

# DAREBIN EDUCATION COMMITTEE

## Minutes

Monday 16 March, 2015

4.00pm - 6.00pm

Darebin City Council Conference Room

First Floor, 350 High Street Preston VIC 3072



Chair: Councillor Gaetano Greco

Minute Taker: Jackie Mansourian

<b>Participants</b>	
Shanthi Antony	Head of Teaching & Learning, East Preston Islamic College
David Kilmartin	Senior Advisor, DEECD
David Kennedy	Executive Officer Inner Northern LLEN
Rochelle Darby	Partnership broker, Inner Northern LLEN
Catherine McLellan	School Focused Youth Services, Berry Street
Meri Ivanovska	Community Transition Support, Inner Northern LLEN
Raffaella Galati-Brown	Principal, Northern College of Arts and Technology
Nicholas Abbey	Victorian Council of School Organisations, VICCSO
Christopher Sexton	Supporting Principal, Baltara School
Judith Benney	Principal, William Ruthven Secondary College
Lisa Vinnicombe	Transition Coordinator, William Ruthven Secondary College
Representative	Northern School for Autism
Jess Fraser	Acting Coordinator, Darebin Youth Services
Karla Chatfield	Coordinator, Children and Communities
Cheryl Hermence	Manager, Children, Families and Community, DCC
Wendy Dinning	Coordinator, Business and Development Unit, DCC
Ross Dudgeon	Principal, Newlands Primary School
Josie Howie	Principal, The Pavilion
Patricia Reeves	Transitions Coordinator, Charles Latrobe College
Nadya	Convenor, High School for Preston
Jackie Mansourian	Community Renewal Officer, DCC
<b>Apologies:</b>	
James Cumming	Principal, Reservoir East Primary
Barb Hinsley	Principal, Kingsbury Primary
Kate Morris	Principal, Northcote High
Bev Fegan	Principal, Croxton School
Mark Jessup	Principal, Reservoir High
Andrew Horgan	Inner Northern LLEN
Anna Rigoni	Northern School of Autism
Melanie McCarten	Acting Manager, Darebin Libraries, DCC
Catherine Hall	Our Children, Our Schools
Stuart McFarlane	Aboriginal Affairs Officer, DCC

1. Chair: **Acknowledgement of Aboriginal people** as the traditional owners of the land, and we pay our respects to their elders past and present.

A special acknowledgement was made of the passing of Aboriginal elder and community leader Alf Bamblett – and recognition of his immense contribution to

Council's capacity to respond meaningfully to Aboriginal needs and rights. Darebin Council Flag was flying at half-mast in respect.



## **2. Minutes of Previous meeting: Considered and accepted.**

## **3. Actions from Previous meeting – Report by Jackie Mansourian.**

See Appendix 1. The key part of the work in the past few months has been the development of *Our Darebin Schools* brochure. It has been a collaborative and complex process with each of the 46 schools in Darebin schools choosing preferred photographs from the many taken by a professional photographer and editing the descriptive text of the school.

## **4. Theme - Transitions - Focus on Primary to Secondary schools**

### **4.1 Karla Chatifeld, Darebin City Council: Transition in the Early Years**

Some key points in Karla's presentation:

- DCC supports 50 early years services, including capacity development of staff in early years services
- Provides specific support for families who have additional needs
- Provision of parenting sessions – Is your child ready for kindergartens?
- Development of DVD *Our Shared Journey* – pre-school, parent and children's experiences of transition from pre-school to primary
- Facilitates Early Years Transition Network

### **4.2 David Kennedy and Rochelle Darby, Inner Northern Local Learning and Employment Network, Learnings from the Yarra Primary Secondary School Transition Project**

INLLEN have been working for four years on the Yarra Project. The focus of this work grew from a recognition that students begin to disengage in primary schools which then continues and intensifies in secondary school.

