

**DECV Advisory Committee - Meeting No. 1, 2016
Board Room, DECV – Tuesday 9 February 2016**

Meeting commenced: 1.05pm

Meeting concluded: 1.40pm

Present - Brett New – Principal, DECV; Fiona Webster – Assistant Principal, DECV; Mal McIver – Assistant Principal, DECV; Matt Aumann – Staff representative, DECV (*Acting Chairperson*); Helen Stearman – Staff representative, DECV; Deanna Butler – Business Manager, DECV; Karen Marston – Minutes Secretary, DECV

1. Welcome – Mal McIver – Assistant Principal, DECV – Brett New welcomed Mal to this Meeting. He also nominated Matt Aumann as Acting Chairperson for the duration of the Meeting.	
2. Apologies – 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 8 December 2015 be accepted. Moved: Deanna Butler Seconded: Helen Stearman CARRIED	
4. Business Arising	
Item & Details	Action
4.1. Communication Strategy (Brett New – Principal, DECV) – Refer to Principal Report	

4.2. Name change proposal (Brett New – Principal, DECV) – Refer to Principal Report			
4.3. Printing Tender - update (Brett New – Principal, DECV) – Deanna Butler, Business Manager, advised that this has been referred to the February Financial Report, which will be tabled at the next Advisory Committee Meeting on 15 March.			
<p>4.4. New DECV Policy - Students Personal Supplied Devices Policy (Brett New – Principal, DECV) – This was initially raised at the Advisory Committee Meeting of 8 December 2015, and was distributed to members soon after that Meeting (10 December). It has been tabled again for raftification.</p> <p>In the ensuing discussion, some minor amendments were suggested and the following key issues were raised:</p> <ul style="list-style-type: none"> • Need for consistency in terms of software provision and support; • Need to identify appropriate mechanisms and processes re hardware support. It was noted that this is being addressed at a forthcoming ICT Governance meeting – 19 February. <p>It was proposed that the <i>DECV – Students Personal Supplied Devices Policy</i>, as amended, be endorsed. Moved: Matt Aumann Seconded: Brett New CARRIED</p>			
5. Issues for Discussion			
5.1. Standing Orders (Brett New, Principal) – Brett referred to the Advisory Committee’s agreement that the Standing Orders (December 2010) be reviewed (Advisory Committee Meeting – 20 October 2015). He reiterated the need for further discussion and review, particularly given subsequent changes in composition and membership. Provision for an external Chairperson was also noted.			Standing Orders to be distributed to Members.
6. Correspondence			
6.1. Correspondence in			
Date	From	Details	Action
<i>27 January 2016</i>	<i>From DET Schools Bulletin</i>	<i>Parent Payments in Victorian Government Schools</i>	It was noted that the DECV Parent Payment Policy was endorsed at the previous Advisory Committee Meeting of 8 December 2015
<i>Forthcoming</i>	<i>DET</i>	<i>Re: Guidelines for the 2016/2017 School Council Elections</i> – Brett referred to these forthcoming DET Guidelines, in particular Election processes. He noted that both current Staff Representatives had been elected in March 2015 for 2 year terms to March 2017, rather than each position	

		<p>commencing on alternating years – as outlined in current Standing Orders. Accordingly it was agreed that for the next Advisory Committee elections, in March 2017, Staff Representatives would be sought for terms of 1 year and 2 years respectively.</p>	
<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> <ul style="list-style-type: none"> ➤ <i>School Update - Tuesday 3 February 2016:</i> <i>Pre-emptive school relocation or closure on forecast Extreme Fire Danger Rating days;</i> <i>Performance and Development Notification - 2015/16 Cycle;</i> <i>Safer Internet Day is Next Week! [Tuesday 9 February];</i> <i>My Passport to Languages;</i> <i>Supporting students with learning difficulties - Free professional learning opportunity</i> ➤ <i>School Update – Wednesday 27 January 2016:</i> <i>Support for implementation of new Victorian Curriculum F-10;</i> <i>Anaphylaxis Management in Schools;</i> <i>Program for Students with Disabilities 2016 - Application and Funding Allocation Processes;</i> <i>CASES21 Portal Finance Articles.</i> ➤ <i>School Update - Tuesday 19 January 2016:</i> <i>Prepare for audits and improve school financial management in 2016;</i> <i>Camps, Sports and Excursions Fund – payment arrangements for 2016;</i> <i>Start of School Year Enrolment Collection;</i> <i>English Online Interview 2016 assessment period;</i> <i>Student Reporting Advice for 2016-17;</i> <i>Reminder: 2015 Annual Reports to the School Community.</i> ➤ <i>School Update – Tuesday 15 December 2015:</i> <i>Emergency Management Summer Season Reminders;</i> <i>School Security over the holiday period;</i> <i>New Departmental Travel Policy;</i> 		<p style="text-align: center;">^</p> <p style="text-align: center;">Tabled for information</p>	

