



## MINUTES

### COMMUNITY LEARNING BOARD

Held on Thursday 19 April at 2.00pm in Cameron & Richards Rooms, Melton Library & Learning Hub

**Present:** Cr Kathy Majdlik, Councillor, City of Melton  
Kelvin Tori, CEO, Melton City Council  
Sally Edwards, Lifelong Learning Officer, Melton City Council  
Matthew Wilson, Manager Community Planning, Melton City Council  
Troy Watson, Manager Libraries, Melton City Council  
Bruce Marshall, Coordinator Economic Development & Tourism, Melton City Council  
Jane Sultana, Secretary, U3A  
Dr Michael Gruis, Assistant Principal, Lakeview Senior Secondary College  
Leigh Ball, Coordinator Early Years Partnership, Melton City Council  
Mark Corrie, CEO, Western BACE  
Pam Madej, EO, Melton South Community Centre  
Frances O'Reilly, CEO, Merrimu Services  
Maria Filis, Coordinator Business Development, Victoria University Polytechnic  
Karen Jones, Engagement and Marketing Admin Officer, Melton City Council  
(Minute Taker)

**Chairperson:** Cr Kathy Majdlik, City of Melton

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1. **Welcome**  
Cr K Majdlik welcomed members and opened the meeting.
2. **Apologies**  
Colleen Turner, Coordinator, VICSEG New Futures  
Jackson Docherty, Director Business Growth, Victoria Polytechnic  
Colleen Bergin, CEO, YouthNow  
Deirdre Hardy, EO, BMLLEN  
Trish Heffernan, EO, Djerriwarrh Community & Education Services
3. **Declaration of interests and/or conflict of interests**  
Nil.
4. **Confirmation of minutes of previous meeting**

**Motion**

K Tori / M Corrie

To confirm the minutes of the previous meeting held 8 February 2018.

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**5. Business Arising**

Nil.

**6. General Business****6.1 Melton Learning (S Edwards)**

Sally provided statistics on Melton Learning, including visitors, organic searches and programs searched. Melton Learning has been a success with the majority of people that have used the site being happy with the experience. The statistics for the site show a consistent level of engagement with good visitor numbers.

For the period 1 February to 18 April 2018, the statistics were:

- the site received 5400 visitors, with 4800 of those being new people
- there were 8700 sessions with over 39,000 page views
- the average visitor viewed 5 pages during the time on the site and stayed for about 5 minutes
- the majority of visitors were from Australia (mainly Victoria) with just over 600 international visitors
- approximately 50% of visitors reached the site organically, 30% went directly to the site and the remaining 20% came via referral from Council's website or social media
- 550 people booked into Neighbourhood House programs

**6.2 Regional Updates****a. Learn West (S Edwards)**

The Learn West meeting was cancelled.

**6.3 2018 Community Learning Board Projects (All)****a. Lifelong Learning Festival (M Wilson)**

The lifelong learning festival will be held on 5, 6, 7 October 2018 at multiple locations within the City of Melton. There is currently a communications and marketing campaign underway and the group are investigating changing the street flags in the municipality with the lifelong learning brand. There will be an App for the event which will feature the program for the three days, and give the user the ability to self-manage the individual programs they attend.

M. Wilson invited all Board members to actively participate in the Festival and have their organisations run events or programs.

The expression of interest forms will be sent out to all Learning Providers on Melton Learning the first week of May and to other potential providers in the following weeks.

A status report is attached to these minutes.

**b. CLB Digital Project (T Watson)**

The project working group has met on two occasions and have agreed on the outputs for the project. The main product will be a digital timeline based on the learning plan periods. The timeline will show the goals, achievements, people involved, who was on the Learning Board and a video / story from key people per period. The timeline will include information on the journey of becoming a Learning City to provide



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guidance to those cities seeking help on this process. P Blunden, T Heffernan, and C Bergin are some of the key people providing the information for this project. Additional people will be contacted and asked to contribute once the base data has been collated.

A status report is attached to these minutes.

**c. Future Skills and Employability (FSE) & Enterprise (T Heffernan & M Corrie)**

The two project working groups met as one for the first meeting at the suggestion of the Board. The groups decided there was a considerable overlap between the projects and agreed to merge them into one project, with one working group.

The group has had two meetings and a lot of robust discussion, mainly focused on what is the purpose of the group, what to focus on and what can realistically be achieved.

The group did decide this will be a long term project which will continue throughout the next learning plan. It was decided that a small project with a targeted audience and an achievable outcome for 2018 would be the focus for the immediate future.

**7. Other Business**

**a. Pam Madej, EO, Melton South Community Centre**

Neighbourhood House Week will run from 30 April – 6 May. There will be a range of free activities for the community such as African drumming and yoga.

**b. Frances O'Reilly, CEO, Merrimu Services**

Merrimu Services will be merging with Annecto. The big focus has been the NDIS transition for Bacchus Marsh. Merrimu Services will be looking at partnering with training organisations for work experience.

**c. Kelvin Tori, CEO, Melton City Council**

K Tori gave an update on the Melton Central development, there has been no further news from the Federal Government. Turning of the Sod will happen in September.

**d. Maria Filis, Victoria University Polytechnic**

Victoria Polytechnic have a new name, Victoria University Polytechnic.

**e. Michael Gruis, Assistant Principal, Lakeview Senior Secondary College**

M Gruis gave an update on the local school and the needs for funding within Caroline Springs due to having 1000 students and no grassed areas.

M Gruis acknowledged the benefit of the Sons of the West program and wanted to thank Melton City Council for the opportunity.

**f. Mark Corrie, CEO, Western BACE**

M Corrie gave an overview of the STEM programs currently in place with a new pilot program starting at Bridge Road kindergarten next week. The Western BACE will also partner with Victoria University Polytechnic and Microsoft for a disengaged youth program.

**g. Troy Watson, Manager Libraries, Melton City Council**

T Watson advised there is currently an exhibition called 'Writing the War' at Caroline Springs Gallery with curated objects and personal stories from the community on display.

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Melton City Council is the recipient of a \$100,000 Victorian Government grant to support our new *Home Sewn: Makers of Melton* program that will bring together textile artists and makers from across the community!

This grant, through Creative Victoria's Creative Suburbs program, will see acclaimed local and visiting textile artists sharing their skills with local crafters, quilters, weavers, knitters and more.

**h. Bruce Marshall, Coordinator Economic Development & Tourism, Melton City Council**

The business excellence awards date is Friday 31 August. Nominations are now open.

**i. Leigh Cruickshank, Coordinator Early Years Partnership, Melton City Council**

L Cruickshank discussed the early learning collection of data prior to hitting school. The data traces how they are going in the first five years of life. There was a further discussion about the stats and how the information is collected.

**j. Matthew Wilson, Manager Community Planning, Melton City Council**

The Young Minds Matter; youth mental health forum will be held tonight from 5pm at CRC Melton. There will be impressive guest speakers, to get involved please RSVP.

**k. Sally Edwards, Lifelong Learning Officer, Melton City Council**

S Edwards is participating in the leadership program. Mentoring 26 participants for 6 weeks starting 21 April.

On Tuesday S Edwards attended the Lifelong Learning Summit. The topic was 'does Australia need a national lifelong learning policy and what would it look like'.

Information has been provided to a PhD student on lifelong learning and what Melton has achieved.

The group were interested in knowing the date of the careers expo. Sally will confirm the details and email to members.

**8. Attachments**

- a) PWG Status Reports

**9. Next meeting** 21 June 2018, Meeting Rooms 1 & 2, Caroline Springs Library & Learning Hub