



SCHOOL ENGAGEMENT DURING 2019

South East Local Learning and Employment Network

4282

Students who attended SELLEN events



332

Students placed via SWL portal



153

Students sharing portal opportunities



26

Young Mums enrolled in the YPEP Program



736

Number of VET students in SE Cluster



312

Referrals to the Navigator Program



97

Number of staff trained to use SWL or VET portal



139

Number of students who have received a repurposed laptop



117

Young people participating in Ontrack Connect

2019 AGM Minutes 3rd June 2020

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South East Local Learning and Employment Network 2019 Annual General Meeting

South East LLEN 2019 Annual General Meeting – June 2020

3:00pm Meeting Opening – Welcome by SELLEN Chair

Acknowledgment of Country

1. Apologies, Proxies and Attendance

Apologies were received by

- Stephanie Graham (Mission Australia)
- Sara Lynch (Foundation Learning Centre)
- David Caughey (DET)

No proxies were allocated

See attached attendances in Appendix Two (32 members were in attendance)

2. Confirmation of 2018 AGM Minutes

Minutes of the previous AGM were tabled and taken as read. The following motion was put forward: *“that the minutes of the 2018 Annual General Meeting of the South East Local Learning and Employment Network Inc., held in June 2019, as provided are accepted by this AGM as true and accurate record of proceedings”.*

This motion was put forward by Andrew Simmons, moved by Dale Gemmell and Seconded by Pam Martin, the motion was passed unanimously.

3. Business Arising from Minutes

There was no business arising from the minutes

4. Chairs Report

The work that SELLEN undertakes and the impact and reach that it has, is well beyond what you would expect of such a small organisation.

A slight restructure of contractors in 2019 resulted in a growth in EFT from 6.4 to 7.4. This may not sound like a lot, but it resulted in an increase in staff on the ground of about 10%, thus increasing the impact we can have.

Of the eight staff employed on the ground in project or client facing roles, they were employed through six different contracts.

- Disengaged Student Grant (Victorian DET)
- Structured Workplace Learning (Victorian DET)
- Navigator (Victorian DET)
- Augmented Navigator (Victorian DET)
- Resilient Communities (Federal DSS)
- OnTrack Connect (Victorian DET)

It is extremely cliché' and I know I say it every year, but SELLEN's strength remains in its knowledge and networks, something which remains the property of staff and members and adds value purely through people's willingness to share in the interests of better outcomes for young people.

It is fair to say, that in 2019, we achieved a lot.

SELLEN was involved in the development and consolidation of many new and existing programs, initiatives and partnerships in 2019; some of these included:

- Coordination of the Young Parents Education Partnership, with funding from Department of Social Services funding to assist in expanding the program into additional sites. This has assisted with the opening of the Narre Warren site and relocation of the Dandenong site from SkillInvest to Hallam Senior Secondary College. Work is currently underway to establish a location for a site in Cranbourne and Cardinia.
- Hosting a range of events that resulted in more than 7,000 young people exposed to career enhancement initiatives, including the Careers and Try-a-Trade Day
- Increased employer engagement by adding more than 100 new employers to our suite of employers hosting work placements and engaging in activities and events with young people
- Published seven documents that increase the capacity and knowledge of local offerings to young people
- Continued to facilitate the Flexible Learning Network as well as the South East VET cluster
- Responded to a range of State and Federal Government consultations around youth, education, training and employment
- Continued to deliver the Structured Workplace Learning program for DET, including the training of school staff and recruitment of employers to host SWL opportunities for local students, particularly those from disadvantaged and 'at risk' backgrounds

In addition to the core business and funded programs that the LLEN has been involved in, SELLEN also has representatives on approximately 40 networks, steering groups, taskforces etc, providing further support to like minded organisations and initiatives in the region and across the state that are supporting vulnerable young people.

These relationships allow us to have an influence on many issues that impact young people, particularly those living within the SELLEN region, incorporating the Cities of Greater Dandenong, Casey and Cardinia Shire.

Thank you to all of you for supporting programs and partnerships with South East LLEN throughout 2019, without your continued support, guidance and input we would not have been able to have this level of impact and influence across the region.

Finally, we would like to finish off by thanking Board members and the South East LLEN staff for their efforts and dedication to initiating positive changes to the lives of so many young people. We would also like to acknowledge the fact that Board members support the LLEN in a voluntary capacity, committing their own time to the cause.

