****

**SCHOOL BOARD MINUTES – MEETING NO. 1 OF 2020**

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

**ATTENDEES:** Neil Hunt (Principal), Tracey Gralton (Alumni Representative and Chair), Chris Porteous (P & C Representative), Grant Brinklow (Elected Parent Member), Katherine Sturley (Elected Parent Member), Jane Hegarty (Staff Member), Shaq Herath (Staff Member), Thomas Noordzy (Head Boy), Zahra Amos (Head Girl) and Kylie Hearle (Minutes). Meeting commenced at 5.30 pm.

|  |  |  |  |
| --- | --- | --- | --- |
| **AGENDA ITEM NO.** | **ITEM/DECISION** | **SPEAKER** | **ACTION/OUTCOME** |
|  | Apologies | Tracey Gralton | John Gillon (Community Member and Chair) |
|  | Welcome | Tracey Gralton | Welcome to Shaq Herath (newly appointed Staff Member for a one year term) |
| 3. | Acceptance of the Minutes |  | **Resolution:**  That the minutes of the meeting held on the 28 November 2019 be accepted as tabled.  **Moved**: Jane Hegarty, seconded Chris Porteous. **Carried unanimously.**    **Resolution:**  That the minutes of the extraordinary meeting held on the 18 February 2019 be accepted as tabled.  **Moved:** Katherine Sturley, seconded Jane Hegarty. **Carried unanimously.** |
|  | Year 12 in 2019 Exit Data | Paul Housley - Senior School Associate Principal | Paul showed a PowerPoint presentation on the 2019 Year 12 students exit data.    Churchlands SHS overall did very well and came third in the top public schools awards.    WACE achievement - all public schools in the state was 88.3%, compared with 88.6% in 2018. The statewide WACE achievement including private schools was 91.3% compared with 91.6% in 2018.    99+ATAR - 149 public school students achieved an ATAR of 99 or above. This was compared to 162 in 2018. Churchlands SHS had six students that achieved 99+ and this was up from four in 2018.    Median ATAR - 84.85 (85.1 in 2018) for Churchlands SHS students (median = the middle score range from highest to lowest). Which was 25th (29th in 2018) in the state and the 6th (7th best in 2018) best government school.    Congratulations to the 2019 Dux Award winners from Churchlands SHS: ATAR Dux - Paige Reeves and VET Dux - Isabella Urry.    The following subjects (recognised by Schools Curriculum and Standards Authority) for the percentage of students at the school who achieved a combined course score in the top 15% of students in that course:    Biology  Chemistry  Computer Science  Earth and Environmental Science\*  Economics  EALD\*  French Second Language  Health Studies\*  Maths Specialist  Modern History  Music\*  Politics and Law\*  \*have appeared in this list for the last three years.    General Exhibition winners from Churchlands were Sreyam Das, Paige Reeves and Mark Woods (nil in 2018) and were presented their awards by the Governor at Government House last week.    Subject Certificates of Excellence were awarded to: Mark Woods (Economics), Logan Howe (English), Rick Yu (Human Biology) and Emma He (Politics and Law).    Forty three Churchlands students received a Certificate of Distinction (37 in 2018) and 78 students received a Certificate of Merit (76 in 2018).    WACE achievement in 2019 (requirement to pass OLNA) Churchlands achieved 96% in 2019 (98% in 2018). In comparison to other government schools of 88.3% (88.6% in 2018).    Attainment - where students receive a Certificate II or higher and/or an ATAR of 55 or higher. Churchlands received 98% (98% in 2018, 2017 and 2016) and other government schools 95% (95.6% in 2018, 96% in 2017 and 98% in 2016).    ATARs over 70: 2019, 223 students achieved an ATAR of 70 or higher (83%); 2018, 210 students achieved an ATAR of 70 or higher (83%); 2017, 203 students achieved an ATAR of 708 or higher (88%); 2016, 224 students achieved an ATAR of 70 or higher (81%).    ATAR participation in % of students:   * 67% in 2019 * 71% in 2018 * 68% in 2017 * 80% in 2016 * 77% in 2015 * 78% in 2014 * 76% in 2013     The spread of ATAR results in 2019 - 268 students gained an ATAR (253 in 2018).    School Curriculum and Standards Authority are responsible for writing the courses, syllabus, what to teach, set and mark the exams and then feed the results to TISC.    University eligibility - TISC (Tertiary Institution Service Centre) do the scaling process and calculate the ATARs. They will coordinate entry to Curtin, ECU, UWA and Murdoch. Notre Dame will use part of the ATAR. Not everybody applies to TISC.    Four requirements for entry into a university:   * Receive WACE * Meet 50% or more in English/Literature/EALD * Meet any prerequisites for the course (50% or more for a course) * Higher enough ATAR for the course     VET Qualification completion showed:   * 251 students out of 397 students completed at least one unit of competence. * Of these 251 students, 250 of them completed a Certificate II or higher. * This is 99.6%, an excellent result built on strong leadership and the work of the dedicated staff in the VET area.     