



CHURCHLANDS SENIOR HIGH SCHOOL

An Independent Public School

SCHOOL BOARD MINUTES – MEETING NO. 3

HELD IN THE CONFERENCE ROOM ON THURSDAY, 18 May 2023

ATTENDEES: Katherine Sturley (Chair and Community Member), Neil Hunt (Principal), Dr Genevieve McSporrán (Elected Parent Member and Vice Chair), Nandita Naroth (P&C Representative), Louise Williams (Elected Parent Member), Russ Fishwick JP (Community Member), Kris Mainstone (Community Member), Hagop Boyadjian (Staff Member), Nicola Archibald (School Captain), Ava Nasiri-Zahed (School Captain) and Kylie Hearle (Minutes). Meeting commenced at 5.30pm.

AGENDA ITEM NO.	ITEM/DECISION	SPEAKER	ACTION/OUTCOME
1.	Apologies		Kym Lucchesi (Staff Member), Matt Turnbull (Elected Parent Member)
2.	Acceptance of the Minutes		Resolution: That the minutes of the meeting held on the 30 March 2023 be accepted as tabled. Moved: Louise Williams seconded Nandita Naroth. Carried unanimously.
3.	Business arising from Minutes		Nil.
4.	Finance Report	Neil Hunt	The following documents were tabled for consideration: <u>One Line Budget</u> Neil gave an overview of the One Line Budget which the Department had approved according to the census data. The school will be spending some additional funds to get the school ovals up to standard and will seek advice from a turf consultant. <u>Contributions and Charges Collection Rates</u> These collection rates are similar to previous years at this stage of the year. Past figures for comparison will be shown on future documents. The "Win your fees back" has occurred with winners notified.

			<p><u>Finance Committee Member - School Board representative:</u> Due to Parvina's resignation, Nandita kindly offered to be the School Board's representative on the school's Finance Committee - thank you.</p> <p>Neil had no concerns around the finances, and all is anticipated at this stage of the year. It is hoped to build some extra finances into the General Reserve Accounts. Faculty Reserves are healthy which assists in providing replacements like buying new text books, etc.</p>
5.	Correspondence In		<p>Email from Parvina MacKellar resigning from the Board.</p> <p>Discussion took place on the make up of the School Board and if any further skill sets are required to enhance the already experienced member base. It was decided there is no requirement at this stage to co-opt a new member.</p>
6.	Correspondence Out		<ul style="list-style-type: none"> • Letter to the Alumni thanking them for their written report, and happy to continue with this process until a member can attend. • Letter to Andre Bourgault du Coudray for his part in the fantastic Jazz Twilight Concert held earlier in the year. • Letter of appreciation to Parvina for the three years she has served on the School Board as a Community Member and also for her tenure as the board's representative on the Finance Committee.
7.	Principal's Report	Neil Hunt	<p><u>Principal's Report (attached as an addendum):</u></p> <p><u>Incident at school:</u> Neil had received support from many parents on how the school managed the situation. This is in regard to the recent incident which was displayed on the front page of The West Australian. The school's main aim is the wellbeing of staff and students and to provide support for any person that requires it. A communication email had been sent to parents. The school followed the Department's policy and procedures.</p> <p>It was suggested that the school continues to keep the communication line open and check in with the lower year groups through House Coordinators, Heads of Year, Psychologists, Chaplains in reminding support is always available.</p> <p><u>Statement of Expectation:</u> The document from the Department was tabled for perusal and requires a signature by the Principal and Chair of the Board. This will be done and forwarded back to the Director General.</p>

			<p><u>Critical Incident Policy:</u> The policy was tabled for discussion and is mainly around emergency situations. The school has a business continuity plan for the IT systems within the school and also for staffing. The Department has a business continuity plan/emergency management plan for severe situations.</p> <p>Neil believes that the policy/plan covers what the school requires, and further additions/work will take place on the document.</p> <p><u>Prohibited Substances Policy:</u> This document was tabled and changes suggested were:</p> <ul style="list-style-type: none"> • Drug terminology (changed to prohibited substance/s). • Policy Scope 2.0 - (change to Churchlands SHS is committed to promoting a holistic attitude towards wellbeing through a healthy lifestyle inclusive of diet, exercise and sleep). • 4.2. (influence of a prohibited substance when identified, parents will be informed). • 4.3. (In some cases where there is denial, to alleviate suspicion the parent may provide medical evidence). <p>Resolution: That with the changes suggested that the policy be endorsed.</p> <p>Moved: Genevieve McSporran, seconded Russ Fishwick JP. Carried.</p>
8.	P & C Report	Nandita Naroth	<p>Nandita reported on the recent P&C meeting, and advised that Melanie Mettam (Chaplain) had attended the meeting. Melanie gave a presentation on the part Chaplains play at the school, which was very well received by those present. The Chaplaincy program is supported by the YouthCare Program and sponsored by three church organisations and is non-denominational. The P&C has continued to support the Chaplaincy program with \$35,000 to YouthCare.</p> <p>The P&C has agreed to contribute \$250,000 towards the landscaping project to enhance the façade at the front of the school (which includes providing a lit pathway from Memory Close to the Taryn Fiebig Concert Hall).</p> <p>The Art Exhibition will take place on the weekend of the 26-28 May with over 300 pieces of artwork being displayed. This is the 20th Anniversary of the Art Exhibition at Churchlands SHS.</p>

