

CSHS P&C Association Inc



180326 CSHS P&C General Meeting

When	26 Mar 2018 at 19:30
Location:	Administration Staffroom, 20 Lucca Street Churchlands
Chairperson	Kate Sinfield
Minute taker	Brendon Flaherty
Present	John Agostinelli , Marina Biddle , Rachel Clegg , Tanya Crewe , Brendon Flaherty (Secretary / WACSSO Rep), Tracey Gralton , Natasha Guest , Neil Hunt , Gill Kenny , Chris Knott , Kelly Lyndon (Uniform Shop Coordinator) , John Mackenzie , Nandita Naroth (Treasurer), Miranda Overmeire , Jane Powell (Communications), Kate Sinfield (President), Ken Taylor (Vice President)
Apologies	Katie Almeida , Bridget Barry , Brad Caldwell , Zina Cordery (ICT Coordinator), Geraldine Day-Perkins , Matt Gaunt , Sandie Lam , Claire Leishman , Raelene Lovick , Kathy Putt , Katrina Tap , Suzanne Thompson

Minutes

1. Welcome

The meeting opened at 7:32 pm

Kate Sinfield chaired the meeting and welcomed everyone to our second meeting for the year.

She also advised that the President role was still vacant and we should all be looking for a suitable candidate.

2. Confirmation of Minutes of AGM

The minutes had been previously circulated.

Decision

The Minutes of the Annual General Meeting of 26 February 2018 were moved, voted and ACCEPTED as being a true record.

3. Presentation re School ICT

John Agostinelli (Director of ICT at the school) gave a brief presentation on the key school systems including many aspects including:

- Where the budget is spent including a large amount just for screen replacements
- Office 365 usage for all showing 400,000 emails sent THIS YEAR and almost 2 million emails received and the department has the capability to monitor and restrict specific details, etc.
- 6 personnel in dept - most time spent on BYOD & laptops

John went through the use of several student & parent apps:

- SEQTA for parents including notices, reports, absences, etc
- Library access
- Study Skills handbook - one note, cyber smarts, etc
- Encyclopedia Britannica - Don't copy & paste - "Turn it in" will find you
- One note - dictation capability was very impressive
- Class notebook with content library and the ability for teachers to share documents

John also acknowledged the great support from Stott & Hoare - reimaging Yr 12 machines (5 yrs old)

IF YOU ARE NOT REGISTERED FOR A FULL PRESENTATION - REGISTER NOW - John is doing six this year

4. Vice President's Report

Kate had no report

She had stood in for the President at the Year 7 welcome BBQ (which was somewhat ironic as a new Year 7 parent) and provided a welcoming speech.

5. Principal's Report

Neil presented his report

- 275 Parents at last school tour (biggest ever)
- There will be significant drainage works on the lower oval & returfing western side during the school holidays
- Anzac service will be last day of term so no oval clash

[!\[\]\(eabd9f9ababee93effadc3b380fe65fd_img.jpg\) 180326_Principals_Report.pdf](#)

6. Treasurer's Report

Nandita presented her report.

- Receipts for the Building Fund donations need to be issued & also check if we can do for 2017 year also
- MYOB is setup in two files & causes lots of extra effort / time / wages, so this will be improved by the use of a new POS system in the Uniform Shop (TBA)

[📎 180326_Treasurers_Report.pdf](#)

Decision

Moved, voted & ACCEPTED that the Treasurer to move funds between accounts as necessary to pay invoices and generally maximise the benefits to the P&C

Moved, voted & ACCEPTED that the Executive is delegated the authority to place funds into Term Deposits to maximise returns to the P&C, recognising the ongoing need for funds to be available for approved purposes.

Tasks

- ✓ Review BEYOND BANK as an alternative for the P&C accounts
Assignee: Nandita Naroth
Due date: 14 May 2018

6.1. Spending Requests & Suggestions

Neil requested \$2500 for indigenous reconciliation projects that had been proposed from the Finance Committee in October 2017, but which had not been presented. A previous request for funds to build a Bike Shed on the south side of the school had been revised from \$45k to approximately \$27k.

