

CSHS P&C Association Inc



181112 CSHS P&C General Meeting

General Meeting

When	12 Nov 2018 at 19:30
Location:	Choral Studio, CSHS, Choral Studio, CSHS
Chairperson	Kate Sinfield
Minute taker	Brendon Flaherty
Present	Bridget Barry , Marina Biddle , Rachel Clegg , Brendon Flaherty (Secretary / WACSSO Rep), Kelly Flaherty (Uniform Shop Coordinator) , Dave Fudge , Matt Gaunt , Shirley Godfrey , Tracey Gralton , Natasha Guest , Neil Hunt , Chris Knott , Sandie Lam , Chris Porteous (School Board Representative) , Jane Powell (Communications), Kate Sinfield (President), Ken Taylor (Vice President)
Apologies	Katie Almeida , Brad Caldwell , Tanya Crewe , Gill Kenny , Shaniah Lyndon

Minutes

1. Welcome

The meeting opened at 7:33 pm

Kate welcomed everyone to the meeting and all welcome to function next month.

Lots has been achieved this year and she thanked everyone who had contributed their time.

2. Confirmation of Minutes of previous meeting

The minutes had been previously circulated.

Decision

The Minutes of the General Meeting of 22 October (after a correction to Point 10) were Moved, Voted & ACCEPTED as a true record.

3. President's Report

Kate presented a verbal report.

- The Sustainable School Shop is now set up for any secondhand uniform and textbook sales and she will send out details very soon. We are waiting on confirmation of the 2019 book list and these will then be added to the site. Further details are attached here, but all will be circulated shortly.
- Kate had attended the Year 6 Parents night & spoken to advertise the advantages of joining the P&C for parents. The P&C flyer had been distributed to all.
- Kate discussed the need for a Grounds Committee rep on P&C next year and this will be promoted at the AGM in February.

4. Principal's Report

Neil presented his report.

- The toilet door project suggested by Tanya at the last meeting had received some support and a trial of four doors in the junior area may go ahead.
- The advertising sign on the north fence for Swimming WA had come loose and was flapping across the footpath - Neil had advised them to sort it out and would follow up.

[📎 181112_Principal_Report.pdf](#)

5. Treasurer's Report

Shirley presented her report.

- Shirley is meeting with Karen Campbell (bookkeeper) to sort out the stock fluctuations and finalise access to Vend
- Bookkeeper now has a FT role and will be finishing up soon so we need to confirm her Position Description ASAP. Karen will stay on till after the audit in Jan/Feb
- Discussed the 2019 Parent contributions as to whether we do to the Building fund or General fund. Currently we have significant Building funds and little general funds.

[📎 181112_Treasurer_report.pdf](#)

[📎 181112_Treasurer_P_L.pdf](#)

[📎 181112_Treasurer_balance_sheet.pdf](#)

Decision

Moved, Voted & ACCEPTED to use General account for Voluntary donations in 2019. (Not Tax Deductible)

5.1. Spending Requests & Suggestions

The school Finance Committee had passed through a funding request for \$2000 for a Cybersmarts Presentation for the Years 9, 10 & 11 as well as staff and parents for early 2019.

[📎 181112_Funding_submission_Cybersafe_2019.pdf](#)

Decision

Moved, Voted & ACCEPTED to provide \$2000 for the Cybersmart presentation.

6. Communications

Jane presented a verbal report.

- Events all completed for the year
- She is working on the web site for next year to have this ready over the next month.
- School dates are being finalised in the next few weeks to go to the printer for the school diaries.

7. Music Parents

No meeting or report

8. Uniform Shop

Kelly presented her report (Natasha's report attached)

- The shop has increased stock deliberately and significantly to ensure that all students have their full uniform before the start of 2019
- Natasha has done an amazing job and has everything well under control
- The on-line shop has moved to the next stage of having a subdomain and SSL setup by Ken in conjunction with gdesign & shopify and they hope to be operational before the end of term.

[📎 181112_Uniform_Coordinator_report.pdf](#)

[📎 181112_Uniform_Manager_Report.pdf](#)

9. YouthCARE

Gill had sent her apologies

- All events had been concluded for the year with less raised than had been required.

10. Act-Belong-Commit

Chris advised that no activities had occurred

- no report

11. School Board

Chris presented a verbal report

- Board report attached.
- One more meeting for the year.

[📎 181112_School_Board_Meeting_181025.pdf](#)

12. ICT

- No meeting or report.

13. Good2Grow (1 September)

Tanya had sent her apologies

- Kate reported that Tanya is training people to manage more next year.

14. Fathering

John had sent his apologies:

- Fathering presentation was successful with Carl O'Callaghan and 150 dads attended.

15. Quiz Night

There was no report.

The current night scheduled for 2019 (16 August) might need to change depending on Aboda dates but this was checked and not likely.

16. Art Exhibitiion

The committee met earlier tonight with three new volunteers

Jane Powell is the interim coordinator

Meeting again in December to select the guest artist and commence planning for the event scheduled from 24-26 May 2019.

17. General Business

The P&C dinner has been expanded to include the MPC, School Board and Foundation as well as ALL volunteers who have helped out during the year.

It is on 3 December in the Concert Hall Foyer - please invite everyone accordingly.

[📎 2019_P_C_Calendar_Rev_3.pdf](#)

17.1. Correspondence

No correspondence

17.2. Renewal of TidyHQ Platform

The TidyHQ App used by the Secretary to maintain memberships, send notices and record Minutes is due for renewal again in the next week. Brendon reported that this is enormously valuable and recommended another year for the same price of \$468. A small discount of \$18 was available for a two year subscription, but this was not recommended.

Decision

Moved, Voted & ACCEPTED to renew the TidyHQ subscription for another 12 months, paid annually.

17.3. 2019 Sundowner Organisation (Fri 15 February)

The event will be held from 4:30 to 6:30 on Friday 15 February 2019 (end of the second week back)

Staff are invited as well as all parents of the school.

Kate will coordinate arrangements and requested that the MPC run the bar and keep the earnings.

Neil offered to fund the food and he will discuss this with the canteen manager

The event is to be promoted as a Social event with Marketing at end of Term 4 and start of the school year

18. Next meeting - 2019 AGM (18 February)

Meeting concluded at 8:35 pm.

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of 181112 CSHS P&C General Meeting on 12 Nov 2018

Summary of Matters Arising

Decisions

Item	Decision
2.	The Minutes of the General Meeting of 22 October (after a correction to Point 10) were Moved, Voted & ACCEPTED as a true record.
5.	Moved, Voted & ACCEPTED to use General account for Voluntary donations in 2019. (Not Tax Deductible)
5.1	Moved, Voted & ACCEPTED to provide \$2000 for the Cybersmart presentation.
17.2	Moved, Voted & ACCEPTED to renew the TidyHQ subscription for another 12 months, paid annually.

Summary of Attachments

Attachments

Item	File Name
4.	181112_Principal_Report.pdf
5.	181112_Treasurer_report.pdf 181112_Treasurer_P_L.pdf 181112_Treasurer_balance_sheet.pdf
5.1.	181112_Funding_submission_Cybersafe_2019.pdf
8.	181112_Uniform_Coordinator_report.pdf 181112_Uniform_Manager_Report.pdf
11.	181112_School_Board_Meeting_181025.pdf
17.	2019_P_C_Calendar_Rev_3.pdf

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [181112 CSHS P&C General Meeting](#)

Principals Report

P&C Meeting 121118

1. Year 11 exams are now complete. Students return for the first three days of this week for results. Year 11 reports are available on Friday November 23.
2. WACE exams continue for small enrolment subjects this week before our Presentation ceremony next Saturday. This is a major event on the school's calendar and is progressing under the excellent management of Mr Housley. This will be our final opportunity to acknowledge the class of 2018.
3. The new parents for year 7 (2019) were invited to attend a presentation on the school's ICT initiatives with in excess of 250 parents attending. Since then well over 100 have ordered the school's recommended laptop device.
4. Last week, November 7, two major events were held with both very successful. Almost 150 fathers turned up to the fathering project event to listen to Dr Karl Callaghan, which was held in The Paul Latham Auditorium. Simultaneously Mr Dunne hosted a year 6 to 7 parent information evening in the Concert hall for approximately 300 parents. This will be followed by orientation days for Yr. 7 (2019) students on Thursday and Friday.
5. The one hundredth anniversary of Armistice day for WWI was celebrated across the nation yesterday. Our music students were heavily involved in the service at Kings Park with a number of congratulatory emails received by the school. A special acknowledgement to Caron Walker who managed the band.
6. The Tanya Crews proposals were discussed following the previous P&C meeting. Both concepts were initially considered and neither was enthusiastically embraced by executive team however both proposals were then forwarded to Student Services for their thoughts. The toilet door project has attracted some interest but a lot of unknowns still to be researched. At this stage I am uncertain as to where this is at. The Courage to care exhibition was considered and not accepted by the HOYs.

