



SCHOOL BOARD MINUTES – MEETING NO. 3 OF 2021

HELD AT CHURCHLANDS SENIOR HIGH SCHOOL CONFERENCE ROOM ON THURSDAY, 10 JUNE 2021

ATTENDEES: Katherine Sturley (Elected Parent Member and Chair), Dr James Kent (Principal), Dr Genevieve McSporrn (Elected Parent Member), Kris Mainstone (Community Member), Russ Fishwick JP (Community Member), Shaq Herath (Staff Member), Karena Shearing (Staff Member), Jessica Hazeldine (Head Girl), Luke Armstrong (Head Boy) and invited guests Guy Archibald, Kyle Masterton and Kylie Hearle (Minutes). Meeting commenced at 5.30pm.

	ITEM/DECISION	SPEAKER	ACTION/OUTCOME
1.	Apologies		Chris Porteous (P & C Representative), Steve Reynolds (Alumni Representative), Parvina MacKellar (Community Member)
2.	Acceptance of the Minutes		<p>Resolution: That the minutes of the meeting held on the 13 May 2021 be accepted as tabled.</p> <p>Moved: Karena Shearing seconded Shaq Herath. Carried unanimously.</p>
3.	Business arising from Minutes		<ul style="list-style-type: none"> • Student Leadership Presentation - Karena Shearing, Luke Armstrong, Jessica Hazeldine, Guy Archibald and Kyle Masterton <p>Guy Archibald and Kyle Masterton were invited guests to assist with the Student Leadership presentation in relation to progress within the Business Plan.</p> <p>Karena showed a video and spoke about the background of the presentation and is not purely about student leadership positions and the student council, but developing student leadership for all students and developing empowerment and being more accepting of student voice and ideas. Whilst developing the program, Lisa Campbell (Head of Year 9) currently co-facilitates the Student Leadership team and is a key leader along with Karena.</p> <p>Luke Armstrong, Jessica Hazeldine, Guy Archibald and Kyle Masterton all spoke about the many strands of student leadership within Churchlands. The Leadership team will use their learnt skills which will include mentoring other students within the school community. It is seen to be important that the leaders continue building on their skills by attending workshops, events and this year's leadership camp was a great way to start the year.</p>

			<p>The School Board member profiles have been highlighted in the Churchlands Bytes throughout Semester One and possibly in the future that sports/music captains and/or leaders within the school can be promoted to the same effect.</p> <p>A final video was shown how to prepare for different education systems in the future.</p> <p>James advised that this part of the Business Plan is well advanced and exceeded expectation at this point of time in the progress of the plan.</p> <p>Formative assessment and the quality of teaching is driving student agency, curiosity and students setting their targets for their own learning. The next focus will be on "Formative Assessment" with the presenter to be Deborah Hoy (Associate Principal - Administration Systems) and further presentations to be considered after each individual presentation.</p>
4.	Finance Report	James Kent	<ul style="list-style-type: none"> Year to Date Comparative Budget Report - Actual May 2021 and Contributions and Charges Collection Rates as at 31 May April 2021 were tabled for consideration. The Year to Date document summary shows how the school is tracking at the end of May 2021. The revenue is tracking nicely and the expected transfers from the Department with the gateway coming in around August, and additional student fees is expected to be about \$8 million. The rates of collection show that most are close to 60% or slightly over and will continue to build as the year continues. The expenditure is not as high as expected at this time of the year, however this can change quickly and maybe due to a large amount of accounts waiting to be paid. <p>There is a considerable amount of money in the Reserve Accounts however a number of building projects are currently under consideration and others waiting to be completed. The expenditure for these is expected to be approximately \$1.5 million. The financial situation is very healthy with approximately \$5 million in the bank.</p> <p>Russ asked about the budgeted figures and James advised that due to the size of the reports this may not be possible. James will follow up and it may be that two separate documents be supplied, comparing figures is difficult due to the discrepancy of students numbers each year.</p> <ul style="list-style-type: none"> The Funding Agreement for Schools 2021 has been signed by the Chair of the Board and Principal and duly noted.

			<ul style="list-style-type: none"> • A draft copy of the Finance Committee meeting minutes for 3 June was tabled and the P & C has been asked to fund two projects: Blue Tree Project \$1,454 and the Year 11 Children Family Community course babies with two options: five babies and accessories (\$21,555) and three babies and accessories (\$14,625). There is currently an issue of convenience with the provision of the babies as they are usually only available for a short period of time to the school, therefore limiting student usage. It would give approximately 40 students the opportunity and also open availability up to other courses. • The Year 7 to 12 Voluntary Contributions and Charges for 2022 was tabled and recommended by the Finance Committee to the Board for endorsement. <p>James gave an overview of the increases in charges and this is mainly due to a rise in consumables. Some Language courses costs will rise due to requiring a specialist to come into the school to address the students. There has also been a number of new courses added especially general courses in Year 11 and 12. These courses will only run when student numbers are sufficient.</p> <p>The subject selection process will begin shortly and it is a requirement that parents are aware of the costs associated with each course.</p> <p>Resolution: That the Year 7 to 12 Contributions and Charges for 2022 as recommended by the Finance Committee be endorsed.</p> <p>Moved: Genevieve McSporran seconded Russ Fishwick. Carried unanimously.</p>
5.	Correspondence In		Nil
6.	Correspondence Out		Nil
7.	P & C Report		<p><u>P & C Report:</u> The minutes of the P & C meeting held on the 3 May 2021 was tabled for perusal.</p> <p>Congratulations to the P & C for an outstanding Art Exhibition. The next P & C meeting will be held on Monday 14 June.</p>
8.	Student Report	Luke Armstrong & Jessica Hazeldine	<p><u>Student Report:</u> Nothing to report at present due to Year 11 and 12s on exam break for the past two weeks.</p>