Decision

Moved, voted & ACCEPTED to fund the indigenous projects to the value of \$2500.

Moved, voted & ACCEPTED to fund a new Bike Shed near Memory Place to the value of \$25k from building fund (if possible) but check if we can get city of Stirling or Department of Transport support for part of the cost.

6.2. Friday Food Truck Event

Tanya spoke about a new suggested community / school event = Friday food truck event monthly or each Term.

Options could include a P&C run bar, Good2Grow swap meet, buskers, themed nights, picnic for families, etc, etc....

Tanya would happily help out on a committee, but could not commit to run the event.

[📎 180326_Food_Truck_Idea.pdf](#)

Tasks

- ✓ Create & place an advertisement for interested people to get involved in running a regular event
Assignee: Brendon Flaherty
Due date: 15 Apr 2018

7. Communications

No report

8. Music Parents' Report

Tracey presented a report.

- MPC reports to be added to the school website with the P&C reports
- MPC runs the bar for various events - want to run it for our concert events - but can only do 12 in a 12 month period due to Liquor Licensing rules (Has this been an issue in the past?)

Tasks

- ✓ Check details with Liquor Licensing re options to get more Events approved per year!
Assignee: Kate Sinfield
Due date: 27 Apr 2018

9. Uniform Shop

Kelly presented her report.

- Maryrose has been very committed to process but is not available for the role - She deserves a special thank you.
- Met Arlene with shop layout / size/ and want to make changes but more appropriate to allow Natasha to review

[180326_Uniform_Shop_Report.pdf](#)

Decision

Moved, voted & ACCEPTED to make an offer of employment as the new Uniform Shop Manager to Natasha Madams

Moved, voted & ACCEPTED to formalise the pay rate in accordance with the Retail Industry Award Level 6 + 30%

10. Community Art Exhibition (25-27 May)

No report, although several meetings had been held to set up the year Art Show to add the correct P&C bank account details to invoices

11. YouthCARE

Gill presented her report

- 3 dates have been set
 1. 11 August - Chaplaincy Dinner
 2. 6 October - Bunnings Sausage Sizzle
 3. 13 October - YouthCARE Quiz Night
 4. Looking for a date for concert that won't clash with other Music events
- Year 7 parent night arranged at Cambridge Youth centre for Fri 6 April - Flyers to be circulated by the school

[📎 180326_Parent_Information_Night_Flyer_\(3\).pdf](#)

12. Act-Belong-Commit

Nothing much to report but there is the Fun run on 11th April with banners to advertise

13. School Board

- No report

14. ICT

- No report

15. Good2Grow (1 September)

Nothing to report

Looking for committee members, pots & parents, etc

16. Fathering

John presented his report

- In the past, the group has spent lots of time setting up events and not getting people to turn up.
- Need to look carefully at how we include ourselves in existing events, rather than arrange our own
- John is meeting with a few dads to see what might be possible

[📎 180326_Dads_Report.pdf](#)

17. Quiz Night (17 August)

Date changed to 17 August and confirmed with Arlene Thomas.

Kathy is currently away but will be looking for volunteers when she returns in May

18. General Business

The Minutes of the Executive meeting of 12 March were presented to the meeting, with six existing and four new members attending.

The only decision taken was to delegate Kate Sinfield and Kelly Lyndon to advertise, interview and recommend a new Uniform Shop manager which had been done and reported above.

[📎 180312_Minutes.pdf](#)

18.1. Election of Year 7 Rep

Geraldine Day-Perkins had nominated herself for the role of Year 7 Coordinator after the end of the AGM.

She had subsequently attended the Executive meeting on 12 March and expressed her interest in the role.

