**CHURCHLANDS SENIOR HIGH SCHOOL**

***An Independent Public School***



**SCHOOL BOARD MINUTES – MEETING NO. 5 OF 2018**

**HELD IN THE CONFERENCE ROOM ON THURSDAY, 30 AUGUST 2018**

**ATTENDEES:** Janet Pettigrew (Chair and Elected Parent Member), Neil Hunt (Principal), Grant Brinklow (Elected Parent Member), Adrian O’Brien (Elected Parent Member), Tracey Gralton (Alumni Representative), Chris Porteous (P & C Representative), Jane Hegarty (Staff Member), Ethan Blume (Head Boy), Shrushti Jethva (Head Girl), Kylie Hearle (Minutes) and observers Kate Sinfield (P & C President), Sandy Lam and John Morris. The Open Meeting for 2018 commenced at 5.37 pm.

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| **AGENDA ITEM NO.** | **ITEM/DECISION** | **SPEAKER** | **ACTION/OUTCOME** |
|  | Welcome | Janet Pettigrew | Welcome to the 2018 Open Meeting and in particular the three observers.    John advised that he was unwell and therefore Janet as the Vice Chair took the role of Chair for the meeting. |
| 1. | Apologies |  | Kim Hudson (Staff member) and John Gillon (Chair and Community Member) |
| 2. | Acceptance of the Minutes |  | **Resolution:**  That the minutes of the meeting held on the 28 June 2018 be accepted as tabled.  **Moved**: Janet Pettigrew , seconded Jane Hegarty . **Carried unanimously.** |
| 3. | Business arising from Minutes | John Gillon | * + John had written a letter to the Minister advising that it was important for Point Peron to remain open for school groups and that they remain affordable. Sue Ellery had responded that it was her preference that they remain operational, however they are looking at alternative operators.   + A letter from the Director General had been received with regard to Public School Reviews. Churchlands are expected to take part in a review later in 2019. Attached was an information sheet to assist schools.   + Screening required for School Board members please complete the necessary online documentation as soon as possible. |
| 4. | Finance Report | Neil Hunt | The following document were tabled:   * + Finance Report attached January to July 2018   + One Line Budget for 2019   + Finance Committee Meeting minutes from 23 August   + 2018 Contributions and Charges Collection Rates to the end of July.      * + Neil gave an overview of the collection rates up until the end of July 2018. The comparisons to the previous year for Voluntary Collection rates were approximately 4% to 4.5% lower than 2017. The July charges for Years 7 to 12 were slightly above the previous year. Those including the educational program allowance again was slightly above. The extra cost optional charges (voluntary donations – e.g. swimming pool, library, etc.) was 5.5% below the previous year and was expected to be around this mark.   + The Finance Committee had met on the 23 August and planned expenditures to use Reserve funds to undertake projects that have been planned for some time. The Uniform Shop extension will draw funds from the P & C and school funds. The IT office renovation has been completed. Drawings for the commercial kitchen/textile studio, upgrade of the old Maths office which will be converted to a Business Studies room (to be used for four classes of Certificates in Business Studies). Estimates have been received for the fence down Hale Road and part of Lucca Street (columns and metal balustrading in between).   + The swimming pool upgrade has started to take place with the pool being emptied and removal of tiles, rendering, and then the new applications will take place.   + CCTV network to be improved and therefore will be much clearer and expertise has been gained on where to place cameras.   + The school may, if necessary, contribute to the funding of the solar panels as the final figure will be known in the near future.   + Some learning areas submissions were also approved.     Board Members enquired about the value and structure of the Uniform Shop and especially as the building is only about a year old. The space needs to be larger because of the amount of clientele moving through the shop, storage is not large enough and needs to be easily accessible. One of the transportables is currently being used for storage. The current shop will be moved back into a space in the gymnasium foyer which is an under-utilised area. The fit out of this area will determine the final cost.    Kate Sinfield (P & C President) advised of new structures being put in place to enable it to become more user friendly for both staff and clientele by having an ‘in’ and ‘out’ door. There is the possibility in the near future to be able to order online.    Neil spoke to the projected One Line Budget and advised that the Student Centred Funding was the biggest income and were based on last year’s figures however student numbers are expected to be higher in 2019. The largest expenditure will again be staff salaries. After all taken into account there will be an uncommitted amount of $379,943 left in the budget.    A decision has been made in 2019 that another psychologist will be employed, which will then see each sub school having an associate principal, two heads of years, psychologist, chaplain and four house coordinators. Any monies left over after this will go into the Reserve Account as unallocated funds. This is the first projected budget and will be finalised at the end of February/early March when exact figures will be available for every component. This will then be presented again to the Board however is always changing.    **Resolution:**  That the proposed One Line Budget as tabled be accepted.  **Moved** Neil Hunt, seconded Grant Brinklow. **Carried unanimously.** |