CSHS P&C – Treasurer’s report

12 November 2018

1.	<p>Account balances – 8/11/2018:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Account Name</th> <th style="width: 35%;">Account Type</th> <th style="width: 25%;">Available Funds</th> </tr> </thead> <tbody> <tr> <td>Building Fund – To be closed</td> <td>Society Cheque Account</td> <td style="text-align: right;">70,986.00</td> </tr> <tr> <td>Building Fund Saver</td> <td>Business Online Saver</td> <td style="text-align: right;">20,119.04</td> </tr> <tr> <td>Building Fund</td> <td>Term deposit</td> <td style="text-align: right;">368,111.09</td> </tr> <tr> <td>CSHS Music Parents</td> <td>Cheque Account Bearing Interest</td> <td style="text-align: right;">32,952.12</td> </tr> <tr> <td>CSHS P&C General</td> <td>Cheque Account Bearing Interest</td> <td style="text-align: right;">35,448.49</td> </tr> <tr> <td>CSHS P&C Saver – To be closed</td> <td>Business Online Saver</td> <td style="text-align: right;">4,795.29</td> </tr> <tr> <td>CSHS P&C Uniform</td> <td>Cheque Account Bearing Interest</td> <td style="text-align: right;">9,441.86</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$541,853.89</td> </tr> </tbody> </table>	Account Name	Account Type	Available Funds	Building Fund – To be closed	Society Cheque Account	70,986.00	Building Fund Saver	Business Online Saver	20,119.04	Building Fund	Term deposit	368,111.09	CSHS Music Parents	Cheque Account Bearing Interest	32,952.12	CSHS P&C General	Cheque Account Bearing Interest	35,448.49	CSHS P&C Saver – To be closed	Business Online Saver	4,795.29	CSHS P&C Uniform	Cheque Account Bearing Interest	9,441.86			\$541,853.89	
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2.	<p>YTD – results:</p> <ul style="list-style-type: none"> - See attached P&L and balance sheet - Uniform shop: - Profit YTD, significant increase in stock. - \$30K creditor - WestWear - Stock adjustments – Meeting with Karen this week to work through the stock and interacting with Vend. 																												
3.	<p>Albert EFTPOS machine</p> <ul style="list-style-type: none"> - Has been delivered, connection to School’s WIFI is in progress. 																												
4.	<p>Master Card Load ‘n Go card</p> <ul style="list-style-type: none"> - Has been purchased and being used <p>Propose:</p> <ul style="list-style-type: none"> - Reimburse Shirley Godfrey for purchase - \$26.95 																												
5.	<p>Xero Bank feeds:</p> <ul style="list-style-type: none"> - Forms to be signed 																												
6.	<p>Funding request – Cybersmart presentation - \$2,000 (see attached)</p> <ul style="list-style-type: none"> - Funding request for Cybersmart presentation (years 9, 10 & 11) and parent presentation 																												
7.	<p>To do list:</p>																												
7.1	Access to Vend system?																												
7.2	Receipts for Building fund donations																												
7.3	Close bank accounts – minute sent to Commbank?																												

Balance Sheet

CHURCHLANDS SENIOR HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC As at 30 November 2018

30 Nov 2018

31 Dec 2017

Assets

	30 Nov 2018	31 Dec 2017
Bank		
Cash float - general	500	500
Cash float - uniform shop	200	200
CBA Building cash mgt 7935	20,119	79
CBA Building Fund 2439	70,986	-
CBA Building Fund term deposit	368,111	366,280
CBA Cash Management A/C 5867	4,795	71,630
CBA general cheque A/C 6114	35,595	1,440
CBA general term deposit	-	202,149
CBA MPC cheque A/C 3045	32,952	24,452
CBA Uniform cheque A/C 5832	9,895	1,000
Total Bank	543,153	667,731
Current Assets		
Accounts Receivable	1,046	684
Accrued Income	-	5,361
Load & Go card	970	-
Petty cash - uniform shop	385	180
Prepayments	3,126	2,567
Uniform new stock	276,618	79,508
Uniform secondhand stock	3	5
Total Current Assets	282,149	88,305
Fixed Assets		
Office Equip Accum Depn	(1,813)	(962)
Office Equipment at Cost	5,473	3,563
Plant & Equipment At Cost	1,364	-
Total Fixed Assets	5,024	2,601
Total Assets	830,326	758,637