Decision

Moved, voted & ACCEPTED Geraldine as the Year 7 Coordinator

19. Next General meeting - 14 May

Meeting concluded at 9:45 pm.

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of 180326 CSHS P&C General Meeting on 26 Mar 2018

Summary of Matters Arising

Decisions

Item Decision

2. The Minutes of the Annual General Meeting of 26 February 2018 were moved, voted and ACCEPTED as being a true record.

6. Moved, voted & ACCEPTED that the Treasurer to move funds between accounts as necessary to pay invoices and generally maximise the benefits to the P&C

Moved, voted & ACCEPTED that the Executive is delegated the authority to place funds into Term Deposits to maximise returns to the P&C, recognising the ongoing need for funds to be available for approved purposes.

6.1 Moved, voted & ACCEPTED to fund the indigenous projects to the value of \$2500.

Moved, voted & ACCEPTED to fund a new Bike Shed near Memory Place to the value of \$25k from building fund (if possible) but check if we can get city of Stirling or Department of Transport support for part of the cost.

9. Moved, voted & ACCEPTED to make an offer of employment as the new Uniform Shop Manager to Natasha Madams

Moved, voted & ACCEPTED to formalise the pay rate in accordance with the Retail Industry Award Level 6 + 30%

18.1 Moved, voted & ACCEPTED Geraldine as the Year 7 Coordinator

Tasks

Item	Task	Assigned to	Due date
6.	Review BEYOND BANK as an alternative for the P&C accounts	Nandita Naroth	14 May 2018
6.2	Create & place an advertisement for interested people to get involved in running a regular event	Brendon Flaherty	15 Apr 2018
8.	Check details with Liquor Licensing re options to get more Events approved per year!	Kate Sinfield	27 Apr 2018

Summary of Attachments

Attachments

Item	File Name
5.	180326_Principals_Report.pdf
6.	180326_Treasurers_Report.pdf
6.2.	180326_Food_Truck_Idea.pdf
9.	180326_Uniform_Shop_Report.pdf
11.	180326_Parent_Information_Night_Flyer_(3).pdf
16.	180326_Dads_Report.pdf
18.	180312_Minutes.pdf

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [180326 CSHS P&C General Meeting](#)

Principals Report

P&C Meeting

March 26

BUDGET SITUATION - Churchlands has submitted a request for additional funding. The current allocation of funds to staff is short by \$750 000 thus Government will

1. Advise the school to commence redeployment
2. Require the school to use established reserves
3. Provide additional resources.
4. Require the school to undertake a combination of 1, 2 and 3

SCHOOL TOURS – Churchlands conducted a school tour on March 2 with 275 parents in attendance and a tour takes place on March 23 after this publication is provided. We also held our first whole school assembly on March 9 distributing over 240 awards and acknowledgements in 45 minutes. Around 175 parents were in attendance.

OLNA TESTING 2018 phase one for Year 10, 11 and 12 students has been completed

SWIMMING CARNIVAL – Churchlands again placed second to rivals Shenton College in the recent “A” Grade swimming championships.

A highly successful **SCHOOL BALL** was held at the Convention Centre on Friday March 16. Students’ looked fantastic, conducted themselves very well and we had no incidents. Thanks to Steve Galvin and his team for organising such a great event.

OVAL UPDATE – Funding has been provided to complete roll on turf where transportables have been removed. This provides an extra 40 metres of oval looking out towards Hale Road. A significant amount of money will be invested in a new drainage system on the bottom oval with over half of the surface also to be returfed. It is expected that these works will commence before the end of term.

PARENT TEACHER INTERVIEWS are scheduled for March 28 commencing 11:00am and continuing through to 7:00pm. The additional time doubles the number of interview slots available to parents however we still receive complaints from parents who missed out on a booking.

PRINCIPAL on LEAVE – I fly out to Thailand/Vietnam for a little over three weeks this Saturday. I return to work at the commencement of term 2 with Paul Housley as Principal in my absence.