Excellent resources and have been produced over this period in the Yarra Project ( which are useful for Darebin context) including:

- Transition Review Process Tool – which can readily be used by individual schools. One of the key elements was recognition of importance of engaging with families/parents, and yet many primary schools felt underequipped to work with families whose children are disengaging
- Joining the Dots Report, September 2014 which captures the different phases of the Project and makes recommendations for effective transition relations and processes
- Preparing for Secondary School – A guide for Parents.
- Capacity building forums including professional learning forums : Effective transitions and Parent and Family Engagement

**All of the resources from the YPSTP are available on the INLLEN website – under the Yarra Youth Commitment**

<http://inllen.org.au/initiative/engagement-learning-transitions-2/>

In August, 2015 INLLEN and Yarra Youth Commitment will again be hosting a Joining the Dots Forum – Darebin schools are invited. This will be an important opportunity for sharing experiences, knowledge and resources.



4.3 Judi Benney, Principal and Lisa Vinnicombe, Transition Coordinator -  
Reflecting on how the Transition process has changed at William  
Ruthven Secondary College (WRSC)

WRSC now embeds transition into 'normal' school routine, it is not special or add-on. We invite Grade 5 and 6 students from neighbouring primary schools to come in and experience a high school day 9.15 - 1.15pm.

How WRSC promotes itself to Year 5 and 6 students is important – what the school says about what it provides that may be more appropriate to the needs of children. Parents are actively seeking schools that meet their children's needs and school selection is no longer about the nearest school.

WRSC is mindful of students who come from their schools where they knew most children to not knowing anyone, or only a few.

Week 1 of Year 7 is a special programme with a focus on integration.

If children are not attending every day in year 7, WRSC checks back with the student's primary school and also make a personal call to student's home everyday they do not attend.

*4.4 Discussion: What needs to happen to make grow our focus and work on Primary to Secondary transition experience for all children/young people?*

- Mechanism for follow-up of children not attending school days in Year 7 is essential
- One of the key learnings in Yarra Project is that transition process occurs from Years 5 – 9
- Important to be aware of students who are not acting out but neither are they engaging with learning (girls in particular)
- How do we re-connect with kids who have disengaged?
- Year 5 is a key time for engagement/disengagement
- Need to take into consideration aspirational components of parent's decision of where their child will go to secondary school – which may not match what the child wants or needs
- Importance of socio-economic mix of students at all stages of school life
- What is an appropriate and effective role of Council?



- Given the importance of collaboration, it will be important for Council to integrate this as part of its work within the Darebin Youth Commitment (DYC).
- DYC to consider and include a strategic focus on transition in Darebin, beginning with a forum which brings together primary and secondary transition coordinators, to identify Darebin experience and priorities.
- Recognition that resources - \$ and staff will be required for effectiveness and development of tangible project which follows up on Darebin specific transition priorities and integrates learnings from and collaboration with Yarra Primary to Secondary Project.
- Darebin schools are diverse and for different schools there are different priority matters. For Northern College of Arts and Technology (NCAT) the transition happens at Year 10. For East Preston Islamic College (EPIC), which is a Prep to Year 12 school, the most difficult transition is at Prep, with delays of transition statements from kindergartens not only in Darebin.
- In transition statements from kindergarten to Primary, one of the most important elements is direct conversation between kindergarten, teacher and parents.
- *Linking Learning: Birth – 12 Years* is a broad-based, cross-sectoral, joined-up, partnership strategy promoted by Department of Education and Training (DET). Cathy Beesey, Director, Primary Learning and Development Reform Branch, DET, is the key person. Thomastown is one of the lead demonstration areas. It may be useful to initiate contact and learn from Thomastown experience and from Director. Jenny Mikakos (Minister for Families, Children and Youth Affairs) and James Merlino (Minister for Education) have both recently been involved in a roundtable regarding this initiative. It may be a useful opportunity to advocate for additional funding in Darebin for this programme. What can Darebin learn and consider from this initiative across Victoria? Such an approach in Darebin will integrate concerns and strategies to address engagement/disengagement.

