

CSHS P&C Association Inc



20191028 CSHS P&C General Meeting

General Meeting

When 28 Oct 2019 at 7:30 PM

Location: Choral Studio, CSHS, Choral Studio, CSHS

Chairperson Kate Sinfield

Minute taker Brendon Flaherty

Present Marina Biddle , Jeremy Chappell , Brendon Flaherty (Secretary), Matt Gaunt , Shirley Godfrey (Treasurer), Tracey Gralton , Nikki Harvey , Neil Hunt , Art Ledovsky , Lana Ledovsky , Dave Lukavecki , Miranda Overmeire , Chris Porteous , Kate Sinfield (President), Craig Stewart

Apologies Rachel Clegg , Tracy Denham , Sonam Dhendup , Bernie Dunn , Sandie Lam , Penny McNiff , Geana Strang , Ken Taylor (Vice President)

Minutes

1. Welcome

Kate opened the meeting at 7:33 pm

2. Confirmation of Minutes of previous meeting

The minutes had been previously circulated for review.

Decision

The Minutes of the General Meeting of 9 September 2019 were Moved, Voted & Accepted as a true record.

3. President's Report

Kate reported that the big project for now is the ongoing grounds committee reviews and works being considered.
There is a meeting next week.

4. Principal's Report

Neil presented his report, with some additional items:

- Solar Panels tender review panel last Thursday - no result yet.
- Student health & wellbeing is a big part of the Business Plan - need to get staff on-board first for 2020 and then to the students
- School will receive \$16k per student for any who are taken through the Selective Entry International Program. The Principal has the final say.
- Year 12 last day - unacceptable damage on the Sunday night and the next day 4 toilets totally destroyed and later spray painted cars in the street - 10 students suspended and assembly cancelled for all the next day. Need to review the day for next year.
- Bernie Dunn has asked for no fuss over his retirement, but it was agreed to write a letter of thanks from the P&C for his years of service.

[📎 20191028_Principal_Report.pdf](#)

5. Treasurer's Report

Shirley presented her report.

- An alternative auditor is to be approached for this year due to the unjustified cost increase.

[📎 20191028_Treasurer_-_P_L.pdf](#)

[📎 20191028_Treasurer_Balance_Sheet.pdf](#)

[📎 20191028_Treasurer_CBA_TD_RATE.pdf](#)

[📎 20191028_Treasurer_Auditor_Engagement_Letter.pdf](#)

[📎 20191028_Treasurer_report.pdf](#)

Decision

It was Moved, Voted & ACCEPTED to deposit approximately \$368k from the Building Fund to term deposit for 5 months.

5.1. Spending Requests & Suggestions

No requests received from the school.

P&C Spending approved:

- TidyHQ system for the next year to 15 Nov 2020 - \$468.00

6. Communications

No report

7. Art Exhibition

Jane will be arranging meetings for later this year to progress the selection of the committee and the Guest Artist.

Next year exam period has slipped a week, so art exhibition will now need to be the weekend after the long weekend 5-7 June 2020

8. Music Parents

Tracey presented a verbal report:

- MPC meeting last week with Minutes to come.
- Because of the new rules, need to get the sub committee set up properly
- Suggest first meeting of the year for MPC be the week after the AGM
- Potential MPC office holders to be voted in at AGM and the MPC meeting moved to 24 Feb.
- Tracey & Penny reviewing the Terms of Reference in separate meetings.

9. Uniform Shop

Brendon presented Kelly's report in her absence:

- The award rates are changing again effective 1 October and this is to be entered into the payroll system.

[20191018_Uniform_Manager.pdf](#)

[20191028_Uniform_Coordinator_report.pdf](#)

10. YouthCARE

Nikki presented her report.

[20191028_YouthCARE.pdf](#)

11. Act-Belong-Commit

No report

12. Quiz Night

No report

13. Grounds

Dave presented his report.

- A quote from the builder for the Uniform Shop portico was received today.
- Small changes being suggested to garden, roof, seats, etc. about \$25k or \$35k if the different method is used plus about \$8k for the seating, etc.
- Needs to be approved by the school (Neil & Arlene) before it can progress
- Dave to forward details to Kate & Neil

[20191028_Grounds_-_total.pdf](#)

14. School Board

Chris presented the report from the Open Board Meeting by the Chair.

[20191028_Board_Chair's_Report_2018.pdf](#)

15. Dads Group

Craig Stewart was not available:

- Two events have been conducted
- Cooking class with Herb Faust went very well
- Dads 4WD adventure at Julemar Forest with 9 dads and 16 kids. The club has offered to do this annually.
- Lesson learned to charge a small fee for entry to minimise withdrawals

16. ICT

No report

17. General Business

[CSHS_P_C_Constitution_2019.pdf](#)

17.1. 2020 Calendar Dates

Some changes will need to be made in conjunction with the school (Year 7 BBQ for example) and the finalisation of the AGM and MPC meetings in term 1.

[2020_P_C_Calendar_Draft.pdf](#)

17.2. Correspondence

Nil

17.3. Sub-Committees

Terms of Reference need to be drafted & finalised for each Sub-committee. Brendon to send out drafts to MPC, Art & Quiz committees.

[MPC_Terms_of_Reference_1996.pdf](#)

[20191028_P_C_Organisation_Structure_2019.pdf](#)

17.4. Role Descriptions

The existing Role Descriptions to be sent out all to update and return to the Secretary in 2 weeks.

Kate & Brendon to review the changes for discussion & adoption at the next meeting.

Once finalised these are to be put onto the P&C website for all to view.

[📎 Form_66_-_P_C_Role_Statements.pdf](#)

18. Last meeting for the year - 2 December

Next meeting to be followed by dinner - location to be advised

Meeting concluded at 9:21

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of 20191028 CSHS P&C General Meeting on 28 Oct 2019

Summary of Matters Arising

Decisions

Item	Decision
2.	The Minutes of the General Meeting of 9 September 2019 were Moved, Voted & Accepted as a true record.
5.	It was Moved, Voted & ACCEPTED to deposit approximately \$368k from the Building Fund to term deposit for 5 months.

Summary of Attachments

Attachments

Item	File Name
4.	20191028_Principal_Report.pdf
5.	20191028_Treasurer_-_P_L.pdf 20191028_Treasurer_Balance_Sheet.pdf 20191028_Treasurer_CBA_TD_RATE.pdf 20191028_Treasurer_Auditor_Engagement_Letter.pdf 20191028_Treasurer_report.pdf
9.	20191018_Uniform_Manager.pdf 20191028_Uniform_Coordinator_report.pdf
10.	20191028_YouthCARE.pdf
13.	20191028_Grounds_-_total.pdf
14.	20191028_Board_Chair's_Report_2018.pdf
17.	CSHS_P_C_Constitution_2019.pdf
17.1.	2020_P_C_Calendar_Draft.pdf
17.3.	MPC_Terms_of_Reference_1996.pdf 20191028_P_C_Organisation_Structure_2019.pdf
17.4.	Form_66_-_P_C_Role_Statements.pdf

Attachments can be found under your TidyHQ admin account at:

Storage > Meetings > [20191028 CSHS P&C General Meeting](#)

P&C Report **October 28, 2019**

Capitol Works

1. Commercial Kitchen/Textile studio – estimated cost \$450 000. Final negotiations completed with successful tender held Monday October 21. Construction to be completed January 20, 2020.
2. Swimming Pool and Plant upgrade – Estimated costs \$500 000. Design has now been signed off and will go to tender for a start in April 2020.
3. Solar Panels. Final hurdle to be cleared on Thursday October 24 by BMW's standing Tender Review Panel. Will update at the meeting. Price \$693 000.

Staffing

Executive changes 2020 Semester 1

Junior Secondary School Associate Principal	Karena Wilson (Returning form Maternity Leave)
Middle Secondary School Associate Principal	Kate Grayson (former the Deputy Principal HR)
Deputy Principal HR	Hagop Boyadjian (Head of Mathematics)
Deputy Principal Administration Systems	Carlee Ingleson (Program Coordinator VET)

Brought about by

Bernie Dunn	Retiring
Deb Hoy	LSL Semester 1

Term one and semester one HOLA appointments for English, Maths and HASS yet to be concluded. Program Coordinator VET is also yet to be finalised. Most general staffing appointments have been finalised.

Business Plan

A draft has been presented to me which will also go to Thursday's School Board meeting. The targets and strategies will be abridged to keep to and A# page format similar to the last Plan.

A major initiative in the Business Plan is to focus on positive education and well being wrapped around student learning. We are working closely with the Institute of positive education at Geelong Grammar school in establishing how to facilitate this.

Selective Entry International Program

Participating schools include Churchlands, Shenton, Willeton, Rossmoyne, John Curtin and Applecross.

