

**AVELEY SECONDARY COLLEGE**  
**BOARD MEETING MINUTES**



<b>DATE:</b>	Tuesday 10 May 2022
<b>TIME COMMENCED:</b>	5.30 pm
<b>LOCATION:</b>	Aveley Secondary College, Conference Room
<b>MEMBERS PRESENT:</b>	Stephen Pestana (Principal) Matthew Harvey, Shaun Hughes (Parent Representatives) Bev Day, Shane Sharma, Jarrad Stewart-Olsen (Staff Representatives) Michelle Del Nero (Community Representatives)  Via Zoom: Matthew Harvey
<b>EX-OFFICIO:</b>	Anne Gilchrist (MCS Ex-Officio)
<b>MINUTE TAKER:</b>	Sharon Edmonds
<b>APOLOGIES:</b>	Cr Patty Jones, Cameron Fairbrother, Michelle Anderson, Jimmy Cangy
<b>PREVIOUS MINUTES:</b>	Moved: Shane Sharma Seconced: Jarrad Stewart-Olsen

ITEM & DISCUSSION	ACTION
<p><b>Principal's report</b></p> <p><b>Overview 2022 / Focus Term 2 / COVID Update</b></p> <ul style="list-style-type: none"> <li>• Intake data on schools online diversity from where students come from.</li> <li>• Feeder intake 61 students locals go to local private schools.</li> <li>• Business plan is to be a school of choice</li> <li>• Attendance data is 83% when compared to last year which was 87% overall.</li> <li>• Attendance rate at Aveley is much better in comparison to like schools.</li> <li>• OLNA results -the data for the Year 10s in June</li> <li>• Category 3 have met the standard / Category 2 would meet the standard at the end of Year 12/ Category 1/0 will be behind the standard or may not meet the requirements.</li> </ul>	

<ul style="list-style-type: none"> <li>• NSA/Category 1/ ESH – May be our target group who will not meet the standards, on the whole our school is progressing.</li> <li>• Staffing - Despite the challenges we face, staffing runs well, staffing is better than other schools. In spite of the fact that some staff members have left to other jobs but our replacements have been brilliant. Exit interview for staff in place / reasons for leaving / feedback should be open and transparent.</li> <li>• Staff at Aveley were appreciated and acknowledged. Staff have managed staffing very efficiently especially during NAPLAN and other areas of instability.</li> <li>• Covid - 26000 RATs to roll out to students. Box of 20 to be given to students in Week 4 distribution will be made each day / year groups. SMS will be sent to parents that they are issued.</li> </ul>	
<p><b>OHI 2022 Key Points</b></p> <ul style="list-style-type: none"> <li>• Occupational Health is critical today, survey is done each time of the year.</li> <li>• Strong Health score - 79% in 2022 in comparison to Last Year 81% 2021 data, it's on a decline but good results.</li> <li>• Mckinsey summary makes comparison with all Organisations across the global quarter.</li> <li>• Value of College - On the basis of the top current and desired values - In the current scenario over 200 people, we have an aggregate of staff stating all the 3 values – Accountability / Student outcome focused excellence and Professional Growth</li> <li>• It appears we are on the top quartile except for the clarity in role and responsibilities.</li> <li>• Outcome by Role - The school is working on issues; for example on school development day many staff are not present in the room. Overall organisational health is fine. Lower in non-teaching roles.</li> <li>• HOLAs and staff are focusing on their programs. The school is working on ways to progress and we have been asked by Fogarty and Grattan institute to be a case study for this practice at Aveley.</li> </ul>	
<p><b>Associate Principal's Report</b></p> <p><b>Senior School / Reporting / Electives 2023</b></p> <ul style="list-style-type: none"> <li>• Senior school exams new to staff/students</li> <li>• Senior school ends in Semester 1 which is earlier than other students.</li> <li>• Elevate education/Tutoring to sharpen their skills before/ In preparation to their exam.</li> <li>• It's an establishment phase for students and teachers for the first time.</li> </ul>	

- Reporting - Senior School Reports - with no comments
- Statement of Results / VET competencies / WACE tracking report.
- Senior School is entering into a different phase with reporting
- Reporting will show an interview if requested by the teacher
- Year 11 electives will predetermine the Year 11 subjects, it will be an automatic rollover to Year 12.
- Year 9 and 10 minimum change of subjects.
- Subject Selection for Year 9 and 10 will have the same schedule and process.

## **Behaviour 2022**

### **Vaping at ASC**

- Behavior management plan in place for students
- Ensuring students are in class
- The School is working on strategies
- The School has been proactive and putting plans in place and receiving feedback from Youth Workers
- Random class checks
- Hard firm approach to students
- No tolerance policy to Vaping in the Yard / Classrooms or hiding stuff in vents / hotspots in toilets.
- The School are providing opportunities to educate students into a Health Curriculum looking for ways to educate school wide.

Shane Sharma spoke about the actions taken on the Overall Suspensions, there was a sharp improvement when compared to last year. Current suspension is at 9.2% in comparison to 12.7% 2021. Shane made a note in the top 1% of student population there has been 13 students receiving 49 suspensions of which equals to 131 days. This suggests that collectively we have a very small group of students repeating this behavior.

Shane commended the Year Coordinators for keeping students engaged and proactive working at opportunities to prevent negative behavior during lunch 1 and lunch 2.

## Finance Report

### Funding Agreement for Schools 2022

#### 2022 Preliminary cash budget

- Operational one Line - Handout – Verified March
- Cash Report - Handout – 4<sup>th</sup> May 2022 Variance = -\$2,907 Received a bit of funding to be budgeted
- School Salary Allocations (SCFM) - Handout - 4<sup>th</sup> May 2022  
Salary Budget is efficient, The School has spent 24% of our salaries so far, forecast variance for the year \$1,274,367.00
- Charges and Contributions 2022 – Hand out - 30<sup>th</sup> April  
Charges received (Yr 7 -10) 55.39% (Yr 11) 70.75% Collection rate is good  
Reminder statement to be sent in the next 2 weeks
- Zulu desk – Percentage dropped to 35.72% - Third party use agreement
- Oxford E – License - 0.0029% was very low in Actual YTD the reason being this License was removed in 2021

**Meeting Closed: 6:57pm**

**Chair Signature:**

**Next Meeting: Tuesday 14 June 2022**