



SCHOOL BOARD MINUTES – MEETING NO. 6 OF 2021

HELD AT CHURCHLANDS SENIOR HIGH SCHOOL CONFERENCE ROOM ON THURSDAY, 9 SEPTEMBER 2021

ATTENDEES: Katherine Sturley (Elected Parent Member and Chair), Dr James Kent (Principal), Tracey Gralton (Alumni Representative), Chris Porteous (P&C Representative), Dr Genevieve McSporran (Elected Parent Member), Parvina MacKellar (Community Member), Kris Mainstone (Community Member), Russ Fishwick JP (Community Member), Karena Shearing (Staff Member), Jessica Hazeldine (Head Girl), Guy Archibald (Invited Guest), Nandita Naroth (parent and Vice President of the P&C Committee), Dr Kym Tan (Invited Guest and presenter), Kym Lucchesi (Invited Guest and presenter) and Kylie Hearle (Minutes). Meeting commenced at 5.30pm.

	ITEM/DECISION	SPEAKER	ACTION/OUTCOME
1.	Welcome		Welcome to the 2021 advertised public meeting as per our Terms of Reference. Katherine welcomed Nandita Naroth. An apology was received from Kate Sinfield (P&C President).
	Presentation		<p>Formative Assessment presented by Dr Kym Tan and Kym Lucchesi.</p> <p>A power point presentation was given. Dr Kym Tan and Kym Lucchesi spoke about formative assessment and how it works in their classrooms. Key points for 'Assessment as Learning' include:</p> <ul style="list-style-type: none"> • The process on how students learn about themselves as learners and becoming aware of how they learn • Students like feedback • Students learn to reflect on their work on a regular basis • Assessment as learning assists students to take more responsibility for their own learning. <p>Monitoring metacognition is about the individuals knowledge of their own thought processes and includes:</p> <ul style="list-style-type: none"> • What they know about the topic • Understanding topics • How to improve their work • What strategies to use to assist them with learning.

			<p>Learning intentions and success criteria includes tasks linked to what they are learning about, and the success criteria was based in what they should know by a certain point in time. Students were engaged in discussions on feedback and why it is important to give good feedback.</p> <p>Dr Kym Tan asked students to give feedback on what they wanted to learn, and it reinforced the importance of students engaging in their own learning. A variety of points were provided with the aim to get the students to engage in their own learning and included:</p> <ul style="list-style-type: none"> • Learning to ask questions • Engaging themselves • Visible thinking strategies • Extending themselves • Challenging themselves • Success criteria which may include a checklist etc • Reflect on their learning eg are they making good use of class time/personal responsibility etc • Variety of strategies to assist with learning eg quizzes/one note/templates/graphic organisers etc. <p>James reiterated this is the very start of the process. The aim is to make it more systematic and that a comprehensive plan will be created and rolled out to all staff when possible.</p> <p>Thank you to Kym and Kym for their presentation.</p>
3.	Apologies		Luke Armstrong (Head Boy), Steve Reynolds (Alumni Chair) and Shaq Herath (Staff Member)
4.	Acceptance of the Minutes		<p>Resolution: That the minutes of the meeting held on the 12 August 2021 be accepted as tabled.</p> <p>Moved: Genevieve McSporran seconded Kris Mainstone. Carried unanimously.</p>
5.	Business arising from Minutes		Nil.
6.	Finance Report	James Kent	<p>The following documents tabled for consideration:</p> <ul style="list-style-type: none"> • Contributions and Charges Collections Rates as at 31 August 2021: Extra cost options is tracking well and stands at 70.18% with comparison to 2019 figures of 70.12%. Senior School is slightly behind and is currently at 76.19% compared to 2019 of 81.73%. Voluntary Collection Rate for Years 7 to 10 is 64.47% with 2019 showing 67.93%. All figures are quite healthy, however it is expected that the collection rates will continue to increase.

			<ul style="list-style-type: none"> The Comparative Budget Report as at 31 August 2021: The school is in a very good financial position however still have a number of projects to be completed this calendar year. <p>Russ would like to see the budget figures and actual figures for the year which will enable comparison to see how the year is progressing.</p> <ul style="list-style-type: none"> <i>Draft minutes</i> of the Finance Committee Meeting held on Thursday 2 September were tabled. James advised that this calendar year \$400,000 was allocated for electricity and it is expected that the solar panel system will save approximately \$132,000 per year. The savings will be set aside in a D Account which has been approved by the Finance Committee and will be used as the scholarship account. Further information will be provided after the Churchlands Foundation next meets. Discussed at the meeting included projects coming up and there is still plenty of expenditure to be finalised during this calendar year. A number of submissions were discussed and are proposed to be funded either through the school or forwarded to the P&C for consideration. Karena to advise the P&C about survey results.
7.	Correspondence In		Nil.
8.	Correspondence Out		<ul style="list-style-type: none"> Email to parents inviting them to the 2021 Open Meeting.
9.	Chair Report	Katherine Sturley	<p><u>Chair Report:</u> Katherine spoke about the School Board highlights for 2021 (Feb-Sept):</p> <p>Our main focus so far this year has been on Board Functions a (i) and c.</p> <p>a (i) refers to reviewing the target areas of the School Business Plan 2020-2022. We have so far looked at:</p> <ul style="list-style-type: none"> Student Leadership Professional Learning (Formative Assessment). <p>c) to promote the school in the community – the board has done this by raising visibility through:</p> <ul style="list-style-type: none"> obtaining name badges attending events (parent/teacher interview evening, opening night for Mamma Mia, orchestral performances) individual board profiles in Churchlands Bytes participation in planning for future events (School's 60th Anniversary, Music's 50th Anniversary).

