



# CHURCHLANDS SENIOR HIGH SCHOOL

## *An Independent Public School*

### SCHOOL BOARD MINUTES – MEETING NO. 5

HELD IN THE CONFERENCE ROOM ON THURSDAY, 8 AUGUST 2024

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

AGENDA ITEM NO.	ITEM/DECISION	SPEAKER	ACTION/OUTCOME
1.	Welcome and Apologies		Welcome to the 2024 Open Meeting.  Kym Lucchesi 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.
2.	Acceptance of the Minutes		<b>Resolution:</b> That the minutes of the meeting held on the 6 June 2024 be accepted as tabled. <b>Moved:</b> Kym Lucchesi seconded Adnan Visram . <b>Carried unanimously.</b>

3.	Business arising from Minutes		Nil.
4.	Chair Report	Genevieve McSporran	<p>Due to this meeting being the 2024 Open meeting Genevieve gave an overview of the Board's functions throughout the year.</p> <p>The School Board's role is to work with the school's leadership team to ensure it is operating within the policies and practices so that staff, students and community members can promote the values of the school in the best interest of the students.</p> <ul style="list-style-type: none"> <li>• The Board is accountable and reports to the CSHS community and Department of Education.</li> <li>• We promote respectful partnerships, clear and honest communication, transparent processes, democratic and informed decision-making, as well as personal and professional integrity.</li> <li>• In the interests of being inclusive we regularly seek broad input from stakeholder groups.</li> <li>• Various school committees regularly share face-to-face updates or reports with the Board, for example, the P&amp;C, Finance, Student Council (students), Alumni, Foundation, sub-committees such as the Uniform Committee and Music Parents.</li> </ul> <p><b>Board governance since the last Open Meeting</b></p> <ul style="list-style-type: none"> <li>• Endorsed the Annual Report 2023.</li> <li>• CSHS achieved its best WACE results since 2016 (new WACE).</li> <li>• Ratified the School's budget after it was endorsed by the Finance Committee.</li> <li>• Farewelled outgoing and welcomed new Board members.</li> <li>• Thanked and farewelled outgoing School Captains and welcomed 2024 School Captains.</li> </ul> <p><b>Reviewed and endorsed the following policies:</b></p> <ul style="list-style-type: none"> <li>• Workplace Learning Policy</li> <li>• Mobile Phone Policy</li> <li>• Anti-Bullying Policy</li> <li>• Student Behaviour Policy</li> <li>• Health Food and Drink Policy</li> <li>• Learning Support Policy</li> </ul> <ul style="list-style-type: none"> <li>• Guest presentations on OLNA, NAPLAN and WACE results, a review of Formative Assessment initiative and AEP selection, inclusion and exclusion processes.</li> </ul>

			<ul style="list-style-type: none"> <li>• Continuity and support of Associate Principals when acting in the Principal role.</li> <li>• Sought additional survey data to clarify Pulse survey data from students, parents and staff as the sample sizes were small and there was some ambiguity in some questions. Results from the follow up surveys with larger data sets were more positive than results from the standardised Pulse surveys.</li> </ul> <p><b>The Board continues to promote the school in the community by:</b></p> <ul style="list-style-type: none"> <li>• Articles in the Churchlands Bytes.</li> <li>• Attended various school functions such as the Year 12 Presentation Ceremony, the School Musical 'Charlie and the Chocolate Factory', the Community Arts Exhibition, various music concerts and P&amp;C sponsored events.</li> <li>• Supporting student initiatives such as Environmental Club's recycling bins and Containers for Change, Push-up Challenge to support for mental health, and free dress day fundraisers.</li> <li>• The return of school tours, for example Music Tour to Japan and the AEP Sydney-Canberra Tour.</li> </ul> <p><b>There is an ongoing commitment to:</b></p> <ul style="list-style-type: none"> <li>• Support the Churchlands Foundation.</li> <li>• Promoting the School's vision and values.</li> <li>• School improvement projects have included the removal of demountable classrooms from the oval and subsequent upgrading of the top oval. The STEM building is underway, and the front of the school landscaping project is yet to commence.</li> <li>• The continued provision of excellent academic programs, and the marketing of these effectively, to ensure students who are offered GATE music positions are aware of the quality of both music and academic programs.</li> <li>• Working with the Member for Churchlands Christine Tonkin, MLA and the Member for Scarborough Stuart Aubrey to promote issues of significance for CSHS to the Minister for Education, for example, GATE Academic Proposal and school funding.</li> </ul>
5.	Finance Report	Neil Hunt	<p><u>Year 7 to 12 Contributions and Charges for 2025</u> Neil spoke to the 2025 charges which were endorsed by the Finance Committee.</p> <p>The charges remain at \$235.00 which is a fixed amount.</p> <p>Some charges have increased by a small amount and these are only in the optional courses and mainly due to increased material costs.</p>

