

**SCHOOL OF SPECIAL EDUCATIONAL NEEDS - MEDICAL AND MENTAL HEALTH**  
**MINUTES - SCHOOL COUNCIL MEETING**  
**3.30pm – 5.00pm Tuesday 23 June, 2020**  
**PCH – L3 West Office 3D – Room 3D4 - Please take the yellow lift to Level 3 – VC #62439**

**Council Members:** Caleb Jones (*A/Principal SSEN:MMH*), Mary Turner (*Chair & Community Representative*), Terri-Lee Barrett (*Nurse Co-Director, CAHS, Community Health*), Sharon Delahunty (*Nurse Director, Service 5, FSH*), Alison Elgar (*Community Representative*), Armando Giglia (*President– WASSEA*), 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:**

**Guests:**

AGENDA	LED BY	DISCUSSION	ACTION
<b>1. Chairperson’s Welcome</b>	Mary	Mary welcomed members to the meeting and acknowledged Sharon who was attending for the first time. Michelle advised Terri would be joining the meeting at 4pm and Armando would need to leave the meeting at 4pm.	
<b>2. Apologies</b>	Mary	There were no apologies	
<b>3. Acknowledgement of Traditional Custodians</b>	Mary	Mary acknowledged the traditional custodians 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/Louise</i>	
<b>6. Business Arising from the Minutes</b>	Mary	ACTION 2 – Annual Report – completion of the Annual Report has been put on hold due to the current need to focus on other priorities.  ACTION 4 – CAHS Nomination still to be confirmed as well as the second SSEN:MMH staff representative replacing Leasa Ashton.  Armando commented that School Council processes were being audited by the department including member’s tenure.	<b>ACTION 1</b> – Mary to speak to Marya (12 <sup>th</sup> September 2017) about a 2 <sup>nd</sup> tenure.

		There was no other Business Arising.	
<b>7. Principal's Report</b>	Caleb	Caleb tabled and spoke to the <b>Principal's Report</b> . (Report attached with minutes).	<b>ACTION 2 –</b> Michelle to distribute Principal's Report with Minutes.
<b>8. Medical Referral's Project</b>		<p>Caleb highlighted the significant contribution of SSEN:MMH staff to the Department of Educations' response to educational challenges for students arising from Covid - 19 as well as the adjustments staff had been required to make to teaching delivery due to changes to health settings. Caleb commented on how well staff had responded as a team to the rapid response required.</p> <p>Children and young people unable to attend school in Term 2, were continuing to be taught at home. SSEN:MMH had received 609 medical referrals with 412 students currently being taught by SSEN:MMH staff using Webex. Approx 40 additional staff (30 FTE) based at Tuart College, had been contracted by SSEN:MMH to deliver home teaching. They had participated in an induction program prior to commencing work.</p> <p>Mary asked how the 200 children not being supported by SSEN:MMH were being taught.</p> <p>Caleb advised that some schools had found a local solution with approx 180 continuing to be taught by enrolled school. Approx 20 were now enrolled in SIDE as had extended medical certificates beyond Term 2.</p> <p>Caleb is now waiting on a directive for Term 3 as to whether the program would continue or be wound down.</p> <p>Armando commented that his would recommendation would be a phased approach to re- engagement with enrolled school across Term 3, returning to normal asap. He felt there needed to be a clear message from government about what circumstances warrant a student remaining at home rather than attending school.</p> <p>Mary extended her thanks to SSEN:MMH staff for their hard work.</p>	

<p><b>9. Financial Reports –</b> - Operational One Line Budget Statement – as at 9<sup>th</sup> June, 2020.</p>	<p>Michelle  Caleb</p>	<p><u>Operational One Line Budget Statement – 9<sup>th</sup> June, 2020</u> Michelle identified that SSEN:MMH was currently showing a variance of \$1,312,333. She explained that the school received funds from the Department to cover Medical Referral teaching salaries, however had not been charged these salaries. This issue is still to be resolved by the department and the funds remain in SSEN:MMH salary pool. When the funds are removed variance would fall by over \$550,000.  The continuing impact of Covid-19 is still impacting on school spending.</p>	
<p><b>10. 2020 – 2022 School Plan</b></p>	<p>Caleb</p>	<p>The Draft School Plan was tabled.  Caleb advised that while the plan retained 10 strategies, volume had been reduced in response to feedback received that the plan may be too ambitious.  Strategy 1 – original 4 working groups reduced to 2 – Literacy and Personal &amp; Social Capabilities Strategy 4 – now specifies 2 tools to be identified rather than a 'suite' of tools.  The Council discussed the involvement of staff in developing the School Plan. Caleb advised that all staff had been engaged in developing the plan using School Development Days and Network Meetings. Eight working groups had been established, with a senior teacher/s managing each group and staff aligning with one of the groups. Operational planning for each strategy would begin in these groups Term 3. Strategy 6 and Strategy 8 were being managed by Caleb. Some of the groups had already commenced actions – such as Strategy 3 – <i>student voice</i>.  The School Council approved the SSEN:MMH School Plan 2020 – 22.</p>	
<p><b>11. DoE School Council/Board Training Modules &amp; Department of Education Police Clearance</b></p>	<p>Mary</p>	<p><u>Training Modules</u> - ongoing – Council members to complete as required. Recent new members are progressing.  <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> Michelle to provide links to Modules 5 &amp; 6 with next Minutes</p>
<p><b>12. Any Other Business</b> -</p>	<p>Members</p>	<p>Mary advised that a parent representative for the School Council had been identified, and this person was now considering involvement.</p>	<p><b>ACTION 4 -</b> Mary to provide email contact and</p>

			Michelle to send School Council information.
<b>13. Next Meeting - Tuesday 15th September, 3.30pm</b>			
<b>14. Meeting Close</b>		4.50pm	