**SCHOOL BOARD MINUTES – MEETING NO. 5 OF 2020**



**HELD IN THE CONFERENCE ROOM ON THURSDAY, 27 AUGUST 2020**

**ATTENDEES:** Tracey Gralton (Alumni Representative and Chair), Paul Housley (Principal), Chris Porteous (P & C Representative), Katherine Sturley (Elected Parent Member), Dr Genevieve McSporran (Elected Parent Member), Jane Hegarty (Staff Member), Shaq Herath (Staff Member), Kris Mainstone (Community Member), Parvina MacKellar (Community Member), Thomas Noordzy (Head Boy), Zahra Amos (Head Girl), and Kylie Hearle (Minutes). Meeting commenced at 5.30 pm.

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|  | Welcome | Tracey Gralton | Tracey advised that this meeting is the advertised public meeting as per our Terms of Reference.  Tracey welcomed Principal Paul Housley to his first official meeting and also welcomed new Community members, Kris Mainstone and Parvina MacKellar along with newly elected parent member Dr Genevieve McSporran.  Russ Fishwick JP also a new Community Member has recorded his apologies for tonight. |
| 2. | Apologies |  | Russ Fishwick JP (Community Member), Grant Brinklow (Elected Parent Member) |
| 3. | Acceptance of the Minutes |  | **Resolution:**  That the minutes of the meeting held on the 25 June 2020 be accepted as tabled.  **Moved**: Katherine Sturley, seconded Shaq Herath. **Carried unanimously.** |
|  | Introductions | Tracey Gralton | Each member introduced themselves and gave some brief information about their careers, experience and connection to Churchlands SHS.    The task of the School Board is to make sure that we represent the school community, and the key is to bring together our skills to give the best advice possible.  It is a very well rounded board and it is exciting with the addition of the new members who bring different skill sets. |
| 5. | Business arising from Minutes | Paul Housley                                                       Tracey Gralton | Churchlands SHS School Values:  It was decided that after the completion of the School Board Effectiveness surveys in 2019, that School policies should be discussed more regularly.  The School Values policy is the first to be discussed.  Paul gave an overview of how the School Values have arisen.  This policy was introduced in 2006 and was an intensive process, and revolved around surveys and feedback across the school community. From this work, the key values arrived at were: Personal, social and environmental responsibility.    This has become part of the vision of the school and part of the School's Business Plan, including programs available to students, dealing with students and community and many other aspects.    Churchlands SHS empowers every member of our community to be the best person they can be and to contribute to the wellbeing of self and others.    During 2019, in the development of the Business Plan for 2020 – 2022, further work was done by the collaborative planning group on the clarifying pointers to more clearly reflect how these might be demonstrated in the current times. Resiliency was added to the Personal Responsibility Value and in the Social Responsibility, “show compassion and tolerance” was adjusted to “build empathy and accept difference”. These changes were made in consultation with the key groups in our community and approved by the School Board.    Copies of the new values have been produced and are being placed into all classrooms and key areas across the school.    Paul gave an overview of many of the programs available to students in capitulated within each responsibility area.    Tracey requested Board members that if they have any additional items that could be added to Paul's list in each responsibility area, to please bring them forward. |
| 6. | Finance Report | Paul Housley | The following documents were attached for consideration:     * + School Board Finance Report as at 31 July 2020   + School Board Contributions and Charges as at 31 July 2020   + Financial Summary as at 31 July 2020      * + School Board Finance Report as at 31 July 2020   Paul spoke to the income and expenditure and bank balances to the end of July.   * + Contributions and Charges Collection Rates as at 31 July 2020   Paul spoke to the Voluntary Contributions Collection Rate for Year 7 to 10 and is set at $235.00 per student. Contributions are voluntary and the school requests parents to pay this amount. Electives are considered to be charges and therefore are compulsory.    At the end of July the collection rate is 47.94% and the comparison to 2019 was 65.77%. Reminder letters have been sent out in the last week.    Year 11 and 12 are compulsory charges and at 31 July the current collection rate is 60.78% and in comparison the 2019 was 78.27%.    Overall Extra Cost Optional charges collection rates from Year 7 to 12 at the end of July includes camps, excursions and the collection rate is 48.90% and in comparison to 2019's 67.21%.    The rates are increasing over the year, however it is believed that the 15% lower rate of collection is due to COVID-19. The school is very fortunate to have supportive parents and to have reserves to continue as normal. Paul advised parents who are facing hardship should contact the school.    Paul advised that the Finance Committee is made up of the Principal, Associate Principal, two staff members, School Board representative (Chris Porteous and P & C Treasurer (Shirley Godfrey).    The next Finance Committee meeting is on Thursday 10 September. At this meeting they will be looking at the preliminary budget for 2021 and then will be brought to the next Board meeting.     * + Financial Summary is provided to show the official amounts in each account. |
| 7. | Correspondence In |  | * + Statements and photographs received from parent election candidates. |
| 8. | Correspondence Out |  | * + 28 July - Email sent to all parents of election process and an email from Survey Monkey   + 10 August - Congratulations email to successful candidate - Dr Genevieve McSporran after screening process completed   + 10 August - Email to unsuccessful candidates   + 11 August - Email to parents re Election Results and inviting parents to the Open Meeting |