Dale Gemmell put forward the motion:

"that this information be accepted as a summary of the South East LLEN, 2019 Annual Report". The motion was moved by Denise Goldfinch and seconded by Cathie Valentine and was passed unanimously.

5. Finance Report

As presented by Pam Martin (Treasurer)

In 2019, the South East LLEN had budgeted to run at cost, making neither a surplus nor a deficit for the year, after increasing equity over the past few years. We are pleased to say that SELLEN operated within 0.17% of its proposed budget, accruing a modest surplus of \$3,103 for the calendar year.

Full audited statements, as prepared by ABR Partners are available on request, Balance Sheets, Income Statement and Statement of Cash Flow reports all follow.

Key areas of interest in the South East LLEN 2019, financial audit include:

- An operating surplus of \$3,103 compared to \$155,221, in 2018.
- An increase in income of \$230,620 (14.7%) was matched by an increase in expenditure of \$382,739 (27.1%)

- Major changes in the Balance Sheet from 2018 to 2019 are
 - A decrease in cash or cash equivalents, and an increase in Accounts Receivable, mainly the result of invoice timing.
 - An increase in current liabilities of \$120,000 (income in advance)
 - The balance sheet reflects the operating surplus, with an increase in equity of \$3,103, taking total equity to \$663,104.
- On the Income statement the big changes were in overall revenue, balanced by an increase in employee related costs of \$198,000 and an increase in project costs (Navigator Consortium) of \$186,000.
- Cash flow statements show a healthy cash flow. Although there was a reduction in cash at hand from the previous year, there was an increase in Accounts Receivable and a decrease in Income in Advance.
- Cash on hand at year's end decreased from \$864,096 to \$675,282.
- The Audited statements have been accepted by the Board of Directors, with a resolution passed that, in the opinion of the board of directors, the financial statements:
 - Present a true and fair view of the financial position of the organisation as at 31 December, 2019 and the results of the organisation for the period ended on that date; and

At the date of this statement, there was reasonable ground to believe that the organisation will be able to pay its debts as and when they fall due.

The motion was put forward that:

“that this meeting accepts the audited financial reports provided, including the statement made under section 30(3) of the Associations Incorporation Act, as a true and accurate reflection of the accounts of the South East Local Learning and Employment Network Inc. for the period ending December 31st 2019”.

This motion was put forward by Pam Martin, moved by Katharina Verscharen and Seconded by Andrew Simmons, the motion was passed unanimously.

6. Appointment of New Auditors

Over the past two years SELLEN has had their finances audited by ABR, which then renamed as JP Hardwicks. The timeliness of these audits has been an issue, and the Board has recommended a change in auditors.

The motion was put forward that:

“that this meeting agrees to appoint new auditors in 2020 and support these auditors to be local business Ashfords Accounting.”

This motion was put forward by Andrew Simmons, moved by Pam Martin and Seconded by Anne Cosentino, the motion was passed unanimously.

7. Changes to Rules of Association

During a strategic review and planning process, SELLEN stakeholders have made some amendments to our Vision, Mission and Purpose and would like to have those reflected in our Rules of Association.

It is proposed that the Rules of Association now state:

Mission Statement

SELLEN develops strategies and facilitates initiatives through private, public and community partnerships, to empower young people to engage in education assisting them to achieve smooth transitions and improved life chances.

Vision Statement

We believe every young person is entitled to equal access to meaningful education and employment to

maximise their potential.

Purpose

To improve educational and employment outcomes for vulnerable young people within the cities of Greater Dandenong, Casey and Cardinia Shire.

Vulnerable Young people are defined as young people representing the following cohorts:

- Indigenous
- Culturally and Linguistically Diverse
- Young Parents
- Low Socioeconomic Status
- LGBTQI
- Disability
- Out of Home Care
- Refugee and Refugee like Backgrounds
- Disengaged
- Transitioning

With the Intent to

Improve access to education and increase aspirations of local students by raising their awareness of available pathways, empowering them to make informed decisions.

The motion was put forward that:

“that this meeting agrees to the amendment of SELLEN Rules of Association to reflect the updated Mission, Vision and Purpose, as attached in Appendix Two.”

This motion was put forward by Andrew Simmons, moved by Pam Martin and Seconded by Anne Cosentino, the motion was passed unanimously.

8. Vacating of Board Positions, nominations and Elections

The South East LLEN Board of Directors has previously been made up of a mix of elected and co-opted (appointed) members of the South East LLEN.