- 5 students in each of 6 schools commencing Semester 2, 2020. This process will be completed each year thereafter ensuring a maximum of no more than 20 students at one time
- Each student is from mainland China or Hong Kong
- Testing and selecting process to occur in January 2020
- Potential media issues around equity

Exams

Year 11 exams started today Monday October 28 with the first ATAR exams this Wednesday October 30

Year 12 final days

Verbal report and discussion

CSHS P&C – Treasurer’s report

Meeting 28/10/2019

1.	<p>Account balances – 16/10/2019:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Account Name</th> <th style="text-align: left;">Account Type</th> <th style="text-align: right;">Balance</th> </tr> </thead> <tbody> <tr> <td>Building Fund</td> <td>Society Cheque Account</td> <td style="text-align: right;">13,261.22</td> </tr> <tr> <td>Building Fund Saver</td> <td>Business Online Saver</td> <td style="text-align: right;">1.44</td> </tr> <tr> <td>Building Fund</td> <td>Term deposit</td> <td style="text-align: right;">379,780.75</td> </tr> <tr> <td colspan="2">Total Building fund</td> <td style="text-align: right;">\$ 393,043.41</td> </tr> <tr> <td>CSHS Music Parents</td> <td>Cheque Account Bearing Interest</td> <td style="text-align: right;">\$32,516.20</td> </tr> <tr> <td>CSHS P&C General</td> <td>Cheque Account Bearing Interest</td> <td style="text-align: right;">133,725.35</td> </tr> <tr> <td>CSHS P&C Saver</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;">41,945.15</td> </tr> <tr> <td colspan="2">Total available funds</td> <td style="text-align: right;">\$ 220,465.79</td> </tr> </tbody> </table>	Account Name	Account Type	Balance	Building Fund	Society Cheque Account	13,261.22	Building Fund Saver	Business Online Saver	1.44	Building Fund	Term deposit	379,780.75	Total Building fund		\$ 393,043.41	CSHS Music Parents	Cheque Account Bearing Interest	\$32,516.20	CSHS P&C General	Cheque Account Bearing Interest	133,725.35	CSHS P&C Saver	Business Online Saver	4,795.29	CSHS P&C Uniform	Cheque Account Bearing Interest	41,945.15	Total available funds		\$ 220,465.79
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Total available funds		\$ 220,465.79																													
2.	School funding requests: No new requests																														
3.	<p>2019 audit:</p> <ul style="list-style-type: none"> - Proposal from PKF, fee increased by 27% to \$5,750 + GST - Attend stock count at uniform shop on 18/12 <p>Propose:</p> <ul style="list-style-type: none"> - Approve proposed PKF audit fee for 2019. - Treasurer to request a proposal from Australian Audit practice in Perth for the 2020 audit, and to provide copy of 2018 audit report and YTD P&L and balance sheet to them for this purpose. 																														
4.	<p>Term deposit:</p> <ul style="list-style-type: none"> - Expect to require \$224,000 within the next 2-3 months. - Propose: - Transfer \$211,000K from term deposit to Cheque Account - \$168,780.75 on term deposit for 5 months @1.55% 																														
5.	<p>Funding requests approved/paid in 2019:</p> <ul style="list-style-type: none"> - General funds: - \$24,000 - Computers - \$7,000 - Graduation sashes (paid) - \$2,000 - Cybersmart presentations (paid) - \$2,000 – Gelliplates (paid) - \$320 - Neewer Stabilisers (paid) - \$480 - RU OK day (paid) - Cambridge YouthCARE - \$35,000 (paid) - House reward programme - \$4,000 (paid) - Alumini website - \$6,000 (paid) - Dads meeting - \$150 (paid) - Building fund: - \$24,000 – Toilet project - \$77,900 - Tiling for toilet blocks (paid) 																														
6.	<p>Year to date results:</p> <ul style="list-style-type: none"> - Parent contributions: <ul style="list-style-type: none"> o YTD - \$82K. - Uniform shop: <ul style="list-style-type: none"> o Net sales YTD \$365K, and \$12K profit (vs 10% of sales as agreed) o Wage rates have increased effective 1/10 for hours after 6pm during the week and on weekends. o Saturday trading days, gross profit not covering salaries. o Stock is \$158K, reduced by \$100K from \$259K at 31/12/2018 (decrease due to leavers jacket sales, stock still to be received & paid for). o Balance owed by uniform shop account to the general account: \$30K o Financial outcome agreed at exec meeting – May 2019: <ul style="list-style-type: none"> ▪ Annual profit 10% of net sales (Ex. GST) ▪ Stock level reduced to normal levels by end of year. ▪ No allocation of bookkeeper’s salary to uniform shop 																														

Profit and Loss

CHURCHLANDS SENIOR HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC All Jobs 1 January 2019 to 31 October 2019

	ART - Art exhibition	BUI - Building Fund	GEN - General	MPC - Music Parents	QZN - Quiz Night	UNI - Uniform shop	Unassigned	Total
Income								
Art show - Entry fees	2,462	-	-	-	-	-	-	2,462
Art Show - Other sales	99	-	-	-	-	-	-	99
Art Show - Sales	34,302	-	-	-	-	-	-	34,302
Bar Sales	99	-	-	-	-	-	-	99
CSHS P&C Contributions	-	-	81,804	-	-	-	-	81,804
Interest - Cash Management Acc	-	-	51	-	-	-	-	51
Interest - term deposit	-	6,149	-	-	-	-	-	6,149
MPC ABODA - Kiosk Income	-	-	-	8,288	-	-	-	8,288
MPC ABODA - Sausage Sizzle	-	-	-	4,452	-	-	-	4,452
MPC Event Catering - Chamber	-	-	-	175	-	-	-	175
MPC Event Catering - External Events	-	-	-	1,381	-	-	-	1,381
MPC Event Catering - Internal events	-	-	-	7,273	-	-	-	7,273
MPC Event Parking - Concert Hall	-	-	-	300	-	-	-	300
MPC Parent Donations - Beverages	-	-	-	610	-	-	-	610
MPC Sausage Sizzle - Bunnings	-	-	-	2,500	-	-	-	2,500
New uniforms	-	-	-	-	-	365,507	2,812	368,319
P&C Membership Fees	-	-	71	-	-	-	-	71

Profit and Loss

	ART - Art exhibition	BUI - Building Fund	GEN - General	MPC - Music Parents	QZN - Quiz Night	UNI - Uniform shop	Unassigned	Total
Quiz Nite revenue	-	-	-	-	10,346	-	-	10,346
Total Income	36,962	6,149	81,926	24,978	10,346	365,507	2,812	528,681
Less Cost of Sales								
Cost of New Uniforms	-	-	-	-	-	273,124	1,805	274,929
Discount received	-	-	-	-	-	(453)	-	(453)
Shortfall in cash	-	-	-	-	-	208	(474)	(266)
Uniform stock take adjustments	-	-	-	-	-	83	-	83
Uniform stock write-offs	-	-	-	-	-	197	-	197
Total Cost of Sales	-	-	-	-	-	273,158	1,331	274,489
Gross Profit	36,962	6,149	81,926	24,978	10,346	92,350	1,480	254,192
Less Operating Expenses								
Alcohol Purchases	453	-	-	2,157	-	-	-	2,610
Art Show - Artist payments	25,278	-	-	-	-	-	-	25,278
Bank Charges	13	-	61	5	-	146	-	225
Business package insurance	-	-	232	-	-	2,143	-	2,375
Chaplaincy Support	-	-	35,000	-	-	-	-	35,000
Computer Expenses	-	-	673	-	-	-	-	673
Depreciation Expense	-	-	421	248	-	221	-	889
Donations for music equipment	-	-	-	(11,259)	-	-	-	(11,259)
Donations to school	-	77,900	22,400	-	-	-	-	100,300
Employsure	-	-	-	-	-	2,344	-	2,344
Event Catering Expenses	687	-	1,036	4,395	-	-	-	6,118
Event General Expenses	676	-	-	233	1,661	-	-	2,570

Profit and Loss

	ART - Art exhibition	BUI - Building Fund	GEN - General	MPC - Music Parents	QZN - Quiz Night	UNI - Uniform shop	Unassigned	Total
Internet Expenses	-	-	636	-	-	-	-	636
Liquor Licences	-	-	-	275	-	-	-	275
Meeting expenses	-	-	208	163	-	-	-	371
Merchant Fees	-	-	347	-	-	4,394	-	4,742
Postage	-	-	-	-	-	18	-	18
Printing & Stationery	-	-	-	-	-	214	-	214
Resilience Program	-	-	500	-	-	-	-	500
Shopify Fees	-	-	-	-	-	972	-	972
Sundry Expenses	-	-	-	-	-	166	-	166
Superannuation expense	-	-	920	-	-	5,283	-	6,202
Trybooking Fees	97	-	-	-	-	-	-	97
Uniform Shop expenses	-	-	-	-	-	4,396	-	4,396
WACSSO Affiliation Fees	-	-	825	-	-	-	-	825
Wages and salaries	-	-	9,683	-	-	57,875	-	67,558
Workers compensation insurance	-	-	-	-	-	2,049	-	2,049
Y12 Medallions	-	-	-	572	-	-	-	572
Total Operating Expenses	27,204	77,900	72,941	(3,212)	1,661	80,220	-	256,715
Net Profit	9,758	(71,751)	8,985	28,190	8,685	12,129	1,480	(2,523)

