

**DECV Advisory Committee - Meeting No. 2, 2016
Board Room, DECV – Tuesday 15 March 2016**

Meeting commenced: 1.05pm

Meeting concluded: 1.55pm

Present - Anna Vlass - School Improvement Executive Director, North West Victoria Region (*Acting Chairperson*); Brett New – Principal, DECV; Malcolm McIver – Assistant Principal, DECV; Lee-Anne D’Agostino – Acting Assistant Principal, DECV; Matt Aumann – Staff representative, DECV; Helen Stearman – Staff representative, DECV; Deanna Butler – Business Manager, DECV; Karen Marston – Minutes Secretary, DECV

1. Welcome. Lee-Anne D’Agostino – Acting Assistant Principal, DECV	
2. Apologies – Fiona Webster – Assistant Principal, DECV	
3. Minutes of the previous meeting	
It was proposed that the Minutes of the Advisory Committee Meeting, held on Tuesday 9 February 2016 be accepted. Moved: Malcolm McIver Seconded: Deanna Butler CARRIED	
4. Business Arising	
Item & Details	Action
4.1. Communication Strategy (Brett New – Principal, DECV) – Featured also in the Principal Report – Brett reported on a recent meeting, 1 March, with key staff of SenateSHJ and subsequent developments in the Communications Strategy. These are to be referred to the next DECV Combined Leaders Meeting - 22 March – for further discussion.	

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<p>4.2. Name change proposal (Brett New – Principal, DECV) – Featured also in <i>Correspondence out</i> and the <i>Principal Report</i>. Brett reported on the latest developments, including his submission to Jeanette Nagorka, Regional Director, North West Victoria Region (NWVR). The DECV has since been given approval to proceed to the formal consultative approach process to change its school name. In the ensuing discussion, Members noted the process ahead, including the defining of local areas and the extent of consultation, given the DECV’s status as statewide provider.</p>	<p>Anna to confer with Jeanette re appropriate process/way ahead</p>		
<p>4.3. Printing Tender - update (Brett New – Principal, DECV) – Members were referred to the Finance Report.</p>			
<p>4.4. New DECV Policy – Occupational Health & Safety Policy (Brett New – Principal, DECV) – The following were tabled, having previously been distributed to Members:</p> <ul style="list-style-type: none"> • <i>Occupational Health and Safety - DE&T Policy;</i> • <i>Occupational Health and Safety - DE&T Planning Procedures;</i> • <i>Occupational Health and Safety - DECV Draft Policy;</i> <p>The DECV Policy was initially raised at the Advisory Committee Meeting of 9 February, and is tabled at this Meeting for ratification.</p> <p>It was proposed that the <i>DECV Occupational Health & Safety Policy</i>, be endorsed.</p> <p>Moved: Malcolm McIver Seconded: Lee-Anne D’Agostino CARRIED</p>			
<p>4.5. New DECV Policy – Visitors Policy (Brett New – Principal, DECV) – The following was tabled, having previously been distributed to Members:</p> <ul style="list-style-type: none"> • <i>Visitors - DECV Draft Policy;</i> <p>This Policy was initially raised at the Advisory Committee Meeting of 9 February, and is tabled at this Meeting for ratification.</p> <p>In the ensuing discussion, various revisions were suggested and it was agreed that the DECV Visitors Draft Policy be deferred until the next Meeting – 26 April</p>	<p>Helen Stearman to forward suggested revisions to Committee.</p>		
<p>4.6. Standing Orders (Brett New, Principal) – The following was tabled, having previously been distributed to Members:</p> <ul style="list-style-type: none"> • <i>DECV Advisory Committee – Standing Orders (December 2010);</i> <p>It was agreed that these Standing Orders be reviewed in line with the DECV name change process and outcome.</p>			
<p>5. Issues for Discussion – None noted</p>			
<p>6. Correspondence</p>			
<p>6.1. Correspondence in</p>			
<p>Date</p>	<p>From</p>	<p>Details</p>	<p>Action</p>

