

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

**3.30pm – 5.00pm Tuesday 5<sup>th</sup> June, 2019**

**PCH – L3 West Office 3D – Conference Room – Collect Visitor pass from PCH Reception at 3.25pm – VC #62316**

**Council Members:** Grant Wheatley (*Principal SSEN:MMH*), Mary Turner (*Community Representative*), Leasa Ashton (*Teacher SSEN:MMH*), 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*), John Hesketh (*Community Representative*), Jeya Kumar (*Team Leader – CAMHS and Youth*), Deborah Stamatou (*Teacher SSEN:MMH*), Marya Stewart (*Director, Christian Services, Trinity College*)

**In Attendance:** Michelle Saunders (*Corporate Services Manager SSEN:MMH*)

**Apologies:** Terri-Lee Barrett, Alison Elgar, John Hesketh, Jeya Kumar **Absent:** Nicky Guilfoyle

**Guests:** Caleb Jones (*Associate Principal, SSEN:MMH*), Gemma Slater (*Senior Teacher SSEN:MMH*), Debbie Pieterse (*Teacher SSEN:MMH*), Sue Blakeman (*Senior Teacher SSEN:MMH*)

| AGENDA  | LED BY | DISCUSSION  | ACTION |
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| <b>1. Chairperson’s Welcome</b>                 | Mary   | Mary welcomed members to the meeting and acknowledged guests – Caleb Jones, Gemma Slater, Debbie Pieterse and Sue Blakeman.<br><br>Mary also thanked Gemma for compiling the 2019 Annual Report.<br><br>Mary advised that she had received an email from John Hesketh resigning from the School Council due to health reasons. John had been a Community Representative on the Council over many years, and had made a very valuable contribution. John was happy to remain a member of the Survey Sub-committee. |        |
| <b>2. Apologies</b>                             | Mary   | Apologies had been received from Terri-Lee, Alison, John and Jeya.  |        |
| <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/Marya</i>   |        |

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| <p><b>6. Business Arising from the Minutes</b></p>  | <p>Mary</p>                                     | <p><b>ACTION 3 &amp; 4</b> – The 2019 Budget was circulated and responses received from Council Members. The Budget was endorsed.<br/> <b>ACTION 6 &amp; 7</b> - The 2019 Annual Report was circulated and responses received from Council Members. The Annual Report was endorsed.<br/> <b>ACTION 8</b> – Janette Gee confirmed she has stepped down from the School Council and Armanda Giglia would continue as the permanent replacement representing WASSEA. Grant thanked Janette on behalf of the School Council for her valuable service.</p> <p>There was no other Business Arising.</p>  |   |
| <p><b>7. Principal's Report</b></p> <ul style="list-style-type: none"> <li>- Electronic School Assessment Survey (ESAT)</li> <li>- School Plan</li> <li>- Reporting to Schools</li> </ul> | <p>Grant<br/>Sue<br/>Gemma<br/>Debbie<br/>P</p> | <p>Grant advised the School Council that he was retiring at the end of Term 2. Grant explained he was comfortable to leave at this time, with the Funding Model signed off by the Department of Education and now with Treasury and a budget sharing plan with SSEN Schools in place to support any budget shortfall for Semester 1, 2020. Permanency Levels at SSEN:MMH were now higher and an extended leadership team was working hard to give staff a clear direction through the development of a School Vision and new School Plan. Grant thanked the leadership team for their hard work and support throughout his leave period and on the announcement of his retirement.</p> <p>Grant advised that Caleb would be acting Principal for the first 4 weeks of Term 3 while the recruitment process was underway.</p> <p>Armando commented that it was very unlikely the process could be completed in this short time frame.</p> <p>The Council also discussed representation on the selection panel.</p> <p>Caleb advised that a Services Agreement was now in place with SCGH to support students over 16 years. 6 students had already been supported, with 4 students ongoing.</p> <p>Mary asked about staff allocation for this service. Caleb replied that FTE had been allocated to SCGH, using teachers from PCH and</p> | <p><b>ACTION 1</b> - Mary to contact Catherine Shepherd and request the School Council has a representative on the selection panel.</p> |