Balance Sheet

CHURCHLANDS SENIOR HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC

As at 31 October 2019

31 Oct 2019 31 Oct 2018

Assets

	31 Oct 2019	31 Oct 2018
Bank		
Aus Post Load & Go	686	990
Cash float - general	500	500
Cash float - uniform shop	-	200
CBA Building cash mgt 7935	1	20,112
CBA Building Fund 2439	13,261	70,986
CBA Building Fund term deposit	379,781	368,111
CBA Cash Management A/C 5867	4,795	4,795
CBA general cheque A/C 6114	133,725	56,280
CBA MPC cheque A/C 3045	30,603	32,952
CBA Uniform cheque A/C 5832	46,068	39,537
Total Bank	609,422	594,464
Current Assets		
Accounts Receivable	-	758
Petty cash - uniform shop	704	385
Prepayments	27,323	3,573
Uniform new stock	158,152	286,909
Uniform secondhand stock	-	3
Total Current Assets	186,179	291,629
Fixed Assets		
Office Equip Accum Depn	(2,757)	(1,736)
Office Equipment at Cost	5,473	5,473
Plant & Equip Accum Dep	(68)	-
Plant & equipment at Cost	1,364	1,364
Total Fixed Assets	4,012	5,101
Total Assets	799,612	891,193

Liabilities

Current Liabilities		
Accounts Payable	26,938	85,037
GST	(2,393)	(5,327)
PAYG Withholding Payable	564	1,116
Rounding	-	-
Superannuation Payable	(3)	915
Tax Rounding Account	-	-
Total Current Liabilities	25,106	81,740
Non-Current Liabilities		
Wages Payable - Payroll	722	-
Total Non-Current Liabilities	722	-

Balance Sheet

	31 Oct 2019	31 Oct 2018
Total Liabilities	25,829	81,740
Net Assets	773,784	809,453
Equity		
Current Year Earnings	(2,523)	89,877
Membership Funds Carried Fwd	754,030	697,299
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	773,784	809,453

15 October 2019

The Treasurer
Churchlands Senior High School Parents and Citizens' Association Inc
20 Lucca Street
CHURCHLANDS WA 6018

Dear Shirley,

ENGAGEMENT LETTER

Thank you for the opportunity to audit the financial records of Churchlands Senior High School Parents and Citizens' Association Inc. Our priority is to provide you with a high quality audit and to meet mutually agreed timeframes.

The purpose of this letter is to set out the terms of our engagement to provide the services specified in this letter. In particular it describes in more detail our understanding of the key areas which we propose to address, the basis of our fees for providing these services and what we will require from management in order to achieve this.

AUDIT APPROACH

Our audit methodology is designed to align our audit process with the real risk of an audit - the underlying business risk of the entity. Our objective is to identify and understand your business and financial statement risks, to understand those business and accounting processes and related controls that have been established to measure, monitor and control those risks and to develop an assessment of the risks which have a significant impact on the financial statements. This enables us to develop more effective and efficient audit strategies while still providing reasonable assurance that the financial report is free from material error.

The work undertaken by us to form an opinion is permeated by judgement, in particular regarding the nature, timing and extent of the audit procedures for gathering of audit evidence and the drawing of conclusions based on the audit evidence gathered. In addition, there are inherent limitations in any audit, and these include the use of testing, the inherent limitations of any internal control structure, the possibility of collusion to commit fraud, and the fact that most audit evidence is persuasive rather than conclusive. As a result, our audit can only provide reasonable – not absolute – assurance that the financial report is free of material misstatement.

RESPONSIBILITY OF THE ASSOCIATION'S FINANCE COMMITTEE

Responsibility for the year end financial report, including adequate disclosure, is that of the Association's Financial Committee. This includes designing, implementing and maintaining internal control relevant to the preparation and fair presentation of year end financial report that is free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting policies, and making accounting estimates that are reasonable for the circumstances. As part of our audit, we shall request written representations from the committee concerning assertions made in connection with the audit.

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IMPORTANT MATTERS

Based on our analysis and understanding of developments during the current year, we will place emphasis on the following significant areas during our audit.

- Application of ASA 570 – Going Concern
- Application of ASA 240 – Fraud at the Entity Level
- Application of AASB 15 – Revenue
- Application of AASB 1058 – Not for Profit
- Application of AASB 9 – Financial Instruments

When we perform our audit for the financial year we will assess the risks associated with each of these matters.

YOUR NEEDS AND EXPECTATIONS

We will communicate in a management letter our findings to you for the financial year end audit.

ALLOCATION OF STAFF

In allocating staff to the engagement we will have regard to the level of skill, experience and responsibility required to provide the services.

PRIVACY

In carrying out our audit you should be aware that we may need to access personal information relating to your employees or customers. Without access to such personal information we may be unable to carry out this work for you. In this regard you acknowledge that it is impractical for us to obtain the personal information directly from your employees or customers and you therefore agree to take reasonable steps to ensure, in relation to any personal information which you provide to us, that your employees or customers are aware of the following:

- The identity of PKF Perth and the purpose for which you are providing us with their personal information;
- That in all respects we will comply with the provisions of the Privacy Act 1988 (Cth) and the National Privacy Principles in relation to this personal information.

CONFLICT OF INTEREST

PKF Perth is not aware of any conflict of interest, which would currently affect our ability to provide the services to you.

INDEPENDENCE

We confirm that, to the best of our knowledge and belief, we currently meet the independence requirements of the Corporations Act 2001 in relation to the audit of the financial report. In conducting our audit of the financial report, should we become aware that we have contravened the independence requirements of the Corporations Act 2001, we shall notify you on a timely basis. As part of our audit process, we shall also provide you with a written independence declaration as required by the Corporations Act 2001.

ELECTRONIC COMMUNICATION

Unless otherwise agreed with you, we may correspond by means of the Internet or other electronic media or provide information to you in electronic form. Because of the inherent risks associated with the electronic transmission of information on the Internet or otherwise, we cannot guarantee the security and integrity of any electronic communications or information sent or received in relation to this engagement. While it is our policy to check our e-mail correspondence and other electronic information with anti-virus software, we similarly cannot guarantee that transmissions or other electronic information will be free from infection. You acknowledge that if we are working on your premises we may need to connect to the Internet through your internal network in order to access our systems.

OTHER SERVICES

Any additional services that we provide will be based on the time taken by individuals assigned to the task to complete the service. This includes:

- › Assurance related services, including such matters as a audit of the company's system of accounting;
- › Technical accounting advice on complex transactions; and
- › Other advice on financial matters.

We will provide you with a written quotation for any additional services before commencing the work.

TIMING OF DELIVERABLES AND SERVICES TO BE PROVIDED

Delivery of our services and reports to you is based upon the assumption that we will receive appropriate co-operation from your staff in accordance with a mutually agreed timetable. In addition it is based on the assumption that the information required for the audit is made available in accordance with the timetables which we have agreed with management and that key executives and accounting personnel are available during our audit.

PROFESSIONAL FEES

Fees are based on the time taken by individuals assigned to perform the work to complete the engagement. Our budgeted fee for this engagement is \$5,750 excluding gst plus normal out of pocket expenses. We bill progressively during the course of the audit.

LIMITED LIABILITY

Our liability is limited by a scheme approved under professional standards legislation. A copy of the scheme can be obtained from us upon request.

OCCUPATIONAL HEALTH & SAFETY

In performing the services, our staff may need to attend and work at your premises. In this regard you acknowledge that both you and our staff will need to comply with the requirements of occupational health & safety legislation. You agree to take all reasonable steps to ensure the health and safety of our staff working at your premises, and we agree that our staff shall comply with all reasonable safety instructions issued by you.

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We look forward to working with you on this assignment. Please acknowledge your understanding and acceptance of the above arrangements by having an authorised agent sign and return the enclosed copy of this letter to me.

Yours sincerely

Signature available on the original document

SIMON FERMANIS
PARTNER

ACKNOWLEDGEMENT

CLIENT: CHURCHLANDS SENIOR HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC

YEAR ENDED: 31 December 2019

I acknowledge that the letter forms a binding agreement.

Authorised Signature

Name

Position

Date

Please return to:

Hayley Holsgrove
Personal Assistant
Audit & Assurance

By Mail:
PKF Perth
PO Box 609
WEST PERTH WA 6872

OR

By Email:
hholsgrove@pkfperth.com.au

Uniform Shop Report

October 2019

Summary

It has been a quiet start to Term 4 in both the online and main uniform shop. However with uniform fittings for the 2020 Music Tour and 2020 Year 7 students due to commence shortly, and the change in polo shirts for the current Year 8's and 10's we expect to become busier.

First round orders for the Leavers Jackets and rugby tops have been placed. A second round will be offered in the first two weeks of Term 1, 2020.

The Music tour fittings will commence on Tuesday 22nd October, with 117 fittings scheduled over a period of 2 weeks. These fittings will take place during afternoons that we are normally open for trade, as well as on 2 afternoons outside our normal trading hours. The PTO booking system has been used to coordinate this process.

