

# CSHS P&C Association Inc



## 180611 CSHS P&C General Meeting

When	11 Jun 2018 at 19:30
Location:	Admin Conference room - Churchlands Senior High School, 20 Lucca St, Churchlands WA 6018, Australia
Chairperson	Ken Taylor
Minute taker	Brendon Flaherty
Present	Marina Biddle , Rachel Clegg , Brendon Flaherty (Secretary / WACSSO Rep) , Tracey Gralton , Natasha Guest , Neil Hunt , Gill Kenny , Chris Knott , Raelene Lovick , Kelly Lyndon (Uniform Shop Coordinator), Nandita Naroth (Treasurer), Miranda Overmeire , Jane Powell (Communications), Kathy Putt , Ken Taylor (Vice President)
Apologies	Tanya Crewe , Geraldine Day-Perkins , Shaniah Lyndon , Chris Porteous (School Board Representative), Kate Sinfield (President)

## Minutes

### 1. Welcome

The meeting opened at 7:30 pm  
Ken welcomed everyone to our fourth meeting for the year.  
Ken has two kids at Churchlands and provided a brief CV

### 2. Confirmation of Minutes of previous meeting

The minutes had been previously circulated.

### Decision

The Minutes of the General Meeting of 14 May 2018 were moved, voted & ACCEPTED as being a true record.

### 3. President's Report

Kate was absent overseas, but had provided a brief email report:

- She wanted debate on the price of the Quiz night tickets - thinking that the price should be raised from \$15 to \$20 (discussed further in Item 16)
- Great uniform update. Can't wait to order on-line.
- The liquor licence application is progressing.

### 4. Principal's Report

Neil presented his report.

- Drainage works to the lower oval are virtually complete - no flooding this week
- HASS office & seminar room updates are now complete
- The new bike rack in Memory Close is complete with the fence realignment next week
- Work on the IT office will be over the school holidays
- Neil has met with BMW regarding works and as the school wants the pool available for term 4, only re-tiling will be done now
- The School Board has approved the realignment of funds to projects
- A number of other schools are putting less comments on reports and using SEQTA only. CSHS has no plans to follow suit and this was welcomed by the members
- Neil congratulated the Art committee for a great Exhibition
- Quiz night - need to get volunteers for before & after to roll out the protective carpets - call for some volunteers to learn the process
- P&C and School dates for 2019 to be agreed at next meeting to go into the 2019 diary

#### Tasks

- ✓ Circulate the draft 2019 calendar to the committee for decisions regarding 2019 dates  
Assignee: Brendon Flaherty  
Due date: 25 Jun 2018
- ✓ Ask for parent volunteers to learn how to roll out the protective carpets in the Gymnasium  
Assignee: Brendon Flaherty  
Due date: 25 Jun 2018

## 5. Treasurer's Report

Nandita presented her report (attached)

Ken reported that the new Uniform shop computer & modification to the stand had changed the order, and all delivered except stand. No invoice yet.

Agreed that Ken Taylor is to be added to the accounts as a signatory as per the Constitution. Nandita advised she would be sending out receipts for P&C donations by 30 June (for the donations she had been advised of)

Some discussion was held regarding the use of the Building Fund (tax deductible) for Parent contributions, but as Kate had added this to the agenda it was passed over until the next meeting - See Item 17.1

Discussion regarding the use of the churchlandspc emails was moved to General Business - Item 17.2

[📎 180611\\_Treasurers\\_Report.pdf](#)

### Decision

Moved, voted & ACCEPTED the two procedure changes requested in the Treasurer's report.

## 5.1. Spending Requests & Suggestions

Nil

## 6. Communications

Jane presented a verbal report.

- Save the date for Quiz night is out
- Setting up trybooking payments for quiz tickets
- Setting up communications already for next term to get in early

## 7. Music Parents' Report

Tracey presented a report.

