

LEONGATHA SECONDARY COLLEGE

SCHOOL COUNCIL MEETING MINUTES

JULY 19, 2023

SCHOOL COUNCIL MEMBERS: DET Representatives: Brad Hutchinson, Warwick Ford, Lynn Grabham, Kate Kuhne, Ray Young Parent Representatives: Marsha Livingstone, Sarah Kerwick, Joel Langstaff, Tracy Vanderzalm, Amber Bell, Natalie Meadows Community Co-Opt Members: Caitlin Cooper, students: Chloe Goff, Lily Hume Student Representatives: Chloe Stoops, Georgia Bell In attendance: BM Gabe Windsor, and AP Tanya Chalmers

Time: Meeting commenced 5.40pm

Venue: Leongatha Secondary College, 115 Nerrena Rd. Leongatha Vic 3953

Chair: Tracy Vanderzalm – President

Attendees: Brad Hutchinson, Warwick Ford, Ray Young, Marsha Livingstone, Sarah Kerwick, Joel Langstaff, Tracy Vanderzalm, Amber Bell, Natalie Meadows, Caitlin Cooper, Chloe Goff, Lily Hume, Chloe Stoops, BM Gabe Windsor, and AP Tanya Chalmers

Minute taker: Business Manager – Gabe Windsor

Apologies: Lynn Grabham, Kate Kuhne, Georgia Bell

Visitor: None

Conflict of Interest: None outlined

Quorum requirements:

A school council meeting must operate with a quorum. A quorum requires not less than one half of school council members currently holding office to be present at the meeting and the majority of members present must not be Department employees. Any parent members on school council who also work for the Department are counted as Department employees for the purpose of a quorum.

Conflict of interest:

If a member of the council or their immediate family has a direct conflict of interest (including a pecuniary interest) in with a matter under discussion at a school council meeting that member:

- must not be present:
 - during the discussion unless invited to do so by the person presiding at the meeting
 - when a vote is taken on the matter
- may be included in the quorum for that meeting



MINUTES

Item	Details	Actions/ Recommendations
1. Welcome	<ul style="list-style-type: none"> The Chair welcomed all members & undertook an Acknowledgement of Country 	Chaired by President Tracy Vanderzalm
2. Apologies	<ul style="list-style-type: none"> Lynn Grabham, Kate Kuhne, Georgia Bell 	Advice only
3. Quorum	<ul style="list-style-type: none"> The chairperson noted that a quorum was present. 	Advice only
4. Conflict of interest	<ul style="list-style-type: none"> None reported 	Advice Only
5. Minutes of the previous meeting	<ul style="list-style-type: none"> Minutes of the meeting held on JULY 19, 2023 were previously distributed. 	<p>Motion: "That the Minutes of the meeting held on JULY 19, 2023 be accepted as a true and correct record".</p> <p>Moved: Brad Hutchinson</p> <p>Seconded: Warwick Ford Carried</p>
6. Business arising from the minutes	<ul style="list-style-type: none"> LSC Upgrade & Modernisation – Update: Principal and Business Manager this week met with representatives from VSBA, DET Planning and three architecture firms eager to tender for this project, to discuss complexities of the college's unique site, and conducted a site walk. Interviews to select architect will occur Sep 5th, and hoping to be appointed prior to the end of term. 	Advice Only
7. Priority Items 7.1	<p>Uniform Options: Members went through uniform survey results, held further discussions regarding current uniform options and preferences for uniform options moving forward.</p> <p>Any decisions around new additions or discontinued current items will be determined at future meetings.</p> <p>Any suggested new items, will be considered at future meeting once samples from supplier are to hand.</p>	<p>Action: Business Manager will contact uniform supplier and obtain samples for suggested new items for members to consider at next meeting.</p>