Year 7 fitting dates have been scheduled to commence from Saturday 9th November. We are anticipating just under 400 new Year 7 students. Fittings, as in previous years, will take place by appointment only on days that we are not open for normal trading; outside school hours. The families of new Year 7 students also use the PTO online system. We will be able to service four families during each 20 minute booking period; which equates to 12 families per hour.

2020 Leavers Jackets and Rugby Tops

The fittings and ordering process for the 2020 Leaver Jacket and rugby tops took place over the last 4 weeks of term 3. The fittings of the current Year 11 students went well and the Year 11 student committee is to be commended for their support and assistance with this.

Orders received:

- 308 Leaver Jackets with the most popular being the Leaver Jacket with Hood (245)
- 131 orders for rugby tops (100 was the minimum order required to proceed with the rugby tops)

Teachers have requested that these are not delivered prior to the start of Term 2..

Second round orders for Leavers Jackets (only), will be offered in the first 2 weeks of the Term 1, 2020. Because of the minimum order size restriction, a second round order for rugby tops will not be implemented.

Music Tour Fittings

Fittings for the Music Tour – scheduled to take place in June 2020, will commence on Tuesday 22nd October. Approximately 99 students and 18 Staff are expected to participate in the tour. Items for the tour comprise:

- Students
 - 1 x Flash Jacket in Navy/Gold
 - 2 x .CSHS White Everyday Polo with school logo
 - 2 x Red Polo with music logo

Uniform Shop Report

October 2019



**Parents &
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1 x CSHS Cargo Trouser

2 x CSHS Cargo Shorts/ New Girls Shorts

- Teachers

1 x Flash Jacket in Navy/Gold

3 x Royal Blue Polo with music logo

Year 7, 2020 Fittings

Year 7 fitting dates have been scheduled to commence from Saturday 9th November. We are anticipating just under 400 new Year 7 students.

Fittings, as in previous years, will take place by appointment only on days that we are not open for normal trading; outside school hours. This will ensure the experience is as pleasant as possible for the new students, especially with so many families scheduled in such a short period of time.

We will have 3-4 staff on duty during this period and will be servicing four families during each 20 minute booking period; which equates to 12 families per hour.

The families of new Year 7 students will use the PTO online booking system.

Procedure Manuals

Procedure manuals for opening and closing of the register are currently being updated.

Staff

There is nothing to report on staffing for the current period.

Stock Levels

We are currently receiving our bulk stock from suppliers in preparation for our new Year 7 student fittings taking place in November. Natasha negotiated with suppliers to keep the majority of stock in their warehouses whereby we can draw on it as needed. It is hoped that by the end of Term 4 we will have depleted a lot of the stock on hand at the school.

New Skirts and Fitted Shorts

The new style of skirts and fitted shorts that are being supplied by Tara Uniforms have arrived at their factory. We will be taking delivery of a small quantity of the shorts in the next week as we have sold all old stock of certain sizes.

Uniform Shop Report

October 2019



**Parents &
Citizens
Association
Incorporated**

Management Changeover

Natasha completed her work in the Uniform Shop on 26th September 2019.

There have been a few teething issues with the changeover of Manager. I appreciate the P&C's patience and understanding in this matter as I become familiar with all procedures, suppliers and operations.

Melissa Haynes
Uniform Shop Manager

Hi all,

Apologies I can't make the meeting tonight – I have asked Brendon to read my report for me in my absence:

Natasha officially finished her work as Uniform Shop Manager on September 26th – She has safely delivered a beautiful and healthy baby girl called Isabella on Friday 11th October. Natasha and Isabella both doing really well – back home and settling into life.

The handover to Melissa was quite hectic as it was happening during one of the busiest periods for the year – Leavers jacket fittings and orders made things pretty interesting and limited the depth of handover Natasha could give... In spite of this Melissa has taken the reigns and is doing well. The shop staff are being very helpful and supportive. The POS software (Vend /Xero) has never been passed from one manager to another before so a few minor teething problems had to be dealt with – I believe that Rachel and Melissa have now sorted out how this will happen in future if/when required to do another handover.

As I did with Natasha – I am helping Melissa as much as I can (as much or as little as she needs) during this term and through the start-up of the new year – trying to keep comms as uncomplicated as possible to enable her to focus on her tasks ahead of this busy period.

Melissa has been asked to continue addressing Saturday trade and also the post 6pm trading hours in regards to the financial viability of it versus wages – It is understood by her that the shop needs to keep wages as tight as possible, but it is also understood that she needs to work some hours outside normal business hours – to cater for families where both parents work full time and also any new families coming into the school that have timing restrictions and need the access. She is being mindful to keep this to the bare minimum when addressing future trading hours. Natasha was very clear in explaining the mandates of the shop with her and she has assured me she will continue in the same mind set as Natasha with regards to that.

All trading dates for the end of year and start of 2020 have been arranged and the school has been notified. Melissa will update the on-line shop and have notices in the shop letting everyone know.

The shop is doing its end of year stocktake and coordinating it to have the Auditor present to do his annual report – the dates being set for this are Wed 17th Dec and Thursday 18th Dec – I will be there to assist Melissa with anything she needs and it would be good to have some volunteers from the P&C group to assist in getting through the count – as every item is counted at least twice and the more people we have on deck the faster we can get through it. Anyone who is keen to support this end of year process can email to uniformcoordinator@churchlandspc.com.au by 30th November then we can set a roster accordingly.

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YouthCARE Update

Chaplaincy Dinner

On Saturday 19th October, the Churchlands YouthCARE Council had a dinner at St Nicholas Church Hall in Floreat. Andrew Winton was the MC for the evening and also performed two songs. Susan Smith, the chaplain for the Year 11s and 12s at the school gave a talk and mentioned some of instances of help and support she has been able to give to individual students dealing with difficult home lives, as well as support around anxiety in regard to exams etc. Natasha Reynolds who is one of the Area Chaplains spoke about the recent YouthCARE Chaplains Conference which was held during the second week of the school holidays:

- The Education Minister, the Hon. Sue Ellery MLC attended and expressed the government's, and in particular the Premier's, strong support for YouthCARE's work and acknowledged how YouthCARE's chaplains are an established and integral part of the fabric of school communities. The Minister announced that YouthCARE has been awarded a contract for chaplaincy services as a 'Preferred Service Provider' for school chaplaincy for the next three years.
- Strong support was also expressed by the former Education Minister, the Hon. Peter Collier MLC.
- The Director General of Education, Lisa Rodgers spoke about her encounters with YouthCARE's chaplains and her appreciation of the work they do. She also shared some of the stories she's heard from school principals about how much they value their YouthCARE chaplains and expressed her desire to continue and strengthen the relationship between the Department and YouthCARE.

Thank you to Tracey and anyone else who made dishes for the dinner. Four students from Churchlands SHS helped out with serving food and clearing dishes on the night and did a fantastic job. Approximately \$2100 was raised to help support the chaplains at Churchlands SHS.

Wembley Downs District Fair

This annual community event took place last Saturday, 26th October and attracted many visitors. The YouthCARE Council had a stall representing the chaplains at Churchlands SHS. From the sale of homemade cakes, biscuits, jams and chutneys, approximately \$2000 was raised which will be used towards the school chaplains. Thank you to anybody that attended and supported the stall.

Sausage Sizzle

On Saturday 9th November 2019, the YouthCARE Council are having a Sausage Sizzle at Bunnings in Innaloo, from 7am. Eight students from Churchlands SHS will be helping sell the hotdogs. Please come along and support this event to raise funds for the chaplains. If the event could be promoted to the school community, it would be much appreciated.

YouthCARE Council Reports

Narelle Clark - Chaplain, Years 7 and 8, Churchlands SHS

Classes/Camps/Programs/Pastoral Contact:

- Friends resilience program which helps young people develop the ability to better process life's day to challenges through emotional awareness.
- Girls Wellbeing Group that is run by Mercy Care. This program helps young girls develop emotional self-awareness and coping skills to navigate through life's challenges such as bullying, peer conflict and self- image etc.
- It's been a busy term with Naplan and Yr 8's sitting their first lot of High school exams. This brings up a lot of issues for many students as some battle with anxiety and the pressure to achieve. I find I do a lot of mindfulness teaching with the students, breathing exercises etc. Teaching students the difference between healthy stress and unhealthy stress.
- Have been speaking with quite a few parents this term- families under pressures, mental health issues that are impacting family relationships and therefore the young people.

Professional Development /Contact with Local Churches and Community Groups:

- Attended the Ladies coffee morning at Wembley Downs Uniting Church- where I was able to share a little about chaplaincy.

Story of Interest:

- "Having time to have the time" for the inconvenient moments.

Andrew Winton - Chaplain, Years 9 and 10, Churchlands Senior High School

Classes/Camps/Programs/Pastoral Contact:

- Pastoral care Appointments – Approx 100 individual appointments from April 29th to July 1st (80% students/ 20% staff and parents).
- Assisting Year 10 design class (making instruments).
- Assisted after school social group for Indigenous students (AIME Aboriginal Indigenous Mentoring Experience group).

