

AVELEY SECONDARY COLLEGE
BOARD MEETING MINUTES



DATE:	Tuesday 26 October 2021
TIME COMMENCED:	5.30 pm
LOCATION:	Aveley Secondary College, Conference Room
MEMBERS PRESENT:	Michelle Anderson, Matthew Harvey (Parent Representatives), Jarrad Stewart, Aaron Wheeler (Staff Representatives), Michelle Del Nero, Cameron Fairbrother (Community Representatives), Stephen Pestana (Principal)
EX-OFFICIO:	Anne Gilchrist (MCS)
MINUTE TAKER:	Anne Gilchrist
APOLOGIES:	Nathan Haldane, Bev Day, Jimmy Cangy, Cr Patty Jones
PREVIOUS MINUTES:	Moved: Mathew Harvey Seconded: Jarrad Stewart

ITEM & DISCUSSION	ACTION
<p>Apologies, Noting of Minutes, Business Arising</p> <ul style="list-style-type: none"> • Stephen has sent the thank you letter to Jessica Shaw. • Casual vacancy for Board waiting on screening clearance. 	
<p>Principal's report</p> <ul style="list-style-type: none"> • New DOE centralised program CAB electronic register of Board members to be completed by Principal. Passport numbers and driver license details are not mandatory. Stephen has asked DET if this is necessary as this is recorded as part of the screening process. Alison will be contacting board members if information is required. 	

<ul style="list-style-type: none"> • Positive start to the term. • COVID In-Reach Program - ASC has been selected as an In-Reach COVID Vaccination centre, available to students, staff and possibly community members. • OLNA – Second Round Year 10 results received. • Fogarty Visit – ASC hosted 24 plus staff from other schools who visited to participate in observing lessons and discuss our school improvement program. • Staffing 2022 – priority to complete recruitment processes, a number of successful applicants are interstate and have had their G2G pass declined. DOE is working on processes of communication between government agencies for interstate staff to obtain entry G2G passes for 2022 employment. 	
<p>Business Plan 2022-2025</p> <ul style="list-style-type: none"> • Planned to have completed this year for release early 2022. • KPI measures to be investigated this term. • Possibly add a paragraph on the process in measuring KPIs. • Suggestion to add Glossary terms to document. • Requested general feedback from the board on the draft document. • Support for the format and draft as presented 	<p>Stephen to ensure glossary to be added to Business Plan.</p>
<p>New Principal Performance Review</p> <ul style="list-style-type: none"> • DOE has implemented a new tool for performance management of principals, this involves principals completing an in-depth review process online with a follow up meeting. • Stephen provided his 360 degree for Leaders feedback comprehensive feedback summary from Educator Impact. 	
<p>Finance</p> <ul style="list-style-type: none"> • Cash verified Sept • Forecast salary 95% slight drop due to some positions not replaced in Term 4. • Billing officer is continuing to follow up with parents who do not have a payment plan in place. 	
<p>2022 Contributions and Charges</p> <ul style="list-style-type: none"> • Change of cost of Certificate II in Building & Construction Pathways Trade price change from \$623 to \$120 due to costing being finalised. 	<p>Board approved</p>

2022 Booklist <ul style="list-style-type: none"> • Draft Yr 7-11 Booklists handed out. 	Board approved
Uniforms <ul style="list-style-type: none"> • Uniform Shop – Michelle raised concerns with the price increases to the uniform list, discussion on increase, Michelle asked for the school to please note it is important to not out price uniforms so families cannot afford them. • Only one change room with five customers waiting Retail outlet customer service, mirror to be made available. Week 2. • Feedback to be given to Leigh on pricing and customer service. • Pricing is locked in for two years. 	Anne to follow up with Leigh customer service and the problem with change rooms not being available and to request a mirror is made available to students trying on uniforms.
2022 <ul style="list-style-type: none"> • Timetabling • Year 11 • Staffing 	Deferred
Student Voice Semester 2 2021 <ul style="list-style-type: none"> • Letters generated for students to give feedback to staff. Some great comments and feedback received, printout handed out. Student voice is a rewarding process for both staff and students. 	

Meeting Closed: 6.40 pm
Next Meeting: Tuesday 30 November 2021

Chair Signature: