

# LEONGATHA SECONDARY COLLEGE

## SCHOOL COUNCIL MEETING MINUTES

### DECEMBER 6, 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 5.30pm

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

Chair: Brad Hutchinson - Principal

Attendees: Brad Hutchinson, Warwick Ford, Marsha Livingstone, Joel Langstaff, Natalie Meadows Caitlin Cooper, Georgia Bell, Gabe Windsor, and Tanya Chalmers

Minute taker: Business Manager – Gabe Windsor

Apologies: Lynn Grabham, Kate Kuhne, Ray Young, Sarah Kerwick, Tracy Vanderzalm, Amber Bell, Chloe Goff, Lily Hume, Chloe Stoops

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"> <li>The Chair welcomed all members &amp; undertook an Acknowledgement of Country</li> </ul>	<b>Chaired:</b> Principal, Brad Hutchinson
2. Apologies	<ul style="list-style-type: none"> <li>Lynn Grabham, Kate Kuhne, Ray Young, Sarah Kerwick, Tracy Vanderzalm, Amber Bell, Chloe Goff, Lily Hume, Chloe Stoops</li> </ul>	<b>Advice only</b>
3. Quorum	<ul style="list-style-type: none"> <li>The chairperson noted that a quorum was present.</li> </ul>	<b>Advice only</b>
4. Conflict of interest	<ul style="list-style-type: none"> <li>None reported</li> </ul>	<b>Advice Only</b>
5. Minutes of the previous meeting	<ul style="list-style-type: none"> <li>Minutes of the meeting held on NOVEMBER 28, 2023 were previously distributed.</li> </ul>	<p><b>Motion:</b> "That the Minutes of the meeting held on NOVEMBER 28, 2023 be accepted as a true and correct record".</p> <p><b>Moved:</b> Marsha Livingstone</p> <p><b>Seconded:</b> Caitlin Cooper   <b>Carried</b></p>
6. Business arising from the minutes	<p><b>LSC Upgrade &amp; Modernisation – Project Update:</b> Brad outlined current works occurring on this project since consultation process undertaken Nov 28.</p> <ul style="list-style-type: none"> <li>Working toward completion of AMP2 - Masterplan</li> <li>Costing completed <ul style="list-style-type: none"> <li>VSBA 'costs' the 3 x Options that we all viewed</li> </ul> </li> <li>Follow-up Costing Meeting <ul style="list-style-type: none"> <li>Adjusted plans</li> </ul> </li> <li>AMP2 completed</li> </ul>	<b>Advice Only</b>
7. Priority Items 7.1	<p><b>2024 Annual Implementation Plan (AIP):</b> Brad discussed at length the development and key improvement strategies to be undertaken within our 2024 AIP. This cycle for school improvement was outlined under the following three focus areas.</p> <ul style="list-style-type: none"> <li>Improve wellbeing for our students</li> <li>Improve engagement for our students</li> <li>Improve learning growth for our students</li> </ul>	<b>Action:</b> This 2024 AIP to be signed off by Principal & School Council President and submitted

	<p>The key pillars forming our 2024 AIP include:</p> <ul style="list-style-type: none"> <li>• <b>Instructional Model:</b> Explore and develop an agreed Instructional Model</li> <li>• <b>Inclusion and Extension:</b> Identify and promote professional learning activities related to Inclusion and Extension that all staff can engage with throughout the year <ul style="list-style-type: none"> <li>○ <i>Identify students who have thrived (using available data sets) and extend their learning within class and via other extension opportunities</i></li> <li>○ <i>Identify student who need scaffolding with their learning within class and via other additional intervention approaches</i></li> </ul> </li> <li>• <b>Coaching:</b> Enhance the peer coaching model to support consistent implementation of agreed college practices and High Impact Teaching and Wellbeing Strategies in the classroom</li> </ul>	
<p><b>8. Reports</b></p> <p>In writing and sent with Agenda</p> <p><b>8.1</b></p>	<p>This shortened meeting does not include further reports, only:</p> <ul style="list-style-type: none"> <li>• 2024 AIP</li> <li>• Finance Reports</li> <li>• 2024 Indicative Budget</li> </ul>	<p><b>Advice only</b></p>