9.	Principal's Report	James Kent	<ul style="list-style-type: none">• Attached as an addendum (Principal's Report)• <u>Parking:</u> New parking signage has been erected in Memory Close for P Plated vehicles. All staff are aware of this, however due to students being on exam break at present, it is difficult to see the effect on staff parking. After this period it will become clear as to how big an issue this is. The Department will be doing a Traffic Management Plan and will include traffic flow before and after school, parent pick up zones and recommendations on how to improve this. Acknowledgement has been made that Hale Road can be expected to be blocked at stages throughout the day. They will be looking at the wider community and any person accessing the school, and their route to and from the school. Key briefs will include:<ul style="list-style-type: none">• Increasing bays on site.• How to advise families the most effective way to drop off and pick up to alleviate congestion around the school. The school will continue to promote that students use public transport, ride or walk to school. Russ Fishwick offered to look into possible solutions as he has had some experience in this area with other high schools. <u>Covid-19:</u> There is a possibility that interstate travel may be available in the future. The School Board and P & C will be called upon for their support when the time arrives. This is not expected to happen in 2021. <u>CCTV contract:</u> This has been delayed due to a conflict over the tender process. It is expected that this will be resolved soon, with the hope that the contractor will commence next term. <u>Garden Areas – Landscaping:</u> The Year 7 garden area is still not at tender, however it is expected to be completed by the end of the year. The library garden refurbishment has just commenced and the area around Middle and Senior School Student Services has been completed. Student seating is to be improved and all of the picnic tables around the canteen area will be replaced where required. This will enhance the area visually and research is currently taking place on a more practical sustainable solution to the current wooden picnic tables.
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Solar Panel Project - Scholarships

Part of the project for the first 12 months was to work out the savings for a calendar year (January to December). It is expected that savings will be around \$130,000 to \$140,000 each year and the plan was to use the savings for scholarships for students and staff. The Foundation is currently looking at the scholarship ideas however the school now requires information around rules, guidelines, amounts and how many scholarships. The Foundation will make recommendations to the school and the role of the School Board will be to oversee the scholarships.

Solar Panels Project - Engagement of Consultant:

Performance of the solar panels was discussed and the Foundation has recommended that the Board engage Solar Suite to monitor the solar panels and provide a report every quarter for a two year period. Paul Foster from Solar Suite has been up to this stage, managing the solar panels and tracking how the panels are working and making sure they are being efficient. The cost will be \$1500 every quarter.

General discussion took place and concern was about the costing, however it was thought without expertise in this area it was better to continue with Solar Suite due to their past assistance and knowledge of the amount of solar being generated, and the monitoring of LGCs.

Resolution:

That the school engage Solar Suite for a two year period to monitor the Solar Panels; receiving a report each quarter and tabling for the Board's perusal after each being received. The amount to not exceed \$7,000 for a 12 month period. The Board will then reassess after the two years, with the idea of then going out to market to obtain quotes for future monitoring.

This is an agreement in principle and to be emailed to School Board members for final clarification.

Naming of buildings:

Glenn Robinson at the last meeting provided documentation on the naming of buildings, and what buildings could be named and what would the process be?

Suggestions put forward included:

- Do we just name the concert hall?
- Do we just name the concert hall and individual rooms (instrumental rooms and teaching classrooms)?
- Do we name just name the individual rooms?

It was agreed that there needs to be reasoning behind the naming of rooms/buildings.

Karena thought that there requires rationale about naming buildings and purpose, and the plan for further naming. Documentation would be required along with the profiles on each naming of a building for future reference.

The original suggestion was to recognise the 50th Anniversary of the Music Department at the school and marking this occasion with the naming of the concert hall.

Glenn has suggested a Committee to work on the naming of buildings and they would be responsible to make a recommendation to the School Board. The Committee maybe best to research as to what buildings/rooms could be named. The School Board would need to endorse any recommendation.

The timeline presumed is that the naming of the concert hall/rooms would be in line with the 50th Anniversary of the Music Department and the announcement being made at the main celebration at the Perth Concert Hall.

Points of reference from the School Board include:

- The committee would be expected to survey the wider community and then a set of criteria/guidelines be provided and possibly include a nomination form.
- It was thought that the first process be to understand how and why the other buildings have been named.
- Kylie/James to contact Geoff Parker who is a long standing teacher and Alumni of Churchlands to see what background and processes have occurred with the naming of the other buildings. The information to be brought back to the next meeting.

The Department of Education expects that with the naming of buildings the guidelines will be adhered to.

Vacant position on the Board:

Due to the resignation of Grant Brinklow, there is a vacant parent position on the School Board. Due to the fact that an election will need to take place at the end of the year, it was agreed that this process be held over until then, when it will become necessary to start the election process for three parent members.

10.	Chair's Report	Katherine Sturley	<p><u>Chair Report:</u></p> <ul style="list-style-type: none"> • Katherine thanked James on behalf of the School Board members for the invites to various functions at school. It has created positive feedback and conversations from community members. • Katherine advised that the Chair of the Woodlands Primary School Board had made contact with regard to the traffic congestion. They are concerned about the lack of parking and the impact on the community. Further discussions will most likely be entered into in the near future. • Karena advised that a timeline for the Blue Tree Project event taking place on Thursday 24 June will be emailed to Board Members and the P & C.
11.		Steve Reynolds	<p><u>Alumni Report:</u></p> <p>Nil.</p>
12.	Meeting closed		Meeting closed at 7.38pm
13.	Next Meeting		5.30pm - 12 August 2021