

Churchlands Senior High School Foundation (Inc)



Minutes of the Meeting of the Board of Management of Churchlands Senior High School Foundation (Inc) held at EBM Insurance Brokers, 1162 Hay Street, West Perth at 5.00 pm on Wednesday, 20 February 2019.

Present: **John Gillon** (Chairman)
 Neil Hunt
 Alan Bishop
 Dudley Elliott
 Nawal Leon Kurson
 Helena Francis

In Attendance: **Arlene Thomas** (Secretary)

1. Welcome to Helena Francis

John thanked everyone for coming to the meeting and welcomed Helena who is replacing Nawal on maternity leave. Helena was invited to tell the Foundation about herself – Originally from Malaysia – came to Perth in 2014 and started working at Churchlands not long after that – prior to this Helena worked with the US Embassy in Kuala Lumpur doing similar type role – organising events and promoting US foreign policy. Helena welcomed aboard and looking forward to her working with the foundation.

2. **Apologies**

None

3. **Confirmation of Quorum**

A quorum of 3 Board Members, as required by the Rules of the Foundation, was present and the meeting was formally opened at 5 pm.

4. **Business arising from previous minutes**

Confirmation of minutes – circulated previously – if no queries or comments – John moved that the minutes be accepted – carried unanimously.

5. **Finances**

Bank statements circulated. Confirmed bank balance \$693 832 - since that time paid out Music Scholarship - \$6,000 or \$7,000 saved \$500 on the student that left the program – donated \$500 back. Thank Alan Bishop for making the final deposit – gave an extra \$25,000 total of \$275,000 – absolutely enormous donation to the Foundation – almost half of what the Foundation has received. Have not spent much money at all apart from the Music Scholarship. All going well should develop some revenue beginning of next year June next year Solar for Scholarships Project.

6. **ACNC Application, Amendments to Rules & AGM**

Dudley advised that Online application has been submitted and has come back for more information about responsible persons – we appear to be able to make the application retrospective to the formation of the Foundation - tax exemption is reliant on being registered with the ACNC. Application has been made; does not necessarily mean that it will be granted.

Once the application is approved, amendments, if any, will be made to the Rules.

Changes to the Rules to be passed before 30 June. Dudley has drafted changes to the Rules to comply and forwarded to John. At this time the Foundation will also move to change the year end from December to June. Within a couple of weeks we should know if we need to make any changes to the Rules. Amendments to be circulated.

We will then need to convene our AGM and incorporate the approval of the changes to the Rules.

7. **Correspondence – In and Out**

No correspondence in or out

8. **Update on Solar Power to Scholarship Project**

Tender went out in January – was open for 21 days 30 people attended the site visit experienced in work of this scope. Company that John is a Director of has put in a submission within budget. P&C contribution to be accepted and used leaving funds in the Foundation to be used for other purposes. It was agreed that the 400kW was the best option. Landscape has changed - 12 year warranty estimate now less than \$500,000 – 25 year warranty now less than \$600,000. Have got approval for the 400kW inverter which would allow for 500kW of panels to be installed for \$650,000.

Neil attended a meeting at Central Office today as the Department wanted a meeting between stake holders, BMW and Asset Management Division – outcome is to put in place a process that would get more customer satisfaction. Department of Finance (of which BMW a subset) appoints a Facility Manager to service schools. When the Churchlands Project is complete, John to recommend to the DoF to come up with a standard set of tender documents, put together by a group of qualified and experienced people that could be done in a month. The Foundation's experience has been a ridiculously frustrating process. Early in 2017 documents were ready to go out – more than 18 months delay – is an example of how not to do it.

The wider the scope of this project, the better. Need to get the right Committee/Sub-Committees within the school - they could invite various people from various areas to make recommendations- important to get feedback from the people involved. Rather than just issue Scholarships. Important to do it well - need to get the structures right. P&C to be actively involved and promoted – as part of the marketing promote this and try to get more income from a range of sources. Foundation is also keen to get the staff involved in the Awards – promote them – give them some recognition for their contribution. This project will raise \$120000 - \$130 000 each year – subscribe to the scholarship and then turn to other projects the Foundation could be involved in. Renovations to the existing Pool has been completed. The school is now looking at the housing of the pump room, converting gas to electric heating – look at connecting it to the Solar, getting the change rooms renovated at a cost of \$½ m.

John has identified one area as Landscaping – pretty rudimentary at the moment. Neil informed the meeting that the top and bottom ovals are in good condition – the Department has approved \$60,000 to make good the footy oval following the removal of 11 transportable classrooms. School going to fence off the rest of the area and re-turf areas particularly bad, fertilise and top dress the oval which will be out of bounds until we are happy with the surface. We have called for nominations for the Ground Committee – P&C nominating a couple of people to be on the Committee – we have staff who are very committed to what is grown on site and have knowledge of local indigenous type plants on the committee. Appeal to Mums, Dads, past students to get involved in the Foundation – once word gets out that the Foundation is sending students on to Oxford University, Brownes University or Singapore on scholarships each year, promote this to the Alumni – attraction towards what the Foundation is hoping to achieve - people will contribute and get involved – help us build the future of Churchlands students.

Another possible project is to invite International Speakers to come out to speak to students and staff. From the slow progress of the project, school's possibilities have broadened economically – school has saved on power bills, solar panel prices have come down, power prices have gone/going up. It would be interesting to see what the savings actually are. It is envisaged that what the Foundation is doing will satisfy most people – we don't want to elitist – make sure we spread it amongst a whole lot of interest groups.

9 Music Scholarships

Nawal reported on the Music Scholarships – both students accepted the scholarship – Myra Lee and Gabriel Kursac – recipient of the Academic and Financial hardship respectively. Letter has been amended in case of recipients dropping out of the Music Program.

10. General Business

Reunion Arrangements – Alan Bishop to use the resources of the Alumni e-tapestry database, Helena & Tracey to improve response. Departing students to get on to the database – students given the chance to opt in at their last assembly. Followed up with a link to join the Alumni. Nawal to send Alan a copy of what was sent out for John’s reunion.

Additional Board Members – it was agreed that we need to find new board members – need to look at recruiting new board members, including younger people, females and those involved in successful businesses. If anyone comes to mind, let John know so we can assess them.

There were no other items of general business.

Meeting closed at 6.00 pm.

Signed as a true and correct record of the Meeting

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John M Gillon, Chairman