

MINUTES: Senior Leadership Team Meeting

Date: Tuesday, 3 March 2015

Secretary: Alison Parolo

Present: Peter Count, Chris Hickman, Karen Illich, Rosie Taylor, Paul Jones, Owen Martin, Alison Parolo, Anthony Pittman, Darren Russell, Dylan Sercombe, Keith Svendsen,

Apologies: Vicki Forth, John Matthews

TOPIC	DISCUSSION	ACTIONS/AGREEMENTS
1. STANDING ITEMS:		
Acknowledgements	<ul style="list-style-type: none"> Netta – Rosie acknowledged Netta’s efforts in managing Student Services in her absence. Rosie also thanked other members of the Leadership Team for their support. Paul acknowledged Dylan for his help on Friday afternoon, especially in Student Services. 	
Events and Excursions:	<ul style="list-style-type: none"> Waste Audit – Green Team – 12 March 2015 	<ul style="list-style-type: none"> Approved
	<ul style="list-style-type: none"> Owen sought clarification with respect to students attending excursions and missing assessments. Remind staff organising excursions to distribute names of participants a week prior to the event. Students to be encouraged to take responsibility for meeting assessment requirements – reinforce at Briefings. 	<ul style="list-style-type: none"> Agreed that this is not acceptable.
PLC Meetings:	<ul style="list-style-type: none"> In the absence of information being provided to staff, PLC schedule for remainder of term to include a session on PAT Maths and PAT-R Data Feedback and time devoted to Curriculum Area priorities. Will commence concurrent sessions in Term 2 	
OLNA	<ul style="list-style-type: none"> OLNA – Schedule in place. Cathy completing production of individual schedules for students. Briefing later this week to relay information to students. Wi-Fi access will be limited to <u>staff only</u> during Weeks 6 and 7. Anthony expressed concern that better arrangements weren’t in place, given the lead time. 	

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NAPLAN	<ul style="list-style-type: none"> NAPLAN – Ali explained that Vicki had indicated that her preference would be to schedule of the Year 7 NAPLAN testing would be held in Building 9 and Year 9 NAPLAN testing in Building 8. 	
Forward Planning	<ul style="list-style-type: none"> School Self-Assessment – Ali outlined process for Internal Review – 13 March and 17 March. Owen, Rosie and Chris facilitating sessions. 	
Week Ahead	<ul style="list-style-type: none"> Friday, 6 March – Arts Planning Day 	
2. PREVIOUS MEETING:		
Previous Minutes	<ul style="list-style-type: none"> Dylan moved to approve the minutes of meeting held 23 Feb. 2015; Seconded Paul. 	
Business Arising	<ul style="list-style-type: none"> Guidelines and Processes for purchase of apps – Paul and Karen yet to meet re: processes. E-Vid – Ready Reckoner still being developed. Detention Room Arrangements – Paul developing. 	<ul style="list-style-type: none"> Ongoing Ongoing Ongoing
Responsible Behaviour Plan, Good Standing	<ul style="list-style-type: none"> Ali tabled draft Good Standing and matrix from Responsible Behaviour Plan document from Qld Dept. of Education for perusal and consideration. 	<ul style="list-style-type: none"> Discuss further next meeting
Email Management	<ul style="list-style-type: none"> Ali proposed that wherever possible we send links to documents as opposed to documents as attachments to minimise inbox data content. 	<ul style="list-style-type: none"> Agreed
Post Assessment Notice to Parents	<ul style="list-style-type: none"> Owen proposed that rather than sending hardcopy letter generated from “Concerns regarding academic attainment” in the Student info Sheet that having Marksbook turned on (Connect) might be sufficient, and more environmentally friendly. Consider sending a letter after a set multiple of less than 50% might warrant a special contact with parents 	<ul style="list-style-type: none"> Agreed, but confirmed that Task Mark reports must also be sent home.
School Uniform Policy	<ul style="list-style-type: none"> Owen questioned the ongoing value of pushing that students should tie long hair up as it was a major bone of contention amongst students. Discussion that it is a OHS requirement in practical areas. Owen expressed concern that many staff have not 	<ul style="list-style-type: none"> Keith reiterated that we do have a college policy and until

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	<p>bought in to the uniform Policy and this impacts upon their commitment to enforcing it. Need to re-visit rationale behind policy.</p> <ul style="list-style-type: none"> Agreed that this is an area of college policy which needs to be discussed, debated and reviewed – Student Leadership Team needs to be involved as well. 	<p>such time as it is changed it should be upheld.</p>
<p><i>Parent Drop Off and Bike Safety</i></p>	<ul style="list-style-type: none"> Anthony raised concerns regarding student safety before and after school – parents entering staff car park, double parking and students riding bikes through car park at peak times. 	<ul style="list-style-type: none"> Agreed to include information in e-Bulletin, Facebook and on Webpage. Signage to be organised.
<p><i>SEN Reporting</i></p>	<ul style="list-style-type: none"> Anthony queried expectations with regard to SEN Reporting. Explained that at a minimum the SEN tool should be used for disability funded students if their assessment program is significantly different to the mainstream program. Chris suggested that some PLC time be devoted to showcasing SEN Reporting. 	<ul style="list-style-type: none"> Ali/ Paul to pursue.
<p>4. OTHER BUSINESS:</p>	<ul style="list-style-type: none"> Nil 	
<p>5. MEETING CLOSE</p>	<ul style="list-style-type: none"> Meeting closed at 5:20pm 	