



SCHOOL BOARD MINUTES – MEETING NO. 4

HELD IN THE CONFERENCE ROOM ON THURSDAY, 16 JUNE 2022

ATTENDEES: Katherine Sturley (Community Member and Chair), Neil Hunt (Principal), Steve Reynolds (Alumni Representative), Kate Sinfield (P&C Representative), Dr Genevieve McSporrán (Elected Parent Member), Matt Turnbull (Elected Parent Member via Zoom), Louise Williams (Elected Parent Member), Parvina MacKellar (Community Member), Russ Fishwick JP (Community Member), Shaq Herath (Staff Member), Hagop Boyadjian (Staff Member), Sienna Rawson (Head Girl) and Kylie Hearle (Minutes). Meeting commenced at 5.30pm.

| AGENDA ITEM NO. | ITEM/DECISION | SPEAKER | ACTION/OUTCOME |
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| 1. | Apologies | | Nil. |
| 2. | Acceptance of the Minutes | | Resolution: That the minutes of the meeting held on the 19 May 2022 be accepted as tabled. Moved: Parvina MacKellar, seconded Russ Fishwick JP. Carried unanimously. |
| 3. | Business arising from Minutes | | Policies to be covered under the Principal's Report. |
| 4. | Finance Report | | Finance documents tabled: <u>Contributions and Charges Collection Rates</u> Neil spoke to the Voluntary Contributions and Charges with the figures being down approximately 6% from the 2021 figures. There is a big discrepancy against the Education Program allowance which is the supplement that parents on a Health Care Card can apply for and is an amount of \$235.00. Only 50% of the number of people who applied for last year have completed the form or have done it online. This is the first time the option of completing the documentation online has been offered. This is disappointing as the shortfall is looking to be approximately \$40,000 to \$45,000. The reason may be due to COVID with a lot less parents coming into the school. |

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| | | | <p>The 2022 Optional charges in comparison to 2021 figures shows an improvement of 6% (67% in 2022 from \$61% in 2021) which is pleasing in comparison to the figures from March of this year.</p> <p><u>Comparative Budget</u> Neil gave an overview of the document including the C accounts (income)/D accounts (cost centre managers' expenses)/N accounts (reserve accounts). Every cost centre manager with reserve accounts submits to Neil and Arlene their three year plan on how they will spend their reserves.</p> <p>The Finance Committee met on the 9 June and the Comparative Budget was approved at that meeting.</p> <p>Parvina will be invited to attend a meeting in August with Neil and Arlene to go through the figures and also be involved in budget planning for 2023.</p> <p><u>One Line Budget</u> The One Line Budget is dynamic and is changing all the time and the school has received a lot of money due to COVID which has been given to cover teacher relief. This has been a bonus and helped to make ends meet. Further disability funding has been received however this may also change. Variation is ongoing and the funds are above what was expected at this stage of the year.</p> <p>The Student Centred Funding decreases with student numbers dropping, and this also affects staff levels. Many staff members are given fixed term contracts to allow for the decrease of student numbers. Staffing is one of the biggest challenges across the system.</p> <p>A new timetable for Semester Two will affect teacher numbers slightly. General discussion took place on staffing numbers and lack of teachers across the state and Australia and how the universities work with prac teachers.</p> |
| 5. | Correspondence In | | Nil. |
| 6. | Correspondence Out | | Letter to the Alumni re to the school logos. |
| 7. | Head Boy & Head Girl Report | Sienna Rawson | Sienna advised that a survey had been provided to students about the Uniform Policy. The questions provided for the survey were: Do they approve reviewing the policy? Introduction of a single nose piercing (small stud or sleeper) and thirdly, hair colour (not dramatic). 40% responded to the survey with 80% of those advising 'yes' to all three questions. The results have been provided to the Uniform Reference Group which has now been looked at, and the next step and will be putting a survey out to all staff and then also to all parents for their opinions. |

