

**DECV Advisory Committee - Meeting No. 3, 2016
Board Room, DECV – Tuesday 26 April 2016**

Meeting commenced: 1.05pm
Meeting concluded: 2.10pm

Present Fiona Webster – Acting Principal, DECV (*Acting Chairperson*); 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. Fiona Webster – Acting Principal, DECV; Graham Stevenson, Senior Education Improvement Leader, DE&T	
1.1. Briefing: DECV Principal Selection Process (Graham Stevenson, Senior Education Improvement Leader, DE&T) – As strict confidentiality is to be applied, Graham requested that any prospective candidates for the DECV Principal position should absent themselves from this part of the meeting. His briefing then outlined the Principal selection process, including key DE&T principles; and the role of the School Council/DECV Advisory Committee in establishing a Selection Panel and developing selection criteria. It was agreed that the Advisory Committee meet further on Friday 29 April to discuss arrangements for electing a Staff Representative on the Selection Panel; and the development of local/community selection criteria.	
2. Apologies – Brett New – Principal, DECV (<i>on leave</i>); Anna Vlass - School Improvement Executive Director, North West Victoria Region (<i>Acting Chairperson</i>);	
3. Minutes of the previous meeting	
It was proposed that the Minutes of the Advisory Committee Meeting, held on Tuesday 15 March 2016 be accepted. Moved: Matt Aumann Seconded: Malcolm McIver CARRIED	
4. Business Arising	
Item & Details	Action
4.1. Communication Strategy (Brett New – Principal, DECV) – The latest developments were briefly noted, including SenateSHJ’s presentation to the DECV Combined Leaders Meeting of 22 March; and subsequent feedback.	
4.2. Name change proposal (Brett New – Principal, DECV) – Deferred; awaiting progress report from Anna Vlass.	
4.3. Ratification of DECV 2015 Annual Report: Financial Statement – Deferred; awaiting endorsement/signature from Anna Vlass.	

<p>4.4. 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 (revised);</i> <p>This Policy was initially raised at the Advisory Committee Meeting of 9 February, and was discussed at the March meeting and proposed revisions were subsequently forwarded to Members. It was tabled again at this Meeting for ratification.</p> <p>It was proposed that the DECV Visitors’ Policy, as revised, be accepted.</p> <p>Moved: Malcolm McIver Seconded: Lee-Anne D’Agostino CARRIED</p>	
<p>5. Issues for Discussion – None noted</p>	
<p>6. Correspondence</p>	
<p>6.1. Correspondence in</p>	
<p>The DE&T 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 Advisory Committee. 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> <ul style="list-style-type: none"> ➤ <i>School Update - Tuesday 19 April 2016:</i> <i>Message from the Secretary - PSD Review Report and Recommendations;</i> <i>Enhancements to the online grievance application process;</i> <i>Term 2, 2016 Tax Briefs from the Tax Compliance Unit;</i> <i>CASES21 enhancement: Year 6 -7 Transition;</i> <i>Safe Schools Coalition;</i> <i>\$155 million boost for special needs education;</i> <i>New schools to be designed for all learners, including students with a disability;</i> <i>Carer’s Victoria Young Carer Scholarship Program: Supporting Young Carers in your School Communities;</i> <i>Strategic Management for School Leaders - People Power</i> ➤ <i>School Update - Tuesday 12 April 2016:</i> <i>Completion of online Schedule 7 - School Council membership;</i> <i>Targeted VET Funding - Deadline for entering VET Enrolments on VASS;</i> <i>School Council Insurance arrangements;</i> <i>Have your say about inclusive education professional learning;</i> <i>Expressions of Interest – Members of the Merit Protection Boards;</i> 	<p>^</p> <p>Tabled for information</p>