<p><b>8.2 Finance Reports</b></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"> <li>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</li> <li>School Council Members were forwarded copy of Operating Statement, Balance Sheet, SRP Budget Management Report for each end of month</li> <li><b>October 2023 End of Month:</b> Full details and reports provided to members prior to meeting. See copy of slide show attached to these minutes for further detail.</li> </ul> <ul style="list-style-type: none"> <li><b>2023 Fee collection / write off:</b> Adhering to the DET Parent Payment Policy, LSC invites parents to pay an annual contribution towards school fees.</li> <li>No invoices are raised onto C21 statement, until payment is received.</li> <li>This \$200/student is billed via Compass under 'Curriculum \$150 + Other \$50 Contributions'</li> <li>As per DET guidelines and in preparation for the 2024 school year, we are to reverse all 2023 billing charges that are deemed not collectable, as per report provided</li> </ul>	<p><b>End of Month OCTOBER 2023</b></p> <p><b>Motion:</b> "That School Council move \$214,877 payments &amp; \$65,000 transfer be endorsed, and all presented reports accepted as a true and correct depiction of the Leongatha Secondary College finances for the month of October 2023"</p> <p><b>Moved:</b> Joel Langstaff</p> <p><b>Seconded:</b> Marsha Livingstone</p> <p><b>Carried</b></p> <p><b>2023 Unrecoverable Fees Write Off - MOTION:</b> "That School Council approve the deletion of all 2023 fees that remain unpaid on families Compass Billing deemed non-recoverable"</p> <p><b>Moved:</b> Joel Langstaff</p> <p><b>Seconded:</b> Caitlin Cooper</p> <p><b>Carried</b></p>
<p><b>8.3 SRC / Enrichment</b></p>	<p>Student leader present discussed SRC update:</p> <ul style="list-style-type: none"> <li>Nothing further currently</li> </ul>	<p>Advice only</p>
<p><b>8.4 Excursions / Events</b></p>	<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</p>	<p>Advice only</p>

	<p>approve any overnight event that incurs a cost past onto students:</p> <ul style="list-style-type: none"> <li>No camps requiring approval this meeting</li> </ul>	
<p><b>9. General business</b></p> <p><b>9.1</b></p>	<ul style="list-style-type: none"> <li><b>2024 Indicative Budget:</b></li> </ul> <p>DET have based our 2024 SRP Indicative budget on 661 students. Will alter at Feb census.</p> <p><b>2024 Student Resource Package (SRP) = \$10.1mil:</b></p> <p>Cash \$1.7million (Resources)</p> <p>Credit \$8.4million (Salaries)</p> <p>In development of the annual cash budget, documentation created and sent to members prior to meeting included:</p> <ul style="list-style-type: none"> <li>Summary of funding streams from the SRP / Explanation of Rev &amp; Exp categories</li> <li>Summary of all revenue &amp; expenditure \$values and anticipated surplus</li> <li>Overview of funding streams outlining focus areas where/how the revenue and expenditure will be utilised</li> <li>Year to year comparison. This outlines all sub programs (budgets) created for the year, how the 2024 budget differs from previous year and any variances explained.</li> <li>Copy of the completed DET Master Budget</li> <li>Refer to copy of slide show attached to these minutes for full details discussed at meeting.</li> </ul>	<p><b>2024 Indicative Cash Budget - MOTION:</b> "That School Council endorse the 2024 Indicative Cash budget as presented for Leongatha Secondary College"</p> <p><b>Moved:</b> Joel Langstaff</p> <p><b>Seconded:</b> Warwick Ford</p> <p><b>Carried</b></p>
<p><b>10. Correspondence</b></p> <p><b>10.1</b> Incoming</p>	Nothing Currently	Advice Only
<p><b>10.2</b> Out-going</p>	Nothing Currently	Advice only
<p><b>11. Policies</b></p>	Nothing further currently	
<p><b>11. Next Meeting:</b></p>	<ul style="list-style-type: none"> <li>X'Mas Dinner – Tuesday December 12, 2023</li> <li></li> </ul>	Advice only

**12. Closure of  
meeting**

The chairperson declared the meeting closed.

Meeting Closed: 6.25pm

Signed by the Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

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



**LEONGATHA**  
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# **SCHOOL COUNCIL MEETING**

## **WEDNESDAY DECEMBER 6, 2023**





# LEONGATHA Secondary College

## SCHOOL COUNCIL MEETING AGENDA DECEMBER 6, 2023:

- **WELCOME - ACKNOWLEDGEMENT OF COUNTRY:** We respectfully acknowledge the Traditional Owners of the country on which we work, live and learn, and recognise their continuing connection to land, waters and community. We pay our respects to their elders - past, present and emerging.
- **MINUTES OF PREVIOUS MEETING:** Held November 28, 2023  
**MINUTES APPROVED TRUE & CORRECT RECORD:** Moved / Seconded
- **BUSINESS ARISING FROM PREVIOUS MEETING:** None currently
- **CORRESPONDENCE:** None currently
- **PRIORITY ITEMS:**
  - 2024 Annual Implementation Plan (AIP)
- **GENERAL BUSINESS:**
  - 2024 SRP Indicative Budget
  - 2023 Fee Collection / Write off





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# Capital Works Project Update

## Current Progress:

- Working toward completion of AMP2 - Masterplan
- Costing completed
  - VSBA 'costs' the 3 x Options that we all viewed
- Follow-up Costing Meeting
  - Adjusted plans
- AMP2 completed



## Outcome of AMP2:

# Capital Works Project Update



- 2No. Sports Hall w New Competition Grade Sports Hall
- New Integrated Performance Arts Centre
- Community Engagement
- New Public Front Entry and Front of School
- Significant Cost