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11 March 2016	Mike Roleff, Insurance Advisor, Accounting Policy and Taxation, Financial Services Division, DE&T	Mandated new insurance arrangements – Transition date: 1 May 2016	Noted
9 March 2016	From DET Schools Bulletin	School Council Skills and Expertise Guide, – Email attachment received;	Noted
19 February 2016	Nicholas Abbey, Victorian Council of School Organisations (VICCSO)	School council information and free training	Noted
16 February 2016	Lynn Glover, Director, VRQA	VRQA Child Safe Standards Readiness Tool – Distributed to ‘all DECV’ 16 February	Noted
16 February 2016	Synergistiq	School Council Training - Preston North East Primary School – Distributed to Advisory Committee on 16 February	Noted
<p>The DET updates, below, include links to a range of pertinent DET Memos/Circulars, which are directed to the School Council and/or feature information that may be of particular interest to the DECV. They are generally listed under Priority Information or Management and operational information - Important Information for Principals, Business Managers and School Council Presidents. Information is also provided from the Bastow Institute of Educational Leadership on various courses available.</p> <p>➤ <i>School Update - Tuesday 8 March 2016:</i> <i>New support materials for anaphylaxis management in Victorian schools;</i> <i>Outsourcing delivery of senior secondary programs to Non-School Senior Secondary Providers in 2016;</i> <i>School Council Skills and Expertise Guide;</i> <i>Victorian achiever hitting the right notes - re: Top Sounds 2015;</i> <i>Raising the aspirations of rural students;</i> <i>Reminder: VicSRC Regional Conferences;</i> <i>Have you applied for the Camps, Sports and Excursions Fund (CSEF)?</i> <i>Performance and Development 2016: Professional Development workshops;</i> <i>Professional Learning - Inclusion Online Courses available Term 2 2016</i></p> <p>➤ <i>School Update - Tuesday 1 March 2016:</i> <i>Get behind Education Speak Up and promote it in your school;</i> <i>Will your school be audited as part of the new School Council Financial Audit Program?</i> <i>School Travel Policy: School Travel Policy: What you need to know;</i> <i>Attitudes to School Survey;</i></p>			<p>^</p> <p>Tabled for information</p>

<p>2016 Annual Fringe Benefits Tax (FBT) Declaration for Your School; Hoax calls to schools - Sample letter for school communities; Celebration of International Women's Day; 2016 National Day of Action against Bullying and Violence.</p> <p>➤ School Update - Tuesday 23 February 2016: Child Safe Standards - School Readiness Tool - See also Correspondence in; Performance and Development 2016; New Health and Wellbeing Portal: Livewell; OHS eLearning Modules Update; Stepping up at Top Class Dance; Cultural Diversity Week: 'Together we stand in harmony'; Celebrate creativity at the Melbourne Mini Maker Faire @KIOSC</p> <p>➤ School Update - Tuesday 16 February 2016: February School Census Collection for 2016; 2016 Early Years Koorie Literacy and Numeracy Program; Reminder to complete the Education State Government School Strategic Evaluation Survey; Revaluation of DET schools land and buildings</p> <p>➤ School Update - Tuesday 9 February 2016: School Council Elections 2016; School Facilities Survey reminder; Student accident insurance, ambulance cover arrangements and private property brought to schools; ABLES- Updates for the new Victorian Curriculum F-10 and changes to professional learning registration; Tax Briefs - Term 1; Notice of changes to the My School 2016 website; VCE Season of Excellence 2016: Visual and performing arts festival; Youth Employment Scheme 2015-2016: Expression of Interest.</p>	
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6.2. Correspondence out –

Date	To	Details	Action
8 March 2016	Jeanette Nagorcka, Regional Director, NWVR	Submission re Name Change to Distance Education Centre Victoria	Featured in Principal Report and discussed in Business Arising

7. Reports	
7.1. Principal Class Report – Tabled.	
Issues raised and discussed in Principal Class Report	Action
DECV Enrolments (Brett New – Principal) – Brett briefly outlined current Enrolments provision.	
Season of Excellence (Brett New – Principal) – Brett noted and commended the DECV VCE Dance and Music students featured in the 2016 Season of Excellence - in Top Dance and Top Sounds respectively.	
Performance and Development (Brett New – Principal) – Brett advised of the forthcoming implementation of this new scheme for teaching and education support staff.	
DECV Pedagogical Model (Brett New – Principal) – Brett advised of the forthcoming launch on Wednesday 16 March. He further commended this model, citing it as the first such model developed specifically for an online teaching and learning environment. It was noted that the launch would follow somewhat of a speed dating format, with teachers receiving brief introductions to each aspect of the Model; these serving as a basis for later reflection and exploration for best practice. Anna Vlass was also invited to this event.	
It was proposed that the Principal’s Report be accepted. Moved: Helen Stearman Seconded: Deanna Butler CARRIED	
7.2. Finance Report – Deanna Butler, Business Manager, DECV – Tabled	
Documents incorporated in/taled with the Finance Report - Finance Report and Financial Statements (as at 29 February 2016):	
<ul style="list-style-type: none"> ➤ <i>DECV Business Manager’s Report to 29/02/2016;</i> ➤ <i>DECV 2016 Financial Summary Statement – As at 29/02/2016;</i> ➤ <i>DECV 2016 Investment Register - As at 29/02/2016;</i> ➤ <i>DECV 2015/16 Operating Statements: January 2015 – February 2016</i> ➤ <i>DECV School Budget Management 2016 – End date: 20 February 2016</i> ➤ <i>DECV Balance Sheet Specific Period (GL21161) – As at 29 February 2016;</i> ➤ <i>DECV Operating Statement – Detail (GL21150) – For period ending 29 February 2016</i> 	
The following were also tabled:	
<ul style="list-style-type: none"> ➤ <i>Westpac Corporate Card 2015/2016 statements – January/February statement to be tabled at the next Meeting – 26 April 2016;</i> 	

