

AVELEY SECONDARY COLLEGE
BOARD MEETING MINUTES



DATE:	Tuesday 13 June 2023
TIME COMMENCED:	5.00 pm
LOCATION:	Aveley Secondary College, Conference Room
MEMBERS PRESENT:	Stephen Pestana (Principal) Shane Sharma, Jarrad Stewart-Olsen (Staff Representatives) Michelle Del Nero (Community Representatives) Shane Larsen (Parent Representatives)
EX-OFFICIO:	Anne Gilchrist (MCS Ex-Officio)
MINUTE TAKER:	Sharon Edmonds
APOLOGIES:	Staff Representatives - Bev Day Community Representatives - Cr Patty Jones, Jimmy Cangy, Cameron Fairbrother, Richard Moore Parent Representatives - Michelle Anderson, Shaun Hughes Dialing in externally: Matthew Harvey (Parent Representative)
PREVIOUS MINUTES:	Moved: Jarrad Stewart-Olsen Seconded: Michelle Del Nero

ITEM & DISCUSSION	ACTION
Apologies, Noting of Minutes, Business Arising <ul style="list-style-type: none"> • Apologies noted. • Previous minutes accepted. • Senior Year 11 and 12 students - To bring into the school board to give them an exposure in leadership. • Cleaning of the Solar panels rescheduled for July School holiday - Cleaning is scheduled annually. • Check with Synergy for rebates and charges. 	<p>Bev to follow up at the next meeting</p> <p>Anne to follow up</p>

<p>Welcome to Community Representative – Richard Moore - Apologies by the new community member to the board</p> <ul style="list-style-type: none"> • Patty Jones no longer available to attend, offered her resignation. This vacancy to be filled by another community member. • Jimmy has not been on the board for some time - follow up on his resignation, no formal notification from the Board. • Patty has also expressed her interest to help with any issues in the future • Suggestions put forward for possible Board members <ul style="list-style-type: none"> - New Youth Centre - Education support contact to represent our ESH Community 	<p>Stephen to follow up</p> <p>Contacts for the Board – New Youth Centre</p>
<p>Principal's report</p> <p>Term 2 – Busiest Term in terms of – (A) STAFF</p> <ul style="list-style-type: none"> • Difficult term for staff - Factors contributing to this pressure is leave, and shortage of staff, it has been hard to backfill roles, even though the school has the capacity in terms of funds. • Reality is staff are feeling they are overworked. Constructive management of new staff /graduates is in place. • All schools are facing this situation, one of the impacts of staff shortage is the capability of staff. • Department are using different strategies of sourcing staff from overseas including New Zealand / UK. <p>(B) COMPLIANCE</p> <ul style="list-style-type: none"> • Staff /parents complaints are becoming more visible, and people are becoming more reactive to problems and escalating very quickly. An example is a post on the school Facebook page on the 27th Feb. • A discussion took place on a scenario where 4 Maths classes had 4 different teachers this year. This is a concern for parents. It was also noted parents were not informed when their child had a change of teacher. <p>(C) BEHAVIOUR IN TOILETS</p> <ul style="list-style-type: none"> • As a follow to compliance the generic comment on Facebook 'Not able to use the toilet.' 	

<ul style="list-style-type: none"> • The school has no policy on students not being able to go to the toilet. All toilets are locked up and only 2 available for access during breaktimes to manage the process as the damages to toilets are getting worse. • School is taking measures to manage student behavior staff on duty to patrol. • Difficult to find a solution to this behavior, as the damages are becoming radical. • Some schools are locking toilets at class times and opening during break times, students go to student services to collect a key to get access to toilets. Resourcing and manpower becomes a crucial factor in this scenario. • It's a community wide problem, as vaping / TikTok in toilets is becoming more prominent and it's hard to detect the student involved. Locking the toilet is a short-term solution. • Michelle stated locked toilets would create a disruption in the parent community and suggested a community evening to discuss with parents on this approach of locking toilets. • Jarrad added as a part of communication at the Parent teacher night to make it visible and available as a school community, complaints/feedback from parents can help in this process / cyber safety is another option to offer parents. • Shane Larsen suggested - Key system – An incentive to be given to student if he/she reports an incident witnessed at the toilets. • Damaging to toilets is a new trend. • The flimsy nature of the material leads to the damage, the school is in the process of replacing panels to stronger materials. • Stephen stated we need to find mechanisms/strategies around how it works around other schools. 	<p>Consider better communication process between teachers/parents</p>
<p>Staffing Issues 2023</p> <p>Shortages, Impacts, risks</p> <ul style="list-style-type: none"> • Maths / HaSS learning areas biggest hits with staffing. • 1 x Resignation in HaSS - Staffing is a big challenge in HaSS. • 1 X HOLA Parental leave in Term 3 HaSS, Casey Tough will be acting HOLA. • 3 X Resignations in Maths. • Plan to run a pool and have 1 permanent staff and fixed term contracts in Maths. • Advertising Maths HOLA in 2024. • English / Science stable, as staff returning from Maternity leave. • D&T X 2 additional permanent staff. • Visual Arts / Drama - shortlisting new positions Term 2. • Health Phys Ed - stable no changes. 	