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|  | <p>FSH, and flexible salary will be accessed while the program develops.</p> <p><u>ESAT – External School Assessment Tool – report by Sue Blakeman</u><br/>Sue outlined the Public School Review process and ESAT – a new school self-assessment tool to be used by all government schools, validated externally by Peer Review groups from School Review Accountability. Self-Assessment to be completed by Term 1, 2020. This initiates a cyclical, 3-year process.</p> <p>SSEN:MMH underway with initial discussion at the recent SDD. Extended leadership team working with groups of staff across the six domains. Most appropriate evidence being sourced to support achievement across domains, then uploaded to the website. Process would continue across subsequent SDD's and staff Network Meetings until refined for submission. Outcome will inform new 3-year School Plan.</p> <p>Marya asked about staff commitment to this process. Caleb replied that staff were not being asked to contribute extra time as the assessment was being discussed in existing forums. Creating new documentation was not the intention, it was about identifying existing information, data and evidence.</p> <p>Armando commented that ESAT was an improved school assessment process, allowing the school to 'tell its story'. Grant also commented that the ESAT was a valuable tool, allowing the school to reflect on its performance. The school had more than 6 months to complete so very achievable.</p> <p><u>Draft School Vision – report by Gemma Slater</u><br/>Gemma advised that staff had been consulted at the recent SDD about the development of a school vision. Ideas had been generated and key words identified.</p> <p>The School Council discussed the value and use of vision statements.</p> <p>Gemma presented the following outcome from staff discussion</p> |  |
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|  |                              | <p>Empower to Thrive<br/>Connect, Learn, Empower<br/>Connect, Learn and Empower.</p> <p>The use of the word Empower was discussed - and its application in the SSEN:MMH context.</p> <p>Connect, Learn and Thrive was offered as an option.</p> <p>The council endorsed the ideas presented.<br/>The school will present the draft Vision to staff for trial Semester 2 and then implement 2020.</p> <p><u>Reporting to Schools – report by Debbie Pieterse</u><br/>Debbie outlined the importance of reporting back to student’s enrolled school, and the SSEN:MMH process to complete this – currently sending the enrolled school attendance and work records.<br/>Following a survey to enrolled schools completed in 2017 where comments about this process were received, a review is underway. A SSEN:MMH working group was formed to review current practice and explore alternatives, which should be completed in readiness for Term 1, 2020.</p> |   |
| <p><b>8. Financial Reports – as at 31/5/19</b><br/>- Minimum Expenditure Requirement<br/>- Cash Report<br/>- Operational One Line Budget Statement –<br/>- Funding Model</p> | <p>Michelle</p> <p>Grant</p> | <p><u>Minimum Expenditure Document – 10<sup>th</sup> June, 2019</u><br/>This Report was tabled. SSEN:MMH meeting Minimum Expenditure Requirement as at 10 June, 2019.</p> <p><u>Operational One Line Budget Statement – 10 June, 2019</u><br/><u>Cash Report – 10 June, 2019</u></p> <p>Due to time constraints, these documents were not discussed.<br/>Michelle provided members in attendance with a support document to the Operational One Line Budget Statement. The document will assist members to interpret this report.<br/>Funding Model held over until next meeting.</p>   | <p><b>ACTION 2 -</b><br/>Members to review Financial Reports and direct questions, concerns to Michelle by email.</p> |
| <p><b>9. DoE School Council/Board Training Modules</b></p>   |                              | <p>Ongoing – Training Module 5 should now be completed.</p>   |   |

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| <b>10. School Surveys Sub-committee</b>                          |      | Discussion held over.  |  |
| <b>11. Any Other Business</b>                                    | Mary | Mary thanked Grant for his care, and his considerate and strategic approach as Principal of SSEN:MMH. She commented that Grant had set up the school 'to succeed' and will be greatly missed. Mary also acknowledged that Grant had left behind a Leadership Team that was well placed to continue his legacy. |  |
| <b>12. Next Meeting - Tues 17<sup>th</sup> September, 3.30pm</b> |      |  |  |
| <b>13. Meeting Close</b>   |      | The meeting closed at 4.50pm   |  |
| <b>FUTURE MEETING DATES: 10<sup>th</sup> December</b>            |      |  |  |