○ Salary surplus in a good position. Cash surplus still low and being managed well. ○ Budgeting for 2019 has commenced. 	For noting
<p>ICT in classrooms</p> <ul style="list-style-type: none"> ○ College ICT coach Cherie McElhinney ○ Participating in ICT Coaching, approached by Apple. 5 teachers working together, Jemma Gray (HASS), Isabella Monterosso, Chris Brain (Drama/English), Sean Sandy (Maths/Science), good cross curricula representation. Assisting us with managing student BYOD while on site. Students have iPad agreement. Teachers are using Apple classroom which allows students to join into a virtual classroom. This also allows teacher control of student iPads in the classroom, supports students regulating themselves due to the distractive nature of technology. ○ Google classroom is improving engagement with students, , allow students to organise themselves with digital portfolios. Staff are uploading information and recoding demonstration lessons such as working through an equation, allowing students to access at any time. 	For noting

<ul style="list-style-type: none"> ○ Feedback loop very good, teachers able to give feedback immediately to the students on assessments. Making it easier for staff to mark work for 260 students as less paperwork to move around. ○ Teachers using google forms, will help students prepare for online NAPLAN, and helps students getting used to iPads and ICT as a tool. ○ Direct Instruction staff are making their own textbooks with iBook Author which supports visual learners. The books are simpler and less overwhelming than a normal large text book. Trailing in arts, and economics to trial term 4. Building a repertoire of resources ○ Teachers involved in coaching are more confident in the use of ICT in classrooms to make sure we get the best value from the student iPad. Paper and pen still has its place too. 90% student have iPads, much higher than expected. Loan iPads support hardship students. ○ Peardeck, interactive, works well with EDI, student responds and teacher can assess immediately. Assessment being updated. ○ Jessica – what are the available analytics? <ul style="list-style-type: none"> ○ Teachers can see the engagement on activity during school and after hours. Can analyse assessment data. How many correct, how many students. How can we assess student improvement and engagement. ○ Example of student use – using the read aloud function for editing written work. When a student hears their written work read to them, they quickly find the errors. 	
<p>Business and Operational Plan</p> <ul style="list-style-type: none"> ○ Denise queried the word ‘rigour’, under excellence. Suggestion ‘academic rigour’ be used instead. ○ Cameron indicated that the college value of ‘Excellence’ was more than just academic, and that ‘rigour’ (thorough) is suitable in this context. 	For Feedback

<ul style="list-style-type: none"> ○ Board agreed to leave 'rigour' as is. ○ Operational plan WIP. Will be presented as soon as available. 	
<p>Casual Vacancy</p> <ul style="list-style-type: none"> ○ Chris Spencer has resigned as parent representative on board. ○ Letter of thanks to go to Chris from Board Chair and Principal ○ One person has expressed interest. Waiting on nomination form. 	For noting
<p>Board Training</p> <ul style="list-style-type: none"> ○ Training available to us. Central Office (Dept of Ed) have offered staff to provide training. Supports boards understanding of roles and responsibilities. Options to have Face to Face, individually and as whole board. ○ Denise believes she could benefit. C ○ ameron indicate would be negligent to not participate. Ensures the board is proactive. ○ Jessica sits on ESC. Online program available. Each module discussed at each meeting. Found quite effective. 15 minutes per module, engages members and provides discussion. ○ Modules link to material in package at beginning of year. ○ Agreement from Jimmy and Jaleesa. ○ Stephen and Denise attending a course on 6 September 	<p>Decision</p> <p>Stephen to contact Matt Osborne, Principal Advisor, Innovation and Governance.</p>
<p>Bush Fire and Emergency Plan</p> <ul style="list-style-type: none"> ○ Standard template fro DoE ○ Department indicates which schools required to have a plan as they are in an identified bush fire zone ○ Various scenarios <ul style="list-style-type: none"> ○ Preemptive ○ Active fire ○ Evacuation site to be determined, need to work with Fire Brigade 	For approval

<ul style="list-style-type: none"> ○ Required to be uploaded to website by end August. Can continue to improve. ○ Detailed feedback welcomed to Stephen, please email ○ Phil Hay, employee of DFES recorded conflict of interested. Will not be able to provide any comment 	
<p>CCTV - Updates</p> <ul style="list-style-type: none"> ○ Spotless proposal for all schools PPP schools ○ Handouts provided to attendees ○ Cameras focussed on perimeter of school ○ Motion sensor ○ Monitored remotely 6pm to 6am for intruders ○ Spotless need to protect asset (school). ○ Some advantages to school as we can access footage in the event of undesirable activity. ○ At Spotless cost with exception of additional options school have access to. ○ Department supports proposal, meets the requirements of security policies. ○ College will need to have internal grounds system installed at own expense ○ Original issues around ownership of footage 	<p>For approval</p> <p>CCTV proposal by Spotless supported by College Board.</p>
<p>Board Self Review</p> <ul style="list-style-type: none"> ○ Raised by Michelle as undertaken in other board roles ○ Template from other board training distributed to members ○ For board use only ○ Term 4 	<p>For Decision</p> <p>Does Michelle Del Nero have another format</p> <p>Defer to next meeting</p>
<p>Terms of Reference</p> <ul style="list-style-type: none"> ○ DoE updated School Council/Board policy recently ○ Amendments to Casual Vacancy ○ Criminal Screening Check <ul style="list-style-type: none"> ○ 8.16 appointments made until screening has been issued. Couldn't declare 	<p>For decision</p>

<p>membership until screening cleared.</p> <ul style="list-style-type: none"> ○ Current board recommended that undertake screening process. ○ Stephen can email if not done ○ 7.1 additional role for the chair 	
<p>Fogarty Foundation EdVance Program</p> <ul style="list-style-type: none"> ○ College interested in scheme ○ Criteria apply ○ Intensive 3 year program ○ Foundation works side by side with school ○ Mentors, programs support for school ○ Planning cycle support ○ Utilising cutting edge educational research ○ EDI – supports what we are already doing ○ PD to support EDI is part of the program ○ Analyse school data ○ Principal mentor ○ Supporting board ○ Become part of FED alumni providing continuous support ○ Jess, 3 schools in the area participate, Bullsbrook, Ellen Stirling, Chidlow PS. Feedback really positive. Lifted results, schools have done really well. Focussed on the professional education development of the staff – investment in staff. Jessica supports. ○ Stephen feedback, workload impact, already have lots of things with a new school. Danger we may overload ourselves. Many other benefits. Connection with EDI, believe driving Ellenbrook IPS results. ○ Provides feedback to board ○ Access to management consultants, and tools (expensive) 	<p>For feedback</p>

<ul style="list-style-type: none">○ Phil, denise, jess, Cameron supportive.	
<ul style="list-style-type: none">○ School disco○ Young Australia league sponsorship \$3000 (Jimmy sending link to Rachael)○ Youth out loud comp, in the finals	

Meeting Closed: 6.45 pm

Next Meeting: Week 3 – 23 October 2018