- 2018 budget approved and a \$2000 donation received
- Successful Anzac day parade and relay for life - well received
- Meet the instrumental teacher function held
- Facebook group is now operating
- Some issues around parking coordinator (reviewing to improve)
- The ABODA festivals are in a few weeks & then again in August
- Annie asked to record 14 June event as P&C event - Maggie Dent? - Accepted

## 8. Uniform Shop

Kelly presented her report (attached)

- Wet weather jacket has been designed and final approval expected this week
- Go-live with VEND Point-Of-Sale in Term 3
- There have been no actual complaints since Natasha took over
- The school is designing new enrollment document for next year to ensure that Parent/student contact details would be available to the shop
- Existing data to be handed over this week after only a few people opted-out of allowing their details to be handed over to the P&C for the Uniform Shop processes

[📎 180611\\_UniformCoordinator\\_report.pdf](#)

## 9. Community Art Exhibition (25-27 May)

Raelene provided a verbal report:

- Attendance was down from the previous year - 791 down to 463 - We had one room less this year and the weather was terrible
- Disabled car park in Memory Close was still there, but there is no access for wheelchairs, etc. Even a handrail would be worthwhile.
- Some of the signage was stolen prior to or during the event
- Thank you to Nandita particularly for extra work & dropbox methodology to accept & maintain the entries
- Jane requested that the P&C purchase the artwork "Aim High" by Mutsuko which shows the front of the Concert Hall.

### Decision

Moved, voted & ACCEPTED to purchase the artwork to be displayed publicly in the school.

## 10. YouthCARE

Gill presented her verbal report

- All four dates for fundraising activities have now been set
  1. 11 August - Chaplaincy Dinner
  2. 1 September - Music Concert in the concert hall
  3. 6 October - Bunnings Sausage Sizzle at Innaloo
  4. 13 October - YouthCARE Quiz Night at St Nicholas

Advertising would start from next term

## 11. Act-Belong-Commit

Chris presented a brief report:

- The ABC committee has not met yet as Tenille Wright is unavailable due to her workload.
- The RU OK? Day has been confirmed for 30 August although a coordinator has still not been appointed.
- Neil will follow up with Tenille to see what commitment is necessary / available for the fun run, RUOK day, yarn club, etc....

## 12. School Board

No report

## 13. ICT

- No report

## 14. Good2Grow (1 September)

- Email from Tanya presented by Raelene (attached)
- School needs everything to be moved to behind the auditorium from behind the art room (no shed)
- School wants to make the SE entrance move amenable particularly after the bike shed completion
- Tanya needs to work with Jim Bell & Ashley Abreu to create a plan

 [180611\\_Good2Grow\\_report.pdf](#)

## 15. Fathering

John had sent his apologies:

- No report

## 16. Quiz Night (17 August)

Kathy presented her report (attached)

- Quiz night is a very good way to get information out to the community
- Kathy will be looking for volunteers shortly

[180611\\_Quiz\\_report.pdf](#)

### Decision

Moved, voted & ACCEPTED to leave the Quiz night entry price at \$15

## 17. General Business

Correspondence C18004 had been received from the Director General of Education regarding the WA Education Awards to be circulated with the Minutes.

[C18004\\_WA\\_Education\\_Awards.pdf](#)

### 17.1. Parent Contributions to the P&C

At present the \$70 voluntary contribution to the P&C is advertised as, and is paid to the Building Fund and therefore qualifies as a Tax Deduction to the parents which is an obvious benefit to the parents and potentially raises more funds than if it wasn't a tax deduction.

There are several downsides of this method to the P&C and it should be confirmed whether we want to raise funds via the Building Fund or into general accounts.

Deferred to next meeting - Position papers to be circulated prior to the meeting

### 17.2. P&C Emails

The new P&C email system is currently hosted with CrazyDomains.com.au (a reputable Australian Domain provider) set up by the Secretary. The question was raised as to whether someone on the P&C Executive should be managing the emails & having access to all emails.

After lengthy debate and a number of conflicting claims being made the discussion was passed over to the next meeting.

## 18. Next General meeting - 23 July

Meeting concluded at 9:36 pm.

There was a late discussion on whether to move meetings to 7pm going forward - This was agreed and then subsequently put on hold until a full discussion at the next meeting.

Neil Hunt and the entire senior management team would be unavailable for our next meeting scheduled for 30 July. Discussion was held re different dates. Kate subsequently discussed this with Neil and the date the date of 23 July was chosen.