7.2	
<p>8. Reports</p> <p>In writing and sent with Agenda</p> <p>8.1</p> <p>The following reports were emailed to members prior to meeting (reports are attached to end of these minutes) *** President thanked Brad for sending through such thorough reports and appreciates the continued offerings for many extra curriculum activities</p> <ul style="list-style-type: none"> • Principals Report • Teaching & Learning • Student Voice & Agency: Respectful Relationships / SPARK • Student Wellbeing • Child Safety • Buildings & Grounds 	<p>Motion:</p> <p>"That the reports as tabled are accepted and recommendations endorsed".</p> <p>Moved: Tracy Vanderzalm</p> <p>Seconded: Amber Bell</p> <p>Carried</p>
<p>8.2 Finance Reports</p> <p>Finance subcommittee: If a school has a Finance subcommittee, the school council need only receive the Balance Sheet and the Operating Statement.</p> <ul style="list-style-type: none"> • Finance sub-committee meeting minutes, verbal report and slide show forwarded to members, prior to SC meeting. During meeting discussions held on content and encouraged questions from members • School Council Members were forwarded copy of Operating Statement, Balance Sheet, SRP Budget Management Report for each end of month • July 2023 End of Month: Full details and reports provided to members prior to meeting • Canteen Profit & Loss Report Term 2: Copy of Profit & Loss report was forwarded to members prior to meeting 	<p>End of Month JULY 2023</p> <p>Motion: "That Finance Committee recommend School Council move \$140,177 payments & \$205,000 transfer be endorsed, and all presented reports accepted as a true and correct depiction of the Leongatha Secondary College finances for the month of July 2023"</p> <p>Moved: Joel Langstaff</p> <p>Seconded: Tracy Vanderzalm</p> <p>Carried</p> <p>Canteen Profit & Loss Term 2, 2023</p> <p>Motion: "That Finance Committee recommend School Council approve the Canteen Trading Operation for 2023. School Council to accept and endorse the Profit & Loss for the Canteen Trading Operation to end of Term 2, 2023. As noted, profit is utilised to cover Canteen Managers salary outlined in the SRP credit budget"</p> <p>Moved: Joel Langstaff</p>

		Seconded: Ray Young Carried
8.3 SRC / Enrichment	<p>Student leaders present discussed SRC update:</p> <ul style="list-style-type: none"> Students in the process of developing a survey around teacher/student relationships Uniform survey has been completed Bullying No Way video has been created with LPS, and to be shown to all students during lesson this Friday RU OK Day activities set for Sep 15th 	Advice only
8.4 Excursions / Events	<p>Each event information, itinerary and risk assessment provided by organizing staff member. Whilst Principal approves details of event, staffing required and all risk assessments, School Council must approve any overnight event that incurs a cost past onto students:</p> <ul style="list-style-type: none"> Yr9 Melbourne Camp Oct 2023 – will be forwarded for approval when itinerary and costings are finalized this week 	Action: Advice only
9. General business	Nothing further to report currently	Advice Only
9.1		
10. Correspondence	Nothing Currently	Advice Only
10.1 Incoming		
10.2 Out-going	Nothing Currently	Advice only
11. Policies	Mobile Phone Policy: Discussed updated policy detail with staff after our last meeting. This will be updated and formally introduced to students early term 4, 2023.	Action: Policy to be finalized and communicated to families/students term 4
11. Next Meeting:	<ul style="list-style-type: none"> To be advised (original date set clashes with school celebration day) 	Advice only

12. Closure of meeting	The chairperson declared the meeting closed.	Meeting Closed: 6.25pm

Open discussion:

- Parent thanked the college for a fabulous senior information night and subject selection process. Well done.
- Parent raised concerns regarding news heard in the community detailing student altercations at school. Brad advised that any incidents are addressed appropriately, and that unfortunately, there has been some misinformation in the community regarding what has actually occurred. With the introduction of our CCTV cameras, we are able to receive accurate details of all incidents, and take appropriate actions where required.

Signed by the Chairperson: _____

Date: _____

President or person who presided at the previous meeting to sign once minutes have been approved by school council



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Secondary College

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2023 Principal's Report

Welcome to our August Meeting,

We did not receive any direct feedback from the Region or VSBA in relation to our AMP1 Submission, but did recently meet with both DET and VSBA representatives to discuss the complexities of the shared spaces across the Leongatha Education Precinct.

