

CSHS P&C Association Inc



180226 CSHS P&C Annual General Meeting

Please come from 7:00 pm to meet the existing Committee, sign up as a new member and grab a drink, with the AGM to commence at 7:30 pm.

Some wine and nibbles will be provided, but feel free to bring your own and a glass as well!

When 26 Feb 2018 at 19:30

Location: Admin Staffroom, 20 Lucca Street Churchlands

Chairperson Zina Cordery

Minute taker Brendon Flaherty

Present Bridget Barry , Marina Biddle , Sian Burgess , Brad Caldwell , Rachel Clegg , Zina Cordery (ICT Coordinator), Tanya Crewe , Melody de Wit , Brendon Flaherty (Secretary / WACSSO Rep), Nicole Gasqueres , Matt Gaunt , Tracey Gralton , Katrina Grose , Natasha Guest , Annie Halse-Smith , Neil Hunt , Gill Kenny , Chris Knott , Sandie Lam , Claire Leishman , Raelene Lovick , Kelly Lyndon (Uniform Shop Coordinator), John Mackenzie , Nandita Naroth (Treasurer), Miranda Overmeire , Chris Porteous (School Board Representative), Jane Powell (Communications), Kathy Putt , Kirrilie Schluter , Kate Sinfield (Vice President), Katrina Tap , Gabriela Trindade , Marcus Ward

Apologies Katie Almeida , Minaz Boghani , Leanda De Klerk , Cathy Gawen , Chris Griffin , Anita haar Bellekom , Leanne Hymus , Shaniah Lyndon , Walter Mauch , Julie Pegrum , Janet Ryan , Rebecca Ward

Minutes

1. Official Welcome

After completing membership forms, 32 members plus the Principal were in attendance for the meeting.

The meeting opened at 7:33 pm

Zina welcomed everyone for our first meeting for the year and our Annual General Meeting.

2. Membership Sign-ups

Completed prior to the meeting.

[Form_70_-_P_C_Membership_Form.pdf](#)

3. Confirmation of Minutes of Previous Meeting (13 Nov 2017)

The minutes had been previously circulated.

[171113_Minutes_complete.pdf](#)

Decision

The Minutes of the General Meeting of 13 November 2017 were moved, voted and ACCEPTED as being a true record.

4. President's Report

Zina presented her report.

[180226_President_2017_Report_ZCordery.pdf](#)

5. Principal's Report

Neil presented his report, previously circulated, with additional comments:

- Congratulations to the five students who completed solo crossings of the English Channel as well as a number who did duo crossing.
- The new buildings have had staggered openings with amazing results - three separate areas for junior, middle, senior staff as well as a conference room for 26 and new admin staff room.
- The reduced number of students has cut the budget by a further \$350k and hence we are now \$500k in the red.
- A sad day just before the start of term with the school's head cleaner Jimmy Krleski passing and he will be missed around the school.
- Finish by saying thanks to Zina for stepping up last year as President.

[180226_Principal.pdf](#)

6. Treasurer's Report (including audited 2017 Financial Statement)

Katrina presented her report as well as the final audited accounts for 2017.

- The audit was only signed off this afternoon and circulated for review.
- Uniform stock has been reduced from \$204k to \$79k but it is now a bit low
- Oversupply of size 6 sports uniforms.
- Uniform shop has had serious challenges
- Uniform shop coordinator role is key to fill!!!
- MPC surplus \$23k & donated \$47k to school
- Propose to fund all same functions as per 2017
- \$200k committed last year to solar panels
- Wireless Combank Albert machine was obtained and of value to the Uniform Shop and other events

[180226_Treasurer.pdf](#)

[180226_Financial_Report_31_Dec_2017.pdf](#)

Decision

Moved, voted & ACCEPTED the Financial Report for 2017 as a true record

Moved, voted & ACCEPTED to continue event funding as per 2017

Moved, voted & ACCEPTED to appoint PKF Mack as the auditor for 2018

Moved, voted & ACCEPTED that all fund raising events are to be GST input taxed

7. Music Parents' Report (19 February)

Tracey presented her report:

- The MPC is a sub-committee of the P&C and the first meeting of 2018 was well attended last week
- Chris Porteous attended as VP in place of Zina
- Glenn gave overview of the year ahead
- Myriad of teams of helpers, etc - front of house, festivals, newsletter, external events
- The objective is to raise funds for equipment,
- MPC facebook page is being created and will be a closed group

Decision

Moved, voted & ACCEPTED to allow the MPC to establish a closed Facebook group for advertising, etc.

8. School Board Report (22 February)

Chris Porteous presented his report:

- The Board had met this week
- No resignations this year in contrast to another similar school
- The Board has oversight re the student exit survey with the key issues in 2017 being boundaries, accountability, funding

9. Uniform Shop Report

No report was provided.

- Neil advised of a number of parent complaints and the need to review opening hours, operations, stock etc....
- There is a need for a strong Manager and Coordinator to get on top of the situation

10. Chaplaincy

Gill Kenny presented her report:

- The Churchlands YouthCARE group raised \$54k last year just to support the provision of Chaplains to the school
- Same events as last year are proposed for 2018 with bigger targets in mind
- To make up any shortfall, YouthCARE is seeking an increase from \$26.6k donated last year by the P&C to \$35k this year
- There was significant and lengthy discussion regarding the pro's and con's of using of Chaplains in the school.
- Neil Hunt was very clear that the use of Chaplains is a federally funded initiative and it will be continuing at the school, whether funded by the P&C or not. The chaplains are very well trained and provide excellent non-religious care to the kids of all denominations.

