



# CHURCHLANDS SENIOR HIGH SCHOOL

## *An Independent Public School*

### SCHOOL BOARD MINUTES – MEETING NO. 2

HELD IN THE CONFERENCE ROOM ON THURSDAY, 21 MARCH 2024

**ATTENDEES:** Dr Genevieve McSparran (Chair and Elected Parent Member), Kate Grayson (Principal), Geoff Lummis (Alumni Representative), Louise Williams (Elected Parent Member), Matt Turnbull (Elected Parent Member), Kris Mainstone (Community Member), Russ Fishwick JP (Community Member), Kym Lucchesi (Staff Member), Hagop Boyadjian (Staff Member), Sarah Hughes (P&C Representative), Layla Richards (School Captain), Patrick Mason-Chambers (School Captain) and Kylie Hearle (Minutes). Meeting commenced at 5.30pm.

AGENDA ITEM NO.	ITEM/DECISION	SPEAKER	ACTION/OUTCOME
1.	Apologies And Welcome		Nil.  Genevieve delivered an acknowledgement of country paying respect to the traditional owners of the land.
2.	Acceptance of the Minutes		<b>Resolution:</b> That the minutes of the meeting held on the 22 February 2024 <b>Moved:</b> Kris Mainstone seconded Kym Lucchesi. <b>Carried unanimously.</b>
3.	Business arising from Minutes		<u>GATE request:</u> Genevieve advised that no reply had yet been received in relation to the meeting that had taken place about the School Board's GATE request. Genevieve will follow up again on the Board's submission.

		<p>Kate advised that she had met with the two local members of parliament in relation to the proposal and about the funding that Churchlands SHS receives. It is hoped to have another meeting as a follow up.</p> <p>General discussion took place, and the School Board and P&amp;C will continue to follow up via correspondence.</p> <p><u>School Board representation - Co-opted community members:</u> An email request had been sent to Alumni members seeking registrations of interest. Two registrations of interests were received and both interested candidates were of similar background.</p> <p>Kate and Genevieve had met to discuss the candidates and it was agreed that both candidates were very strong and suitable for our School Board. Our current number of Board members allows the Board to offer both candidates a position which was agreed upon. The candidate information will be supplied to Board members.</p> <p>The candidates will be emailed of their successful membership and will be advised of the necessary steps to be undertaken.</p> <p><u>Surveys were completed in November 2023 by parents/staff/students:</u> When surveying groups with a large population, it is usual to select a random sample which is essentially a subset of the whole group. In this case we used a stratified random sample of parents and students based on the proportion of each cohort relative to the number of students in the school. The total number of parents surveyed was 400 and the number of students was 500.</p> <p>General discussion took place on the surveys and it was felt that some results were of concern, however it was agreed that a few questions were ambiguous. It was suggested that some time should be taken to look at the wording of the questions. Some matters cannot be shared due to confidentiality, but are being dealt with very seriously.</p> <p>The Student Council could be the platform for students to share ideas especially the three main areas of concern. By closely looking at the questions another survey be created for students, after consultation with the Student Council. Educating students to give feedback is a key and it would be a worthwhile process to seek more information on the strong and weak results. The aim is to improve and be better informed.</p> <p>The P&amp;C to be approached regarding a parent survey and the staff be also approached with questions on why they think the students have responded to some questions in a certain way.</p>
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4.	Finance Report	Kate Grayson	<p>No finance documents have been tabled. The Department will supply on the 26 March the Operational One Line Budget which will then be taken to the Finance Committee on the 28 March. The School Board will be asked to approve the One Line Budget at the 9 May meeting.</p> <ul style="list-style-type: none"> <li><u>Finance Committee Representative:</u> It is a requirement for the School Board to have a representative on the Finance Committee. The commitment is that the Finance Committee meets once a term, usually on a Thursday morning.</li> </ul> <p>Sarah kindly offered her services to be the Finance Committee representative and was duly elected unopposed. Thank you Sarah, and the first meeting for 2024 will be held on the 28 March at 8.30am.</p>
5.	Correspondence In		Nil.
6.	Correspondence Out		<ul style="list-style-type: none"> <li>Email from School Board to parents/caregivers with an explanation about what the School Board does and where information can be found on the website along with facts about the Contributions and Charges.</li> </ul>
7.	School Captains Report	Layla Richards and Patrick Mason-Chambers	<p><u>School Captains Report:</u></p> <ul style="list-style-type: none"> <li>Patrick spoke about The Push-Up Challenge which was introduced to Churchlands SHS in 2023 by Ava and Nicky, the previous School Captains. The school will continue with this and the aim is to create as many teams as possible. The target is 3250 push ups in 24 days (5-28 June). A half target is also available (1625) and could be squats, star jumps or sit ups. The number of 3250 represents the number of lives lost to suicide in Australia in 2023.</li> </ul> <p>Patrick and Layla will be the student ambassadors. They are keen to break the world record of the number of persons doing push-ups at the same time which would mean beating the current record of 2926 people, but will require some more thought.</p> <p>Kate will promote the challenge to staff.</p>