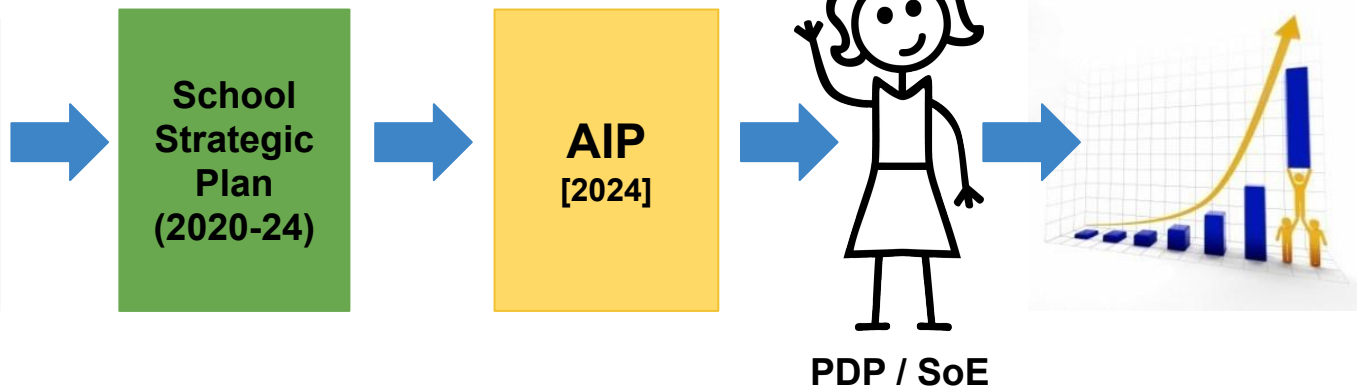


# LEONGATHA Secondary College

## School Improvement



Diagram 1: Frameworks for  
Improving Student Outcomes 2.0





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## **Performance and Development Plans**

### **Teacher:**

- Professional Knowledge
- Professional Practice
- Professional Engagement
- Student Outcomes

**Educational Support:** Internal Process

### **Principal:**

- Leadership
- Strategic Resource Management
- Strengthening Community & System Engagement
- School & Student Outcomes Focussed Goal



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**2020-24 SSP**

- Improve wellbeing for our students
- Improve engagement for our students
- Improve learning growth for our students





# LEONGATHA Secondary College

# 2024 AIP

## DET Priorities Goals

Goal 1	Priorities goal In 2024 we will continue to focus on student learning - with an increased focus on numeracy - and student wellbeing through the priorities goal, a learning key improvement strategy and a wellbeing key improvement strategy.
12-month target 1.1	Increase the positive response rate for the following indicators in the SSS: Teachers in this school use a pedagogical model to guide their practice' from 23% to 60% - Teachers in this school regularly engage in professional learning through peer observation from 28% to 45% - Teachers in this school have a deep understanding of how to analyse data' from 35% to 45% - Teachers use student feedback to improve teaching practice from 42% in 2023 to 53% Engage 90+% of teaching staff as part of the coaching cycle process. 90+% of teaching staff undertake 1 x PD relating to Inclusive Practice Increase the average GPA of student cohort across the year (specifically Tier 2 & 3 identified students)
KIS 1.a	Learning - Support both those who need scaffolding and those who have thrived to continue to extend their learning, especially in numeracy
Actions	<p>Identify students who have thrived (using available data sets) and extend their learning within class and via other extension opportunities</p> <p>Identify student who need scaffolding with their learning within class and via other additional intervention approaches</p> <p>Coaching: Enhance the peer coaching model to support consistent implementation of agreed college practices and High Impact Teaching and Wellbeing Strategies in the classroom</p> <p>Instructional Model: Explore and develop an agreed Instructional Model</p> <p>Inclusion and Extension: Identify and promote professional learning activities related to Inclusion and Extension that all staff can engage with throughout the year</p>
Outcomes	<p>Instructional Model:</p> <p>Leaders will provide structured opportunities for staff to engage with and trial a range of instructional models within the classroom setting</p> <p>Teachers will be engaged in the process of developing and trialing a range of pedagogical/instructional models within the classroom setting.</p> <p>Students will be engaged in the process of developing an instructional model inclusive of classroom feedback.</p> <p>Coaching:</p> <p>Leaders will promote the benefits of engaging in peer coaching and develop their own coaching skills, including inviting teachers to observe their own classes</p> <p>Leaders will use multiple sources of evidence to track peer coaching implementation including barriers and enablers</p> <p>Teachers will understand the importance of utilising student data (provided by leadership) to inform their planning, assessment and pedagogy</p> <p>Teachers will improve their use of student feedback to inform teaching practice</p> <p>Students will indicate that they are stimulated in their learning and have opportunity to have voice and agency in their learning</p> <p>Students will indicate that greater numbers of teachers have concern for them and their learning.</p> <p>Inclusion and Extension:</p> <p>Leaders will source and promote a range of professional learning activities related to Inclusion that staff will undertake to enhance student learning outcomes</p> <p>Leaders will incorporate Inclusion professional learning and Sharing of Practice into the college's Staff Learning Calendar via Faculty and Staff Meetings</p> <p>Teachers will engage with at least one professional learning activity related to Inclusion</p> <p>Teachers will demonstrate how they adopt professional learning related to Inclusion into their practice</p> <p>Students will be able to identify improvements in their engagement levels for learning</p>
Success Indicators	<p>Early Indicators</p> <p>Instructional Model:</p> <ul style="list-style-type: none"><li>- Resources will be allocated to support staff to engage and trial a range of pedagogical/instructional models within the classroom setting.</li><li>- Teachers are able to articulate what pedagogical/instructional model(s) they have trialled.</li><li>- Students can identify key aspects of a pedagogical/instructional model.</li><li>- Student focus groups will be utilised to assess engagement/consistency of the pedagogy use in developing an instructional model inclusive of classroom feedback.</li></ul> <p>Inclusion and Extension:</p> <ul style="list-style-type: none"><li>- Monitoring will indicate increased uptake of professional learning aligned to Inclusion Practices</li><li>- Sufficient time will be allocated to professional learning and Sharing of Practice college's Staff Learning Calendar via Faculty and Staff Meetings</li><li>- Monitoring via student surveys and focus groups will clarify student's perceptions of key-aligned indicators from AtoSS</li><li>- Resources will be allocated to see that all identified vulnerable cohorts have learning support interventions in place</li><li>- Resources will be allocated to see that all identified students who have thrived have access to extension opportunities</li></ul> <p>Late indicators:</p> <ul style="list-style-type: none"><li>- An increase in positive endorsement will be present for the following Student Attitude to School Survey (AtoSS) factors: stimulated learning, student voice and agency, self-regulation and goal setting</li><li>- An increase in positive endorsement will be present for the following School Staff Survey (SSS) factor: Believe that student engagement is a key for learning</li></ul>



