



Mount Eliza
Secondary College

MOUNT ELIZA SECONDARY COLLEGE COUNCIL

MINUTES

384th MEETING

THURSDAY 26 FEBRUARY 2015

7pm

2014 School Council Membership

	Parent Members		DEECD Employee Members		Co-opted members
1	Robin Adams (President)	11	Angela Pollard	15	Jim Crawshaw
2	Dr Kevin McKenzie (Vice President)	12	Kevin Hunter		
3	Aaron Whymark (Treasurer)	13	Marcia Claringbold		
4	Mandee Strickland	14			
5	Andrew Riddle				
6	Clemens Unger				
7	Julie Cantrill				
	Janine O'Keefe				
9	Sarah Whymark				
10	Lucy Lingohr				

Council Support – the following people will also attend Council meetings

Gavan McCabe – Assistant Principal	Danielle Vaughan – Assistant Principal	Andrew Musgrave – Assistant Principal
Brenda Barker – Business Manager	Heather Hiam – Minute Secretary	Guests:

Present: Robin Adams, Clemens Unger, Lucy Lingohr, Angela Pollard, Kevin Hunter, Marcia Claringbold, Jim Crawshaw, Andrew Riddle, Angela Pollard, Harriet Fennell, Simon Rickard, Danielle Vaughan, Gavan McCabe

Apologies: Kevin McKenzie, Aaron Whymark, Janine O'Keefe, Julie Cantrill, Lucy Lingohr, Sarah Whymark, Mandee Strickland

Guest Speaker – World Challenge Representative – Mark Walters

- Mark addressed the issues that have been raised by the College with the upcoming trip to Tanzania, these include the timing of the trip as this impacts on Jumpstart. Feedback that students from the last trip are still playing catch up – it is a concern particularly for Year 11 & 12 students.
- On the last trip 2 members of staff were released, the cost to cover staff and classes for 4 weeks is not financially viable.
- Our International trips are linked to curriculum – Indonesian Trip for Years, 10 & 11 Central Australia and then to add this expense restricts opportunities.
- As parents have paid a deposit options need to be considered, 15 students have committed to the \$7,800 total cost. World Challenge are flexible re timing to see what would work better for the College.
- CRT cost is significant – World challenge can offer a contribution towards these costs.
- Security – comfortable that World Challenge have security operations in place and work with foreign affairs. Security levels are rated from 1-4 a level 3 alert would result in a diversion of the location.
- Trip could be altered to 3 weeks – 2 weeks holidays/one week of school, however the price would not be reduced by a quarter.
- Would be providing something different than what was promised so we need to offer a similar destination.
- Proposal to change the date to Easter 2017, students can be replaced if this no longer suited.
- Actions – first priority is to contact parents regarding the change of date.
- Advantages of April 2017 that this can then be opened to other students and would not commence in the Jumpstart period.
- Council supported the location– 3 weeks in Tanzania and relaunch for Easter 2017.
- World challenge will need to check to see if this is viable.
- Council accepted this direction – all in favour.

Minutes Previous Meeting:

Motion 384.1

“That the minutes of the 383rd College Council Meeting held on Thursday 11 December 2014 be accepted as a true and accurate record”.

Moved: **Jim Crawshaw**

Seconded: **Andrew Riddle**

Carried

Motion: 384.2

“That College Council support the World Challenge Trip to Tanzania for a 3 week period -Easter 2017

All in favour

Carried

DECLARATION OF POLL
384A MEETING
THURSDAY 26 FEBRUARY 2015

Chairperson: Angela Pollard, Principal

As outlined below, the result of the election for the new 2015/16 School Council has been declared. This means that the role of the 2014/15 Council officially ceased when this declaration was posted. It is therefore the responsibility of the Principal to chair this first part of the meeting.

