

BANYULE / NILLUMBIK LOCAL LEARNING & EMPLOYMENT NETWORK

Board Meeting

Wednesday, March 17th – 4pm – 5pm

NMIT – Heidelberg Campus

a) WELCOME

- a) **Attendance:** Gerry Fogarty (Chair), Kate Rhodes (Executive Officer), Stephen Fiyalko, Ian Harrop, Janice Martin, Jane McNally, Katrina McIntyre (minute taker), Cheryle Michael, David Redfearn, Lindsay Round, Geoff Shacklock.
- b) **Apologies:** Suzanne Crellin, Ian Roberts, Jess Sayers, Greg Williams, Trevor Jenkins, Tony Chirico, and Sue Lees

b) CONFIRMATION OF MINUTES OF PREVIOUS MEETING

- a) **Minutes of previous meeting – Wednesday, February 17th, 2010 confirmed**

Moved: Ian Harrop
Second: Jane McNally

- b) **Declaration of conflict of interest - Nil**

c) CORRESPONDENCE

Correspondence was not tabled at the meeting as there was very little. The only thing of note was the letter sent to DEECD requesting an extension for the Annual Report, which was granted.

d) BUSINESS ARISING

a) Stakeholder Consultations

Kate thanked everyone who attended the stakeholder consultations for their contributions. Three out of four consultations have occurred so far with the only one left being Parents and Families. Each board member was assigned to the consultation group most appropriate to their role and a variety of other stakeholders were invited as well.

Stakeholders were also invited to send in written feedback and Kate suggested that if any Board members wanted to make additional comments they were welcome to email Kate. A summary draft of the Strategic Plan with the changes has been sent out. Gerry said that it was good to bring in people not directly involved with the BNLLLEN Board to give a broader input and a more focussed approach.

Cheryle said the Re-engagement Goal consultation forum proved difficult due to the need to explain the meaning of disengagement and whether the targets set were too broad. The challenge of looking at the younger age group was also discussed where young people may be struggling but not necessarily dropping out of school. Gerry added that we needed to be able to show with the data that we've made a difference. The challenge of retention was looking at the younger age group and focussing on the transition between primary and secondary school which is sometimes difficult for young people.

b) External Projects

At the last Board meeting it was agreed that a motion regarding the BNLLLEN working on externally funded projects be put forward as follows:

Motion: “That any work undertaken by the BNLLLEN that includes additional funding to the funding under the DEECD contract for Partnership Brokers must match the goals of the Strategic Plan and fit with the key strategies as set out in the Plan. The work must be seen by the Board as adding value and capacity to the other work undertaken by the BNLLLEN.

That any staff employed to coordinate this additional work be fully involved with the work of the BNLLLEN and part of the BNLLLEN team.

Moved: Stephen Fiyalko

Second: Cheryle Michael

e) FINANCE REPORTS

As Ian Roberts was an apology for the meeting the finance reports were tabled and it was agreed that all questions will be noted and discussed at the next meeting.

Stephen Fiyalko was concerned about the LLEN expenses exceeding income. The income stated in the indicative budget did not include additional funding expected from DEECD to bring the total LLEN funding for the year equivalent to the total of the LLEN and LCP funding received last year.

Kate noted that the Minister has stated that in 2010 no LLEN would be disadvantaged by the funding under the new Partnership Brokers Program hence all LLENs that were also LCPs will be given the extra money to cover for the LCP loss. It was agreed by the Board that as this funding is expected it should be noted as a projected income on the indicative budget. It was also suggested that the memo be tabled at the Board meeting. Stephen suggested Kate write a letter to DEECD to confirm our understanding of the funding agreement.

ACTIONS:

- Kate to send out the memo regarding re-imburement of extra funds to the Board
- To indicate the additional funding as a separate line item on the Indicative Budget
- For the BNLLLEN to write a letter to DEECD asking for clarification regarding the additional funding

Motion: The Finance Report has been tabled and discussed although no report was actually given.

Moved: Cheryle Michael

Second: Stephen Fiyalko

f) OTHER BUSINESS

a) LLEN Induction Forum March 4th to March 5th

Kate spoke to her tabled summary of the Conference. The Conference was also attended by Ian Harrop representing the Board and Steve Plant and Ross Patterson representing the staff.

b) BNLLLEN Environmental Scan

Kate explained to the Board the requirements of the Environmental Scan that are required by DEECD along with the Strategic Plan. This is detailed in the Memo 180 sent to the Board. Originally Kate thought the writing of the Scan could be done internally but after a closer look at the requirements the staff felt it would be more worthwhile to outsource the project which would result in a far more thorough product.

Staff discussed the options and agreed to employ Wendy Pitt to write the scan. Wendy has done research for the Maribynong Moonee Valley LLEN and was the Manager of the Nillumbik Community VCAL program so she knows our LLEN. She also worked as a Senior Policy Officer in the Youth Transitions Branch. Wendy has agreed to write the scan but would need an additional week into the school holidays to complete it; hence we have requested an extension from DEECD to the due date of March 31st to April 12th.



It was noted that the Board needed to see the Scan along with the Strategic Plan. They both need to be jointly read before it was sent in to DEECD. Kate will send the all documents out to the Board for comments the week before it is due.

The Environmental Scan will be divided into chapters such as demographics, schools, community agencies, employment and business, parents and families, conclusions and perceived gaps. Cheryle recommended using the information from “Melbourne’s North – the new knowledge economy” which is an updated version of “Growing Melbourne’s North” as an important source of information and offered to send the link.

c) Office Bearers for the new Board

Gerry told the Board that in 2009 he indicated that it would be his last year as Chair though he will still remain a member of the Board. Ian Harrop, currently Deputy Chair, has said he is happy to assume the role of Chair. Gerry also added that he will be on leave for term two.

Gerry said thank you to everyone for their contributions on the Board, the level of commitment and the role they’ve played. The Board has shown a high level of involvement in the planning and as a result the LLEN has become more and more strategic. Gerry really enjoyed his time as Chair of the Board and thanked everyone for their support.

Meeting closed:	4.50 pm
Next meeting:	Wednesday, May 12 th 7.15 – 8.45am – breakfast provided Diamond Valley Learning Centre

