

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

**3.30pm – 5.00pm Tuesday 17<sup>th</sup> 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
<b>1. Chairperson's Welcome</b>	Mary	Mary welcomed members to the meeting and introduced new member Louise Splatt from EMyU.	
<b>2. Apologies</b>	Mary	Apologies had been received from Marya Stewart, Matt Szabo, Armando Giglia, Terri-Lee Barrett & Alison Elgar.	
<b>3. Acknowledgement of Traditional Owners</b>	Mary	Mary acknowledged the traditional owners of the land.	
<b>4. Conflict of Interest</b>	Mary	There was no conflict of interest declared.	
<b>5. Minutes of Last Meeting</b>	Mary	The minutes of the previous meeting were accepted. <i>Deborah/Leasa</i>	
<b>6. Business Arising from the Minutes</b>	Mary	<p><b>ACTION 1</b> – 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><b>8. Financial Reports – as at 3/9/19</b></p> <ul style="list-style-type: none"> <li>- Minimum Expenditure Requirement</li> <li>- Cash Report</li> <li>- Operational One Line Budget Statement</li> </ul>	<p>Michelle</p> <p>Grant</p>	<p><u>Minimum Expenditure Document – 3<sup>rd</sup> September, 2019</u>  This Report was tabled. SSEN:MMH meeting Minimum Expenditure Requirement as at 3<sup>rd</sup> September, 2019.</p> <p><u>Operational One Line Budget Statement – 3<sup>rd</sup> September, 2019</u>  As at this date the Statement showed a variance of \$363,359</p> <p><u>Cash Report – 3<sup>rd</sup> 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><b>9. DoE School Council/Board Training Modules</b></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><b>ACTION 3 -</b></p> <p>Michelle to provide links to Modules 1 &amp; 2 and information about DoE Police Clearance with next Minutes</p>
<p><b>10. School Surveys Sub-committee</b></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><b>ACTION 4 –</b></p> <p>Leasa to distribute Survey to Council Members for feedback by the end of the school holidays (Oct 2019).</p>
<p><b>11. Any Other Business</b></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><b>ACTION 5 –</b></p> <p>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.
<b>12. Next Meeting - Tues 10<sup>th</sup> December, 3.30pm</b>			
<b>13. Meeting Close</b>		The meeting closed at 5pm.	
<b>FUTURE MEETING DATES:</b>			