Firstly I would like to thank you all for attending this evening while I officially announce the outcome of the election process before introductions

THE 2015 ELECTION PROCESS

The following was posted on Compass/Website – Monday 16 February 2015

Nominations for School Council

1. Parent Member Category

Positions vacant			8
Number of nominations received at the close of nominations Monday 23 February 2015			
Nomination	Nominator	Secunder	
Mandee Strickland	Self Nomination		
Clemens Unger	Self Nomination		
Robin Adams	Self Nomination		
Simon Rickard	Self Nomination		
Harriet Fennell	Self Nomination		

2. DET Employee Member Category

Positions vacant			2
Number of nominations received at the close of nominations Monday 23 February 2015			
Nomination	Nominator	Secunder	
Kevin Hunter	Self Nomination		
Danielle Vaughan	Self Nomination		

DECLARATION OF THE POLL

1. Parent Member Category

2 Years	1 Year	Term Ending 2016
Mandee Strickland Clemens Unger Robin Adams Simon Rickard Harriet Fennell		Kevin McKenzie Andrew Riddle

2. DET Employee Member Category

Following the close of nominations for election to the DET Employee Member category of Mount Eliza Secondary College Council, I wish to advise that the following DET member is elected to Council for the following term.

2 Years	Term Ending 2016
Kevin Hunter Danielle Vaughan	Marcia Claringbold

3. Co-Opted Community Member

Term Ending 2016
Jim Crawshaw

2015 School Council Membership

	Parent Members		DEECD Employee Members		Co-opted members
1	Robin Adams	8	Angela Pollard	12	Jim Crawshaw
2	Simon Rickard	9	Kevin Hunter	13	
3	Harriet Fennell	10	Marcia Claringbold	14	
4	Mandee Strickland	11	Danielle Vaughan	15	
5	Andrew Riddle				
6	Clemens Unger				
7	Dr Kevin McKenzie				

Council Support – the following people will also attend Council meetings

Gavan McCabe - Assistant Principal	Brenda Barker – Business Manager	Heather Hiam – Minute Secretary
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Guests: Student Leaders

AGENDA 384B MEETING

Business Arising:

CORRESPONDENCE INWARD

DEECD

1.	Russell Rees, Executive Director	S001-2015 School Council Elections 2015
2.	Claire Britchford, Chief Finance Officer, Financial Services Division	S041-2015 Student Accident Insurance/Ambulance Cover Arrangements and Private Property Brought to Schools
3.		
4.		

General

1.		Biosis Report
2.		Request received to offer \$500 donation if parent/staff list their home and sell
3.		
4.		

CORRESPONDENCE OUTWARDS

1.		
2.		

Business Arising

- Letter of thanks to be sent out to school council members that have completed their term of office.
- Request is a shift from our standard policy and would clash with the community relationships that have been built. Angela will reply declining this particular offer suggesting that an option may be to sponsor an award that could be presented.

Motion 384B.2

“That the Outwards Correspondence be approved and the Inwards Correspondence be received”.

Moved: Jim Crawshaw

Seconded: Andrew Riddle

Carried:

• **STUDENT LEADERSHIP REPORT – No Report**

Motion 384B.3

“That the Student Leadership Report be accepted by College Council”.

Moved:

Seconded:

