

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

3.30pm – 5.00pm Tuesday 10 December, 2019

PCH – L3 West Office 3D – Conference Room – Please take the yellow lift to Level 3 – VC #62316

Council Members: Caleb Jones (*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 Stamatiou (*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: Matt Szabo, Armando Giglia, Nicky Guilfoyle, Betty Steamer, Marya Stewart

Guests: Kirsten Hancock (*TKI*), Deb deLacy (*Associate Principal SSEN:MMH*) Sue Blakeman (*Teacher SSEN:MMH*)

AGENDA	LED BY	DISCUSSION	ACTION
1. Chairperson's Welcome	Mary	Mary welcomed members to the meeting.	
2. Apologies	Mary	Apologies had been received from Marya Stewart, Armando Giglia, Nicky Guilfoyle & Betty Steamer.	
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	ACTION 2 – Michelle has completed Minutes for ESAT. Members requested a copy of document be sent with Minutes. All other actions completed.	ACTION 1 – Michelle to send document to Council Members with Minutes.

<p>7. Principal's Report</p>	<p>Caleb</p>	<p>Caleb tabled the Principal's Report. (Report attached with minutes).</p> <p>Caleb highlighted Staff Achievements, SSEN:MMH website improvements and completion of compliance audit from the Principal's Report. He noted the Auditor had advised that the Operational One Line Budget Statement should be the only financial document tabled at Council Meetings. This adjustment would be made in 2020.</p> <p>Mary congratulated Leasa for receiving a Churchill Fellowship and asked her to outline her research. Leasa spoke briefly about her study and the institutions she would be visiting in the UK, Europe and USA.</p>	<p>ACTION 2 - Michelle to send Principal's Report to Council Members with Minutes.</p>
<p>8. Financial Reports –</p> <ul style="list-style-type: none"> - Minimum Expenditure Requirement - Cash Report - Operational One Line Budget Statement - Funding Model 	<p>Michelle</p> <p>Caleb</p>	<p><u>Minimum Expenditure Document – 3rd September, 2019</u> <u>Operational One Line Budget Statement – 3rd September, 2019</u> <u>Cash Report – 3rd September, 2019</u></p> <p>All documents were tabled.</p> <p>Due to a full Agenda the documents were open to the Council for questions but not discussed.</p> <p><u>Funding Model</u> – Caleb advised the SSEN Funding Model has been endorsed by the Department of Education's Corporate Executive and Finance sub-committee on a cost-neutral basis, with agreement for a 5% increase in the funding model from 2020. With little carry forward remaining for 2020, staffing adjustments have been necessary throughout programs. This has largely effected fixed term with no impact on permanent staffing. Changes to programs and reduction to fixed term contracts are necessary and presenting challenges for some staff in adjusting. Support provided to staff.</p>	
<p>9. Review of 2018 – 2019 School Plan and draft 2020 – 2022 School Plan</p>	<p>Caleb</p>	<p>Caleb presented a power point that provided information about the outcomes of the 2018/ 2019 School Plan. Strategies that had provided challenges were indicated in orange on the document with explanation provided in the power point.</p> <p>Council Members discussed the 2018/2019 School Plan in particular Strategy 5.</p> <p>The power point then provided members with information about the draft 2020-2022 School Plan. The 2020–2022 School Plan included the new SSEN:MMH School</p>	<p>ACTION 3 - Michelle to send Power Point to Council Members with Minutes.</p>

		<p>Vision and utilised the 6 Public School Review Domains as focus areas. These had been linked to the Statewide Services Strategic Pillars. Strategies/Targets are still to be refined. 5 & 6 were directed at school level - quality teaching and student progress.</p> <p>Alison asked if domains applied to all schools. Caleb advised they applied to all public schools but non-government systems will have their own processes for school review.</p> <p>Terri asked about the regions SSEN:MMH supported. Caleb advised SSEN:MMH had teachers working in all regions across the state particularly connected to CAMHS and PCH statewide teams. He said it was important that SSEN:MMH worked to become more connected and integrated into regional education offices. Regional health services and priorities may impact school priorities at times.</p> <p>Caleb also advised that the Director General of Education had just released Strategic Directions 2020-2024 and Focus 2020 which align to the whole of government shared priorities. These docs will also be considered before finalising the 2020 – 2022 SSEN:MMH School Plan. https://www.education.wa.edu.au/strategic-directions</p>	<p>ACTION 4 - Council members to review draft 2020 – 2022 School Plan and provide feedback.</p> <p>ACTION 5- Michelle to provide link to Strategic Directions 2020-2024 and Focus 2020 in minutes.</p>
10. Public School Review	Caleb	Finalising documentation for Public School Review continuing. Review Visit – Term 1, Week 10.	ACTION 6 – SSEN:MMH will seek input to the school review from Council, community and health partners eg –speaking to the Peer Review group)
11. School Surveys Sub-committee - School & Health Survey results	Leasa	<p>Leasa presented a power point prepared by herself and Danielle Valle, that provided information about the results of the Schools and Health Survey 2019. Leasa summarised the results as follows -</p> <p>School Survey in summary:</p>	ACTION 7 - Michelle to send Power Point to

		<ul style="list-style-type: none"> Schools that are aware of the services offered by SSEN:MMH, value our input. The qualitative and quantitative data is very positive. The survey had a high number of N/A responses for certain questions (that have not been included in the data today). Is the survey targeting the right people who have practical experience of the school? Suggested improvement- more regular contact and follow up, especially around transition, and timely feedback for student/parent surveys. <p>Health survey in summary:</p> <ul style="list-style-type: none"> Very positive responses in both the quantitative and qualitative data. The health teams want more from SSEN:MMH ... time and FTE. 	Council Members with Minutes.
12. TKI Research Report	Kirsten Hancock	<p>Kirsten reviewed the history of the Research project 2013 – 2019. The project had originally been initiated to investigate the impact of SSEN:MMH teaching programs on hospitalised students using data from the SSEN database and Department of Education databases - <i>does SSENMMH make a difference?</i> Original research had been completed and reported in 2017. The new, recent report has also been presented as a journal article for publishing. Feedback following publication of the journal article suggested that a different approach to gathering and analysing data was needed.</p> <p>Stage 2 of the research project leading to the recent report, commenced in 2018 and was completed in October, 2019.</p> <p>A similar outcome - there is insufficient statistically significant data to support the qualitative impact of SSEN:MMH on students, except in the area of impact of liaison on Attitude, Behaviour and Effort (ABE)/ personal and social capability that had a small, significant improvement as liaison increased.</p>	
13. HELP Conference Report	Deb deLacy & Sue Blakeman	<p>Deb and Sue represented SSEN:MMH at the 2019 HELP Conference. They provided the following “Take Home Tips” from the Conference –</p> <ul style="list-style-type: none"> Student voice was big – an emerging area for SSEN:MMH. Setting Classroom goals important, When teach 1:1, you absolutely have to make a difference, Use of digital portfolios e.g. – photo of first spelling test and latest, Using an avatar with students with low self-esteem to build engagement. 	

14. DoE School Council/Board Training Modules & Department of Education Police Clearance	Mary	<p>Training Modules - ongoing – Council members to complete as required. Recent new members are progressing.</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>	ACTION 3 - Michelle to provide links to Modules 3 & 4 and information about DoE Police Clearance with next Minutes
15. Any Other Business - Meeting Dates 2020	Mary	Proposed 31 st March, 23 rd June, 15 th September, 8 th December. These dates were agreed.	
16. Next Meeting - Tues 31st March 2020, 3.30pm			
17. Meeting Close			