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**SCHOOL BOARD MINUTES – MEETING NO. 6 OF 2020**

**HELD IN THE CONFERENCE ROOM ON THURSDAY, 24 SEPTEMBER 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), Parvina MacKellar (Community Member), Russ Fishwick JP (Community Member), Thomas Noordzy (Head Boy), Zahra Amos (Head Girl), Karena Shearing (Associate Principal - Junior Secondary - invited guest) and Kylie Hearle (Minutes). Meeting commenced at 5.30 pm.

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| **AGENDA ITEM NO.** | **ITEM/DECISION** | **SPEAKER** | **ACTION/OUTCOME** |
|  | Invited guest | Karena Shearing | Karena Shearing attended and made a presentation on the Family and Community Engagement program.    The aim of the Community Engagement Program is to support improved outcomes for students. A team of 14 members of staff and the school community has been formulated and meet regularly.    The team aim is to optimise the experience we provide for family and community and is part of the school's Business Plan target around developing a renewed sense of school pride and community spirit through improved engagement. It is also linked with the Department of Education's document focussing around partnering with families, communities and agencies to support the engagement of every student. This places emphasis on a three way partnership between parents, staff and students to optimise and improve the outcomes for every student. This is also in line with the other focus area the Department has which is around success for all students, by demonstrating continual improvement and achievement.    Katherine Sturley is the School Board representative and Nikki Harvey is representing the P & C.    Key achievements to date include:   * + The Churchlands Bytes - fortnightly newsletter emailed to parents. "Did you know" segment has been introduced and two staff members share their profiles. The aim is to provide a two way partnership and openness. Promotional workshops are being added and to provide information on additional support, with the common theme being around parent contact.   + Churchlands SHS have Facebook and Instagram pages. The posts are done daily/or every second day showcasing through photographs and celebrating achievements. The aim in Term 4 is to obtain 3000 followers.   + Fifteen parents presented and shared their career journeys with students during HASS week. The aim is to do this more with curriculum focus weeks. In supporting this, a volunteer form will be distributed and promoted throughout the school community. Parents that would like to contribute and engage in the learning of students will be able to complete and assist in creating a database.     Information:   * + In the planning stage of a Churchlands Day in Term 4 of 2021. This is linked with the Business Plan around developing a renewed sense of school pride and community spirit. The P & C and School Board can be involved and would be welcomed.   + Looking at the school events and activities held throughout the year and if there is a need to do any differently, and what that could be look like. Promoting feedback and encouraging a two way partnership is the aim.     Genevieve McSporran offered her services as a speaker to Karena.    School Board members completed the two surveys: Community Partnerships Beliefs Survey and the Four levels of School and Community Partnerships survey to add to the already collected data. |
| 2. | Apologies |  | Chris Porteous |
| 3. | Acceptance of the Minutes |  | **Resolution:**  That the minutes of the meeting held on the 27 August 2020 be accepted as tabled.  **Moved**: Shaq Herath, seconded Parvina MacKellar. **Carried unanimously.** |
| 4. | Business arising from Minutes | Tracey Gralton | School Values was discussed at the August meeting and the 'in action list' was provided with Board Members encouraged to add additional items. Tracey added further items and included:    Environmental Responsibility:   * Improving the grounds aesthetically and sustainably * Considering parking issues and concerns * Promoting cycling to school (additional bike lock up areas)     Social Responsibility:   * P & C sundowner/MPC parent welcome night * Fathering project * Alumni/Foundation/P & C/Music Parents Committee * Alumni events: 50th Anniversary/Year 13 * Music students performing at civic and primary school ANZAC, Remembrance Day and charity events * Parent representation on school committees: Finance/Uniform Reference Group/Family and Community Engagement * Trailblazing attitude: urging innovation that benefit wider education settings: solar power/air conditioning/adequate IT provisions * Addressing difficult situations with considered responses * Churchlands Alumni Champions: 30+ contributors to society     Personal Responsibility:   * Board members presence at school events |
| 5. | Finance Report | Paul Housley | The following documents are attached for consideration:     * *School Board Finance Report as at 31 August 2020:*   Paul covered the income and expenditure and amounts in the bank accounts until the end of 31 August 2020.     * *Contributions and Charges Collection Rates as at 31 August 2020*   The collection rates are of concern and possibly due to COVID. Contributions are voluntary and Charges are compulsory. Year 7 to 10 Voluntary Contributions to date is currently 55.0% compared to 67.0% at the same time in 2019.    The Education Program Allowance is available to parents who have a Health Care Card and have the ability to apply for the subsidy of $350.00 before a set date. $235.00 will be transferred to the school and they also can apply for the $115.00 uniform allowance, and this will reduce their Contributions and Charges. The current percentage amount received is 61.0% and in comparison to 2019's of 72.0%.    In Year 11 and 12 Charges are compulsory and currently stands at 69.0% and in 2019 was 82.0%. The pattern is similar all the way through however the gap is closing compared to previous months.    