



## MINUTES

### COMMUNITY LEARNING BOARD

Held on Thursday 27 April 2017 at 2.00pm in Meeting Rooms 1 and 2, Caroline Springs Civic Centre and Library

**Present:** Cr Sophie Ramsey, Mayor, Melton City Council  
Sally Edwards, Lifelong Learning Officer, Melton City Council  
Michael Seagrave, Business Development Consultant, Bendigo Kangan Institute  
Pam Madej, EO, Melton South Community Centre  
Colleen Bergin, CEO, YouthNow  
Jane Sultana, Secretary, U3A  
Matthew Wilson, Manager Community Planning, Melton City Council  
Bruce Marshall, Coordinator Economic Development & Tourism, Melton City Council  
Karen Curson, Acting Coordinator Early Years Partnership, Melton City Council  
Nick Smith, Campus Head, Heathdale Christian College  
Dr Michael Gruis, Assistant Principal, Lakeview Senior Secondary College  
Graeme Brown, EO, BMLLEN  
Mark Corrie, CEO, Western BACE  
Karen Jones, Libraries Administration Officer, Melton City Council (Minute Taker)

**Chairperson:** Trish Heffernan, EO, Djerriwarrh Community & Education Services

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**1. Welcome**

T Heffernan welcomed members and opened the meeting.

**2. Apologies**

Kelvin Tori, CEO, Melton City Council  
Troy Watson, Manager Libraries, Melton City Council  
Colleen Turner, Coordinator, VICSEG New Futures  
Chris Bracher, Community Development Manager, Woodlea  
Frances O' Reilly, CEO, Merrimu Services  
Russell Bray, Senior Advisor to the DVC Education Programs, Federation University

**3. Declaration of interests and/or conflict of interests**

Nil.

**4. Confirmation of minutes of previous meeting**

**Motion:**

P Madej / J Sultana

To confirm the minutes of the previous meeting held 1 December 2016.



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### 5. Business Arising

#### 5.1 Review of Community Learning Board

- a. Terms of Reference
- b. Size and structure of Board
- c. Working groups and structure of Board

The draft Terms of Reference (TOR) were distributed to members. It was explained to the meeting that the draft TOR had been developed from the discussion and suggestions collated at the Community Learning Board workshop held in March. S Edwards went through each point and members were given the opportunity to comment and ask questions.

Discussion occurred regarding the membership categories and the selection process for appointment to the Board. A competency based criteria model was discussed. It was also discussed that it is important to keep involvement of people committed to lifelong learning and the work of the Board.

It was discussed that the draft changes to the number of members may impact the representation of various sectors on the Board, and how will the Board continue to source expert advice and input. These changes led to further questions regarding the time and level of commitment that may be required in the future for particular representative members. It was agreed that these reforms will need further investigation and consideration and will be moved to the next meeting for discussion.

Cr S Ramsey noted that Council will require that the Chairperson role be undertaken by the Councillor appointed to the Board. S Edwards will make this amendment on the draft TOR.

The draft TOR suggests a reduction of the Board numbers to 15 members with a quorum of 10 members, members will be expected to nominate a proxy if they are unable to attend. The general consensus was that a quorum of 10 may be too high and that this should be reduced to 8. Members would like some further guidance around the proxy and level of delegation.

It was also discussed that if the draft TOR are adopted the current format of the Economic Development and Lifelong Learning working group and the Social Inclusion and Lifelong Learning working group will be disbanded. Domain-based Specialist groups will then be formed to provide the required strategic level of expertise and experience. A suggestion was made that these groups could be aligned to run on the themes of the current Community Learning Plan. Working groups would then be established as required for specific issues, projects or events. These groups can either be ad-hoc and formed for a specific short-term project or more permanent groups that deal with ongoing initiatives and issues.

It was noted that the draft TOR is subject to feedback and change following a consultation process giving members the opportunity to input on the proposed changes. From there the draft TOR will be tabled at the Policy Review Panel and be presented to Council for adoption.

#### Action)

S Edwards to update draft TOR to maintain the appointed Councillor as the Chairperson for the Board.

S Edwards to review and update the proposed membership categories to reflect discussion and preferences of members at the meeting.

S Edwards to add a clause pertaining to the Board's right to co-opt guest members as deemed necessary.

S Edwards to provide further clarification in the draft TOR regarding a competency based model for membership.

S Edwards to send through the draft TOR and current TOR to members to enable review and comparison.

Based on the feedback received S Edwards will make amendments and distribute the next version of the draft TOR prior to the next meeting.



