



Wednesday, 31st May 2017

Meeting commenced at 7:00 pm

Chair: Fiona Heathcote

Minutes: Matt Price

PRESENT: Trevor Bowen (TB), Maryam Clarkson (MC), Sam Cohen (SBC), Van Sowerwine (VS), Kate O'Sullivan (KOS), Matt Price (MP), Hannah Reid (HR), Ian Wells (IW), Belinda Kerry (BK), Fiona Heathcote (FH), Aaron Hemsley (AH), Julian Walford (JW)

GUEST: Jo Money, DET (JM)

APOLOGIES: None

Item	Details	Action
1.	<p>OUTLINE OF PROCESS FOR SELECTION OF NEW PRINCIPAL</p> <p>Jo Money, Senior Education Improvement Leader (SEIL) from Dept of Education and Training (DET) attended to outline the selection framework for filling principal vacancies.</p> <p>JM's presentation, circulated to SC in a separate document, outlined:</p> <ul style="list-style-type: none">• selection principles based on merit and equity• Five mandatory selection criteria, with a sixth typically prepared to reflect the characteristics of the school.• SC's role in establishment of the selection panel, receiving the panel's report and a recommendation to the Secretary of Education• confidentiality of all procedures concerning the selection process• process for preparing and placing the job advertisement• role of the selection panel• appointment process• timelines <p>-</p> <p>JM is the SEIL for Moreland. She has merit and equity training and will perform this role on the panel to ensure the employment process is fair and open.</p> <p>JM – SC's role has important limitations. Once the selection panel is established SC has no role and must not interfere with that process. This protocol of keeping a distance during the selection process is critical to avoid a situation where there are grounds for appeal.</p> <p>SC will receive the selection panel's report which will contain a unified ranking of the candidates. If a decision can't be reached there may be a majority and minority report with two recommendations, but this is very rare. The selection panel can also recommend a second round of applications. The selection panel can also report that no one is suitable and there is no appointment. In this scenario the position goes unfilled and the process continues.</p>	

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	<p>AH – Need to ensure the local selection criteria is not too restrictive to encourage as many people as possible to apply</p> <p>JM – Final steps are for DET to carry out checks on the recommended candidate and approve the selection panel’s decision.</p> <p>Appeals can only be conducted based on undue process.</p> <p>SC and everyone on the panel must sign a confidentiality statement.</p> <p>JM – A staffing profile may be a useful document to prepare and make available on request. Phrasing as part of application may be that: ‘A strategic plan, annual implementation plan and annual report are available on the school's website. Other documentation may be available on request.’</p> <p>KOS – How does shortlisting take place – by individual panel members or is there a system?</p> <p>JM –Individuals go away and assess applications, score them with a chart to assist and then discuss. Every individual must assess every application.</p> <p>IW – Will there be support for parent panel members who may not understand industry jargon in applications?</p> <p>JM – Let no question go unanswered. Highlight acronyms or anything unclear in the application.</p> <p>AH – Cover letters will be important to consider as well as CVs</p> <p>JM – Advice is to keep the identity of panel members confidential to help preserve confidentiality of process.</p> <p>Distribution of selection panel's report will be electronic. On receipt of report, SC may accept and endorse, refer back to the panel for further consideration or disagree with the recommendation.</p> <p>The appointment process is as follows:</p> <ul style="list-style-type: none"> • Report and SC's decision is sent to Secretary of Education • DET Regional Director is required to endorse SC’s recommendation • SC president is contacted to make a formal offer to the recommended applicant • A two-week appeal period follows <p>JM – Make sure that every individual on the recommendation list is someone you genuinely want, because the first applicant may decline. Most panels recommend 1-2 people. Rarely more than three.</p> <p>Appeals may come from other applicants, who will be automatically notified of failure. Grounds for appeal might be a conflict of interest on the selection panel (all knowledge of applicants by panel members must be declared). The process can be rerun with a reformed panel and can in theory still reach the same outcome.</p> <p>BK – Is there info from DET about average retention of principals?</p>	