<p><i>ICT Security Awareness;</i> <i>VicSRC Teach the Teacher program and regional conferences;</i> <i>Premier's Active April 2016;</i> <i>Virtual Conferencing Professional Learning Sessions;</i> <i>Functional Assessment and Positive Support Training - New Sessions confirmed!</i> <i>Strategic Management for School Leaders - People Power.</i></p> <p>➤ <i>School Update - Tuesday 22 March 2016:</i> <i>School Annual Report template has been rectified and is now available;</i> <i>Understanding our new regional model;</i> <i>Mandatory Reporting and Other Obligations eLearning module and Child Safe Standards;</i> <i>Annual Snapshot Data Collection - Education Outcomes of Children and Young People in Out-of-Home Care;</i> <i>OHS Management System updates;</i> <i>Principals share their Anti-bullying Strategies;</i> <i>Schools Speak Up: Complete the headspace Disordered Eating Project survey;</i> <i>Top Designs 2016 Exhibition Opens;</i> <i>Have you applied for the Camps, Sports and Excursions Fund (CSEF)?;</i> <i>Performance and Development 2016 - Professional Development workshops</i></p> <p>➤ <i>School Update - Tuesday 15 March 2016:</i> <i>Check the expiry date on all EpiPens;</i> <i>2015 Annual Report to the School Community: Important Update;</i> <i>Reminder: Camps, Sports and Excursions Fund (CSEF) applications still open;</i> <i>Engaging Literacy Experts - Survey;</i> <i>Reminder: School Facilities Survey;</i> <i>2016 Gifted Awareness Week;</i> <i>Performance and Development 2016: Professional Development workshops;</i> <i>Professional Learning - Inclusion Online Courses available Term 2 2016</i></p>	
<p>6.2. Correspondence out – None noted</p>	
<p>7. Reports</p>	
<p>7.1. Principal Class Report – Tabled.</p>	
<p>It was proposed that the Principal’s Report be accepted. Moved: Malcolm McIver Seconded: Deanna Butler CARRIED</p>	

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 31 March 2016):

- *DECV Business Manager’s Report to 31/03/2016;*
- *DECV 2016 Financial Summary Statement – As at 31/03/2016;*
- *DECV 2016 Investment Register - As at 31/03/2016;*
- *DECV School Budget Management 2016 – End date: 19 March 2016*
- *DECV 2015/16 Operating Statements: March 2015 – March 2016*
- *DECV Operating Statement – Detail (GL21150) – For period ending 31 March 2016;*
- *DECV Balance Sheet Specific Period (GL21161) – As at 31 March 2016;*

The following were also tabled:

- *Westpac Corporate Card 2015/2016 statements – 25 January 2016 to 22 February 2016; and 23 February 2016 to 22 March 2016*
- *YTD Disposals – Accounting (AR21131) – From 1 March 2016 to 31 March 2016;*
- *DECV Journal report (GL21006) – For the period 1 March 2016 to 31 March 2016;*
- *DECV Cash payments report (GL21003) – For the period 1 March 2016 to 31 March 2016*

Issues raised and discussed in the Finance Report

Action

Deanna briefly outlined key aspects of the Finance Report, including late enrolments, materials contributions and surplus; and provision for additional teaching staff .

Ledger codes – Deanna advised of the addition of the following ledger codes: 86605, 86606 & 86607 – each attributed to *International travel*. It was also noted that they are included in *South Korea/Australia Grant*

It was proposed that the Business Manager’s Finance Report be accepted.

Moved: Malcolm McIver **Seconded:** Helen Stearman **CARRIED**

7.3. Facilities sub-committee – Deanna Butler, Business Manager, DECV

Deanna briefly reported on the forthcoming school garden clean-up and bee removal. Members also discussed provision for new furniture for the Conference Rooms; and Deanna further advised that she will follow up with David Richardson on this issue.

8. Other Business

Item	Action
<p>8.1. DECV School Camp 2016 – 25–27 May (Malcolm McIver - Assistant Principal, DECV) Malcolm tabled a collation of documents pertaining to the 2016 DECV Urban Camp 2016. It was noted that this had previously been distributed to Members and included Camp information, schedules, DE&T proforma and material covering various aspects of risk management. The input of the Urban Camp staff, in the organisation of Camp material and the preparation of various pertinent documents, was gratefully acknowledged. It was further noted that this set of Camp documents will need to be signed off by Anna Vlass and the DECV Principal .</p> <p>It was proposed that the DECV 2016 School Camp be approved. Moved: Malcolm McIver Seconded: Deanna Butler CARRIED</p> <p>It was proposed that the DECV subsidise any shortfall in camp finances to maximise student participation. Moved: Helen Stearman Seconded: Malcolm McIver CARRIED</p>	
<p>9. Next Meeting – Tuesday 14 June 2016, Board Room, DECV.</p>	
<p>Items flagged for discussion/New matters arising – None noted</p>	

Appendix 1 –Advisory Committee – 2016 Meeting Schedule

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| <ul style="list-style-type: none"> ➤ 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 | <ul style="list-style-type: none"> ➤ 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 |
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