# LEONGATHA Secondary College

2024 AIP

## SSP: Improve engagement for our students

Goal 3	Improve engagement for our students
12-month target 3.1	Increase the positive response rate for the following student wellbeing indicators on the AtoSS: - Self regulation and goal setting from 51% in 2023 to 57% (2023 State Average) - Stimulated learning from 49% in 2023 to 54% - Student voice and agency from 44% in 2023 to 49%
12-month target 3.2	Increase the positive response rate for the following indicators in the SSS: - Focus on developing learning programs that relate to real-life problems, from 51% in 2023 to 56% - Promote student ownership of learning goals and learning progress from 70% in 2023 to 75% - Believe that student engagement is a key component for learning from 86% in 2023 to 91%
12-month target 3.3	Decrease student absent rates: - For 20+ days from 45% in 2023 (YTD as of 27/11/23) to be at or below 35% - All absences from 29.7 days in 2023 (YTD as of 27/11/23) to be at or below 20 days per student. - Unapproved absences from 11.2 days in 2023 (YTD as of 27/11/23) to be at or below 10 days per student.
KIS 3.b Professional leadership	Embed the use of the school developed Effective learner trails and the Effective teacher trails to improve student engagement.
Actions <ul style="list-style-type: none"><li>What are the high-level actions that will be undertaken by the school to drive progress against the KIS? (1-3 actions per KIS)</li></ul>	Coaching: Enhance the peer coaching model to support consistent implementation of agreed college practices and High Impact Teaching and Wellbeing Strategies in the classroom Instructional Model: Explore and develop an agreed Instructional Model
Outcomes <ul style="list-style-type: none"><li>What are the expected changes in knowledge, skills and behaviours that will be observed in students/teachers/leaders/community if the actions have been successfully implemented? (approximately 2 outcomes for each perspective per KIS)</li></ul>	Coaching: Leaders will promote the benefits of engaging in peer coaching and develop their own coaching skills, including inviting teachers to observe their own classes Leaders will use multiple sources of evidence to track peer coaching implementation including barriers and enablers Teachers will understand the importance of utilising the student data (provided by leadership) to inform their planning, assessment and pedagogy Teachers will improve their use of student feedback to inform teaching practice Students will indicate that they are stimulated in their learning and have opportunity to have voice and agency in their learning Students will indicate that greater numbers of teachers have concern for them and their learning.  Instructional Model: Leaders will facilitate the process for engaging staff and students in the development of an agreed Instructional Model Leaders will align professional learning for staff linked directly with phases of the agreed Instructional Model Teachers will work toward co-developing an Instructional Model that relates learning to real-life problems (for students) and which focuses on lifting student cognitive demand Teachers will work toward explicitly linking LI & SC to student goal-setting Students will provide input to the development the Instructional Model Students will demonstrate improved engagement in their learning as a result of the implementation of an Instructional Model (or relevant pilot)
Success Indicators <ul style="list-style-type: none"><li>What data sources, evidence, or artefacts can you collect to measure the success of the outcomes? (approximately 5-6 success indicators per KIS)</li><li>Ensure that you select some data sources that will allow you to track your progress towards your 12-month targets across the school year.</li></ul>	Early indicators: <ul style="list-style-type: none"><li>Organisational Design will be structured in a way that fully resources 90% of teaching staff to be able to engage with coaching</li><li>Surveys and focus groups will clarify student's perceptions of key-aligned indicators from AtoSS</li><li>Monitoring via student surveys and focus groups will indicate progress toward achieving improvements in aligned AtoSS indicators</li><li>Staff will have specific data made available to them by leaders to support in the planning, assessment and improvement of pedagogical practices</li><li>Monitoring will indicate increased uptake and value in engaging in peer coaching</li><li>Resources will be allocated to see that all identified vulnerable cohorts have learning support interventions in place</li><li>Resources will be allocated to see that all identified students who have thrived have access to extension opportunities</li></ul> Late indicators: <ul style="list-style-type: none"><li>An increase in positive endorsement will be present for the following Student Attitude to School Survey (AtoSS) factors: stimulated learning, student voice and agency, self-regulation and goal setting</li><li>An increase in positive endorsement will be present for the following School Staff Survey (SSS) factors: focus on real life problems, promote student ownership of goals, believe student engagement is key for learning</li></ul>



