



# CHURCHLANDS SENIOR HIGH SCHOOL

## *An Independent Public School*

### SCHOOL BOARD MINUTES – MEETING NO. 4

HELD IN THE CONFERENCE ROOM ON THURSDAY, 6 JUNE 2024

**ATTENDEES:** Dr Genevieve McSporrان (Chair and Elected Parent Member), Kate Grayson (Principal), Sarah Hughes (P&C Representative), Adnan Visram (Community Member), Michelle Palethorpe (Community Member), Kym Lucchesi (Staff Member), Hagop Boyadjian (Staff Member), Layla Richards (School Captain) and Kylie Hearle (Minutes). Meeting commenced at 5.52pm.

AGENDA ITEM NO.	ITEM/DECISION	SPEAKER	ACTION/OUTCOME
1.	Welcome and Apologies		<p>Geoff Lummis (Alumni Representative), Patrick Mason-Chambers (School Captain), Louise Williams (Elected Parent Member), Kris Mainstone (Community Member), Russ Fishwick JP (Community Member), and Matt Turnbull (Elected Parent Member).</p> <p>Adnan acknowledged the traditional custodians of the land upon which we meet, the Whadjuk people of the Noongar nation paying respect to the elders, past, present and emerging.</p>
2.	Acceptance of the Minutes		<p><b>Resolution:</b> That the minutes of the meeting held on the 9 May 2024 be accepted as tabled.</p> <p><b>Moved:</b> Adnan Visram seconded Michelle Palethorpe. <b>Carried unanimously.</b></p>
3.	Business arising from Minutes		<ul style="list-style-type: none"><li>Kate met with interested persons regarding the development of a new prospectus this afternoon. A Staff Conference was held yesterday afternoon and they participated in a survey to assist with the preparation of this document. A vision of the document has been created and the survey has also been made available for Board members to complete. Copies of the staff feedback was tabled.</li></ul>

			<p>Draft documents will be emailed out and feedback will be sought. The Quality Teaching and Learning document is also being updated and feedback has been requested on teaching beliefs so that a new Teacher Belief Statement can also be created.</p> <ul style="list-style-type: none"> <li>• Please remember to complete the Mandatory Aboriginal and Torres Strait Islander Cultural Awareness Training and please update Kylie.</li> <li>• Kate advised that she will be attending a meeting with Minister Buti on the 13 June through the Principals Federation.</li> <li>• The mobile phone communication has been advertised in the Churchlands Bytes and made available for students in the daily notices, and emailed to staff.</li> <li>• Kate spoke to the school timetable structure, which was discussed at the last meeting. This has since been raised at senior leadership, and explored through each faculty, however no unanimous verdict has been reached, therefore it will remain as is.</li> <li>• Student behaviour data - The National Opinion Survey initially showed some results that were difficult to interpret, therefore students were further surveyed (Year 8 to 12) with more specific questions. The survey is created for the school with very general questions, and this additional survey has now alleviated any concerns that were raised from the first survey.</li> </ul>
4.	Finance Report	Kate Grayson	<p>The following documents are tabled for consideration:</p> <ul style="list-style-type: none"> <li>• <u>Contributions and Charges Collection Rates as end of April 2024</u> Kate spoke to the documents tabled and advised that an error has shown on the document and the explanation as to why this has occurred.</li> </ul> <p>The school has a process to follow up on outstanding charges and it is important process as all monies received benefit students' learning.</p> <ul style="list-style-type: none"> <li>• <u>Comparative Budget Report as end of April 2024</u> Each faculty has a reserve account and these amounts are built up, sometimes over a number of years to buy the necessary text books, subscriptions etc. Each faculty will document their expected expenditure and planning for the future.</li> <li>• <u>Operational One Line Budget Statement issued on 31 May 2024</u> Kate advised that the Student Centred funding was as expected.</li> </ul>

			General discussion took place on staff long service leave, staffing and other factors that may affect the school's finances.
5.	Correspondence In		Nil.
6.	Correspondence Out		<ul style="list-style-type: none"> <li>• Thank you email was sent to the Churchlands SHS staff thanking them for their dedication and commitment to the students, school and community.</li> <li>• Thank you letter delivered to the Home Economics staff and certificate students for the preparation of food for special functions.</li> </ul>
7.	Chair Report	Genevieve McSporran	<u>Chair Report:</u> Nil.
8.	Alumni Report		<u>Alumni Report:</u> Nil.
9.	School Captain Report	Layla Richards	<u>School Captain Report:</u> <ul style="list-style-type: none"> <li>• Kate advised that the request for changing the sound of the bell/siren to a softer tone/sound is considered to be too expensive to warrant an upgrade at this stage.</li> <li>• Layla mentioned that the last free dress day was not very successful, but the next free dress day will have no theme, and will be used as a trial to see if a greater number of students participate. This is scheduled for the last day of term - Friday 28 June.</li> </ul>
10.	Principal's Report	Kate Grayson	<u>Principal's Report (attached as an addendum):</u>  <u>Communications</u> Mental health support systems continue to be advertised in the Bytes on how to access in-school and outside agencies.  It is hoped that the Mental Health and Wellbeing team may be able to provide parenting sessions which the P&C have indicated that they will fund, however research needs to occur to ensure the right organisation is engaged.  <u>Development of a Churchlands App</u> Our IT Department is investigating introducing an App that will accommodate the many electronic features in one place. This will make it much quicker and easier process for parents.

