**SCHOOL BOARD MINUTES – MEETING NO. 7 OF 2020**



**HELD IN THE CONFERENCE ROOM ON THURSDAY, 29 OCTOBER 2020**

**ATTENDEES:** Tracey Gralton (Alumni Representative and Chair), Paul Housley (Principal), Chris Porteous (P & C Representative), Grant Brinklow (Elected Parent Member), Katherine Sturley (Elected Parent Member), Genevieve McSporran (Elected Parent Member), Jane Hegarty (Staff Member), Shaq Herath (Staff Member), Kris Mainstone (Community Member), Russ Fishwick JP (Community Member) and Kylie Hearle (Minutes). Meeting commenced at 5.30 pm.

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| **AGENDA ITEM NO.** | **ITEM/DECISION** | **SPEAKER** | **ACTION/OUTCOME** |
| 1. | Apologies |  | Parvina MacKellar (Community Member) |
| 2. | Acceptance of the Minutes |  | **Resolution:**  That the minutes of the meeting held on the 24 September 2020 be accepted as tabled.  **Moved**: Kris Mainstone, seconded Shaq Herath. **Carried unanimously.** |
| 3. | Business arising from Minutes | Tracey Gralton | School Principal Selection Process  Tracey presented the procedure and timeline for the selection process. Katherine advised on the collation of documentation received from individual Board members and presented a statement summary reflecting the values, presence and attributes that the Board identifies as necessary of a principal:  Statement being:  In addition to embodying the school values, it is important to the board that the new principal has strong vision and purpose, is approachable, open and honest, and demonstrates shared leadership through collaboration and empowering others. The board envisages the new principal connecting with all school stakeholders by building strong relationships and being visible to students and staff alike in and around the school. The board expects the next principal to drive continued improvement and innovation, recognising this in the core business of a leading educational institution.  This is a recommendation in addition to the already provided selection criteria.  General discussion took place on the Churchlands SHS Business Plan and the statement encompasses the joint vision the Board and stakeholders of the school community see in a leader.  A Board member will be given the opportunity to present the statement to the panel prior to the short listing as well as being on the selection panel. It was proposed that this could be two separate members and this will be raised with the panel leader. Discussion took place on who are the most experienced and appropriate members to represent the Board to assist in this important process and maybe a requirement to consider gender balance. Tracey as Chair of the School Board would like to address the panel and Chris Porteous represent the Churchlands SHS Board on the selection panel and if balance is required than Katherine Sturley be the representative. Tracey will make contact with the panel leader to discuss this arrangement.  It was considered necessary to promote and support that if a staff member is on a Board that they have every right to represent the School Board on any selection panel.   * + Election of new School Board Chair for 2021   Tracey advised that a new Chair will be required from the first meeting of 2021 and wishing all members to consider this role. This will be the most appropriate time as the new Principal will be in attendance. The election of two staff members will also take place in February 2021. |
| 4. | Finance Report | Paul Housley | The following documents are attached for consideration:     * + *School Board Finance Report as at 30 September 2020*   Paul spoke to the Finance Report and advised the total income had increased slightly along with the expenditure. The Music Tour refunds are currently taking place and will be shown in the amounts next month.   * + *Contributions and Charges Collection Rates as at 30 September 2020*   Voluntary Contributions for Year 7 to 10 show the collection rate is down approximately 10% at the same time last year. The amount in percent has risen slightly since the August figures.  *The Voluntary Collection Rate for Years 7 to 10 including the Education Program Allowance* (Health Card holders) also shows the collection rate being down approximately 10% in comparison to the same time last year. The gap between the end of August and September was lowered by 2%.  Another reminder letter will be sent this term to encourage payment.  *Subject Charges Collection Rates* in comparison to last year is still down by approximately 11% however has shown reasonable improvement since the August figures.  *2020 Extra Cost Optional Charges Collection Rate (camps, excursions, etc)* is in line with the other collection rates being approximately 10% in comparison to 2019 however increased against the August figure by about 3%.   * + *Financial Summary as at 30 September 2020*   This document shows the bank account balances equalling $5,502,008.94 with the Music Tour Cash Management Account dropping to almost zero when the refunds have all been distributed.  A copy of the last page of the Annual Report was circulated to assist Board members to make comparison with budget figures over the past three years.    General discussion took place on how to compare figures and what is the best way to assist Board members in understanding the process. This to be looked at in 2021 with the new Principal. |
| 5. | Correspondence In |  | Nil. |