		<p>The main change is the increased amount to the Certificate II in Hospitality course. This course will increase by approximately \$150.00, with the school already subsidising this by \$100. This is due to the provider increasing the cost.</p> <p><b>Resolution:</b> That the Contributions and Charges for 2025 endorsed by the Finance Committee be accepted as tabled.</p> <p><b>Moved:</b> Neil Hunt seconded Adnan Visram. <b>Carried unanimously.</b></p> <p><u>Contributions and Charges as at 31 July 2024</u> Neil gave an overview of the Contributions and Charges:</p> <ul style="list-style-type: none"> <li>• Voluntary Collection Rate for Years 7 to 10 stands at 53.44% (46.85% in 2023).</li> <li>• Voluntary Collection Rate for Years 7 to 10 including the Education Program Allowance being 57.17% (50.83% in 2023).</li> <li>• Overall School Course Optional Charges and Subject Charges Collection Rate for Years 7 to 12 being 77.68% (67.94% in 2023). Year 11 and 12 all costs are charges, not voluntary charges.</li> <li>• The Overall Extra Cost Optional Charges Collection Rate for Year 7 to 12 is 63.38% (58.34% in 2023).</li> </ul> <p>Reminders for outstanding amounts are sent out at the end of each term, and a final reminder will be sent shortly.</p> <p><u>Operational One Line Budget</u> The One Line Budget Statement is created by the Department and currently it is expected that \$940,000 will be left at the end of the year to carry over to 2025.</p>
6.	Correspondence In	Nil.
7.	Correspondence Out	<ul style="list-style-type: none"> <li>• Email to parents advising of Open Meeting for 2024.</li> </ul> <p>A letter to be drafted by Matt to thank Kate for her time as Principal. A round the table discussion took place on positive outcomes and observations that had occurred during this time. Please submit comments to Matt by close of business tomorrow, Friday 9 August, and in turn to Genevieve by Tuesday 13 August.</p>

8.	P&C Report	Sarah Hughes	<p><u>P&amp;C Report:</u></p> <ul style="list-style-type: none"> <li>• Sarah advised that the Quiz Night has been postponed from August to Term 2, 2025.</li> <li>• The P&amp;C will cover the subscription of the Sustainable Uniform Shop and will be advertised in the Churchlands Bytes.</li> <li>• The UV meters were discussed and considered to be very expensive to have the parts replaced. It was agreed to leave this project at this stage. They are situated on the Canteen and Sports Hall.</li> <li>• Discussion had taken place about a school app which could be developed for our school and could include all aspects of finance, attendance, etc. Further research will be undertaken by Kate/Neil to see what is available/and give time to obtain feedback from other organisations/schools.</li> <li>• Gabriella Jerrat, the current President will be stepping away from the P&amp;C at the end of 2024.</li> </ul>
9.	Alumni Report	Geoff Lummis	<p><u>Alumni Report:</u></p> <ul style="list-style-type: none"> <li>• The last meeting took place on the 11 June.</li> <li>• Kay Pratt has been looking at the Churchlands Champion bricks and hoping that this matter can be finalised soon.</li> <li>• The "Class of 74" morning tea has been confirmed for Wednesday 16 October 2024 with the committee meeting the afternoon before at 2.00pm. Geoff sadly advised that Susan Brewer, one of the committee members had recently passed away.</li> <li>• Andrew Oreb (Marketing and Media CSHS staff member) will be requesting nominations for a Churchlands Champion in the next email to the "Class of 74".</li> <li>• Andrew will also start work on this year's Past Blast. Tracey has suggested advertising Alumni teachers/staff page to be included.</li> <li>• Need to advertise for new members and committee members.</li> <li>• Next meeting will be the AGM to be held on Tuesday 3 September at 4.00pm at CSHS.</li> </ul>
10.	School Captains Report	Layla Richards and Patrick Mason-Chambers	<p><u>School Captains Report:</u></p> <ul style="list-style-type: none"> <li>• Patrick advised that the School Captains of Shenton College had relayed a message that Shenton College were unable to host the Trivia night between the two schools. It was hoped that Churchlands SHS could do the hosting of this event, for approximately 64 students. Possibly the activity area in F block on Tuesday, Week 7 or Wednesday, Week 8 (5.00pm to 8.00pm).</li> </ul> <p>Staff would need to supervise, permission forms and excursion paperwork would need to be completed. This would be required for both school's students.</p>

			<ul style="list-style-type: none"> <li>The Year 9 Councillors had brought forward a proposal for a Year 9 Movie Night. Proposed for a Friday night in F Activity block for approximately 100 students. Objective is to cultivate and foster a sense of community amongst the cohort.</li> </ul> <p>Teachers would be required to supervise, and excursion paperwork would need to be submitted. All details about payment, snack bar, etc., would need to be included in the submission.</p>
11.	Principal's Report	Neil Hunt	<p><u>Principal's Report (attached as an addendum):</u></p> <p>Neil will give an update on how the Business Plan is progressing at the 5 September meeting.</p> <p><u>Analysis of Student Performance in Year 11 and 12</u> The analysis of this data is pleasing and the current Year 12 performance suggests similar outcomes to 2023 where our median ATAR sat between 88 and 89. Year 11 analysis currently suggest performance above this.</p> <p><u>UniReady Program</u> Agreement with Curtin University to run their program on the school site and designed to prepare students for successful entry into higher education. It is believed to have contributed to our good results and provided a pathway for direct entry into university for those students who are unlikely to achieve this. This has grown from one class in 2023 to two classes for 2024 and likely to be the same for 2025.</p> <p>Our Workplace Learning program structure will change in Term 4. The school has for a number of years contracted work placements to Western Workplace Learning, however in Term 4 we will undertake this process ourselves. It is expected that the same service will be at a decrease in cost.</p> <p><u>Enrolments and Budgeting</u> Enrolments for Year 7 in 2025 is expected to be about 385, with the total number of students predicted to be about 2235.</p> <p>Enrolments will affect funding and staffing, therefore budgeting for 2025 will be an interesting process.</p>

			<p><u>STEM Building</u> The building is due to be handed over in early Term 4. Hagop will organise a tour when the building has been fully completed. If an opportunity arises before, Hagop will send an email to members.</p> <p><u>School frontage improvements</u> The proposed improvements have now stalled due to the tenders being significantly higher than expected. Consideration will now take place on how this can be broken down into smaller sections.</p> <p><u>Thank you to Kate</u> Neil expressed his thanks to Kate who undertook the Principal role whilst he was on leave and appreciates all the work done during his absence.</p>
12.	General Business		Nil.
13.	Meeting closed		6.30pm.
14.	Next Meeting		Thursday 5 September 2024