# LEONGATHA Secondary College

2024 AIP

## SSP: Improve wellbeing for our students

Goal 4	Improve wellbeing for our students
12-month target 4.1	Increase the positive response rate for the following student wellbeing indicators on the AtoSS: - Advocate at school from 63% in 2023 to 68% - Sense of connectedness from 44% in 2023 to 49% - Teacher Concern from 35% in 2023 to 40% - Managing bullying from 50% in 2023 to 55%
12-month target 4.2	Increase the positive response rate for the following wellbeing indicators in the Parent Opinion Survey: - Confidence and resiliency skills from 71% in 2023 to 76% - Not experience of bullying, from 74% in 2023 to 79% - Managing bullying from 64% in 2023 to 69% - Promoting positive behaviour, from 56% in 2023 to 61% - Respect for diversity from 75% in 2023 to 79%
KIS 4.b Positive climate for learning	Build high quality positive, professional student-teacher relationships across the college that enable students to build a high sense of connectedness to our school.
Actions <ul style="list-style-type: none"><li>What are the high-level actions that will be undertaken by the school to drive progress against the KIS? (1-3 actions per KIS)</li></ul>	Engage in the SG Network AtoSS Community of Practice
Outcomes <ul style="list-style-type: none"><li>What are the expected changes in knowledge, skills and behaviours that will be observed in students/teachers/leaders/community if the actions have been successfully implemented? (approximately 2 outcomes for each perspective per KIS)</li></ul>	Record the expected changes in mindset, knowledge and school practice.
Success Indicators <ul style="list-style-type: none"><li>What data sources, evidence, or artefacts can you collect to measure the success of the outcomes? (approximately 5-6 success indicators per KIS)</li><li>Ensure that you select some data sources that will allow you to track your progress towards your 12-month targets across the school year.</li></ul>	<p>Early indicators:</p> <ul style="list-style-type: none"><li>Surveys and focus groups will clarify student's perceptions of key-aligned indicators from AtoSS</li><li>Presentations to students will occur aligned with key improvement strategies and activities</li><li>Monitoring via student surveys and focus groups will indicate progress toward achieving improvements in aligned AtoSS indicators</li></ul> <p>Late indicators:</p> <ul style="list-style-type: none"><li>An increase in positive endorsement will be present for the following Student Attitude to School Survey (AtoSS) factors: advocate at school, sense of connectedness, teacher concern, managing bullying</li></ul>

...still to build out, but lots of this will build from Student Voice





# LEONGATHA Secondary College

## Pillars of 2024 AIP

- **Instructional Model:** Explore and develop an agreed Instructional Model
- **Inclusion and Extension:** Identify and promote professional learning activities related to Inclusion and Extension that all staff can engage with throughout the year
  - *Identify students who have thrived (using available data sets) and extend their learning within class and via other extension opportunities*
  - *Identify student who need scaffolding with their learning within class and via other additional intervention approaches*
- **Coaching:** Enhance the peer coaching model to support consistent implementation of agreed college practices and High Impact Teaching and Wellbeing Strategies in the classroom



# LEONGATHA Secondary College

## 2023 FEE COLLECTION / WRITE OFF:

- Adhering to the DET Parent Payment Policy, LSC invites parents to pay an annual contribution towards school fees.
- No invoices are raised onto C21 statement, until payment is received.
- This \$200/student is billed via Compass under 'Curriculum \$150 + Other \$50 Contributions'
- As per DET guidelines and in preparation for the 2024 school year, we are to reverse all 2023 billing charges that are deemed not collectable (as per outlined in report under 'difference' column).