Liabilities

Current Liabilities		
Accounts Payable	30,192	20,240
Accrued Expenses	-	4,346
GST	(4,277)	(1,792)
GST Conversion Balance	-	8,853
PAYG Withholding Payable	1,678	2,078
Rounding	-	-
Superannuation Payable	915	1,743
Unearned income	-	3,592
Total Current Liabilities	28,508	39,061

Balance Sheet

	30 Nov 2018	31 Dec 2017
Total Liabilities	28,508	39,061
Net Assets	801,818	719,576
Equity		
Current Year Earnings	82,242	45,980
Membership Funds Carried Fwd	697,299	651,319
Trx - Building Fund	(75)	(75)
Trx - Canteen	6,927	6,927
Trx - Music	3,587	3,587
Trx - Uniform Shop	11,838	11,838
Total Equity	801,818	719,576

Profit & Loss

CHURCHLANDS SENIOR HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC All Jobs 1 January 2018 to 30 November 2018

	ART - Art exhibition	BUI - Building Fund	G2G - Good 2 Grow	GEN - General	MPC - Music Parents	QZN - Quiz Night	UNI - Uniform shop	Unassigned	Total
Income									
ABODA choral festival income	-	-	-	-	12,729	-	-	-	12,729
Bar Sales	763	-	-	-	-	-	-	-	763
Building Fund donations	-	84,480	-	-	-	-	-	-	84,480
Catalogues / Donations	623	-	-	-	-	-	-	-	623
Entry Fees	2,020	-	-	-	-	8,431	-	-	10,451
Event Catering - Concert Hall	-	-	-	-	848	-	-	-	848
Event Parking - Concert Hall	-	-	-	-	1,200	-	-	-	1,200
Interest - Cash Management Acc	-	-	-	206	-	-	-	-	206
Interest - term deposit	-	1,831	-	1,427	-	-	-	-	3,258
Internal events	-	-	-	-	4,292	-	-	-	4,292
New uniforms	-	-	-	-	-	-	331,182	1,338	332,520
Other Donations	-	-	-	30	-	-	-	-	30
Other donations - beverages	-	-	-	-	330	-	-	-	330
Other Event Income	453	-	-	-	94	100	-	-	647
P&C Membership Fees	-	-	-	71	-	-	-	-	71
Sales	21,665	-	23,448	-	-	-	-	-	45,113
Sausage Sizzles	-	-	-	-	538	-	-	-	538

Profit & Loss

	ART - Art exhibition	BUI - Building Fund	G2G - Good 2 Grow	GEN - General	MPC - Music Parents	QZN - Quiz Night	UNI - Uniform shop	Unassigned	Total
Secondhand uniforms	-	-	-	-	-	-	1,348	-	1,348
Year 12 leaver tops	-	-	-	-	-	-	2,900	-	2,900
Total Income	25,524	86,311	23,448	1,733	20,031	8,531	335,430	1,338	502,347
Less Cost of Sales									
Cost of New Uniforms	-	-	-	-	-	-	195,169	1,127	196,297
Cost of Secondhand Uniforms	-	-	-	-	-	-	1	-	1
Discount received	-	-	-	-	-	-	(6,611)	-	(6,611)
Inventory adjustments	-	-	-	-	-	-	54,323	-	54,323
Shortfall in cash	-	-	-	-	-	-	547	(400)	147
Total Cost of Sales	-	-	-	-	-	-	243,431	727	244,158
Gross Profit	25,524	86,311	23,448	1,733	20,031	8,531	92,000	611	258,189
Less Operating Expenses									
Alcohol Purchases	735	-	-	-	1,128	1,252	-	-	3,115
Artist Payments	17,332	-	-	-	-	-	-	-	17,332
Bank Charges	-	-	-	100	3	-	138	-	241
Business package insurance	-	-	-	425	-	-	1,812	-	2,238
Chaplaincy Support	-	-	-	35,000	-	-	-	-	35,000
Computer Expenses	-	-	-	1,143	-	-	1,525	-	2,669
Depreciation Expense	-	-	-	579	273	-	-	-	851
Donations for music equipment	-	-	-	-	6,596	-	-	-	6,596
Donations to school	1,104	-	-	2,500	-	-	-	-	3,604
Employment insurance	-	-	-	1,656	-	-	1,643	-	3,299
Equipment Hire	-	-	224	-	-	400	-	-	624