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	<p>JM – All principal positions are five-year contracts. You are looking for someone committed to the long haul.</p> <p>Timeline was discussed as outlined in JM's presentation.</p> <p>TB – Can we advertise in week 1, term 3 to allow a two-week application process, four-week selection period, two-week appeal, and a one-week handover during term 3 before commencement in term 4?</p> <p>Official relinquishment of TB's role is last day of term but is happy to come in over holidays to help with handover.</p> <p>JM – Will find out whether a handover can take place over a holiday before commencement, from the official point of view</p> <p>TB – Over holiday period who would be principal?</p> <p>JM – There would need to be an acting principal.</p> <p>Typical length of process is 6-8 weeks. Sometimes it can go quicker.</p> <p>VS – In the worst case scenario where we can't find anyone would we need to begin whole 6-8 week process again ?</p> <p>JM – Yes. In that scenario an acting principal would need to be found or DET's job would be to find someone to fill the temporary role</p> <p>BK – Are applications restricted to those with certain qualifications, eg vice principals?</p> <p>JM – No, anyone can apply. Most who apply are assistant principals with some experience acting in the role, or have some leadership qualifications.</p> <p>The selection process is a big task but all you can do is go in with an open mind.</p> <p>JW – Can candidates negotiate their start date?</p> <p>JM – yes and sometimes they do</p> <p>IW – Any pointers on how school communities typically react to principal change?</p> <p>JM – It can be smooth if you're careful about how to introduce a new person. SC is a really important role. You have to be confident in the panel and you have to present a united front. Put the message out there that things are going to be different but it's a positive change. Change is hard and people might be a little nervous. Giving opportunities for parents to meet the new principal can be great, eg a 'meet the principal' night. Often this helps to reassure. Actively supporting the person out in the community is important. Openly explaining the decision and backing the decision publicly is important.</p> <p>KOS – Is there a DET review process of a new principal or a probationary period?</p> <p>JM – No probationary period. DET will check in more frequently early on as part of the normal support process. Other members of staff will also be important in the support roles.</p> <p>Logistics of getting the selection panel together can be difficult. Parent members can be</p>	

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	<p>the hardest to co-ordinate.</p> <p>VS – Any guidelines around diversity on the panel?</p> <p>JM – you have to have both male and female genders represented on the panel</p> <p>It's always better to conduct the interviews off site</p> <p>School tours should be held for all prospective applicants. Dates and times normally announced with the job ad. Around 4.30pm is usually the preferred time so students and parents/care-givers are gone.</p>	
2.	<p>REPORT DISTRIBUTION VIA COMPASS</p> <p>HR – Compass uptake has been low, so would like endorsement for a staggered release of reports for term 2. Digital reports would go out three weeks ahead of paper copies to encourage take-up of Compass.</p> <p>BK – Are there issues for people who can't access the internet?</p> <p>HR – In a note going out with all students we will offer paper copies immediately to anyone without internet access. However school research suggests everyone in the school community does have internet access</p> <p>VS – Great idea but are staff trained to use it?</p> <p>HR – Yes, but because take-up is so low it's currently an ineffective form of communication. Response rate in Foundation from Compass notes v paper notes is six times as effective in favour of Compass.</p> <p>Capacity of Compass is endless but it's a cycle because it's not effective until enough people are on, so until it's effective we are running dual systems.</p> <p>Tim and Chris are willing to run parent education sessions, opening up school computer room after school or even an evening if that's required to respond to parent need.</p> <p>IW – maybe we could have parent champions?</p> <p>VS – Kate Cunningham has offered</p> <p>KOS – is there an app?</p> <p>HR – yes, not the greatest and doesn't have all the functionality of the website</p> <p>VS – Would help if some tips and guidelines could be distributed</p> <p>Recommendation – Term 2 reports will be distributed digitally at the usual date and then via paper early in term 3. This will be communicated.</p> <p>MOVED – IW</p> <p>SECONDED - MC</p>	
3.	<p>PROPOSAL TO EMPLOY 'BODY SAFETY' FOR OUR SEX ED THIS YEAR</p>	

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	<p>HR – BNWPS did not deliver sex ed last year and received critical feedback from parents.</p> <p>The 'Body Safety' program aligns with Respectful Relationships (RR) and the school's values.</p> <p>It is more expensive than other programs.</p> <p>They are very up to date on cyber safety and gaming. They know what kids are actually doing online.</p> <p>We have \$10k twice over to contribute to costs as part of our RR grant.</p> <p>MP – What is the cost comparison with other programs?</p> <p>HR – Over double. But no staff are willing or capable to run an adequate program by themselves.</p> <p>TB – Surprisingly expensive.</p> <p>KOS – Concern is how sustainable the program would be given the expense and that the \$10k funding may not be available in future years.</p> <p>HR – We could look at doing it biannually. Part of our RR work is ongoing work in school looking at policy, curriculum and having this budgeted.</p> <p>BK – Does this supersede the RR program that's already underway?</p> <p>HR – No, it goes along with it. RR is about what goes on in the yard, how we talk to parents etc.</p> <p>We need to spend the \$10k by the end of this term.</p> <p>KOS – Can we spend money from fundraising on a curriculum-based program?</p> <p>TB – Yes</p> <p>IW – Does it provide support/guidelines for staff who may get increased workload because of parent concern or over-enthusiasm?</p> <p>HR – A parent info session should alleviate most concerns. We are also aware of staff support and that remains a priority.</p> <p>BK – The program to middle schoolers felt like a bit too much. Query how appropriate it would be to run 5+ sessions for grades 1 and 2, taking time out of school</p> <p>KOS – Don't think 5 sessions is a lot in the school year. So much value in wellbeing in the long run.</p> <p>TB – There are rlements of the curriculum which this would replace.</p> <p>MC – How would payment work for opt outs?</p> <p>HR – If the choice to opt out was financial we would help out</p> <p>IW – Have we had push-back on sexual education in the past?</p> <p>HR – We have had a couple of families opt out for religious reasons.</p>	