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*End of minutes.  
Summary of matters arising are tabled on the following page.*

# Minutes of 180611 CSHS P&C General Meeting on 11 Jun 2018

## Summary of Matters Arising

### Decisions

Item Decision

- |     |  |
|-----|--|
| 2.  | The Minutes of the General Meeting of 14 May 2018 were moved, voted & ACCEPTED as being a true record. |
| 5.  | Moved, voted & ACCEPTED the two procedure changes requested in the Treasurer's report.                 |
| 9.  | Moved, voted & ACCEPTED to purchase the artwork to be displayed publicly in the school.                |
| 16. | Moved, voted & ACCEPTED to leave the Quiz night entry price at \$15                                    |

### Tasks

Item	Task	Assigned to	Due date
4.	Circulate the draft 2019 calendar to the committee for decisions regarding 2019 dates	Brendon Flaherty	25 Jun 2018
4.	Ask for parent volunteers to learn how to roll out the protective carpets in the Gymnasium	Brendon Flaherty	25 Jun 2018

## Summary of Attachments

### Attachments

Item File Name

- |     |  |
|-----|--|
| 5.  | <a href="#">180611_Treasurers_Report.pdf</a>         |
| 8.  | <a href="#">180611_UniformCoordinator_report.pdf</a> |
| 14. | <a href="#">180611_Good2Grow_report.pdf</a>          |
| 16. | <a href="#">180611_Quiz_report.pdf</a>               |
| 17. | <a href="#">C18004_WA_Education_Awards.pdf</a>       |

Attachments can be found under your TidyHQ admin account at:  
Storage > Meetings > [180611 CSHS P&C General Meeting](#)



Churchlands Senior High School Parents' and Citizens' Association Inc

TREASURER'S REPORT

FOR MAY 2018

General meeting on 11 June 2018

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INTERIM FINANCIALS

BALANCE SHEET AS AT 31 May 2018

CASH

CBA General cheque	\$6,920
CBA Uniform cheque	\$20,412
CBA MPC cheque	\$26,136
CBA Building Fund	\$2,220
CBA General Saver	\$76,762
CBA Building Saver	\$20,079
CBA Building Fund term deposit	\$368,111
CBA General term deposit	\$133,187
Petty cash / Float	\$1,080
Processed for payment	(26,108)

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**Total Cash** **\$628,799**

ASSETS

Trade & Other Receivables	\$8,243
Stock on Hand*	\$147,304
Other Assets	\$2,539
Total	\$158,086

**TOTAL ASSETS** **\$786,885**

LIABILITIES

Trade & Other Payables	\$61,615
Payroll Liabilities	\$2,650
GST	(\$3,821)

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**TOTAL LIABILITIES** **\$60,444**

**NET ASSETS** **\$726,441**

## PROFIT & LOSS STATEMENT FOR MAY 2018

### INCOME

	May 2018	Year To Date
Uniform Shop	\$36,495	\$181,953
Event Income	\$24,623	\$25,702
Fundraising Activities	\$999	\$2,688
Building Fund donations	\$0	\$22,220
Interest	\$419	\$3,001
<b>Total Income</b>	<b>\$62,536</b>	<b>\$235,564</b>

### EXPENSE

Cost of Sales*	\$14,632	\$123,134
General & Admin Expenses	\$3,184	\$12,075
Event Expenses	\$18,867	\$19,895
Wages & Super	\$8,673	\$34,500
Chaplaincy Support	\$0	\$35,000
Donations to school	\$1,050	\$4,095
<b>Total Expenses</b>	<b>\$46,406</b>	<b>\$228,699</b>
<b>Net Profit</b>	<b>\$16,130</b>	<b>\$6,865</b>

\* Cost of Sales and Stock Value on the Uniform Shop ledger and the Accounts ledger do not match. This is an interim report and the bottom line will vary once these are rectified in the half-yearly report.

Bookkeeper is away on holiday from 7-13 June 2018. I have taken care of the payables and processed staff wages for the fortnight ended 10/06/18.