<p><i>Anaphylaxis management in schools - New online training to commence 2016;</i> <i>Respectful workplaces eLearning modules launched;</i> <i>ePotential Teacher ICT Capabilities Survey;</i> <i>Register now for the National Day of Action Against Bullying and Violence 2016</i> <i>Schools Water Efficiency Program reminder.</i></p> <p>➤ <i>School Update - Tuesday 8 December 2015:</i> <i>Child Safe Standards in Schools;</i> <i>Release of new Year 10 respectful relationships curriculum resource;</i> <i>Languages Education;</i> <i>Changes to Australian Passports for 16 & 17 year olds.</i></p>	
6.2. Correspondence out – None noted	
7. Reports	
7.1. Principal Class Report – Tabled.	
Issues raised and discussed in Principal Class Report	Action
DECV Advisory Committee 2016 (Brett New – Principal) – Brett reiterated his welcome to all Members and expressed his appreciation to the Committee for work undertaken in 2015.	
DECV Communications Strategy (Brett New – Principal) – Brett briefly reported on recent consultation with and pertinent materials received from SenateSHJ . The DECV Website and provision of consistent design and presentation was also noted as a key issue.	
Name change proposal (Brett New – Principal) – This Report outlines progress thus far, including recent consultation with the DE&T School Operations and Governance Unit and the awaiting of formal clarification of DE&T Naming Guidelines.	
It was proposed that the Principal’s Report be accepted. Moved: Helen Stearman Seconded: Fiona Webster CARRIED	
7.2. Finance Report – Deanna Butler, Business Manager, DECV – Tabled	
Documents incorporated in/tailed with the Finance Report - Finance Report and Financial Statements (as at 31 January 2016):	
➤ <i>DECV Business Manager’s Report to 31/01/2016;</i>	

- *DECV 2016 Financial Summary Statement – As at 31/01/2016;*
- *DECV 2016 Investment Register - As at 31/01/2016;*
- *DECV 2015/16 Operating Statements: January 2015 – January 2016*
- *DECV School Budget Management 2016 – End date: 23 January 2016*
- *DECV Balance Sheet Specific Period (GL21161) – As at 31 January 2016*
- *DECV Operating Statements Summary (GL21150) – As at 31 January 2016*

The following were also tabled:

- *DECV Operating Statement – Detail (GL21150) – For period ending 31 January 2016;*
- *Westpac Corporate Card 2015/2016 statements – 23 November 2015 to 22 December 2015; 23 December 2015 to 24 January 2016;*
- *YTD Disposals – Accounting (AR21131) – From 1 January 2016 to 31 January 2016 – No items for this period;*
- *YTD Disposals – Accounting (AR21131) – From 1 January 2015 to 31 December 2015;*
- *DECV Journal report (GL21006) – For the period 1 January 2016 to 31 January 2016;*
- *DECV Journal report (GL21006) – For the period 1 January 2015 to 31 December 2015;*
- *DECV Cash payments report (GL21003) – For the period 1 January 2016 to 31 January 2016*

Issues raised and discussed in the Finance Report

Action

Deanna briefly outlined key aspects of the Finance Report, noting also the impact of increased student enrolments.

Camps and excursions – There was some discussion on funds available.

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

Moved: Mal McIver **Seconded:** Matt Aumann **CARRIED**

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

Deanna advised of the following:

- Provision of new water meter;
- Repair of front fence;
- Progress in current asbestos testing.

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

Moved: Fiona Webster **Seconded:** Helen Stearman **CARRIED**

8. Other Business

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Item	Action
8.1. Visitor Policy – Tabled. For discussion at March Meeting	Draft to be distributed to Members
8.2. OHS Policy – Tabled. For discussion at March Meeting	Draft to be distributed to Members
8.3. Camps, Sports and Excursions Fund (CSEF) Claim forms F-6 – This was tabled for information and approved by the Advisory Committee.	
9. Next Meeting – Tuesday 15 March 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