Level of highest qualification achieved by VET students:   * Certificate II - 159 students (63%) * Certificate III - 85 students (34%) * Certificate IV - 6 students (2%)     University offers - of the 255 students who applied for a Western Australian University:   * 174 or 68% of students were offered their first preference. * 234 students of 92% were offered one of their preferences. * This does not count any students offered places at Notre Dame, interstate universities or overseas universities.     Offers to the four WA Universities (Curtin-94, ECU-32, Murdoch-15 and UWA-93) were very pleasing and it clearly shows that the school is meeting the needs and aspirations of most students. More students offered places to Notre Dame and out of state universities.    Thanks to Paul for his time and all the information provided. |
| 5. | Business arising from Minutes |  | * + Aboriginal representation on the School Board - Neil will follow up.   + School Board Effectiveness Surveys (tabled at meeting and the results of the surveys will be discussed at the March meeting).   + 2020 Meeting dates were tabled and it was agreed that the April and July meetings be cancelled due to them being so close to the commencement of the term.   + Resignation of Justin Forbes (Elected parent member). The Board has the ability to co-opt a member to replace Justin. The proposed P & C nominee is Chris Porteous however further consideration needs to take place and it was suggested that this be postponed until John is present.   + It was agreed that the Open Meeting for 2020 take place on Thursday 27 August. |
| 6. | Finance Report | Neil Hunt | The following documents are attached for consideration:     * Finance Meeting minutes from meeting held on 28 November 2019. * School Board Finance Report as at 31 December 2019   This showed an amount of $4 884 515 in total in the bank accounts, and with approximately $1 million to be spent on the upgrade of the commercial kitchen and swimming pool upgrade. The term deposit accounts include Music Tour funds. The Building Fund is an account which was set up when the Concert Hall was built and donations are received and provide a tax reduction for those who which to donate. This will aid provision of a number of items including replacement pianos, carpets, painting, etc. This is entirely separate from the P & C and the Churchlands Foundation Building Funds.   * Contributions and Charges - Collection Rates as at 31 December 2019   The Voluntary Collections Rate for Years 7 to 10 for 2018 was 73.32% and in 2019 was 72.08%.  The Voluntary Collections Rate for Year 7 to 10 including the Program Allowance for 2018 was 76.38% compared to 2019 of 75.76%.  The Collection Rates for Optional Charges and Subject Charges for Years 7 to 12 was 98.14% in 2018 compared to 96.15% in 2019.  The Subject Charges Collection Rates for Years 11 to 12 were 92.83% in 2018 and 95.15% in 2019.   * Contributions and Charges - Collection Rates totals 2019 and 2018 for comparison tabled for tabled for information. * Reserve Accounts information were provided and this shows what funds are being held in various accounts and includes the faculty's reserve funds. Each faculty annually reports to Neil on how they plan to expend their funds over the next three years. This ensures there is always a program. These funds can be used for text books, software costs, etc.     The mandatory fees for Years 7 to 10 have not changed from $225 since 1998. |
| 7. | Correspondence In |  | Nil. |
| 8. | Correspondence Out |  | John has provided the following for consideration:     1. Draft letter to Ms Jodi Cant, Director General - Department of Finance      1. Annexures A, B, C, D & E      1. Previous correspondence with Ms Jodi Cant     Discussion took place on the correspondence tabled and the requested information with regard to the slow progress and the delay and processes which have occurred throughout the whole Solar Panel project. John's draft letter is tabled for comment. The Churchlands Foundation has approved the letter, and John is writing on behalf of the two Boards concerned. The mailing address should be changed. Tracey to make some edits to the letter to highlight the two separate sections and improve clarity and provide to John for finalisation. |