| 6. | Correspondence Out |  | Nil. |
| 7. | Principal's Report | Paul Housley | * + Attached as an addendum (Principal's Report)     Facility Upgrades:  The roof replacement program from tile to colourbond has been continuing over the top of the old Science area. It is hoped that the area will be extended further and still waiting to see if the budget will cover this.    The CCTV and landscaping projects are ongoing with quotes having been received and further discussion needs to take place regarding these.  Staffing:  Many selection panels for various vacancies across the whole school is taking place during Term 4 in readiness for 2021.    EST School Review:  This is part of the new review cycle that all schools must undertake approximately every three years. It is based on six domains:   * + Relationships and Partnerships   + Learning Environment   + Leadership   + Use of Resources   + Teaching Quality   + Student Achievement and Progress.   The basis is to make a series of judgements on how the school is going, based on evidence and to demonstrate planning on what we can do to maintain or improve. This is all done electronically which must be submitted at the start of week 6. On Friday 4 December reviewers will come to the school and meet with different groups in the school. The aim is to have representation from the Board, Foundation, Alumni, P & C and other. Tracey, Chris and Katherine are likely to all be representatives for various committees. If anyone is interested in contributing please email Paul.    Recent and Upcoming Events:  Many events had occurred over the past month with Year 12 exhibitions, presentation nights and final events. The Interschool Athletics Carnival was held on Wednesday 21 October with Churchlands coming third. Congratulations to Zahra Amos, Head Girl and Board representative for being equal first place for Senior Girl Champion.    The Alumni held a 50th reunion event for the Class of 1970 on 28 October and attended by 28 ex-students. A Churchlands Champion was awarded to Deirdre Croft who has made an outstanding commitment to the whole community advocating for people with disability.    Year 11 exams commence on Friday 30 October and Year 12 WACE exams on Monday 2 November. The Year 12 Presentation Ceremony will be held on Saturday 21 November at the Perth Entertainment and Convention Centre.  Professional Development Days for 2021:  **Resolution:**  That the following days be the Professional Development Days for 2021:   * + Friday 19 March   + Wednesday 8 September   Along with the mandated days of Thursday 28 January, Friday 29 January and Friday 17 December.  That Thursday 27 May be referred back to staff for further discussion.  **Moved:** Tracey Gralton, seconded Grant Brinklow**. Carried unanimously.**    Jane Hegarty advised that staff may wish to rethink Thursday 27 May advocating a better date for staff wellbeing to change this date to 19 July. This will need to go back through the appropriate channels and bring it back to the November meeting. |
| 8. | Chair's Report | Tracey Gralton | Nil. |
| 9. | General Business | Chris Porteous | P & C Report:  The draft minutes of the P&C meeting held on 26 October 2020 were presented.     * Funding approvals had been approved including $10,000 for Youth Care and $35,000 for 2021. * Four thermomixers' were approved for Home Economics. * All other commitments that had been through the Finance Committee had been approved totalling $78,000. * P & C windup to be held on the 30 November. |
| 10. |  | Tracey Gralton | Alumni Report:   * Very successful 50th Reunion event held on the 28 October. * Year 13 sundowner to be held on Friday 27 November. |
| 11. |  | Other | * + Meeting Dates for 2021:   General discussion took place and it was agreed to change the dates so there was no need to cancel any due to the closeness to the start of the term.  **Resolution:**  That the meeting dates for 2021 be held in Week 4 and 8 of each term totalling eight in the year.  **Moved:** Tracey Gralton, seconded Jane Hegarty. **Carried unanimously.**    If there is any need for a change in day and time this to be discussed at the February meeting.     * + Family and Community Engagement Committee - Bytes initiative   Katherine Sturley the School Board representative on the Family and Community Engagement Committee raised would the School Board like to contribute to this Family and Community Engagement section of the Bytes. There is a theme every second week and how would the School Board like to contribute/share and possibly if there are any issues the school community needs to be aware of.    It was agreed that the School Board could contribute an item once a term to an edition of the Churchlands Bytes.     * + Last meeting date of 2021:   The meeting will take place at the University Club at 6.00pm with an invitation to be extended to John Gillon and Neil Hunt to thank them and to recognise their contribution to the School Board. Details will be forwarded.     * + Solar Panel Function:   The Solar Panel monitoring system in the front office will be set up shortly and will be the last step in the process. It was agreed that it should be front page news in the newsletter and a function be arranged to celebrate the completion of the project by inviting the initiators John Gillon and Neil Hunt. |
| 12. | Meeting closed |  | Meeting closed at 7.11pm |
| 13. | Next Meeting |  | Thursday 26 November 2020 |