

**SCHOOL OF SPECIAL EDUCATIONAL NEEDS - MEDICAL AND MENTAL HEALTH**  
**MINUTES - SCHOOL COUNCIL MEETING**  
**3.30pm – 5.00pm Tuesday 31 March, 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*), Leasa Ashton (*Teacher SSEN:MMH*), Terri-Lee Barrett (*Nurse Co-Director, CAHS, Community Health*), Sharon Delahunty (*Nurse Director, Service 5, FSH*), 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:** Sharon Delahunty, Alison Elgar, Terri-Lee Barrett

**Guests:** Gemma Slater (*A/T & L Coordinator, SSEN:MMH*) - 4pm

AGENDA	LED BY	DISCUSSION	ACTION
<b>1. Chairperson's Welcome</b>	Mary	Mary welcomed members to the meeting.	
<b>2. Apologies</b>	Mary	Apologies had been received from Sharon Delahunty, Alison Elgar and Terri-Lee Barrett.	
<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>Leasa/Caleb</i>	
<b>6. Business Arising from the Minutes</b>	Mary	ACTION 6 – ESAT has been put on hold due to COVID-19. ACTION 8 – Was not completed. Links to Modules 3 & 4 will be included in information sent to School Council members for next meeting.  Armando asked about staff response to the staffing adjustments that were required for 2020 after Funding Model had been endorsed. Caleb advised that finalising staffing for 2020 had been challenging. Weekly communication with staff had been important to ensure everyone was provided with latest information. By Week 7, Term 4 2019, it was clear that permanency would not be effected and redeployment would not be required, which was a relief to permanent staff. This was contributed to by both the Department's 5% increase in	

		<p>Funding Model and staff who provided notice of individual intentions to reduce FTE or retire.</p> <p>In 2020 the school is working with less FTE in both Teaching &amp; Liaison Programs (0.5FTE / 1.0FTE). Reductions had been spread across programs using school data to provide comparable information about activity level. Staff had been resourceful and had generally accepted the situation although some staff were feeling 'stretched'. The 2<sup>nd</sup> half of Term has been impacted by COVID – 19 so further changes have been needed and staff have had to respond to the new priority proactively and accordingly.</p> <p>Leasa commented that staffing adjustments had been harder for some than others, collegiate support had been important and while changing programs was challenging it was also interesting to work in a new program.</p> <p>There was no other Business Arising.</p>	
<b>7. Principal's Report</b>	Caleb	Caleb tabled and spoke to the <b>Principal's Report</b> . (Report attached with minutes).	<b>ACTION 1 –</b> Michelle to distribute Principal's Report with Minutes.
<b>8. Financial Reports –</b> <ul style="list-style-type: none"> <li>- Operational One Line Budget Statement – as at 31 December, 2019</li> </ul> <b>2020 SSEN:MMH School Budget</b> <ul style="list-style-type: none"> <li>- Operational One Line Budget Statement – as at 1 January 2020</li> </ul>	Michelle  Caleb	<u>Operational One Line Budget Statement – 31 December, 2019</u> Michelle advised that this document was not currently accessible as the School Resourcing System was unavailable to schools. <u>Operational One Line Budget Statement - 1 January 2020</u> Michelle tabled this document and identified each line of the document. There were no questions. The 2020 SSENMMH School Budget was noted by the School Council. It was also noted that the Funding Agreement had been signed by Caleb and Mary and submitted to the department as required.  Michelle also tabled a <u>document Operational Student– Centre Funding Statement 2020</u> . This document was issued and received on 24 March 2020. This statement shows how the Funding Model has been applied to SSEN:MMH to determine 2020 funding allocation utilising data about student access to SSEN:MMH services – Medical Health (Short Term – Long Term) Mental Health (Mild – Severe), Locality (where students are located) and a base allocation.	

