

AVELEY SECONDARY COLLEGE
BOARD MEETING MINUTES



AVELEY
SECONDARY COLLEGE

DATE:	Monday 2 December 2019
TIME COMMENCED:	5.30pm
LOCATION:	Aveley Secondary College, Conference Room
MEMBERS PRESENT:	Denise Williams (Chair), Sam Macready, Michelle Del Nero, Jessica Peach (Parent Representatives), Cameron Fairbrother , Jessica Shaw (Community Representatives), Bev Day, Jaleesa Dearle, (Staff Representatives), Stephen Pestana (Principal).
EX-OFFICIO:	Anne Gilchrist (MCS)
MINUTE TAKER:	Anne Gilchrist
APOLOGIES:	Rachel Ball, Jimmy Cangi
PREVIOUS MINUTES:	Moved: Sam Macready Seconded: Michelle Del Nero

ITEM & DISCUSSION	ACTION
<p>Business Arising</p> <p>P& C have been made aware of the Board wish for more information. P&C happy for Board to be a part of the P&C.</p> <p>City of Swan has contacted the school re shared use of facilities. Though they thought it was for the current use of the gym. The College will start conversations with DOE and City of Swan. The College is interested in developing a shared use partnership.</p>	<p>Jessica Shaw is meeting with dignitaries tomorrow and will start a discussion on a shared use agreement between City of Swan and DOE for the use of the local oval and future use of community facilities.</p>

<p>Terms of Reference</p> <p>Department of Education Terms of Reference document provided. Stephen received advice for the College to use the departments document as provided. Attendees asked to vote. Agreed to use the latest TOR which is 2018 Model terms of reference with the addition of the current Code of Conduct</p>	<p>Model Terms of Reference to replace the College Terms of Reference document as of today.</p>
<p>Membership 2020</p> <p>Adopting the Model Terms of Reference as above will increase the term of board positions to 3 years.</p>	<p>Current nominated positions will remain in 2020.</p>
<p>Financial</p> <p>Financial report documents provided.</p> <p>In week 7 the College was subject to an OAG Audit, this included human resource, financial and student attendance processes. Stephen was congratulated on having admin staff who were welcoming, friendly and helpful. Overall a good audit with only a few minor findings. This is an excellent marker to improve on processes.</p> <p>Exit meeting in week 9 OAG, Stephen and Anne</p>	
<p>Principal Report</p> <p>Principals report provided.</p> <p>Board members welcome to attend Final Assembly. Chair will be invited. Board have been invited via email to Arts Festival VIP.</p>	
<p>School Review Sample drafts</p> <p>Documents provided – Stephen explained the school review documents. These documents are part of the preparation process for the school review which will be completed in term 4 2020. They are given as examples of the work that is done in self-review process and for the board to be aware and make comment. Discussion around the process for the Board to be involved.</p>	
<p>GATE and Aveley SC Follow Up: AEP 2020</p> <p>Discussions have taken place with school based key members to investigate what the</p>	

<p>College programs will look like. Ideas are being collaborated with bigger picture strategic planning including researching other schools. Currently considering: AEP – Academic Excellence Program Elite Sports Program Arts Program, Investigating how STEAM fits, approximate marketing timeline for advertising is end of term 1 2020.</p>	
<p>2019 Annual Report Process The proposed timeline to present the draft annual report to the College Board is for meeting 2 in 2020. We will follow the Model from 2019.</p>	
<p>2019 College Board Review As some members have not completed the online review this item is postponed to meeting 1 2020.</p>	
<p>Other Items: Denise thanked all College Board members for their time this year. Denise announced her appointment to Jessica Shaw’s office and requested any feedback on possible conflict of interest.</p>	<p>Any member who believes this may impose a conflict of interest please contact Stephen.</p>

Meeting Closed: 7.45 pm

Chair Signature:

Next Meeting: 5.30 pm Monday 17 February 2020 (Week 3)