Professional Development /Contact with Local Churches and Community Groups:

- Liaising with local Scarborough Christian Surfers chapter. C.S. are keen to invite students on surf camps, surfing competitions and casual after school surfs. CS Scarborough is run by some ex Churchlands students and are connected to other CS chapters nationally.
- Plans to re-establish "Clergy Club" with local ministers, chaplains and volunteers. In the past this group has been a good source of support, sharing and networking in our local community.

What is something I can celebrate?

- Enjoying my University placement at Sir Charles Gardiner Hospital (Youth Cancer Service). I have had contact with an ex-student from Churchlands who was diagnosed with cancer in early 20's. My years of chaplaincy have given me a solid foundation of pastoral care skills for

this year placement of work experience to complete my Masters of Counselling and Psychotherapy.

- Contact with ex Churchlands student who is finishing their counselling degree and expressing interest in school chaplaincy.

What is something that was a challenge?

- Keeping tabs on the numbers of students I am trying to see working 3 days per week.
- Some individual staff struggling with major life issues.

Susan Smith - Chaplain, Years 11 and 12, Churchlands SHS

Classes/Camps/Programs/Pastoral Contact:

- Conversations with students that have included neglect, anxiety and self-harm.
- This is the busiest time of the year for year 12's as they try and complete assessments before mock exams. Students have been talking to me about stress and plans for the future.
- The 40Hr Famine and Backpack Challenge campaign is in full swing, I have been organising this with a group of student volunteers and it has been both encouraging and enjoyable as well as making a difference in the lives of others.

Professional Development /Contact with Local Churches and Community Groups:

- Cybersafety Webinar
- YouthCARE Council Meeting
- 1:1 Natasha Reynolds
- Youth Mental Health First Aid Training
- R U Ok day coming up

Story of Interest:

- I had a student recently speak to me about how they were worried about talking to their parents about their future career plans as their parents have some traditional ideas about careers that are suitable for particular genders. I encouraged this student to choose the career they want whilst walking alongside them in how they can speak to their parents about it.

What is something I can celebrate?

- Exciting plans are being made for the end of the year for the year 12's as they prepare to move on from school.

What is something that was a challenge?

- Finding a balance in keeping up with student appointments.

From: Steven
Subject: RE: Grounds Committee meeting
Date: 28 October 2019 at 10:03:16 am AWST
To: Roger , Kate Sinfield
Cc: Arlene

Hi Kate,

Please find some text attached as input for your reporting. I've also included a concept sketch to assist. I hope that helps..

Churchlands Ground Update – Lower School Amenities

Outdoor Amenities Overview

An outdoor amenities group has been established to survey and identify opportunities for upgrading the outdoor amenities for the school. Landscape design input and suggestions for the group's consideration is being provided by CAPA Architects. They had previously been involved with the architects responsible in consultancy for the lower school building works.

The outdoor scope includes both the overview of the school's grounds and specific areas. The overview includes the development of a school style guide (planting and furniture) , which will assist in future works to be developed in a holistic way. One of the areas being looked at is the outdoor amenities for the lower school students, adjacent to the lower school building and library and including the Akashi Nishi Friendship Garden.

Lower School Amenities

The proposed design includes providing a raised lawn island in the centre of this area at seat height, with the brick edge providing numerous opportunities for a variety of seating areas. This raised lawn element will be surrounded by trees and will assist in providing shade and longevity for the lawn from 'rabbit tracking'.

A design proposal has been documented for the group's and will be presented for review next week.

The proposal will include budget values for the main components, structured to assist in identifying the various components for fundraising:
Hardscape, Mature Trees, Softscape and Furniture Items.

Pending approval, the works can be programmed to be undertaken in the school holidays.

Best regards,

Steven-
(Director)

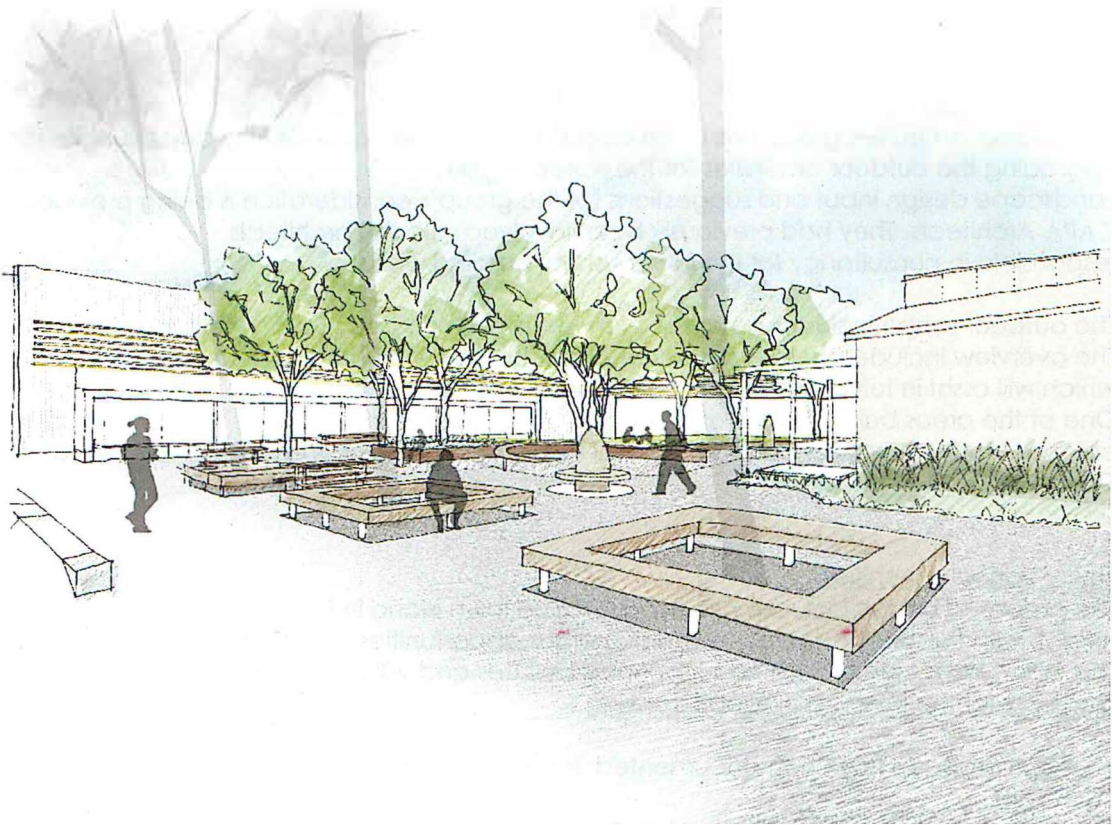
CAPA

Landscape Design Studio

a: [5 Northwood Street West Leederville WA 6007](mailto:5.Northwood.Street.West.Leederville.WA.6007)
w: www.carrierandpostmus.com



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Grounds Committee Report CSHS

Dave Lukavecki – P&C Grounds Committee Representative

I have maintained general email communication with landscape designer Steve Postmus from CAPA – his recent email response is below:

Following our chat on builders and process etc, I did follow up with Arlene as promised seeking some clarification on builders and process for you and Arlene confirmed that there is a standing procedural and process put in place for works given that it is on school grounds. It would be best for you to run through things with Arlene to achieve. We would also be happy to provide any thoughts and review on external items for the school. We would need however for these items to be requested etc. through Arlene for clarity of scope, deliverable and contract etc... We have a bundle of hours that is being managed by the school for consultancy review and they would need to be in the position to provide any approvals. Will be in touch soon regarding the lower school amenity progress

Current focus project – Uniform Shop Portico / (and future separate project Admin Portico to match in to same theme)

An onsite meeting was held Friday 11/10/19

Attendees:

Dave Lukavecki – Grounds Committee Representative

Jason Janssen - Activa Homes Group – proposed builder for this project

Kelly Flaherty, Brendon Flaherty CSHS P&C

Items of discussion

Options of covering the area in front of the Uniform shop with a new portico

- Coverage for rainy winter days, allowing air flow for summer time, extend cover to footpath with decorative gable / statement at entrance
- New signage visible from the road - matching theme to new school lettering corner Lucca st and Hale Rd
- Minimising reduction of light into shop, possibility of skylight
- Low limestone block walls to double as seating and new garden beds and / planting along both sides of pathway
- raise existing retic to new garden bed level
- stage 2 separate project – new portico and signage for admin building
- stage 3 separate project after portico completion - moving front doors of uniform shop to increase size of interior shop space

Jason will organise a general scope of works and approximate cost and can do the uniform shop and admin building portico in separate projects and quotes

Summary

The meeting was successful at identifying the needs of the uniform shop. The builder, Jason said he is more than capable of delivering the project well within budget and fairly quickly once approvals are obtained. I will keep in contact with him and present cost estimates as they come to hand

FROM THE SCHOOL BOARD CHAIR

After a rapid and significant growth phase in recent years, the school this year moved to a much welcomed consolidation and peak enrolments phase. Enrolments grew from 1566 in 2013 to 2720 in 2018. Enrolments at the beginning of 2019 are 2880. With the opening of the new college located adjacent to the old Subiaco Football Ground and based on Year 6 student indications from our feeder schools, it is estimated that Year 7 enrolments in 2020 will be between 380 and 420. The school has had to plan, implement and manage the associated increases in staff numbers and infrastructure.