LEONGATHA  
Secondary College

### Leongatha Secondary College

#### Billing Management

#### Billing Item Template Report

Template	Total Charged	Total Credit Noted	Total Receipted	Outgoing Funds	Paid Via FiA	Difference	Collection Rate
2021 Bus Fees (Archived)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Bus Fees	\$19,916.67	\$5,125.00	\$7,500.00	\$0.00	\$0.00	\$7,291.67	50.70%
Bus Fees Term 2 - 4 (Archived)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Curriculum Contributions	\$104,950.00	\$7,100.00	\$42,050.00	\$0.00	\$0.00	\$55,800.00	42.97%
Extra Curriculum items and activities	\$36,267.00	\$6,591.00	\$16,754.00	\$0.00	\$0.00	\$12,922.00	56.46%
Other Contributions	\$35,100.00	\$2,100.00	\$12,700.00	\$0.00	\$0.00	\$20,300.00	38.48%

The fee collection report (at 26 Nov 2023) outlines:

- Curriculum Contributions  
\$150/student: 43% collection rate
- Other Contributions \$50/student: 38% collection rate
- Extra Curric Items: 56% collection rate
- Bus Fees: 50% collection rate
- To discuss fees/booklist lack of take up concerns



## STUDENT RESOURCE PACKAGE (SRP)

### 2024 INDICATIVE BUDGET:

DET have based our 2024 SRP Indicative budget on 661 students. Will alter at Feb census.

**Indicative Student Resource Package (SRP) = \$10.1 million:**

Cash \$1.7million (Resources) Credit \$8.4million (Salaries)

In development of the annual cash budget, documentation created and sent to members prior to meeting included:

- Summary of funding streams from the SRP / Explanation of Rev & Exp categories
- Summary of all revenue & expenditure \$values and anticipated surplus
- Overview of funding streams outlining focus areas where/how the revenue and expenditure will be utilised
- Year to year comparison. This outlines all sub programs (budgets) created for the year, how the 2024 budget differs from previous year and any variances explained.
- Copy of the completed DET Master Budget



# LEONGATHA Secondary College

## SRP FUNDING STREAMS:

The Student Resource Package (SRP) reflects the specific funding amounts provided to schools in each school year. The SRP comprises the following 3 key types of funding:

**STUDENT BASED FUNDING:** This is the major source of funding for schools and includes funding that reflects:

- Core student learning allocation funding
- Disability Inclusion & Programs for students with disabilities
- Education State funding supporting equity requirements

**SCHOOL BASED FUNDING:** Provides funding for school infrastructure and for school-specific programs. For LSC this includes Infrastructure funding for:

- Contract cleaning / Grounds allowance / Utilities
- Maintenance, minor works plus inspections
- Bus Coordination / Location indexed funding / Worksafe

**TARGETED INITIATIVES FUNDING:** This is funding for programs with specific criteria or defined life spans. LSC received eight of these initiatives for 2024

Department of Education									
Student Resource Package - Budget Details									
Host School Leongatha Secondary College (01874500)									
Budget Type 2024 Indicative		Budget Version ( 07/09/2023 12:28 PM )							
School	Leongatha Secondary College			SFO Index 0.4556		SFOE Index 0.4089			
Type	Secondary			Location Index 0.23					
Secondary Students									
	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Ungraded	Total	
	100.0	122.0	118.0	96.0	110.0	115.0	0.0	661.0	
Equity (Social Disadvantage) Students									
	Primary Level 1		Primary Level 2		Secondary Level 1		Secondary Level 2		
	0.0		0.0		63.6		111.9		
Equity (Catch Up) Students									
	Level 1		Level 2		23.8		4.0		
Policy and Advisory Library > Student Resource Package									
	Students	Rate	Credit	Cash	Total				
Core Student Learning Allocation									
Years 7 - 12 Students	661.0	\$10,579.00	\$6,645,684.00	\$347,025.00	\$6,992,719.00				
Enrolment Linked Base			\$744,400.08	\$35,894.79	\$780,294.87				
Mental Health Practitioners initiative			\$54,927.13	\$3,505.99	\$58,433.12				
Camps Payment			\$33,433.38	\$0.00	\$33,433.38				
			\$7,478,454.59	\$386,425.78	\$7,864,880.37				
Disability Inclusion									
Tier 2 School Level Funding			\$231,690.14	\$26,547.14	\$258,237.28				
			\$231,690.14	\$26,547.14	\$258,237.28				
Programs for Students with Disabilities									
New Integration Students - Level 2	3.0	19,863.00	\$59,589.00	\$0.00	\$59,589.00				
New Integration Students - Level 3	4.0	31,355.00	\$125,420.00	\$0.00	\$125,420.00				
			\$185,009.00	\$0.00	\$185,009.00				
Education State (Including Additional Gonski)									
Equity (Catch Up) Level 1	23.8	2,447.00	\$29,512.00	\$28,726.60	\$58,238.60				
Equity (Catch Up) Level 2	4.0	1,223.00	\$2,480.00	\$2,412.00	\$4,892.00				
Equity (Social Disadvantage)			\$122,791.85	\$118,560.12	\$241,351.97				
Equity Reform Implementation Statement			\$154,783.85	\$149,698.72	\$304,482.57				
School Infrastructure									
Work Safe			\$7,179.34	\$0.00	\$7,179.34				
Contract Cleaning - Normal Use	4,421	29.71	\$0.00	\$131,347.91	\$131,347.91				
Contract Cleaning - Low Use	5,165	6.37	\$0.00	\$32,801.06	\$32,801.06				
Grounds Allowance	222,164	0.80	\$0.00	\$133,298.40	\$133,298.40				
Split-Site / Multi-Site Allowance			\$0.00	\$62,277.00	\$62,277.00				
Utilities			\$0.00	\$220,289.84	\$220,289.84				
Maintenance and Minor Works Funding			\$0.00	\$232,786.44	\$232,786.44				
Annual Contracts			\$0.00	\$24,973.99	\$24,973.99				
			\$7,179.34	\$837,874.63	\$845,053.97				
School Specific Programs									
Bus Coordination			\$27,839.40	\$0.00	\$27,839.40				
Location Indexed Funding			\$0.00	\$13,661.22	\$13,661.22				
			\$27,839.40	\$13,661.22	\$41,500.62				
Targeted Initiatives									
Career Education Funding (CEF)			\$0.00	\$47,492.66	\$47,492.66				
MYLNS Improvement Teachers			\$45,254.52	\$5,028.28	\$50,282.80				
Student Excellence Program			\$0.00	\$15,505.00	\$15,505.00				
VCE Revision Lectures			\$0.00	\$35,918.47	\$35,918.47				
Tutor Learning Initiative			\$197,059.73	\$0.00	\$197,059.73				
Jobs, Skills and Pathways Coordination			\$0.00	\$37,618.36	\$37,618.36				
Secondary Mathematics and Science Initiative			\$27,197.00	\$0.00	\$27,197.00				
Schools Mental Health Fund			\$58,004.76	\$21,485.31	\$80,090.07				
VDSS: VET Delivered to School Students			\$0.00	\$118,169.44	\$118,169.44				
VDSS: Materials			\$0.00	\$37,763.00	\$37,763.00				
VDSS: Implementation			\$0.00	\$10,970.29	\$10,970.29				
			\$328,116.01	\$329,950.81	\$658,066.82				
TOTAL STUDENT RESOURCE PACKAGE									
					\$10,157,230.83				



