CHURCHLANDS
SENIOR HIGH SCHOOL

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An Independent Public School

SCHOOL BOARD AGENDA/MINUTES – MEETING NO. 4

HELD IN THE CONFERENCE ROOM ON THURSDAY, 20 AUGUST 2026

ATTENDEES: Claire Shoebridge (Chair and Staff Member), Dr James Kent (Principal), Dean Healy (Elected Parent Member), Matt Turnbull (Elected Parent Member), Associate Professor Dr Elaine Wong (Elected Parent Member), Dr Geoff Lummis (Community Member), Adnan Visram (Community Member), Russ Fishwick JP (Community Member), Kalani Brack (School Captain), Serena Ko (School Captain), Kym Lucchesi (Staff Member), and Kylie Hearle (Minutes). Meeting commenced at 5.30pm.

ITEM NO.	ITEM	SPEAKER	Item
1.	Acknowledgement of Country	Claire Shoebridge	*We acknowledge the Whadjuk Noongar people, the Traditional Custodians of this land, and pay respect to their Elders past and present.* *Our school stands close to Nookenburra Lake, part of the wetlands that have been important to the Whadjuk people for thousands of years. These waters were places of gathering, food, and story, and they remain central to culture and community today.* *We honour their care for this land and its waters, and we commit to walking respectfully on Country.*
2.	Welcome Apologies Correspondence in and out	Claire Shoebridge	Welcome to James for his first School Board meeting. Dean Healy (Elected Parent Member) Correspondence IN: • A letter from Department of Education re Public School Review was tabled for member information.

	Conflict of interest Business Arising from previous minutes		Nil. • The full report of the Public School Review was tabled and the recommendations will be provided for discussion at the next meeting. Claire advised that letters have been created to thank Kate Grayson and Genevieve McSporran for their service on the School Board. An additional letter of thanks to CSHS staff has also been prepared to thank everyone for their contribution to the Public School Review process. A letter of thanks is still being prepared for Neil Hunt. • 26 February 2026 minutes was discussed and James recommended that the minutes remain on our One Note but unconfirmed.
3.	Acceptance of the Minutes		**Resolution:** The minutes of the meeting held on the 11 June 2026 be accepted as tabled. **Moved** Geoff Lummis, seconded Claire Shoebridge. **Carried unanimously.**
4.	Finance Report	Dr James Kent	<u>Finance Report:</u> <u>Contributions and Charges Collection Rates</u>: The Contributions and Charges documents were tabled and James explained to members that the school could only seek payment for the optional extra cost subjects. Voluntary contributions and charges are voluntary, however it assists the school when they are paid. The Voluntary Collection Rate for Years 7 - 10 currently stands at 48.84% (39.8% in 2025). It is expected to improve as it is only the beginning of Semester 2. Arlene (Manager of Corporate Services) is confident that this will rise to between 60 to 70 percent. The Voluntary Collection Rate including Education Program Allowance for Years 7 - 10 is at 51.92% (45.01% in 2025). Overall School Course Optional Charges and Subject Charges Years 7 - 12 is 98.34% (61.34% in 2025). Subject Charges Collection Rate for Years 11 - 12 Including Education Program Allowance 94.80% (57.91% in 2025). Overall (Years 7 - 12) Extra Cost Optional Charges Collection Rate at the end of July is 68.67% (53.36% in 2025).

			Our collection rates are tracking well and we appreciate the families for making their payments. The improvement since 2025 is believed to be due to phone follow ups and continued advertising of the payment process. <u>One Line Budget</u>: James indicated the key components of the One Line Budget. The school has instigated some processes to see how the school can make some savings on salaries. This may just require consideration around being more efficient in some areas. At this stage of the year the school is financially in a good position.
5.	School Captains' Report	Kalani Brack & Serena Koh	<u>School Captain Presentation:</u> • Serena and Kalani spoke to the luncheon they attended at Parliament House with a number of vice captains and Politics and Law students at the invitation of Stuart Aubrey MLA and Klara Andric MLC on the 18 August. Mr Chapman and Mr Boyadjian also attended with the students and was a reward for Senior School students' efforts this year. All of those that attended enjoyed the luncheon and the chance to see question time in the lower house. • The Year 12 Captains which were involved in the recent School Review felt very positive about the process and they created feedback sheets to assist future leaders. • Further feedback and suggestions for improvement across all leadership areas for 2027 was tabled. This document is valuable as future captains will be able to plan and structure, with the aim of profiling non-ATAR students and building and implementing programs in advance. • Current school captains and student leaders are very keen to implement a mentorship program. • It is expected that the current Year 11 school captain process will be contested by 10 to 15 students, who all have experience and have been active within the school community. It is expected that there will be strong student leadership team in 2027. • Due to the pressure placed on Year 12 students, an idea was the Year 11 students take the lead and be supported by the Year 12s.
6.	Principal's Report	Dr James Kent	<u>Principal's Report (attached as an addendum):</u> James is very happy to be back at Churchlands SHS and has enjoyed meeting and greeting staff in the first five weeks of this term. The Term 3 calendar has been full of student events as well as many educational presentations and experiences. James was particularly grateful for the teaching and learning framework presented at the staff professional development day. Thank you to Kym Lucchesi and Deborah Hoy, who continue to work together with staff to ensure that the students receive the best quality teaching and learning experiences.

