

AVELEY SECONDARY COLLEGE

BOARD MEETING MINUTES



DATE:	Tuesday 19 March 2019
TIME COMMENCED:	5.30 pm
LOCATION:	Aveley Secondary College, Conference Room
MEMBERS PRESENT:	Denise Williams, Michelle Del Nero (Parent Representatives) Jimmy Cangy, Phil Hay (Community Representatives) Jaleesa Dearle (Staff Representatives) Stephen Pestana (Principal)
EX-OFFICIO:	Justine Avenell (MCS)
APOLOGIES:	Bev Day, Rachael Ball, Jessica Shaw, Cameron Fairbrother
PREVIOUS MINUTES:	Moved: Denise Williams Seconded: Jimmy Cangy

ITEM & DISCUSSION	ACTION
Noting of Minutes <ul style="list-style-type: none"> Proposed changes to Terms of reference included in subsequent copy of minutes from last meeting (19 February 2019) sent to members on 19 March 2019. 	Noted.
Business Arising:	

<ul style="list-style-type: none"> • Mr Everett disappointed that he was required to resign due to inability to attend the meetings and the members were unable to change the day/time. He was keen to be part of the group. <ul style="list-style-type: none"> ○ Mr Everett has submitted his resignation in writing to Stephen Pestana. • Chair election is confirmed as annual. Election will take place this meeting. • Year Book – final draft has been approved, expectation by end of term 1. <ul style="list-style-type: none"> ○ Michelle raised if the Year Book could be available earlier and that preference of some parents is to review a copy prior to ordering. ○ The Year Book includes all events up to the end of the school year (2018) and is 60+ pages. ○ Term 1 finalisation is quite early. ○ The College attempts to get pre-orders so as to not be left with unsold copies, at considerable cost. ○ 2019 Year Book charge has not gone to parents and 2018 charge has been removed and added only as it is paid for. Marketing around the Year Book has commenced. Proof is on its way. 127 parents have order books. Print run is 200 books. ○ Additional copies can be ordered however it will depend on the cost per item. Can be more expensive for smaller print runs, however will check with the supplier. 	
<p>Membership, Clarification Election of 2019 Chair</p> <ul style="list-style-type: none"> • Move for Chair 2019 election. <ul style="list-style-type: none"> ○ Nomination of Denise Williams by Michelle del Nero for Chair . ○ No further contenders ○ Elected unopposed – Denise Williams • Vacancy for community representatives. New membership election process will be carried out via Survey Monkey <ul style="list-style-type: none"> ○ Successful member cannot be announced until criminal clearance process has been 	<p>ACTION: Denise Williams elected as Chairperson 2019</p>

<p>finalised.</p> <ul style="list-style-type: none"> ○ Phil – queried authenticity of Survey Monkey controls. SP confirms groups can be emailed (parent body) and unable to vote twice. ○ Candidates Details will be part of voting form. 	
<p>Principal's Report</p> <ul style="list-style-type: none"> ● Handouts ● Student numbers steady ● Facility size is restrictive ● High demand from parents to enrol in Education Support. ● Meet and Greet very successful, great turn out. ● Suspensions – refer to Minister announcement around Violence in Schools. ● Comparable data to 2018 Sem 1, 2019 provided. Rates are slightly higher as result of new policy being implemented. ● Categories have not changed significantly. ● 21 different students, 29 suspensions. ● Michelle – how do we compare to other schools in state? SP – this data is not available. SP professional opinion, not high compared to other like schools. ● PPP process – further discussion at next meeting. ● Communities for Children event 6 April. 	<p>For noting</p>
<p>School Budget</p> <ul style="list-style-type: none"> ● Budget as presented at College Board meeting 19 March 2019 has been accepted by the College Finance Committee on 18 March 2019. ● 2019 One Line Budget presented for approval ● Phil Hay raised department funding given IT focus of schools. 	<p>ACTION: Approve One Line Budget, including cash and salaries plan for 2019 (see Appendix). Accepted. Moved: Phil Hay Seconded: Michelle del Nero</p> <p>Action: Phil Hay to raise with Jess Shaw</p>

<p>Annual Report</p> <ul style="list-style-type: none"> • Draft document shared with members (handout) • Finance has been provided however not included in the supplied copy. • Maintaining structure of Swan View SHS by addressing each priority • Links back to strategies in business plan including targets and criteria of begun, in progress and achieved. • Teach for Australia (TFA) program. Eligible due to school ICSEA. Graduates already have a degree in a field, then complete a Masters in Education while teaching. Selection process is very robust. Most have worked in their field/industry prior to embarking on the program. We have 5 staff teaching in Maths, English, Science, Arts, HASS. 	<p>Noting</p> <p>Request for documents shared at meeting distributed earlier to members so useful feedback can be provided at the meeting.</p>
<p>Fogarty Edvance</p> <p>Transformational Framework document distributed.</p> <ul style="list-style-type: none"> • Our Assessment – <ul style="list-style-type: none"> ○ our judgement of where we are in the Stages. We are still at stage 1 as we have not yet achieved many of the stage 2 student outcomes. • Next Steps – <ul style="list-style-type: none"> • aligning with Disciplined Data Capability with Evidence • Curriculum and Teaching • Conditions for learning and student voice • Fogarty looking at us as high school case study. Few high schools enrolled. Our pre-conditions for success are in place. 	<p>Noting</p>
<p>Conditions for Learning: student support update</p> <ul style="list-style-type: none"> • Appointed School Support Officer (SSO). Applicants were very strong, with variety of skills. Proactive solution, potential to expand the team to provide variety of supports for students. • Michelle mentioned sourcing funding from City of Swan to support programs. • Phil – are we gathering data around other cultural issues besides Aboriginal students. College 	<p>Rachael absent</p> <p>Noting</p>

