



## SCHOOL BOARD MINUTES – MEETING NO. 5 OF 2021

**HELD AT CHURCHLANDS SENIOR HIGH SCHOOL CONFERENCE ROOM ON THURSDAY, 12 AUGUST 2021**

**ATTENDEES:** Katherine Sturley (Elected Parent Member and Chair), Dr James Kent (Principal), Steve Reynolds (Alumni Representative), Dr Genevieve McSparran (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), Deborah Hoy (Associate Principal - Administration Systems - invited guest/presenter) and Kylie Hearle (Minutes). Meeting commenced at 5.30pm.

	ITEM/DECISION	SPEAKER	ACTION/OUTCOME
1.	Apologies		Parvina MacKellar (Community Member), Chris Porteous (P & C Representative) waiting for screening renewal to be processed.
2.	Acceptance of the Minutes		<b>Resolution:</b> That the minutes of the meeting held on the 10 June 2021 be accepted as tabled. <b>Moved:</b> Russ Fishwick JP seconded Shaq Herath. <b>Carried unanimously.</b>
3.	Business arising from Minutes		<ul style="list-style-type: none"> <li>• <b>Professional Learning and Formative Assessment Presentation - Deborah Hoy (Associate Principal)</b></li> </ul> <p>Deborah gave a synopsis of the Teaching and Learning practices at Churchlands SHS. Dr Kym Tan is the Teaching and Learning Coordinator and Dr Tan runs and develops the ChArT Ideas and ChArT Thinking courses. Churchlands SHS also provides an Instructional Intelligence Master Class and is run for 10 days over a two year period.</p> <p>The Churchlands SHS Business Plan includes the focus area of High Quality Teaching and, within this promotes assessment for learning (formative assessment) over grading (summative assessment). There are a lot of strategies that are within these areas.</p>

Target areas are:

- Improve Teacher's perception of their collective teacher efficacy
- Promote assessment for learning over assessment for grading
- Teachers access Professional Learning (PL) appropriate to their teaching and learning needs.

The focus for this year is formative assessment. Formative assessment is a range of activities undertaken by teachers and/or students which provide information to be used during the learning process to improve student attainment and guide the teaching and learning in which they are engaged. Promotion is taking place with all stakeholders, including parents, teachers and students. The idea is to develop a common understanding and language around assessment for learning based on researcher, Dylan William's five formative assessment strategies:

- Clarifying, sharing and understanding learning intentions and criteria for success
- Eliciting evidence of learning
- Providing feedback that moves the learner forward
- Activating learning as instructional resources for each other
- Activating learners as owners of their own learning.

Summative assessment is a method of evaluation performed at the end of a unit that allows a teacher to measure a student's understanding, typically against standardized criteria. The purpose of this is to gauge students' comprehension of the material presented at the end of a particular unit of work and is usually measured with a grade or percentage.

- Open Meeting - 9 September 2021

The theme for the Open Meeting be around examples of Formative Assessment with an invitation being extended to two teachers to provide their story/conversations about their class' experiences. Deborah and Karena to consult with the two teachers.

- Solar Panels Project - Engagement of Consultant

Email forwarded to members Wednesday 30 June for members' agreement or comments. The resolution was passed as below:

**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 be \$12,000 ex-GST over the two year 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.

Discussion took place on the resolution and at the deadline the majority of the Board members were in agreement, the resolution stands. The relationship between Solar Suite is long standing and they have continued to work in the best interest of the school. In consideration of this, James will give feedback to the Foundation about the competitiveness of the quote and request the scope of works. James will advise that the school would like to reassess after the completion of one year.

- Naming School Buildings

A document was tabled for consideration by members. Naming of the buildings in alignment with the 50th Anniversary of the Music Program is considered to be a significant milestone and it is thought that it is appropriate for the school to consider naming either the concert hall and/or music instrumental teaching rooms. The naming could be announced at the celebration concert at the Perth Concert Hall in Term 2, 2022.

A committee will be formed with the purpose to:

- Canvass nominations
- Checking on the character of the nominees and
- Recommending the name of the building, room or space to the Principal.

			<p>The composition of the committee will be at least five people and include the Principal, as well as representation from:</p> <ul style="list-style-type: none"> <li>• P&amp;C</li> <li>• Alumni and/or Board Member</li> <li>• Head of Music</li> <li>• School representative</li> <li>• Tracey Gralton (long standing member of the MPC/P&amp;C/School Board/Alumni)</li> <li>• Geoff Parker (past teacher for many years and also involved with the Alumni)</li> </ul> <p>Criteria should be around:</p> <ul style="list-style-type: none"> <li>• Connection to Churchlands SHS</li> <li>• Impressive stature in the music industry (including teaching)</li> <li>• Blemish free past</li> <li>• Likelihood of having a blemish free future.</li> </ul> <p>Department of Education guidelines also are required to be adhered to.</p> <p>After lengthy discussion it was agreed the committee should now be formed and after due diligence, recommendations will be taken to the school executive team and then be brought back to the School Board for consideration.</p>
4.	Finance Report	James Kent	<ul style="list-style-type: none"> <li>• Contributions and Charges Collection Rates as at 31 July 2021 were tabled and the figures for Overall School Course Optional Charges and Subject Charges for Year 7 to 12 currently stand at 72.38% of collection compared to 2020 percentage of 60.80%. The Subject Charges Collection Rate for Years 11 and 12 including Education Program Allowance is 73.29%, with 2020 being 60.48%. Contributions and Charges collections rates are tracking well in terms of fee collection across all areas.</li> <li>• The Comparative Budget Report as at 31 July 2021 was tabled for consideration and discussed with most areas of the revenue being where it is expected at this stage of the year. Some money is expected in the next gateway (late August/September) from the Department. The expenditure is down from the expected amount, however it is expected that this will rise with learning areas ordering text books and equipment.</li> </ul>

