



SCHOOL BOARD MINUTES – MEETING NO. 1 OF 2021

HELD AT CHURCHLANDS SENIOR HIGH SCHOOL CONFERENCE ROOM ON THURSDAY, 25 FEBRUARY 2021

ATTENDEES: Tracey Gralton (Alumni Representative and Chair), Dr James Kent (Principal), Chris Porteous (P & C Representative), Katherine Sturley (Elected Parent Member), Dr Genevieve McSparran (Elected Parent Member), Jane Hegarty (Staff Member), Shaq Herath (Staff Member), Steve Reynolds (Alumni Representative), Kris Mainstone (Community Member), Parvina MacKellar (Community Member), Russ Fishwick JP (Community Member), Jessica Hazeldine (Head Girl), Luke Armstrong (Head Boy), Paul Housley (Associate Principal - Senior Secondary School - invited guest) and Kylie Hearle (Minutes). Meeting commenced at 5.30pm.

AGENDA ITEM NO.	ITEM/DECISION	SPEAKER	ACTION/OUTCOME
1.	Welcome	Tracey Gralton	Tracey welcomed all School Board members to the first meeting of 2021. Congratulations to Dr James Kent and the Board members very much welcome you to Churchlands and look forward to working with you closely in 2021 and beyond. Thank you to Paul Housley for being a capable and thoughtful Principal and leader for Semester Two of 2020. Welcome also to Jessica and Luke as Head Girl and Head Boy for 2021.
2.	Apologies		Grant Brinklouw (Elected Parent Member)
3.	Year 12 in 2020 Exit Data	Paul Housley - Associate Principal Senior Secondary School	<p>Paul showed a PowerPoint presentation on the 2020 Year students exit data:</p> <ul style="list-style-type: none"> • There was a concern about the effect COVID-19 would have on the Year 12 results, however the students did very well. There will be some areas where the data is different because of the way universities dealt with their own entry method. • Over all of the School Curriculum and Standards Authority awards Churchlands SHS were rated fourth. • Churchlands SHS had the largest Year 12 ATAR population in the state and received a Median ATAR of 85.9 (84.85 in 2019). Churchlands was 22nd in the state (25th in 2019) and sixth best government school (sixth in 2019). • Congratulations to the 2020 Dux Award winners from Churchlands: ATAR Dux - Samantha Mayes and VET Dux - Zoe Colmer.

- The School Curriculum and Standards Authority looks at the percentage of students at the school who achieved a combined course score in the top 15% of students in that course and included:
Earth and Environmental Science**
EALD**
Geography
Health Studies**
Music**
Philosophy and Ethics
**have appeared in this list over the last four years.
- The Authority Awards received from Churchlands students (and where Churchlands received fourth in the State):
Subject Certificates of Excellence x 8 (top 0.5% in the state for that subject)
Certificates of Distinction x 36
Certificates of Merit x 76
- Five students received 99+ ATAR and 49 students received 95+ ATAR.
- WACE means graduation and receiving the WACE Certificate and a requirement is to pass OLNA. In 2020 Churchlands received 96% (96% in 2019 and 98% in 2018). In comparison to other schools (89% in 2020, 88.3% in 2019 and 88.6% in 2018).
- Attainment a measurement used by the Department - where students receive a Certificate II or higher and/or an ATAR of 55 or higher. Churchlands received 99% (98% in 2019 and 98% in 2018). Other government schools received (96% in 2020, 95% in 2019 and 95.6% in 2018).
- ATARs over 70 in 2020 received by 231 students (88%), 2019 received by 223 students (83%) and 2018 received by 210 students (83%).
- ATAR participation in 2020 (more realistic % of students participating in ATAR over the last four years);
63% in 2020
67% in 2019
71% in 2018
68% in 2017
80% in 2016
77% in 2015
78% in 2014
76% in 2013
The spread of ATAR results in 2020 was 263 students gained an ATAR (268 in 2019).
- The school/TAFE offers Certificates I, II or III and Certificate IV was added in 2020. 264 students out of 419 completed at least one Unit of Competence (63%). Of these 264 students, 263 of them completed a Certificate II or higher. This is 99.6%, an excellent result built on strong leadership and the work of the dedicated staff in the VET area.