SELLEN Rules of Association allow for a 50% turn over of Board members per year, at this AGM there are 7 vacancies to be filled, the usual 6 that are coming up to the end of their term and an additional one year position created by the resignation of Greg Jakobs on his departure from Federation University..

The following six nominations were received:

1. Dale Gemmell, SkillInvest
2. Peter Sells, Chisholm
3. Pam Martin, Community
4. Anne Cosentino, AMES
5. Katherina Verscharen City of Greater Dandenong
6. Sam Franzi, Catholic Education
7. Kathy Racunica, Federation University

The motion was put forward:

“that this meeting accepts the nominations of Board Members”

This motion was put forward by Andrew Simmons, moved by Pam Martin and Seconded by Anne Cosentino, the motion was passed unanimously.

9. General Business

There was no further business.

10. AGM Meeting Closed at 3:23pm

Appendix One

Attendees

- 1.** Andrew Simmons
- 2.** Dale Gemmell
- 3.** Pam Martin
- 4.** Peter Sells
- 5.** Katherina Verscharen
- 6.** Sara Edwards
- 7.** Denise Goldfinch
- 8.** Cathie Valentine
- 9.** Sam Franzi
- 10.** Anne Cosentino
- 11.** Ann Addinsal
- 12.** Mary Tresize-Brown
- 13.** Lesley Hodge
- 14.** Bec Young
- 15.** Brikenda Kepuska
- 16.** Shayna Thomson
- 17.** Helen Rabot
- 18.** Kathy Raccunica
- 19.** Hari Nicolaou
- 20.** Vera Treloar
- 21.** Ashling Fagan
- 22.** Cherie
- 23.** Alison Wall
- 24.** Helen Silvester
- 25.** Kate Rolls
- 26.** Kylie Wilmont
- 27.** Lidia
- 28.** Nicole
- 29.** Andrea Savarin
- 30.** Paora Te Paki
- 31.** Minh Nyugen
- 32.** Ramesh Kumar

Appendix Two

Mapped Changes to Rules of Association

Currently Section 2 of SELLEN's Rules of Association state:

2 Purposes

The predominant purposes of the association are

- (1) The predominant purposes of the Association are—
 - (a) to foster education and training within the communities of Cardinia Shire, City of Casey and City of Greater Dandenong; and
 - (b) to better adapt education and training to the communities of Cardinia Shire, City of Casey and City of Greater Dandenong
- (2) The Association will pursue its purpose by—
 - a) planning for the provision of education, training and employment in the area with particular emphasis on meeting the needs and enhancing the wellbeing of young people;
 - b) assisting and collaborating in the planning for young people's needs and pathways; developing, encouraging and facilitating collaborative approaches towards planning and improved delivery of education and training programs and services for better accommodating learning needs of the individual;
 - c) promoting a connection between education and training with industry and economic development and with local and regional employment and enterprise opportunities;
 - d) promoting and facilitating the career development, development of pathway plans and improved monitoring of the progress of young people, as they undertake individual pathways;
 - e) monitoring the level of participation, completions and outcomes for individuals in education and training and in particular for groups of young people that currently have poor outcomes;
 - f) promoting, supporting and encouraging the provision of information and guidance to enable people to make well-informed employment, education and training choices;
 - g) providing advice to government (including advice on appropriate measures of outcomes and destinations for people) for the purpose of facilitating the provision of appropriate educational services;
 - h) actively encouraging and supporting individuals experiencing poverty, distress or disadvantage to participate in education and training along with members of the broader community.

With the intent to:

To improve education, training and employment outcomes for all young people of the South East LLEN area and to ensure that all those young people are supported in developing suitable and achievable post school aspirations for a positive future.

The South East LLEN will realise our intent by:

- a) Effectively engaging and communicating with appropriate stakeholders from the education, training, employment, business and industry sectors of the community regarding our vision;

- b) Facilitating and brokering strategic partnerships to support the development and promotion of services and solutions that address gaps;
- c) Communicating to Government in a way that facilitates positive change for all young people in our region;
- d) Trialling or piloting, supporting and/or facilitating the development of initiatives designed to support young people to make successful transitions.

It is proposed to change these to reflect the amended Vision, Mission and Purpose, outlined below.

Mission Statement

SELLEN develops strategies and facilitates initiatives through private, public and community partnerships, to empower young people to engage in education assisting them to achieve smooth transitions and improved life chances.

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