Churchlands Senior High School Parents' and Citizens' Association Inc

Treasurer's Report

For the period January – February 2018

General meeting – 26 March 2018

Summary

Key balance sheet and income statement balances as at 28 February 2018 are as follows

Cash on hand and at bank	\$161,458.42
Cash on deposit	\$570,291.93
Liabilities include:	
Supplier payables	\$63,849
Audit fees	\$3,900
Youth care for Chaplaincy services	\$35,000
Employee Liabilities	\$1,913
Uniform Sales income	\$105,283
Other Income	\$6,507
Cost of Sales & Expenses	\$111,520
Net Profit	\$270

The school will soon remit \$16,859 in P & C Donations received for the period January-February 2018.

No significant activities to report for the other P & C run events

Proposals

I request the members to consider the following proposals

1. Currently two data files in MYOB are being maintained, one for the uniform shop and the other for all accounts. The uniform shop MYOB data file is also used as the point of sale system. It is proposed that only one MYOB data file is maintained for all accounts and accounting purposes and that the data file used by the uniform shop is replaced by

a suitable Point of Sale and Retail Management system. This is to ensure efficient management of the retail operations and accurate financial reporting.

2. Building Fund Term Deposit of \$367,490.43 and the P & C Term Deposit of \$202,801.50 are currently in a holding facility with an interest rate of 1.10%pa. Bank has carried out the previous instructions provided to them on 25 September 2017 with the requested term of one month expired since.
I propose that instructions are provided to the bank to accrue a higher rate of interest for a term longer than the current weekly rollover.
3. Any anticipated expenses to be discussed and required funds to be transferred from the P & C Online Saver account into the general P & C account

Nandita Naroth

Treasurer - P & C

23 March 2018

From: [Tanya Crewe](#) tanyacrewe@gmail.com 14 Feb 2018 16:25

To: [Brendon Flaherty](#) cshspc@mail.tidyhq.com

Hi Brendon,

I would like to float a proposal for a monthly Friday early eve community event for the whole school and wider community which has been popular and worked well at other places.

CSHS Food Truck Social night. (or other name)

Run it once a month. (First one asap)

We get a license and run the drinks/bar as P&C fundraising and charge the food trucks (flat rate and/or a percentage of sales.)

Possibly have theme nights.

Would need to talk about the best location.

It will provide a relaxed socialising opportunity, give people a break from cooking and the kids a chance to play on the oval. The school muso's may like to play.

I am not keen to spearhead it as lower school parents would be more ideal. I do already have a couple of people who have agreed to be on the organising committee.

Hoping this could be added as a category at the AGM and see if there are any takers to lead it.

Thanks

Tanya

Uniform Shop Co-ordinator report
P&C Meeting
Monday 26th March 2018

Since stepping in as the US Co-ordinator, it has been a very busy few weeks – with some really productive moments along the way.

I have been into the shop on multiple occasions to meet the team and familiarise myself with how things are being run. Maryrose, who stepped in as the acting manager last year has done a great job keeping things running as smoothly as she can – but is very keen to be finishing up by the end of this term, or sooner if possible. An advertisement went out calling for new applicants, many were received, and on Friday Kate and I held 9 interviews. The calibre of interviewees was very impressive, and from that 9 we had 4 very strong contenders - in fact we felt spoiled for choice! We believe we have found the perfect person for the position of manager, subject to reference checks early next week. With the blessing of the P&C committee we would like to proceed with the hiring once all checks have been done. We would expect handover to be completed relatively quickly, allowing Maryrose to finish up.

I have also made efforts to engage with, and assure the three current casual staff they can feel confident that their positions are secure, and that we at the P&C appreciate their past, present, and ongoing hard work. They have been pushed fairly hard with the new shop opening and stock shortages at the beginning of the year. They have all done a fabulous job maintaining a professional attitude, and positive outlook under somewhat gruelling conditions. I have observed excellent customer service and attitudes. I am confident they will play a great role in assisting the new manager to settle in and find her feet.