| 5. | Correspondence In |  | * + Email from parent - Drugs in Schools (John to advise at October meeting).      * + Letter from Department of Education – School Review      * + Letter from Hon Sue Ellery - Point Peron Camp School |
| 6. | Correspondence Out |  | * + Email to parents inviting them to Open Meeting |
| 7. | Principal’s Report | Neil Hunt | Attached as an addendum.    Neil reported on the expected student enrolments for 2019 and expected it to be approximately 2900.    With the changing structure last year it cost the school about $1m from reserves and in 2018 with the extra 200 students the school has had to create two extra classes, and with populating existing classes, for 2019 will only need another 2.5 or 3 teachers which has contributed to the surplus in the budget.    The Solar Panel project is slowly moving forward and at the last meeting the tender documents were given the go ahead to be developed. There are two different spec panels; high (more expensive and need less of them, cheaper to install and with a 25 year warranty) and medium (need more of them and has a 10 year warranty). The difference between the two is approximately $180,000 cheaper for the medium spec. The tender will include both and currently being developed and then it will take another four weeks before  going through a tender valuation process. Unlikely to see any solar panels installed until 2019.    The Akashi Nishi Tour has just been completed and was the 33rd visit and again very successful.    John Agostinelli has retired after 25 years of service to Churchlands SHS and has been instrumental in overseeing the school’s comprehensive ICT network. |
| 8. | General Business | John Gillon | Churchlands Foundation:  Due to John’s absence, no report was presented. |
|  |  | Chris Porteous | P & C Report:  The following documents were tabled:   * Minutes of 23 July 2018 meeting. * President, Principal and Uniform Shop reports from 27 August 2018 meeting. Minutes not yet available.     Chris welcomed Kate Sinfield (P & C President) to the meeting.    The P & C had a very successful Quiz Night and raised $6900 approximately. The Good2Grow is coming up this weekend.    The P & C would like to see the Swimming Pool project brought back to life and hoping to kick start some fundraisers to aid this. |
|  |  | Tracey Gralton | Alumni Report:  There are two events on the calendar for the year:   * + The 50th Anniversary of the 1968 graduates (Thursday 11 October) and this formula will be carried through for the following years.   + In November it is aimed to host an annual Year 13 gathering where the previous years’ graduates attend. It is hoped to value add and share some resources.   + The P & C are going to support some funding to enhance the website of the Alumni web pages. Still looking at prices.   + There are a few nominations for imminent former students to be added to the Churchlands Champions walk. There are a number of categories available. |
|  |  | Ethan Blume & Shrushti Jethva | Student Report:   * + Process for Head Boy and Head Girl has started and by the end of the term they should be known.   + Mock exams will commence on Friday.   + Athletics carnivals completed now for all years. The interschool athletics carnival will occur on the 17th October.     Janet thanked Ethan and Shrushti on behalf of the Board for their efforts throughout the year and wished them the very best for their exams and future pursuits. |
|  |  |  | Janet thanked the parent members that had attended the Open meeting and asked if there were any questions.    John thought that it was disappointing that more parents had not wished to attend this open meeting. John expressed his concern about unsavoury student behaviour and he thought it was of increasing severity and frequency.    Janet and Neil spoke to the processes that are in place, however the school can only deal with matters that happen on school grounds. Off-site behavioural issues are dealt with by the police. Any matters that arise on school grounds are dealt with quickly and strategies are followed to keep them to a minimum.    John asked about the Mentally Healthy Schools program. Tracey advised that the Act Belong Commit Committee had advertised R U Okay Day and outside organisations had attended the school. Students were able to access information. Jane advised that the school had R U Okay Day today and the school is very proactive and supportive and there is considerable information available to assist students. |
| 9. | Meeting closed |  | Meeting closed at 6.55 pm. |
| 10. | Next Meeting |  | Thursday, 25 October 2018 |