

**SCHOOL OF SPECIAL EDUCATIONAL NEEDS - MEDICAL AND MENTAL HEALTH
MINUTES - SCHOOL COUNCIL MEETING**

3.30pm – 5.00pm Tuesday 17th September, 2019

PCH – L3 West Office 3D – Conference Room – Collect Visitor pass from PCH Reception at 3.25pm – VC #62316

Council Members: Caleb Jones (*AI/Principal SSEN:MMH*), Mary Turner (*Chair & Community Representative*), Leasa Ashton (*Teacher SSEN:MMH*), Matt Szabo for Lynda Deacon (*Nurse Unit Manager, Paediatrics, FSH*), Terri-Lee Barrett (*Nurse Co-Director, CAHS, Community Health*), Alison Elgar (*Community Representative*), Armando Giglia (*President– WASSEA*), Nicky Guilfoyle (*Director, CAHS, Community Mental Health*), Louise Splatt (*Senior Occupational Therapist, EMyU*), Deborah Stamatou (*Teacher SSEN:MMH*), Betty Steamer (*Midwest CAMHS, Team Leader*), Marya Stewart (*Director, Christian Services, Trinity College*)

Executive Officer: Michelle Saunders (*Corporate Services Manager SSEN:MMH*)

Apologies: Marya Stewart, Matt Szabo, Armando Giglia, Terri-Lee Barrett, Alison Elgar

Guests

AGENDA	LED BY	DISCUSSION	ACTION
1. Chairperson's Welcome	Mary	Mary welcomed members to the meeting and introduced new member Louise Splatt from EMyU.	
2. Apologies	Mary	Apologies had been received from Marya Stewart, Matt Szabo, Armando Giglia, Terri-Lee Barrett & Alison Elgar.	
3. Acknowledgement of Traditional Owners	Mary	Mary acknowledged the traditional owners of the land.	
4. Conflict of Interest	Mary	There was no conflict of interest declared.	
5. Minutes of Last Meeting	Mary	The minutes of the previous meeting were accepted. <i>Deborah/Leasa</i>	
6. Business Arising from the Minutes	Mary	<p>ACTION 1 – Mary advised she had contacted Catherine Shepherd and it was agreed the SSEN:MMH School Council could have a representative on the selection panel for Principal, SSEN:MMH. Mary approached Terri and Alison who were prepared to represent, with Alison ultimately taking the role. Mary thanked Alison and acknowledged the commitment required including taking leave from work, for her to participate in the panel.</p> <p>Until the recruitment process was completed with a recommended applicant, Caleb would continue as Acting Principal.</p> <p>There was no other Business Arising.</p>	

<p>7. Principal's Report</p>	<p>Caleb</p>	<p>Caleb tabled the Principal's Report and spoke to key aspects of the document. (Report attached with minutes).</p> <p>The visit by Kellie Properjohn, the new Executive Director, Statewide Services, had gone well. Kellie had initially met with the Leadership team to familiarise herself with the school's purpose and programs, and then visited classrooms on wards to view teaching first hand. Leasa commented it had been a dynamic morning and the visit was timely.</p> <p><u>Funding Model</u> – Caleb advised that the new Funding Model endorsed by the Department of Education did not meet current staffing levels, with a staffing adjustment required to meet current permanency with available finances. This model is endorsed on a cost neutral basis as at 2014 student numbers and characteristics. As stated at previous Council meetings, since 2014 SSEN:MMH had responded to student demand, expanded programs by increasing staff to the required operational level using carry forward funds.</p> <p>Mary asked if money provided by the funding model was fixed. Caleb said it would provide for future growth according to population, so this was a positive aspect of the funding model.</p> <p>Caleb advised that SSEN:MMH would work with Department of Education Staffing and Finance Consultants over the next few months to develop a strategy to address the financial adjustments.</p> <p><u>ESAT</u> Caleb showed Council Members the ESAT on-line website, and explained the 6 domains against which the school was required to 'provide evidence'. Staff were working collaboratively and creatively to find evidence that best reflected achievement within domains. Some evidence against domains had already been loaded. This process to be completed by a week TBC in Term 1, 2020.</p> <p>The Council discussed the Relationships & Partnerships domain and evidence that could be provided about the effectiveness of the School Council. Some ideas were Terms of Reference, discussion and actions from School Council minutes. Council/Board training module cycle supports the Leadership Domain.</p>	<p>ACTION 1 Michelle to send Principal's Report to Council Members with Minutes of the Meeting.</p> <p>ACTION 2 SSEN:MMH Admin and Michelle to review School Council Minutes to source evidence</p>

<p>8. Financial Reports – as at 3/9/19</p> <ul style="list-style-type: none"> - Minimum Expenditure Requirement - Cash Report - Operational One Line Budget Statement 	<p>Michelle Grant</p>	<p><u>Minimum Expenditure Document – 3rd September, 2019</u> This Report was tabled. SSEN:MMH meeting Minimum Expenditure Requirement as at 3rd September, 2019.</p> <p><u>Operational One Line Budget Statement – 3rd September, 2019</u> As at this date the Statement showed a variance of \$363,359</p> <p><u>Cash Report – 3rd September, 2019</u> As at this date, the Cash Report showed 100% of income had been received and 61.78% of available cash had been expended on goods and services.</p>	
<p>9. DoE School Council/Board Training Modules</p>		<p><u>Training Modules</u> - ongoing – Council members to complete as required.</p> <p><u>Department of Education Police Clearance</u> – a reminder to new members that they are required to have a Department of Education Police Clearance.</p>	<p>ACTION 3 - Michelle to provide links to Modules 1 & 2 and information about DoE Police Clearance with next Minutes</p>
<p>10. School Surveys Sub-committee</p>		<p>Leasa explained that it is a Department of Education requirement that schools survey stakeholders on a yearly basis. In 2018 SSEN:MMH had completed a survey to parents and students and in 2019 would survey health teams and schools.</p> <p>A list of schools to receive the survey was being finalised with the focus on selecting schools with students who had accessed SSEN:MMH services for more than 10 hours. 400 schools had been identified as meeting the criteria.</p> <p>Surveys to schools would be distributed to the Principal but were often forwarded on to Student Services to complete. Surveys to Health teams would be distributed through the health program managers with school staff encouraging health staff to complete the survey.</p> <p>A draft set of Questions and a cover letter had been prepared. Caleb asked Council members to provide feedback before distribution early in Term 4.</p>	<p>ACTION 4 – Leasa to distribute Survey to Council Members for feedback by the end of the school holidays (Oct 2019).</p>
<p>11. Any Other Business</p>		<p><u>School Council Self-assessment</u> – Caleb advised that the DoE had developed a sample self-assessment to allow School Council members to provide feedback about Council operations. The self-assessment was not compulsory but encouraged. After a brief discussion, Council members agreed to</p>	<p>ACTION 5 – Self- assessment to be designed by Caleb and Michelle</p>

		<p>complete the self-assessment. Nicky commented that this self-assessment may be relevant for ESAT.</p> <p><u>School Council Membership</u> - Caleb advised that he was working with Mary to source a parent representative for the Council. A list had been prepared. Three people had been approached, but declined due to current personal circumstance. Mary would continue to work through the list.</p> <p>There was no other business</p>	and distributed on-line by next meeting.
12. Next Meeting - Tues 10th December, 3.30pm			
13. Meeting Close		The meeting closed at 5pm.	
FUTURE MEETING DATES:			