

Meeting 19/05/2021

Wednesday, May 19, 2021

5.00 pm



Churchlands Senior High School Foundation (Inc)

BOARD MINUTES – 19/05/21




Conference Room, EBM Insurance Brokers, 1162 Hay Street, West Perth



Agenda Item Agenda Items	Description	Supporting Documents
Present:	John Gillon – Chair Alan Bishop (via Zoom) - Member - Board of Management Dudley Elliott – Member - Board of Management Neil Hunt – Member - Board of Management Dr James Kent – Member - Board of Management, Principal CSHS Tracey Galton – Member - Board of Management Damian Quail – Member - Board of Management	
In Attendance	Arlene Thomas – Secretary	
Welcome & Introduction of Tracey Galton & Damian Quail	Tracey Galton - Graduated from Churchlands in 1980 after a very enriching high school experience. My seven children have attended Churchlands with the last two currently in years 8 and 12. I have been actively involved in the P&C, music parents, Alumni and served on the board for six years. Tracey has degrees in education and music, with post- graduate qualifications in educational measurement. For the past 15 years I have worked in large-scale assessment, in population programs like NAPLAN and OLNA. I have been employed in Commonwealth organisations	

(ACARA) and now work at the state level for the School Curriculum and Standards Authority. Tracey's research interest is the implementation of automated essay scoring for marking student writing, which is both fascinating and controversial!
Tracey is very pleased to join the Foundation.

Damian Quail – Provided potted background about himself

- I have lived in the local area since 1980 and recently moved to our new home 800m from CSHS. My wife and I have three kids who will attend CSHS. My eldest daughter starts Year 7 in 2022, so we will be around the school for at least a decade to come ...
- Churchlands Primary- Head Boy and Dux, Year Athletics Champ 1982-1984.
- Churchlands High School - Head Boy 1989 and Year Athletics Champ 1987-1989. Ruckman for the footy team. My three brothers attended as well. Dad was P&C President. My brother was awarded a music scholarship. My eldest brother is now a judge in the District Court/President of the Children's Court.
- UWA Bachelor of Commerce (Honours in Accounting & Finance) and Law degrees.
- Mining and oil and gas lawyer at Freehills for about 4 years and then switched to investment banking for 4 years at Poynton & Partners.
- Ran own law firm for 14 years from the early 2000's.
- Now Partner and Mining/Commercial lawyer at Williams & Hughes – 11 years. Focus on business advice and transactions. I never set foot in Court.
- Main NFP work: I set up the Rotary Club of Crawley Charitable Foundation and was a trustee. I was also on the Board of the WA Mining Club (900 members) from 2015 to 2021. I was Secretary for three years and was elected President for 2019-2020. I also ran the Club's scholarship program for four years. We have given almost 100 scholarships over the years- currently \$10,000 per scholarship.

Apologies	Helena Francis – Media & Marketing Officer	
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 5.10 pm.	
Confirmation of Minutes of Meeting held on 17 Feb 21	Confirmation of minutes – circulated previously – no queries or comments – John moved that the minutes be accepted – carried unanimously.	 CSHS Foundation - Minutes 17 February
Appointment of New Board Members a. Tracey Gralton b. Damian Quail	<p>John Gillon moved that Tracey Gralton be appointed as Board Member for a period of 3 years. Neil Hunt seconded. All in Favour – Carried unanimously.</p> <p>John Gillon moved that Damian Quail be appointed as Board Member for a period of 3 years. Neil Hunt seconded. All in Favour – Carried unanimously.</p>	
Correspondence – In & Out	No correspondence	
Update on Solar Power to Scholarship Project	<p>Report on performance of system since installation completed by Solar Suite Pty Ltd and tabled.</p> <p>John Gillon went through the Report prepared by Paul Foster from Solar Suite. John again declared his interest as the sole beneficial owner of Solar Suite. Paul Foster works for John and is very familiar with the School set up, has spent a lot of time at the School and knows more about Solar than any of us.</p> <p>\$140 000 expected in savings each year which can be put to good use. Good return – should continue for 20-25 years. Report prepared by Paul matches the report tabled by Arlene in terms of solar power generated. Paul has recommended that we wait until the next report before we decide to cash in the LGCs or hold on to it. LGCs to be monitored.</p> <p>Alan Bishop moved that the Foundation recommend to the School that they consider entering into an Agreement with Solar Suite to prepare a quarterly report, including recommendations on annual changes to</p>	 CSHS Solar Performance Report  Churchlands Senior High School Founda:

	<p>Western Power tariffs and the negotiation of bi-annual electricity contracts for \$1500 per quarter. Neil Hunt seconded. John Gillon abstained – all others in favour. Motion carried. Motion to be put to the School for its consideration and approval.</p>	
<p>Music Scholarships</p>	<p>Scholarship Proposals</p> <p>Revised Music Scholarship Application Form – Financial Assistance Category</p> <ul style="list-style-type: none"> At the end of last year, it was agreed that Helena would look into revising the application form. The current form does not have much information to gauge the financial need of the applicant’s family. Form now revised to include information on concession card - parents would need to provide a copy of a valid Centrelink card. The card should be valid at the time of application. The Foundation can get access to the DoE’s GATE Music Application Form through the Music Department. The form would comprise student’s individual statements, activities involved outside of school and student’s interest. The package will also include the primary school report. Revised Form for easy reference attached - copies for Arlene to bring it to the meeting for feedback. <p>Music Scholarship Announcement – bring forward application timeline</p> <ul style="list-style-type: none"> During Nawal’s time, the announcement for the Music Scholarship was made in October and the closing date was in December. By the time we got the applications in, the Board would have met for the year and no time to discuss the applications. This year, Helena is to send out the announcement earlier – around August and set the closing date for October so that the Board can get a chance to review the applications for the financial category at our last meeting in November. <p>John moved that the suggestions made by Helena be approved and implemented. All in favour – carried unanimously.</p>	 <p>Music application form - Revised.pdf</p>  <p>Churchlands Senior High School Founda</p>

Staff Scholarship Program

Document prepared by Hagop Boyadjian AP – HR was tabled and discussed. From the discussion, a query arose on whether the Scholarship money could be used to pay a Semester of HECs fees? It was felt that a staff member undertaking further studying would bring its own rewards and that there would not be support for this money to be used for HECs. However if said staff member was to undertake research to continue that unit, it may have the support of the Committee. Foundation to start with a blank piece of paper – write up a framework that is going to be equitable. Framework needs to be very specific yet flexible - recommendations about what the Scholarships are, how many and how much for each scholarship, who is entitled to apply and the conditions.

Damien who has had experience with Scholarship was invited to give us an account of his experiences.



Promote it as a Foundation Scholarship but managed by a sub- committee of the School Board.

Have a wide range of scholarships to cater for most areas – accept that we are going to be able to cater for all and have specific terms and conditions on which the scholarship is awarded, compiled, administered, monitored and accounted for.

It was felt that the bulk of the scholarships should be for the benefit of students.

Helena has done a lot of research on various leadership programs for students. Damian's experience with the Mining Club Scholarship program to be used by the Foundation. Damian to provide whatever information/documentation he has and to work with Helena on the projects that she has researched and with James on the staff scholarships. Work that Helena has done on her categories to be sent through to Damian.

Neil suggested that perhaps \$20 – 30 000 be kept on hold to cater for opportunities that come up at different times which would be a great opportunity for our students and staff.

Finance	Dudley circulated the Balance Sheet & Profit & Loss Statement – only expenses are bank fees and Scholarships. \$330 249 left in the bank account. \$500 paid to a student who had left the Music Program was refunded by the parent to the Foundation.	 CSHSF - Profit and Loss statement.pdf  CSHSF - Balance sheet.pdf
General Business	One Note for the Foundation to be set up – Tracy, Neil & James already have access. Arlene will arrange for the rest to be given access in time for the next meeting.	
Meeting Closed	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, Chair