[📎 180226_Chaplaincy_report_for_PandC_AGM_2017.pdf](#)

[📎 180226_Churchlands_YouthCARE_2017.pdf](#)

Decision

Moved, voted & ACCEPTED to provide funds to the Churchlands YouthCARE Council to the value of \$35k in support of the Churchlands chaplains.

11. Quiz Night

Kathy presented her report:

[📎 180226_Quiz_Night.pdf](#)

12. Community Art Show (25-27 May 2018)

Sian presented her report:

- The Art show is open to everyone
- The committee has already met this year with good interest
- students are free entry (school, uni, tafe, etc)
- Looking for any new volunteers please

[📎 180226_Art_Committee.pdf](#)

Decision

Moved, voted & ACCEPTED to increase entry fee per artist from \$15 to \$20

13. **Good2Grow (1 September 2018)**

Tanya presented her report

- Janet & Tanya resigning but will continue to support & help out, but looking for a new coordinator

[180226_Good2Grow.pdf](#)

14. **Act-Belong-Commit**

Chris presented his report:

- The school committee that Chris deals with is the Act-Belong-Commit committee, so requested we change the name accordingly.

[180226_Act-Belong-Commit_Representative_R....pdf](#)

15. **Fathering**

Brad spoke to his report

- Intent of Churchlands dads group is to help dads & their kids to do things together & learn from speakers
- Awareness & activity group
- Two events only held in 2017, so more support needed

[180226_Fathering_Project_2017.pdf](#)

16. **General Business**

2018 Dates:

- Calendar was presented by Brendon showing all identified dates for 2018.
- No changes were required, although it appeared that a senior concert was missing.

The recording of names in the Minutes:

- Discussion was held regarding the use of people's names in the Minutes.

[2018_P_C_Calendar.pdf](#)

Decision

Moved, voted and ACCEPTED that individuals who do not want their names shown in the Minutes should alert the Secretary who must comply.

16.1. Executive Committee structure

Zina read through the Committee positions with an additional Year 7 Coordinator to be voted on this year making 16 positions in all, plus the Principal as an ex-officio member.

17. Break for nomination of new Office Bearers

The Meeting held a recess for 15 minutes to allow Nominations to be received on the new Form in accordance with the Associations Incorporation Act 2015.

[📎 Form_71_-_P_C_Executive_Nomination_Form.pdf](#)

18. Election of 2018 Office Bearers

The meeting resumed at 21:44 to accept nominations and if required to vote on the nominees.

A single nomination was received for 13 of the 16 positions and accordingly the nominees were elected unopposed.

The positions of President, Fathering coordinator and Year 7 Liaison had no nominations.

The list of new Committee members is on the attached list.

[📎 180226_Committee_Elections_2018.pdf](#)

19. Next General meeting - 26 March

The outgoing President, Zina Cordery thanked everyone for their attendance and work throughout the year and the meeting concluded at 10:06 pm.

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of 180226 CSHS P&C Annual General Meeting on 26 Feb 2018

Summary of Matters Arising

Decisions

Item Decision

3. The Minutes of the General Meeting of 13 November 2017 were moved, voted and ACCEPTED as being a true record.
6. Moved, voted & ACCEPTED the Financial Report for 2017 as a true record
Moved, voted & ACCEPTED to continue event funding as per 2017
Moved, voted & ACCEPTED to appoint PKF Mack as the auditor for 2018
Moved, voted & ACCEPTED that all fund raising events are to be GST input taxed
7. Moved, voted & ACCEPTED to allow the MPC to establish a closed Facebook group for advertising, etc.
10. Moved, voted & ACCEPTED to provide funds to the Churchlands YouthCARE Council to the value of \$35k in support of the Churchlands chaplains.
12. Moved, voted & ACCEPTED to increase entry fee per artist from \$15 to \$20
16. Moved, voted and ACCEPTED that individuals who do not want their names shown in the Minutes should alert the Secretary who must comply.

Summary of Attachments

Attachments

Item	File Name
2.	Form_70_-_P_C_Membership_Form.pdf
3.	171113_Minutes_complete.pdf
4.	180226_President_2017_Report_ZCordery.pdf
5.	180226_Principal.pdf
6.	180226_Treasurer.pdf 180226_Financial_Report_31_Dec_2017.pdf
10.	180226_Chaplaincy_report_for_PandC_AGM_2017.pdf 180226_Churchlands_YouthCARE_2017.pdf
11.	180226_Quiz_Night.pdf
12.	180226_Art_Committee.pdf
13.	180226_Good2Grow.pdf
14.	180226_Act-Belong-Commit_Representative_R....pdf
15.	180226_Fathering_Project_2017.pdf
16.	2018_P_C_Calendar.pdf
17.	Form_71_-_P_C_Executive_Nomination_Form.pdf
18.	180226_Committe_Elections_2018.pdf

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > 180226 CSHS P&C Annual General Meeting

P&C President Report 2017

The Churchlands P&C had a very successful in 2017, with many successful events and positive engagement with the wider school community. All this was made possible by the dedicated volunteers who gave freely of their time and energy to support our school.

We started the year with the P&C Sundowner and Year 7 Welcome BBQ. We welcomed lots of new faces at the first P&C AGM, as well as lots of familiar faces. We filled all the positions for the P&C roles and started the year in good stead. I was proud to be nominated and voted as the P&C President. I was also privileged to get to know and work with the other position holders throughout the year and we accomplished many important things which has assisted the P&C in running more efficiently.

The opening of the new School Gymnasium also saw the open of the new Uniform Shop. After a successful opening of the shop in the new school year, we worked with the Uniform Shop Manager, Maryrose, and the school, to resolve a few remaining issues, including finding additional storage for stock, getting dedicated internet access into the shop and the last remaining building inclusions for the running of the shop. A very big thank you to Maryrose and her team for all their efforts in providing this valuable service to our school community.

