



## SCHOOL BOARD MINUTES – MEETING NO. 8 OF 2020

### HELD AT UNIVERSITY HOUSE ON THURSDAY, 26 NOVEMBER 2020

**ATTENDEES:** Tracey Gralton (Alumni Representative and Chair), Paul Housley (Principal), Chris Porteous (P & C Representative), Katherine Sturley (Elected Parent Member), Genevieve McSparran (Elected Parent Member), Jane Hegarty (Staff Member), Shaq Herath (Staff Member), Kris Mainstone (Community Member), Parvina MacKellar (Community Member), Russ Fishwick JP (Community Member) and Kylie Hearle (Minutes). Meeting commenced at 6.00pm.

AGENDA ITEM NO.	ITEM/DECISION	SPEAKER	ACTION/OUTCOME
1.	Apologies		Grant Brinklow (Elected Parent Member)
2.	Acceptance of the Minutes		<p><b>Resolution:</b> That the minutes of the meeting held on the 29 October 2020 be accepted as tabled.</p> <p><b>Moved:</b> Russ Fishwick, seconded Jane Hegarty. <b>Carried unanimously.</b></p>
3.	Business arising from Minutes		Nil.
4.	Finance Report	Paul Housley	<p>The following documents are attached for consideration:</p> <ul style="list-style-type: none"> <li>• School Board Finance Report as at 30 October 2020</li> <li>• Contributions and Charges Collection Rates as at 30 October 2020 The gaps in the collection rates has now closed considerably. The Voluntary Collection Rates for Years 7 to 10 has now risen to 63.18% from 58.15% at the end of August. The collection rate at the same time in 2019 was 70.69%.</li> </ul> <p>It has been pleasing to see a rise in collection rates in the past two weeks due to reminders being sent. In most cases the difference in comparison range from between 5% to 7% down from 2019 figures.</p>

5.	Correspondence In		Nil.
6.	Correspondence Out		Letter of thanks to Thomas Noordzy and Zahra Amos
7.	Principal's Report	Paul Housley	<ul style="list-style-type: none"> <li>• Attached as an addendum (Principal's Report)</li> </ul> <p><u>Professional Development Days 2021:</u> Further consultation with staff and the Senior Leadership team has occurred and the School Ball date has been moved forward by one week to avoid a clash with the Interschool Swimming Carnival.</p> <p><b>Resolution:</b> That the Professional Development days for 2021 be:</p> <p>Friday 12 March Thursday 27 May Wednesday 8 September</p> <p>Along with the mandated days of Thursday 27 January, Friday 28 January and Friday 17 December. <b>Moved:</b> Tracey Galton, seconded Katherine Sturley. <b>Carried unanimously.</b></p> <p><u>Facility Upgrades:</u> The Science roof replacement program is almost complete, however the air conditioning needs to be replaced and a date is yet to be confirmed to finalise the project.</p> <p><u>Landscaping Project:</u> Has been given approval but needs final permission from Building Management Works (Department of Finance). The costing is a maximum of \$254,000 and is expected to be less than \$240,000. The Department of Education has contributed \$180,000 and therefore the school will cover approximately \$60,000. The aim is to have the projected completed over the summer break.</p> <p><u>CCTV:</u> Discussions have continued around the installation of CCTV. The exact details have not been provided therefore the project has been halted. More consideration will be required and the hope is that in 2021 it will transpire further.</p>

			<p><u>ESAT School Review:</u> The review data has been submitted including the online information around the six domains. A visit will occur on Friday 4 December and a team of parents, community members and staff will be in attendance. The review is to evaluate how the school is going and the key component is "Relationships and Partnerships". It is about being effective as well as planning for the future. The Churchlands Alumni and Foundation are unique to the school and members of these organisations are to be part of the proceedings.</p> <p>Genevieve spoke to the new information evening format held for the incoming Year 7 students and thought it was a great initiative and had an inclusive community atmosphere.</p>
8.	Chair's Report	Tracey Gralton	<ul style="list-style-type: none"> <li>Attached as an addendum (Chair's Report)</li> </ul> <p><u>Principal Selection Process:</u> Tracey thanked Katherine for representing the School Board on the selection panel. Thanks also to Chris for making himself available if required. Tracy addressed the panel prior to the shortlisting and conveyed the values document developed and endorsed by the Board. The panel also thanked the Board for their participation in the process.</p> <p><u>Board Chair for 2021:</u> Tracey will stand down from the Board Chair position at the first meeting, therefore an election will take place at this meeting. Members are requested to consider this and as per the Terms of Reference is for a two year term.</p> <p><u>Functions of the Board:</u> Tracey reiterated the Board's role as per the Terms of Reference. The School Board has a representative on the Finance Committee and this is seen to be valuable assurance which is reported back to the Board. It was felt that Churchlands SHS is well equipped to cover any drop in the amount of Contributions and Charges received. Possibly the finance documentation provided in 2021 be at the discretion of the incoming Principal.</p>
9.	General Business	Chris Porteous	<p><u>P &amp; C Report:</u> The next meeting is to be held on Monday 30 November and an item for funding of a 'Leadership Camp' was raised at the Finance Committee this morning and will be presented to the P &amp; C. This will be addressed at the meeting and considered to be a very worthwhile project and may need to work out an alternative method of communication to make this happen.</p>

10.		Tracey Gralton	<u>Alumni Report:</u> A Year 13 Sundowner will happen tomorrow, Friday 27 November with approximately 60 to attend.
11.		Other	School Board meeting dates for 2021 where provided for members diaries.  Last meeting for Jane Hegarty and Shaq Herath as Staff members, with an election to take place early in 2021. Tracey thanked Jane and Shaq for their contribution to the Board, and especially to Jane for her contribution over the past nine years.  <u>Community and Engagement Program:</u> School Board members were asked to put their names forward to have their profile appear in the 'Churchlands Bytes' in Term One of 2021. Tracey Gralton and Kris Mainstone will have their profiles appear in the first edition of 2021 and other members' profiles to follow. The information will be forwarded to members to assist them with the process.
12.	Meeting closed		Meeting closed at 6.50 pm
13.	Next Meeting		Thursday 25 February 2021