



SCHOOL BOARD MINUTES – MEETING NO. 2 OF 2021

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

ATTENDEES: Katherine Sturley (Elected Parent Member and Chair), Dr James Kent (Principal), Dr Genevieve McSporrان (Elected Parent Member), Kris Mainstone (Community Member), Parvina MacKellar (Community Member), Russ Fishwick JP (Community Member), Shaq Herath (Staff Member), Karena Shearing (Staff Member), Jessica Hazeldine (Head Girl), Luke Armstrong (Head Boy) and Kylie Hearle (Minutes). Meeting commenced at 5.32pm.

AGENDA ITEM NO.	ITEM/DECISION	SPEAKER	ACTION/OUTCOME
1.	Welcome	Katherine Sturley	Katherine welcomed all members to her first meeting as Chair of the Churchlands SHS Board. A round the table introduction took place including each individual's connection to Churchlands SHS and community and the reason for serving on the Board.
2.	Apologies		Steve Reynolds (Alumni Representative), Chris Porteous (P & C Representative)
3.	Acceptance of the Minutes		Resolution: That the minutes of the meeting held on the 25 February 2021 be accepted as tabled. Moved: Russ Fishwick, Parvina MacKellar seconded. Carried unanimously.
4.	Business arising from Minutes		<u>Statement of Expectation 2021 - 2024:</u> This was discussed at the last meeting and due to no comments being received, it will therefore be signed by the Principal and Chair of the Board and forwarded to the Director General.
5.	Finance Report	James Kent	The documents tabled included: <ul style="list-style-type: none"> • One Line Budget Statement for 2021 • Draft Finance Meeting minutes from 18 March 2021 with One Line Budget Statement presented to the Finance Committee

			<p>James gave an overview of the current one Line budget statement including the Student Centred Funding, other income and expenditure as it stands today. The funding from the Department was only received last Thursday and this will assist the school in building the final document which will be presented to the Board for ratification.</p> <p>The Solar Panel project will significantly save the school outgoings, however at this stage it is hard to measure the size of the saving. It will take approximately 12 months to find out a reliable figure. The school will then be able to transfer the savings towards scholarships for students and staff. A review of the performance of the solar panels is currently being undertaken and to ensure they are working as they should.</p> <p>Investigation is taking place on scholarships for students and what criteria should be used. Staff options for scholarships and staff acknowledgement will also take place and the Board will be involved in making the decision on amounts for the three separate areas.</p> <p>The Chart of the Accounts will be presented to the next meeting.</p> <p>Discussion took place around the Student Centred Funding model and the impact it has on schools with large enrolment numbers, including the requirement to have large class sizes, split classes and the impact on the workload for staff.</p> <p>The Finance Committee met on the 18 March and the draft minutes were tabled and items discussed at this meeting were:</p> <ol style="list-style-type: none"> 1. 2020 Collection Rates were very healthy despite COVID-19. 2. Comparative budget for 2020 was discussed with \$4.6 million in the bank. 3. Cost Centre budgets were allocated at 70% and the remaining is subject to the collection of fees. 4. Minor work applications were perused and some were approved by the school and others were forwarded to the P & C for approval or a decision. <p>The members of the Board agreed and endorsed the draft One Line Budget statement tabled and dated the 18 March.</p>
6.	Correspondence In		Nil.
7.	Correspondence Out		<ul style="list-style-type: none"> • Letter to Grant Brinklow thanking him for his contribution to the Board during his time as an elected parent member. • Letter to Jane Hegarty thanking her for representing the staff on the Board for 10 years.

8.	Principal's Report	James Kent	<ul style="list-style-type: none">Attached as an addendum (Principal's Report) <p><u>Interschool Swimming Carnival:</u> Churchlands SHS came second in the A Grade Swimming Carnival showing great depth with the team finishing extremely well in the relays.</p> <p><u>School Grounds Projects:</u> Power, lighting and projector availability needs to be included in the Year 7 Area (between F Block and the Library) project as it is a great venue and in particular for musical items. Provision needs to include access for emergency vehicles. The plan is to be finalised by early April and then to tender for the appointment of the builder. The project will not commence until mid November after the Year 11 and 12 students leave.</p> <p>Preliminary design suggestions have been discussed in regard to lighting along Lucca Street to assist with accessibility to the Concert Hall and Administration. Further signage needs to be added and all other signage requires upgrading.</p> <p>Shaq suggested that gates around the school should be labelled with a number to assist in finding specific locations, possibly adding digital signage and the ability to access power, and would be great for advertising future functions, etc. Shaq would be able to assist with wifi coverage.</p> <p><u>CCTV project:</u> Looking to have in place and fully operational by the end of April and will cover the whole school.</p> <p><u>50th Anniversary of the Churchlands SHS Music School:</u> The Perth Concert Hall has been booked for a Musical Extravaganza for the 27 June 2022. The Board will be involved and will need to consider special guests and dignitaries to invite. Mr Glenn Robinson is planning performances by school bands, choirs and orchestras.</p> <p>A request from the Music Department has been received to consider a name for the Churchlands Concert Hall. There is a process to be undertaken and a Committee would need to be set up to consider this.</p> <p><u>60th Anniversary of Churchlands SHS:</u> A celebration Open Day is being planned and currently being looked at by the Family and Community Engagement Committee. A practice Open Day is also being planned for December 2021. The Alumni would be involved with displays and exhibitions.</p>
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Annual Report:

The draft Annual Report was tabled and perused by members. The Annual Report will be finalised next week and then be advertised on the Churchlands SHS website and Schools Online. Board members are requested to read the document and bring any feedback to the May meeting for consideration for next year's report.

Business Plan:

The Business Plan was tabled to see if it is tracking as it should. It is important to be able to provide data to back up the strategies and reports. Identification is taking place in any areas of concern and are currently being addressed.

James would like the School Board to consider a target in the Business Plan, and then James will either provide a spokesperson to speak to the target or table documentation. If each member can please prioritise their top three for discussion at the next meeting.

Parvina queried about the mentoring system for younger students. Possibly the students create the surveys, so it is about what they see as being important rather than staff creating them.

- Composition of the Board:

James spoke to the Churchlands SHS Board's Terms of Reference which currently does not include the composition of how the Board is made up. This will be updated each year so it meets compliance with the Department of Education.

It was agreed that item 6.5 (below) from the Model Terms of Reference be added as an addendum to the Churchlands SHS Terms of Reference:

6.5 The composition of the council will be:

- i. insert a number members of the general community;
- ii. insert a number staff of the school in addition to the principal;
- iii. insert a number parents;
- iv. A member of another association of the school referred to in **SEA s.149** in relation to the school or group of schools that the school belongs (**SER r.107(1)(b)(i)(ii)(iii)(iv)**) and
- v. (additional paragraph for secondary schools - delete if not relevant) insert number students over 15 years of age.

9.	Chair's Report	Katherine Sturley	<ul style="list-style-type: none"> Attached as an addendum (Chair's Report) <p><u>Leadership:</u> It is important to ensure the board has time to discuss and understand the items tabled for each meeting. Board members are requested to bring any ideas forward for discussion at any stage. The Board aims to continue to grow its profile in the community, build relationships and "Aim High" in whatever we are involved in.</p> <p><u>Change of Meeting Date:</u> Katherine requested that the meeting scheduled for December 2 be changed to Thursday 25 November.</p> <p>It was resolved that the meeting be changed to Thursday 25 November at 5.30pm. Carried unanimously.</p>
10.	General Business	James Kent	<p><u>P & C Report:</u> James in Chris' absence gave a quick overview of the meeting and specifically about the applications for funding which were covered in the Finance Committee meeting minutes. Leah Anthony made a presentation to the meeting about environmental issues.</p>
11.		Steve Reynolds	<p><u>Alumni Report:</u> Nil.</p>
12.		Luke Armstrong & Jessica Hazeldine	<p><u>Student Report:</u> Attached as an addendum.</p> <p>Luke advised that students were working towards being on target academically even though losing week one because of COVID-19. Jessica spoke to conferences they had intended however thought the group leadership conferences were better suited to the leadership group. The Town of Vincent is holding a workshop for leaders and will assist in developing further skills, initiatives and relationships.</p> <p>The Student Council has had many discussions about the use of Form class and would like to see it used differently, either by changing the time in the day or what the time is used for. The Form class teacher usually will be with that group of students from Year 7 to 12 for four days of the week for a ten minute period 12.30pm to 12.40pm. The use of Form is used to take attendance, distribution of notices and general discussion about what is happening around the school. Ten minutes may not be enough time considering it can take some time to get to that class depending where students are on the school grounds. Discussion took place on how it could be used differently and any suggestions are welcome from staff and the student body. The student body will continue to look into an appropriate model and will report back when finalised.</p>

			<p>The Student Council would like to see the Cafe next to Technologies named after Mr Neil Hunt and Mr John Gillon (possibly Hunt & Gillon Café). As it is unnamed, students thought it would be a good idea to say thank you for everything they had done for the school. The School Board is supportive of this occurring.</p> <p>A cake stall was held during the Parent Teacher interviews today and \$1200 was raised to assist those affected by the recent bushfires. Congratulations to all the students and staff involved.</p>
13.		Other	<p><u>Open Meeting date for 2021:</u> It was agreed that the advertised Open Meeting for 2021 be held on the 9 September. To attract parents to attend, possibly a presentation could be made with the notification. Any suggestions are welcome.</p>
14.	Meeting closed		Meeting closed at 7.30pm
15.	Next Meeting		5.30pm - 13 May 2021