During the year we held the Art Exhibition, Quiz Night, and Good 2 Grow which were all very well attended and raised valuable funds for the P&C. We were able to contribute to the Chaplaincy Program, which provide a valuable service for the wellbeing of our children, the purchase of equipment for several learning areas in the school and other contributions to assist and support the school.

The school held many wonderful events throughout the year, as well as a successful year academically. We saw the opening of the new buildings around the school, giving our children state of the art learning facilities to learn and grow in. It never ceases to amaze me the level of professionalism and dedication that our Principal, Neil Hunt, and his invaluable team of executive staff, teachers, administrative and support staff show our children and their families. I would like to take this opportunity to thank Neil and the school staff for their contribution in our children's growth and development.

Unfortunately, I will not be nominating as P&C President this year as I have recently received a promotion at work which will be my focus for the next 12 months. But I will nominate again for ICT Committee Liaison and will see you at the meetings.

I would like to thank all our members for their contribution to the P&C and the events we have run. I would like to say a special thanks to the Executive Team, especially Katrina and Brendon for all their hard work throughout the year in everything they have done. Thank you Executive Team.

I encourage you all to nominate for positions and to get involved with events where you can. It's your support that helps to make a great P&C, no matter how big or small your contribution is.

Thank you.

Zina Cordery

P&C President
Churchlands Senior High School

Principal's Report

Buildings and Facilities

During 2017, Churchlands SHS experienced many challenges around the building program, however the end results have been well worth it. The sports hall came on line late term 1, followed by the maths and science/art blocks late term 3 and we have been able to commence 2018 with the new technology building operational. Each of these buildings have had additional facilities added in at the school's expense. These include

- 2x five metre video walls and sound system in the Sports Hall
- Each of the 19 classrooms in the maths block have had 75 inch smart boards installed
- Arts and science have had new data projectors installed
- Technology has had state of the art equipment purchased to fit out new rooms.

As part of this project the school has also negotiated significant additional facilities which are all now available for use including:

- Increased parking for staff.
- Additional student shelter areas.
- External courts and landscaped paving/seating areas.
- An office upgrade to the administration building creating an expanded foyer, a new senior secondary reception, offices and a Board Room.
- Expansion of the junior secondary admin to include a Head of Year 7 office and House Coordinators' office.
- A new health centre with attached community service coordinator's office, VET coordinator's office and teacher relief coordinator's office.
- Conversion of a utility room in F block to dance/drama room with a sprung floor.
- A secured bus parking compound
- Secured bike racks for students
- Additional garden/facilities storage and work shops

Enrolment update

Enrolments	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
2017	504	468	433	434	387	
2018	498	500	473	446	433	376

It can be inferred from this data that the size of the school's enrolment is now having a negative impact in the minds of some in the community. This is the first time that enrolments from one year to the next have actually decreased in two year groups (excluding Year 11 to 12). This is also the first year that as Principal my enrolment estimates for the incoming year group have been in error by more than 10. This year we will have 50 less students than projected which is also a significant impact on the school's budget.

School Ovals

Currently we have major issues around our school ovals which may become a major problem for H&PE in the very near future.

- The oval space adjacent to the sports hall is new roll on grass and should not be used until the beginning of term 2.
- The middle oval will, once the 2 remaining transportable classrooms are removed, be re-grassed and then be out of action for 3 months until the grass takes.
- The bottom oval which was constructed from a combination of the old soccer oval and the rugby pitch is a disgrace and too dangerous to use. The construction was mismanaged creating massive drainage problems which with a hard clay surface has resulted in an unusable facility. Despite the architects determining the problem and where the fault lies nothing has yet been done to rectify this situation. However in a more positive response to this problem the department have now allocated a budget to remediate this however no timelines are yet available.

Year 12 exit data

Year 12 - 2017 results were very pleasing with an increase of our median ATAR by almost 2 points together with one General Exhibition winner and the Music Exhibition winner.

Current academic year

The start of the year has been exceptionally smooth with all students engaged in their academic program by 10:15am on day one (January 31). However, the school was shocked to learn of the sudden death of our Head cleaner Jimmy Krslecki on the day prior to staff returning. We were able to cover his work load under the management of Arlene Thomas. We also lost a key person, Mr Geraint Davies Head of Year 10, who transferred closer to home during this week. We have placed Mr David Coles into this position, a role in which he has previously been placed and know he can undertake the role successfully. Acknowledgement must go to my exec team whose planning, commitment, agility and diligence has been critical to this great start in 2018.

Churchlands Senior High School Parents' and Citizens' Association Inc
Treasurer's report
26 February 2018
For the year ended 31 December 2017

Summary of results

Financial statements for the year ended 31 December 2017 have been prepared and audited and show a surplus for the year of \$45,980 (2016: \$155,353).

Key balance sheet balances at 31 December 2017 are as follows:

	2017	2016
Cash on hand and at bank	\$99,482	\$310,059
Cash on deposit	\$568,429	\$192,258
Total cash	<u>\$667,911</u>	<u>\$502,317</u>
Employee liabilities	<u>\$3,821</u>	<u>\$1,452</u>
Net assets	<u><u>\$719,576</u></u>	<u><u>\$673,596</u></u>

Operations

General operations

Profit from the three major P&C-run events for the year was slightly down overall in 2017 to \$24,498

	2017	2016
Good2Grow	\$10,519	\$11,527
Quiz night	\$6,602	\$8,674
Art exhibition	\$7,377	\$6,621
Total	<u>\$24,498</u>	<u>\$26,822</u>

Uniform shop

The uniform shop relocated early in the year to the new building, which contains significantly less storage space, and so there has been a necessity to reduce stock. Uniform sales were up \$11,660 (or 3%) on the prior year, and cost of sales were down \$9,990 (or 3%). This resulted in an improved gross profit margin of 28% compared to 23% in 2016.