| 9. | Principal's Report | Paul Housley | * + Attached as an addendum (Principal's Report)     School Leadership Changes  Paul advised of changes that have been made to School Leadership group since Neil had moved to Central Office. These changes have been made to provide stability and will be in place until the end of the year.    School Census for Semester Two:  The mandatory census has occurred for the second time this year.  The first occurs in February and the second in August.  The school population as at the August census shows the school at 2797.  The school is planning on 420 Year 7 students for 2021 and is expecting a student population of approximately 2800 for 2021.  Subject Selection for 2021:  Subject selection for all years has now been completed, and now staffing and timetabling is being undertaken in preparation for 2021.   COVID 19:   * + The whole school assembly has been cancelled and from now on until Phase 5 is introduced it will only be year group assemblies.  Certificates will be presented at these events and include less academic awards and will be more balanced and include more active citizenship awards as per the Business Plan.      * + Parent information nights and concert numbers are affected by social distancing and approximately only 250 parents can attend.  This may become an issue for the Year 12 Graduation and it is not certain as to how the school will proceed> At this stage the school is hoping that Phase 5 will come in on 24 October so allowing all to go ahead as normal.      * + Excursions are as normal for Year 7 to 10 however Year 11 and 12 excursions are only going ahead for the essential curriculum based excursions.  This allows more time to be spent in the classroom with Year 11 and 12s, considering the time lost earlier in the year.      * + No international tours will take place in 2021 at this stage.     Facilities Upgrades:   * + The Solar Panel project is working, generating and using electricity. It is planned to have a TV screen in the front foyer showing promotional materials for the school and will also advertise the amount of savings.     Discussion took place on the savings from the solar panels and the arrangements around the school being a generator.  It is uncertain about the total amount to be saved and due to the early stage of the program. Further measurement needs to take place.  The school is using more power than it currently generates but will be looking how to optimise its usage to create move savings.     * + Refurbishment of the changerooms and swimming pool is almost fully completed. There has been a slight problem with the pool heating reaching the desired temperature, and is currently under investigation.      * + The CCTV and landscaping projects are still in the early stage. A meeting has occurred with Programmed with the hope of making progress as soon as possible. |
| 10. | Chair's Report | Tracey Gralton | The Churchlands SHS Board Terms of Reference require the chair to report on the performance of the Board’s functions at the annual open meeting. The report by Mr John Gillon (immediate past chair) published in the Annual Report and the findings of the annual survey of Board effectiveness have previously been tabled. The powers and duties vested in the Board were enumerated for the benefit of new members and references to proceedings and records were made available to illuminate performance on the relevant clauses.  The School Board does not interfere in the day to day running of the school.  The following recommendations were made in respect of the items listed below:  **3(a)i**to build knowledge and understanding within the Board, of school objectives, priorities and policies, and consider where improvement or support is required.  Strategies to consider may be things such as:   * partnering with the Foundation to support increased, high-level professional development opportunities for teachers. * acknowledging and developing school values in action.   **3(f)i**to plan a strategy for determining the attributes the school values most in a principal and to prepare for Board involvement in the selection process.  **6(a)** to consider the composition of the Board in terms of factors relevant to the student population and determine any gaps.  **6(e)** to elect a new chair by the end of 2020. |
| 11. | General Business | Chris Porteous | P & C Report:   * First face to face meeting since early in the year and number of attendees were low. * Karena Shearing attended the P & C meeting and spoke about the Family and Community Engagement program and survey. * Chris will represent the School Board at the Senior School Concert on the 28 August. * The next P & C meeting will be held on Monday 7 September and the Finance Committee meeting is scheduled for Thursday 10 September. |
| 12. |  | Tracey Gralton | Alumni Report:  No items to report. |
| 13. |  | Thomas Noordzy and Zahra Amos | Head Boy and Head Girl Report:   * Zahra on behalf of the students thanked the school for the donation of the Chess clocks. * Congratulations to our two Year 12 students who made the final of the ZONTA Awards - Rose Mansfield and Yie Xin Cheong. Although they were not the winner, the school is very proud of their achievement. * Free dress day was held on Wednesday 28 August and the $1500 raised would be split between the Lions Club, Rotary Club and PCYC. * The student café recently opened and is in need of a name and students are currently putting forward their ideas. It is hoped to extend and create an area with umbrellas as an extension to the café. It was agreed that further discussion, planning and organisation needs to occur before it can be considered. Kris Mainstone offered his expertise if required. * The boys toilet privacy is still an issue with the students with the doors being locked open. This measure was taken to ensure responsible behaviour was occurring. Paul suggested that positive messages need to be discussed with the Student Council, Mr Chapman and Mrs Kolodij. Ideas and plan to then be put forward to the Head of Year meeting and then presented to the Executive team for discussion. |
| 14. |  | Other | Nil. |
| 15. | Meeting closed |  | Meeting closed at 7.40pm |
| 16. | Next Meeting |  | Thursday 24 September 2020 |