			<p>The board has also:</p> <ul style="list-style-type: none"> • Ratified the school's budget after being endorsed by the Finance Committee. • Ratified the charges and voluntary contributions for 2022. <p>Ongoing commitment to:</p> <ul style="list-style-type: none"> • Review school policies – using the school diary to look through policies and collect any feedback over time. • Promote vision and values.
10.	Alumni Report	Tracey Galton	<p><u>Alumni Report:</u> Last meeting was held in August and main key areas for discussion were the anniversary celebrations which the Alumni is committed to assisting with. They will have an archive display in the concert hall foyer and will also be preparing this for the Open Day trial (10 December). The main contribution the Alumni wish to focus on is announcing more Churchlands Champions. It is ideal to use an already existing event to announce additional champions, and this year it maybe more suitable to use the full school assembly to be held on Wednesday 15 December. The focus could be around Churchlands SHS Olympians and would be better for this to be done in 2021.</p> <p>The Alumni are hoping to be able to put together some history of the Music Department for the 50th Anniversary and will follow this up with Glenn Robinson.</p> <p>It is hoped that the school will supply a celebration pin for the 60th Anniversary of the school in 2022 to which all students receive one as a memento. The school will be responsible for the funding and quotes will be sought. Possibly the student leadership team may wish to contribute as well as being sent to a graphic artist for a design.</p> <p>A "LinkedIn" account has been set up for the Churchlands Alumni on an individual basis, however it is better done by an organisation or business. The cost of this is \$659.00 a year. James suggested that Steve as the Alumni Chair put it in writing to the school and then it will be considered.</p>
11.	P & C Report	Chris Porteous	<p><u>P & C Report:</u></p> <ul style="list-style-type: none"> • <i>Draft</i> minutes from P & C Meeting held on 6 September was tabled for consideration. • Chris advised that a presentation was given on the new Fathering Project which was also advertised in the Churchlands Bytes during the week. • The P & C approved funding subject to the survey results for the Wellness campaign and to encourage parents to become involved.

12.	Student Report	Jessica Hazeldine	<p>The Student Report was tabled and Jessica advised:</p> <ul style="list-style-type: none"> • Year 12 exams started today. • The World's Greatest Shave had taken place with six students participating and was a great event and well supported. Mr Van Maanen participated as well, however his shave took place in Coral Bay. The event raised over \$7,700. It is hoped to have more students and staff participate in 2022. • Events that have taken place recently included free dress days: Student support has been given to 'Wear it Purple Day' and the Indigenous Literacy Foundation. Another is to take place on 22 September which the theme will be 'sports colours' and will be well advertised. It is hoped that more students will participate in this event and the charities to benefit will be: PCYC, Rotary Club and the Lions Club. • A mini MasterChef competition was created by Year 10 students for the Year 7s to participate in. It was well supported and created comradery between year levels, and in particular Year 10s who assisted. • The Stem students participated in the Pedal Prix and has been an ongoing event and well supported by students and staff. • Damage to toilets is still a matter of concern, but being monitored daily. • Jessica thanked the School Board members for their support to herself and Luke during the year as today is their last official meeting. <p>Katherine and James both thanked Jessica and Luke for their leadership to the student body and professional contribution to the School Board throughout the year. Thanks also was extended to Guy for his attendance and participation in the leadership group.</p>
13.	Principal's Report	James Kent	<p>Attached as an addendum (Principal's Report).</p> <ul style="list-style-type: none"> • <u>Staffing for 2022:</u> Recruitment season is underway. A number of staff are required for 2022 and the earlier this process takes place, works well for us and also assists other schools in finding replacements. We have a number of retirements and staff moving onto positions at other schools at the end of 2021. We have been assigned a staff member from Recruitment to assist us with this substantial process.

		<ul style="list-style-type: none"> • <u>Parent Consultation with Formative Assessment:</u> Karena is seeking parent representation on a working party to focus on ensuring that we provide information that they would want to know about formative assessment. Karena is hoping to start the process in Week 2 of next term. • <u>Parking:</u> Parking still remains an issue, and at this stage the Traffic Management Report has not been received from the Department. • <u>Year 12 Students:</u> Year 12 students are currently on exam break and return for the last three days of Term 3. In Term 4 they will return for seven school days and have many functions in their last few days. The Year 12 Presentation evening will be held on Saturday 20 November and School Board members will receive an invitation. • <u>Development of the next Business Plan:</u> The next Business Plan is underway. The SBDMG (School Based Decision Making Group) has been formed and will be led by Jayne Kitto. • <u>Athletics Carnivals:</u> All the year level athletics carnivals have now been all completed and thanks go to the Health and Physical Education team for managing this huge process. The interschool athletics carnival will be held on Wednesday 20 October. • <u>Projects underway include:</u> <ul style="list-style-type: none"> • Drink fountains are yet to be installed however will be done prior to or during the school holidays, • CCTV is on track to be completed shortly. • Year 7 gardens project is out to tender and will be completed in November. • The Grounds Committee is to meet soon to discuss the front of the school landscaping, and identification of what is required. Katherine to attend if possible, and advised when the date and time is confirmed.
14.	General Business	<ul style="list-style-type: none"> • Churchlands Song - Karena displayed the lyrics of the proposed school song and advised the genre will be flexible. The school song will be launched on the 10 December. • James advised that his tenure at Churchlands SHS will finish at the end of 2021 and Neil Hunt will return as Principal for 2022. Communication will be given to the school community when there is more information to share.

			<ul style="list-style-type: none">James will provide an area of interest to be presented at the 4 November School Board meeting, and will be a profile within the Business Plan.
15.	Meeting closed		Meeting closed at 6.42 pm
16.	Next Meeting		5.30pm - 4 November 2021