

SCHOOL COUNCIL MINUTES FEBRUARY 23, 2022

We would like to respectfully acknowledge the Traditional Owners of the land on which we teach at LSC and pay our respect to their Elders both past, present and emerging

Meeting opened: 5.30pm

1.0 ATTENDANCE:

DET Representatives:

Brad Hutchinson, Tanya Chalmers, Kathleen Smith, Denita McMillan, Lynn Fowles

Parent Representatives:

Stuart Smith, Sara Janssen, Sue Ritchie, Tracey Vanderzalm

Student Representatives: Hamish Box

In attendance: Gabe Windsor, Mia Deenan, Sophie Close, Casey Treloar

Apologies: Ariane Marie-Michele (Kiki), Kathleen Smith, Denita McMillan, Casey Treloar, Lynn Fowles

2.0 MINUTES OF PREVIOUS MEETING:

2.1 MINUTES APPROVED AS AN ACCURATE RECORD

Minutes of Previous Meeting – Motion: "That School Council approve and endorse the minutes from previous meeting held December 8, 2021, as a true and correct depiction"

Moved: Sue Ritchie

Seconded: Stuart Smith

2.2 BUSINESS ARISING FROM PREVIOUS MEETING: None to date

3.0 GENERAL BUSINESS:

Annual Implementation Plan: Brad provided display of our schools Annual Implementation Plan (AIP). Encouraged all members to ask questions around this detail. Discussed process, SEIL works with school around policies & procedures and assists to set up our 4-year strategic plan goals. Every year within those four years we have certain focus areas that direct us with that work. This becomes our AIP.

DET directed goals will focus on extra learning and wellbeing support – focus on student learning improvement with an explicit focus on numeracy and wellbeing (goal across Vic).

School goals – Whilst we have a guaranteed and viable curriculum (same common assessment task in all classes), want to improve our effort on formative assessment. Staff to build an understanding, developing a multi-tiered response, extra testing will assist identify those students in need.

Third goal - to undertake an audit for staff around their understanding of formative assessment, identifying current staff excellence in this area and spreading that among other staff, to bring about improvement and growth in this area.

Student leader feedback – Great plan. Acknowledging students' vulnerability and the need for some staff to build capacity with relationship building

Tanya Chalmers spoke to staff capacity building (will refer to further in T&L report)

2022 School Leaders Introduction: School leaders present Mia, Hamish and Sophie (Casey an apology) introduced themselves and outlined their focus areas for this year.

Hamish – enjoyed last year on school council, eager to look at assisting with introducing further changes

Mia - new to the role as school leader, happy to be an advocate for others
Sophie – Wishes to assist on school goals: improve learning, engagement, wellbeing (major focus)
All members then introduced themselves, acknowledged this positive return to a face-to-face meeting.

4.0 REPORTS:

4.1 TEACHING AND LEARNING: Report provided by Tanya Chalmers.

College staff support design

- Learning coaches: We have three learning coaches working closely this year with 2 Learning Leaders each. The LC role is to coach and support the Learning Leaders to lead their teams and increase their impact on student learning and staff development. 1:1 meetings, observations, faculty meetings and team support.
- Learning Leaders: Have been allocated additional time this year and their roles are changing. They are primarily being given time to coach their team members to build their capacity with teaching practice and lead initiatives such as the PLC and formative assessment work alongside staff Beth and Denita.
- Faculty goals: All faculties are developing team goals (English have already completed this) and will be supported by their Learning Coaches to work on strategies and implementation to achieve these goals.

VCE/Senior School

- Working with Jodie Matthews, BWE and DMG to unpack our 2021 VCE data and compare this to like schools and the state. Presented this last night to staff to upskill staff understanding about how to read and interpret VCE data and also to understand where we sit as a School. Received some great feedback and all that attended have selected areas they would like to focus on to improve their knowledge and in turn our VCE 2022 outcomes. 1:1 meetings to analyse results, Faculty data meetings to map skills and gaps, Explicit exam literacy Pds, Meetings with Exam Assessors,

4.2 PRINCIPALS REPORT: Presented by Brad Hutchinson

- Settling back in well, start of term has been positive. Reinforced various pathways for our senior students and quoted the positive results from the various pathways received last year.
- We are starting to commence some of our more strategic work, with a focus on formative assessment
- Finalised all recruitment, with the exemption of one tutor yet to be hired.
- Covid safe measures all in place. Purifiers delivered and installed, RAT tests distributed, would have seen alerts for several year levels
- Concern around lack of student support attending swim sports, and disappointing to see so many students leave school the day it was cancelled suddenly. Would like to investigate options to increase participation, and increase in house pride to build school community
- AIP was presented and discussed in general business

4.2 RESPECTFUL RELATIONSHIPS: Presented by Tanya Chalmers / Melissa Phillips

At LSC we believe that everyone in our community deserves to be respected, valued and treated equally. We know that change in attitude and behaviours can be achieved when positive attitudes, behaviours and equality are embedded in our education settings. Work in this space continues and includes:

- Implementation team is at school level. There is also an RR cluster team since we are a lead school (Lyrebird cluster of schools). About to have first school level meeting for the year
- Bullying No-Way is our first upcoming precinct event, to be undertaken in four weeks
- RR curriculum is included in SPARK classes.

