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**SCHOOL BOARD MINUTES – MEETING NO. 2 OF 2020**

**HELD VIA ZOOM ON THURSDAY, 26 MARCH 2020**

**ATTENDEES:** John Gillon (Community Member and Chair), Neil Hunt (Principal), Tracey Gralton (Alumni Representative), Chris Porteous (P & C Representative), Grant Brinklow (Elected Parent Member), Katherine Sturley (Elected Parent Member), Jane Hegarty (Staff Member), Shaq Herath (Staff Member), Thomas Noordzy (Head Boy), Zahra Amos (Head Girl), Karena Shearing (Associate Principal - Junior School) and Kylie Hearle (Minutes). Meeting commenced at 5.30 pm.

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| **AGENDA ITEM NO.** | **ITEM/DECISION** | **SPEAKER** | **ACTION/OUTCOME** |
|  | Apologies | John Gillon | Grant Brinklow (Elected Parent Member) |
| 2. | Acceptance of the Minutes |  | **Resolution:**  That the minutes of the meeting held on the 27 February 2020 be accepted as tabled.  **Moved**: Tracey Gralton, seconded Thomas Noordzy . **Carried unanimously.** |
| 3. | Business arising from Minutes |  | Nil. |
| 4. | Finance Report | Neil Hunt | No financial documents are available for consideration for this meeting. Documentation will be presented to the Finance Committee which is scheduled to meet on Thursday 2 April 2020 and then be tabled at the 28 May Board meeting.    It will be a balanced budget with a surplus, and with students being absent for a significant amount of time there will be considerable savings in maintenance, utilities and cleaning supplies and the second half of the year will also be aided by the electricity savings due to the solar panels kicking in. It is hoped the surplus will be larger than currently expected.  When the One Line Budget information is available it will be shared with the Board. |
| 5. | Correspondence In |  | Nil. |
| 6. | Correspondence Out |  | John had forwarded a letter to the Director General of Finance in connection with BMW re the Solar Panel Project. A meeting is to be held next Tuesday morning and John and Tracy will attend. John will report back to the Board. |
| 7. | Principal's Report | Neil Hunt | * + No written report was provided and Neil gave a verbal report which included:     Coronavirus:  Coronavirus documentation was tabled and was current as at Wednesday 25 March at 1.00pm. Another update was give today and includes:     * + *From Monday, 30 March to Friday, 3 April all children who attend school will be taught as normal however parents are encouraged to keep their children at home.*   + *The following week (6 to 9 April) teachers and education assistants will prepare teacher programs for Term 2.*   + *During this time (6 to 9 April), students who attend school will be supervised.*      * + Churchlands SHS from Monday, 30 March some faculty areas will be trialling online platforms with the classes so that students at home can participate in the timetabled classes externally.   + Individual teachers will communicate this with parents/caregivers and students.   + We will continue to provide parents/caregivers with regular updates.     Prior to this announcement the whole school had seen a dramatic drop in attendance numbers with absenteeism approaching 65% and is consistent across the state.    The focus over the past two weeks has been in communicating to parents and teachers. It has always been the aim to prepare for online learning and Shaq and the IT team have been setting up a range of programs so that teachers are able to communicate with students. The team have been assisting and supporting teachers with the setting up the various platforms and resources and these will be put into practice next week. The school is very confident that at the beginning of Term 2 we will have a very good online learning program.    Staff numbers have also been affected with 37 staff members absent today and there has been emphasis on ensuring that teachers' wellbeing is a priority. Their absence is due to many reasons including family members that may be at risk and the school is fully supportive of their decisions.    Shaq advised that approximately 36 students across all year levels do not have access to internet or have a computer. A number of laptops have been donated which is welcomed and contact is being made to those students and parents who don't have these resources. The priority is to help support them the best the school can, and will aid those without this ability with homework packages.    Jane made comment that the IT Department has been absolutely fantastic during the past few weeks and their support to the school community has been first class.    