For more information

<http://www.education.vic.gov.au/about/programs/learningdev/Pages/linkinglearning.aspx> 2 for further information.

- Darebin Council is coordinating a Conference on April 16, Enhancing Language and Literacy, as an opportunity to bring diverse early childhood service providers.

Action: Ongoing follow-up on Transition from Primary to Secondary necessary in future DEC meetings

## 5. Finalising Terms of Reference for DEC

New TOR for Darebin Education Committee were circulated and includes the recommendations from Darebin Council review of Council Advisory Committees and from DEC November meeting.

Membership of DEC has been changed to include representation from High School for Preston and tertiary education services including Melbourne Polytechnic and La Trobe University.

The New TOR needs to be approved by Council. A report to Council with recommendations for approval will go to Council meeting in May, 2015.

Appendix 2 New and final draft TOR for Darebin Education Committee.

## 6. Recommendations from Darebin Education Inquiry

### **Jackie Mansourian spoke to some of the key recommendations from the Education Inquiry:**

*Recommendation: Education partnerships with selected schools based on equity*

Darebin Council and Reservoir High School have developed a partnership agreement which integrates various programmes across Darebin Council and the School. It is an approach to bring relationships and initiatives together for transparency and cohesion.

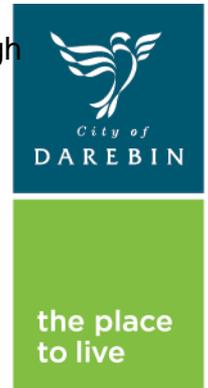
#### *Promote Darebin's schools*

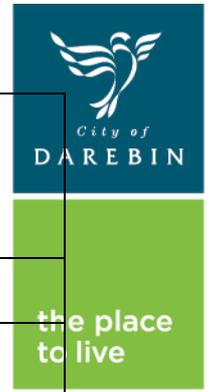
Our Darebin Schools brochure – the final online draft is complete. There is a complete version which includes all 46 schools and it has eight editions based on neighbourhood precincts. It will predominantly be an online resource for parents on Darebin Council website.

Discussion:

- Important that this Our Darebin Schools resource is communicated carefully, with effective outreach and marketing.
- Important to have buy in of the Resource at all levels, schools and especially principals, parents, DET
- Launch of Our Darebin Schools Resource – should be a significant event that can speak to important education priorities in Darebin - equity, positive transition experiences, student and parent engagement

Next Darebin Education Committee meeting: Monday, May 11, 4.00 – 6.00pm





Darebin Education Committee (DEC) – Actions arising from November DEC meeting ( and any other ongoing actions requiring follow-up		
March 16, Darebin Education Committee meeting		
Action	Follow-up	Outcome
<p><i>Follow-up on Strengthening communication – Darebin Council and Darebin schools</i></p> <p>Darebin Community News could highlight Darebin schools in each ward. Follow-up</p>	<p>Collaboration with Communications Team needs to happen.</p>	<p>Darebin Community news is not the most appropriate venue for highlighting Darebin schools. Darebin News is about Council’s work and Council accountability to rate payers. However, we will certainly use it as a means for information about the Our Darebin Schools resource. New residents will also receive their Our Darebin schools relevant to their neighbourhood as a beginning point.</p>
<p>Darebin Council ‘portal’ where schools can go to for key services and key contacts.</p>	<p>Council will develop an Education link on its new website – To include key contacts on different matters for schools. Our Darebin Schools resource and various others including Full Inquiry Report and other links</p>	<p>Feedback and information from across Council has been very positive and forthcoming about what services they can/do provide or potentially provide with schools – End of April.</p>
<p>Mapping of what is happening between Council and schools will help clarify how communication can better take place.</p>	<p>This has been at a stand-still.</p>	<p>Will continue. End of April 2015.</p>
<p>The development of a simple paper and online pamphlet and</p>	<p>This has been a long and complex process of ongoing communication between Council and each of 46</p>	<p>Final designed drafts are currently with all the schools. Very positive</p>