Profit & Loss

	ART - Art exhibition	BUI - Building Fund	G2G - Good 2 Grow	GEN - General	MPC - Music Parents	QZN - Quiz Night	UNI - Uniform shop	Unassigned	Total
Event Catering Expenses	448	-	184	-	3,092	40	-	-	3,764
Event General Expenses	310	45	7,204	-	621	-	-	-	8,180
Event Promotion	666	-	759	-	-	-	-	-	1,425
Fruit for School Fun Run	-	-	-	545	-	-	-	-	545
Internet Expenses	-	-	-	1,026	-	-	-	-	1,026
Just Say No program	-	-	-	800	-	-	-	-	800
Liquor Licences	53	-	-	-	482	-	-	-	535
Meeting expenses	-	-	-	-	165	-	-	-	165
Merchant Fees	-	-	-	177	-	-	3,505	-	3,682
Other Purchases	-	-	(446)	-	-	-	41	-	(405)
Printing & Stationery	-	-	-	167	-	-	1,168	-	1,336
Resilience Program	-	-	-	1,000	-	-	-	-	1,000
Sundry Expenses	-	-	-	-	21	-	53	-	74
Superannuation expense	-	-	-	938	-	-	5,141	-	6,079
Suspense Account	-	-	-	360	-	-	3,203	-	3,563
Uniform Shop expenses	-	-	-	-	-	-	3,202	-	3,202
WACSSO Affiliation Fees	-	-	-	1,122	-	-	-	-	1,122
Wages and salaries	-	-	-	9,513	-	-	52,832	-	62,345
Workers compensation insurance	-	-	-	-	-	-	1,441	-	1,441
YR12 Most Consistent Awd(Yrly)	-	-	-	500	-	-	-	-	500
Total Operating Expenses	20,648	45	7,925	57,551	12,380	1,691	75,706	-	175,947
Net Profit	4,876	86,266	15,523	(55,818)	7,651	6,839	16,294	611	82,242

**FINANCE COMMITTEE FUNDING
PROFORMA 2018**

Submission Type: **Minor Works/P & C Funding**

P & C Funding

Date: 20 September, 2018

Cost Centre or Faculty Library

Cost Centre Manager Sally [REDACTED]

Description of item or project for which funding is sought.

Cybersmarts presentation - Year 9, 10 & 11
students, plus a Staff/parent evening
presentation.

Total Funding Requested \$ 2000.00
(Quotation attached)

Rational for Funding

- educate staff, parents and students
in relation to using technology safely and
appropriately as per the DOE policies
- teach ICT protocols as per the
General Capabilities
- to meet the ICT requirements of the
Operational plans of the subschools.