<p>has many different cultures.</p> <ul style="list-style-type: none"> ○ AIEO has been involved with some of the Colleges African students and sharing cultures. ○ Year Cos are working with small groups of year 8 students with early signs of success. 	
<p>Student Service Data - Attendance</p> <ul style="list-style-type: none"> ● Handout distributed ● 93.3% attendance – aiming for 94% unexplained absences. Suspensions not included. ● Regular attendance 81%, state approx. 74% (or lower). Attendance is much higher than state. ● Attendance is proxy for engagement. ● Positive feedback from Senior Leadership Team (SLT) that students are already successful. ● Positive feedback from Michelle on change in son’s attitude. ● Underperforming students – we continue to work with these students. ● Breakfast Club will be SSO responsibility and priority. ● Funding for Breakfast club, vouchers, – could board or P&C assist? 	<p>Noting</p>
<p>Training Modules</p> <ul style="list-style-type: none"> ● Agreed in 2018 that 2019 would include module training sessions for Board members. 2 modules in 1 to 1 hour 15 mins block. ● 11 or 18 June ● 5.30 – 6.30pm ● Anticipate pre reading. ● Matt Osborne, Department of Education offered to run the sessions. 	<p>ACTION</p> <p>Members in agreeance. Tuesday 11 June proposed 5.30-6.30pm Matt Osborne to be approached</p>
<p>Checkout</p> <ul style="list-style-type: none"> ● Phil – How is café progress with larger cohort. Request for online ordering. Has been discussed with Café however cannot enforce. 	

Meeting Closed: 6.57 pm
Next Meeting: 14 May 2019

Chair Signature: _____
Denise Williams



Preliminary Salaries Plan

Issued on 19 March 2019

School:	Aveley Secondary College	School Year:	2019
Region:	North Metropolitan Region	Aria:	0

Forecast One Line Budget –Salaries Component (Workforce Plan) 2019

Carry Forward:	\$	188,970
Student-Centred Funding:	\$	7,386,764
School Transfer from Bank A/C	\$	0
Total Funds:	\$	7,575,734

		Actual YTD	Future	Forecast
EXPENDITURE				
Appointed Staff:	\$	1,197,601	5,194,678	6,392,279
New Appointments:			773,213	773,213
Casual Payments - General:	\$	12,984	157,707	170,691
Casual Payments – Leave Relief:	\$	28,932	0	28,932
Other Salary Expenditure:	\$	560	7,200	7,760
Total Salary Expenditure:	\$	1,240,077	6,132,798	7,372,875
Unallocated / Over Allocated (-):	\$			202,859



Preliminary Cash Plan

Issued on 19 March 2019

School: Aveley Secondary College **School Year:** 2019

Region: North Metropolitan Region **Aria:** 0

Forecast One Line Budget – Cash Component 2019

Carry Forward (Cash):	\$	105,111
Transfer from Student-Centred Funding:	\$	1,200,000
Locally Raised Funds:	\$	256,560
Total Forecast Cash Budget:	\$	1,561,671

EXPENDITURE

Transfer to Salaries:	\$	0
Goods and Services:	\$	1,430,659
Total Forecast Cash Expenditure:	\$	1,430,659

Variance: \$ 131,012

Locally Raised Funds (Revenue)

Locally Raised Funds	Sum
Voluntary Contributions	\$50,760.00
Charges and Fees	\$7,000.00
Fees from Facilities Hire	\$0.00
Fundraising/Donations/Sponsorships	\$0.00
Commonwealth Govt Revenues	\$0.00
Other State Govt/Local Govt Revenues	\$0.00
Revenue from CO, Regional Office and Other schools	\$0.00
Other Revenues	\$8,800.00
Transfer from Reserve or DGR	\$190,000.00
Residential Accommodation	\$0.00
Farm Revenue (Ag and Farm Schools only)	\$0.00
Camp School Fees (Camp Schools only)	\$0.00
Total	\$256,560.00

**Goods and Services**

Expenditure	Sum
Administration	\$68,050.00
Lease Payments	\$0.00
Utilities, Facilities and Maintenance	\$159,000.00
Buildings, Property and Equipment	\$264,414.00
Curriculum and Student Services	\$155,685.00
Professional Development	\$32,000.00
Transfer to Reserve	\$300,000.00
Other Expenditure	\$1,510.00
Payment to CO, Regional Office and Other schools	\$450,000.00
Residential Operations	\$0.00
Residential Boarding Fees to CO (Ag Colleges only)	\$0.00
Farm Operations (Ag and Farm Schools only)	\$0.00
Farm Revenue to CO (Ag and Farm Schools only)	\$0.00
Camp School Fees to CO (Camp Schools only)	\$0.00
Total	\$1,430,659.00