As usual, during 2017 the Principal and his executive team diligently prepared the school's budget for 2018 and that budget was unanimously approved by the School Board. In late 2017 the Minister for Education announced that the school's per-student funding would be significantly changed, commencing in January 2018.

For schools like Churchlands, with enrolments of more than 1200, the per-student funding for 2018 was reduced by \$1145 for each student above 1200 students. For students in Years 7 to 10 in a school with fewer than 1200 enrolments, the per-student allocation was \$9016, while for those schools with more than 1200 students it was \$7871. For students in Years 11 and 12, in a school with fewer than 1200 enrolments, the per-student allocation was \$9693, while for those schools with more than 1200 students it was \$8548. For Churchlands, the per-student allocation was between \$7871 and \$9693 for every student enrolled at the February 2018 student census.

Based on the Department's enrolment projections for 2018 of 2760, the school's per-student allocation was \$1 786 200 lower (\$23 644 299 rather than \$25 430 499) due to the lower per-student allocation for students above the 1200 thresholds.

It is a great credit to the Principal, Mr Neil Hunt, and his executive team, that they were able to restructure the school's budget at very short notice to deal with a reduction of \$2 million in funding. This, however, could only be achieved by severely depleting the school's Reserve Funds which the Board had assiduously accumulated over many years for major long term projects, such as a new swimming pool. The Board has reluctantly come to the conclusion that the pool and other projects are now not capable of being funded by the school.

The benefits of an Independent Public School like Churchlands being able to plan and budget the allocation of its one line funding budget, in the most efficient and effective manner, in the best interests of and in accordance with the school's priorities as determined by the Board (especially longer term projects) are quashed and nullified by a government policy which results in reserves allocated for longer term projects being depleted to meet day to day operating expenses.

With the completion in late 2017 of the Year 7 building, science/arts block, mathematics block, technology centre and gymnasium, I am sure that all students and staff were pleased that the school no longer resembled a construction site during 2018.

The School Board has again confirmed that the optimal size of the school is no more than 2500 students. The aim is to remove all demountables and reclaim the playing fields.

In October 2018, the school hosted a "Back to School" event to celebrate the 50th anniversary of the Class of 1968 (my year – I still cannot believe that it is 50 years since I graduated from Churchlands). This is the second cohort of students to achieve their 50th and become members of the "Churchlands Gold Class". This has now become an annual event for successive graduating years. Thanks go to Tracey Galton and Nawal Kurson for arranging the event.

The Churchlands Senior High School Foundation (Inc) "Solar Power for Scholarships" project to install 400kW of solar power comprising over 1000 panels was established in late 2016. With the hard work of the Foundation Board, the very generous donations of donors large and small and the support of the P&C, the Foundation was in a position to fund the project in its entirety by early 2017. I am extremely disappointed and embarrassed to report that Building Maintenance and Works only managed to put the project out to tender in January 2019, two years after the Foundation had sufficient funds to complete the project. Due to this delay, the school has not been able to realise and take advantage of the significant saving from the generation of free solar power for two years. It is an understatement to say that I am not impressed with the government bureaucracy and red tape involved in this project.

The Board congratulates the graduating class of 2018 and it was a pleasure to again attend the well organised graduation ceremony in November. Their achievements are a great testament, not only to the students and their families, but also to the Principal, teachers, support staff and school management as a whole. This success has enhanced Churchlands Senior High School's reputation within both the education and wider communities.

The success and reputation of the school depend on cooperation between and the hard work and dedication of: the leadership of the Principal and his Executive and Administrative team, an active School Board, P&C, Alumni and Foundation, and of course, the staff and the students.

In particular, I would like to thank the Principal, Mr Neil Hunt, for his leadership and along with his Executive team for their application and dedication to achieving the best outcome for the school. The Board has been very pleased with the planning, implementation and execution of the various strategies set out in the school's Business Plan. The members of the Board have strategic oversight

of the school's achievement targets, finance and overall direction and have worked in positive accord with the school administration. During 2018, the School Board focused its efforts in the following areas:

- Review of the reports by the Principal on the progress of the Business Plan.
- Endorsement of the Annual School Report, school budget and student performance targets and achievements.
- Endorsement of the financial arrangements necessary to fund the school objectives, priorities and directions.
- Review and endorsement of current and future building programs.
- Support and promotion of the Board, the P&C, the Churchlands Foundation and the Alumni in the school and the community.

Serving on a School Board is a privileged opportunity to contribute and create better outcomes for the school, students, staff, parents and community.

I acknowledge Tracey Gralton (Alumni Representative), Chris Porteous (P&C Representative), Grant Brinklow, Adrian O'Brien and Janet Pettigrew (Elected Parent Representatives), Jane Hegarty and Kim Hudson (Staff Members), Shrushti Jethva (Head Girl) and Ethan

Blume (Head Boy) all of whom generously gave their time during 2018 as Board Members and I thank them for their efforts and dedication.

For your information, copies of the Minutes of all Board meetings are published on the school's website <https://www.churchlands.wa.edu.au>.

The Board welcomes your input and encourages your feedback.

John Gillon
Chair
Churchlands Senior High School Board
jmgillon@iinet.net.au

March 2019

Churchlands Senior High School Parents and Citizens' Association Incorporated

CONSTITUTION AND RULES

1.0 NAME

- 1.1 The name of the **Association** shall be the Churchlands Senior High School Parents and Citizens' Association Incorporated and hereinafter called "The Association".

2.0 OBJECTS

The objects of the **Association** are to promote the interests of the school, or group of schools, through:

- 2.1 Cooperation between **parents**, teachers, students and **members** of the general community;
- 2.2 Assisting in the provision of resources, facilities and amenities for the school or group of schools; and
- 2.3 The fostering of community interest in educational matters.

3.0 POWERS

Subject to the Association's obligation at law not to intervene in the control or management of a school, intervene in the educational instruction of students and exercise authority over teaching staff or other persons employed at the school, the powers of the Association to enable the achievement of its objects and in addition to the powers otherwise conferred on it by these **Rules** shall be:

- 3.1 Subject to the approval of the Chief Executive Officer of the **Department of Education**, the power to raise funds and acquire by purchase, lease or exchange and the hiring or acquiring of any real or personal property that may be deemed necessary or convenient for the objects of the Association.
- 3.2 Power to affiliate with **WACSSO Inc.**
- 3.3 Power to open and operate a bank account.
- 3.4 Power to appoint and remove employees and to determine the remuneration and the terms and conditions of such appointments.
- 3.5 Power to appoint committees for such purposes as are necessary to prosecute the Affairs of the Association.
- 3.6 Power to make representations to the school administration, the Department of Education and to government either directly or through WACSSO Inc.
- 3.7 Power to generally do all such acts and things as may be involved by or incidental to the carrying out of the objects of the Association without in any way being limited to the foregoing powers.
- 3.8 Power to set the financial year.

4.0 FINANCIAL YEAR

The financial year will be the period of 12 months commencing on 1 January.

5.0 INCOME AND PROPERTY

- 5.1 The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any **member**, except in good faith in the promotion of those objects or purposes.
- 5.2 A payment may be made to a member out of the funds of the Association, if it is authorised by a resolution of the Association, and if it is;
- i. in good faith as reasonable remuneration for any services provided to the Association, or
 - ii. for goods supplied to the Association in the ordinary course of business.

6.0 MEMBERSHIP

- 6.1 Membership is open to parents and carers of children attending the school and to citizens being over the age of eighteen years who support the objects or purposes of the Association.
- 6.2 Members of the Association are to receive a hard or electronic copy of the **Rules** of the Association (P&C Constitution).
- 6.3 Members of the Association must abide by the Rules of the Association.

Churchlands Senior High School Parents and Citizens' Association Incorporated

CONSTITUTION AND RULES

6.4 The Principal of the school for which the Association is formed and where the Association is formed for a group of schools, the Principal of each school for which the Association is formed shall be an ex officio member of the governing body of the Association, may not be elected as an office bearer to any of its offices and may not be an **authorised signatory**.

6.5 A person desiring to become a member may do so at any **General Meeting** by payment of the membership subscription.

6.6 A Register of Members will be kept and maintained by the Honorary Secretary of the Association. Only financial members and ex officio members shall be listed on the register. The Register of Members will include the name, either the residential, postal or email address of each member and the date they became a member. Any changes to this information will be recorded within 28 days.

7.0 MEMBERSHIP SUBSCRIPTION

7.1 The annual membership subscription of the Association shall be fixed by the Association at the **Annual General Meeting** but shall not exceed one dollar (\$1.00) per member for the period up to the next Annual General Meeting.

7.2 The subscription of a member is due and payable on the date of the Annual General Meeting or at the General Meeting at which they join the Association.