Animal Therapy in Junior School

"Eddie" the dog of the Junior School Psychologist, Mandy Morton has been given the final clearance to work with Junior School students. Permission will need to be granted by parents for students to be involved in a therapy session.

Academic Award criteria review

A fair, equitable and appropriate system for identifying Year 7 to 10 awards is to be introduced. This has been created using a grade point system which acknowledge the rigors of GATE Music and Academic Extension Program, whilst also acknowledging students in mainstream pathways that have achieved high academic results.

Proposal to formalize ATAR tutorial sessions

Senior school is working on a formal process to advertise ATAR tutorial sessions for courses next year. The sessions would run fortnightly, and staff would be compensated through TOIL, at no cost to the school.

A number of these tutorial sessions are currently being run by faculties for both Year 11 and 12 students.

This is a strategy to give Year 12 students additional opportunities to get extra assistance and will only run if student numbers are of an appropriate level.

Tech free days

Due to the number of students spending break times on their laptops, and in particular playing games, it is proposed that students be instructed not to use technology during break times. This will start with two days initially with the aim to commence the program in Term 3.

Communication will be sent to parents and students. This will be introduced because students need to:

- Give their eyes a break from screens
- Socialise with other students
- Assist with their laptop battery life extending to the end of the school day.

Camp on Campus

In Term 1, Year 7 students participated in the orientation, team building and leadership development program called "Camp on Campus". Previously the Year 7 students participated in a two day camp and this was changed due to the earlier introduction of NAPLAN.

In 2024 it has been decided for the Year 7 students to hold an event in Term 3 at the Swan Valley Adventure Camp. This will be a day camp experience from 9.00am to 4.00pm.

### SEQTA

The introduction of the new self-service attendance process through SEQTA has had a positive effect on workload. Whilst it caused some issues initially, due to incorrect time data entry (24 hour clock) it has proved to be a considerable time saving measure.

### Grounds

- The air conditioner units funded by the P&C have all now been installed in the English block. There are only three rooms that do now not have reverse cycle air conditioning in this area (currently evaporative).
- There are still many classrooms with poor quality air conditioning, including the Mathematics block.
- The swimming pool has had ongoing issues, particularly with a leak and is currently now unusable.
- The STEM building now has a roof and is expected to be ready for Term 4.

### Year 7 ySafe Sessions

A cyber safety presentation was run for the Year 7 students and parents. Topics included digital wellbeing, cyberbullying and how to report it, respectful online relationships and digital footprint/online registration. Churchlands SHS will have access to its own Online Safety Hub.

### Subject Selection

Students in Year 8 to 11 will soon be commencing subject selection. The school will use the SSO platform which provides an easy process for parents and staff.

All students in Year 9 will need to select a language and no longer can opt out.

### Primary school transition

This year in Term 4 the school will be utilising and promoting the Claire Eaton "Transition to High School" presentation for Year 6 parents and students. This is to prepare and assist students and parents to adjust, plan and how to manage as they move forward into high school.

### Survey

Kate provided a link to a survey for members to complete and assist in the preparation of the prospectus, the Quality Teaching and Learning document and Teacher Belief Statement. Please complete as soon as possible. This will be emailed to those not present.

Kate will be emailing out the analysed data and then the drafting of the documents will come back through Neil.

11.	P&C Report	Sarah Hughes	<p><u>P&amp;C Report:</u> Sarah advised that:</p> <ul style="list-style-type: none"> <li>• The P&amp;C has endorsed the funding for the House Spirit Awards of \$7,000. This will be for the athletic carnivals and it will promote house spirit, encouraging them to dress up, and support and encourage competitors. Entire house groups will win prizes and will spread across all members of that house.</li> </ul> <p>Year 7, 8 and 9 students are expected to be involved in their individual carnivals, and Year 10 to 12 (all done together) is by nomination.</p> <ul style="list-style-type: none"> <li>• The wobble chairs have been endorsed by the P&amp;C.</li> <li>• The Art Exhibition was very successful raising over \$6,000. A suggestion was made to possibly reinvest some of this amount to improve the area in the Art block used for the exhibition.</li> <li>• Quiz night planned for Saturday 24 August with an 'Olympic' theme. Still looking for a Quiz Master.</li> <li>• Landscaping project at the front of the school - a meeting is planned for next week.</li> <li>• Sustainable Shop for second hand uniforms - spare uniforms, if okay, can be dropped to the front office for collection. The P&amp;C will be doing some more research on this and in due course will be promoting this to parents.</li> </ul>
12.	General Business		<p>Genevieve thanked Kate for being Principal and keeping the Board up to date whilst Neil has been on leave.</p> <p>Kate in return thanked everyone for their support during Term 2.</p>
13.	Meeting closed		7.03pm
14.	Next Meeting		Thursday 8 August 2024 (Open Meeting)