# LEONGATHA Secondary College

## 2024 REVENUE:

**2024 ANTICIPATED REVENUE = \$2,238,628**

### REVENUE ANTICIPATED 2024

70001	SRP Cash Funding	\$1,634,006
70004	Conveyance Allowance	\$500
70080	Department Funding	\$2,500
70085	Targeted Funding Reimbursement	\$35,300
71080	Commonwealth Gov't Grants	\$6,000
72080	Other State Government Grants	\$20,000
73002	Interest Received	\$30,000
73541	Transfer FROM other schools (SGDSSV/Prin Network)	\$18,000
74101	Fundraising Activities	\$1,500
74102	Donations	\$5,000
74103	Commission	\$8,000
74201	Hire School Facilities/Equip	\$15,000
74301	Camps/Excursions/Activities	\$80,000
74303	International Student Travel	\$52,392
74402	Trading Operations (Canteen)	\$135,000
74403	Charities & Collections	\$1,500
74408	Curriculum Contributions	\$40,000
74409	Extra Curricular Items & Activities	\$43,930
74410	Other Contributions	\$20,000
74450	Shared Local School Funds	\$32,000
74580	Other Locally Raised Funds	\$58,000

**TOTAL \$2,238,628**

- DET Student Resource Package (SRP) funding is 73% of revenue anticipated.
- 9% of our revenue anticipated is sourced from anticipated Department grants, bank interest, fundraising, facilities hire, bus fee collection, coordinator school transfer (SGDSSV affiliations), affiliations to Principal network
- 12% of revenue covers charges raised for camps/excursions the college offers (this revenue will equal their expenditure) plus revenue from our canteen sales
- With the update to the DET Parent Payment Policy, families are invited to pay curriculum/other contributions (\$200/student). This is 5% of anticipated revenue
- Remaining 1% revenue anticipated from commission (Campion/Buxwear), EOY donations & hire of facilities





# LEONGATHA Secondary College

## 2024 EXPENDITURE:

2024 EXPENDITURE + FUTURE YEARS PROJECTED  
EXPENDITURE = \$2,765,878

### EXPENDITURE ANTICIPATED 2024

80052-80081	Salaries and Allowances (incl CRT/Super)	\$285,930
82801	Bank Charges	\$8,500
86101-86105	Consumables (incl Class Materials/Teacher Reqs)	\$354,029
86201-86203	Books and Publications (incl class sets/library books)	\$11,000
86301-86304	Communications Costs (Postage/Telephone)	\$35,508
86401-86410	Equipment/Maintenance Hire (incl Leases/equip<\$5000)	\$388,469
86452-86457	Utilities (Electricity/Gas/Water/Rates)	\$69,300
86500-86505	Property (Sanitation/Cleaning/Garbage/Grounds&Building works)	\$507,334
86701	Motor Vehicle Expenses	\$12,000
86801-86803	Administration (Advertising/Insurance/Affiliations)	\$45,200
86901-86902	Health & Personal Development (First Aid/Medical)	\$2,500
86910-86930	Professional Development (Conferences/Seminars/Hospitality)	\$160,548
89101-89104	Trading & Fundraising (incl non profit trading/Donations/Awards)	\$114,149
89204	Support/Service (Consultation/Service Providers)	\$401,904
89301-89360	Miscellaneous (Remunerations/Publicity/Camps&Excursions)	\$298,507
26202-26220	Capital Expenditure (Purchases >\$5000)	\$71,000
TOTAL		\$2,765,878

