

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, 25 May 2023

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

Apologies: **Neil Hunt, Helena Francis**

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, 1 March 2023**

Minutes previously circulated – carried unanimously

5. **Correspondence In and Out**

None.

6. 2023 Music Scholarships

In 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. Process for awarding Music Scholarships Yr 7 to 10, 2024 will commence soon

Update on the Scholarship Procedures and Processes

Shaq Herath was invited to provide a live demonstration of the Scholarship application process. Shaq informed the meeting that he would go through a few slides before the live demonstration. Have been working on this for the last year. Damien had been provided with log on access to test the process. Link placed on the school website under the Foundation tile - Scholarships – Two streams – Staff & Students – anyone with a Churchlands email address can apply – pre qualifying questions before they move to the next screen - remembers your profile – staff and students can go back to their application at a later stage - 9 stages of the application - After each stage, you get a tick or partial tick – qualification, submit initial round of review – undertaken by the subcommittee, each reviewer gives a thumbs up/down, goes to the Principal for review (he has a funding category) – gives the application a thumbs up/down before the final round review – Once the process is completed and the Scholarship application is awarded, applicant will get an automated email – await further instructions. Helena will provide those instructions. Six months later, a follow up email will be sent to the Scholarship recipient for feedback/progress report. Shaq to provide more detail at this stage for the student “please contact your teacher and let them know that you are applying for a scholarship for a project and may seek assistance with the project”.

Students may need to learn to write the application /seek assistance in completing the application. Before a student starts the application maybe have a checklist for student to tick off.

John acknowledged that a lot of work has gone into this – needs a little bit more polishing but the basic structure is there – can improve the process as we go along. Review solely on the application made. No email asking for more information? Not in the brief at this stage. Feedback can be provided – insufficient information provided.

It was recommended that “Grant Sought – to make it clear how much they are asking” be added to the process so it clear as to how much they want.

Timing of applications – leave open the whole time – review when one comes up – discuss and approve them – time constraints to be made clear. Takes only a few minutes to review. Once we see how many applications we get, it will decide how many or how much is approved. Some applications will get No straight away but there may be some applications that we may want to hold on to them and see if they can be funded at a later stage.

Sub Committee – 6 reviewers – All the reviewers must review/consider the application before making the decision – Delegate authority to the Sub Committee - the Foundation will oversee

the funding. Damian thought it would be helpful if the reviewers could see each other's comments.

John requested that if any application for a big amount comes in, that application be circulated to the Board members.

Shaq, Helena, Tracey & Damian commended for their work on this project – been a long slog.

Solar Report prepared by Paul Forster– 1 Nov 2021 to 31 March 2023 - 164,000 reduction in electricity and 26700 of LGCs. And there there's also some other LGC's being applied for to the value between 18 000 and \$30,000, just depending on the market value of the time you're actually trading. Looks roughly in line with what we were expecting. Working well generating funds – use this report to calculate the allocation of funds to the Scholarship Cost Centre.

7. Finances – Dudley apologized for not being present at the last meeting. Accounts circulated earlier in the day. Not a lot of change – less than \$1000 in interest income – paid out 12000 in Scholarships - \$320 000 in the bank account. Term deposits should bring in some income. John to roll over the term deposits when they mature - Damian asked the question if Grants that were approved are shown as a liability in the accounts – Dudley responded that it would be included in the year end reports.

8. General business

Tracey Gralton – annual event/once every two years – Champions Night – Night of Excellence – someone wanted to nominate Cal Bruton as a Champion - he would be the key note speaker – have some music element to it, invite other champions – Variety Night. Sounds goods – finding the right person – people know him as a Basketballer – Churchlands contact is CJ Bruton (son). Do it really well for the first time so people can look forward to this type of event in the future.

None - Meeting closed at 6.15 pm