Cost Centre Managers Signature _____

signature available on the original document

Principal's Signature _____

signature available on the original document



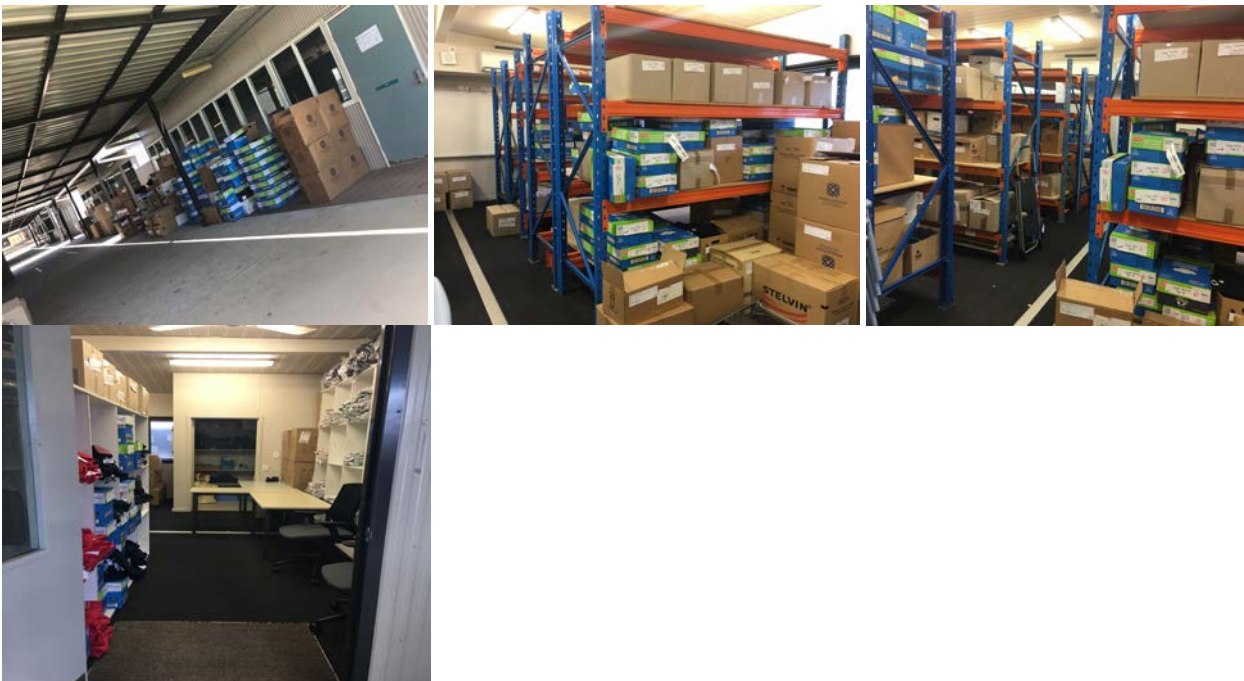
Uniform Shop Coordinator Report
P&C Meeting 12th November 2018

Please see attached Natasha's report: all primary points have been covered there.

I am still awaiting feedback on the shelter options for the front of shop over summer. Arlene is waiting to hear back from Stratco regarding a portico. I will continue to chase a useful and appropriate solution to be put in place asap – the increase in warmer weather is already having a significant negative impact on the shop (heat and direct sun breaching the interior).

It's a very busy time – and the team are "heads down and working hard" – thankfully the relocation of our demountable store room (aka temporary shop extension) went very smoothly, and now the team can focus on customer service.

Thank you to Neil for assisting us in being situated in the most suitable room for the shop – we are aware that a change of class location was required to achieve this, and we are most appreciative indeed. Deliveries and staff management of the room will cause minimal inference to the flow of students now. The plan is to stay put, in this new location, until our shop can be redesigned/renovated to cover our growing needs. Fingers crossed that happens in the first half of 2019. (we can live in hope)



Given it is our last meeting for 2018, I would like to thank the P&C members for supporting and encouraging me in this role over the year – I have really enjoyed being involved. We have such a fantastic team in the shop for me to work with. 😊 Given the progressive and positive nature of our team – I can see only good things ahead.

I continue to assure the team they have our full support as the busy period is upon us now.

Kelly Flaherty
Uniform Coordinator

Uniform Shop Report

October 2018

New Demountable / Store Room

Whilst last month I reported the successful transition into our new demountable, we soon after found out that we had to relocate yet again!

This took place over a weekend with professional movers and we are now fully functioning again out of demountable H11 – just in time for the year 7 fittings

Stock Levels

Stock levels remain very healthy and we have no shortages of stock.

Suppliers

Due to our current supplier of Navy and White Polo failing to provide the expected levels of service, we have moved production for future supply of White and Navy Polo to our new supplier of Teal Polos. This will be effective once we have received all outstanding orders from our current Supplier.

2019 Leaver Jackets

2019 Leaver Jacket orders have now closed. We have had a total of 380 orders placed and paid for so far. A second opportunity to order will take place in the first two weeks of Term 1 next year. It has been requested by the Ms Lebihan that the jackets do not arrive until the end of March for distribution shortly before school holidays.