Carried

• **PRINCIPAL’S REPORT– As Presented**

- Fantastic start to the year, jumpstart has run smoothly and successfully.
- Additional enrolments and enquiries are a positive start to the year.
- Staffing – 6 new staff- 12 month contracts new faces and ideas, Tiarne Hill, Hannah Nyuyen, Hanna Blank, Steven Maison, Penny Hammet, Lennon Harbour.
- 4 new RTL staff –Sarah Whymark- 0.6, Mike Lamond-0.8 and Angela Phillips 0.6, Narelle Debenham 0.6,
- First 2 days professional learning – set goals for the year ahead, 3 goals are the same as last year:-
 - Enhance teacher capacity
 - Rigorously implementing a culture of high expectations
 - Rebadging the college as the outstanding provider of quality teaching and learning on the Peninsula.
- A focus this year will be to develop expectations for all students to reach their potential and challenge those who have set their sights high. Programs that are being considered are the 40+ club – teachers identify or students can self-identify to work with like- minded students, challenges will be set that that will assist students to meet their personal goals. It is a further step in the direction of personalisation of learning.
- Concept of Enhanced Performance Program discussed and approved by council – aimed at recognition and extension of achievement. 40+ Program will offer the year 12’s additional support to achieve goals without pressure, it must be the student’s decision. If anyone else wants to join they are welcome.
- Feedback from school tours that we need to offer these opportunities to compete with schools in the area and we should be promoting excellence as well. Council were all in favour of exploring this further.
- iPads – induction for Year 7 has been completed, this will be expanded to all Year 9 & 10 students, students are on board and this is running along smoothly.
- Working to get ICT leaders in the school- students to help mentor and work with other students and teachers.
- Query regarding using iPads in break times - we will monitor the situation to make sure students do not isolate themselves. This falls back to the IT - Agreement – iPads are to be used with teacher direction.
- Acknowledgment to Kevin for the hard work that has been completed to get to this stage.

- Reporting – feedback requested from council on a proposal to provide a new format of reporting student performance and achievement.
- Teachers produce an electronic report twice per term providing information on learning behaviours and progress.
- Teachers use compass to provide feedback on a regular basis not waiting until the middle of the year. Teachers would report on assessment tasks when completed with a personal comment. As assessments tasks occurs at the end of the semester, a statement of achievement for the AusVELS, VCE and VCAL framework is provided in addition to more frequent reporting.
- More frequent, relevant feedback so parents are not waiting until the middle of the year for students/parents to take action. This would encourage conversation at the time when it’s happening, kids can respond and so can parents. Reports will be on a common assessment that has been completed not on every learning task.
- Positive feedback from council members
- Reporting will remain as is this term.
- Excess – unexpected absence has resulted in one staff member being absorbed – 5 have self nominated with a further 3 eligible to commence redundancy.
- Soccer Club Update – MEAFEC re- contacted the new labour ministers to register their opposition to the development of the land. The new labour ministers have contacted DEWPL and the region to obtain a statement; DEWPL has reported that we do not have a case to answer and entitled to proceed with the development. Angela has extended an invitation for James Melino- Deputy Premier to come and see the land for himself. The change of ministers has meant that we have had to commission a new report from Biosis. The cost to purchase environmental offsets will be \$26,000 without GST, however we have no other option than to pay this. A request for financial assistance will be submitted to DET. Once we have paid for the offset our obligations have been met and the land can be redeveloped in anyway that we choose. The next step is to apply for a permit from the Mornington Shire even though the land is Government land it is categorised under a rating A. MEAFEC will receive an official letter from the Government Ministers and DET.
- The community will be fully informed on all actions and provided with an opportunity to offer feedback on the re development of the land, although a full consultation process occurred during 2014.

Motion 384B.4

“That the Principal’s Reports be accepted by College Council”.

