

**SCHOOL OF SPECIAL EDUCATIONAL NEEDS - MEDICAL AND MENTAL HEALTH**

**AGENDA - SCHOOL COUNCIL MEETING**

**3.30pm – 5.00pm Tuesday 26<sup>th</sup> March, 2019**

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


**Council Members:** Caleb Jones (*A/Principal, SSEN:MMH*), Mary Turner (*Chair & Community Representative*), Leasa Ashton (*Staff Representative*), Lynda Deacon (*Nurse Unit Manager, FSH*), Alison Elgar (*Community Representative*), Armando Giglia (*WASSEA President, Education Representative*), Nicky Guilfoyle (*Director CAHS, Health Representative*), John Hesketh (*Community Representative*), Jeya Kumar (*Team Leader WACHS, Health Representative*), Deborah Stamatiou (*Staff Representative*), Marya Stewart (*Director Trinity College, Education Representative*), Terri Lee Barrett (*Nurse Co-Director CAHS, Health Representative*)

**In Attendance:** Diana Pavlichtcheva (*A/Corporate Services Manager, SSEN:MMH*)

**Apologies:** Leasa Ashton, Armando Giglia, Matthew Szabo (*proxy for Lynda*),

**Guests:** Dani Valle (*presenting Survey Report*)

AGENDA	LED BY	DISCUSSION	ACTION
<b>1. Chairperson’s Welcome</b> <b>2. Apologies</b>	Mary	Mary: - Welcomed Deb Stamatiou, Terri-Lee Barrett and Diana Pavlichtcheva to the meeting. - Invited members to introduce themselves. - Noted apologies	
<b>3. Acknowledgement of Traditional Owners</b> <b>4. Conflict of Interest</b>	Caleb Mary	Acknowledgment of Traditional Owners given. No conflicts of interest declared.	
<b>5. Minutes of Last Meeting</b>	Mary	Minutes accepted ( <i>Alison / John</i> )	
<b>6. Business Arising from the Minutes</b>	Mary	Mary sent a letter to A/Director of Student Support Services, Stuart Percival about when Grant had extended his leave Term 1 2019 in support of Caleb being extended in Grant’s position.	<b>ACTION 1</b> Letter to be recorded as outgoing with Stuart Percival’s reply incoming correspondence.

<p><b>7. Principal's Report</b></p> <ul style="list-style-type: none"> <li>- Events</li> <li>- Projects</li> <li>- School Plan</li> </ul>	Caleb	<p>Caleb tabled the Principal's Report (attached) and drew special attention to the following:</p> <ul style="list-style-type: none"> <li>- Clarified student numbers were per unique student, not per admission. Can provide in access hours in future also.</li> <li>- School Plan is expiring at the end of this year. Progress against the identified measures is being tracked by 'traffic light' system.</li> <li>- A new school plan will be developed with School Council contribution during the year for 2020-21.</li> <li>- Staffing levels continue above allocation, as per previously tabled at School Council. This has been communicated to staff.</li> </ul>	 SSENMMH T1 2019 Principals Report.doc
<p><b>8. Financial Report – End of 2018</b></p> <ul style="list-style-type: none"> <li>- Minimum Expenditure Requirement</li> <li>- Cash Report</li> <li>- Operational One Line Budget Statement</li> </ul>	Caleb	<p>Minimum Expenditure Requirement:</p> <ul style="list-style-type: none"> <li>- Snapshot of the school minimum expenditure. Total expenditure just below minimum by ~\$50,000, a result of cash budget underspend.</li> </ul> <p>Cash Report:</p> <ul style="list-style-type: none"> <li>- Underspend across good &amp; services costs centres. Significant planning for 2019 Cost Centres by Finance Committee and cost centre managers will address this in future.</li> </ul> <p>Operational One Line Budget Statement:</p> <ul style="list-style-type: none"> <li>- Some discussion of comparable figures across reports.</li> </ul>	<p><b>ACTION 2</b></p> <p>Diana to follow up with Caleb to clarify reconciled figures across reports.</p>
<p><b>9. Endorsement of 2019 Budget</b></p>	Caleb	<p>Caleb recognised all staff members for their contributions to developing the 2019 budget and closely reviewing cost centre needs, particularly Finance Committee and Cost Centre/Curriculum Leaders.</p> <p>Caleb confirmed there is staff representation on the finance committee from across programs/locations.</p> <p>Caleb drew the Council's attention to the following:</p> <ul style="list-style-type: none"> <li>- Casual salaries are now broken down by area.</li> <li>- Staff PL retained same level.</li> <li>- Casual salaries cost centre reduced in response to 2018.</li> <li>- WACE, OLNA, NAPLAN support retained.</li> </ul>	<p><b>ACTION 3</b></p> <p>Diana to circulate 2019 budget by 9 April, with ES/SEN confirmed as General Ed Resources and access to SEND resource library.</p> <p><b>ACTION 4</b></p> <p>Members to respond to Diana's email under Action</p>