Staff

With the anticipated 570(ish) new Year 7 students to fit throughout November, we are currently recruiting additional casual retail assistants to provide additional support on Saturdays and on the days we are open before school returns in 2019. They will also provide relief cover if we have team members call in unwell or on holiday.

The role has been advertised on Gumtree, within community notice board Facebook groups and through the school newsletter.

End of Year Fittings

Our first Year 7 fitting takes place this Saturday at 8am and we already have 70 families booked in for their fittings!

To date, we have 330 families booked in across our booking time slots throughout November.

Online Uniform Sales

Following the disappointment news that our new POS system Vend was no longer an option for online uniform orders, we have now engaged external services to set up our online uniform shop and are continuing to make great progress. We still aim to have this launched by the end of the year.

Natasha Madams

Uniform Shop Manager

CHURCHLANDS SENIOR HIGH SCHOOL

An Independent Public School



SCHOOL BOARD MINUTES – MEETING NO. 6 OF 2018

HELD IN THE CONFERENCE ROOM ON THURSDAY, 25 OCTOBER 2018

ATTENDEES: John Gillon (Chair and Community Member), Neil Hunt (Principal), Grant Brinklow (Elected Parent Member), Janet Pettigrew (Elected Parent Member) Adrian O’Brien (Elected Parent Member), Tracey Gralton (Alumni Representative), Chris Porteous (P & C Representative), Jane Hegarty (Staff Member) and Kylie Hearle (Minutes). Meeting commenced at 5.30 pm.

AGENDA ITEM NO.	ITEM/DECISION	SPEAKER	ACTION/OUTCOME
1.	Apologies		Kim Hudson (Staff Member)
2.	Acceptance of the Minutes		Resolution: That the minutes of the meeting held on the 30 August 2018 be accepted as tabled. Moved: Neil Hunt, seconded Janet Pettigrew. Carried unanimously.

3.	Business arising from Minutes	John Gillon	<ul style="list-style-type: none"> • Correspondence In – Email to John as Chair of the Board and attaching a copy of his email to Neil as the Principal. <p>Neil advised an email has been sent to all parents advising that a survey is to be done by students in relation to mental health and they have the opportunity to opt their student out of the survey if requested.</p> <p>John will respond to the email however Neil advised the request for information cannot be supplied after consultation and advice from the Department.</p> <ul style="list-style-type: none"> • An email had been received regarding movement of students from private schools to public schools due to certain behaviour and for this to be taken to the Education Department. <p>John will acknowledge this email and advise that the Board has discussed his concern. John in his response will also advise that Neil will reply with further information. It is a concern however every child in the State is required to have an education and is managed within the school's available resources. Students cannot be discriminated against by their past history and inappropriate and illegal behaviour is dealt with by suspension and Police are involved when supported by evidence. The school has strategies in place when incidents occur. Policies and procedures are provided in the Information Booklet supplied to all parents which in the past has been distributed in December with the newsletter.</p>
4.	Finance Report	Neil Hunt	<p>Documents attached:</p> <ul style="list-style-type: none"> ○ Income and Expenditure - up until 14 September 2018 ○ Contributions and Charges - up until 14 September 2018 <p>The Contributions and Charges were provided and Neil advised the percentages in comparison to the previous years, were slightly down however the collection rate for overall course optional charges for Years 7 to 12 was up from 84.0% to 92.75%.</p>

			<p>At the November meeting, the figures will be much clearer, but overall an improving picture of the collection rates from parents.</p> <p>John asked about the income/expenditure in relation to faculty excursions and this information will be explained by Arlene Thomas (Corporate Services Manager) in an email to Board members.</p> <p>The school is audited by the Education Department and every couple of years a Treasury Audit is conducted. An independent audit occurs yearly and is also cross checked by the Education Department.</p>
5.	Correspondence In		<ul style="list-style-type: none"> • Email from parent - Drugs in Schools - attached. • Letter to John Gillon - attached. • Letter to Churchlands SHS - attached. • Solar Panel email – attached.
6.	Correspondence Out		Nil.
7.	Principal's Report	Neil Hunt	<p>Attached as an addendum.</p> <ul style="list-style-type: none"> • Enrolment numbers for Year 7s are thought to now be lower than the original figure of 540. • Two more rows of transportables (twelve) are to be removed in mid-November and it is expected that the school will now not reach 3000 students. This will leave three rows of transportables and allows 32 metres of oval to be reclaimed. The grassed area will be given extra attention with fencing to be erected and should be in good condition for the start of the 2019 school year.