It would seem that we have moved into the AMP2 phase, as the VSBA has engaged the following three architecture firms to participate in the tender and whom all will have undertaken a 2-hour site visit with us by the time we have held this August School Council meeting.

- <https://www.brandarchitects.com.au/projects/>
- <https://architecturematters.com.au/australian-architecture/education-architecture/>
- <http://www.perkinsarchitects.com.au/>

At our meeting, we will pass on details from this consultation meeting.

There has been a lot else happening around the college, since our last meeting...

- Senior School Information Evening and Course Counselling Sessions were well attended once again and continue to be a really appreciated and important part of our Subject Selection process.
- A number of Health and Wellbeing sessions, presentations and workshops have been facilitated across a variety of year levels:
 - Year 7: [Dolly's Dream Anti Bullying Session](#), Proactive Policing Presentation, [Courage to Care](#) (Upcoming)
 - Year 8: [Dolly's Dream Anti Bullying Session](#), Vaping Sessions (BCH), Proactive Policing Presentation
 - Year 9: [Dolly's Dream Anti Bullying Session](#), Vaping Sessions (BCH), Proactive Policing Presentation
 - Year 10: [Dolly's Dream Anti Bullying Session](#), [Tomorrow Man](#) and [Tomorrow Woman](#) Workshop
 - Year 11: [Dolly's Dream Anti Bullying Session](#), [Sex Consent & Respectful Relationships](#), [Tomorrow Man](#) and [Tomorrow Woman](#) Workshop
 - Year 12: [Sex Consent & Respectful Relationships](#)
- Arts Week: A variety of opportunities to engage with local artists in workshops took place including photography, tattoo artistry, music compositions and sculpture.
- Our Mid-Year Showcase was also incorporated into Arts Week and provided an opportunity for our students to perform in front of an audience.

Out and about in our classrooms, I have also had the opportunity to observe a number of classes across a number of subject areas as part of a series of learning walks. These 'learning walks' provide me with the opportunity to ask students questions about what they are learning and why, and together with other data sets, they enable me to monitor which of our professional learning and other efforts focussed on improving instructional practice are "cutting through" and which need more work. Here is just a sample of some of the lessons, skills being learned etc. that I have observed: Year 7's learning about how a rocket is able to fly as a result of the balance between four forces (and of course making and launching them!), Year 8's working upon developing their ability to annotate texts and then be able to plot their text on the narrative arc, Year 9's reinforcing and building upon previous years' learning regarding angles and gradients and our Year 10's in PE learning about different training principles and techniques and now developing their own training programs.

Of course, each and every day, there is much more happening in our classrooms and we always continue to aim to draw our collective efforts toward exploring, practising and embedding current and up to date teaching methods and techniques, in the effort to see our students thrive.

Thank you for continuing to support us as a School Council to continue working toward our college's goals of improving the learning growth of our students, improving the engagement of our students and improving wellbeing for our students.

As always, if you have any questions, concerns or feedback in relation to our work, please do not hesitate to contact me.

Kind regards,

Brad

SCHOOL STRATEGIC PLAN (2021-24)