## SUB-COMMITTEES - OVERVIEW

### UNIFORM SHOP

INCOME	May 2018	Year To Date
Uniform sales	\$36,495	\$181,953
Discounts received	\$686	\$3,004
<b>Total Income</b>	<b>\$37,181</b>	<b>\$184,957</b>
EXPENSE		
Cost Of Sales*	\$14,632	\$123,134
General & admin expenses	\$1,895	\$7,140

Wages and salaries	\$7,194	\$28,597
<b>Total Expenses</b>	<b>\$23,721</b>	<b>\$158,871</b>
<b>Net Profit</b>	<b>\$13,460</b>	<b>\$26,086</b>

Vend (Point of Sale System) annual subscription of \$999.60 was paid on 23/05/18. On-boarding package for \$269 was also purchased to facilitate implementation. No invoice for the purchase of the new PC has been presented yet.

#### **MPC- MUSIC PARENTS COMMITTEE**

INCOME	May 2018	Year To Date
Internal Events	\$699	\$1,288
Event Parking	\$300	\$750
Event Catering	\$0	\$620
<b>Total Income</b>	<b>\$999</b>	<b>\$2,658</b>
EXPENSE		
Meeting Expenses	\$0	\$165
Alcohol Purchases	\$174	\$654
Liquor Licences	\$0	\$212
Event General Expenses	\$0	\$243
Depreciation Expense	\$25	\$124
<b>Total Expense</b>	<b>\$199</b>	<b>\$1,398</b>
<b>Net Profit</b>	<b>\$800</b>	<b>\$1,260</b>

#### **ART- ART EXHIBITION 2018**

	Year To Date
INCOME	
Entry Fees	\$2,000
Sales	\$21,665
Bar sales	\$763
Donations	\$623
Other event income	\$453
<b>Total income</b>	<b>\$25,504</b>
EXPENSE	
Alcohol Purchase	\$735

Artists Payments	\$17,332
Event promotion	\$626
Liquor Licences	\$53
<b>Total Expense</b>	<b>\$18,746</b>
<b>Net Profit</b>	<b>\$6,758</b>

## GOOD 2 GROW

INCOME	<b>Year To Date</b>
Sales	\$198
<b>Total Income</b>	<b>\$198</b>

## PARENT CONTRIBUTIONS TO THE P&C

This is in response to the point that was raised in the last general meeting on 14 May 2018 – “*whether we want to raise funds via the Building Fund or into general accounts*”

The P&C had made the decision a few years ago to change the Parent Contributions to Building Fund Donations for the reason that the DGR status of the Building Fund provided tax deduction benefit to the parents. This change has been validated by the increase in parent donations over the years. Below is a comparison of the funds received under P&C Contributions and Building Fund Donations

<u>YEAR</u>	<u>P&amp;C CONTRIBUTIONS</u>	<u>BUILDING FUND DONATIONS</u>
2009	\$61,303	
2010	\$42,038	
2017		\$100,910
2018 (Jan- May 2018)		\$72,051

- \$16,859 has been received from the School and \$55,192 will be soon remitted to the P&C Building Fund account by the School bringing the total Building Fund donations received to \$72,051 for the period Jan-May 2018.
- It is evident that the Building Fund’s tax-deductible status benefits both the parents and the P&C.
- The scope for utilising the building funds is larger than it appears to be. For example, the building fund can be used to replace old carpeting and the current evaporative air conditioning to more functional inverters as the evaporative air conditioning used in some of the classrooms is ineffective on humid days.

- The objective of the P&C to assist the School in the provision of resources, facilities and amenities is currently being achieved by sharing the costs of big ticket items in capital works, for example the solar panels.
- The Building Fund can be used for the planned extension of the uniform shop.
- Changing the Building Fund donations to P&C contributions will not only considerably reduce the amount of funds received by the P&C but also will compromise the P&C's ability to support the School in a substantial manner.
- Further, the net surplus received from the P&C projects for 2017 are as follows and are sufficient to cover other donations to the School.

	<b><u>2017- NET SURPLUS</u></b>
<b>Uniform shop</b>	<b>\$50,922</b>
<b>Good 2 Grow</b>	<b>\$10,519</b>
<b>Quiz Night</b>	<b>\$6,602</b>
<b>Art Exhibition</b>	<b><u>\$7,377</u></b>
<b>Total Net Surplus</b>	<b>\$75,420</b>

I propose that the Committee considers the above and moves to retain the Building Fund's DGR status and continue to receive Building Fund donations from parents instead of P&C contributions.

