



CHURCHLANDS SENIOR HIGH SCHOOL

An Independent Public School

SCHOOL BOARD MINUTES – MEETING NO. 7

HELD IN THE CONFERENCE ROOM ON THURSDAY, 2 NOVEMBER 2023

ATTENDEES: Dr Genevieve McSporran (Chair and Elected Parent Member), Neil Hunt (Principal), Louise Williams (Elected Parent Member), Matt Turnbull (Elected Parent Member), Kris Mainstone (Community Member), Kym Lucchesi (Staff Member) Hagop Boyadjian (Staff Member), Pashel Hollands (Invited guest) and Kylie Hearle (Minutes). Meeting commenced at 5.30pm.

AGENDA ITEM NO.	ITEM/DECISION	SPEAKER	ACTION/OUTCOME
1.	Apologies and Welcome		Geoff Lummis (Alumni Representative), Russ Fishwick JP (Community Member) and Nandita Naroth (P&C Representative) Pashel Hollands (Academic Extension Program Teaching and Learning Coordinator)
2.	Acceptance of the Minutes		Resolution: That the minutes of the meeting held on the 7 September 2023 be accepted as tabled. Moved: Kym Lucchesi seconded Hagop Boyadjian. Carried unanimously.
3.	Business arising from Minutes		<ul style="list-style-type: none">GATE Approach - Genevieve had sent an email with the previous correspondence to the Minister's office requesting a meeting. A meeting is to be set up with a Senior Policy member of the Minister's Office and a Department of Education representative. Genevieve and a parent member will attend the meeting to discuss the importance of Churchlands SHS obtaining GATE academic status. The specific feeling is the quality of GATE music students is dropping due to the inability of being able to offer the same academic pursuit. Time will be set aside to discuss strategies for those attending the meeting.

			<ul style="list-style-type: none"> The Student Behaviour and Good Standing Policy which was to be reviewed after 12 months (from 24 November 2022 meeting). The previous meeting 7 September 2023, discussion took place on consultation with the community and it was suggested that feedback be sought when the policy is finalised. To be presented to the next meeting. The Professional Development days for 2024 considered at the 7 September meeting with a resolution subject to consultation with staff had been adhered to and now placed on the 2024 calendar. An update on the invoicing process with Nandita Naroith (School Board representative on the Finance Committee) will be placed on the agenda for 30 November meeting.
4.	Finance Report		<p>The following documents are attached for consideration:</p> <ul style="list-style-type: none"> <u>Contributions and Charges Collection Rates as at 24 October 2023</u> Varying rates of parent payments are shown throughout the collection rates, with the voluntary rates for Year 7 to 10 being down 58% in 2023 (64% in 2022), Year 11 to 12 is similar. <p>The Subject Charges collection rates with overall figures being over 90% compared to 81% in 2022. Extra cost options (swimming pool, library, chaplains, etc) is well down on 2022, however the total overall collection rates is as expected.</p> <p>It is of concern that we are unable to get the voluntary charges paid, and this may be due to a number of factors including the current economy.</p> <ul style="list-style-type: none"> <u>One Line Budget 24 October 2023</u> The Department of Education's One Line Budget, dated 23 September show the salaries is as expected, with the goods and services amount anticipated to leave around \$750,000 at the end of 2023. The finances are tracking reasonably well.
5.	Correspondence In		Nil
6.	Correspondence Out		Letters to School Captains thanking them for their contribution to the School Board and school community.
7.	P&C Report	Neil Hunt	<p><u>P&C Report:</u></p> <ul style="list-style-type: none"> Neil advised that the P&C are in a good position and it is expected that there will be some personnel retiring from the P&C in the near future. They are currently advertising, promoting and seeking new members to fill these roles.

