

# 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 18 August 2021

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

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

1. **Welcome**

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

2. **Apologies**

Neil Hunt

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 5.15 pm.

4. **Confirmation of Minutes of Meeting held on 19 May 2021**

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

5. **Correspondence In and Out**

Open letter from Guy Archibald – one of our inaugural Scholarship students was circulated and tabled at the meeting. Very appreciative of the Foundation and School – influential in his development.

Helena Francis to draft a reply to Guy on John's behalf.

6. **Update on the Solar Panel Project**

Large-Scale Generation Certificates (LGCs) - Solar Performance Report for July by Paul Foster from Solar Suite tabled by John and discussed. LGC Certificate claim lodged with the Clean Energy Regulator and we are waiting for the LGCs to be issued by the CER - we should receive it before the next quarterly report. System working well in line with expectations. Optimal use

of the pool heater has also helped reduce electricity bills.

Nominees for Scholarship Sub Committee of School Board – Process agreed between the School Board and Foundation – school would allocate the savings to a cost center for Solar Scholarships. Sub-committee to comprise of – Chair of the School Board, Chair of the Foundation, 1 Foundation member and the Principal - to make recommendations to the School Board. Helena to go back through the minutes and identify what was agreed. This could then be raised at an appropriate School Board meeting, considered and the Sub-Committee reconstituted – Board to move that this money be allocated to the Account set up for Solar to Scholarships. Arlene to include in next year's calendar budget - \$120 000.00

Last meeting it was agreed that the School would enter into an agreement with Solar Suite to provide quarterly reports – confirmed that this been tabled and approved and purchase order raised.

Foundation in a position to start awarding and applying funds to Scholarship – need to work out what we are going to spend the funds on. Money remains with the school but the Foundation would administer the account through recommendations. Alan commented that it was good to be in this position after such and long and frustrating process that the Foundation had to go through.

Music Scholarship update - Helena

Email sent to all the 2022 GATE family members last Thursday – closing date is 5 November – 2 weeks prior to our next meeting so it can be tabled and determine who is awarded the financial hardship scholarship. Helena amended the form to include Centrelink requirement for the financial assistance category.

## 7. Proposals for scholarships

Don't know how to handle these requests – need to be fair and equitable – going to be impossible to keep everyone happy – John agreed with Alan and Damien's suggestions to promote bigger scholarships than a whole lot of \$1000 scholarships – what areas we are going to promote – what are our priorities, how many and how much. International travel out of the question at the moment.

Board and Foundation should determine what the policy is going to be what scholarship details and make recommendations to the subcommittee – take it to the Board. We will need to advertise the scholarships. Proposal from a student for Composition

Discussed at Executive – staff scholarships – this type of funding is perhaps not what the Foundation wants to do- Foundations constitutions – students, past students to help them progress with further education and staff – personal opinion should go to the students themselves.

One of the recipients of the Music Scholarship has put forward an idea that the Foundation could support in terms of music – Composition - after hours tuitions – parents spending a lot of money. Useful feedback in helping the Foundation to determine areas of scholarship. Preference for the

majority of money to go to students with some leftover for staff and for the unknown. Money could be used for program as well.

Great leadership programs for young people – Institute of Management – Damien gave a brief account of his experience with scholarships. Recommended we be careful about how we frame the scholarships.

Up to the Foundation to identify scholarship areas – award it or ask for applications - fair and transparent process rather than discretionary.

10% **Principal's discretionary fund** – allocated not promoted – not public knowledge – still reported back through the Board and Foundation – accountability. Believe that the family should put something towards the activity – value it more.

5% **Special Event** Foundation to sponsor some type of event at the school with a well-known identity – paid speaker – every couple of years – promote the Foundation – bring it to the attention of the community. Oration - Maggie Dent – 3 presentations \$9000 – identifying educationalists to maintain our leading edge – try and get someone for staff, students and family – great message for the whole school and community.

10% **Group Leadership Training** – AIM has a great range of Leadership Professional Learning – can be tailored to the needs of a younger audience – can cater for more students and staff. Back at the school to continue the conversation. Student Voice – getting them organized into groups so they can give feedback which can impact how we operate – multiple levels target a huge number of students. Would be good for the school as well – how do we fix some of the problems in society today.

10% **Individual Leadership** – sending them somewhere.

10% **Staff Professional Learning** – key element of a school is how smart teachers are – opportunities for staff to get PD other than what the school offers very limited – don't mean as much money – some respite from classroom duties so they can go on training courses/conferences/study leave.

20% **Contingencies** – for unspecified intermittent, irregular, occasional, worthy circumstances.

15% **Environmental Grant** – hot area; very expensive area to get into – 2 hours out of Perth – planted 2000 saplings – Have a committee that is very student driven – doing a lot of things – maybe they could say what they spend the money on.

20% **Language/Sport/Indigenous/Disability** – aptitude for language; students who are Olympics/ Commonwealth Games bound/professional sport – State and National teams.

## 100%

Restructured the existing music scholarship to be included in this part of the scholarship program. Some areas where we call for applications and others we don't. Need to be very careful how we market the opportunities. If we do call for applications, we need to make sure we do not get 500 applications. Important the way it is perceived by the school community and be careful about what we say about it. Need to be flexible – don't want to be locked in.

Response – we are considering it – great idea thinking of how we are going to restructure. Karena - Say no but we are putting together something along these lines – Helena to draft responses for John. Karena will be pleased to know that she has influenced our thinking.

8. Finances – Finance reports tabled by Dudley. \$330 000 in the bank subject to what happens in terms of balance of money to pay towards the project – After P&C Contribution, Foundation has paid \$385 000 for the project. Foundation has not paid any expenses since then. Very little in interest income. Keep \$50 000 and put the rest in term deposits. ACNC report being lodged tomorrow. John thanked Dudley.
  
9. General business  
No further business – meeting closed at 6.00 pm

Signed as a true and correct record of the meeting.

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John Gillon  
Chairman