Stock levels have reduced significantly to \$79,512 at the end of the year, compared to \$204,429 at the end of 2016. This is a little lower than our optimal stock levels and resulted in some shortages in some items at the end of the year, and shop staff are working on stock levels. Large supplies of windcheaters and a few other items have been significantly reduced during the year, and there were large improvements in moving on oversupplied items.

Music parents committee (MPC)

The Music Parents Committee ran a large number of events during the year that generated a surplus of \$23,252 (2016: \$23,313). Donations to the school for equipment of \$47,702 (2016: \$7,537), which included some surpluses from prior years, were made, enabling the School of Music to purchase equipment on their wish list.

Building fund

The Building fund had a surplus of \$105,629 (2016: \$109,141) for the year, and did not make any non-administrative expenditure for the year.

2018 expenditure

It is proposed to continue funding all events funded in the 2017 year, including the Year 7 welcome barbecue and fruit for the fun run, and the chaplaincy donation of \$20,000 in 2018. I also note that the P&C resolved to contribute \$200,000 to the school solar project.

Other

Other achievements during the year include:

- relocating the uniform shop to new premises in the gym building
- updating the uniform shop computer
- upgrading banking facilities to a wireless Commonwealth Bank “Albert” machine, able to be used for events as well as in the uniform shop

Current priorities:

- Considering options for expenditure of our funds for 2018
- Reviewing our existing bank accounts to maximise interest earned by our funds in the bank
- Reviewing controls to ensure the safeguarding of the P&C’s assets

I would like to thank Karen Campbell and Arupa Chudgar, who both assisted with the bookkeeping during the year.

Proposals

I would like the members present to consider and vote on the following resolutions:

- To accept the financial report for the year ended 31 December 2017.
- To continue event funding on the same basis as 2017, including chaplaincy funding of \$20,000 in 2018.
- To appoint PKF Mack as the Association’s auditor for the year ending 31 December 2018.
- To make an election to hold all fundraising events for the next year (until the next AGM) as input taxed.

Katrina Grose
P&C Treasurer
26 February 2018



CHURCHLANDS
SENIOR HIGH SCHOOL

**CHURCHLANDS SENIOR HIGH SCHOOL PARENTS' AND
CITIZENS' ASSOCIATION INC**

ABN 56 578 130 654

ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2017

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Statement by the Committee

In the opinion of the Committee:

- Churchlands Senior High School Parents' and Citizens' Association Inc (the Association) is not a reporting entity because there are no users dependent on general purpose financial statements. Accordingly, as described in Note 1 to the financial statements, the attached special purpose financial report has been prepared;
- the attached financial statements and notes thereto comply with the *Australian Charities and Not-for-Profits Commission Act 2012*, Accounting Standards as described in Note 1 to the financial statements, and other mandatory reporting requirements;
- the attached financial statements and notes thereto present fairly the Association's financial position as at 31 December 2017 and of its performance for the financial year ended on that date; and
- there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable.

On behalf of the Committee

Signature available on the original document

Zina Cordery
President

For and on behalf of Churchlands Senior High School Parents' and Citizens' Association Inc

Dated at Perth this 26th day of February 2018

Statement of Comprehensive Income
For the year ended 31 December 2017

	Notes	2017 \$	2016 \$
Revenue			
Sales		463,846	458,045
Fundraising revenue	3	38,931	37,011
Parent donations		100,910	105,402
Membership fees		89	100
Interest revenue		7,836	5,416
Other revenue		2,564	3,542
Total revenue		614,176	609,516
Cost of sales		325,591	342,352
Gross profit		288,585	267,164
Expenses			
Administrative expenses		4,253	7,293
Audit fees		3,900	4,235
Bank charges		5,954	6,999
Depreciation		935	349
Employee expenses		72,384	66,360
Fundraising expenses	3	12,008	6,967
Insurance		8,297	2,088
Expenditure for school	4	133,393	17,176
Other expenses		1,481	344
Total expenses		242,605	111,811
Total surplus		45,980	155,353

This Statement of Comprehensive Income should be read in conjunction
with the accompanying Notes to the Financial Statements

Statement of Financial Position
As at 31 December 2017

	Notes	2017 \$	2016 \$
Current assets			
Cash and cash equivalents	5	667,911	502,317
Trade and other receivables		8,613	3,367
Inventory	6	79,512	204,429
Total current assets		756,036	710,113
Non-current assets			
Plant and equipment	7	2,601	1,320
Total non-current assets		2,601	1,320
Total assets		758,637	711,433
Current liabilities			
Trade and other payables		39,061	37,837
Total current liabilities		39,061	37,837
Total liabilities		39,061	37,837
Net assets		719,576	673,596
Equity			
Accumulated surplus		719,576	673,596
Total equity		719,576	673,596

This Statement of Financial Position should be read in conjunction
with the accompanying Notes to the Financial Statements

Statement of Changes in Equity
For the year ended 31 December 2017

	Accumulated surplus \$
Balance at 1 January 2016	518,243
Surplus attributable to members	155,353
Balance at 31 December 2016	<hr/> 673,596 <hr/>
Surplus attributable to members	45,980
Balance at 31 December 2017	<hr/> 719,576 <hr/>

This Statement of Changes in Equity should be read in conjunction with the accompanying Notes to the Financial Statements

Notes to the Financial Statements

For the year ended 31 December 2017

1. Statement of significant accounting policies

This financial report is a special purpose financial report prepared in order to satisfy the reporting requirements of the *Australian Charities and Not-for-Profits Commission Act 2012*. The Committee has determined that Churchlands Senior High School Parents' and Citizens' Association Inc ("the Association") is not a reporting entity and accordingly the following Australian Accounting Standards ("AASBs") have been applied.