			<ul style="list-style-type: none"> Offers to the four WA universities (Curtin 79, ECU 15, Murdoch 4 and UWA 52). When considering the significant number of early offers on top of this, Notre Dame and interstate universities, our Year 12 students did very well. Clearly we are continuing to meet the needs and aspirations of most of the students. <p>Thank you to Paul for the very thorough presentation and information. Tracey reminded members that this is a part of the Board's role to review the school's performance and aims as per the Business Plan.</p>
4.	Acceptance of the Minutes		<p>Resolution: That the minutes of the meeting held on the 26 November 2020 be accepted as tabled. Moved: Tracey Gralton, seconded Shaq Herath. Carried unanimously.</p>
5.	Business arising from Minutes	Paul Housley	<p><u>Churchlands SHS Public School Review report December 2020</u> The report on the School Review is available on the school's website. Paul spoke to the process that occurred which was an exhaustive process and he was very proud of the exemplary comments received. Paul thanked all the staff and stakeholders involved for their time, commitment and dedication to the process and the school.</p> <p>James and Tracey thanked Paul for his leadership and actions during the process and inspiring everyone involved for the school to receive such outstanding praise.</p>
6.	Finance Report	James Kent	<p>The Preliminary Student Centred Funding Statement 19 February 2021 is attached for consideration:</p> <p>James spoke to the census and the Student Centred Funding model and how student numbers affects the amount of money the Department provides to the school to operate. The first meeting of the Finance Committee for 2021 will be held on the 18 March. At the next meeting the fully furnished cash and staffing budget will be provided. From then onwards, reviews will take place each month, with James providing details on expenditure figures throughout the year. Any feedback is welcomed.</p> <p>James showed figures on the Student Centred Funding and explained how a large school can be affected. There are other categories the Department will fund which includes; disability, aboriginality, EALD and social disadvantage and this funding goes directly to students. James gave further explanation about targeted initiatives which involves many programs, including GATE music.</p> <p>When the Finance Committee meets it will endorse the expected budget and then will be presented to the Board for ratification.</p> <p>Further general discussion took place including reserve accounts, terrific P & C support and the high percentage of Contributions and Charges received.</p>

7.	Correspondence In		<p>Letter from Stephen Baxter re the School Review.</p> <p>Email from Grant Brinklow - Elected Parent Member - Tendering his resignation from the Churchlands SHS Board effective from this meeting. Grant thanked the Board and school for giving him the opportunity to serve as an elected parent member.</p>
8.	Correspondence Out		Nil.
9.	Principal's Report	James Kent	<ul style="list-style-type: none"> • Attached as an addendum (Principal's Report) <p><u>Covid-19 Lockdown:</u> The first week back after lockdown was very successful and congratulations to all students and staff for fulfilling the requirements of wearing masks.</p> <p><u>Full School Assembly:</u> The full school assembly was very successful and was a disappointment that parents could not be invited due to the two square metre requirement. It was great to see so many students receiving academic achievement awards.</p> <p><u>Building works:</u> The CCTV project has not yet been completed and James is pushing this with Building Works and Maintenance to ensure the quality meets the required standard. The landscaping project has now been put back to November due to the lack of area for students to access.</p> <p><u>Electronic newsletters:</u> The school is looking at changing the term glossy newsletters to electronic - these are distributed at the end of each term. Discussion took place about the advantages/disadvantages and further thought and consultation needs to take place before a decision is made. Possibly an opt in/out option be given.</p> <p><u>Statement of Expectation 2021 - 2024 (tabled):</u> This Statement of Expectation replaces the previous Performance and Delivery Agreement. This is presented to the Board and it is a requirement that the Chair of the Board and Principal sign the document and be kept on file. It covers the areas of the school that we need to be mindful of. It is aligned very heavily towards the six domains covered in the School Review. Please if Board members can peruse the document and bring any feedback to the next Board meeting, and then the formalities can be completed.</p>

