**CHURCHLANDS SENIOR HIGH SCHOOL**

***An Independent Public School***

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CHURCHLANDS 
SENIOR HIGH SCHOOL 

**SCHOOL BOARD MINUTES – MEETING NO. 6 OF 2018**

**HELD IN THE CONFERENCE ROOM ON THURSDAY, 25 OCTOBER 2018**

**ATTENDEES:** John Gillon (Chair and Community Member), Neil Hunt (Principal), Grant Brinklow (Elected Parent Member), Janet Pettigrew (Elected Parent Member) Adrian O’Brien (Elected Parent Member), Tracey Gralton (Alumni Representative), Chris Porteous (P & C Representative), Jane Hegarty (Staff Member) and Kylie Hearle (Minutes). Meeting commenced at 5.30 pm.

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| **AGENDA ITEM NO.** | **ITEM/DECISION** | **SPEAKER** | **ACTION/OUTCOME** |
| 1. | Apologies |  | Kim Hudson (Staff Member) |
| 2. | Acceptance of the Minutes |  | **Resolution:**  That the minutes of the meeting held on the 30 August 2018 be accepted as tabled.  **Moved**: Neil Hunt, seconded Janet Pettigrew. **Carried unanimously.** |
| 3. | Business arising from Minutes | John Gillon | * + Correspondence In – Email to John as Chair of the Board and attaching a copy of his email to Neil as the Principal.     Neil advised an email has been sent to all parents advising that a survey is to be done by students in relation to mental health and they have the opportunity to opt their student out of the survey if requested.  John will respond to the email however Neil advised the request for information cannot be supplied after consultation and advice from the Department.     * + An email had been received regarding movement of students from private schools to public schools due to certain behaviour and for this to be taken to the Education Department.     John will acknowledge this email and advise that the Board has discussed his concern. John in his response will also advise that Neil will reply with further information. It is a concern however every child in the State is required to have an education and is managed within the school’s available resources. Students cannot be discriminated against by their past history and inappropriate and illegal behaviour is dealt with by suspension and Police are involved when supported by evidence. The school has strategies in place when incidents occur. Policies and procedures are provided in the Information Booklet supplied to all parents which in the past has been distributed in December with the newsletter. |
| 4. | Finance Report | Neil Hunt | Documents attached:   * Income and Expenditure - up until 14 September 2018 * Contributions and Charges - up until 14 September 2018     The Contributions and Charges were provided and Neil advised the percentages in comparison to the previous years, were slightly down however the collection rate for overall course optional charges for Years 7 to 12 was up from 84.0% to 92.75%.  At the November meeting, the figures will be much clearer, but overall an improving picture of the collection rates from parents.    John asked about the income/expenditure in relation to faculty excursions and this information will be explained by Arlene Thomas (Corporate Services Manager) in an email to Board members.  The school is audited by the Education Department and every couple of years a Treasury Audit is conducted. An independent audit occurs yearly and is also cross checked by the Education Department. |
| 5. | Correspondence In |  | * + Email from parent - Drugs in Schools - attached.   + Letter to John Gillon - attached.   + Letter to Churchlands SHS - attached.   + Solar Panel email – attached. |
| 6. | Correspondence Out |  | Nil. |
| 7. | Principal’s Report | Neil Hunt | Attached as an addendum.     * Enrolment numbers for Year 7s are thought to now be lower than the original figure of 540.      * Two more rows of transportables (twelve) are to be removed in mid- November and it is expected that the school will now not reach 3000 students. This will leave three rows of transportables and allows 32 metres of oval to be reclaimed. The grassed area will be given extra attention with fencing to be erected and should be in good condition for the start of the 2019 school year.      * The fencing design for Hale Road and Lucca Street has been finalised and has gone out to tender. The cost of this is below the budget amount. The design will be limestone pillars with wrought iron in fill. This will enhance the school look and keep balls off the road as well as keep soil off the footpath.      * It is expected that the swimming pool project be handed over by the 22 November, with a week to be filled, chemicals in order and checked by the Health Department. |
| 8. | General Business | John Gillon | Churchlands Foundation:   * John advised that a $40,000 donation had been received from the Fitzpatrick Family. The interest from this amount will allow the Churchlands SHS Foundation on behalf of the Fitzpatrick Family to continue awarding the Year 12 Dux Scholarship each year. * BMW have informed that the Solar Panel project tender will be released on 16 November 2018 and will close on the 14 December 2018. It has taken two years since the first engagement with BMW and cost a considerable amount of money to get to this stage.     John tabled and attached a Declaration of Interest that he is a major shareholder in Solar Energy Masters Pty Ltd and that the company may submit a tender for the Solar Panel project.    John thought that the delay in the Solar Panel project will cost the savings of energy for 18 months, plus the drop in the value of STCs (Small-scale Technology Certificates).  John is going to suggest that in the future, setting up a solar panel companies register to simply the process, similar to what they do with building companies.    It has been indicated it will take only a week to put the panels on the roof, however the second part of the tender process is assessing the panels and BMW has indicated this will take a couple of months. The public tender process will include a timeline.     * John is to circulate to board members prior to the next meeting proposed resolutions regarding the structure and understanding between the Board and the Foundation to confirm that the arrangements will continue into the future. |
|  |  | Chris Porteous | P & C Report:   * Minutes of the 27 August 2018 meeting attached * Treasurer's Report from 22 October 2018 meeting attached. * No minutes have yet been made available from the meeting held on Monday, 22 October however the Treasurer’s Report was tabled. There is substantial amount of money in the bank and there have been a number of ideas and projects which may require financial assistance, however no decisions have yet been made. * The Good2Grow project had been very successful again. * The Uniform Shop project has been scaled back with a shelter to be built along the corridor to provide protection for customers. Expenditure may be needed for a further project and hoped this will solve some storage and movement issues. |
|  |  | Tracey Gralton | Alumni Report:   * A successful 50th Anniversary event was held on Thursday, 11 October for the 1968 leavers. This is the second time this event has been held and a formula has been set for any future 50th anniversary events. A suggestion for future events, that female members have their maiden names on their name tags. * John thanked Tracey and Nawal Kurson for their exceptional organisation of the event. * John Gillon was honoured as a new Churchlands Champion and his plaque will be placed onto the Churchlands Champion walk outside the Concert Hall. * On the 30 November, a Year 13 event will be held in the form of a sundowner. Last year’s Head Boy and Head Girl (Liam and Pinithi) are assisting with promotion and it is hoped it will become an annual event. * Extra pages are to be added to the website very soon which will promote the Churchlands Champions with photos and details of their achievements. The P & C have agreed to fund the expense of this. * The Alumni has been very well supported by the school and is seen as a partnership. Tracey would like to see an appropriate statement recorded somewhere so as to continually move forward. Tracey and John will draft a proposed resolution to be circulated to Board members prior to the next meeting. |
|  |  |  | * + School Board Effectiveness Survey and Self-Assessment Survey:   **Resolution:**  That the two surveys be completed by School Board members bi annually.  **Moved**: John Gillon, seconded Neil Hunt. **Carried unanimously.**   * + School Board - Election:   The election process will begin in December for three parent representatives for a three year term. Two staff members will also be required (two year term) and advised through the committees procedure held early in 2019. Serving Term data attached. |
| 9. | Meeting closed |  | Meeting closed at 7.11pm. |
| 10. | Next Meeting |  | Thursday, 29 November 2018 |