The Careers Expo promoted by Iain McAlpine (Careers Development Practitioner) was a huge success and is an important process in assisting students to choose subjects well, and start the thought process for beyond school.

The Minister for Education, Sabine Winton MLA visited the school in the first week and had a tour of the grounds, and was able to see a music presentation in the time she was present. The school is still working towards having a GATE Academic program, and will continue to work with Stuart Aubrey MLA. Future student enrolment numbers were also discussed and it expected student numbers will increase slightly in 2027.

The school celebrated 40 years of friendship with our sister school in Japan - Akashi Nishi. This relationship has been amazing for both schools and a tremendous thank you to Christine Fontaine and her colleagues for a very successful event.

<u>Terms of Reference</u>:
The proposed changes to our Terms of Reference were tabled for consideration, agreement and notation.

- The number of members of the Board will be 14.
- i). six (6) members of the general community;
  ii). two (2) staff of the school in addition to the Principal;
  iii). three (3) parents;
- The Board must meet together to undertake Board functions for not less than two (2) ordinary meetings each year.
- The chairperson will give to the school community not less than 14 days formal notice of an ordinary meeting.
- The Board will determine that medium for formal notice as email.
- The chairperson will give to all members and the school community not less than 14 days formal notice of a special meeting.
- At a meeting 57% (eight (8) people) per cent of members present in person at a Board meeting constitute a quorum.
- The chairperson will be given seven (7) days notice of a motion to be proposed at a meeting.
- The chairperson will give five (5) days formal notice to members that a motion will be proposed at a meeting.

General discussion took place on various items in the Terms of Reference for clarification:

- Dialling in electronically offsite
- Proxy voting
- Absence for a period as an elected member (staff or parent)
- Chair position

			James suggested at the November meeting that members place an expression of interest for the next Board Chair. The December meeting, nominations be tabled with a view for the first meeting of 2027, the chair position already being filled. <u>9 September School Board Meeting</u> This will be our advertised 2026 Open meeting and invitations have been extended to Kym Lucchesi and Deborah Hoy to present on the quality teaching and learning framework and to also receive a presentation on the 2026 Year 7 and Year 9 NAPLAN data. <u>Community Members</u> It is our intention to look for three community members to add to our board. If members can please consider any individuals that could identify as connections for school or beyond school, possibly in the areas of education/university/TAFE/Chamber of Commerce/building/architecture/health and safety/music/public relations. We may also be able to seek Alumni members that may fit into the skill sets we are looking for. Any suggestions please forward to James, Claire or Kylie. <u>School Board meeting days</u> James would like to change the meeting days to Wednesday instead of Thursday. The 10 September meeting is a conflict with the Junior ABODA Festival, which would need to be changed to the Wednesday. This is due to the amount of families being onsite. Members present were happy for the meeting day to change to Wednesday for all future meeting. <u>Funding Agreement for Schools 2026</u> James has signed the Funding Agreement for 2026 as the Principal, and is a requirement for it to be also signed by the School Board Chair and noted in the School Board minutes and kept on record. <u>STEM Building - Naming procedure</u> Policies and procedure documents associated with the naming of school buildings were tabled for information. It is requirement to form a committee. The committee is required to look at all possible names for the facility and check the character of the person. After the committee has met and come to an agreeance, the information is given to the Director of Facilities, and then onto the minister. At this stage, the committee will consist of: Geoff Lummis, James Kent, Tracey Gralton and Hagop Boyadjian - all who are well connected to the school. The board members present acknowledged and supported the process.

			<u>Plan for 2027 School Board meetings</u> James proposed that the second meeting of the school year be the Open meeting each year, typically being the meeting the Annual Report is presented along with the presentation of Year 12 exit data. There is also the need to be able to connect with the learning areas of the school: English/HASS/Maths/Science/The Arts/Music/Health and Physical Education/Languages and Technologies. This gives these faculties the opportunity to tell the board about what they are doing, how they do it, and student outcomes. They could be rotated through and each being able to present once every two years. A schedule will be prepared and tabled for the next meeting. Any feedback please email James.
7.	Chair Report	Claire Shoebridge	<u>Chair Report:</u> Claire tabled a report which included the following, however all covered in previous reports: • Public School Review • Correspondence • Visit by Education Minister, Sabine Winton MLA • Board meeting schedule.
8.	Alumni Report	Geoff Lummis	<u>Alumni Report:</u> Geoff reported on the Churchlands Champion paving slabs and ongoing maintenance costs. An agreement has now been met on a digital platform which includes many benefits. James advised that it has been discussed at the Executive level and Senior Leadership and it was thought to be more sustainable and manageable. Discussion also had taken place on future meetings being through Microsoft teams, to allow those on work/travel commitment to participate.
9.	Meeting closed		6.41pm
10.	Next Meeting		Wednesday 9 September at 5.30pm