<p>or postcard style that can be placed in new Resident's kits and distributed through preschools/MCH centres etc that lists all Darebin schools, with addresses, websites and motto (May 10, DEC)</p>	<p>schools in Darebin – two rounds of individual feedback, school description in text and photographs. Important to be presenting schools equally. Council contracted a professional photographer who went in the last 10 days of summer holidays. All photographs taken of schools have been provided to schools directly for their own use.</p>	<p>feedback with some editing errors.</p> <p>Hard-copies circulated to meeting</p> <p>Discussion below as part of Part 2 of DEC meeting- including potential launch?</p>
<p><i>Terms of Reference (ToR) of the Darebin Education Committee.</i></p>	<p>To be discussed more fully Item 5 on Agenda of Meeting</p>	
<p>Integration DEC meetings integrate into the agenda the recommendations rising from the Inquiry Report( July 21, DEC)</p>	<p>This has been done for the first time in our 2015 meeting including priority issues/themes for first DEC meeting: Transitions – Primary to secondary school</p>	<p>Will need to discuss what are other priority themes for discussion in 2015.</p> <p>Next Meeting? Deepen Transition focus? Other matters? Equity?</p>

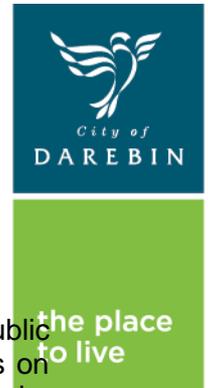




# **Darebin Education Committee**

## **TERMS OF REFERENCE 2015**

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**1. Introduction and background**

On 4 July 2011, Council passed a resolution expressing concern over a spate of public school closures in Darebin and sought a report regarding the impact of such closures on the community. Following an initial report, Council launched a Public Education Inquiry which took place throughout 2012/2013 culminating in a comprehensive report and a set of recommendations. This work was overseen and supported by the Darebin Public Education Advocacy Committee.

The completion of the Darebin Education Inquiry Report created new opportunities for Council to build relationships with all schools in Darebin. In March 2014 the Darebin Education Committee was established with new Terms of Reference. The Committee began its effort to oversee the implementation of the recommendations arising from the Inquiry.

Following a review of all Council advisory committees, at a Council meeting held on 20 October 2014, Council made the resolution to maintain the Committee as an advisory committee, with the ongoing involvement of one nominated Councillor and with additional clarification of meeting arrangements.

**2. Purpose and objectives of Darebin's Education Committee (DEC)**

The establishment of DEC supports Darebin City Council's goals as articulated in its plan for 2013-2017.

**GOAL 1: Vibrant and Innovative Economy**

**Strategy 1.2: Training and Skills**

- Support residents to obtain education, training and work experience so they can participate in the workforce or start their own new, local businesses.

**Strategy 1.7: Marketing and Research**

- Build a City of Darebin brand which promotes us as a liveable city that is accessible to and inclusive of people of all abilities, cultures and backgrounds and that is full of great social, art, cultural and educational experiences.

**GOAL 2: Healthy and Connected Community**

**Strategy 2.11: Local Employment, education and training**

- Support local education, training, employment and economic development programs to enable all residents to participate fully in employment and all aspects of community life.

**Strategy 2.12: Community participation and lifelong learning**

- Promote and support initiatives that encourage community education and lifelong and life-wide learning.

## **GOAL 3: Sustainable and Resilient Neighbourhoods**

### **Strategy 3.10: Environment Education**

- Develop, implement and support public engagement and education programs which promote awareness, behaviour change and leadership around environmental issues.

## **GOAL 6: Open and Accountable Democracy**

### **Strategy 6.4 Advocacy**

- Identify issues of concern to our community and advocate for strategic solutions.