<ul style="list-style-type: none"> • Process of shortlisting - Lead EA / Student services Level 3 Program Coordinator commencing next semester. • Impact on relief and impact on the ability to find staff. • The school is working to have qualified staff with knowledge and support to be provided for classroom management. • Internal staff who have the skills required are being used to cover internal relief. • CMS / EDI coaches are being used to deliver the teaching and learning, after school sessions/induction days / PD to offer support to new staff. • It's important to note that the ATAR classes are not affected at the school. • Jarrad suggested communication - HOLA communicating to parents – Introducing a new teacher through an email, for any concerns to call the HOLA as a preventive measure. 	<p>Recommend teacher/HOLA - Communicate to parents when changes of staff occur</p>
<p>Student Behaviour</p> <p>Student suspensions has reduced significantly in Sem 1 2023 in comparison to Sem 1 2022</p> <ul style="list-style-type: none"> • From 335 students in Term 1 to 137 students in Term 2 / Total number of days 1771 to 439 / Average length of suspensions 2.1 to 1.9. • Types of behavior leading to suspensions - Abuse /Threats/Harassment of student • Reduction in suspension around vaping. • Low to mid behavior occurring consistently in classrooms, this includes to behaviour that affects staff • Open communication with parents, telling them what's going on, has helped reduce suspensions. • After school detention, Tuesday/Thursday 45 minutes end of the day has reduced suspensions. • Organising different events, getting students involved like the Big Freeze has a positive approach. Student Services team were involved and there has been positive feedback. • Michelle appreciated and congratulated the school on the Big Freeze event. • An Aveley day as an annual event is planned. • 4x Youth Workers currently triaging and supporting behaviors on terms of mental health. • Team is working with HOLA / teaching staff to upskill skill and support and educate staff to have preventative measures in place for student behavior. • Jarrad suggested investing CMS / EDI Program, finding ways to plug staff into the program and HOLA / 2IC support are doing the same thing. • The College is implementing RIPPLE to support positive behavior and to build capacity across the whole school. 	

<p>Behavior Policy Requirements</p> <p>New Behavior Policy</p> <ul style="list-style-type: none"> • Stephen summarised the handout on the student behavior policy in public schools. • Policy rules on page 2 captured the information - Aveley is already doing what the policy states -- engaging the school community in building a culture of positive behavior that values student strengths and abilities. • Developing and monitoring of a whole school approach to behavior. • Utilising multi-tiered systems of support that are responsive to student needs. • Communicating the rights and responsibilities of staff and students to engage in building positive behavior. • Use available behavior support for students with complex needs. • New approach of positive behavior is RIPPLE. • Feedback from the Board: Engage in building positive behavior • The school has employed a community culture liaison officer to focus on our African students to facilitate connection and engagement with the school community. • RIPPLE Program - Positive behavior in school and an approach accepted by the whole school. Explicit teaching of this behavior in a consistent way, focus on processes and procedures accepted by the whole school. • Awareness on the policy changes as it emphasises engaging the school, Stephen asked for feedback from the Board of their view and direction it could take. • Consultation process - Engaging the school community board to advise. • Jarrad suggested – Digital marketing can be area of opportunity, hire people specific in that field to communicate in a sensitive way to the community, possibly an external PR role. • Michelle – Suggested a community announcement regarding toilet issues at the school, this will reassure parents that school is active and top of everything without any wrong perception. 	
<p>Finance Report</p> <p>Operational One line budget (verified April)</p> <p>Cash Report -</p> <ul style="list-style-type: none"> • Handout – 31st May • Expenditure 34.48% <p>Financial Summary</p> <ul style="list-style-type: none"> • Handout - 31st May. 	

<ul style="list-style-type: none"> Anne explained the Revenues - Actual voluntary & contributions, charges, fees from facilities hire since 2022 and a breakdown of the expenditures – Item 9 Actual payment to CO, Regional Office and Other Schools \$1,064,827.00 PPP Service fee, Shade Structures, Kitchenette for Middle School, Data cables for IT Office, power cables for the Commercial Kitchen - Oven, Conversion of Art room to media lab Projector construction room, science furniture, single student desks/chairs /bookcases CCTV /paid for TVs installed in the transportable. <p>School Salary Allocation (SCFM)</p> <ul style="list-style-type: none"> Handout - 9th June Have spent 38% of our salaries so far, forecast variance for the year \$1,296,734 <p>2023 Charges and Contributions collection rates</p> <ul style="list-style-type: none"> Handout - 30th April. Charges received (Yr 7-10) 36.19% April & May 43.47% (Yr 11-Yr12) – 56.55% Collection rate good. Contributions received 30.71% in April and 34.00% May. Getting the services of the debt collection agency for outstanding charges. Phone calls / emails are sent to parents prior to sending the reminder letter. Reminder letters are sent to parents in week 8/9/10 with a note, if there is no payment plan in place it will progress to the debt collection agency for collection. Suggestion raised to add collections message to subject selection book and possibly raise at parent meetings. Zuludesk percentage 21.28% was low, Year 11 and 12 students do not use Zuludesk. ICT Committee – Survey in Home Room and is progressing at the moment. Pros and cons of utilising Zuludesk. A concern was raised around information not uploaded in google classroom, and therefore why is an iPad required. 	
<p>Any other business</p>	<p>Nil</p>

Meeting Closed: 6:35pm

Chair Signature



Next Meeting: Term 3, Week 3 – Tuesday 1 August 2023