

# 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 May 2022

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

In Attendance:

1.     **Welcome**

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

2.     **Apologies – Alene 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 – Neil Hunt and Tracey Galton moved that the minutes be accepted – carried unanimously.

5.     **AGM Matters**

Attached AGM minutes for FYI, confirmed at AGM. All reappointed to our positions.

**All approved.**

6.     **Correspondence In and Out**

None

7.     **Solar Power to Scholarship Project**

**a) Scholarship Flyer, Grant and Nomination Forms, Guidelines and Procedures**

Thanks to Tracey, Damian and Helena for all their work. Templates clearly defines various areas and minimizes the approval process. Principal Neil Hunt has shared with the P&C and staff at the staff conference. Initial interest is building, high levels of staff out with COVID so anticipate further interest once staffing levels resume to normal. Anticipate increased interest from the

Heads of Year and student services staff who will work with students and student councillors. Reality is that this will grow after Senior Secondary exams and reporting. Full application process will help. Needs formal endorsement today.

Projects such as the Solar Panel Project and Scholarships have real purpose and beneficial spin offs that is not necessarily understood immediately despite its profile in the community. John suggested a possible Seminar with key staff and key groups at the school to present and clarify the Scholarship purpose and process and understanding of parameters and give examples.

Helena has placed information about the different types of scholarships available under the Foundation tab and put a 'coming soon teaser' flyer on social media and on OneNote at the staff conference. Tracey asked if a simple flyer could be placed on departments noticeboards? Neil advised that staff have received a copy on the staff OneNote for the Staff conference. Damian added that at the universities, the scholarships were successful by a range of marketing techniques including teachers telling students in class, displayed brochures and Instagram and Facebook. Neil said at Churchlands students need to be recommended by a staff member. Environment scholarships? There is an active group of staff at the school who manage student initiatives and who could easily nominate students. Tracey hoping the scholarships could eventually change the culture of the school where students and parents think, 'I go to this school where there are these possibilities'. It is definitely achievable but will take a few years to filter into the school ethos. Neil already highlighting at school tours and the message will get out to future parents. All part of our marketing exercise.

Shanaka Herath is assisting with an IT platform to enhance the application process which will be set up shortly.

Tracey keen for understanding within the Churchlands community with the purpose of gaining ideas and, suitable programs for student opportunities. John reiterated that advertising is key and information sessions are very important for key stake holders to disseminate information to others. School Board will be informed tomorrow.

First review in October. Not ready to launch this **financial year** (end 30 June), but this **calendar year** may be in a position to start something. More of a 2022/23 period. Foundation really keen to get money out for worthy cause this period.

**b) Nomination to Foundation Members to School Board Scholarship Sub-Committee**

Called for a Scholarship Committee at School. Damian and Tracey will represent the School Foundation, from the School Board, Shanaka Herath (Director ICT), and staff members Kate Grayson and Clare Slodecki. Clare assists students with writing tertiary scholarship applications. Proposed process is then to bring back to the Foundation for confirmation and recommendation. Formally approve it. John approved and Dudley seconded it.

Practical procedure. Shanaka working on a model that once applications are submitted everyone would be able to view. The Committee that Neil has set up then makes the recommendation of who is allocated a scholarship and that is brought back to the Foundation for endorsement. Two approvals required? No, Foundation has already approved funds and Committee is made up of the Principal, Foundation, Board and School Staff members. Tracey suggests a ranking/grading process when viewing applicants. Aim to

fine tune and improve the process as it progresses. Foundation Board members will be able to contribute as required during this process.

Where applications are low there should be the understanding that scholarships will not be awarded unless the applicant is of a worthy standard. Keen to award some scholarships this calendar, review October.

**c) Calculation of Funds to be transferred into the School's Scholarship Reserve Fund**

Initial idea for funds was that there would be a calculation of amount of power saved from 01 July to 30 June and the money would be allocated in the budget for the next calendar year. Therefore, there should be some funds already. From 2021 and 2022 and this can be available for the next financial year. How much? Two amounts available. Firstly, the amount saved in power and secondly the amount for sales of the LCDs. Paul to work this out for the Foundation for last two financial periods (until 30 June) and Paul can coordinate that the reserve is suitably portioned. That money would then go into a Churchlands SHS Scholarship Account and would remain there until spent. At a school level it would go into a cost centre within the budget structure.

Grey areas, what would fall under those types of budgets compared to what the Foundation spends. Foundation Scholarships money used for items not ordinarily included something **different** and a new perspective. Also, different to anything the P&C can fund as they can't fund anything for an individual student, must be for school population.

8. **Music Scholarships** – Current ones will continue. Proposal to offer 2-3 scholarships up to the end of Year 10 and then open up an additional 1 or 2 to all Music Students for compositional or specialist tutoring, master classes, overseas visiting musician workshops, additional tuition leading up to exams or items needed more specific skill sets. Reduce Music Scholarships which are currently \$2000 and 5 x \$500, amend this down to \$2000 and 3 x \$500. Continue to be funded by the Foundation from the Reserve Fund. John moved to formally adopt the change. Advertise this change from 2023.

9. **Finances** – Neil does feel there is a risk from the DoE forcing him to spend Foundation funds on other things or reduce our currently funding. In 2022, the school is no longer deemed wealthy in terms money per student at the school. 90% of budget should go on staff and past spending was 97%. Miscalculation of 1.6 million leaving other expenditure tight in 2022. Staff numbers were not reduced when student numbers dropped, 300 less students.

Balance sheet & P&L sheet circulated. \$332,000 in the bank of which \$250,000 is in term deposit. Made \$87 loss for 10 months of operations. Merchant service fee – maintain this and allows donations on a credit card. Minimal fee worth having. Dudley moved for acceptance, John accepted and carried unanimously.

10. **General Business**

Alan asked about reinvigorating a donation plan. Not much to sell before, now have solar and scholarships. John agreed but felt that a project is required or people ask, "What are you going to spend it on?" Aim for \$150,000 for life of the solar. Other funding will require special purpose projects specifically targeted for a specific purpose. Foundation to put their thinking caps on. On the spot suggestions. Swimming pool? 6-million-dollar project?? P&C keen to enhance

school grounds, difference to School Foundation focus. Year 12's want a common room. What are other schools doing? Solar cladding for walls? Batteries? Self-sustainability? Energy neutral school? Mental health issues? A wellness centre? Consider government funding and value adding.

No further business – meeting closed at 6.00 pm