8.0 TERMINATION OF MEMBERSHIP

8.1 A person ceases to be a member when any of the following takes place:

- i. the individual dies;
- ii. the person resigns from the Association by giving written notice of the resignation to the President or Honorary Secretary;
- iii. non-payment of membership subscription in accordance with Rule 7.2; or
- iv. the person is expelled from the Association in accordance with Rule 9.0.

9.0 SUSPENSION OR EXPULSION OF MEMBERS OF THE ASSOCIATION

9.1 The **Executive Committee** may decide to suspend a member's membership or to expel a member from the Association if the member:

- i. has persistently refused or neglected to comply with a provision of these **Rules**;
- ii. has persistently and willfully acted in a manner prejudicial to the interests and objects of the Association; or
- iii. has been convicted of any offence deemed prejudicial to the interests of the Association.

9.2 The member will be sent written notice of the proposed suspension or expulsion not less than ten (10) days before the **Executive Meeting** at which the proposal is to be considered by the Executive Committee.

9.2.1 The notice given to the member must state:

- i. when and where the Executive Meeting is to be held;
- ii. the grounds on which the proposed suspension or expulsion is based;
- iii. that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written and/or oral submissions to the committee about the proposed suspension or expulsion.

9.2.2 At the Executive Meeting, the committee must:

- i. give the member, or the member's representative, a reasonable opportunity to make submissions to the committee about the proposed suspension or expulsion;
- ii. give due consideration to any submissions so made; and
- iii. decide:
 - (a) whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
 - (b) whether or not to expel the member from the Association.

9.2.3 Where the Executive decides to suspend the member's membership, or expel the member from the Association, the decision must be recorded via a recommendation in the minutes,

Churchlands Senior High School Parents and Citizens' Association Incorporated

CONSTITUTION AND RULES

to be presented at a General or **Special General Meeting** which must be held within fourteen (14) days of the Executive Meeting.

9.2.4 The Association must vote by secret **ballot** and the recommendation must be passed by **Special Resolution** of a General Meeting or Special General Meeting.

9.3 A decision of the Association to suspend the member's membership or to expel the member from the Association takes immediate effect.

9.4 The Association must give the member written notice of the Association's decision, and the reasons for the decision, within seven (7) days after the General Meeting or Special General Meeting at which the decision is made.

9.5 A member whose membership is suspended or who is expelled from the Association may, within fourteen (14) days after receiving notice of the Association's decision, give written notice to the Honorary Secretary requesting the Disputes and Mediation Process in accordance with Rule 28.0

9.6 If the decision to suspend the member's membership or expel the member is revoked, that revocation does not affect the validity of any decision made at an Executive Meeting or General Meeting during the period of suspension or expulsion.

10.0 CONSEQUENCES OF SUSPENSION

10.1 During the period a member's membership is suspended the member:

- i. loses any rights (including voting rights) arising as a result of membership; and
- ii. is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.

10.2 When a member's membership is suspended, the Honorary Secretary must record in the Register of Members:

- i. that the member's membership is suspended;
- ii. the date on which the suspension takes effect; and
- iii. the period of the suspension.

10.3 When the period of the suspension ends, the Honorary Secretary must record in the Register of Members that the member's membership is no longer suspended.

11.0 EXECUTIVE COMMITTEE

11.1 The Association shall be managed by an Executive Committee all of whom must be **financial members**.

11.2 No person shall be entitled to hold a position on the Executive Committee if the person has been convicted of, or imprisoned in the previous five years for:

- i. an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three (3) months; or
- ii. an indictable offence in relation to the promotion, formation or management of a body corporate; or
- iii. an offence under Part 4 Division 3 or Section 127 of the Associations Incorporation Act 2015;

unless the person has obtained the consent of the **Commissioner**.

11.3 No person shall be entitled to hold a position on the Executive Committee if the person is, according to Section 130 of the Interpretation Act 1984, bankrupt or a person whose affairs are under insolvency laws unless the person has obtained the consent of the Commissioner.

12.0 EXECUTIVE COMMITTEE COMPOSITION

12.1 Where the Association represents a small school the Executive Committee shall comprise:

- i. President;
- ii. Vice-President;
- iii. Honorary Secretary and Honorary Treasurer;
- iv. Principal; and
- v. Not less than two (2) other members.

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- 12.2 Where the Association represents a school that is not a small school, or where the Association represents a group of schools the Executive Committee shall comprise:
- i. President;
 - ii. Vice-President;
 - iii. Honorary Secretary
 - iv. Honorary Treasurer;
 - v. Principal; and
 - vi. not less than three (3) other members.

But with the approval of a **General Meeting** the positions of Honorary Secretary and Honorary Treasurer may be held by one person elected for that purpose at a General Meeting.

- 12.3 The officers of the Executive Committee shall be elected at the **Annual General Meeting** of the Association by and from the **financial members** of the Association.

12.3.1 An election shall be held at a General Meeting of the Association to fill any vacancy on the Executive Committee.

- 12.4 Where there is an equality of voting for any position the result shall be **declared by lot**.

- 12.5 The Principal of the school for which the Association is formed and where the Association is formed for a group of schools, the Principal of each school for which the Association is formed shall be an ex officio member of the Executive Committee.

13.0 EXECUTIVE COMMITTEE TERM OF OFFICE

- 13.1 The elected members of the Executive Committee shall take office at the rising of the Annual General Meeting or the General Meeting at which they were elected and shall hold office until the rising of the following Annual General Meeting.

- 13.2 All retiring members of the Executive Committee shall be eligible for re-election.

- 13.3 All retiring members of the Executive Committee shall return all Association documents and records in their possession after their appointment ceases to the Executive Committee.

14.0 EXECUTIVE COMMITTEE POWERS

- 14.1 The Association shall be managed when a General Meeting is not in session by the Executive Committee which shall have power to control and manage the affairs and finances of the Association but shall be responsible to the General Meeting.

- 14.2 The duties of the Executive Committee will include:

- i. a duty of care and diligence;
- ii. a duty to act in good faith in the best interests of the association and for a proper purpose;
- iii. a duty not to misuse one's position and a duty not to misuse information obtained through the position to gain advantage for self or someone else or to cause detriment to the association; and
- iv. a duty to prevent the association trading when insolvent.

- 14.3 The Executive Committee shall have the power to declare vacant the seat of any of its members who:

- i. without leave or reasonable excuse, is absent from three (3) consecutive meetings of the Association. The Executive Committee in its absolute discretion shall determine what constitutes a reasonable excuse;
- ii. without reasonable excuse, willfully and persistently fails to perform the duties of the office as defined by these **Rules**;
- iii. have a criminal conviction relating to;
 - (a) offences against children
 - (b) theft, fraud or dishonesty
- iv. ceases to be a **member** of the Association.

- 14.4 The Executive Committee may form **sub-committees** to deal with particular aspects of its work. Such sub-committees shall be responsible to the Executive Committee. sub-committees so formed shall each include at least one (1) member of the Executive Committee who will represent it on the sub-committee.

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14.5 Meetings of the Executive Committee shall be held at such times and places as shall be determined by an **Executive Meeting** or when convened by the President.

14.6 All members of the Executive Committee have an equal vote.

14.7 Minutes of the Executive Meeting must be tabled at the next scheduled **General Meeting** to be ratified.

15.0 PRESIDENT AND VICE PRESIDENT

15.1 The President shall, when present, preside at all General and Executive Meetings of the Association.

15.2 In the event of the President being absent the Vice-President shall preside and where both the President and Vice-President are absent then the meeting shall elect a person to preside for the occasion.

15.3 The President will be responsible for any communication between the government authority responsible for administering the Associations Incorporation Act 2015 and the Association.

15.4 The President may authenticate documents or proceedings requiring authentication in accordance with Rule 29.0.

16.0 THE HONORARY SECRETARY

The duties of the Honorary Secretary shall include:

16.1 The conduct of all correspondence of the Association.

16.2 Making and keeping full and correct the minutes of the Association and circulating them in confidential draft form before the date of the next scheduled General Meeting.

16.3 Maintaining a register of financial and **ex-officio** members.

16.4 Retaining custody of all documents relevant to the administrative activities of the Association.

16.5 Notify before 30 April in each year the Principal of the school or each of the schools and **WACSSO Inc.** in writing the names of the persons who in that year are office bearers and executive members of the Association under Part 3 Division 8 of the School Education Act 1999.

16.6 On expiration of term of position, resignation, redundancy or death, returning all documents belonging to the Association to the **Executive Committee**.

17.0 THE HONORARY TREASURER

The duties of the Honorary Treasurer shall include:

17.1 Being responsible for the receipt of all monies paid to or received by the Association.

17.2 Issuing receipts for all monies received on the receipt forms of the Association.

17.3 Counting and signing off on all monies received with at least one other member of the Association.

17.4 Paying all monies received into such bank account or accounts as the Association may from time to time decide upon.

17.5 Making payments as authorised by a General or **Executive Meeting** by means of cheques or electronic fund transfer.

17.6 Ensuring all cheques on all accounts of the Association (including any committee of the Association) are signed by any two (2) of the following authorised signatories:

i. President;

ii. Vice President;

iii. Honorary Secretary;

iv. Honorary Treasurer; or

v. One (1) member of the Executive Committee where appointed for such purpose at the **Annual General Meeting** of the Association.