- 21% of whole budget expenditure to be utilised for buildings & grounds works (including c/fwd facilities upgrade projects), contract cleaning, sanitation, waste disposal plus capital expenses for ICT & tech dept
- 16% of expenditure budget accommodates the staffing expenses incurred employing casual relief staff, trainees & staff Prof Development
- Consumables, photocopying, software applications, purchase of furniture, tech/AV equipment total 13% of our expenses
- 15% of expenditure allocated to Service Providers such as visiting guest speakers, VET training providers
- Purchase of furniture/fittings, tech equipment, plant & equip plus repairs and maintenance costs equate to 14% of expenditure budget
- 11% of expenditure covers camps/excursions expenses (will equal revenue raised)
- Utilities expenses utilise 2% of our annual expenditure budget
- Remaining 8% of expenditure covers books, communication costs, motor vehicle expenses, bank charges, advertising, insurance, affiliations, first aid materials, trading operations and fundraising expenses



## LEONGATHA Secondary College

# BUDGETS - STUDENT FOCUSSED:

### TARGETED INITIATIVE FUNDING:

VET instruction: Allows students to make a start, training for a career before leaving school

Career Education Funding: Provides career education activities to students Year 7-12

Middle Years Literacy Numeracy Improvement Teachers: Teaching support to students

Student Excellence Program: Building teacher capability to extend high-ability students

VCE Revision Lectures: Supporting student access to VCE revision lectures across the state

Tutor Learning Initiative: Is designed to support students whose learning has been disrupted as a result of the COVID-19 pandemic, funding committed 2024 & 2025

Schools Mental Health Fund: Funding to strengthen school wide capacity & capability to improve students mental health & wellbeing.

Job, Skills & Pathways Coordination: Provides funding for schools to help with the coordination and delivery of vocational and applied learning programs (ie: VCAL

### OTHER BUDGETS CREATED FOR STUDENT BENEFIT:

Curriculum Budgets: Generously resourcing all subject areas, ensuring students maximise learning opportunities

Transition / Disability Inclusion: Increasing transition programs Jnr & Snr school / DI - Assists students with a disability to take part in their education on same basis as their peers

Breakfast Club / Student Assistance: Free breakfasts / Assists families suffering financial hardship (books/uniform etc)

Koorie Connections: New budget, funding whole school awareness programs for students

Toyama Visit: Students have the opportunity to visit Japanese sister school Toyama Daiichi HS in 2024



# LEONGATHA Secondary College

## POINTS OF NOTE:

- Funds brought forward is an estimation at this stage
- Recommended operating reserve amount is DET advised
- Substantial surplus is necessary at this planning stage
- We anticipate student numbers to reduce at Feb Census, DET Revised budget due at end of Term 1, 2024 will be affected
- Will reassess all budgets early Term 2, with any alterations to be brought to School Council for approval

## 2024 BUDGET SUMMARY:

Year Level	Enrolments
Y7 Enrolment	100.00
Y8 Enrolment	122.00
Y9 Enrolment	118.00
Y10 Enrolment	96.00
Y11 Enrolment	110.00
Y12 Enrolment	115.00
	<b>661.00</b>

## 2024 CASH BUDGET SUMMARY

Funds brought forward	\$970,771
Total estimated Revenue (2024 school year)	\$2,238,628
Total Proposed Expenditure (2024 school year)	\$2,765,878
Total funds held (Future years expenses)	\$58,000
Recommended Operating Reserve	\$290,149

**SURPLUS BALANCE: \$95,372**





# LEONGATHA Secondary College

## MOTIONS FOR SCHOOL COUNCIL MEETING:

**End of Month OCTOBER 2023 - Motion:** "That School Council move \$214,877 payments & \$65,000 transfer be endorsed, and all presented reports accepted as a true and correct depiction of the Leongatha Secondary College finances for the month of October 2023"

**Moved:** Joel Langstaff

**Seconded:** Marsha Livingstone

**2023 Unrecoverable Fees Write Off - MOTION:** "That School Council approve the deletion of all 2023 fees that remain unpaid on families Compass Billing deemed non-recoverable"

**Moved:** Joel Langstaff

**Seconded:** Caitlin Cooper

**2024 Indicative Cash Budget - MOTION:** "That School Council endorse the 2024 Indicative Cash budget as presented for Leongatha Secondary College"

**Moved:** Joel Langstaff

**Seconded:** Warwick Ford