### **P&C EMAILS**

This refers to my request at the last general meeting on 14/05/18 for further discussion on the P&C emails.

The minutes of the "12/03/18-Committee Kick-Off Meeting" mentions that Brendon raised the idea of role based emails. This was neither discussed at the subsequent committee meetings on 26/03/18 and 14/05/18 nor ratified by the Committee. P&C's discussion and consensus on the purchase, administration and creation of email addresses would have been the appropriate process for setting up the P&C emails to be used by the committee members.

There has been no discussion or consensus by the P&C on the purchase and administration of the emails and the creation of email addresses. I am unable to have this discussion at individual level and need to have it at the Committee level because the P&C emails implementation has taken place and emails are currently in use. The emails that I am aware to be currently in use are:

president@churchlandspc.com.au

vicepresident@churchlandspc.com.au

secretary@churchlandspc.com.au

treasurer@churchlandspc.com.au

uniformcoordinator@churchlandspc.com.au  
uniformmanager@churchlandspc.com.au  
uniformshop@churchlandspc.com.au  
accounts@churchlandspc.com.au  
bookkeeper@churchlandspc.com.au  
admin@churchlandspc.com.au  
executive@churchlandspc.com.au

Brendon Flaherty had emailed to me on 13/04/18 that he had purchased [www.churchlandspc.com.au](http://www.churchlandspc.com.au) domain as well as email hosting for two years and registered these under his personal name. As the administrator of the account, Brendon created the above email addresses and passwords and provided them to the users. The email users are unable to change the password.

I was given the email address [treasurer@churchlandspc.com.au](mailto:treasurer@churchlandspc.com.au). Brendon set up redirection of the emails received by [churchlandspc@westnet.com.au](mailto:churchlandspc@westnet.com.au) to [treasurer@churchlandspc.com.au](mailto:treasurer@churchlandspc.com.au). The former was the email address advertised for the Art Exhibition 2018 and I started using the treasurer's email address for correspondence relating to the Art Show. I was not comfortable using this email from the onset particularly when I could not change the password and knew that another committee member had access to my email. I have also been concerned about sending emails to other P&C email users particularly the bookkeeper as their emails could also be accessed by the administrator and there is no autonomy in performing the roles.

In the first week of May'18 I called Crazy Domains who confirmed that passwords to email addresses can be changed only by the administrator who has access to the control panel as well as access to all emails set up under the account. As the Administrator, Brendon has access to all the above emails.

As Treasurer, my communication via email is with the committee members, bookkeeper, uniform shop, school, bank and internal and external stakeholders. I am accountable for the emails that are under my role/name. Using an email that can be accessed by another committee member is a risk that I have been facing as Treasurer and one that I am unwilling to continue to take. Due to the risk that I face in using this email I will not be able to continue to use this email unless a secure solution is implemented. Further, with the conclusion of the Art Exhibition 2018 and payments made to the artists, I do not expect email communication from artists in relation to the art show.

For the email users' confidence in security and controls and segregation of duties, administration of the emails by a reliable external IT company, appears to be the solution. I contacted Stott Hoare, a company that comes with the School's reference and not any personal reference. It was a service that they did not normally provide, but were willing to cater to our unique circumstances.

The proposal email from Stott Hoare is enclosed herewith – Attachment 1

I request the Committee to consider and vote on the following:

- Should P&C have role based emails that come at a cost of engaging an external administrator?
- If an external administrator for emails was engaged, to cut down the cost is the P&C agreeable to eliminate superfluous email addresses from the above list of email addresses?

If for any reason the current circumstances do not change and a secure environment not provided, I shall cease to use the email [treasurer@churchlandspc.com.au](mailto:treasurer@churchlandspc.com.au) and will also be advising the bookkeeper to cease using [bookkeeper@churchlandspc.com.au](mailto:bookkeeper@churchlandspc.com.au) and consequently [accounts@churchlandspc.com.au](mailto:accounts@churchlandspc.com.au) will not be used.

