

AVELEY SECONDARY COLLEGE
BOARD MEETING MINUTES



DATE:	Tuesday 30 April 2024
TIME COMMENCED:	5:30 pm
LOCATION:	Aveley Secondary College, Conference Room
MEMBERS PRESENT:	Stephen Pestana (Principal) Jessica Cubbage, Jake Smirk, Jarrad Stewart-Olsen (Staff Representatives) Anna Calverley, Matthew Harvey (Parent Representatives) Aaron Bowman, Michelle Del Nero, Cameron Fairbrother (Community Representatives) Angel Dushime, Sofia Schiaffini (Student Representatives)
EX-OFFICIO:	Sharon Edmonds
MINUTE TAKER:	
APOLOGIES:	Staff Representatives – Anne Gilchrist (Ex-Officio) Community Representative - Richard Moore Parent Representative – Karina Begley
PREVIOUS MINUTES:	Moved: Cameron Fairbrother Seconded: Michelle Del Nero

ITEM & DISCUSSION	ACTION
<p>Apologies, Noting of Minutes, Business Arising</p> <p>Suicidal disclosures to be removed from the behaviour policy document.</p> <p>Survey of teachers using iPad in classrooms / feedback to be provided - Jess presented the Survey.</p> <ul style="list-style-type: none"> • Auditing home rooms to find out if students have iPads, and if students indicated they do not have one, then follow up message sent to parents to confirm. • This was done from Year 7 – 10. Year 11 and 12 students bring an alternate device. • The numbers are good for Year 7 - 83%, Year 8 - 80%, Year 9 - 75% and Year 10 - 64% have an iPad. • 4% have removed Zuludesk, which is very good, but then it jumps to 38% in Year 8, 38% in Year 9 and 53% in Year 10. 	<p>Actioned</p>

<ul style="list-style-type: none"> • Questionnaire on iPad sent out to the learning areas yet to get feedback on how the devices are being used effectively. • Students can use iPads to access lesson resources and revision materials. • Undertaking investigations and research tasks was much higher across those learning areas, same as collecting information or data. • In Health feedback was they do all their workbooks electronically rather than printing out physical copies, but the challenges are some students do not have an iPad or are not bringing it to school. • The requirement is on the students and their families to ensure that all apps are up to date, installed and are coming with their devices. • In English, for example, they might not be using the iPad, but they are doing a typing program to support students typing on a device. • The next step is to have an ICT committee meeting. • iPad vs Laptop - iPads were a lot cheaper but considerations needed regarding price and storage. • Students who can't access anything at home - What's the alternative? Department gave us the option to loan out devices during school hours. • Proposed we come back with more information later in the year and it to be added as an agenda item later in the year. • Chair thanked Jess for all her efforts in following up on the iPad survey. 	<p>A follow up report to be presented later in the year</p>
<p>Principal's report</p> <p>Census</p> <ul style="list-style-type: none"> • The census which the school had 8 weeks ago was accepted, prediction was good and no changes were made. <p>Shade Sails</p> <ul style="list-style-type: none"> • The shade sails went in over the holiday period, \$250,000 roughly was spent to improve the facilities around the school. The next stage is to put in the planned seating, but the delays have been a function of the triple P and the process, but the school had budgeted the expenditures in advance. <p>Reporting</p> <ul style="list-style-type: none"> • The school is to trial not using comments in their reporting and to make sure that staff are reporting back regularly to parents through Compass. This also applies in terms of underperformance and when students have performed particularly well. A number of schools have been using this reporting process. • Discussion for comments for Year 11 ATAR, the classes are smaller, and the comments are a lot more valuable. A discussion around whether to retain reporting for Year 11 and Year 12. • Process of continuous communication with parents/community to be in place for both positive and negative results. The purpose of the communication is it to highlight outliers and in particular, ensure students that are 	

<p>starting to fall behind are identified quickly and that parents are getting involved and the teacher is building a rapport with the parent.</p> <ul style="list-style-type: none"> • Parent indicated that communications from the College have been very quick for both of her children and feedback is important. <p>Naplan</p> <ul style="list-style-type: none"> • Preliminary data was presented, and the broad generalisation is that the results are consistent with last year's results. Year 9 data compared to last year indicated 17% of students needed additional support and this year it is 17% again. • In the top category, exceeding the standard last year it was 10%, this year it is 14%, hence the median has dropped down. The big generalisation is that we have been fairly close to like schools. <p>Staffing</p> <ul style="list-style-type: none"> • Compared to all schools, we are almost 10 years younger on average as teaching staff. Staffing is the biggest problem since last year. <p>Resignation rates</p> <ul style="list-style-type: none"> • Higher than average resignation rates in 2023. Last year was a big concern with the loss of several staff, some of whom had been in the category of being five years and above. We are getting less relief coming in this year compared to previous years. • Exit reasons last year – Staff exited as they wanted a change, had been commuting for very long distances and the job market is very open so there are more opportunities to move closer to where desirable, but then staff after they left wanted to return. <p>Support for staff</p> <ul style="list-style-type: none"> • We have a great structure for support for staff in comparison to other schools and we have a lot more accountability because of the way that lessons are shared and structured between all staff. Every year we're going through a review and refinement process. 	
<p>Behaviour Policy</p> <p>Behaviour Data 2024</p> <ul style="list-style-type: none"> • Conditions for learning is the big focus, even in the media there has been a big push for a behaviour curriculum, Aveley started this process last year. • Suspensions <ul style="list-style-type: none"> - In 2023 semester 1 - 160 suspensions overall rating is 10.2%. 	

