

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, 1 March 2023

Present: **John Gillon** (Chairman)
 Alan Bishop (via Zoom)
 Tracey Galton
 Damian Quail
 Helena Francis
 Neil Hunt

Apologies: **Dudley Elliott**

1. **Welcome**

John welcomed everyone to the meeting and thanked Alan for making his office available.

2. **Apologies**

3. **Confirmation of Quorum**

A quorum of board Members, as required by the Rules of the Foundation, was present and the meeting was formally opened at 5.15 pm.

4. **Confirmation of Minutes of Meeting held on Wednesday, 18 August 2022**

Minutes previously circulated – carried unanimously

5. **Correspondence In and Out**

None.

6. **2023 Music Scholarships**

Three students were awarded for the 2023 scholarship - John presented the Certificates to the students at the Year 7 BBQ welcoming parents to CSHS. Unlike the previous years where the Scholarships were awarded from Year 7 to Year 12, from 2023 duration of the Scholarships will be from Year 7 to Year 10 - \$2000 in Year 7 and \$500 for the next three years. In Years 11 & 12 that they can apply to the Foundation when submissions are invited. Helena had been speaking to parents who were very grateful to the Foundation - she suggested contacting the Scholarship students and ask them to provide a write up/thank you note to be included in the school's newsletter.

Update on the Scholarship Procedures and Processes

Prior to coming to this meeting, Helena logged on to test the website - almost there - 95% - just need to tie up loose ends. Meeting with Shaq and the Programmer tomorrow - previously applicant had to request and be given permission to apply/access the database. The set up now is to get staff and students to use their email address/Student ID to log on and apply for a Scholarship. Resolved back end issues - it is live just wanted to make sure there were no glitches. Plan to go live in Week 7/8 Term 1, 2023. External test to be undertaken. Meeting to be scheduled for Shaq to walk us through the process - so many changes. Example applications - do they see every type of scholarship - only in the beginning to choose what scholarship they wish to apply for. Some Teachers have approached Neil about a few issues before they can put in applications. Test it on the staff - any issues they can let Helena know.

Applications not restricted to one teacher - groups could apply or teachers could recommend/apply for more than one grant. Teachers would put the application in and name the students. Students wishing to apply would put in an application themselves and seek the teacher's endorsement of the application. Teachers will get a notification to say that a student is applying; details will be provided - review sought from the teacher. Student will not be able to see what the teacher has written.

Email out last week to teachers informing them that the Foundation is at the stage where we want them to start thinking about what they could apply for. Low key start - get applications in, see how it works, iron out any glitches. Informed them that there is \$120 000 set aside for scholarships.

John queried whether we would set a closing date- committee to meet 2 times per year. Need to be able to review them as applications come in. Only the Scholarship Committee members get to see the applications.

Hard copy applications that were handed in were approved at the last meeting - Music tour - 3 students - \$9675 per student. Very worthy students - would not have been able to attend otherwise. Arlene to transfer the funds to the MT Account and to provide a spreadsheet of expenditure to date. Unused funds one year carried over to the next year. It would be good to get some publicity out to parents/staff so we can start spending money.

At the last Scholarship Committee meeting, discussions on doing away with putting in an application for the Academic scholarships – HoY/AP's to nominate high level students - base it on merit – grades/reports - make the process easy. Helena to email Neil the breakdown of the Scholarship payments over the 6 years. Losing students to GATE Academic Schools – need to keep them here - \$2000 initial payment more attractive than \$500. August – AEP Exams – high achieving students – congratulate them and offer them a Scholarship of \$2000 and attach an enrolment form – expectation that they remain at Churchlands over the next four years. Option to have this for other years as well; same student would not get it twice.

John keen to find some events to be organised at the school – He had been to St Mary's where James Morrison had been there over the last 2 days conducting workshops; flew over with his band spent two days with the students and put on a concert with the kids – was excellent. Churchlands to try and organise something like that – Special guest speakers – think about – do partly to get this publicised, some interesting event – get the concert hall full - kids involved; track down James Morrison talent /booking agency; get an assessment of what it is going to cost, see who else is on their books and what can happen and give us a price. Tracey to follow up and see what she can find. Alan raised the point of not feeling too precious about doing what someone has done. Learn from other people – pick someone who the kids and parents can associate with. Tracey to work with Tina/Glenn/Music Alumni that are still in the entertainment field to get someone out to CSHS. Sporting personalities could also be looked at – get top quality people. Any ideas throw them around for discussion.

Other projects funded included the Leadership Camp – would be good to get some environmental ones. Leah Anthony been applying for Grants – Comingled Recycling - new STEM building – trying to see if we can get a retractable roof so we can put a telescope through. Grant Pusey doing some fantastic work with STEM kids – he is looking into it - 40 students 2 afternoons a week – STEM Club.

7. Finances – Dudley not here – we haven't got the figures - Nothing's changed – only paid out scholarships.
8. General business

None - Meeting closed at 6.00 pm