			<ul style="list-style-type: none"> <li>• Layla spoke to the Mobile Phone and Electronic Device Policy and was concerned that a large number of female students were having their phone confiscated whilst standing in the canteen line. Students without pockets in their uniform felt that this was unfair as they had to hold their phones, which in some cases had led to confiscation. Many students use their mobile phone to pay for their purchase at the canteen.</li> </ul> <p>Kate advised that confiscation had occurred whilst in the canteen line, but in most cases was due to inappropriate usage.</p> <p>Kate will speak to the Uniform Shop about pockets in the uniform, along with taking the policy query back to the Executive team for further discussion.</p> <ul style="list-style-type: none"> <li>• The free dress day held today was not very successful as a fundraiser. Student involvement was minimal. It maybe the time to look at alternative and creative ways to fundraise in the future.</li> <li>• From the last meeting, Kate will now be the staff member responsible for meeting with the Student Council on a fortnightly basis. The house chant project is the next item to be discussed.</li> </ul>
8.	Principal's Report	Kate Grayson	<p><u>Principal's Report (attached as an addendum):</u></p> <ul style="list-style-type: none"> <li>• <u>Teacher stop work meeting - 23 April</u> Kate advised that the SSTUWA are to hold a teacher stop work meeting for half a day. An email will be sent to parents about this. Duty of care will be provided as is required and planning will continue to occur, however there is a small chance that it could be cancelled.</li> <li>• <u>Primary School enrolments</u> Significant advertising will be undertaken for next year's Year 7 intake through the feeder primary schools. Work is being undertaken on a new electronic enrolment system and with early enrolments will assist the school with language class numbers. An additional notation will be included in that students enrolled in Music will be required to remain in that subject for the entire year.</li> </ul> <p>It has been found that a considerable amount of Year 7 students do not have the level of information technology that is required for using laptops. Further work will be done to pre-empt incoming students and parents on what is required for high school and with the possibility of introducing some of these skills into the first term timetabling.</p> <p>Geoff suggested that some primary school teachers may like to do some professional development on IT skills which would then in turn benefit the students. Kate will speak to Jayne Kitto who is in contact with the Primary School Principals to see if this is an area of interest.</p>

Layla made mention that the website could include further information for students around IT skills - a starter guide for how to access the programs Churchlands SHS students use. Possibly a student tab where they can go to and work through a step by step process.

- Academic Extension Program:  
Recently the HAST testing process for our Academic Extension Program took place for 133 students. There has been an increase in the numbers wishing to sit the test, and a considerable amount of thought has been put into the student entry process. There are relatively large numbers of testing opportunities undertaken in Year 6 and the school wishes to ensure it is providing students with the best possibility to be involved in our program.

- Quality Teaching and Learning:  
Kym Lucchesi spoke to her role as Quality Teaching and Learning Coordinator and gave an overview. Staff have carried out activities around engagement and the impact on their teaching and learning. It is hoped to create a document as an attractive feature to engage staff whether they be new to Churchlands or been a member of our staff for some years.

The working party is unable to meet at present due to the industrial action and until this matter is resolved, professional development is on hold. The idea is to simplify and streamline the document. The whole purpose of the quality teaching and learning framework is to create engagement for students in all facets of their education and how staff can support this.

