



# CHURCHLANDS SENIOR HIGH SCHOOL

## *An Independent Public School*

### SCHOOL BOARD MINUTES – MEETING NO. 3

HELD IN THE CONFERENCE ROOM ON THURSDAY, 22 MAY 2025

**ATTENDEES:** Dr Genevieve McSporran (Chair), Neil Hunt (Principal), Dean Healy (Elected Parent Member), Associate Professor Dr Elaine Wong (Elected Parent Member), Kris Mainstone (Community Member), Russ Fishwick JP (Community Member), Michelle Palethorpe (Community Member), Adnan Visram (Community Member), Kym Lucchesi (Staff Member), Jamie Long (Staff Member), Gabriella Jerrat (P&C Representative), Paige Pickford (School Captain), Sienna Van Maanen (School Captain), and Kylie Hearle (Minutes). Meeting commenced at 5.32pm.

AGENDA ITEM NO.	ITEM/DECISION	SPEAKER	ACTION/OUTCOME
1.	Apologies  Welcome and Welcome to Country	Genevieve McSporran          Kym Lucchesi	Geoff Lummis (Alumni Representative), Matt Turnbull (Elected Parent Member) and Gabriella Jerrat (P&C Representative).  Welcome to newly elected parents Dean Healy and Dr Elaine Wong, and congratulations to re-elected parent member Matt Turnbull.  Kym Lucchesi acknowledged the traditional custodians of the land on which we meet, the Whadjuk Noongar people, and pay our respects to their Elders past and present. In an Australia that strives to be inclusive and fair, we recognise that our shared future is richer when it reflects the voices and contributions of all. We extend that respect to all Aboriginal and Torres Strait Islander peoples and reaffirm our commitment to walking together in truth, respect, and unity.  A round the table introduction took place with each member introducing themselves and providing some of their skills and background, and the length of time they have served on the Board.

		<p>Genevieve explained the composition of the Churchlands SHS Board: The Principal, 2 x staff members (two year term), 3 x elected parent members (three year term), 2 x school captains (Year 12 - three terms), and community members . The introduction of new members is staggered so that there is a core of experience remaining at all times, different skill sets are met by the introduction of community members.</p> <p>The School Board is not able to be involved in the day to day running of the school. Along with the Department of Education, there are a number of different acts that must be adhered to.</p> <p>The School Board's role is to endorse yearly the Annual Report, School Business Plan and the budget. The Board is also involved in the introduction of policies, changes and review, when they are required.</p> <p>Neil reiterated that the School Board is open to discuss issues from the community. The ultimate aim is to make decisions to ensure the best possible outcome for all students.</p>
2.	Acceptance of the Minutes	<p><b>Resolution:</b> That the minutes of the meeting held on the 27 March 2025 be accepted as tabled. <b>Moved:</b> Kris Mainstone , seconded Adnan Visram . <b>Carried unanimously.</b></p>
3.	Business arising from Minutes	<p><u>Mobile Phone and Electronic Device Policy</u> The policy was presented again with the amendment discussed at the last meeting which was the addition of "Student use of mobile phones or associated devices during school activities outside of school hours is at the discretion of the teacher."</p> <p><b>Resolution:</b> That the additional sentence "Student use of mobile phones/associated devices during school activities outside of school hours is at the discretion of the teacher" be included in point number 1 of the policy. <b>Moved</b> Michelle Palethorpe, seconded Adnan Visram. <b>Carried unanimously.</b></p> <p><u>E-Rideables Policy</u> Neil provided a policy on E-Rideables for discussion. Russ and Adnan have provided further input and Neil will put together a new version which will include their comments and be tabled at the June meeting.</p> <p>The concern is that the students are riding on school property, and safety is the major concern. The policy seeks to include Churchlands SHS does not permit students, other than Year 11 and 12 students to ride or store e-rideables on school grounds. It was agreed in principle that the School Board endorse the formulation of an E-Rideables Policy.</p>

