

SCHOOL BOARD MINUTES – MEETING NO. 6 OF 2019

HELD IN THE CONFERENCE ROOM ON THURSDAY, 31 OCTOBER 2019

ATTENDEES: John Gillon (Community Member and Chair), Neil Hunt (Principal), Chris Porteous (P & C Representative), Grant Brinklow (Elected Parent Member), Katherine Sturley (Elected Parent Member), Justin Forbes (Elected Parent Member), Jane Hegarty (Staff Member), Steve Galvin (Staff Member), Kate Grayson (Associate Principal - Middle Secondary), Arlene Thomas (Manager of Corporate Services) and Kylie Hearle (Minutes). Meeting commenced at 5.30 pm.

Guest Wi-Fi Password:

AGENDA ITEM NO.	ITEM / DECISION	SPEAKER	ACTION/OUTCOME	Supporting Documents
1.	Apologies	John Gillon	Tracey Gralton (Alumni Representative)	
2.	Welcome	Kate Grayson	Kate spoke to the documents tabled and general discussion took place on the criteria, placing limits on the number of nominations, extraordinary staff to be applauded and the HAT (Higher Accomplished Teaching) language to be used, four categories which include leadership in teaching, organisational, students services and leadership of staff. The award could be based around a combination of reward and be a combination of financial and professional development. The recipient would present their professional development idea in writing and would be during the school term.	<<CSHS Staff Recognition Awards.docx>> <<Sample Staff Award Certificate.pdf>>

		<p>Acknowledgement and appreciation by colleagues is seen to be important. The recipient/s would be required to share their experience to the Board and staff and also to be posted on social media and other advertising methods.</p> <p>It was recommended that the smaller the number the more that it means, so try to keep it to four or five.</p> <p>Nomination to go firstly need to the school's Executive team before being finally presented to the School Board.</p> <p>The award/s would be presented at the Christmas morning tea and Board members to be in attendance to present.</p> <p>Kate to present the idea to the Churchlands Foundation to seek financial assistance for this to happen. Chris suggested that the P & C also should be contacted.</p> <p>All Board members agreed that this was a great idea and that it be perpetual until a further motion is passed to not continue.</p> <p>Resolution:</p> <p>That the School Board support the implementation of a staff recognition award program with the inaugural year be 2020.</p> <p>Moved John Gillon, seconded Neil Hunt. Carried unanimously.</p> <p>Kate to work out all the details well in advance and with a timeline.</p> <p>John thanked Kate for her attendance and presentation.</p>	
3.	Acceptance of the Minutes	<p>Resolution:</p> <p>That the minutes of the meeting held on the 26 September 2019 be accepted as tabled.</p> <p>Moved: Katherine Sturley, seconded Grant Brinklow. Carried unanimously.</p>	

4. Business arising from Minutes	<ul style="list-style-type: none"> • Critical incident information to be placed in the school's Information Booklet for 2020. Wording to be used received from North Metro Regional Education Office as below: <p><i>CRITICAL SCHOOL INCIDENT INVOLVING POLICE</i></p> <p><i>When the school has a critical incident, the safety and welfare of students and staff are at the forefront of any decision. It is our practice to share general information about a concerning incident to the parents who need to know. That could be an individual class, a year group or the entire school community.</i></p> <p><i>Infrequently we will need to refer an incident to police. Once this happens, it is the West Australian Police who become the lead agency in the incident management. We can only share information released and endorsed by Police that will support the safety and welfare of students and staff whilst not compromising an ongoing investigation. Updates will be provided if and when new information is endorsed by Police.</i></p> <p><i>On these rare occasions, internally, we also contact the North Metro Education Office to register the incident. It is their role to support the school with any liaison between our Department and Police. Our aim is always to share as much information to parents as we can, being mindful that we have an obligation to support the Police in their investigative role.</i></p> <p>Resolution:</p> <p>Moved that the Critical School Incident Involving Police wording be added to the school's Information Booklet.</p>
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			Moved: John Gillon, seconded Justin Forbes. Carried unanimously.	
5.	Finance Report	Neil Hunt & Arlene Thomas	<p>The following documents are attached for consideration:</p> <ul style="list-style-type: none"> • School Board Finance Report as at 30 September 2019 • Information to read in conjunction with the Finance Report • Contributions and Charges - Collection Rates as at 30 September 2019 • Comparative Budget Report • Financial Summary - Budget Summary • Checklist for Business Manager • Draft One Line Budget for 2020 <p>Arlene gave an overview of the financial accounts and how the figures are derived. Every month the accounts are completed, reconciled and BAS statements finalised, these are signed off by the Principal, and reported to Head Office. If there are any concerns the Head Office will flag and require to be resolved before moving on.</p> <p>The financial documents are provided for information. The endorsement of income/expenditure is the job for the Finance Committee and the School Board has its representative on this committee in Chris Porteous.</p> <p>Arlene advised the Contributions and Charges show comparison from the previous year against the current year. There is a self-assessment audit completed each year, along with an internal audit every second/third year and then followed up with an audit from the Office of the Auditor General who attend the school for a week almost every other year. This is where they ensure that policies and procedures are being followed.</p>	<p><<School Board Finance Report as at 30 September 2019.pdf>></p> <p><<Information to read in conjunction with Finance Report.pdf>></p> <p><<Voluntary Contributions and Charges Collection Rates as at 30 September 2019.pdf>></p> <p><<One Line Budget 2020.xlsx>></p> <p><<GL25001_Comparative Budget Report.pdf>></p>