			<ul style="list-style-type: none"> The P&C are in a good position financially to assist with financing new projects in 2024. The P&C are contributing around \$750,000 to the landscaping project at the front of the school which will commence over the school holiday period.
8.	Chair Report	Genevieve McSporran	<p><u>Chair Report:</u> Genevieve congratulated the school on the very successful Year 12 Presentation Ceremony held on the 25 October at HBF Stadium.</p> <p>Genevieve has made connection with a lawyer who could be considered as a community member if the School Board were looking to add another member. Neil advised that possibly this person could be considered as a guest speaker for the Breakfast Club.</p>
9.	Alumni Report	Genevieve McSporran	<p><u>Alumni Report:</u> The report was tabled for discussion and Geoff advised that another successful 50th reunion was held on the 18 October. Geoff thanked in particular:</p> <ul style="list-style-type: none"> Tracey Gralton, Robyn Overstone, Kaye Pratt, Lee Hockley, Geoff Parker, Rod Buckenara, Helena Francis, Neil Hunt and staff for their ongoing support. To everyone who was involved in the catering, food and drinks. For the impressive educational infrastructure that is only matched by the wonderful staff. To the music students and their teachers for their impressive performance during the reunion event.
		Kris Mainstone	<p>Kris advised that his graduating class recently celebrated their 30 year reunion which was held at the Hillarys Boat Harbour with about 80 attending out of approximately 200 students.</p>
10.	Principal's Report	Neil Hunt	<p><u>Principal's Report (attached as an addendum):</u></p> <p><u>Academic Extension Program Draft Policy:</u> Pashel Hollands (AEP Teaching and Learning Coordinator) spoke to the draft policy which has been put together to ensure that procedures are in place for fairness and to assist staff with the required direction of the program. This is an internal document to aid staff however is also a tool that can assist parents understanding the school's process.</p> <p>An overview was given on policy document including:</p> <ul style="list-style-type: none"> Staff commitment to the students in the program and identifying the most suitable students Selection process - commences in Year 6 with students completing the HAST test Definitions - streams, checklists, underachievement and twice exceptionality

- Procedures - initial entry and late entry into the program, lateral intake, along with wishes to leave the program and behaviour.

General discussion took place and some wording will be changed to delete "learning" when used with disability or should be "disability or other challenge".

Resolution

That the draft policy as tabled for Student Entry Into and Exit from the Academic Extension Program be endorsed with the minor wording changes.

Moved Hagop Boyadjian seconded Neil Hunt. **Carried unanimously.**

Thanks to Pashel for his presentation and for the comprehensive policy.

HASS Tour to Sydney and Canberra - Week 10 of Term 3:

This was very successful, and it is hoped to run this tour annually however consultation needs to happen around when the Music Tours are scheduled.

Structure/Timetable of the school day:

Surveys were completed by staff, students and parents with the new start and finish time, moved form to the start of the day and the lunch break to after period 4. We also created two equal breaks of 25 minutes. 90% of those that completed the surveys agreed to the timetable changes.

At the Staff Conference today it was agreed that the breaks should be changed to 30 minutes for Break 1 and 20 minutes for Break 2. This would create better timings for staff and aid with extra time for faculty meetings and PE activities.

Resolution:

That the structure of the day remains the same as in 2023 and the changes suggested with the variation that it be 30 minutes/20 minutes in the breaks now become Churchlands Senior High School's daily timetable for the next three years.

Moved: Neil Hunt, seconded Hagop Boyadjian. **Carried unanimously.**

Planned works:

- Gates are to be installed at the Physical Education car park to alleviate congestion and to make this a safe area. These gates will only be shut during school hours.
- The front entrance to the school has gone to tender and the aim is to have the project fully completed over the holidays.

			<ul style="list-style-type: none"> Improvements to the canteen to enable students' faster access to food and drink areas and will improve movement with two points of entry and exit. It is also hoped to also have this completed during the school holidays. <p><u>Toilets:</u> There continues to be significant issues with student toilets caused by a small number of students. This includes almost daily graffiti, vaping and smoking. This is a concern as younger students feel unsafe during the designated breaks, thus wanting to use toilets during class time.</p> <p>After discussion at the Staff Conference the aim is to come up with processes/ideas to ensure the safety of all students with some ideas to be trialed in 2024.</p> <p>This is not only a Churchlands issue, other schools are experiencing the same issue. Other schools will be contacted to see how they are dealing with this problem.</p>
11.	General Business		<p><u>Christmas Dinner:</u> After the 30 November meeting, a venue will be sought for Christmas dinner.</p> <p><u>Staffing for 2024:</u> Neil advised that a Level 3 Teacher will be appointed to oversee the management of the Learning Support team.</p> <p>Other staffing processes have commenced and further appointments will be made as required.</p>
12.	Meeting closed		6.50pm
13.	Next Meeting		Thursday 30 November 2023