

# Churchlands Senior High School Foundation (Inc)



Churchlands Senior High School  
FOUNDATION AND ALUMNI

## 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, 16 February 2022

Present:           **John Gillon** (Chairman)  
                      **Alan Bishop (via Zoom)**  
                      **Dudley Elliott**  
                      **Neil Hunt**  
                      **Tracy Gralton**  
                      **Damien Quail**  
                      **Helena Francis**

In Attendance:

1.    **Welcome**  
      John welcomed everyone to the meeting and thanked Alan for making his office available.
  
2.    **Apologies**  
      Arlene Thomas
  
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, 16 February 2022**  
      Confirmation of minutes – circulated previously – no queries or comments – John moved that the minutes be accepted – carried unanimously.
  
5.    **AGM Matters**  
      As a result of the AGM, all existing Management Members were reappointed.
  
6.    **Correspondence In and Out**  
      None.
  
7.    **Update on the Solar Panel Project**  
      Large-scale Generation Certificates – covered it at the last meeting.

## 8. Update on the Scholarships

John queried if the Scholarships had been awarded for 2022. Helena informed the meeting that the Scholarship were usually presented at the Year 7 Barbecue which did not go ahead this year - it was decided that Karena would present it and provide morning tea to the 3 students in the presence of the Head of Year and the House Coordinators on Friday, 18 February 2022. John informed the Foundation that he had paid out the Scholarships.

Neil informed the meeting that the school had not formally endorsed a group of School Board representatives to get together with a couple of Foundation Board members to determine and advertise the Scholarships. Helena and Neil to put out a memo to staff (administration/next level down/classroom teacher with interest) calling for expressions of interest.

Original arrangement was that there would be a sub committee of the School Board and some nominees of the Foundation on the committee. Tracy & Damien to represent the Foundation. John to look up the numbers and get back to Neil – not more than 6 members – consider applications and make recommendations and formally approve it. Looking at providing scholarships from our existing school body other than the incoming Year 7 Music students. Market it into the PS when we are marketing what the school.

Pamphlet prepared by Helena – very succinct and fantastic – couple of changes to me made – application timetable. Fix a couple of dates and stick to them so it is clear. It was stated that opportunities come up during the year so you don't want to spend all your money at once.

Neil suggested that applications be called for, considered and recommendation made twice a year – 15 May and 15 October – two key planning components for the school year. Scholarship committee convenes in May & Oct and all applications that come in be assessed at that time – totally discretionary.

Tracy was keen to look at the incoming Year 7s to be targeted so as to attract high calibre students. Amendment to the pamphlet - Scholarship to be spread across a number of students - Funding pool for scholarship and grants – Music \$12 000 already handed out for 2022. The current system to used for Music students in Years 7 – 10 and then to consider upper school scholarship for Composition etc.

Language/Disability/Indigenous category would be very popular. Should all be for students as the staff have been allocated \$12 000

Suggestion that the pamphlet to be spread across 2 pages to make it easier to read. Application form and explanatory notes to accompany it and some type of guidance – can be group, individual – very broad. Think of all the questions someone is likely to ask and include in the notes. Explain what we expect them to tell us – reason why, what they are going to spend the money on, what benefit, testimonial from a teacher or two, nominations etc. More guidance we give them will save us a lot of time – can't write too much. Damien to pass on some applications formats to Neil/Helena. Provide an online application - link on the pamphlet on our website where they can upload applications.

Helena to circulate the pamphlet and organize a launch/announcement of the Scholarship Program – bytes, newsletter (end of term 1) – recommendations of staff, talk to the staff about it and have details in 5 weeks' – launch it amongst staff and get them to tell their students. Inform parents that it is coming up but they don't have to do anything at this stage.

Student may approach a staff member and tell them if they have a project and ask to be nominated. Helena to meet with Neil on 17 February to discuss.

Tracy bothered by the term disability/language/indigenous – separate them – “inclusivity” instead of disability – gives us flexibility

9. Finances – Finance reports tabled by Dudley. \$331 000 in the bank. John thanked Dudley. Finance Reports approved unanimously.

10. General business

Start thinking of some other project so we can fund raise once we have regrouped and have more energy.

No further business – meeting closed at 6.00 pm