

**SCHOOL BOARD MINUTES – MEETING NO. 3 OF 2020**

**HELD IN THE CONFERENCE ROOM ON THURSDAY, 28 MAY 2020**

**ATTENDEES:** John Gillon (Community Member and Chair), Neil Hunt (Principal), Tracey Gralton (Alumni Representative), Grant Brinklow (Elected Parent Member), Katherine Sturley (Elected Parent Member), Shaq Herath (Staff Member), Thomas Noordzy (Head Boy), Zahra Amos (Head Girl) 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 | Jane Hegarty, Chris Porteous |
| 2. | Acceptance of the Minutes |  | **Resolution:**  That the minutes of the meeting held on the 26 March 2020 be accepted as tabled.  **Moved**: John Gillon, seconded Tracey Gralton. **Carried unanimously.** |
| 3. | Business arising from Minutes | John Gillon | School Board Effectiveness Surveys attached for discussion:  John had looked at the surveys and the only negative concern was in relation to discussing policies. Maybe one policy topic discussion per meeting could be discussed. In the past it has been that policies are brought to the Board when a change is to be made or being initiated.  John encouraged all members that if they have any concerns that they raise it at a meeting or discuss with the Chair. |
| 4. | Finance Report | Neil Hunt | The following documents were attached for consideration:     * Minutes of the Finance Committee meeting held on 2 April 2020. One Line budget documents attached which were approved by the Finance Committee and requires a resolution.      * One Line Budget - Income * Projected Expenditure * Salaries 2020 * Finance Report as at 30 April 2020 * Contributions and Charges Collection Rates as at 30 April 2020   In Chris’s absence, Neil spoke to the minutes of the Finance Committee minutes and gave an overview of the One Line Budget, including Income, Expenditure and Salaries.  John enquired about the effect of Covid 19 on teaching staff absences and Neil was able to say that staff absences were very minimal with three staff away at the start of Term Two, then two and now only one, with that teacher returning next Monday.  Katherine asked about if adjustments had been made to the One Line Budget in relation to excursions and Covid 19 with Neil responding that many areas remain unknown at this stage. Faculties still receive the same amount of money, however costs relating to excursions are normally funded by parents. All excursions that have not occurred or to happen have been refunded or are in the process of happening. With the Utilities budget it is hoped that the school may save some money with the Solar Panel Project kicking in shortly, however there have been more substantial costs around cleaning even after the Department providing extra funding.  Shaq enquired about the operation and maintenance of the school and who is responsible for the costs. Neil advised that the Department had provided $195,556 to manage the faults around the school and anything under $4,500 the school is responsible for. Any items above $4,500 receives a call out and is paid by Building Works and Management. Routine maintenance comes from the Facilities Managers account, e.g. yearly check on electrical tagging, gutter cleaning which occur during the holiday periods.  The Solar Panel Project software will show any faults within the system and there is a substantial warranty period and any issues the contractors will be called upon to repair. The panels installed should remain fairly clean due to them being away from treed areas but will collect dust, and the rain will assist with keeping them clean. They will degrade slightly over time. The panels installed are the type that if one panel goes down, this will not affect the rest of the block.  Neil advised the Finance Report is a summary of the Income and Expenditure for the first four months of the year. The Bank Balance shows at the end of April an amount of $4.8 million in the bank and income is about $1m above expenditure which is about normal until the next gateway payment is received.  John asked about the budget and the expenditure carried forward and Neil spoke about how this occurs with savings made through relief staffing strategies and this amount comes back the following year in cash. Some of the project costs were not large amounts so some saving has been made there as well. It is highly unlikely that major projects like the swimming pool could be funded by the school alone in the future.  John thought that the Board could review in what the strategy is with regard to expenditure, do we spend as we get it or proportion the amount to smaller projects. Neil advised the first priority was to spend on the grounds (Year 7 area which was agreed as the first priority by the School Grounds Development Committee). The school is hoping this will be funded through different avenues including the P & C Building Fund, Department and school funds.  The Finance Committee had approved some applications for funding and were forwarded to the P & C who agreed to fund and was approximately $10,000. A small number of other projects has been funded by the school. The main item was to endorse the Income and Expenditure of the budget.  **Resolution:**  That the One Line Budget approved by the Finance Committee be adopted as tabled.  **Moved**: John Gillon, seconded Katherine Sturley. Carried unanimously.  The Funding Agreement has been signed, noted and acknowledged. |
| 5. | Correspondence In |  | Letter from Sean L'Estrange MLA asking how the school is going and welcomes contact if he can assist with any issues.  "Without Prejudice" letter from BMW addressing the correspondence forwarded to them recently about the solar project and the length of time it has taken for the completion of the Solar Panel Project. BMW assigned two people to address the situation and Tracey and John had correspondence and a telephone conference relating to this. BMW has proposed and recommended to the Department that their fees of $54,183 be waived and refunded to the school.    John recommends that the school accepts the proposal that the Education Department waive the fees. This has been discussed and endorsed at the last Churchlands Foundation meeting.  **Resolution:**  That the “without prejudice” proposal set out in the letter from BMW be accepted.    **Moved:** John Gillon, seconded by Tracey Gralton. **Carried unanimously.**    John advised that he will resign from the School Board when the Solar Panel Project is complete and this is expected to be within two weeks and therefore this will be his last meeting. Tracey as the Vice Chair will stand in as Chair for a short period. This has been communicated to the Alumni database. The Nominations Committee will consist of Tracey, Neil and Chris and that they look at possible candidates for a community member/s which would be co-opted member/s. John thought that at the end of the year it would be an appropriate time at looking at the Chair position.  Discussion took place on representation on the Board and what skill set the School Board was looking for, and how to move forward including a parent replacement for Justin Forbes who resigned at the beginning of the year.  It was agreed that an election be conducted for a parent elected member for the time left of the three year term (until the end of 2021) and this to happen as soon as possible. |