GOAL 1
Improve learning growth for our students.
RATIONALE
<ul style="list-style-type: none">Benchmark growth in Reading was static over the last SSP and high benchmark growth was the same as similar schools and below the state mean.Improved VCE mean study scores for 15 out of 20 studies by 2020.There are few processes to promote and monitor teaching consistency, use of an instructional model, feedback and differentiation.Formative assessment and student learning data is not consistently used to improve teaching practice.
KEY IMPROVEMENT STRATEGIES (KIS)
<ol style="list-style-type: none">Research, implement and embed an agreed instructional model.Build staff capability to use formative assessment to improve teaching practice and differentiate learning for students.Improve teaching through inquiry based collaboration and feedback practices.
GOAL 2
Improve engagement for our students.
RATIONALE
<ul style="list-style-type: none">Decreased perception of student motivation and interest (year 7, 8 and 12).Decreased student and parent perception of stimulating learning environment.Student voice and agency practices mostly do not exist except for the SPARK program.
KEY IMPROVEMENT STRATEGIES (KIS)
<ul style="list-style-type: none">Build staff capability to ensure there is improved student voice and agency in all areas of learning.Embedding the use of the school developed Effective Learner Traits and Effective Teacher Traits to improve student engagement.
GOAL 3
Improve wellbeing for our students.
RATIONALE
<ul style="list-style-type: none">Decreased perception of student resilience (year 7, 8 and 12).Decreased perception of student sense of confidence.Teacher concern is perceived as low in the school.
KEY IMPROVEMENT STRATEGIES (KIS)
<ul style="list-style-type: none">Create a high functioning Community of Practice with the precinct to enhance student transition and wellbeing.Build high quality positive, professional student-teacher relationships across the college that enable students to build a high sense of connectedness to our school.

Annual Implementation Plan (2023)

SSP Goals	2023 AIP KIS	AIP 12 month targets
Improve learning growth for our students	Support both those who need scaffolding and those who have thrived to continue to extend their learning.	Increase the positive response rate for: - Advocate at school from 69% in 2022 to 72%

Improve wellbeing for our students	Effectively mobilise available resources to support students' wellbeing and mental health, especially the most vulnerable.	- Respect for diversity from 43% in 2022 to 48% - Sense of connectedness from 47% in 2022 to 55% - Teacher Concern from 35% in 2022 to 40%
Improve engagement for our students	Develop a shared understanding of the benefits of implementing an instructional model and work toward developing and implementing one with staff and students	<i>Increase the student positive response rate for:</i> - Self-regulation and goal setting, from 57% in 2022 to 62% - Stimulated learning, from 56% in 2022 to 61% - Student voice and agency from 42% in 2022 to 47% <i>Increase the positive response rate of staff for:</i> - Focus learning on real life problems, from 43% in 2022 to 48% - Promote student ownership of goals, from 59% in 2022 to 64% - Believe student engagement is key to learning from 82% in 2022 to 84% <i>Decrease student absent rates:</i> - For 20+ days from 48% in 2022 to be < 30% - All absences from 29.9 days in 2022 to be < 20 days per student. - Unapproved absences from 11.1 days in 2022 to be < 7 days per student.

REPORTS:

TEACHING & LEARNING REPORT

● EFFECTIVE LEARNER FOCUS - TERM 3

○ Resilience - Accepts, understands and uses feedback for improvement

Skill Area	Focus Area	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Resilience - Accepts, understands and uses feedback for improvement.	Adopts a range of strategies to solve problems	Requires significant teacher support to successfully solve problems.	Requires support and prompting from the teacher and peers to successfully solve problems.	Is able to use a strategy suggested by a teacher or peer to solve problems.	Has a small number of learnt strategies and can apply them to solve problems.	Can independently select the most appropriate strategy to solve a specific problem.	Can assist other students to choose the most appropriate strategy to solve a specific problem.
	Bounces back from setbacks; viewing them as a chance to learn	Requires significant teacher/peer support to accept setbacks and to bounce back. Needs explicit reminding that learning is challenging.	Requires teacher/peer support to accept setbacks and to bounce back. Needs encouragement to view setbacks as an opportunity to learn.	Can independently accept that setbacks are a part of learning. Still requires some support to bounce back.	Can recover from setbacks with little support. Has the strategies to learn from them.	Can independently recover from setbacks and positively attempts to learn from them.	Can assist other students to recognise the opportunities to learn that arise from setbacks. Demonstrates they have learnt from experience.
	Adapts to change	Requires significant support from teacher to meet any demand for change within the class/school environment.	Is beginning to demonstrate a positive approach to meeting the demands for challenge and change within the class/school environment.	Sometimes demonstrates a growth mindset when faced with challenges and changes. Can articulate the positive outcomes that may result.	Is positive in their approach to change and challenge and is beginning to support and encourage others. A growth mindset approach is evident.	When faced with challenges and changes, looks to find opportunities that include undertaking appropriate learning and/or designing solutions or strategies.	Consistently demonstrates a growth mindset when faced with challenges and changes. Thinks ahead and uses previously learnt strategies and experiences to plan for
	Seeks to improve themselves and their work by asking for and accepting feedback	Student finds seeking and accepting feedback challenging.	Accepts feedback and wants to improve, but relies on strategies to be provided by the teacher to do so.	Is beginning to seek feedback more readily and is taking more responsibility for feedback. Develops some of their own strategies for improvement.	Consistently seeking teacher feedback and is willing to enter into scaffolded or focussed feedback conversations with peers.	Is actively seeking feedback from staff and peers in the effort to improve self and their work. Strategies for improvement are generally self-directed.	Approaches the seeking and consideration of feedback from all people with a growth mindset. Subsequent strategies for improvement are self-directed and show high-levels of