		<ul style="list-style-type: none"> <li>- Slight increases for cost centres across Travel, Consultancy Services in response to 2018.</li> <li>- Computer equipment cost centres reduced.</li> <li>- All curriculum budgets reduced by a quarter to a half.</li> </ul> <p>Deb asked about education support cost centre. Council members agreed a cost centre should be available for ES/SEN needs before the budget is endorsed.</p>	3, to endorse the amended budget.
<b>10. Endorsement of the 2018 Annual Report</b>	Caleb	<p>Caleb tabled the Annual Report with members to have 2 weeks to review. He suggested any feedback be provided to Mary through Diana, with Mary to incorporate feedback before circulating to endorse.</p> <p>The Council acknowledged Gemma Slater for her coordination of the Annual Report preparation.</p>	<p><b>ACTION 5</b> Council members provide feedback on the Annual Report to Mary (via Diana) by 9 April.</p> <p><b>ACTION 6</b> Diana to circulate final Annual Report by 9 April, with all feedback itemised.</p> <p><b>ACTION 7</b> Members to respond to Diana's email under Action 5, to endorse the 2018 annual report.</p>
<b>11. DoE School Council/Board Training Modules</b>	Mary	<p>Questions taken about Modules 3 &amp; 4.</p> <p>Regarding Module 3, "Setting Direction":</p> <ul style="list-style-type: none"> <li>- Apparently the "Delivering Performance Agreement" refers to independent public schools, so does that apply to SSENMMH? Caleb confirmed this would refer to SSENMMH School Plan.</li> </ul> <p>New members will complete earlier modules within cycle.</p>	
<b>12. School Council Tenure</b>	Caleb	<p>Caleb noted the new Terms of Reference highlighted membership tenure of 3 years requires closer tracking, there is currently uncertainty of when some Council members commenced and tenure closes. Michelle/Diana prepared a table of known dates attached.</p>	<p><b>ACTION 8</b> Mary and Caleb to contact Janette Gee to clarify the</p>

		<p>With proposed commencement dates, Caleb noted Alison's term would close this month. Alison confirmed with Mary she wished to re-elect.</p> <p>All members in attendance agreed to their tenure start dates.</p>	<p>status of her membership moving forward.</p> <p><b>ACTION 9</b></p> <p>Diana/Michelle to track tenures before each meeting and inform Chair.</p>
<p><b>13. Other Business</b></p> <ul style="list-style-type: none"> <li>- <b>Parent/Student Survey 2018</b></li> </ul>	<p>Mary</p>	<p>Dani Valle presented results of the Parent/Student Survey 2018 which Leasa and Dani have coordinated as Aspirants this year. A brief report will also be in the 2018 Annual Report:</p> <ul style="list-style-type: none"> <li>- 304 parents/carers and students of 5+ days contacted and received 87 responses.</li> <li>- The survey is based on the national survey for schools. There are 20 standard questions and three school specific questions.</li> <li>- Overall, no significant change in results 2016 to 2018; responses generally positive and included comments about how staff as warm, approachable, open and helpful.</li> <li>- Improvements might include how we help students with learning needs and how we maintain their school program.</li> <li>- Survey has some questions irrelevant and confusing to SSENMMH context as non-enrolling school and in health settings. It would be desirable to move to a platform where we can select more relevant questions to refine opportunities for improvement.</li> <li>- Survey could also be improved by being provided at more regular milestones, for example at time of discharge or at time of transition with liaison support, which could avoid issues around parents confusing the survey as from the enrolled school.</li> </ul> <p>A school survey sub-committee was proposed for the School Council to oversee/provide expertise and community voice when preparing surveys to parents, students, community and staff. John and Alison agreed to form the sub-committee, liaise with relevant staff and report any progress as a standing item.</p>	<p><b>ACTION 10</b></p> <p>Diana to add standing agenda item for 'School Surveys Sub-committee'.</p>

<b>14. Next Meeting</b>		<b>Tues 26 June, 3.30pm</b>	
<b>15. Meeting Close</b>		5pm	
<b>FUTURE MEETING DATES: 25 June, 17 September, 10 December</b>			