			<ul style="list-style-type: none"> <li>• The building programs expenditure has been progressing and the CCTV installation program has started. The F Block garden is currently going to tender and will cost approximately \$300 000. A number of class rooms have been renovated and these costs will be taken from the Building Reserve Accounts.</li> <li>• There are a number of other projects planned and should be completed by the end of the year, however it is expected that an allocation will be made to reserve accounts as a backup. The school is in a very healthy financial position.</li> <li>• The next Finance Committee meeting is 26 August.</li> </ul>
5.	Correspondence In		Nil
6.	Correspondence Out		Nil
7.	Alumni Report	Steve Reynolds	<p><u>Alumni Report:</u> Steve advised that there will be a meeting next week. The main agenda items will be:</p> <ul style="list-style-type: none"> <li>• Annual morning tea for the year celebrating their 50th Anniversary</li> <li>• Two other years having big year anniversary celebrations</li> <li>• 60th Anniversary of the school in 2022</li> <li>• 50th Anniversary of the Music Department in 2022</li> <li>• Naming of the Concert Hall and/or instrumental rooms</li> <li>• Participation in the Open Day to be held in December 2022.</li> </ul>
8.	P & C Report		<p><u>P &amp; C Report:</u> Karena advised that the last meeting was held via zoom and worked well. Main topics were:</p> <ul style="list-style-type: none"> <li>• Churchlands Day</li> <li>• Fathering project</li> <li>• P&amp;C Conference (two students will be speaking at the statewide conference).</li> </ul> <p>The next meeting will be held in the Choral Room and will also be accessible via zoom. Assistance may be required to help parents in setting up zoom.</p>

9.	Student Report	Luke Armstrong & Jessica Hazeldine	<p><u>Student Report:</u> The Student Report was tabled and spoken to by Luke and Jessica:</p> <ul style="list-style-type: none"> <li>• The Blue Tree project was very successful, with the stalls raising \$1 500 for the ZONTA Foundation.</li> <li>• The full school assembly held on Friday 30 July included recognition of students across the areas of academic, sporting and cultural performance as well as community service.</li> <li>• Suggestion - to have a mid-assembly stretch considering that students are sitting for some time,</li> <li>• Jessica mentioned that could the national anthem be changed to include that everyone stands and also be involved in the singing. Discussion to be made with the Music Department.</li> <li>• Vaping in the toilets has been an issue and currently being addressed by staff. James advised that an information email had been sent to parents outlining the school's stance.</li> <li>• Sports carnivals have been held in the last few weeks with all students enjoying great sportsmanship and fun.</li> <li>• Some students have banded together to support a music teacher who has leukaemia. They have raised over \$5 500 and are having their hair shaved to raise further funds.</li> </ul>
10.	Principal's Report	James Kent	<ul style="list-style-type: none"> <li>• Attached as an addendum (Principal's Report).</li> <li>• <u>Parking</u> Parking has continued to be an issue, and in particular with complaints now being received about small accidents particularly in Memory Close. This is due to there being no flow of traffic and minimal sight. Lucca Street/Hale Road and Memory Close are experiencing greater congestion. It is expected that the traffic report will be presented in the near future for consultation.</li> <li>• <u>Covid-19</u> Focus and planning is around ensuring Year 12 students complete their courses and are able to sit the exams at the end of the year.</li> <li>• <u>Reporting to Parents</u> Parents will be surveyed in Term 3 about the reporting process, and to seek opinions on what information they wish to know.</li> </ul>

		Genevieve McSporran	<ul style="list-style-type: none"> <li>• <u>Subject Selection</u> This is an important process as we generate our timetables for 2022. Parents and students do their choice via SSO (Subject Selection Online) and the school offers appointments for parents and students who need to discuss options. It is important for students to choose wisely as it can be an issue with availability or choice if they wish to change.</li> </ul> <p>In conjunction with course choices for 2022, consideration is then given to staff requirements. A number of staff positions are currently being advertised.</p> <p>Genevieve provided feedback from parents and students that they were pleased to see James' presence in the playground. Many students had also commented on having had conversations with him.</p>
11.	Chair's Report	Katherine Sturley	<p><u>Chair Report:</u> Katherine had made contact with the Chair of the Board at Shenton College and hopes to do the same with Bob Hawke College to share knowledge and experiences.</p>
12.	General Business		<p><u>Open Meeting - 9 September:</u> The meeting to be advertised as per the Terms of Reference to parents as well as being placed in the 'Churchlands Bytes'. To be also be placed on social media. The meeting will run as normal and parents are observers only. RSVPs to be requested on the invite and any parents can make contact with the Principal about the agenda. The role of the Board's function is reiterated in the agenda. The normal avenue for a parent to raise any concerns is through the P&amp;C.</p>
13.	Meeting closed		Meeting closed at 7.37pm
14.	Next Meeting		5.30pm - 9 September 2021 (Open Meeting)