● PROFESSIONAL LEARNING COMMUNITIES (PLCs)

- Staff are engaged in their third inquiry-based learning cycle findings (Professional Learning Communities - PLCs). These are faculty-based and collect student data to organise interventions for key knowledge at present.
- Each group will focus on a student-centred problem and identifies/plans/trials evidence-based teaching approaches to determine the impact it had on improving student learning.

● COURSE COUNSELLING / SUBJECT SELECTION

- Subject Selections for Year 9 - 12 is nearing completion and we will move into a decision-making phase where we will determine what subjects need to and/or can be delivered in 2024.

● COACHING

- 2023 has seen the introduction of 4 x Learning Coach roles. These roles are focussed on supporting fellow teachers in improving the teaching practices (from planning to delivery).

- At our mid-year review we were able to advise that greater than 50% of staff have engaged in this high-level of support.

- **Middle Years Literacy and Numeracy Support (MYLNS) Initiative & Tutor Learning Initiative (TLI)**

- Identified students are undertaking for:

- **NUMERACY**

	MYLNS	TLI
8		GRIN (All Yr 8 Teachers)
9		
10	Intervention Class	

- **LITERACY**

	MYLNS	TLI
7		MacLit
8		MacLit
9		MacLit
10	Reading Tutor Program	Reading Tutor Program

- Note: We have staffed these programs in such a way to support additional students identified via our own literacy and numeracy testing whom will have demonstrated low growth and/or achievement levels (year on year)

- **Victorian High-Ability Program**

- VHAP consists of ten-week online courses in Mathematics and English. Students engage in synchronous Webex classes with their teachers. The VHAP classroom provides students with the opportunity to:
 - explore and express their ideas freely
 - make their own decisions about their work
 - be inspired and challenged by each other
 - gain confidence in their choices and abilities
 - feel excited by their learning.
- In Term 3, we have
 - 2 x Literacy students enrolled and are embarking on nominating more
- In Term 4, we have:
 - 8 x Literacy students w/ a further 2 x nominations we are forwarding to DET
 - 3 x Numeracy students w/ a further 3 nominations we are forwarding to DET

STUDENT VOICE & AGENCY REPORT

- **Respectful Relationships**

- Resilience, Rights & Respectful Relationships (RRRR) curriculum is delivered via our SPARK subject
 - Messaging (Assemblies, Compass, Local Newspapers)
 - Awareness Activities: IDAHOBIT Day, Dolly's Dream Anti-Bullying Sessions, Bullying - No Way! Day, Sex Consent & RR, Tomorrow Man, Tomorrow Woman, Proactive Policing, Vaping Information Sessions

- **SPARK**
 - Student goal-setting sessions and discussions
 - Student Goal Setting
 - Delivery of content related to our Term 3 Effective Learner Focus

Teacher Concern (School Safety)

- *My teachers are interested in my wellbeing*
- *I can talk to my teachers about any of my concerns*
- *My teacher seems to know if something is bothering me*
- 2019 Starting Point: 30% Positive Endorsement
- SSP 21-24 Target: 38%
- Similar Schools: 37%
- State Average: 38%
- Current 2022 Achievement: 35% **[Interim 2023 Achievement: 7-9: 26% / 10-12: 35%]**