Amongst the hectic start, there has been a recent incident in the shop which has highlighted the need for procedures and emergency strategies to be put in place, and this process has already been put into action by myself and the new manager will continue to develop and implement procedures to ensure staff are prepared and capable of handling any and all situations as they arise. The new manager will be aware that this is a priority.

The start of year stock issues have now been brought under control, with all the backorders being filled and families have been informed. There are not too many left in the shop to collect and the staff are continuing to follow up the relevant families. This will also be a focus for the new manager to have systems in place to ensure we don't suffer this problem again moving forward.

Security in the shop is of concern to myself and the staff – I have discovered that the staff have no means of locking the door from the inside if they are there working alone and/or outside trading hours, which means anyone can just walk in without warning – I met with Arlene on 22/3/18, and after expressing this concern, she agreed to have something installed by the end of the next week. Probably a sliding bolt on the inside of the door. The staff have been notified.

We are also looking at having a better telephone system installed as the existing one is very "old school phone/fax combo" and hasn't got hands free facility. Staff describe it as very inefficient at best. (often can't hear the person on the other end). Arlene is looking to have this sorted hopefully by the end of term – not sure if there is a cost to the P&C until she gets

back to me. If so, costs should be minimal as we actually hook into the existing school phone system. (Not running independently)

Another item I have taken to Arlene, after discussions with the staff, is the lack of storage inside the shop, and the impractical layout of the shop fit-out. The frustration extends to the Phys Ed department – as they have been asked to share a small storage space for additional uniform stock (space they were already using for their equipment) – this means staff are exiting the shop and going into the adjoining building multiple times in a day when moving stock around, creating more service/security issues for the shop. The inefficiency of the internal layout of the shop is also creating problems with bottlenecks during peak periods cause unnecessary angst for both customer and staff. We feel that if we can bring the counter to the front of the store and fitting rooms to the rear we will solve multiple issue very easily. The ideas are exciting, and we believe very practical - When I have some concrete ideas, plans and pricing available I will present these concepts in more detail – something to look forward to. Arlene has confirmed that all building/fitout costs will have to be covered by the P&C building funds, as the school has no more building funds available this year.

I have had conversations, with staff, and several members of the school faculty and community – all have suggested the shop is not open for enough trading hours. 1.5 days each week and two Saturdays a term puts too much pressure on the shop and isn't proving practical nor customer friendly to cater to such a large school community. I have looked at two other large government high schools – Rossmoyne and Willetton – they both open their uniform shop the following opening hours:

Open every week day: 9:00am – 5:00pm

Thursdays: 9:00am – 6:00pm

Saturdays: 9:00am – 1:00pm

- I would like to propose we trial for one term (term two), opening the following hours to see if this improves service, sales and general community spirit:
Tuesday & Wednesday 8.30am - 4.30pm
Thursday – 10.30am – 6.30pm
Saturdays?? (discuss options)

And if this is successful to continue on from there. Advertising the new hours would be important to minimise confusion. Perhaps an A-Frame sign with "Uniform Shop Open" to place out the front would be helpful too.

The current POS system being used is the MYOB account package – it is not an efficient means of trading and is a large part of the procedural issues regarding sales. (Our treasurer can explain the difficulties more fully). The staff are very frustrated with the many issues regarding the sales software aspect of the business. I believe the business will benefit greatly from having a proper POS system installed – one directly aimed at retail industry - and I am currently researching a more effective method that will combine the accounting and shop POS effectively. I hope to have details and quotes by the next meeting.

Parent Information Night

They say it takes a village to raise a child but how do we manage that in today's society?
Cambridge Youth Services invites you to hear about techniques, ideas and advice that may assist you and your family as your child transitions from primary to high school.

SUPPORT FOR FAMILIES AND STUDENTS STARTING HIGH SCHOOL

Parents and guardians of Year 7 students at Churchlands SHS are invited to the Number 86 Youth Centre to check out the facilities and meet staff.