			The number of parents attending the meetings have dropped and it would be great to see more people attend. The Churchlands Bytes advertises the meeting dates and a number of notations have been shared about the important role the P&C plays.
9.	Chair Report	Katherine Sturley	<p>It was agreed that the School Board would acknowledge the staff for their continued and ongoing support and the Board continues to recognise the important part they play each and every day of the school year.</p> <p>Katherine encourages the School Board members to continue to lead by:</p> <ul style="list-style-type: none"> • Model the way - Find your voice by clarifying your personal values; Set examples by aligning with shared values. • Inspire a shared vision - Envision the future by imagining exciting and enabling possibilities; Enlist others in a common vision by appealing to aspirations. • Challenge the process - Search for opportunities by seeking innovative ways to change, grow and improve; Experiment and take risks by constantly generating small wins and learning from mistakes. • Enabling others to act - Foster collaboration by promoting cooperative goals and building trust; Strengthen others by sharing power and discretion. • Encourage the heart - Recognise contributions by showing appreciation for individual excellence; Celebrate the values and victories by creating a spirit of community. <p>Neil would like Katherine's feedback on the school's Business Plan, and how it does from this new leadership paradigm.</p>
10.	Alumni Report		The AGM will be held on the 30 May 2023. At present there is nothing to report since the last meeting. The date for the Year 13 Sundowner has been confirmed as Friday 24 November in the Taryn Fiebig Concert Hall. We would expect that there will be a report for the June meeting.
1.	Schools Captain's Report	Nicola Archibald & Ava Nasiri-Zahed	<p><u>The Push-Up Challenge:</u></p> <p>The link became live today and the aim is to raise \$6000 (now at \$1,798). The link will be forwarded to the Alumni/Churchlands Bytes/Staff/Parents/Social media. Currently have 23 teams and 100 participants and the hope to grow further.</p> <p>It can be changed to sit ups/squats, or whatever exercise you prefer - the goal is 3,144 from 1-23 June, there is the option that half the amount can be done over the 23 days.</p> <p>The focus is on student participation and to promote the positive wellbeing message. Possibly community service hours could be attributed to \$\$ raised by students - discussion would need to take place with Mrs Kolodij.</p>

		<p>Ava and Nicky spoke about the Year 12 work load prior to the upcoming exams. It is a difficult time due to the amount of work that needs to be covered in the curriculum, however it is understood that it is a School Curriculum and Standards Authority requirement. Whilst they understand they may not be able to change the workload they would like teachers to be aware of the stress and pressure around this time. Hagop is happy to have a discussion about this and can take their views to other staff members for consideration.</p> <p>Better preparation in Year 10 would give students a better insight into what is expected in Year 11 and 12. Possibly information sessions could be provided by Year 12 students to Year 10s to provide them with the skills to prepare themselves for Year 11. Exams in Year 10 are usually 60 minutes long and do not prepare for the 2 1/2 hour or 3 hour exams in Year 11.</p> <p>With early offers now available, and look like staying into the future, it was thought that all students going into Year 11 should be aware of the importance of this year.</p> <p>An informal presentation evening could likely assist with a Year 12 student from each faculty area giving insight knowledge and also the ability to answer questions.</p>
12.	General Business	<ul style="list-style-type: none"> • Year 12 Presentation evening has now been changed to the 25 October, due to the cancellation of the venue on the previous date. This date is now prior to the WACE exams. The concern is mainly due to communication to parents of the change of date and venue and in particular now that it is on a week day. • A video on a Formative Assessment Initiative from Kym Lucchesi was shown. Formative assessment is an important tool around assessment and research is showing that having a different tool enables and assists the students to learn and improve outcomes. Kym is seeking interested people to be involved in a parent group, please share with any contacts and email Kym: klucchesi@churchlands.wa.edu.au <p>Professional Development days have a session on formative assessment and facilitate new styles of learning, upskill staff and develop ways within each faculty to be part of the learning program across all year levels.</p> <p>The idea around this is so that parents are able to use the information that the student is receiving to assist them better.</p> <p>Nandita would like this information to be shared with the P&C and it would be appreciated if Kym could also present, if possible to the P&C group.</p>

			<ul style="list-style-type: none"> • Genevieve shared information about the Uni-Ready courses which included Certificates III and IV in health courses. These courses were through Health Sciences Hub and feedback was that students found it was a good transition between school and university. • Hagop showed the plans for the STEM building. The building is not connected to the buildings around it and has a slanted roof mainly due to the large trees within close vicinity. There will be two rooms connected by a sub divider, plus an area for printers and a separate area for collaborative learning. Additionally storage areas are provided on each side of the building. <p>Plans will need to be signed off and the hope is to go to tender in August/September 2023. Approximately 50 students attend most Monday afternoons so will be utilised well. The transportables will be removed around mid Term 4 2023, and likely the building will be available for full use at the beginning of 2025. This project will be funded by the Department of Education.</p>
13.	Meeting closed		7.15pm
14.	Next Meeting		Thursday 15 June 2023