Stimulated Learning (Effective Teaching Practice for Cognitive Engagement)

- *My teacher makes the work we do in class interesting*
- *My teachers motivate us to think in our learning*
- *My teachers are inspiring*
- 2019 Starting Point: 42% Positive Endorsement
- SSP 21-24 Target: 50%
- Similar Schools: 50%
- State Average: 54%
- Current 2022 Achievement: 56% **[Interim 2023 Achievement: 7-9: 44% / 10-12: 57%]**

Advocate at school (School Safety)

- *At this school there is a teacher or another adult who cares about me*
- *There is a teacher or another adult at this school who believes that I can be successful*
- *At this school, there is a teacher or another adult who listens to me when I have something to say*
- *I have someone at school who I can share my problems with*
- *There is a teacher or another adult at this school who tells me when I do a good job*
- *I can trust my teachers with private or confidential information about me*
- 2019 Starting Point: 56% Positive Endorsement
- SSP 21-24 Target: 65%
- Similar Schools: 64%
- State Average: 65%
- Current 2022 Achievement: 69% **[Interim 2023 Achievement: 7-9: 62% / 10-12: 66%]**

STUDENT WELLBEING REPORT

1:1 Student Support

Tier 1 Interventions and Supports

- Morning Cardio and Boxing Sessions
- IDAHOBIT Day
- Safe Sex & STIs, Sexting, Safe Partying, Consent Sessions

Tier 2 Interventions and Supports

- Green Leaves - Therapeutic Conversations
- L4L - TMHFA Delivery
- Campfire Conversations

Team Availability:

	COUNSELLING	MENTAL HEALTH PRACTITIONER	NURSE
MONDAY		Sandra Challis	Rebecca Cooke
TUESDAY	Colleen Asling	Sandra Challis	Youth Access Clinic
WEDNESDAY	Colleen Asling	Sandra Challis (Week 8 Only) Gary Bergman Headspace	Rebecca Cooke
THURSDAY	Colleen Asling		Rebecca Cooke
FRIDAY			Rebecca Cooke

wellbeing@leonsec.vic.edu.au

CHILD SAFETY

Reminders for School council

In performing the functions and powers given to them under the *Education and Training Reform Act 2006*, school council members will:

- champion and promote a child safe culture with the broader school community
- ensure that child safety is a regular agenda item at school council meetings undertake annual training on child safety, approve updates to, and act in accordance with the Child Safety Code of Conduct to the extent that it applies to school council employees and members
- when hiring school council employees, ensure that selection, supervision, and management practices are child safe ("At our school, school council employment duties are delegated to the principal who is bound by this policy").

SRC / Student Enrichment

Student Leaders present at meeting will report

FINANCE REPORT

Minutes from the Finance committee meeting held August 14, 2023, and a copy of slide show presented at the meeting forwarded with this document. Includes:

- End of Month Report - July 2023
- Canteen Term 2 Profit & Loss Report
- 2024 Cash Budget Preparation

BUILDINGS & GROUNDS REPORT

- LSC Upgrade and modernisation: Update in Principals report

STAFFING

Departures

- None

Arrivals

- 1 x PD&T Teacher (0.8EFT)
- 0.6 EFT Pre-Service Master of Ed
- 0.6 EFT LOTE: Japanese / Humanities (Commencing mid-Term 4)
- 0.8 EFT Master of Ed Internship Teacher (2024 Commencement) - Science / Humanities
- 0.8 EFT Music Teacher for 2024 (covering staff Long term leave) -

Advertised

- 1 x Maths Teacher (2024 Commencement)
- 1 x Graduate English Teacher (2024 Commencement)
- 1x Student Engagement Officer (SEO) Junior School (2024 Commencement)

EXCURSIONS / CAMPS

- Year 9 Melbourne Camp (Deposit Request)