Possibly grant applications to support professional development in this field could be directed to the Churchlands Foundation.

- Draft 2023 Annual Report:  
This document was tabled and comments requested by no later than Tuesday 26 March. When approved this report will be available on the school's website and provided to the Department of Education.

**Resolution:**

It was agreed that the Draft 2023 Annual Report content be accepted as tabled, with any typos and minor amendments to be submitted to Kate by no later than Tuesday 26 March. **Carried unanimously.**

- New Course Submission - Music - for 2025:  
It is a request to replace the current Certificate II in Music which is completed over two years. It is difficult as it stands, at present not enough work to spread over two years but too much for a one year course, therefore with a number of other factors not fit for purpose.

The school would like to replace it with a General Music course which meets the students' needs better. The only issue that students would not be able to have the ATAR Music course and General Music course grades both count for their WACE. This will only affect the ATAR Music students.

After discussion the timeline is that both courses will be offered in 2025, Year 11 General will be introduced with the Certificate III in Music and in 2026 only General Music will be offered.

It was noted that it is necessary to have teacher/s available to present the certificate courses and meet the requirements of presenting the required information.

It was requested that students need to be consulted and be given the opportunity to provide feedback. It was believed that this decision can be deferred to the next meeting, however it was agreed that if it was necessary due to deadlines, a resolution could be circulated online to members to respond.

- School Curriculum and Standards Authority (SCSA):  
SCSA have advised that a number of general courses will be cancelled in 2025 and are mainly due to very low numbers and seem to be mostly across the HASS and Science faculties. Further information will become available in the near future.
- Review of Formative Assessment:  
Kym gave an overview of formative assessment and in particular about the students understanding when formative assessment is happening, and why it's happening so they are able to value it more. It is important for students to own their own learning.

Kym will be providing a central resource centre so parents will be able to access this information. A number of parents assist Kym with feedback on the articles which appear in the Churchlands Bytes and newsletter, and is very helpful.

A student working group will be formed to consider how to increase the profile within the student group to make them self-aware and how to be proactive. This also gives them the opportunity to be able to converse with their teachers.

Kym is developing a presentation where parents can access more information on the parent teacher interview day. The website will also be updated.

Staff have participated in an electronic version of feedback around quality teaching and these results will assist in what professional learning is wanted by staff.

9.	P&C Report	Sarah Hughes	<p><u>P&amp;C Report:</u></p> <ul style="list-style-type: none"> <li>• Planning is underway for the Art Exhibition to commence with the Opening Night on 24 May.</li> <li>• The Quiz Night is on the calendar for 24 August, subject to the Sports Hall being available. A request has been placed for community service helpers to assist. A quiz master is currently being sort.</li> <li>• \$250,000 is still on hold for the landscaping project, which is being followed up on by Arlene.</li> <li>• \$35,000 has been approved for the Youth Care Chaplaincy program.</li> <li>• Year 10 HASS AEP funding was discussed and will go back to the Finance Committee for discussion.</li> <li>• Funding has been approved for the faction trophies.</li> <li>• Looking into speakers for female and male presentations.</li> <li>• IT resources for sharepoint access is currently being considered.</li> </ul>
10.	Chair Report	Genevieve McSporrان	<p><u>Chair Report:</u></p> <p>Nil.</p>
11.	Alumni Report	Geoff Lummis	<p><u>Alumni Report:</u></p> <p>Geoff advised that a couple of phone meetings have happened recently with the next meeting planned for the 28 May. An update will then be given on the recognition pavers and the organisation for the 50th Anniversary which will take place on 16 October.</p> <p>More information will be provided after the meeting.</p>
12.	General Business		<ul style="list-style-type: none"> <li>• It is a requirement that School Board members to complete the following mandatory training courses (a link will be emailed to members): Mandatory Aboriginal and Torres Strait Islander Cultural Awareness Training.</li> <li>• It has been agreed that the Open meeting for 2024 is to be held on 8 August 2024.</li> </ul>
13.	Meeting closed		7.20pm
14.	Next Meeting		Thursday 9 May 2024