


**SCHOOL OF SPECIAL EDUCATIONAL NEEDS - MEDICAL AND MENTAL HEALTH**  
**MINUTES - SCHOOL COUNCIL MEETING**  
**3.30pm – 5.00pm Tuesday 3 November, 2020**  
**PCH – L3 West Office 3D – Room 3D4**

**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*), Sylinda van Amerongen (*Community Representative*)

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

**Apologies:** Armando Giglia, Louise Splatt, Betty Steamer

**Guests:**

AGENDA	LED BY	DISCUSSION	ACTION
<b>1. Chairperson's Welcome</b>	Mary	Mary welcomed members to the meeting and introduced Sylinda who was attending for the first time.	
<b>2. Apologies</b>	Mary	Apologies received from Armando Giglia, Louise Splatt & Betty Steamer.  Mary advised that Armando would not be continuing on the Council. Armando had agreed to source a potential replacement from the Government school sector.	<b>ACTION 1 –</b> Caleb/Mary to discuss public school nominations with Armando.
<b>3. Acknowledgement of Traditional Custodians</b>	Mary	Mary acknowledged the traditional custodians of the land. Mary thanked David Forbes for providing her with the acknowledgement. The new acknowledgement was warmly received.	
<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/Alison</i>	
<b>6. Business Arising from the Minutes</b>	Mary	<b>ACTION 1 –</b> Marya has agreed to continue on the SSEN:MMH School Council for a second term.  There was no other Business Arising.	
<b>7. Principal's Report</b>	Caleb	Caleb tabled and spoke to the <b>Principal's Report</b> .   SSENMMH T3 2020 Principals Report.doc	<b>ACTION 2 –</b> Michelle to include Principal's Report with Minutes.

<p><b>8. 2019 Annual Report</b></p>	<p>Caleb</p>	<p>The final 2019 Annual Report was tabled.</p> <p>Caleb showed council members a web based version of the 2019 Annual Report prepared by Senior Teacher Gemma Slater with the support of Resource Centre staff member – Grace Antonas. The web based version allows for videos to be embedded, picture ‘stacks’ to be used, hyperlinks, the opportunity to zoom in to aspects of the report such as the financial graphs and also allows the reader to scroll through the document quickly.</p> <p>Members were very positive about the web based version and commented on the value of the interactive nature of this version for different audiences. It was also agreed the pdf version should be used when printing the report. Jo suggested that both versions be available on the website.</p> <p>Sharon asked if the report could be shared with FSH staff. Caleb advised it could be once endorsed by the Council</p> <p>The 2019 Annual Report was endorsed. <i>Mary/Deborah</i></p> <p>Mary asked Caleb to pass on her thanks to Gemma and Grace on behalf of the School Council.</p>	<p><b>ACTION 3 –</b> Caleb to thank Gemma and Grace on behalf of Mary and the School Council.</p>
<p><b>9. Medical Referrals Project</b></p>	<p>Caleb</p>	<p>Caleb gave council members a ‘brief picture’ of the Medical Referral Project.</p> <ul style="list-style-type: none"> <li>• Project commenced mid-May when Department of Education required SSEN:MMH to offer learning at home for children not attending school due to Covid-19 risks. This was an expansion of SSEN:MMH’s existing home teaching service.</li> <li>• By the end of June approx 480 students were participating.</li> <li>• The project required SSEN:MMH to establish a 2<sup>nd</sup> location at Tuart College and contract 35 new staff.</li> <li>• The staff used technology to establish virtual classrooms at Tuart College, teaching students K-12.</li> <li>• By the end of Term 3, the majority of students returned to their enrolled schools. Transition support was provided by SSEN:MMH.</li> <li>• As at Week 3, Term 4 there are 20 students remaining in the program and 5 part time staff delivering teaching. It is expected the students will transition back to their enrolled school during Term 4 or from the start of 2021. The majority are senior students preparing to sit exams. The other remaining students are supported by SIDE until the end of 2020.</li> </ul> <p>Mary asked why students weren’t supported by their enrolled school. Caleb explained that many schools did choose to support their students, but access to technology and industrial instruments made this difficult for many schools.</p>	

