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**SCHOOL BOARD MINUTES – MEETING NO. 5 OF 2019**

**HELD IN THE CONFERENCE ROOM ON THURSDAY, 26 SEPTEMBER 2019**

**ATTENDEES:** Tracey Gralton (Alumni Representative and Chair), Bernie Dunn (Principal), Grant Brinklow (Elected Parent Member), Katherine Sturley (Elected Parent Member), Jane Hegarty (Staff Member), James Strutt (Head Boy), Bethany Smith (Head Girl), Kylie Hearle (Minutes) and Kate Sinfield (P&C President) and Edith Deysel (parent). Meeting commenced at 5.30 pm.

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| **AGENDA ITEM NO.** | **ITEM/DECISION** | **SPEAKER** | **ACTION/OUTCOME** |
| 1. | Welcome | Tracey Gralton | Welcome to the 2019 advertised Open Meeting as per our Terms of Reference.    Due to John being unable to attend Tracey as the Vice Chair took the position of Chair for the meeting. |
| 2. | Apologies |  | John Gillon, Steve Galvin, Chris Porteous, Justin Forbes |
| 3. | Acceptance of the Minutes |  | **Resolution:**  That the minutes of the meeting held on the 29 August 2019 be accepted as tabled.  **Moved**: Tracey Gralton, seconded Grant Brinklow. **Carried unanimously.** |
| 4. | Business arising from Minutes |  | Nil. |
| 5. | Finance Report | Bernie Dunn | The following documents are attached for consideration:     * Finance Meeting minutes held 5 September 2019 * School Board Finance Report as at 31 August 2019 * Information to read in conjunction with the Finance Report (colour coded to assist understanding figures covered under each Income/Expenditure amount) * Contributions and Charges - Collection Rates as at 31 August 2019     Bernie reiterated that Arlene will attend the October meeting and will be able to answer any questions that members may have.    Bernie gave an overview of the Finance Report and explained the colour coding method Arlene has provided. The Department of Education has an entirely different method of reporting with regard to finances and is unlike private sector.    Contributions and Charges collection rates are slightly lower than 2018 however reminders are still being sent as this assists the school in providing more for the students.    Grant and members were appreciative of the extra information given to assist members in understanding the full picture of the finances. |
| 6. | Correspondence In |  | Nil |
| 7. | Correspondence Out |  | Email to parents on 10 September 2019 inviting them to attend the Open Meeting. This was also advertised in the latest edition of the Churchlands Bytes. |
| 8. | Principal’s Report | Bernie Dunn | * + - Attached as an addendum (Principal's Report)     - Email received from the Department of Finance re Solar Panel Project timeline (attached).     - Latest Solar Panel email from Department of Finance 24/9/19 (attached)     Enrolments:  It is expected to have about 2900 enrolments in 2020 and therefore similar to 2019. Churchlands SHS is the biggest in the state and the Year 7 intake for 2019 is expected to be approximately 400. Bob Hawke College has decreased our numbers as expected and this reduction has occurred mainly because of the change to the boundary intake areas which Mt Hawthorn and Wembley feeder primary schools fall in to.    There is still concern over the urban infill in the Subiaco area and areas surrounding that numbers will continue to exceed expectation and Shenton College and Churchlands enrolments will rise again in the future.    Swimming Pool upgrade:  The change rooms will now be refurbished after week 8 of Term 1 at a cost of approximately $700 000. This has been negotiated due to the huge need for the pool for swimming classes in this period. The pump will be upgraded from gas to electric.    Commercial Kitchen:  Due to the large number of students wishing to complete a Certificate II in Hospitality course it is necessary to provide another commercial kitchen. A requirement of this course is that students must have access to a commercial kitchen. The tender process has commenced and it is hoped that these works will occur during the December/January school holidays.    Churchlands Foundation Solar Panel Project:  Bernie gave an overview of the tender process and correspondence and timeline received recently. The latest information is positive and it is hoped that the project will be completed during the December/January school holidays.    Audit of APPS:  The Department of Education now requires that an audit be undertaken of all the APPS that schools use, e.g. Qkr, Mathletics, SEQTA, etc. Churchlands will need to advise the department of the APPS we use. The Department will then advise what is allowed according to the risk value of security (minimal/low/medium risk – any higher risk will not be allowed). The school will then need to obtain consent/signatures from every parent. A timeline will be set when further information is received.    Incidents:  Grant asked Bernie if he was able to give more information on an email which was forwarded to parents recently about rumours circulating.    Bernie outlined the process that is required by the Department of Education and this is not deviated from:   * + - Police contacted and they investigate.     - Critical incident report completed online which immediately goes to the Regional Office.     - Consultation with Regional Office, Police and Media Unit of the Department of Education. Depending on what it is, they frame the response. The school cannot comment due to confidentiality.     The school followed this process.  Board members agreed that the school should explore that the process be placed in the information booklet on how critical incidents are handled and communicated to parents. Bernie will make contact with the Regional Office to see what is possible. |
| 9. | General Business |  | Churchlands Foundation:  Nil due to John's absence. |
| 10. |  | Kate Sinfield spoke to the P & C Report in Chris' absence | P & C Report:   * + Draft P & C minutes from 9 September meeting attached.      * + - P & C Quiz Night – thanks to Bernie for his huge amount of work.     - A sizeable amount of money has been donated to various projects around the school.     - A new Uniform Shop Manager has commenced.     - The Grounds Committee met recently and has been looking at many areas around the school that need upgrading. Garden beds have had attention, and one project to be considered is a path and lighting from Memory Close up to the Concert Hall. This would enhance the entrance for visitors to the Concert Hall and Administration. |
| 11. |  | Tracey Gralton | Alumni Report:  Had a meeting in September and are required to update the constitution. The main changes have been made as required by the Act. Still a couple of points to be covered and other changes to be made, however these can be made in the future.    Students of the leaving group of 1969 are being invited to a 50th Anniversary morning tea, concert and school tour in October. Three new Churchlands Champions will be announced on this occasion.    A web page has been established through the Alumni to showcase the Churchlands Champions however still waiting for updated information on some of the Champions and hopefully will be live soon. |
| 12. |  | Bethany Smith & James Strutt                      Tracey Gralton | Student Report:   * + The Student Council met yesterday and they discussed issues that have been on the agenda from Term One.  The girls’ uniform is of concern and currently under consideration.  The next step is to take it to the Uniform Committee which will meet next term.  It is understood that it will take some time for any changes to be made.   + Entry toilet doors are being locked open and the merit is there due to the amount of damage occurring however privacy has been raised as a concern.   + Litter has been out of control on the bottom oval, and it is thought that community service hours could be an incentive for students to collect litter to keep the school grounds looking good.  Supporting a Litter Collection Group would be ideal and a great way to assist the student and then be rewarded with community service hours and a clean environment.     Tracey thanked James and Bethany for their three terms on the School Board and their input, communication and leadership has been highly valued.   All present wished them well for the upcoming ATAR exams and for their future endeavours. |
| 13. | Meeting closed |  | Meeting closed at 6.50 pm. |
| 14. | Next Meeting |  | Thursday, 31 October 2019 |