10.	Chair's Report	Tracey Gralton	<ul style="list-style-type: none"> Attached as an addendum (Chair's Report) <p>James and Tracey had met last week and spoke how the School Board is very open to change and very willing to build new relationships and to engage in new plans. Tracey believes the Board has operated extremely well during 2020. Losing John Gillon as a long serving Chair, Neil moving to Central Office, welcoming three new Community members, Covid-19 and the role of being involved in selecting a new principal has been utmost in the Board's mind.</p> <p>Tracey's feels that there are plenty of opportunities available with planning and will include the school's 60th Anniversary in 2022. Raising visibility of the Board is important and of all things that are being created to enhance the school and community.</p> <p>Tracey attended Churchlands SHS as a student and has been involved in the school in many forums since then and has been honoured and proud to be part of the school community. Tracey thanked everyone involved particularly in the last six months during her time as Chair.</p>
11.	General Business	Chris Porteous	<p><u>P & C Report:</u> Chris advised the AGM was held on Monday 15 February so no new business was covered. Chris has retained his position as the P & C representative on the School Board. Almost all positions on the P & C Committee have been filled and the Committee is looking forward to welcoming new Year 7 parent to the meetings.</p>
12.		Steve Reynolds	<p><u>Alumni Report:</u> Steve spoke to his 40th reunion this year and looking forward to see how the school can assist.</p> <p>These functions are very popular now and seen to be a great format with morning tea in the Concert Hall, a tour of the school, music entertainment provided by current students, along with students and staff welcoming the alumnus members.</p> <p>The 50th reunion of the Music program is being planned along with the 60th reunion of the school in 2022 (1962).</p> <p>The Year 13 event (2019 Year 12 students) was held in December 2020 and was well attended including a number of current staff members. It was a very enjoyable event.</p>
13.		Luke Armstrong & Jessica Hazeldine	<p><u>Student Report:</u> Attached as an addendum (Student Report)</p> <p>Luke and Jessica spoke to their report and in particular the leadership camp to Rottneest in the January holidays. The student leadership team gave the students the opportunity to be involved in team building activities with discussion taking place on the qualities required to be a student leader. It was enjoyed by students and staff</p>

			<p>alike and was considered very successful. It is hoped that due to the positive feedback and success that it can become an annual event.</p> <p>Luke thanked the P & C for their financial contribution to make this event happen.</p> <p>Jessica spoke to the start of the school year. The Year 7s have integrated well and in particular all students had adhered to wearing masks during their first week back. The first Student Council meeting had occurred with many ideas being planned and will be presented in due course.</p> <p>Tracey thanked Luke and Jessica and advised that the Board always values their input, and their voice representing the students is important to all.</p>
14.		<p>James Kent</p> <p>Tracey Galton</p>	<ul style="list-style-type: none"> • <u>Community and Engagement Program:</u> The Family and Community Engagement Committee is currently profiling the School Board for inclusion in the Churchlands Bytes. Thank you to all members for their nominations and information will be provided to members to assist them with the process. • <u>Churchlands SHS Business Plan 2020-2022</u> Board members are encouraged to take time to read the School Business Plan and become involved in the process. James at the next meeting would like to look at the Annual Report and start making links back to see how we are tracking against the Business Plan. Progress would then continue throughout the year and invitations be extended to staff involved to make presentations to the Board. Planning is currently being looked at for longer terms (five year) and also mid (three year). <p><u>School Policies:</u> A student diary has been provided to each member and includes the various school policies. The idea is to look at these over some time and any feedback is welcomed. We also need to promote our vision and values through the documents we produce.</p> <p><u>Staff Representation on the School Board:</u> Two staff representatives will be named prior to the next meeting for a two year term.</p> <p>Tracey thanked Jane and presented a bouquet of flowers for her ten year commitment and dedication to the Board. Jane has brought a strong teaching, educational and Arts perspective to the Board along with years of teaching experience.</p>

15.	Election	Tracey Gralton Katherine Sturley James Kent	<p><u>Election process:</u></p> <ul style="list-style-type: none"> ○ <u>Chair:</u> Tracey called for nominations for the Chair of the School Board. Katherine Sturley was elected unopposed and duly elected. ○ Vice Chair: Genevieve McSporrان was elected unopposed and duly elected. ○ Finance Committee Member: Chris Porteous has represented the School Board on the Finance Committee for the past two years. <p>Tracey nominated Chris Porteous and was elected unopposed and duly elected to continue as the Board representative on the Finance Committee.</p> <p>Katherine thanked Tracey for being Chair of the Board since June 2020 and for her incredible work, leadership and guidance during this time. Tracey was presented with a bouquet of flowers not only for being Chair but for her many years of contribution to the school.</p> <p><u>50th Reunion of Music Program and 60th Reunion of Churchlands SHS:</u> James advised that the Family and Community Engagement group have already started preparations in readiness for these milestones. There are discussions around an Open Day model and the organisational group will be invited to attend a Board meeting to discuss coordination of events. The Alumni will be involved and in the past have supplied large displays of archive photos and documents.</p> <p><u>School Board member induction:</u> An Introduction package will be supplied to new members when all information is to hand.</p>
16.	Meeting closed		Meeting closed at 7.45pm
17.	Next Meeting		5.30pm - 25 March 2021