### **P&C PROCEDURES FOR RECEIVING & PAYING MONEY**

I propose that the following be added to the “Procedures for Receiving Money & Making Payments” accepted in the last general meeting.

#### **Payment Process & Authorisations:**

*The second authorisation for payment to be made within 48 hours of receiving the request email for second authorisation. In the event of any urgent payment to be made, the urgency will be stated on the request email and the second authoriser to authorise the payment at the earliest possible opportunity. If for any reason the second authorisers are unable to do the authorisation, this needs to be communicated via email to the Treasurer.*

#### **Cheque**

*Cheque to the P&C to be made non-negotiable and to “Churchlands Senior High School P&C Assoc Inc”*

I propose that the Committee considers the above two points and approves them to be added to the abovesaid procedures.

### **BANK TRANSFERS & TERM DEPOSITS**

- Building Fund term deposit of \$368,111.09 has been reinvested for a period of 9 months at an interest rate of 2.55%pa, maturing on 16 February 2019.
- \$70,000 was transferred from P&C General Term Deposit to P&C Saver account as is now being used to make up for shortfall in the Uniform Shop bank account.
- The balance P&C General Term Deposit of \$133,186.88 has been reinvested for 2 months at an interest rate of 1.75%pa, maturing on 24 July 2018.

## **EFTPOS MACHINE FOR THE P&C**

After several visits to the Commbank branch and providing the bank with various documents requested, an application has been made for the additional Albert eftpos machine for the P&C.

Nandita Naroth

Treasurer – Churchlands Senior High School P&C Assoc Inc

11 June 2018



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**From:** Andrew Pilcher  
**Sent:** Wednesday, 6 June 2018 12:05 PM  
**To:** nanditanaroth@  
**Subject:** Support of Domain and Email  
**Importance:** High

Hi Nandita

Many thanks for the discussion yesterday. It was good to get an understanding of what you are looking for and thank you for the opportunity.

As I mentioned on the phone, you have some fairly unique circumstances which is why I wanted to just have a chat with our Sales Manager before confirming anything. But I certainly feel comfortable that we can support your environment.

My understanding of what you are looking for is .... You have just bought a domain and want someone to manage the Domain and the Email accounts you got with it. The email addresses are for P&C members and it is important a third party to do the admin so there is "Segregation of Duties" and you have confidence in the security and controls. This is completely independent of the school and any contracts, support and systems we have in place already with them. You have already bought the domain through Crazy Domains for 2 years and currently have 12 email accounts on it which may increase. You would like a monthly cost asap so you can put a proposal to the committee.

Are you happy with indicative pricing at this stage or are you looking for a full formal proposal? I am guessing that a quote is sufficient to take to the committee and to get approved in principal.

Our cost to support your environment is **\$15 per active email address per month (ex GST)** and our service will include:

- Account Creation
- Unlimited Business Hours Support (8am to 5pm Monday to Friday excluding WA Public Holidays)
- Password Resets
- Remote-In Assistance
- Tips and Guidance
- Account Removals

The support will cover the emails and admin of the domain environment only. We will not be support end user devices, mobile devices etc.

It does not include Email backups as I don't believe the environment you have includes this. We will also monitor the number of active accounts on a quarterly basis and adjust any billing accordingly.

Hope I have understood what you are looking for. Please just ping me if you need any information or clarification.

Thanks  
Andrew

**Andrew Pilcher | Business Transition Manager**  
[www.stothoare.com.au](http://www.stothoare.com.au).....



This message may contain confidential or privileged Stott Hoare information and is intended for the recipient named above. If you are not the intended recipient, please notify the sender immediately by replying to this message, then delete it from your system. You should not read, copy, use, store or circulate this email whatsoever. Please destroy all copies of this e-mail. Disclaimer: Internet communications are not secure. While every reasonable effort has been made to ensure that this communication has not been tampered with, the sender cannot be held responsible for any alterations made to the contents without expressed consent.



Uniform shop Coordinator Report  
P&C Meeting 11<sup>th</sup> June 2018

Since our last meeting, the shop has continued on in the same way, in that it has been a game of catch-up for most of this year!! – The staff are dealing with the influx of students desperately seeking warmer gear! Natasha is doing everything humanly possible to cover stock shortages – long cargo pants being the obvious problem area.