			<ul style="list-style-type: none"> • The fencing design for Hale Road and Lucca Street has been finalised and has gone out to tender. The cost of this is below the budget amount. The design will be limestone pillars with wrought iron in fill. This will enhance the school look and keep balls off the road as well as keep soil off the footpath. • It is expected that the swimming pool project be handed over by the 22 November, with a week to be filled, chemicals in order and checked by the Health Department.
8.	General Business	John Gillon	<p><u>Churchlands Foundation:</u></p> <ul style="list-style-type: none"> • John advised that a \$40,000 donation had been received from the Fitzpatrick Family. The interest from this amount will allow the Churchlands SHS Foundation on behalf of the Fitzpatrick Family to continue awarding the Year 12 Dux Scholarship each year. • BMW have informed that the Solar Panel project tender will be released on 16 November 2018 and will close on the 14 December 2018. It has taken two years since the first engagement with BMW and cost a considerable amount of money to get to this stage. <p>John tabled and attached a Declaration of Interest that he is a major shareholder in Solar Energy Masters Pty Ltd and that the company may submit a tender for the Solar Panel project.</p> <p>John thought that the delay in the Solar Panel project will cost the savings of energy for 18 months, plus the drop in the value of STCs (Small-scale Technology Certificates).</p> <p>John is going to suggest that in the future, setting up a solar panel companies register to simplify the process, similar to what they do with building companies.</p>

			<p>It has been indicated it will take only a week to put the panels on the roof, however the second part of the tender process is assessing the panels and BMW has indicated this will take a couple of months. The public tender process will include a timeline.</p> <ul style="list-style-type: none"> • John is to circulate to board members prior to the next meeting proposed resolutions regarding the structure and understanding between the Board and the Foundation to confirm that the arrangements will continue into the future.
		Chris Porteous	<p><u>P & C Report:</u></p> <ul style="list-style-type: none"> ○ Minutes of the 27 August 2018 meeting attached ○ Treasurer's Report from 22 October 2018 meeting attached ○ No minutes have yet been made available from the meeting held on Monday, 22 October however the Treasurer's Report was tabled. There is substantial amount of money in the bank and there have been a number of ideas and projects which may require financial assistance, however no decisions have yet been made. ○ The Good2Grow project had been very successful again. ○ The Uniform Shop project has been scaled back with a shelter to be built along the corridor to provide protection for customers. Expenditure may be needed for a further project and hoped this will solve some storage and movement issues.
		Tracey Galton	<p><u>Alumni Report:</u></p> <ul style="list-style-type: none"> • A successful 50th Anniversary event was held on Thursday, 11 October for the 1968 leavers. This is the second time this event has been held and a formula has been set for any future 50th anniversary events. A suggestion for future events, that female members have their maiden names on their name tags.

			<ul style="list-style-type: none"> • John thanked Tracey and Nawal Kurson for their exceptional organisation of the event. • John Gillon was honoured as a new Churchlands Champion and his plaque will be placed onto the Churchlands Champion walk outside the Concert Hall. • On the 30 November, a Year 13 event will be held in the form of a sundowner. Last year's Head Boy and Head Girl (Liam and Pinithi) are assisting with promotion and it is hoped it will become an annual event. • Extra pages are to be added to the website very soon which will promote the Churchlands Champions with photos and details of their achievements. The P & C have agreed to fund the expense of this. • The Alumni has been very well supported by the school and is seen as a partnership. Tracey would like to see an appropriate statement recorded somewhere so as to continually move forward. Tracey and John will draft a proposed resolution to be circulated to Board members prior to the next meeting.
			<ul style="list-style-type: none"> • School Board Effectiveness Survey and Self-Assessment Survey: Resolution: That the two surveys be completed by School Board members bi annually. Moved: John Gillon, seconded Neil Hunt. Carried unanimously. • School Board - Election: The election process will begin in December for three parent representatives for a three year term. Two staff members will also be required (two year term) and advised through the committees procedure held early in 2019. Serving Term data attached.
9.	Meeting closed		Meeting closed at 7.11 pm.
10.	Next Meeting		Thursday, 29 November 2018