AASB 101	Presentation
AASB 108	Accounting Policies, Changes in Accounting Estimates and Errors
AASB 110	Events after the Reporting Date
AASB 1048	Interpretations Standard
AASB 1054	Australian Additional Disclosures

These financial statements have been prepared in accordance with the recognition and measurement requirements specified by the AASB and the disclosure requirements of AASBs mentioned above, as appropriate for not-for-profit oriented entities. These financial statements do not conform with International Financial Reporting Standards as issued by the International Accounting Standards Board ("IASB").

No other Australian Accounting Standards, Australian Accounting Interpretations and other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values, or except where specifically stated, current valuations of non-current assets.

The following material accounting policies have been adopted in the preparation of this financial report. These policies have been consistently applied to all years presented, unless otherwise stated.

(a) Plant and equipment

Plant and equipment is stated at historical cost less accumulated depreciation and impairment. Historical cost includes expenditure that is directly attributable to the acquisition of the items.

Depreciation is calculated on a straight-line basis over the expected useful life of the asset as follows:

Plant and equipment	8 years
Leasehold improvements	To expiry of lease

Items of a low value (less than \$300) are fully depreciated in the period in which they are purchased.

(b) Revenue recognition

Revenue is measured at the fair value of the consideration received or receivable. Donations received and building fund contributions received from parents are accounted for on a cash receipts basis.

(c) Income tax

The Association and the funds administered by the Committee are exempt from tax by virtue of section 50-15 of the Income Tax Assessment Act 1997.

(d) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

Notes to the Financial Statements

For the year ended 31 December 2017

1. Statement of significant accounting policies (continued)

(e) Trade and other receivables

All trade and sundry debtors are recognised as current amounts receivable, as they are due for settlement in no more than 30 days. Collectability of debtors is reviewed on an ongoing basis.

(f) Trade and other payables

These amounts represent liabilities for goods and services provided to the Association prior to the end of the financial year and which are unpaid. These amounts are unsecured and are usually paid within 30 days of recognition.

(g) Provision for employee benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to reporting date. Employee benefits expected to be settled within one year, together with benefits arising from wages and salaries and annual leave, which will be settled after one year have been measured at their nominal amount.

Other employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

Provision for employee benefits have been measured to include salary on-costs including superannuation.

(h) Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

(i) Comparative figures

Certain comparative figures have been reclassified to conform to changes in presentation for the current financial year.

2. Ancillary operations

	2017	2016
	\$	\$
Uniform shop		
Sales	410,499	398,839
Cost of sales	(295,353)	(305,343)
Gross profit	115,146	93,496
Other revenue	-	44
Employee expenses	(58,167)	(55,852)
Shop expenses	(6,057)	(8,475)
Surplus	50,922	29,213

Notes to the Financial Statements
For the year ended 31 December 2017

2. Ancillary operations (continued)

	Notes	2017 \$	2016 \$
Canteen			
Sales		-	-
Cost of sales		-	-
Gross profit		-	-
Other revenue		-	2,424
Employee expenses		-	-
Shop expenses		-	(344)
Surplus		-	2,080
Building Fund			
Parent donations		100,910	105,402
Interest revenue		4,719	3,814
Other expenses		-	(75)
Surplus		105,629	109,141
Music Parents Committee			
Sales		-	4,715
Cost of sales		-	(5,573)
Gross profit		-	(858)
Fundraising revenue		29,120	29,431
Other revenue		2,564	1,125
Fundraising expenses		(7,125)	(3,696)
Expenditure for school	4	(47,702)	(7,537)
Other expenses		(1,307)	(2,689)
Surplus		(24,450)	15,776
General			
Deficit		(86,121)	(857)
Total surplus		45,980	155,353

Notes to the Financial Statements
For the year ended 31 December 2017

3. Fundraising operations

	2017	2016
	\$	\$
Good 2 Grow		
Sales	21,184	20,019
Other revenue	119	55
Cost of sales	(7,352)	(8,110)
Other expenses	(3,432)	(437)
Surplus	<u>10,519</u>	<u>11,527</u>
Quiz night		
Sales	4,460	6,590
Other revenue	3,925	4,384
Cost of sales	(1,337)	(1,469)
Expenses	(446)	(831)
Surplus	<u>6,602</u>	<u>8,674</u>
Art exhibition		
Sales	29,251	27,059
Other revenue	3,132	2,891
Cost of sales	(23,297)	(21,375)
Expenses	(1,709)	(1,954)
Surplus	<u>7,377</u>	<u>6,621</u>
4. Expenditure for school		
General		
Chaplaincy program contribution	26,600	8,000
Fruit for fun run	600	616
Welcome barbecue	1,364	1,023
Departmental equipment	57,127	-
Total general expenditure	<u>85,691</u>	<u>9,639</u>
Music Parents Committee		
Music equipment	47,038	5,000
MPC awards	200	-
Year 12 medallions	464	837
Posters	-	1,700
Total Music Parents Committee expenditure	<u>47,702</u>	<u>7,537</u>

Notes to the Financial Statements
For the year ended 31 December 2017

5. Cash and cash equivalents

	2017	2016
	\$	\$
Cash on hand and at bank	99,403	253,681
Cash at bank – building fund	79	56,378
Cash on deposit	202,149	-
Cash on deposit – building fund	366,280	192,258
	<u>667,911</u>	<u>502,317</u>

6. Inventory

New uniforms	79,507	204,420
Secondhand uniforms	5	9
	<u>79,512</u>	<u>204,429</u>

7. Plant and equipment

Plant and equipment, at cost	3,563	1,669
Accumulated depreciation	(962)	(349)
	<u>2,601</u>	<u>1,320</u>

AUDITOR'S INDEPENDENCE DECLARATION

TO THE DIRECTORS OF CHURCHLANDS SENIOR HIGH SCHOOL PARENTS' AND CITIZENS' ASSOCIATION INC

In relation to our audit of the financial report of Churchlands Senior High School Parents' And Citizens' Association Inc for the year ended 31 December 2017, to the best of my knowledge and belief, there have been no contraventions of the auditor independence requirements of the Corporations Act 2001 or any applicable code of professional conduct.