			<p><u>Community Membership</u></p> <p>Genevieve spoke to her membership and the Chair position. Genevieve is no longer an elected parent member, which had been discussed previously that she should continue her membership as a Community member. This will then allow the continuation of stability and a period of time for a current member to gain experience to fill the Chair position.</p> <p>The members present agreed that this was in the best interest of the School Board, therefore full support is given for Genevieve being a Community member until her resignation.</p>
4.	Finance Report	Neil Hunt	<ul style="list-style-type: none"> <li>The Funding Agreement for 2025 is based on the census information provided to the Department of Education at the end of week 2 of Term One. The Department looks at these figures and creates the Student Centred Funded statement, showing the money allocation, how it is defined and broken down into a number of characteristics.</li> </ul> <p>Neil gave an overview of all the income and expenditure components of the document.</p> <p>Genevieve provided a sample document to assist members with understanding the various figures.</p> <p>The 2025 One Line Budget was also tabled and Neil spoke to the document.</p> <p>The school was audited last week and was a financial and human resource audit. This is carried out by the Finance Department of the Department of Education.</p> <p>The Funding Agreement was tabled for perusal and was noted and signed by the Principal and Chair, along with the Statement of Expectation which is also signed by the Principal and Chair of the School Board.</p> <ul style="list-style-type: none"> <li><u>Contributions and Charges summary as at 30 April 2025.</u> The Voluntary Collection Rate for Years 7-10 students excluding the Education Program allowance (\$235) as at the end of April 2024 was 44.0% and currently stands at 32.0% for 2025. The Voluntary Collection Rate for Years 7-10 including the Education Program Allowance is currently approximately 30% at the end of April compared to 44% in 2024.</li> </ul> <p>Neil gave an overview of the other areas of collection rates and all are approximately 4-5% down on the 2024 figures.</p>

			Michelle enquired about revenue generation, and Neil advised that the Churchlands Foundation was established to support individual students with their schooling, whether it be scholarships or providing access to special events. It may also be providing staff with learning opportunities to attend special seminars/profession learning experiences. For example, one item that was purchased through the Foundation was the Fazioli piano.
5.	Correspondence In		Nil.
6.	Correspondence Out		<ul style="list-style-type: none"> <li>• Thank you letter to Hagop Boyadjian - for his contribution to the Board during his two year tenure as a Staff Representative.</li> <li>• A letter has been prepared to thank Christine Tonkin for her contribution to Churchlands SHS whilst being the MLA for Churchlands, and her involvement in procuring the funding for the STEM building.</li> <li>• Michelle will put together a letter to thank Louise Williams for her three years on the School Board.</li> <li>• Email to parents advising of results of election.</li> <li>• Neil reported that it was important that the School Board establishes connections with people in the community.</li> <li>• Genevieve noted that there had been substantial amount of school events recently, and it is pleasing to see so many staff present to support the students. In particular, the Music Concerts and the school production "Alice in Wonderland". Kris will put some words together to thank staff for their ongoing contribution to the school and students.</li> </ul>
7.	School Captains' Report	Paige Pickford and Sienna Van Maanen	<p><u>School Captain's Report:</u></p> <ul style="list-style-type: none"> <li>• Paige and Sienna spoke to their main aim for 2025, which is building connection at school. Additional aims are to build belonging in and outside of the classroom, connecting different year levels and building awareness of mental health.</li> <li>• Leadership polos have been discussed and the matter has been presented to the Uniform Committee, and they have approved the change to happen in 2026. The change will include a plain design and with a different fabric.</li> </ul>