<p>➤ <i>YTD Disposals – Accounting (AR21131) – From 1 February 2016 to 29 February 2016 – No items for this period;</i></p> <p>➤ <i>DECV Journal report (GL21006) – For the period 1 February 2016 to 29 February 2016;</i></p> <p>➤ <i>DECV Cash payments report (GL21003) – For the period 1 February 2016 to 29 February 2016</i></p>	
Issues raised and discussed in the Finance Report	Action
Deanna briefly outlined key aspects of the Finance Report, including provision for early enrolments, materials contributions and surplus.	
<p>1.7. Printing contract tender approval - The following were tabled, having previously been distributed to Members:</p> <ul style="list-style-type: none"> • <i>Printing Tender – Evaluation matrix</i> • <i>Printing Tender – Pricing matrix;</i> • <i>Printing Tender – Report;</i> <p>Deanna reported on the Tender process and submissions; and noted that the Printing Contract is for a 3 year period, commencing 1 March 2016.</p> <p>It was proposed that the DECV Advisory Committee approves the awarding of the Printing Contract to Snap Printing, West Melbourne.</p> <p>Moved: Deanna Butler Seconded: Malcolm McIver CARRIED</p>	
<p>It was proposed that the Business Manager’s Finance Report be accepted.</p> <p>Moved: Anna Vlass Seconded: Helen Stearman CARRIED</p>	
7.3. Facilities sub-committee – Deanna Butler, Business Manager, DECV – No report	
8. Other Business	
Item	Action
<p>8.1. DECV 2015 Annual Report – The following was tabled, having been previously distributed to Members:</p> <p>➤ <i>Distance Education Centre Victoria - 2015 Annual Report to the School Community</i></p> <p>Brett reported on the development of the 2015 Annual Report, noting the following in particular:</p> <ul style="list-style-type: none"> ➤ Provision for the implementation of Scaffold LMS; ➤ The DECV’s unique school setting, student cohorts and enrolment processes; ➤ Provision for tracking and comparison of student data, including NAPLAN. Members were referred to forthcoming Meetings re the DECV student database and continuing discussions on the means and forms of DECV data analysis. It was also noted that this is an ‘in-house’ student database , developed outside of CASES; ➤ Provision for VCE VASS data analysis and comparison, ie. exam, SACs and GAT results. It was also noted that this is also used as a basis to address VCE teaching provision and issues. Anna cited Carmel Richardson, as a potential consultant or reference on 	

VCE data analysis ;

- School student surveys – including such issues as CASES provision (not applicable at DECV in this context); modified questions for DECV setting; student responses, safety questions, peer connections/relations .

It was proposed that The Advisory Committee approves the **DECV 2015 School Annual Report**, except for the Financial Performance and Position page that, due to a DE&T administrative reporting issue, is incorrect. Once a correct version of the Financial Performance and Position page is available, the Advisory Board will endorse the Financial Performance and Position separately.

Moved: Brett New

Seconded: Malcolm McIver **CARRIED**

9. Next Meeting – Tuesday 26 April 2016, Board Room, DECV.

Items flagged for discussion/New matters arising – None noted

Appendix 1 –Advisory Committee – 2016 Meeting Schedule

- Meeting No. 1 – Tuesday 9 February 2016, 1pm – 3pm
- Meeting No. 2 – Tuesday 15 March 2016, 1pm – 3pm
- Meeting No. 3 - Tuesday 26 April 2016; 1pm – 3pm
- Meeting No. 4 - Tuesday 14 June 2016 - 1pm – 3pm
- Meeting No. 5 – Tuesday 19 July 2016, 1pm – 3pm
- Meeting No. 6 – Tuesday 13 September 2016; 1pm – 3pm
- Meeting No. 7 - Tuesday 18 October 2016; 1pm – 3pm
- Meeting No. 8 - Tuesday 6 December 2016; 1pm – 3pm