Signature available on the original document

PKF MACK

Signature available on the original document

SIMON FERMANIS
PARTNER
26 FEBRUARY 2018
WEST PERTH,
WESTERN AUSTRALIA

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF CHURCHLANDS SENIOR HIGH SCHOOL PARENTS' AND CITIZENS' ASSOCIATION INC

Report on the Audit of the Financial Report

Qualified Opinion

We have audited the special purpose financial report of Churchlands Senior High School Parents' and Citizens' Association Inc ('the association'), which comprises the statement of financial position as at 31 December 2017, the statement of profit or loss and other comprehensive income, statement of changes in equity for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the committees' declaration.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraphs, the accompanying special purpose financial report of Churchlands Senior High School P&C Association Inc ('the association') presents fairly in all material respects the financial position of the Association as at 31 December 2017 and its financial performance for the year then ended in accordance with Note 1 to the financial report and to meet the requirements of the Australian Charities and Not-for-profits Commission Act 2012.

Basis for Qualified Opinion

Cash Receipts

The Association has determined that it is not practicable to establish absolute controls over cash monies received prior to recording these into the financial records. Our audit procedures were limited to those amounts recorded in the financial records of the Association.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Association in accordance with the auditor independence requirements of the Australian Charities and Not-for-profits Commission Act 2012 and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Churchlands Senior High School Parents' and Citizens' Association Inc ('the association') to meet the requirements of the Australian Charities and Not-for-profits Commission Act 2012. As a result, the financial report may not be suitable for another purpose. Our report is intended solely for the Association's Committee and should not be distributed to or used by any other party. Our opinion is not modified in respect of this matter.

Responsibilities of the Committee Members and Those Charged with Governance

Committee Members are responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the Australian Charities and Not-for-profits Commission Act 2012 and for such internal control as Committee Members determine necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the Committee Members' ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Committee Members' or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Committee Members' financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- a) Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- b) Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Association's internal control.
- c) Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee Members.
- d) Conclude on the appropriateness of the Committee Members' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are

inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause Association to cease to continue as a going concern.

- e) Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Committee Members regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Signature available on the original document

PKF MACK

Signature available on the original document

SIMON FERMANIS
PARTNER
26 FEBRUARY 2018
WEST PERTH,
WESTERN AUSTRALIA

Fund-raising for Chaplaincy in 2017

Report for P&C AGM, February 26th 2018

The P&C was very supportive of the Churchlands Senior High School Chaplaincy Program throughout 2017 and provided a total of \$26,600 to the program. The P&C is represented on the Churchlands YouthCare Council (CYCC) by a Chaplaincy Representative. The CYCC is a group of volunteers whose sole aim is to raise money for the chaplaincy program at our school.

The CYCC's main objective is to raise funds to ensure the school can keep three chaplains employed at any one time to assist in supporting the wellbeing of around 2,500 students, staff and parents. The school also provides some funding although there is increasing pressure on the school's finances given the latest round of cuts to the budget. The Department of Education gives a flat rate of approximately \$21,000 to each school for chaplaincy services, irrelevant of size or need. It is up to the school to request the funding if they choose to offer chaplaincy as part of its wellbeing program for students.

In 2017 the CYCC organised a number of successful fund-raising events that were well supported by the P&C and the general community although the feedback from the CYCC is that they were disappointed with the overall level of support from the CSHS parent body.

In total the CYCC endeavoured to raise approximately \$80k for the 2017 school year. Fund-raising efforts generated \$54k through their voluntary efforts and thanks to the generosity of the P&C the CYCC was able to meet its target for the year.

The combined funds from the CYCC, the school's contribution and the Department of Education enabled the school to have three chaplains working at the school in 2017.

The chaplains are Andrew Winton, Narelle Clark and Susan Smith and are all very experienced at supporting young people, staff and parents in dealing with the wide range of issues they are faced with on a daily basis.

In order to secure the services of our chaplains throughout 2018, the CYCC has pledged to continue its fund raising efforts for our school through a number of planned events. The CYCC would gratefully appreciate if the P&C would consider increasing its overall contribution to \$35K for 2018.

Please find attached a document that will give you a snapshot of the work chaplains carried out in 2017.

Thank you,

Gill Kenny

Chaplaincy Rep, CSHS P&C

20 SNAPSHOT

17 CHURCHLANDS



7 CHAPLAINS IN **5** STATE SCHOOLS IN THE CHURCHLANDS REGION

WHO DO WE TALK TO?