		<p>Alison asked about responding to a second Covid wave. Caleb advised that the school remained 'on alert', retaining the facility at Tuart College and could scale up again at short notice.</p> <p>Caleb recognised the contribution of all SSEN:MMH staff who had worked collaboratively and effectively for WA students through this intense period. He acknowledged Gemma Slater who had coordinated the Medical Referral teaching program during Terms 2 &amp; 3 and Sue Blakeman who is continuing to do this in Term 4. He said the project had highlighted the capacity of the school to 'step up' when required.</p>	
<p><b>10. Financial Reports –</b>  - Operational One Line Budget Statement – as at 22<sup>nd</sup> October, 2020.</p>	Michelle	<p><u>Operational One Line Budget Statement – 9<sup>th</sup> June, 2020</u></p> <p>This report was tabled. Michelle spoke through each line of the document. Michelle identified that SSEN:MMH was currently showing a variance of \$767,757. The funds received from the Department to cover Medical Referral teaching salaries advised in the previous meeting, had now been removed from the SSEN:MMH salary pool.</p> <p>With \$400,000 being retained for cash and salary rollover, this left a variance of \$367,757. Leadership was currently considering how these funds should be used in subsequent years.</p> <p>Covid-19 has impacted on school spending in 2020.</p>	
<p><b>11. School Council Survey Results</b></p>	Mary & Caleb	<p>This survey was completed at the end of 2019, with three responses received from council members. Caleb and Mary had divided responses into 2 categories – Strengths (receiving a rating of 4+/5) and areas for improvement (receiving a rating below 3.5).</p> <p>Strengths –</p> <ul style="list-style-type: none"> <li>• Roles and Responsibilities of the council were generally clearly defined.</li> <li>• Compliance to legislation and participation of the council in approval and planning.</li> <li>• Council meetings are generally well organised and run.</li> <li>• Composition of the council and roles are well understood and the council has confidence in the chair.</li> </ul> <p>Areas for Improvement</p> <ul style="list-style-type: none"> <li>• The council would benefit from discussion and support to promote the school in the community</li> </ul>	

		<ul style="list-style-type: none"> <li>• The council would benefit from support to more confidently understand the school budget</li> <li>• The council would benefit from minutes being more available to the school community publically.</li> <li>• The chair could meet more frequently with the Principal between meetings.</li> <li>• Strategic directions could feature more regularly in council meeting discussion.</li> <li>• Council would benefit from more input from a wider cross section of members.</li> <li>• Council members would benefit from improved induction</li> <li>• Council members should be encouraged to complete the self-assessment survey.</li> </ul> <p>There was a general discussion about the survey and the low completion rate and how this impacts integrity of data.</p> <p>When considering areas for improvement, Council members made the following suggestions.</p> <ul style="list-style-type: none"> <li>• Seek greater diversity in council membership as vacancies arise – eg consider gender and cultural diversity.</li> <li>• Improve communication to members.</li> <li>• Find ways to enhance understanding of the school budget.</li> <li>• Documents available to public – ie Minutes and Annual Report available on SSEN:MMH website. How can this be communicated? Role of members in promoting school.</li> <li>• Increase School Council involvement/understanding of the School Plan – retain School Plan as a standing Agenda item and consider use of sub-committees.</li> <li>• Develop strategies to improve induction of new school Council Members – ie use of website &amp; Annual Report to improve understanding of the school’s purpose and breadth of WA programs, involve the chair in induction, encourage completion of modules.</li> </ul>	
<p><b>12. Any Other Business</b> - <b>School Council Training Modules</b></p>	<p>Members</p>	<p><u>School Council Training Modules</u> – Caleb explained to new members the purpose of the modules. Modules should be completed across the first year of council membership and Michelle would provide links when distributing meeting papers.</p> <p><u>School Review</u> – Mary tabled a letter received from Jim Bell, Executive Director, Strategy and Policy, advising the Public School Review as scheduled for Term 2, 2020 was delayed due to Covid -19 in Term 1, 2020. The Review was now</p>	<p><b>ACTION 4 -</b> Michelle to provide links to Modules 1 &amp; 2 with next Minutes</p>

		scheduled for Term 2, 2021. Caleb would be approaching School Council members to be involved in this process when dates are confirmed.	
<b>13. Next Meeting - Tuesday 15th September, 3.30pm</b>		Mary advised that Term 1, 2021 would be her last meeting but she was happy to participate in the School Review in 2021 and support handover to new School Council Chair.	
<b>14. Meeting Close</b>		4.50pm	