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| 8. | P & C Report | Kate Sinfield | <p><u>P & C Report:</u> Kate and Neil advised that the Community Art Exhibition went off well, with about \$32,000 worth of art being sold. The opening night attracted a great crowd and congratulations to all involved.</p> |
| 9. | Chair Report | Katherine Sturley | Nil. |
| 10. | Alumni Report | Steve Reynolds | <p><u>Alumni Report:</u> Steve spoke to the recent AGM of the Alumni. A quorum was in attendance and office bearers being: Steve Reynolds (Chair), Tracey Gralton (Vice Chair), Robyn Overstone (Secretary), Geoff Nelson (Treasurer) and the committee being Lee Hockley, Kaye Pratt, Tara Dullabh and Geoff Parker.</p> <ul style="list-style-type: none"> • Items discussed at the meeting included is there a possible Churchlands Champion that could be announced from the Year of 1972 celebrating their 50th Anniversary in 2022, and if so would be announced at their celebratory morning tea. • Churchlands Champions to be announced at the 50th Anniversary of the Music School at the Perth Concert Hall. • Last assembly in December at school, the Alumni would like to have a slot for the fashion parade. Jo Clarke to assist. • A few reunions to take place and the committee will provide support. • Year 13 event will happen in November. • The Past Blast magazine will be compiled after the 50th Anniversary of the Music School concert and include items and photographs from that event. • Naming of the Churchlands Concert Hall will be announced at the 50th Anniversary concert by the Director General of Education. • The Alumni are sourcing a general Churchlands pin to give out to the leaving Year 12 students and also make available for sale. They will seek funds from the Churchlands Foundation to pay for the initial allow and the money of sales will be reimbursed to the foundation. • The Alumni and school will send congratulatory correspondence to Mike Fitzpatrick on his induction into the AFL Hall of Fame. Neil and Steve to sign. |

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| 11. | Principal's Report | Neil Hunt | <p>Attached as an addendum.</p> <p><u>Schedule of the school day:</u> During NAPLAN this year, the timing of the school day was altered to fit in with NAPLAN testing. The schedule was adjusted to two periods, two periods and one. It was very popular amongst a high number of students and staff. This will not make any changes to the start and finish of the school day and will involve having 'form' class at the beginning of the day. This trial will commence at the beginning of Semester Two.</p> <p>A committee has been established which will consider, not only making the above changes permanent, but also to consider:</p> <ul style="list-style-type: none">• Changing the start and finish times of the school day• Look at the length of time allocated to form• Look at the length of the breaks for recess and lunch. <p>Local schools and community consultation will take place to see what is possible and in the best interest of all. General discussion took place on the positives and negatives, the impact on students, staff and community. Any recommendations will be brought back to the Board.</p> <p><u>Policies:</u> Neil had been through the policies on the website and these were all endorsed by the School Board over a long period of time. Most of the policies need to be looked at. One policy will be discussed at each Senior Leadership meeting which is held most Tuesdays, and these will be taken back to the faculties for discussion and request any recommendations. These will then be brought back to the Board for endorsement.</p> <p>The Department has certain policies in place and is not necessary for the school to have it's own policy e.g. finance policies, excursion policies, good behaviour policies of staff.</p> <p>Russ Fishwick JP would like the school to consider the uniformity of all documents and establish a template which would be carried through all documents no matter who is writing them (consistent format and font). Shaq volunteered to provide the template construction, which has already been established with the ITC policy. Russ is happy to assist as well with documentation.</p> |
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| | | <p>The policies need to be student friendly, not too lengthy, every day language, consistent, simple and accommodate different learning needs especially when found within student diaries.</p> <p>Russ recommended that with policy statements there is a procedures format follows on.</p> <p>The Department provides policies, procedures and guidelines. Guidelines are not classed as essential but available for reference. At what level does the School Board want to pursue?</p> <p>Policies are written for a range of audiences and need to be clear. Each should have a process, have a one or two line statement and a rationale follows with the way it is implemented.</p> <p>Louise thought that areas that require attention is the content of the policy, and do we agree with the position of policy being put forward? Common structure and content would make it easier to read. Templates are really important and adjustment may be required to make them clear and consistent. Louise offered her expertise and assistance to help with the compilation of the policies.</p> <p>Each policy will need to be reviewed at some stage, however some need to be reviewed and changed regularly due to outside stakeholders (e.g. School Curriculum and Standards Authority).</p> <p>Resolution: It was agreed that the best possible way forward was with the four or five policies which are to be discussed at Senior Leadership to be the starting point and when agreement has been reached on the content these be put into a standard format with Louise's assistance. Then over the next 12 months to have them all standardised. When each has been finalised that it be brought back to the Board for endorsement and noted accordingly on the documentation.</p> <p>Moved: Neil Hunt, seconded Russ Fishwick JP. Carried unanimously.</p> <p>Genevieve asked if student feedback had been sought in relation to readability, considering the recent survey? Incorrect information can create negativity and conflict. It was agreed that policies should be directed at the audience it is aimed, however care needs to be taken with younger students being able to comprehend the information.</p> |
| 12. | Meeting closed | Meeting closed at 6.50pm. |
| 13. | Next Meeting | Thursday, 11 August 2022 |