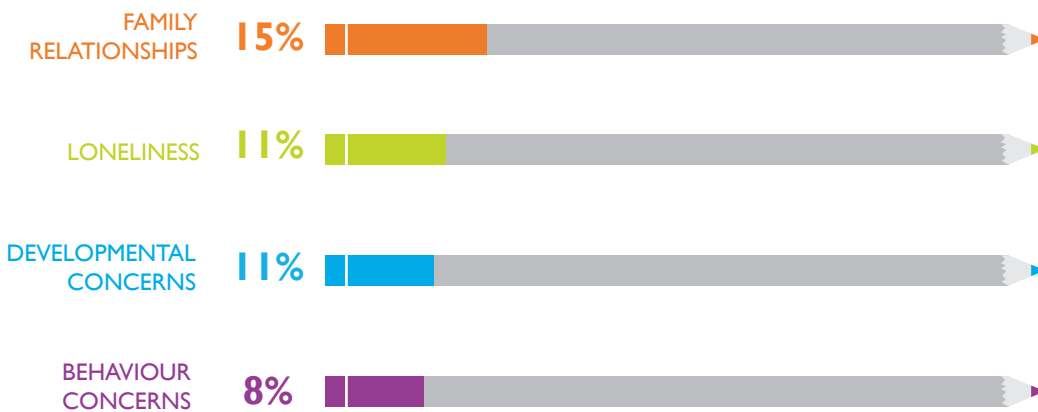
Every school week our chaplains talk to formally:
23 students, **1** staff



WHAT DO WE TALK ABOUT?

933 STUDENT FORMAL CONVERSATIONS

TOP 4 ISSUES



WHAT PROGRAMS DO WE RUN?



34

SOCIAL, EMOTIONAL & PHYSICAL PROGRAMS



100

STUDENTS ATTENDED LUNCHTIME GROUPS



THANK YOU!

Your ongoing support of chaplaincy in state schools across Western Australia is invaluable. With your help we have been able to make a significant contribution to school communities.

Stanley Jeyaraj,
 YouthCARE CEO



SCHOOL	CHAPLAIN	DAYS PER WEEK
Churchlands Primary School	Jane Sexton	1.5 days
Churchlands Senior High School	Andrew Winton	4 days
Churchlands Senior High School	Narelle Clark	4 days
Churchlands Senior High School	Susan Sydney	4 days
Floreat Park Primary School	Sue Robinson	2 days
Wembley Downs Primary School	Elizbe Pretorius	2 days
Woodlands Primary School	Jessica Kenny	1 day

Churchlands Senior High School **Quiz Report for AGM 26/2/2018**

Last year the Quiz Night was held in the amazing new Gymnasium, a fantastic venue and a great night.

As a school community we raised **\$6,600!!**

The CSHS Quiz night, over the years has been a great fundraiser for the Churchlands School community, bringing parents, teachers, students, admin staff and friends from the wider community together. It is a great way get to know the school your kids attend.

At last years Quiz night, we had 32 tables, a lot of laughs, raffled some great prizes, attempted to answer over 100 questions, were musically challenged, we got stuck in the 80's, stumped on Who am I and learnt a lot about the school!

This year we are aiming to raise the bar...

50 tables and \$15,000...

The Quiz Nights success relies on amazing volunteers, a generous local community who donate fantastic prizes, and of course patrons who have a fun night out!!

All of the money raised at last years Quiz Night, went directly to student care programs.

(Where funds are always in need of a boost)

We are hoping to double last years total!!

Alisdair and I will be retiring, but would love to help hand over the reins this year!

If you are interested in helping out in any way, big or small, or finding out what is involved, Alisdair and I would be happy to chat to you.

Cheers
Kathy Putt

Churchlands Senior High School P&C Community Art Exhibition 2017 Report

P&C Meeting February 2018



The Event

In 2017 the Churchlands Senior High School P&C hosted the fifteenth Community Art Exhibition. Engaging with its community continues to be a priority for Churchlands Senior High School and the Churchlands Art Exhibition is a celebration of both the diversity of art and the enormous creativity in our community.

The exhibition offers the perfect opportunity for professional, emerging and student artists in the Churchlands and wider community to showcase and sell their unique artworks. The exhibition includes a wide range of artworks from students and artists including paintings, drawings, photography, glass, ceramics, woodwork, jewellery and textiles. In addition to these artworks the exhibition also features the artwork of one or two guest artists. Previous guest artists have included Kim Maple, Kay Gibson and Gail Dell.

Visitor Numbers and Revenue

At the 2017 CSHS P&C Community Art Exhibition the total value of artwork sold was \$28,561. With the 20% commission on the sale of artworks, the entry fee for artists, sale of catalogues and bar sales, profit totalled \$7,377.

TOTAL SALES OF ARTWORK BY YEAR								
2009	2010	2011	2012	2013	2014	2015	2016	2017
\$22,740	\$31,269	\$32,840	\$16,565	\$14,498	\$11,621	\$36,675	\$25,876	\$28,561

Supplied by Jan Wilson for 2009-2015 and Katrina Grose for 2016 and 2017

Date	Visitor Numbers 2017
Opening night 26 May 2017	288
Sat 27 May 2017	265
Sun 28 May 2017	238
TOTAL 2017	791

CSHS P&C Community Art Exhibition 2018

The 2018 CSHS P&C Community Art Exhibition will be held from Friday 25th May to Sunday 27th May 2018. A sculptor, Amanda Shelsher will be one of the guest artists.

At the first meeting of the Art Exhibition Committee in 2018 the Committee decided to increase the entry fee for artists from \$15 to \$20. The P&C is to vote on this. There is still no charge for students to enter the exhibition.

An email was sent by the school to Year 7 & 8 parents to get new volunteers to join the committee and get involved in the event. A meeting with the new volunteers has been held.

Good2Grow 2017 toward 2018

Good2Grow started in 2014 and has become a significant community and fundraising event. It incorporates the school community, the wider local community as well as garden lovers around Perth.

Held in September, Good2Grow activities culminate in a 'one day' event held at the school. The day involves the 'backlot' where there is pickup and delivery of pre-ordered garden products (including bulk mulches, and bagged potting mix, composts etc) and then a 'marketplace' with relevant stall holders, talks, information, food, music, craft and our now famous plant stall.