STUDENT WELLBEING REPORT: Presented by Melissa Phillips

- New model for the wellbeing team. Julie is now acting as triage for our onsite and off-site counsellors.
- Attempting to undertake more proactive work, rather than reactive

4.3 SRC / ENRICHMENT: Presented by school leaders present

- First meeting was held today. Brain storming ideas to undertake later in the year
- Working on the recruiting process. Decided against election - Year level to nominate candidates

4.6 LSC PARENTS & CARERS: Presented by Sara Janssen

Sara advised this will be the final report. Letter has been provided to school council advising the finalisation of this association. Sara advised the focus on this team over the past several years. President thanked all associated for the work they have undertaken.

4.7 FINANCE REPORTS: Presented by Stuart Smith

Finance Reports: Finance report summaries for end of month Nov + Dec 2021 and Jan 2022 were presented, along with the 2021 Financial Commitment Summary Report. All reports were emailed to members in the week prior to the meeting, being written reports outlining details and points of note from each of the Cases21 reports: GL21161 - Balance Sheet / GL21150 – Operating Statement / SRP – School Budget Management. Principal/school council president signatures will be obtained where required, when available.

All school council members have received a copy of the minutes from finance committee meeting held February 16, 2022, with full details. Treasurer Stuart Smith provided further detail around these reports, outlining current and future financial position. Points of note included:

- Discussed the finance process. Outlined cash and credit (staffing) budgets
- Advised reports presented to school council are mostly based around the cash budget. Over the last several (covid) years, whilst we have received much of our anticipated revenue through the year, our expenditure has been much lower than anticipated annually. This has resulted in surplus cash reserves that are committed to future year
- Our confirmed budget will be released March 2022, and all alterations to the budget will be discussed at school council
- Encouraged all members to ask questions and query finance reports if ever requiring further detail

MOTIONS FOR MEETING:

End of Month November 2021 - Motion: "That School Council move \$192,457 payments be endorsed, \$195,000 transfer to Official account be ratified and all presented reports accepted as a true and correct depiction of the Leongatha Secondary College finances for the month of November 2021"

Moved: Stuart Smith

Seconded: Sue Ritchie

End of Month December 2021 - Motion: "That School Council move \$67,494 payments be endorsed, \$95,000 transfer to Official account be ratified and all presented reports accepted as a true and correct depiction of the Leongatha Secondary College finances for the month of December 2021"

Moved: Stuart Smith

Seconded: Melissa Phillips

End of Month January 2022 - Motion: "That School Council move \$52,192 payments be endorsed, \$0 transfer to Official account be ratified and all presented reports accepted as a true and correct depiction of the Leongatha Secondary College finances for the month of January 2022"

Moved: Stuart Smith

Seconded: Nalin Arileo

4.8 EXCURSIONS: Presented by Brad Hutchinson

Details of planned upcoming overnight excursions/events are presented for approval. DET updated Operations guide must be referred to ensuring camps/events can run as planned.

- Yr12 Great Ocean Walk: March 2-4, 2022. 18 student & 4 staff. Full itinerary to be forwarded to members for approval when sending these minutes.
- National Schools Constitutional Convention: May 10-11, 2022. Windsor Hotel Melbourne. Organising teacher Marty Box. Approved by members

ALL REPORTS - Motion: Move 'Leongatha Secondary College Council approve and accept all reports as presented'.

Moved: Sue Ritchie

Seconded: Stuart Smith

5.0 OTHER BUSINESS / CORRESPONDENCE / POLICIES:

SCHOOL COUNCIL ELECTIONS: Timeline for school council elections were published to all members with agenda for this meeting. Elections opened Feb 23rd and published to school community via compass, website and Facebook. We have 4 parent vacancies, 2 DET rep vacancies and 1 student vacancy. Voting closes March 9th. If ballot required, this will close March 17th. The first school council meeting (AGM) to elect office bearers will be held March 23rd.

CCTV: Use of CCTV security cameras is being considered, and we have triggered an expression of interest with DET to introduce several of these. There are policies & procedures around any such implementation. It is hoped that the introduction may discourage some of the behaviours we are dealing with currently, and if introduced may support coordinators solve issues more promptly. No decision made at this time. Principal is seeking feedback from school community, and open discussion held around members consideration of these. All positive and in agreeance for the introduction if determined to be required.

CORRESPONDENCE: LSC Parents & Carers Association submitted letter outlining the closure of this association. Copy of letter was distributed to members.

POLICIES: The following policies were forwarded to school council members. These are formed from DET templates, and several links have been added and/or wording slightly altered by the Department. Policies are to be noted by members, any queries around policy detail responded to, policies not required to be ratified.

- Anaphylaxis
- Asthma
- Bullying Prevention

6.0 OPEN DISCUSSION - An opportunity for any representative to raise any issues of relevance

- Nalin – under the student wellbeing umbrella, discussion had on students ability for toilet breaks during class time, and uniform concerns around the white shirt.
- Stuart – Thanked all members he has worked with over the past 5yrs

Meeting closed: 7.25pm

Next meeting scheduled: AGM - March 23, 2022