It is important to note: When stock issues are inherited, there is not always a quick fix available – I can assure you that Natasha and myself spend enormous amounts of energy and productivity on not only solving this year's issues – but we are putting in new plans of action to ensure we should not ever experience such difficulties again.

Now that most of the pressing items such as this year's leaver jackets, music tour and change of season have been largely dealt with, I have asked Natasha to now revisit staff training, focusing on procedures and customer service so that everyone is "like-minded" in the way to deal with students and families from all different walks of life. I have also asked her to revisit and verify contract awareness with the staff, to ensure everyone stays aware of rights and responsibilities in relation to the business. The aim is, as always, to ensure the business is maintaining a professional appearance at all times. Given that the shop is going through many changes physically as well as getting a new POS system (that everyone will very shortly need to be trained on), this is a great time to be getting Natasha into full training mode!

A very successful uniform reference group meeting was held on the 16<sup>th</sup> May. It was decided that we will re-introduce the rain resistant jackets for the student to wear. This decision is based upon Natasha reporting an extraordinary number of enquiries for something to wear on the way to & from school on wetter weather days – from both students and parents. She will have a "prototype" to show at the next URG meeting, where the student reps will be available to comment/vote on the items – this should be happening in the next week. At the same time, Natasha is also sourcing some caps – it is evident that the students object to and often don't wear the existing bucket style hats, so it is agreed that "something is better than nothing" and the students are often seen wearing their own caps – ergo we feel that they won't object to a school cap!! Again – Natasha will produce a sample to have at the next URG meeting. We will be looking at the Navy blue, and possibly the option of house colours – yet to be determined at the next URG meeting.

Our new computer and our POS (vend) are currently a work in progress. Natasha has begun the one-on-one training sessions and when they are completed she will train the staff herself. The expected eta for "going Live" is the first week of term 3. This means that once we are fully functioning with Vend, and we are confident there are no glitches in the system, we will be ready to then introduce online ordering as the next level of service! Very exciting times ahead. We still need the second eftpos machine to enable us to fully integrate our current machine into the new POS system.



**From:** Tanya Crewe Monday, 11 June 2018  
**Sent:**  
**To:** 6:10 PM Brendon Flaherty  
**Subject:** Re: 180611 P&C General Meeting



CSHS P&C Association Inc  
<https://cshspc.tidyhq.com/>

Your login email is:  
XXXX@barrettst.com

Hi Brendan,

I am so sorry. I need to send apologies for tonight as I am working.

Raelene will be at the meeting though, so can represent us tonight.

We have had our first meeting. We have filled most of the coordinator positions but we are looking for a Volunteer Coordinator from the younger years so it can be handed over. We would love more people to enable more sub committees.

At the moment we are looking to finalise our products and get our order forms done.

We are still discussing all bagged product vs bulk mulch. And will come to a conclusion shortly.

We have been asked to move all our items from the back spot we were allocated a few years ago. We would like a small shed or structure near the back of the school to enable movement and some storage. It is not easy to move items back and forward from the middle of the school. The process as I see it is

Call Arlene, she asks the gardeners when the tractor is free, let's us know, we get the key or whatever, use the tractor to move items to an agreed location, and then return the key. It just feels quite cumbersome at a time when there is a lot of action.

I am requesting to erect a small shed nestled in the back of that spot.

I have already had calls from outside of our community asking when it will be this year as they are wanting to order.

We would love you to join the committee please.

Thank you  
Tanya

On Sun, 10 Jun 2018 at 10:34 am, CSHS PC Association Inc <XXXX@mail.tidyhq.com> wrote:

## Churchlands P & C Quiz Night Report 11th June 2018

The gym has been confirmed for Friday night 17th August.

I have emailed Claire Curtis to "save the date" for the Quiz night. We will send out further information during the week.

I have asked Gary Adshead to be our compere for the evening. Just waiting on confirmation.

Alisdair will be applying for the liquor licence this week, and has set up the "trybooking" service, so tickets can be purchased on line from this week.

The Trybooking will be set up for a maximum of 400 people (50 tables)

The tickets will be sold as tables of 8 @ \$15 per head through the Trybooking system.