<p><b>9. 2019 Annual Report</b></p>	<p>Gemma</p>	<p>The Draft Annual Report was tabled.</p> <p>Gemma advised that she was still to receive the Introduction to the Annual Report from Statewide Services Director and to complete a section called High Impact Teaching Strategies.</p> <p>She is considering converting the pdf to a Sway document for the SSEN:MMH website.</p> <p>Caleb advised that due to COVID-19 the Department of Education had delayed the date the Annual Report needed to be completed. This had given Gemma a little more time to finalise.</p> <p>Mary thanked Gemma for compiling the Annual Report.</p>	<p><b>ACTION 2 –</b> Michelle to distribute Annual Report to School Council members once finalised for final feedback and endorsement.</p>
<p><b>10. 2020 – 2022 School Plan</b></p>	<p>Caleb</p>	<p>The Draft School Plan was tabled.</p> <p>Caleb said that the School Plan was an aspirational, practical &amp; staff driven document, addressing Department of Education priorities within the SSEN:MMH context. The document had been framed using the six Public School Review Domains -</p> <ul style="list-style-type: none"> <li>• Quality of Teaching</li> <li>• Student Achievement and Progress</li> <li>• Learning Environments</li> <li>• Resources</li> <li>• Leadership</li> <li>• Relationships and Partnerships.</li> </ul> <p>10 Strategies and 28 actions across the six domains had been determined.</p> <p>Armando expressed concern that the plan was ambitious and would be difficult to achieve in 3 years. He suggested scoping or prioritising Strategies and/or Actions to ensure the timeframe did not become overwhelming.</p> <p>Betty agreed that 10 strategies would be difficult to achieve.</p> <p>Marya commented that there seemed to be overlap/connection between strategies and some may already be in place or underway.</p> <p>Caleb agreed to consider this feedback when finalising the plan.</p>	<p><b>ACTION 3 –</b> Michelle to distribute School Plan to School Council members once finalised for final feedback and endorsement.</p>

<b>11. School Council Self-Assessment Survey</b>	Mary	<p>Mary advised there had been 4 responses to the School Council Self-Assessment survey.</p> <p>In response to some concerns raised through the survey Mary advised –</p> <ul style="list-style-type: none"> <li>• School Council Minutes were available to the public through the SSEN:MMH Website</li> <li>• The Chair and Principal meet regularly including to set the Agenda and at least 1 week prior to each meeting</li> <li>• The Principal’s report included reflections about the School Plan and the School Plan was a standing Agenda item.</li> </ul> <p>A more detailed report will be presented at the next meeting.</p>	
<b>12. School Council Membership - Tenure</b>		<p>Caleb advised that both Nicky and Leasa had completed their tenure as at this meeting. Caleb thanked them for their contribution over the past three years.</p> <p>Mary also spoke about her tenure as Chair of the School Council which would finish at the end of 2020. After 14 years as Chair, Mary would vacate the position. A replacement would need to be found and Mary was happy to be involved in succession planning.</p>	<b>ACTION 4 –</b> Nicky to speak to the Executive Director of CAHS to see if she should continue for another term or another nomination. Caleb to also discuss with CAHS.
<b>13. DoE School Council/Board Training Modules &amp; Department of Education Police Clearance</b>	Mary	<p><u>Training Modules</u> - 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>	<b>ACTION 4 -</b> Michelle to provide links to Modules 3 & 4 and information about DoE Police Clearance with next Minutes
<b>14. Any Other Business</b> -	Members	<p><u>TKI Research</u> – Caleb advised that the Research presented at the last meeting had been accepted as an article to be published in the Journal Continuity in Education in August.</p>	

		<p><u>COVID-19</u> - Marya asked how the school was responding to COVID-19.</p> <p>Caleb replied that both health and education responses to COVID-19 had to be synthesized by the school.</p> <p>Like all schools, SSEN:MMH was remaining open but moving to a remote service delivery model – both teaching and liaison.</p> <p>Staff were spending time determining how best to do this and learning about the technology required to deliver teaching and liaison remotely.</p> <p>Health was reconfiguring wards and had closed some programs in preparation – school has had to respond quickly to these changes.</p> <p>SSEN:MMH may have surplus staff as working with less students. Department of Education is keen for staff to have meaningful roles, so may be temporarily redeployed to other services such as Student Well-being if meaningful work not available through SSEN:MMH..</p> <p>There was general discussion about COVID-19 and impact on central office operations, schools and teachers.</p>	
<b>15. Next Meeting - Tuesday 23rd June 2020, 3.30pm</b>			
<b>16. Meeting Close</b>		4.50pm	