			<ul style="list-style-type: none"> <li>The camp Hero leadership opportunity was an awesome event, which the School Captains appreciated being involved in.</li> <li>Car parking was discussed and the student voice believe that the designated "P Plate" car parking area does not provide enough area for students to park and believe that the parents using the car park as a drop off and pick up area are comprising student safety. This has been reported to the City of Stirling.</li> </ul> <p>The main concern is safety in all car parking areas and include the car park area near the Sports Hall which is designated as staff parking. There is considerable congestion due to the line of buses in the morning and afternoon.</p> <p>The School Captains would like parents to be advised that the Memory Place car park is not a pick up or drop off area. An email with a map and advising that better options are available could assist with traffic management and safer conditions for all. The School Captains to meet with Neil to discuss, with an email to go to parents/staff.</p> <ul style="list-style-type: none"> <li>The Push Up Challenge is coming up and it is currently being advertised throughout the school via a video, and will be shown to all form groups. PA announcements, SEQTA notices and posters have been distributed throughout the school.</li> </ul> <p>Connection has been made with the leaders of the charity, and the main goal is to raise funds, keep everyone active, increase the sense of belonging and spread awareness around mental health. The main recipients are Lifeline, Head Space and The Push for Better Foundation. The goal is to do 3,214 push ups over the month which is the amount of suicide deaths in Australian in 2023.</p> <ul style="list-style-type: none"> <li>Free dress day allocation - while it has been a positive day in the past, it now seems that many students do not want to participate. The School Captains believe that the Year 12s will support the day and it is hoped to have an impact on the lower year levels. A broader sports theme is the favourite theme and could be incorporated with the Push Up Challenge. Neil supports the idea, and suggests the School Captains come up with a date.</li> </ul>
8.	Principal's Report	Neil Hunt	<p><u>Principal's Report (attached as an addendum):</u></p> <ul style="list-style-type: none"> <li><u>Proposal - Naming of the CSHS Music Foyer</u></li> </ul>

			<p>Neil spoke to the proposal which has come from the Music Department that the Churchlands SHS Music Foyer be named after long serving parent member, Tracey Galton. Tracey has been an amazing supporter of the school, been an integral member of the Music Department, always contributing and committing her skills and time. Tracey has also served on most committees within the school community, including Chair of the School Board and the Alumni. The naming suggested is the "Tracey Galton Café".</p> <p>This proposal will require approval from the Department of Education, therefore School Board support would assist with this recommendation.</p> <p><b>Resolution:</b> That the Churchlands SHS Board endorses the proposal for the Churchlands SHS Music Foyer be named the "Tracey Galton Café".</p> <p><b>Moved:</b> Neil Hunt, seconded Russ Fishwick JP. <b>Carried unanimously.</b></p> <ul style="list-style-type: none"> <li>• <u>Audit findings</u> The school has recently been audited which was a week-long proceeding and Neil gave an overview of the findings. The school received a satisfactory outcome. The findings are currently being addressed.</li> </ul> <p>It was stated that the Churchlands SHS Board - Terms of Reference requires a statement that there must be a minimum of two per meetings per year.</p> <p><b>Resolution:</b> That the Churchlands SHS Board's Terms of Reference be amended to: The Board will determine the number of meetings for each year, which must be a minimum of two (2).</p> <p><b>Moved:</b> Neil Hunt, seconded Kris Mainstone. <b>Carried unanimously.</b></p>
9.	P&C Report	Neil Hunt	<p><u>P&amp;C Report:</u> Neil gave a summary of the P&amp;C meeting held on 19 May which included:</p> <ul style="list-style-type: none"> <li>• P&amp;C very keen to get the front of the school project back on track.</li> </ul>

			<ul style="list-style-type: none"> <li>• Sourcing an Indigenous artist to become an artist in residence, and looking at assistance with creating our next prospectus and the artwork within the project.</li> <li>• Looking at creating a 'second hand uniform shop'.</li> <li>• Creation and purchasing tear drop banners.</li> <li>• Aim is still to hold a Quiz Night in Term 3.</li> </ul>
10.	Chair Report	Genevieve McSporran	<p><u>Chair Report:</u> Genevieve is keen to continue to facilitate the meetings, build on the processes to evaluate the business plan and look ahead to the next business plan.</p> <p>Kate Grayson had provided two documents and it was thought that it was necessary to continue planning and identifying issues that may arise. It was suggested additional Board training would be of benefit.</p> <p>Any ideas please let Genevieve know.</p>
11.	Alumni Report		<p><u>Alumni Report:</u> Geoff away for 22 May and 19 June meetings. Robyn Overstone has resigned as Secretary of the Alumni. The committee acknowledged her selfless commitment to the Alumni over many years.</p> <p>Minutes of the last Alumni meeting were tabled.</p>
12.	General Business		<p><u>Open Meeting date for 2025</u> The proposed Open Meeting (advertised) to be Thursday 11 September 2025.</p> <p>It was suggested that the possible candidates for the 2026 School Captains be invited to attend that meeting.</p>
13.	Meeting closed		7.16pm
14.	Next Meeting		Thursday 19 June 2025