**HELP NEEDED for prize collection**, if anyone is interested in helping to source and collect prizes for the Quiz Night please contact me ASAP.

**We are also looking for 8-10 volunteers to help out on the night.** The school has a great programme where the students help as part of their community service, they help set up and sell raffle tickets etc. in addition, we need volunteers to do the marking, tallying and serving behind the bar (you have to have your RSA). If you would like to help out in any way, or you need further information please **call me, on XXXX XXX XXX**

**Or email XXX@churchlandspc.com.au**

Thank You  
Kathy Putt



C18004



Government of Western Australia  
Department of Education

Your ref :  
Our ref : D18/0126213  
Enquiries : 9264 4876

President  
Parents and Citizens' Association  
Churchlands Senior High School  
20 Lucca Street  
CHURCHLANDS WA 6018

Dear President

The WA Education Awards 2018 are now open and I personally encourage you to use the awards to recognise the staff at your school who are making a difference in the lives of your students.

The awards reflect our system's focus on high performance and high care, and provide the avenue to show the community the professionalism, expertise and dedication of staff who work in our schools.

Staff who have been nominated for the awards in previous years say they value the recognition of their work, not just for themselves but for their students, colleagues and school communities. Staff who go on to be finalists and winners talk about an increased sense of pride across the whole school as well as strengthened parent and community support. We know that such support is a vital aspect of school success.

For support in preparing nominations, a workshop is being held on Monday, 28 May 2018 from 5.00 pm to 7.00 pm at the Leadership Institute in Leederville. The workshop will also be recorded and put on the Awards website in the following days.

I have enclosed flyers for discussion at your next meeting. Further information about the awards and how to register for the workshop is at [education.wa.edu.au/awards](http://education.wa.edu.au/awards). Nominations close on Friday, 29 June 2018.

If you have any questions about the awards please contact Ms Marcia Czerniak, Strategic Communications and Events Coordinator, on 9264 4876 or email [waeducationawards@education.wa.edu.au](mailto:waeducationawards@education.wa.edu.au).

It is because of the staff at your school that we have such a strong public school system in Western Australia.

I look forward to seeing nominations from your school.

Yours sincerely

signature available on the original document

SHARYN O'NEILL  
DIRECTOR GENERAL

Enc.

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Department of Education

# WA EDUCATION AWARDS 2018

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“Seeing students succeeding in their learning inspires me every day.”

Lisa Criddle, Allendale Primary School, 2017 WA Primary Principal of the Year

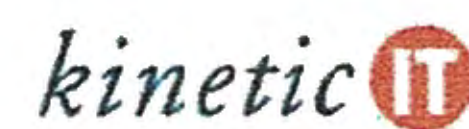
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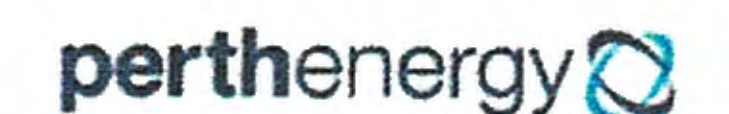
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Staff, school boards/councils and parents and citizens' associations are invited to nominate now for the WA Education Awards.

# WA EDUCATION AWARDS 2018

In 2018, inspiring teachers, outstanding principals, excellent support staff and successful schools will be recognised through the:

## CATEGORIES

- WA Premier's **Primary Teacher of the Year**
- WA Premier's **Secondary Teacher of the Year**
- WA Premier's **Excellence in Aboriginal Education Award**
- WA **Primary Principal of the Year**
- WA **Secondary Principal of the Year**
- WA **Beginning Teacher of the Year**
- WA **Education Assistant of the Year**
- WA **Aboriginal and Islander Education Officer of the Year**
- WA **School Services Staff Member of the Year**
- WA **Primary School of the Year**
- WA **Secondary School of the Year**

Note: Staff cannot nominate themselves for the individual awards.

## KEY DATES

<b>Nominations open</b>	Monday 30 April
<b>How to write a nomination workshop</b>	Monday 28 May
<b>Nominations close</b>	Friday 29 June
<b>Finalists announced</b>	Monday 6 August
<b>Winners announced at gala presentation breakfast</b>	Monday 26 November

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