AVELEY SECONDARY COLLEGE

BOARD MEETING MINUTES

DATE:	Tuesday 27 February 2024
TIME COMMENCED:	6:00 pm (later time due to Year 7 Parent meet & greet)
LOCATION:	Aveley Secondary College, Conference Room
MEMBERS PRESENT:	Stephen Pestana (Principal) Jessica Cubbage, Jake Smirk (Staff Representatives) Karina Begley, Anna Calverley, Matthew Harvey (dialing in externally) (Parent Representatives) Aaron Bowman, Michelle Del Nero, Cameron Fairbrother (Community Representatives) Angel Dushime, Aaron Carroll (Student Representatives)
EX-OFFICIO:	Anne Gilchrist (MCS)
MINUTE TAKER:	Sharon Edmonds
APOLOGIES:	Staff Representatives – Bev Day (Ex-Officio) Jarrad Stewart-Olsen Community Representative - Richard Moore
PREVIOUS MINUTES:	Moved: Michelle Del Nero Seconded: Cameron Fairbrother

ITEM & DISCUSSION	ACTION
Apologies, Noting of Minutes, Business Arising • Anne presented the synergy rebates - The School has saved 58% on power bill. Without solar panel - $3,26,526.93 With solar panel - $1,37,092.46	
Welcome • **Welcome new staff member** Welcome new and old members to the board including student leaders – Introduction given by each member. • **Communications in Teams**	

Trialing Teams as a means of communication • **Training for Board** Board training available in various forms and places to help understand the role and functions of the Board.	
Election of Chair 2024 • Michelle Del Nero has been nominated for chair; she will continue in this chair position. • Cameron Fairbrother has been nominated for the deputy chair. • Board has voted in agreement to both the vacancies	
Principal's report • Focus 2024 - School culture - Consistency in learning - Behavior Curriculum - Initiative of this year, inspiration from presentation of Tom Bennett / Tim McDonald - Vision works -Insain program. - Resilience project to commence in Term 2 - Staff have undergone online training with Tom Bennett, $1,74,000 spent for these initiatives. - ASC supports to build staff capacity - extra time for HOLA, LA2/C, mentor support, additional leadership in sub schools.	
Results 2023 - Highest achieving ATAR student Pratham Shah adjusted ATAR 98.10 with a median ATAR of 65.5 - 4 students with 85+ ATAR - 2 students with 80+ ATAR - Certificate of distinction - 2 students - Certificate of merit – 58 students - WACE achievement rate is 92.48% in comparison to other like schools the median ATAR is lower but doing as expected. - VET students are doing well with wide range of courses, healthy results for VET. - OLNA results - Numeracy - 97.74%. Reading - 96.99% Writing – 95.49%, students are performing as expected to like schools	

Draft Behaviour Policy and Procedures Endorsement

- Focus on the conditions for learning - This is based on evidence & research, case studies from the school of England. Tom Bennett and Tim McDonald used as guides, program echoes with ASC expectations.
- Procedures & routines are consistent so everyone can follow to work alongside with students to change behaviour and focus on learning.
- Extra processes in place for behaviour curriculum & expectations
- Weekly lessons & timeliness / entry & exit routines / star app is used for students to follow instructions to tasks. A schedule has been created.
- Curriculum in homeroom and the school is using the pedagogy to teach the behaviour curriculum, it's a working document, alongside is data tracking. Pop up sessions for teachers in a particular period / homeroom
- Expectations of behaviour curriculum, routines & procedures at assemblies. It's a work in progress.
- Focus on consistency from teachers & sub schools.
- Purpose / aim – reward and recognise positive behaviour.
- Tiered system of behaviour focusing on expectations; ongoing lunchtime & afterschool detentions
- Jess Cubbage explained the lunch 2 detention process; 15-minute detention (late to class, specific behaviour, mobile phone breach) and afterschool detentions. Escalation process in place for frequent students / Compass management system to track this process.
- Michelle enquired on the duty of care for the after-school detention and if a student missed the bus
- Lunch time detention is the 1st stage, if a student does not turn up to the lunch time detention, then there is a consequence of an afterschool detention for 30 minutes.
- Parents are informed, student services manager communicates information to parents - students are safe and detention is centralised. Strategies in place before a student does a detention
- Matt questioned on behaviour curriculum calendar identified in Term 1-week 2/3, 4/5 and the level of benchmark in terms of percentage of Increase/Decrease of students exhibiting a certain behaviour.
- Statistics of individuals, classroom, year groups are tracked, and the school is in the process of setting benchmarks on the late to school, late to class and misbehaviour.

Preliminary evidence

- Trend back to class, this has been a massive shift in the increase on the number of students going to class on time/punctuality, as an example at 8:30am there were Nil students at the entrance of the school in comparison to last year. This evidence has made an impact, but the challenge is sustaining this process. This has made a large difference in the classroom and teachers are very appreciative of the process.

• Matt pointed out to the 11th point on page 12 – 3rd point of reference - Suicidal disclosures to be removed from the behaviour policy document. • Student leaders commented on the improved student movement in between classes and the minimised number of students late to class and lesser disruptions in class. • Board to endorse the draft policy.	• Action: Suicidal disclosures to be removed from the behaviour policy document
The Resilience Project • Jake presented the Resilience Project journal to members. • Focus is to improve student wellbeing to be rolled out in Term 2 One lesson per week in home room, reflection time to have a positive mindset – Gratitude, Empathy, Mindfulness & emotional balance. • Michelle appreciated the launch of the Resilience Project journal at ASC	
School Review • School review happens every 3 years, expected term of review in Term 4	
Finance Report Anne presented the report. • Operational one line budget - handout – verified December. Student centred funding $21,590,202 Locally raised funds $509,175 Total one line budget funds available $24,307,258 • Cash report Total cash budget received 99.26% Cash budget forecast variance $14,937 Total cash expenditure budget spent to date 76.05% • Financial summary Revenue Vs actual budget Handout - December 2023 figures • Payment to CO, Regional office and other schools - $1,187,496 (PPP payment)	

• School salary allocation (SCFM) handout – verified December. The College has spent 91% towards salaries so far, forecast variance for the year $1,939,407 was above expected. • Voluntary collection rate - 57.08% • Subject charges for Year 11/12 – 81.28% and charges Year 7-10 – 96.23% • Anne stated the collection rates in 2023 showed an increase in comparison to 2022 due to the debt collection agency, only charges are sent for collection and no debt collection letter sent if there is a payment plan in place. • Zuludesk 67.21% in comparison to 2022 which was 53.14% • iPad vs laptop was discussed, Jess explained the percentage of students using an iPad at different year levels and setting goals around targeted initiatives in terms of cost / GB / maintenance. • Michelle queried on the percentage of staff using iPads in different classes and feedback to be provided from teaching staff	Survey of teachers using iPad in classrooms /feedback to be provided
2024 Preliminary Cash Budget • Anne presented the 2024 budgets and explained the D8851 Payment to Central office PPP. • The Board approved the budgets	
Michelle thanked the participants and meeting closed	

Meeting Closed: 7:45pm

Chair Signature

Next Meeting: Term 2, Week 3 – Tuesday 30 April 2024