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Members to provide feedback via email to S Edwards within four weeks from receipt of documentation.

### 5.2 Community Learning Board Induction Pack

A discussion was held on the importance of providing an induction pack to new members of the Board. The members of the Board agreed to proceed with the development of a Community Learning Board induction pack.

#### Action

S Edwards to proceed with creating the Community Learning Board induction pack.

### 5.3 Digital history project of Community Learning Board and Lifelong Learning in the City of Melton

The 20<sup>th</sup> anniversary of the Community Learning Board is next year (2018). S Edwards proposed the Board launches a digital history project showcasing the projects to date, recognition and members of the Board. The Board agreed this was a great idea. It was noted that this will also assist Council with promoting Melton as a Learning City and the work of the Board internationally through Council's UNESCO membership. S Edwards will create a scope and present at the next meeting.

#### Action)

S Edwards to provide a scope of the digital history project and present at the next meeting.

## 6. General Business

### 6.1 Online Learning Directory

S Edwards reported the Learning Directory will be going online. A Request for Quote has gone out and a supplier has been selected. The new site will function like a website with the ability to search from a number of different categories. Users will have the ability to book and pay for Melton City Council programs. The system will also offer the ability to print class lists and view waiting lists. This online learning gateway will be managed by administrators and will be functioning mid-June 2017. The online learning directory is planned to be live for the Term 4 Learning Directory.

### 6.2 Collective Impact Assessment Tool

The Collective Impact Assessment Tool (CIAT) is now complete. S Edwards will be meeting with the developers to receive a demonstration on the tool and its functions. The CIAT will be used as part of the evaluation process of the Community Learning Plan.

Full access will be passed onto UNESCO as a gift from the City of Melton. The Board felt it would be beneficial to launch the tool after all the hard work that went into creating it. It was also proposed that this would be an excellent opportunity to showcase some of the work supported by the Board.

#### Action)

S Edwards to organise a launch of the Collective Impact Assessment Tool following a presentation by the developers to Council officers.

### 6.3 Working Party Reports

#### a) Economic Development and Lifelong Learning (T Heffernan)

The last minutes were reported on at the December meeting. There have been no meetings to date for 2017.



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### b) Social Inclusion and Lifelong Learning (Colleen B)

The last minutes were reported on at the December meeting. There have been no meetings to date for 2017.

### c) Vulnerable Children's Working Group (K Curson)

K Curson reported the main focus has been increasing access to MCH and kindergarten for vulnerable children.

The new web based application patchwork will enable communication across agencies. Patchwork allows agents to connect to a client and reveal who else is working with that client. Any organisation can join and there has been interest from a number of groups.

## 6.4 Regional Updates

### a) Learn West

S Edwards advised the TOR for Learn West have been updated and will be circulated once received.

There has been a lot of interest in the online leaning directory with the live date only months away.

Sally advised a number of Councils are launching incubator or entrepreneur type hubs including Brimbank City Council, Wyndham City Council and Hobson Bay City Council. Some discussion followed about the size and scope of these hubs. Further clarification will be provided by S Edwards.

#### Action)

S Edwards to provide the members more details around the type of hubs being launched.

## 6.5 UNCESCO Updates

### a) 2017 Learning City Awards

S Edwards advised the list of cities due to receive the Learning City Awards was distributed with the minutes.

The award ceremony will take place during the third international conference of Learning Cities in Cork, Ireland on 18-20 September 2017.

### b) Villa Maria knowledge exchange

S Edwards has been in discussions with Villa Maria regarding various projects. At this stage a knowledge exchange project has been agreed on and is in progress.

## 7. Other Business

### 7.1 Projects, events and initiatives

M Corrie advised the Western BACE has been approached to hold a Digital Innovation Festival. M Corrie asked if any members would be interested in joining and there was a great suggestion to hold a robotic or coding competition to get the schools involved. Members expressed interest in joining and M Corrie will liaise with S Edwards to set up at State level.

#### Action)

M Corrie to liaise with S Edwards regarding the setup of the Digital Innovation Festival.



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### 7.2 Council and Wellbeing Plan

M Wilson advised the draft Council and Wellbeing Plan will be presented to Council at the 1 May 2017 Ordinary Meeting of Council. If endorsed the Plan will then be on public display for comment as per legislative requirements. Lifelong Learning is included under Theme 4 representing Council's ongoing commitment to this work.

### 8. Next Meeting

The next meeting is to be held on 22 June 2017 commencing at 2.00pm in Pyke and Grant Rooms at Melton Library and Learning Hub.

### 9. Close of Business

The meeting closed at 4pm.