This is also a great opportunity for parents to get to know other parents of Year 7 students. Young people can gather to socialise in a safe and fun environment, whilst parents can take advantage of support from qualified staff on issues such as adolescence behaviour, cyber-bullying, managing social media, alcohol and other drugs, suicide prevention and other areas of concern.

Students are starting high school at a younger age and are not getting the same parent/student support they enjoyed at primary school. Cambridge Youth Service is hearing from young people and their parents that while this is a tough

transition, there is often apprehension about what a youth centre offers young students and their parents.

The Cambridge Youth Centre is opening its doors exclusively to parents and Year 7 students from Churchlands SHS to come and see all that's on offer. Get to know other families, enlist in holiday programs or chat to the experienced staff about managing the needs of your family.

We are also keen to hear from you how we can best meet your needs when it comes to helping your youngsters manage their busy and sometimes challenging lives. Parents are invited to join us for a cuppa and a light bite whilst discussing ways in which we can support you and your young family members.

DETAILS

WHO

Parents of Year 7 students at Churchlands Senior High School

WHAT

Information session and open forum discussion

WHEN

Friday, 6 April 2018 5:00pm - 7:00pm

WHERE

Number 86 Youth Centre
86 Cambridge Street
West Leederville 6007

RSVP - BOOK NOW

or email youth@cambridge.wa.gov.au or
call 9381 1996

refreshments provided • park on grass adjacent youth centre • info at cambridge.wa.gov.au/yr7



Fathering Project At Churchlands SHS – Churchlands Dads

Draft Mission – to engage in the lives of their Children

Report to P&C Monday 26 March 2018

Information taken from the Fathering Project website indicates the following behaviours and characteristics that Dads can model for their children to assist in their development

Developmental Area	Characteristics of a Father
Child Development	<p>Especially important to impact in the birth – 6 years:</p> <p>Affection</p> <p>Play – rough & tumble</p> <p>Risk</p>
Social Skills & Relationships	<p>Accessibility</p> <p>Engagement</p> <p>Responsibility</p>
Mental Health & Self Esteem	<p>Warm</p> <p>Supportive</p> <p>Involved</p> <p>Engaged</p>
Tobacco, Drugs & Alcohol	<p>Model appropriate behaviour</p> <p>Early conversations</p> <p>Agreed behaviours</p> <p>Convey skills for issue management</p>
School Engagement & Performance	<p>Perceptions of importance of school</p> <p>School involvement</p> <p>Father-teacher relationship quality</p>

Bullying	<ul style="list-style-type: none"> Support Low levels of father child conflict Communication Meet child's friends
Adolescent Sexual Behaviour	<ul style="list-style-type: none"> Manage media 'sexualisation' of children
Delinquent Behaviours	<ul style="list-style-type: none"> No convictions by father Appropriate modelling Values
Overweight/Obesity & Physical Activity	<ul style="list-style-type: none"> Own health & wellbeing Verbal encouragement Play with & challenge kids Paying of sports fees Modelling positive behaviours to health & exercise

Since the first meeting of the P&C on 26 February the following request was sent to 11 Dads who had participated in the 2017 group. To date there has been one response. We will meet in the next week to set an agenda for our goals for 2018 and beyond and determine a plan of action.

"Hi Guys

I have the task of helping to setup Churchlands Dads in 2018.

Am looking for volunteer Dads who are keen to make a contribution to the development of perhaps a small but strong group of Dads who can put together an action plan for 2018. The reasons for Churchlands Dads originates from a need nicely described by the flowing link. Hope you can partner with me to establish this group (as part of the P&C) so in turn we can make the appropriate contribution to the ongoing all-round welfare and growth of our whole school community on a year to year basis.

<http://thefatheringproject.org/about-us/being-a-better-dad/>

“ . . . ”

John Mackenzie
26 March 2018