## **2.1 Objectives**

The objectives of Darebin's Education Committee are to:

- Oversee and add value to the implementation of the Darebin's Education Inquiry Report Recommendations
- Assist in building and strengthening relations between Darebin Council and Darebin-based schools
- Advocate to relevant authorities on the educational needs of Darebin's children and young people
- Keep abreast of innovation and best practice in education and advocate for improvements in the quality and diversity of education available to children and young people in the municipality
- Act as a forum for information exchange and exploration of new ideas in education
- Play an active role in informing and organising an annual signature event by Council on Education
- Support and promote community partnerships and the sharing of good practices in education and schooling

## **3. Membership**

### **3.1 General**

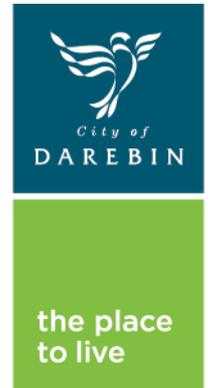
- All appointments will be determined by Council.
- Member schools/organisations may have one or more representatives.
- Non-member organisations may be invited to attend one/or more meetings due to expertise and relevancy in particular topics of priority to the Committee.
- Membership will seek to represent the diverse schools in Darebin, including primary, secondary, Government, Catholic and Independent schools; as well as diverse community interests in education provision and development in Darebin.

### **3.2 Membership of the Darebin Education Committee is comprised:**

- Nominated Councillor
- Manager Children, Families and Community
- Team Leader, Community Wellbeing



- Council Officer from Business Development Unit
- Manager Libraries, Learning and Youth
- Darebin Council Aboriginal Affairs Officer
- A representative from Department of Education and Training
- Up to 10 representatives of schools in Darebin including principals, deputy principals, coordinators and or School Council members.
- Up to 2 representatives from Darebin Principals' Network
- Representative/s of the Inner Local Learning and Education Network (INLLEN)
- Up to three community organisation representatives with interest in education, to include representatives from Victorian Council of School Organisations Inc (VICCSO); Our schools, Our Children; and High School for Preston
- Up to 2 representatives from other further education providers in Darebin,
- La Trobe University (Education Department) and Melbourne Polytechnic.



### **3.3 Membership diversity**

The Committee should seek to reflect the full diversity of the Darebin community relevant to education issues within the municipality. This will be a key consideration in the selection and recruitment of members. The Committee will seek to build and reflect diversity within membership and be inclusive in practice.

### **3.4 Role of members**

Members of the Committee will fulfil their role by:

- Providing input, views and advice on the implementation of the Education Enquiry Recommendations and contributing to the planning, implementation and evaluation of a range of projects where relevant.
- Advising Council on education issues in the Darebin community.
- Sharing information relevant to Council and other Committee members work to improve education outcomes in the Darebin community.

## **4. Terms and method of invitation**

### **4.1 Method of invitation**

Membership to Darebin Education Committee will be through invitation from the City of Darebin.

### **4.2 Terms of appointment**

Appointments to the Committee will be for a period of three years. Three months prior to the end of this term, the supporting officer will review appointments and invitations will be made to the relevant agencies. Member agencies will be invited to continue for a further three years. All invitations will be subject to Council approval.

## **5. Meetings and procedures**

The Darebin Education Committee will meet at Council's offices four (4) times a year, with the possibility to organise additional meetings as required.



Dates and times of the meetings will be determined by Council, taking into consideration members' views and constraints.

The appointed Councillor will Chair the Committee. If the Councillor is not present, the meeting will select a Chair.

Meetings will be divided into two sections: i) Strategic Discussion on educational priorities identified through the work of the Committee ii) Updates of implementation of the Recommendations from the Darebin Education Inquiry.

Decisions will be made on a consensus basis.

The meetings will take place on Mondays prior to Council Meetings 4:00pm - 6:00pm.