More reminders are being sent in the October school holidays and will again be followed up in Term 4. The school relies upon the payment of Contributions and Charges for faculties to continue to operate as in the past and directly affects what happens in the classrooms. The school will most likely have to top up the faculty accounts by transferring money from the Reserve Accounts.    Extra Cost Optional charges which includes camps/excursions and currently is at 57.9% compared to 70% in 2019.     * *One Line Budget Statement - 2021 School Year*   Paul gave an overview of the One Line Budget and how figures are arrived at. The school receives Student Centred Funding which is received twice a year and is arrived at on the students enrolled on designated dates. From student numbers, staff numbers can be arrived at with salaries being a large part of the expenditure.    The One Line Budget will become more accurate in February next year when the first Student Centred Funding amount is received.    General discussion took place on the One Line Budget and Paul explained that the school and the Finance Committee have looked closely at each item. This is the proposed budget and presented for information.     * The Finance Committee meeting minutes held on 10 September 2020 were included for members’ information. |
| 6. | Correspondence In |  | Nil. |
| 7. | Correspondence Out |  | Nil. |
| 8. | Principal's Report | Paul Housley | Attached as an addendum (Principal's Report)    COVID 19:   * Paul advised that the whole school assembly for Semester Two will now not take place and any certificates and presentations will be made at year level assemblies. * The Year 12 Presentation Ceremony is to take place on Saturday 21 November at the Perth Convention and Entertainment Centre and there may be some restrictions on numbers if Phase 5 does not happen. * COVID cleaning funding has been extended to the end of Term 4.     Solar Panels:  The solar panel information on savings will be provided by screen in the front office foyer in the future, and will show the performance of the power and energy being used throughout the day/week and also provides the environmental benefits including CO2 Emissions saved and the Equivalent Trees planted. Financially modelling will be introduced to show the equivalent amount in $$ however will significantly reduce our energy costs. A trial is also to be undertaken to show how much is used on the weekends and then further comparisons can be made.  Facilities Upgrades:   * Finally the swimming pool, change rooms and heating system has been completed and has been fully tested and now open for use. * The installation of an extra 100 CCTV cameras and the landscaping project between the Library and F Block are required to go through Programmed Maintenance with an internal tender process currently being drawn up. * A meeting was held with Kris Mainstone to assist with ideas and plans in a number of areas around the school to look at enhancing better usage of space. * The roof replacement program has commenced with the first two Science lab areas being done due to leakage issues, with the possibility of it being extended to the whole Science area. |
| 9. | Chair's Report | Tracey Gralton | Tracey introduced new Community member Russ Fishwick to his first meeting and Russ gave an overview of his career and family to date.    Tracey spoke to the matter of a replacement Principal for Neil's position for 18 months from the beginning of 2021. An appointment could be made for 18 months with the possibility of an extension or permanency. It is believed it will be advertised state wide.    General discussion took place on what role the School Board plays in the process of choosing the Principal for our school. The School Board has the right to have a member representing the School Board, school and community on the selection panel.    Katherine spoke around the timeline and the information for the panel process and should be completed as soon as possible. Consideration and the direction the School Board member who is to be the representative, what they need to be aware of, and what values are recommended for choosing the person for this very important leadership position. Katherine will email Board members to collect further thoughts, values and to collate the necessary information on how to proceed. |
| 10. | General Business | Chris Porteous | P & C Report:  Nil due to Chris' absence. |
| 11. |  | Tracey Gralton | Alumni Report:  Tracey advised that the Alumni had their AGM on Tuesday 22 September and well attended by 11 people. Steve Reynolds was elected as President of the Churchlands' Alumni and will become the Alumni representative on the School Board at the beginning of 2021. Tracey will deputise for Steve in 2021 if he is unable to attend due to work commitments. |
| 12. |  | Thomas Noordzy and Zahra Amos | Head Boy and Head Girl Report:   * Health and Wellbeing Day was held on Tuesday 8 September. This fundraising event was held around the school with many stalls and fun activities raising $1031.00 and shared equally with the Smith Family charity and a family affected by fire earlier this term. * Zahra as produced a video in a 'Day in the life of a student leader' and aided by another Year 12 Media student to edit and create an advertising tool for leadership in the school. This is part of the Staff and Student Leadership Committee to promote leadership and to give students a better idea of what they will experience in a leadership position. Another aim is to provide more opportunities to learn new skills. * Thomas and Zahra advised the plan for the Year 12s final week in Week 2 of Term 4.   Dress up days will be held on Monday, Tuesday and Wednesday. Wednesday will be classed as Farewell Day with water activities in the afternoon. Thursday will see the usual assembly in the morning and the Dinner Dance in the evening.    Tracey thanked Thomas and Zahra for their input and valuable contribution they have made to the Board throughout the year. |
| 13. | Meeting closed |  | Meeting closed at 7.32pm |
| 14. | Next Meeting |  | Thursday 29 October 2020 |