The activities leading up to the event provide opportunities for students, parents and staff to interact and creates community service opportunities for everyone, particularly the upper school students. Various department contribute to the lead up and running of the day including screen-printing of bags by the art students, student baristas from Home Economics, Science department involved with the plants and with mulch bagging, Woodwork for Good2Grow after school on Monday, metal work opportunities for 2018, Music department support with equipment and student buskers, photography students and World Challenge students providing food.

We now also have our own dedicated shade house in the Trees for Survival shade house area. This is a place where interested students came and helped with all aspects of looking after different plants - mostly propagating, potting, splitting and fertilising. Also working with Science to plant local natives through the new garden beds at school.

Over the past four years, this event has been developing and as a bonus has brought more than \$45 000 in profit to the P&C. The name and 'brand' is synonymous with sustainability and there is potential opportunity for further expansion of activities and workshops throughout the year, if facilitated. This year we plan to invite a garden show celebrity to broadcast from our event. We are also planning regular swap/share/shuffle gatherings.

As both Janet and I have students in Year 12 this year, we do not plan to nominate but to provide complete support to whoever does.

The Good2Grow is planning to start arranging earlier this year and will be looking for solid committee members. No experience necessary, just willingness to participate. We would like to form small working groups for help and/or expertise in the following areas - Please add your name to our sign up sheet

- Product selection and 'Back lot' Managers including welcome desk/money people
- Plant stall and activities throughout the year
- market place stall recruitment
- advertising/communications/face book/ design/ website/order system
- talks and workshops
- refreshments and food
- school liaison
- raffle co-ordination
- equipment
- signage and traffic mangement

Look forward to having you support this event

Tanya and Janet

2017 Churchlands Senior High School P&C Committee

Act-Belong-Commit (fka Health) Representative

In 2017, the school joined the Act-Belong-Commit program and re-named the Health Committee accordingly. The concept behind Act-Belong-Commit is simple but effective means of helping people to promote and protect their personal mental health.

Act – Do some activity

Belong – Join a club or organisation

Commit – Spend time helping others or volunteering in some way

More information can be found here:

<https://www.actbelongcommit.org.au/>

Meetings were held fairly regularly (4 to 6 weeks) in the first part of the year but tailed off in the second part of the year. The meetings were held during school lunchtime so I took time off work to attend.

As the Act-Belong-Commit program was new and needed visibility, the school asked the P&C to fund the purchase of some banners which would be used at various school events throughout the year. The idea obviously being that by raising the profile of the concept, children would be encouraged to become involved. For example, the banners were used at the Fun Run.

The school also organised an event for R U OK day, although not on the day itself as that was during third term school holidays. A number of organisations were invited to attend covering a wide range of topics such as organisations directly linked to mental health services, alcohol and drugs, local activities, cross-cultural issues and LGBTQI. Unfortunately I was not able to attend on the day due to other commitments.

The committee also received a visit from a LGBTQI student to put forward a case for further support within the school. The committee took on her message and I think they have responded well to deal with the issues raised.

We also received comments about the state of the Year 7 toilets from a parent. Whilst we did try to take action on this and had some visits to the toilets, I think that more can be done in this area. It was not clear as to how issues with toilets are to be reported and who was/is accountable to ensure that they are rectified.

This year should see the Act-Belong-Commit committee continue to build on the foundations of 2017. Thanks need to go to Tenille Wright who ran the committee and organised everything.

Chris Knott

Churchlands Senior High School

Churchlands Dads Group – Fathering Project

Activities in 2017

28 June 2017

- Guest speaker Wayne Bradshaw, CEO Fathering Project. Held at the Doubleview Bowling club

1 September 2017

- Bowls and pizza night, Held at the Cambridge Bowling Club



AGM: 26 FEBRUARY 2018

	POSITION	2017 INCUMBENT	2018 NOMINEES	RESULT
1	PRESIDENT	Zina Cordery	No nominee	Zina agreed to carry on in a caretaker role until a permanent nominee is found
2				
3				
4	VICE PRESIDENT	Chris Porteous	Kate Sinfield	Elected unopposed
5				
6				
7	TREASURER	Katrina Grose	Nandita Naroth	Elected unopposed
8				
9				
10	SECRETARY (WACSSO)	Brendon Flaherty	Brendon Flaherty	Elected unopposed
11				
12				
13	ART EXHIBITION	Sian Burgess	Raelene Lovick	Elected unopposed
14				
15				
16	CHAPLAINCY	Gill Kenny	Gill Kenny	Elected unopposed
17				
18				
19	COMMUNICATIONS	Jane Powell	Jane Powell	Elected unopposed
20				
21				
22	FATHERING	Brad Caldwell	No nominee	John McKenzie volunteered to fill the role until a permanent nominee is found
23				
24				
25	GOOD2GROW	Janet Ryan	Tanya Crewe	Elected unopposed
26				
27				
28	HEALTH	Chris Knott	Chris Knott	Elected unopposed
29				
30				
31	ICT	Zina Cordery	Zina Cordery	Elected unopposed
32				
33				
34	MUSIC PARENTS	Jenni Giacomel	Tracey Gralton	Elected unopposed
35				
36				
37	QUIZ NIGHT	Kathy Putt	Kathy Putt	Elected unopposed
38				
39				
40	SCHOOL BOARD	Chris Porteous	Chris Porteous	Elected unopposed
41				
42				
43	UNIFORM SHOP	Sarah Langham	Kelly Lyndon	Elected unopposed
44				
45				
46	YEAR 7 LIAISON	Vacant	No nominee	
47				
48				