| 6. | Correspondence Out |  | Nil. |
| 7. | Principal's Report | Neil Hunt | * + Attached as an addendum (Principal's Report):     Major works:  Part of the $900,000 funding has been allocated to:   * + Old Science lecture theatre converted into a new Science room.   + The old toilets upstairs near the Technology area gutted and everything now new.   + The roof restructure near Science to stop water and leaves falling onto the walkway.   With these amounting to approximately $320,000. The pool upgrade has cost close to $600,000 and includes brand new toilets and changerooms and the plant room area has been upgraded along with electrical heating being installed to replace the gas heating.  Security Camera upgrade:  Additional security cameras are being installed and will go from 36 to 116 and costing approximately $180,000. These will go online and will be able to be centrally managed.  Additional items discussed include:   * + The return to school for Term Two and the high attendance rate   + The running of Senior School exams in Week 6 and 7   + WACE exams will run as normal and as advertised   + OLNA (Online Literacy and Numeracy Assessment) normally done in Year 10 if students did not reach Band 8 in NAPLAN which is completed in Year 9. Due to NAPLAN being cancelled in 2020, Year 9 students will be given the opportunity to do OLNA whilst in Year 9. Any student who met the writing standard in Year 7 NAPLAN will not be required to do this component in Year 9 but will be required to do the numeracy and reading components. Schools have the ability to opt in or out.   + Research project DETECT will be completing a questionnaire and this will be for staff, students and parents. There is more work to be done on the management of the project and will be rolled out as soon as all the necessary steps have been worked out.   + The feel about the return to school in the first week of Term One was good and the general thought was that students and staff were happy to be back at school. Staff had done considerable work in planning for online learning and were a little let down on not being able to put their practice into place, however the positive side was that many staff members had improved their technology due to this.   School, Family and Community Engagement:  Karena Shearing (Associate Principal for Junior School) has a team of staff who are working together to create a network associated with school, family and community engagement. Karena is hoping to have a member of the School Board and P & C involved. If anyone is interested to please make contact with Karena via email. |
| 8. | General Business | John Gillon | Churchlands Foundation:  Churchlands Foundation had its meeting last week and also approved the BMW proposal. Arlene is going to prepare a detailed invoice in setting out the entire cost of the project. The P & C will present their contribution of $200,000 and it is expected to be paid in July, with the Foundation to pay the balance.  The Foundation will spend some time in considering how the savings from the solar will be structured. John will remain on the Board of the Foundation. |
| 9. |  | Chris Porteous | P & C Report:   * + Attached draft minutes of the P & C meeting held on 11 May 2020.     Tracey advised that a presentation was made by the Associate Principals on reporting formats and some financial support was approved. The Treasurer of the P & C had done considerable work with the Uniform Shop keeping staff and managing the finances.  Neil asked if parent members had more feedback on SEQTA compared to 2019. A trial is to take place this year so teachers have been asked to focus on attributes rather than written comments for the semester. Year 7 to 9 students will not have grades/marks, but will receive an attributes report for this semester. Year 10 students will receive a percentage mark and grade and their report will be delayed until the beginning of Term 3. This is required to complete SSO (Subject Selection Online) to choose courses for Year 11 as prerequisite information is needed. Year 11 and 12 ATAR students will receive an exam mark and grade and non ATAR students will be in similar format as before. Feedback is important and welcomed. |
| 10. |  | Tracey Gralton | Alumni Report:  Tracey and Helena Francis (Media and Marketing Officer) had met last week and discussed the 50th Anniversary (28 October) and the Year 13 get together which is normally held in December.  An AGM of the Alumni will be held in June.  The Churchlands Champions bios are currently being updated and hopefully will go live soon. |
| 11. |  | Thomas Noordzy and Zahra Amos | Head Boy and Head Girl Report:  As the assemblies have been cancelled, the Year 12 Student Councillors put together a virtual assembly with it being very successful. Thomas and Zahra created a driveway Anzac service and took photos and then afterwards Mr Chapman, Thomas and Zahra had a conversation about Anzac Day and why it was so important to them. A video was created and shared with everyone via Facebook.    Student Councillors had reported issues with the taps in the older bathrooms and this will be addressed.  The great incentive of Knitting Club has boosted community service hours and students have been knitting squares to make blankets for the homeless. There has been an overwhelming response with one blanket already completed.  The Student Councillors had raised concern about the school uniform and especially the female shorts which are very unpopular. Mrs Shearing who heads the Reference Group will be emailed with this concern.  Thomas mentioned that it would be great for the Year 12 students to have a common room, if not for this year possibly next year. Neil will look into it and asked if they could go through the normal process via the Student Council and Mr Chapman. Possibly if not for the whole year group, it could be for the Councillors instead and would be a great promotion and an incentive for students to take up leadership roles. |
| 12. |  | Neil Hunt | Neil spoke to John’s retirement from the School Board and made mention that John was involved not only has Head Boy in 1968, he was on a Steering Committee in 2004 in assisting the setting up the Alumni and writing their constitution.  Neil expressed a vote of thanks from the whole school community for John’s long serving dedication to the school. |
| 13. | Meeting closed |  | Meeting closed at 7.05pm |
| 14. | Next Meeting |  | Thursday 25 June 2020 |