Tracey thought that the P & C may be able to supply financial support to assist wherever possible.    The Term 1 newsletter will include the Principal's Report and includes how the world has changed, and includes what has occurred over the past few weeks, his gratitude to the leadership staff, teaching and support staff. There are many unanswered questions and these will be addressed when possible.    2019 Annual Report:  The deadline has changed however the Annual Report will be placed on the website prior to the end of term. It is report that takes considerable time to put together and many staff have had input into the report which is much appreciated.    **Resolution:** That the Annual Report as tabled in draft form be approved by the Board and subject to the inclusion of the financial information and proof reading. The final document to be circulated to John and Neil for final sign off.    **Moved:** John Gillon, seconded Tracey Gralton. **Carried unanimously.**    Churchlands SHS Business Plan 2020-2022:  The Business Plan will assist in forming the operational plan and provide strategies to look at the external online platform.    **Resolution:** That the Business Plan 2020-2022 be adopted as tabled.    **Moved:** John Gillon, seconded Shaq Herath. **Carried unanimously.** |
| 8. | General Business | John Gillon | Churchlands Foundation:  John attended the Year 7 BBQ which was held on Thursday 12 March. The attendance was about quarter in comparison to previous years and two music scholarships were awarded worth $4,500 each and now makes 10 scholarships in total that the Foundation has funded.    Neil advised the Solar Panel Project installers were on the last roof (HASS building) however the noise was an issue and work needs to happen before 9.00am and after 3.15pm. This pushes the timeframe out. The system should become live in May. |
| 9. |  | Chris Porteous | P & C Report:  The P & C meeting was held via Zoom on Monday and the committee places had now been filled with Kate Sinfield continuing as President, Tracey Gralton - Vice President, Shirley Godfrey - Treasurer and a new Secretary.    Fundraising will not meet the amounts reached in past years due to the cancellation of fundraising events.  New protocols have been put in place for the Uniform Shop.  Discussions took place around the Music Tour and with refunds for the Music Tour uniforms that have already been ordered. |
| 10. |  | Tracey Gralton | Alumni Report:  No business to report on for the next couple of months, however the 50th Year Anniversary and Year 13 events are still planned. |
| 11. |  | Thomas Noordzy and Zahra Amos | Head Boy and Head Girl Report:   * Zahra and Thomas reported that the World Vision Day had already been postponed and the 'stand against violence" meeting organised with Hale School students had also been postponed until later in the year. * Year 11 and 12 students are worried about grades, how will testing take place, etc. Neil advised that the online learning platform will be of great benefit. Assessments have all been closed down for Term One. SCSA is looking at all options and how long the shutdown lasts for, and is important for everyone to keep working and use all the online opportunities available. * Year 12s were very excited to get their Leavers Jackets this week. |
| 12. |  | Tracey Gralton | Tracey asked about security issues and strategies for the online approach.  Neil advised that Karena Shearing (Associate Principal - Junior School) and Shaq Herath (Board member and IT Manager) would be preparing guidelines for teachers first.  Shaq mentioned that Karena/Kym Tan/Shaq are working on staff first and then Karena along with Kim Hudson as the response team will form a document to go out to parents and students. Students expectations are to be put in place.    Students will be given the opportunity to explore video conferencing and there is the expectation for parents to be responsible, guide, check and follow up on their child's progress and actions.    Shaq requested that if Thomas and Zahra has representatives of all students to let the IT Department know if they encounter any issues.    Karena encouraged Thomas and Zahra to continue to operate in their role as leaders of the school, although externally, to provide and support the Student Council and students. Thomas and Mr Chapman have discussed how this could be made possible to share information, inspire and add positives to keep up student moral. This could be shared through SEQTA. |
| 13. | Meeting closed |  | Meeting closed at 6.30pm. |
| 14. | Next Meeting |  | Thursday 28 May 2020 |