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	<p>FH – It's so important that kids learn in a factual way.</p> <p>HR – Research shows kids are exposed to pornography young and by accident. If there's anything we can do to prevent that and get kids ready to deal with pubescence and these issues – if it's not this, it needs to be something equally effective.</p> <p>Recommendation – Employ 'Body Safety' for our sex ed program this year.</p> <p>MOVED – IW</p> <p>SECONDED – KOS</p>	
8.	ACTIONS	
	Circulate soft copy of selection process	HR
	<u>Next steps in selection process</u>	TBC
	Prepare position description and (recommended by JM) local selection criteria	
	Determine where and how widely we want to advertise	
	Place material on school website for applicants prior to advertisement date:	
	<ul style="list-style-type: none"> • school's strategic plan • school's annual implementation plan • annual report to school community 	
	Ensure further material is available for applicants on request, including:	
	<ul style="list-style-type: none"> • Student Resource Package; • Bank reconciliation; • Staffing profile; • Auditor's financial report; • Enrolment data and trends; • School profile report (Principal's Portal) • minutes of last two calendared school council meetings 	
	Note with application info that above minutes are available on application	
	Nominate two SC parent members for selection panel: SC President or nominee and one other	
	Determine process to nominate staff representative for selection panel	
	Nominate executive officer who:	
	<ul style="list-style-type: none"> • must be available to answer questions, conduct tours • assists with interview arrangements, fields requests for documents • must not be involved in selection panel 	
	Determine a date for 2 x school tours for applicants	
	Identify a school tour leader (typically a staff member) who can answer questions and provide information	

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10.	<p>OTHER BUSINESS:</p> <p>Community input into new principal selection process</p> <p>TB – With the timeframe around the new principal selection process, consultation with kids and community will be very important</p> <p>Recommends some sort of process to involve the parents</p> <p>IW – Worried that if we start asking people for too many opinions there’ll become an expectation that we can have more input than in fact we have. Suggest a reassuring statement or description of the process.</p> <p>KOS – Could we do a draft of the context statement and offer opportunity for feedback?</p> <p>FH – It seems time for a letter to go home from SC which am happy to prepare to send home next week, outlining the process and presenting a positive message.</p> <p>KOS – And emphasising that the foundation TB has provided to lead is there. Work has been done over the years to develop the strong community we have.</p> <p>FH – We can also use the data collected last year to reflect back the views of the school community.</p> <p>IW – For students and potentially parents is there some scope to be talking about change, potentially as a topic?</p> <p>TB / HR – We actually already have change as one of our topics</p> <p>KOS – Have we captured well enough the view from the school community on what type of leadership is valued?</p> <p>FH – I came to this school before TB and the reasons why we come here remain the same. What didn’t change was the community’s passion for the school.</p> <p>HR – While the announcement is recent, TB has put things in place for some time to ensure a smooth transition. In the past, the things that would damage a lot of other schools didn’t damage this one. We will find the right person and work towards building on our strengths to make it grow.</p> <p>FH – The community is strong enough. We are in a good place. Don’t want TB to go but it will be fine and there will be opportunity to strengthen in this.</p> <p>SC actually needs to show leadership by taking on the responsibility of the selection process without consulting at every step.</p> <p>KOS – Outlining steps in the letter will be an adequate level of openness.</p> <p>ACTION: FH will write a letter to go to parents from SC this week</p> <p>Input required into Strategic Planning process</p> <p>ACTION: Before next meeting all SC members need to provide feedback to Rosemary on the strategic planning documents .</p> <p>HR request to be removed from selection process</p>	FH
		All

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	HR – If anyone is sending around info about selection process she would like to be kept removed from the list. TB would like to be kept informed.	
11.	CORRESPONDENCE	
	Governance training for SC members	FH
	FH - Received a letter from DET. They have an updated SC training package called 'improving governance' which will be provided to SC members. There is also the opportunity of face to face training. Would we like face to face training?	
	All: Yes	
	ACTION: FH to follow up with DET	
12.	BUSINESS ARISING FROM CORRESPONDENCE	
	None.	
	Meeting closed at 9:28 pm	
	Next Meeting: Wednesday 21st June, 2017	
	Reports Due: Wednesday 14th June, 2017	