| 9. | Principal's Report | Neil Hunt | * + Attached as an addendum (Principal's Report)     Update on works:  Work has commenced on the solar panel project with the panels being craned onto the four roofs that will carry them (Churchlands Concert Hall, Technology block, Sports Hall and HASS building).  The Home Economics Commercial Kitchen and Textiles Studio has been completed and the staff are very pleased with the final result.    2020 Enrolments:  As of census, numbers are lower than expected with 2019 figures being 2877 and 2020 numbers being 2843. The implication with having 34 less students is $200 000 less income. The other concern is how EALD students are funded and the change in mechanism for funding EALD, which has now dropped from 50 in 2019 to 19 in 2020. As a result of this EALD teachers will only be employed on 0.8 FTE compared to 1.6 FTE in past years.    Churchlands SHS Business Plan 2020-2022:  The Business Plan was tabled and is still in draft form. It will be tabled at the March meeting for a resolution. Staff have had an opportunity to see the draft and feedback has been sought. Neil spoke to the Business Plan and due to emphasis being placed on staff and student wellbeing, the Churchlands Vision Statement has changed slightly to "Churchlands Senior High School empowers every member of our community to be the best person they can be and to contribute to the wellbeing of self and others." The Churchlands Values has altered slightly in Personal Responsibility with the addition to "Be resilient" along with a change in the Social Responsibility area, the wording to include "Be empathetic and accept difference."    Leadership Beliefs and Teacher Beliefs are covered along with providing the Focus Areas of Active Citizenship, Effective Leadership, High Quality Teaching and Success for All Students. Targets Areas have been stated and strategies provided.    Any questions please email Neil.    Annual Report for 2019:  The Annual Report will be tabled at the March meeting for a resolution.    External Review:  A review of the school will take place on Wednesday 27 May. An audit will take place on the schools performance e.g. Student results etc. The school will submit online our performance standards and provide evidence to back this up. They will attend the school and will speak to members of the school community - Student Council, P & C, School Board and teaching staff. |
| 10. | General Business | Neil Hunt | Churchlands Foundation:  Main discussion was around the Solar Panel project correspondence. Music Scholarship winners to be announced and acknowledged at the Year 7 BBQ to be held on Thursday 12 March.    It was hoped that with Solar Panel project, the savings in electricity costs could provide and support student scholarships and enable student groups to attend leadership programs.  It also aims to provide staff initiatives and will look at making this available to two or three staff members. |
| 11. |  | Chris Porteous | P & C Report:  The AGM was held during the week and was disappointing to not fill the main committee roles.  Donations towards the school for 2019 was approximately $177,000 as well as contributing $200,000 towards the Solar Panel project.  The P & C will advertise in the Churchlands Bytes for more volunteers to fill the vacancies. |
| 12. |  | Tracey Gralton | Alumni Report:  A successful sundowner was held in December for the Year 13 group with approximately 60 students in attendance. The timeline will be looked at for 2020 and hope to gain more attendance from the staff as past students see this as a great opportunity to catch up with them. |
| 13. |  | Thomas Noordzy and Zahra Amos | Head Boy and Head Girl Report:  Thomas and Zahra reported the concerns of the Student Council which included:   * The pool changerooms were of concern and Neil advised that during the April school holidays they were being refurbished and the pool would remain available for use.  The Sports Hall changerooms will be available during this refurbishment. * Boys toilets and concerns about privacy due to the doors being locked open.  This has been done due to the amount of damage and vandalism occurring on a regular basis.  Thomas would like to see a privacy screen provided.  There is a concern that there is no soap in the toilets, and again this is due to the amount of vandalism of dispensers and wastage of the liquid soap.  This will be looked into and any solutions are most welcome. Thomas and Zahra will take this back to the Student Council for discussion. * Some of the student councillors from Hale School have reached out to Thomas and Zahra and given their support, and they would like to start up a 'stand against violence' group.  This is being discussed with the Year 12 Councillors and Zahra has a draft email ready to send but looking for confirmation.  This has been seen has a positive and encouraging action and even if it does not happen this year it would be great for it to occur in the future.  The Board thought it was a great initiative. |
| 14. |  | Other | Nil. |
| 15. | Meeting closed |  | Meeting closed at 7.40 pm. |
| 16. | Next Meeting |  | Thursday 26 March 2020 |