**CHURCHLANDS SENIOR HIGH SCHOOL**

***An Independent Public School***

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CHURCHLANDS 
SENIOR HIGH SCHOOL 

**SCHOOL BOARD MINUTES – MEETING NO. 3 OF 2019**

**HELD IN THE CONFERENCE ROOM ON THURSDAY, 30 MAY**

**ATTENDEES:** John Gillon (Chair and Community Member), Neil Hunt (Principal), Grant Brinklow (Elected Parent Member), Katherine Sturley (Elected Parent Member), Justin Forbes (Elected Parent Member), Tracey Gralton (Alumni Representative), Chris Porteous (P & C Representative), Jane Hegarty (Staff Member), Steve Galvin (Staff Member), James Strutt (Head Boy), Bethany Smith (Head Girl) and Kylie Hearle (Minutes). Meeting commenced at 5.30 pm.

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| **AGENDA ITEM NO.** | **ITEM/DECISION** | **SPEAKER** | **ACTION/OUTCOME** |
| 1. | Apologies |  | Nil. |
| 2. | Acceptance of the Minutes |  | **Resolution:**  That the minutes of the meeting held on the 28 March 2019 be accepted as tabled.  **Moved**: John Gillon, seconded Jane Hegarty. **Carried unanimously.** |
| 3. | Business arising from Minutes | John Gillon | Nil. |
| 4. | Finance Report | Neil Hunt            Chris Porteous            Neil Hunt | The following documents are attached:     * Minutes of the Finance Committee Meeting held on the 4 April 2019 * Minutes of the Finance Committee Meeting held on the 22 May 2019 * Finance Report as at 30 April 2019 * 2019 Collection Rates as at 30 April   Chris spoke to the Contributions and Charges for all year levels for 2020 and approved by the Finance Committee at their 22 May meeting. Charges had been kept to a minimum with any increases being kept to less than $5. There also had been some where there was an reduction in the charge. Some new courses are to be offered in Years 9 and 10 and will depend on numbers on whether they proceed.  The Finance Committee is made up of the Principal, Manager of Corporate Services, P & C Representative, School Board Representative and four staff members.    The One Line Budget (approved by the Finance Committee at 4 April meeting) and tabled for ratification.    **Resolution:**  That the One Line Budget approved by the Finance Committee at the 4 April meeting be endorsed.  **Moved:** Chris Porteous, seconded John Gillon. **Carried unanimously.**    Contributions and Charges for all year levels for 2020 was tabled and approved by the Finance Committee at their 22 May meeting.    **Resolution:**  That the Contributions and Charges for 2020 which was approved by the Finance Committee at the 4 April meeting be endorsed.  **Moved:** Chris Porteous, seconded John Gillon. **Carried unanimously.**    Neil spoke to the Collection Rates to the end of April and the Voluntary Collection Rate for Years 7 - 10 to the end of April was only 38.89% compared to the 2018 figure of 51.08%. Other collection rates were down slightly however the Subject Charges Collection Rate including the Education Program Allowance for Years 11 - 12 was 47.37% compared to the 2018 figure of 42.6%.    The latest Churchlands Bytes advertised the Lucky Draw winners for paying their Contributions and Charges by the 12 April 2019 which was an incentive for parents to pay early.    Neil gave an overview of the income and expenditure and advised that everything is on track and had no concerns with the finances. The school has been selected for Treasury audit.    The Reserve Account figures were shown and is presented by the faculties when they do their expenditure itemisation of their anticipated budget and are required to do a three year rolling reserve expenditure of their funds. The swimming pool account has $433,000 and will be used for the refurbishment of the changerooms and the upgrade from gas heating to electrical heating.    All faculties are sufficiently funded and some are able to build up an substantial amount for a specific project however there is flexibility for change. |
| 5. | Correspondence In |  | Letter from Sean L'Estrange - advising of the ability to apply for government funding for capital works. |
| 6. | Correspondence Out |  | Nil. |
| 7. | Principal’s Report | Neil Hunt | * + Attached as an addendum (Principal's Report)     Years 7-10 - Good Standing Policy  The Minister has requested all schools to change their discipline policy in regard to 'Good Standing'. Churchlands SHS has had a Good Standing policy for Year 11 and 12 students for many years, however it has now introduced a policy to include Year 7 to 10 students. This policy covers behaviour, attendance and lateness, school uniform, participation and work completion and mobile phone and electronic device policy.    Breach of Good Standing can only be applied by a Head of Year or Associate Principal.    **Resolution:**  That the Year 7-10 Good Standing Policy tabled be endorsed by the School Board.  **Moved:** Neil Hunt, seconded John Gillon. **Carried unanimously.**    Neil reported on some of the activities which have occurred since the last meeting including:     * + Annual Report now available on the Churchlands website.   + Successful overseas tours to France, Greece and Japan.   + Year 8 to 12 exams now taking placing and will be completed by June 7.   + Outstanding production of "Wicked".   + School building and maintenance projects.     NAPLAN Online:  Has been incredibly disruptive and due to the ACARA's website problems initially and then a disruption from the internet provider in the last exam. The option was given for parents/students to choose to re-sit these exams which again created extra work load and time. The validity of these results is now highly questionable. The school does not know how this will effect OLNA (Online Literacy and Numeracy Assessment) for those students who have not reached Band 8 in NAPLAN. OLNA only applies to Western Australian students and is requirement to achieve WACE.    Business Plan:  A team of staff are undertaking the development of our next Business Plan and looking on how to incorporate student mental health and wellbeing and include the work being done by the Grounds Committee.    Solar Panel Project:  The Solar Panel contract has been awarded to WA Alternative Energy for $741K less GST. Five submissions were provided and were those that met the specifications. Neil has signed off on the contractor earlier in the week and the next step will be another meeting. Discussion needs to take place on how they will do the work considering it’s a school, safety procedures, warranty, timeline, etc.    Grounds Committee:  Considerable amount of interest has been shown by staff, P & C and John Gillon (representing the Board and Foundation) to start looking at the spaces around the school now that demountables are being removed. The plan is to create shade/shelter and enhance the school grounds by including activity areas, WA native plantings and creating an area for a multicultural environment, as well as including art works. A landscape architect has made notes of the nine areas discussed and will put forward a plan for discussion. This will also be taken to the student body and will have funding allocated and likely worked on over a five year plan. The first priority will be the Year 7/8 area. |
| 8. | General Business | John Gillon | Churchlands Foundation:  The Foundation had its AGM and had its rules amended to comply with the latest amendments to the Associations Act. Also approved for tax purposes as a charity - so it enables the Foundation to not have to pay tax on the interest. |
| 9. |  | Chris Porteous | P & C Report:   * Tabled draft minutes of the P & C meeting held on 13 May 2019. * Approximately $140,000 funding approved at the meeting for projects. * Art Exhibition was again very successful. |
| 10. |  | Tracey Gralton | Alumni Report:   * The Alumni needs to update the constitution and will seek some assistance from the Foundation. * The new web pages are ready to go and Helena Francis (Media and Marketing Officer) is following up with all the Churchlands Champions to ensure their information is all up to date before uploading. * Date set for this year's 50th Anniversary morning tea and school tour. * Hoping to get an online Alumni newsletter out within the next couple of months or possibly place something in the School's newsletter. |
| 11. |  | Bethany Smith & James Strutt | Student Report:  World Vision Day will be held on 21 June with free dress however with no theme yet decided upon.  Year activities have been planned for lunch time and all funds will be raised for World Vision, and with the hope of raising more than last year's $3,000. |
| 12. |  | Steve Galvin  John Gillon | Wellbeing Project:  Realising the range of mental health challenges occurring now and with the indication that it will become one of the largest medical issues in the future, former Senior School Psychologist, Claire Morrison and Steve started investigating on how to address this. Contact was made with Dr Mandy Sheen (ECU Lecturer and Researcher in the Wellbeing area) and a wellbeing survey was formulated. This was done via survey monkey and was completed across all year levels/parents and staff in 2018.    After analysis, the results were grouped into sub schools (Junior, Middle, Senior) and were themed. Steve spoke to the results and answered questions about the survey.    A team of 12 staff have joined together to discuss wellbeing across the school community and the development of a whole school approach is being investigated to address students/parents and staff.    Steve had attended a three day professional development and was about positive education and based on positive psychology. The research is all scientific and evidence based and relatively new. Further investigation will take place and is about addressing wellbeing at a school level and about creating a positive impact.    The team of staff will meet to discuss a timeline and work on a strategy and prioritise to make it happen, however implementation will take time. This will be added to the Business Plan and therefore will be addressed with targets with the aim to achieve that within the time frame.    John and members present thanked Steve for the very informative data and presentation on wellbeing which all agreed is important across all areas of society. |
| 13. | Meeting closed |  | Meeting closed at 7.10 pm. |
| 14. | Next Meeting |  | Thursday, 27 June 2019 |