Moved: Marcia Claringbold

Seconded: Jim Crawshaw

Carried

• **FINANCE REPORT- As Presented**

• **Policies to be endorsed**

- School Investment Policy- Heather will email out
- School Internet Banking Policy- Heather will email out
- School Purchasing Policy- Heather will email out
- Register and endorsed financial delegation within the school- Angela Pollard, Danielle Vaughan, Brenda Barker
- Endorsed school purchasing card & limit-approval to apply for a school purchasing card for Danielle Vaughan & Gavan McCabe
- Financial reports- end of year financial reports – to be discussed at the finance next meeting
- Proposed school budget- to be discussed at the finance next meeting
- Signatories for school bank accounts & authorised delegation- Angela Pollard, Kevin Hunter & Marcia Claringbold
- Request for Funding of the Magic Moments Camp – Sydney – 4th 8th July 2015–further detail is required.
- Approved the current list of volunteers in the College.
- Charges – query regarding the school council requested item charge of \$420, request for a full break up of how the charge is calculated. BBR itemised the charge:-
- First aid, diaries, ID card, newsletter, handbooks, student leadership program, peer support, lockers, sport subsidy, form assembly program, IT program support and software, college magazine, (year 7-9 – Athletics, SRA Reading Program & Language Perfect,) (Year 9-12 – Careers Program)
- It was explained that the Government funds schools with a teacher for 25 students, facilities/building and nothing extra. To enable us to run programs effectively we request parent contributions. The decision on the requested and compulsory charge amounts has been discussed in detail at previous meetings and approved based on a majority view. As this matter is a personal matter it was suggested that the correct protocol would be for Brenda Barker/Angela Pollard to address this.

Motion 384B.5

“That the minutes of the Finance Committee be accepted by College Council”.

Moved:

Seconded:

Carried

Motion 384B.6

“That College Council approve the Financial Reports, journals and approves transfers and receipt and payment adjustments as listed”

Moved: Andrew Riddle

Seconded: Marcia Claringbold

Carried

Motion 384B.7

“That College Council endorse and approve policies as listed and approve and endorse financial delegation and signatories for school bank accounts and order forms.

Moved: Andrew

Seconded:

Marcia

Carried

• **BUILDING & GROUNDS UPDATE- Covered in Principal Report**

Motion 384B.8

“That the Building and Grounds Report be accepted by College Council”.

Moved:

Seconded:

COUNCIL APPROVED EXCURSIONS /CAMPS /EVENTS

- Year 9 & 10 Outdoor Ed – 24th February & 25th February/26 February & 27 February 2014- Point Leo and Two Bays Walking Trial.
Received email approval from school council 2014 members
- Year 12 VCAL Program – Surfing Day Walk/ - 23 February & 24th February 2014 – Torquay
Received email approval from school council 2014 members
- Year 11/12 Outdoor Ed Camp – Barmah Forest Canoe Camp – 10 March-13th March 2015
- Year 7-12 Wonthaggi HPV – 20 March – 22 March 2015
- Year 11 VCAL Camp –Shoreham - 23 March-24 March 2015
- Year 9/10 Wilsons Prom National Park – 27 April-29 April 2015
- Year 9 Personal Futures City Experience – Melbourne CBD – 2 June – 5 June 2015
- Year 11/12 Outdoor Ed - Mount Buller Ski Camp – 16 August-19 August 2015
- Year 9/10 Outdoor Education – Cross Country – Mansfield – 23-25 August 2015
- Year 10/11 Outdoor Education – Grampians National Park – 1-4 September 2015

Motion 384B.9

“That College Council approve the excursions/camps/events etc as listed, as appropriate and within budget”.

Moved: Jim Crawshaw

Seconded: Danielle Vaughan

Carried

5b. SOCIAL FUNCTIONS REQUIRING APPROVAL BY SCHOOL COUNCIL - None Listed

Motion 384B.10

“That College Council approve the social functions as listed”.

Moved:

Seconded

6. INTERNATIONAL REPORT – As Presented

- Council Approved Gavan McCabe to travel to China 13 March 2015-26 March 2015
- Acknowledgement to Gavan for the great work picking this up in such a very short time.

Motion 384B.11

“That the minutes of the International Report be accepted by College Council”.

Moved: Marcia Claringbold

Seconded: Kevin Hunter

Carried

**7. GENERAL BUSINESS:
Business Arising**

- Finance Meetings – 3rd Thursday in the month at 6pm
- School Council – 3rd Thursday in the month at 7pm

Policies & Proformas	Date approved
School Investment Policy School Internet Banking Policy School Purchasing Policy	

MEETING CLOSED: 9.20pm

NEXT MEETING OF COLLEGE COUNCIL: Thursday 19 March 2015 at 7pm