<ul style="list-style-type: none"> - In 2024 semester 1 -100 Suspensions overall rating is 6.2%. The slight change is for violation of classroom rules and conduct. The focus on rules reflects where the change in suspensions is occurring. - E breach - When a student does something inappropriate on their iPad, that's connected to the school system - sharing of photos & videos. - Physical aggression - 25% in 2024 compared to 21% in 2023 that's statistically significant, but it's in the early stage to predict. Year 7,8,9 (middle school) is where the primary number of suspensions are coming from. <ul style="list-style-type: none"> • The Middle School has three Student Services Managers, three Year Coordinators and two Youth Workers, with a Deputy Principal. <p>Priorities for Term 4</p> <ul style="list-style-type: none"> • Focus on consistency, building trust amongst staff and creating a school culture with a focus around instilling a sense of values including gratitude, empathy, and mindfulness. • The school is trying to get the culture right and to correct this current orderly environment our focus is about routines and structures. <p>Behaviour Survey results</p> <ul style="list-style-type: none"> • The survey is just to get a baseline as to what staff and students are feeling in terms of behaviour. Feedback from staff and students about how things are going. • 62 teachers and 244 student responses. • The survey results provide an overview of the comments. • Solution to such behaviours is training staff, but also part of our routines process is to make sure that the culture around expectations are clear, so that students understand what the expectations are. • 27% of student are not feeling safe. Student to communicate with teachers on any issues and on the other hand cyber bullying is less visible from a teacher perspective. It's important to establish a pattern of behaviour. 	
<p>Compass</p> <p>Communication possibilities</p> <ul style="list-style-type: none"> • The plan would be to have all of our parents using the Compass app for communications moving forward so parents can have access to attendance. • Access to student timetables, breakdown of students' attendance, academies and after school social clubs will be added. Teachers are uploading lesson notes, parents will have access to all positives and rewards will be going in class notices. • No behaviour information will appear on Compass. In future, there will be capabilities for direct messaging through the app - For example if a student is away and they have got a medical appointment, the parent can put it directly into the app against the student. 	

<ul style="list-style-type: none"> • There's a notices dashboard and anything that teachers post will be shared for parents to see. • All school events will be notified on the dashboard for parents. Discrepancies can be corrected by parents on Compass. • It will become a more centralised process and a lot more of that communication will happen through Compass. Only 27% was rolled out at the start of this term but will be increased over time. • Lesson plans and resources will be visible to parents, making teacher/parent communication easier and creating a good rapport with parents. 	
<p>School Review Domain 1 Resources</p> <p>Student Characteristics Funding</p> <ul style="list-style-type: none"> • The purpose and amount of student characteristics funding is a guide when planning support for students and the school is spending the money to get better outcomes. The funding is also based on student enrolment, every student is counted for our census. • Funding is based on criteria, such as Aboriginality, disability, ESL or social disadvantage. • We have funding for the targeted initiatives, VET funding is based on the NAPLAN results. Aboriginal funding, \$234,000. RTS program - \$223,000, CLCO Cultural Liaison Officer - Staff member to assist with the communities that need support and it's a role that is making a significant difference to assist African students. • Education Support Centre has a significant amount of funding - Disability funding total is \$4.5 million. • Students coming from socially disadvantaged communities – Youth workers running a program like the Breakfast Club on a Wednesday, uniforms, lunches, stationary, books etc. are supplied. 	<p>The agreement to be approved and signed by Michelle on behalf of the board.</p>
<p>Finance Report</p> <ul style="list-style-type: none"> • Operational one line budget - handout – verified March Student Centered Funding \$21,390,670 Locally Raised Funds \$220,919 Total One Line Budget funds available \$24,251,271 • Cash report Total Cash budget received 45.41% Cash budget forecast variance \$7,700 Total cash expenditure budget spent to date 10.66% • School salary allocation (SCFM) handout – Handout - April verified. Total salary fund (SCFM) \$22,327,200 • Investigate reports that have more value to the board role – relevance of documentation. 	

<p>Resilience Project Journal</p> <ul style="list-style-type: none"> • The project rolled out in week 2 - Term 2 • Teachers are all able to access the teacher side of the Resilience project online. • In middle school, at least one home room each week is dedicated to the resilience project. • Student service managers are sending out weekly updates and focus to all staff who do not have homeroom so they can still focus on some of the topics, for example gratitude this week. They are also sending emails to homeroom teachers to advise what they need to cover each week for the resilience project, so students can reflect on simple questions like gratitude. • The student representatives viewed the Resilience Project as important to become a better person, and thanked the College for having implemented such a project. 	
<p>Other Business</p> <ul style="list-style-type: none"> • Update student representatives when they're receiving the online documents to their Aveley account and DOE account to cover bases. 	

Meeting Closed: 7:25 pm
Next Meeting: Term 2, Week 8 – Tuesday 4 June 2024

Chair Signature 