### 5.1 Chairperson

The nominated Councillor will act as Chair for committee meetings. In the event that the nominated Councillor cannot attend a meeting, a Chair will be appointed by Committee members for that meeting.

The responsibilities of the Chair include:

- Guiding the meeting according to the agenda and time available,
- Facilitating fruitful discussions, with care not to enter into operational matters and ensuring members understand these are outside of the scope of the Committee,
- Assisting members to abide by the Code of conduct (see 5.4. below), including by taking action in case of breaches,
- Reviewing and approving minutes before distribution as needed.
- Where appropriate, updating Council on the progress and discussions of the Committee.

### 5.2 Officer support

Darebin City Council's Community Renewal Officer will take responsibility for providing executive support to the Committee including provision of meeting agendas and minutes.

Committee agendas and previous minutes will be forwarded to the Committee members by email no later than one week (five working days) before a scheduled meeting.

Minutes will be provided to Committee members no later than two weeks (ten working days) after a scheduled meeting, including details of proceedings and clearly expressed resolutions (where applicable), and including relevant documentation as attachments where necessary.

Records of agendas and minutes will be maintained in accordance with Public Records Act requirements.

The Community Renewal Officer will coordinate the implementation of projects selected. The implementation may involve Committee members of staff from their agencies.

Agencies and organisations not directly represented on the Committee may be involved in the strategies implemented.

### 5.3 Recommendations to Council

The role of the Community Safety Committee is to provide **advice** to Council. As such it does not have any decision-making powers.



Where the Committee wishes to make recommendations to Council, a consensus of all members present will be sought.

In the absence of such consensus, and provided there is a **quorum of at least half of the members** (apart from the officer(s)) present at the meeting, the recommendation will be put to a vote with the majority recommendation being endorsed as the Committee's. Officers can never take part in the vote. In the event of a tie, the Chair may exercise a casting vote.

It is up to the supporting officer to follow up on the Committee's recommendation, including deciding on the most appropriate means to report back on it to Council or internal departments.

The Committee **does not have an operational role and may not direct Council staff** in the performance of their duties.

#### 5.4 Conduct of Committee members

Members will:

- act honestly and treat others with respect. Failure to do so will be dealt with by the Chair as appropriate
- exercise reasonable care and diligence
- not make improper use of their position or make improper use of information acquired because of their position

Where there is a requirement for confidentiality, this is to be noted in the minutes if the matter arises during a meeting, or made clear to members if arising in communication outside of a meeting (e.g. provision of a draft policy ahead of a meeting, for discussion and feedback at the meeting), and addressed accordingly.

Members must disclose a conflict of interest in relation to any matter the committee is concerned with or that the Committee will, or is likely to, consider or discuss. The conflict of interest, including the nature of the relevant interest, must be disclosed before the matter is considered and must be recorded in the minutes.

Members of Darebin Education Committee are **not authorised to speak to the media or make public statements on behalf of the Committee (and much less Council)**. In that case, any engagement with the media will be in accordance with Council's standard media and communications policy.

Members are authorised to disclose general information such as objectives of the Committee, membership procedures, list of activities and information in regard to any issues that have already been previously dealt with and approved in the Committee's discussions.

Members must ensure that new issues raised by the public or community are brought back to the Committee for consideration before any public information or response is provided in relation to the issue.

#### 6. Monitoring and evaluation

Operations of the Education Committee will be evaluated annually via a number of methods (including reflective self-evaluation of the Committee) to ensure that the Committee is achieving its objectives. Results of the evaluation will be reported in an annual progress report submitted to Council detailing the Committee's activities and achievements.

The Terms of Reference for the Committee are also required to be reviewed annually no later than October (prior to the statutory meeting) and any changes are to be endorsed by Council.



## 6.1 Reporting to Council

The Committee will conduct its role as per these terms of reference and Council's Guidelines for Committees.

The Committee does not make decisions but rather provides advice and recommendations as per the terms of reference.

The Committee will report to Council on actions and outcomes achieved on annual basis.