		<p>Chris advised that the Finance Committee look at expenditure against the budget and whether it meets a certain criteria. Decisions are made as to whether the expenditure is necessary and where the funding is to come from. Chris believes that the process works well.</p> <p>John would like the School Board to be alerted if anything out of the ordinary arises. The only concern is the amount of time that contract works takes to be completed.</p> <p>A meeting is to be held next week with the Department to understand the guidelines for fundraising.</p> <p>The one line budget figures were explained individually by Neil and noted by all members present in its current form.</p> <p>The general reserve account is for the items that the school decides are required. The swimming pool reserve funds have been allocated to the general reserve and used for the upgrade of the swimming pool and the rest of the funds will be used for the new commercial kitchen, upgrade of the pool change rooms/plant room and textiles studio. The upgrade of the change rooms and plant room will commence in April 2020.</p> <p>It was agreed that no further information is required to be submitted to the School Board meetings other than what is currently supplied.</p>	<p><<GL25051_Financial Summary - Budget Summary.pdf>></p> <p><<SRS - Finance for Schools - MAZEv.9 - EOM Checklist for Business Manager Registrar v8.3 February 2017 (1).pdf>></p>
6.	Correspondence In	Nil.	
7.	Correspondence Out	Nil.	

8.	Principal's Report	Neil Hunt	<ul style="list-style-type: none"> • Attached as an addendum (Principal's Report) <p><u>Capital Works:</u></p> <p>The three major projects to occur are a new commercial kitchen/textile studio, swimming pool and plant upgrade and the Solar Panel project. The tender review panel for the Solar Panel project has approved the process and a meeting will be held next week.</p> <p><u>Staffing for 2020:</u></p> <p>There are some Executive and Heads of Department changes occurring in 2020 mainly due to Long Service Leave and there will be some further shuffling to ensure essential staff needs are met for 2020.</p> <p><u>Selective Entry International Program:</u></p> <p>Five students in each of the six schools will commence in Semester Two of 2020. Each student is from mainland China or Hong Kong and the testing and selection process will occur in January 2020. After four years there will be no more than 20 students in each school. Expectation that these students will be of a very high standard. The school will monitor the amount of students in each year group and the school will have the ability to decline students if there are not enough space for these students.</p> <p><u>Draft Business Plan (attached):</u></p> <p>There are some changes to be made to the current form however Board members are requested to read and feedback is welcomed. The key focus is getting the best possible results</p>	<p><<Principal's Report for School Board meeting 31 October 2019.docx>></p> <p><<Business Plan 2020-2022.docx>></p>
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for the students, and to create capable and competent teachers and providing the leadership to make this happen.

Emphasis is still on the use of technology in the classroom as part of the teaching and learning process. Positive education and wellbeing has become a major emphasis.

Steve Galvin spoke to how this has occurred and the surveys that were completed in 2018 which students, staff and parents participated in. A number of staff members have completed and attended professional development in the area of wellbeing and positive education.

This has been filtered through the Business Plan and the wellbeing focus has now created the opportunity for the Institute of Positive Education coming to the school on the 20 - 22 November. Forty staff members will be involved from across the school and will do an intensive three day PD on the principles of positive education. This will then lead into how it can be implemented across the school.

The focus is to learn it and live it. Throughout 2020 opportunity will be given to staff to engage fully within the program and with the aim to continue to offer the PD to a new band of staff.

During 2020 another aim is to minimise the amount of assessments and reporting with the objective to develop staff wellbeing which will then turn into assisting student wellbeing.

Further investigation is taking place on completing further surveys that are comparable to other organisations, and the following year again providing further comparison.

The abridged version of the Business Plan will be sent out a week before the next meeting.

Professional Development Days for 2020

Resolution:

The three optional Professional Development days for 2020 be:

			<ul style="list-style-type: none"> • Friday, 6 March • Thursday, 28 May • Wednesday, 9 September <p>Along with the mandated Professional Development Days of Thursday 30 January, Friday 31 January and Friday 18 December.</p> <p>Moved: John Gillon, seconded Justin Forbes. Carried unanimously.</p>	
9.	General Business	John Gillon	<p><u>Churchlands Foundation:</u></p> <p>John had written to the Director General about the long processes that has occurred regarding the Solar Panel project. It is John's intention to follow up. John advised that he had been informed by Neil Hunt that the tender has now been formally awarded for the Solar Panel project and the tender now authorised to proceed. The P & C contribution for the Project will now be requested.</p>	
10.		Chris Porteous	<p><u>P & C Report:</u></p> <p>The P & C has the monies in a term deposit for the Solar Panel project and will be reimbursed to the Foundation as early as can be arranged or via the school if necessary.</p> <p>Discussion took place on the constitution and how it affects sub-committees, management of that and how it relates to the Music Department.</p>	
11.		John Gillon	<p><u>Alumni Report:</u></p> <p>A very successful 50th Anniversary of the class of 1969 was held last week - congratulations and thanks to Tracey Gralton and her group of helpers. Three new Churchlands Champions were awarded: Clive Choate, Alan Bishop and Paul Vogel.</p> <p>The data base is still improving and always being worked on.</p>	

12.	Katherine Sturley	<p>Katherine asked about the mobile phone policy to be brought in by the government to commence in 2020.</p> <p>Neil advised that the Churchlands policy will not change and was brought in to keep students communicating whilst on school grounds.</p>
13.	Meeting closed	Meeting closed at 7.02 pm.
14.	Next Meeting	Thursday, 28 November 2019