17.6.1 Where there is a **direct relationship** between two authorised signatories, they shall not be permitted to co-sign any cheques of the Association.

17.7 Electronic Funds Transfer may be used where the financial institution's software provides the required functionality and security and can occur with two authorisations.

17.8 Maintaining proper accounting records.

17.9 Ensuring that the Association complies with all its responsibilities to any employees including, but not

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- limited to; complying with employment awards or agreements, paying tax and superannuation.
- 17.10 Presenting for consideration at an Annual General Meeting of the Association:
- 17.10.1 The **annual financial statements** in relation to the last financial year, to include:
- i. a statement of all monies received and paid during the financial year;
 - ii. a reconciled statement of all bank account balances as at the end of the financial year; and
 - iii. a statement detailing the Association's total assets and liabilities as at the end of the financial year.
- 17.10.2 A copy of the report of the **review** or the auditor's report as required per Rule 21.0
- 17.10.3 A solvency statement in respect of the Association endorsed by the **Executive Committee** stating that the financial statement has been examined and whether or not in their opinion they will be able to meet the Association's debts and liabilities as and when they become due and payable.
- 17.11 Presenting a written financial statement showing the current financial position of the Association to each **General Meeting** of the Association.
- 17.12 Forwarding a copy of the annual financial statements that have been approved by the Annual General Meeting to:
- i. **WACSSO Inc.**;
 - ii. the Principal of the school, or the Principal of each of the schools where an Association is formed for a group of schools in accordance with the School Education Act 1999; and
 - iii. any other body such as the Australian Charities and Not-for-profits Commission (ACNC) as required.
- 17.13 Retaining custody of all books, documents, securities and the like relating to the financial affairs of the Association.
- 17.14 On expiration of term of position, resignation, redundancy or death, returning all documents belonging to the Association to the Executive Committee.

18.0 SUB-COMMITTEES

- 18.1 The Association may establish sub-committees for purposes it considers appropriate and consistent with the objectives and functions of the Association.
- 18.2 Sub-committees must abide by the **Terms of Reference** as approved by the General Meeting.
- 18.3 Members must be elected to a sub-committee.
- 18.4 Sub-committee members must be **financial members** of the Association.
- 18.5 Sub-committees must include a member of the Executive Committee.
- 18.6 The President is an **ex-officio** member of all sub-committees.
- 18.7 The report of the sub-committee must be presented and ratified by a General Meeting.
- 18.8 All monies raised by sub-committees are considered funds of the Association.

19.0 EMPLOYEES OF AN ASSOCIATION

- 19.1 Employees of the Association:
- i. are not eligible to hold a position on the **Executive Committee**;
 - ii. are not eligible to be a signatory to any bank accounts held by the Association;
 - iii. do not have the authority to employ staff;
 - iv. may be a member of the Association by which they are employed but must declare an interest where matters of business discussed concern them;
 - v. may be a member of a sub-committee that deals with their employment, but only in a non-voting capacity.

20.0 BOOKS AND DOCUMENTS

- 20.1 The books and documents of the Association may be inspected by any financial or ex-officio member of the Association on such terms and conditions as may be established from time to time by the Executive

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Committee.

20.1.1 It is an offence under the Associations Incorporation Act 2015 for a member to disclose or use the information obtained from the Register of Members or record of office holders for a purpose that is not directly connected with the affairs of the Association.

20.2 The minutes of the Association must be kept in perpetuity.

20.3 The correspondence of the Association is required to be retained for twelve (12) months. If correspondence relates to employees of the Association, it is in accordance with Rule 20.5.

20.4 The Association must retain its accounting records in respect of a transaction for at least seven years after the transaction was completed.

20.5 Employment records must be kept for seven (7) years after the date employment ceases.

21.0 FINANCIAL STATEMENTS AND FINANCIAL REPORTS

21.1 For each financial year, the Executive Committee must ensure that the requirements imposed on the Association under the School Education Act 1999 and under Part 5 of the Associations Incorporation Act 2015 relating to the financial statements or financial reports of the Association are met.

21.2 Without limiting Rule 21.1, those requirements include:

- i. if the Association is a tier 1 association, the preparation of the financial statements; and
- ii. if the Association is a tier 2 association or tier 3 association, the preparation of the financial report; and
- iii. if required, the review or auditing of the financial statements or financial report, as applicable; and
- iv. the presentation to the Annual General Meeting of the financial statements or financial report, as applicable; and
- v. if required, the presentation to the Annual General Meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.

22.0 THE AUDITOR OR REVIEWER

An Association must undertake an audit or review if required as per Rule 21.0, or where the Association has passed a resolution to audit or review the financial statements of that Association.

22.1 At each **Annual General Meeting** there shall be appointed an auditor or reviewer, for that financial year only, who shall audit or review the annual statement of accounts and balance sheet of the Association.

22.2 Where possible, the auditor or reviewer is to be appointed in an honorary capacity. However, where this is not possible, the auditor's or reviewer's fees will be negotiated and confirmed prior to appointment.

22.3 The auditor or reviewer must be:

- (a) a member of a professional accounting body who has a designation in respect of that membership that is prescribed by the Associations Incorporation Regulations 2016 for the purposes of this paragraph; or
- (b) a registered company auditor under the Corporations Act; or
- (c) a person the **Commissioner** considers has appropriate qualifications or experience and approves for the purposes of this section; and
- (d) as far as is possible, be a person aware of the activities of **Parents and Citizens'** Associations.

22.4 The auditor or reviewer shall **not** be:

- i. a member or employee of the Association;
- ii. someone who has prepared or assisted with the preparation of the financial statements; or
- iii. a spouse or de facto partner of a person described in (i) or (ii).

22.5 The auditor or reviewer shall have the powers, at any time, to call for the production of all books of account, vouchers and documents of the Association.

22.6 The auditor or reviewer must state:

- i. whether the financial statements of the Association are in the auditor's or reviewer's opinion properly drawn up so to give a true and fair view of the Associations financial affairs;
- ii. if the auditor or reviewer is of the opinion that the financial records do not comply with (i)

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the auditor's report must set out the reasons for that opinion.

23.0 MEETINGS

23.1 The Annual General Meeting.

23.1.1 The Annual General Meeting of the Association must be held within four months of the end of the financial year within which the Association reports in accordance with the School Education Act 1999.

23.1.2 The only exception is for the first Annual General Meeting which may be held at any time within eighteen (18) months of the date of incorporation.

23.1.3 The minutes of an Annual General Meeting shall be ratified at the following General Meeting.

23.2 General Meetings.

23.2.1 General Meetings of the Association shall be held at such times and places as shall be determined by a General Meeting providing that at least one General Meeting shall be held in each term of the school year.

23.3 Special General Meetings.

23.3.1 Special General Meetings may be convened by the President or Honorary Secretary or by requisition signed by 20 per cent of the financial members of the Association.

23.3.2 A requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited with the Honorary Secretary.

23.3.3 If the **Executive Committee** does not cause a Special General Meeting to be held within twenty-one (21) days from the date on which a requisition is deposited with the Honorary Secretary, the requisitionists, or any of them, may convene the meeting; but any meeting so convened must be held within three (3) months from the date of lodging of the requisition with the Honorary Secretary.

23.3.4 A Special General Meeting convened by requisitionists in pursuance of these **Rules** shall be convened in the same manner, as nearly as possible, as that in which those meetings are convened by the Executive Committee.

24.0 NOTICE OF MEETINGS AND MOTIONS

24.1 Notice of all General Meetings of the Association, motions for approval to expend the Association funds (financial motions) to be dealt with at a General Meeting, and special resolutions shall be given in writing, by post or email, to all members not less than seven (7) days prior to the date of the proposed meeting.

24.2 Notice of **Executive Meetings** and financial motions to be dealt with at these meetings, shall be given to all members of the committee not less than forty-eight (48) hours prior to the opening of the meeting.

24.3 Non-financial motions may be proposed during the course of a meeting without prior notice.

25.0 QUORUM

25.1 For Executive Meetings, the **quorum** of a **small school** shall be three (3) **financial members** and for a school which is not a small school or where the Association represents a group of schools the quorum shall be five (5) financial members.

25.2 For a General Meeting the quorum of a small school shall be five (5) financial members and for a school which is not a small school or where the Association represents a group of schools the quorum shall be eight (8) financial members.

25.3 If a quorum is not present, the meeting may:

- i. lapse;
- ii. be reconvened at another date; or
- iii. converted to an Executive Meeting, if there is a quorum of Executive Members.

If a quorum lapses during a General Meeting, then the meeting will end. All unfinished business will be placed on the agenda for the next General Meeting.

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26.0 PROCEEDINGS AT MEETINGS

- 26.1 All decisions or actions must be endorsed by the Executive or General Meeting. Individuals cannot act independently.
- 26.2 The **Standing Orders** and **Rules of Debate** of the Association shall be as established from time to time by the Annual Conference of **WACSSO Inc.** and shall be observed at all meetings of the Association and any of its committees.
- 26.3 **Special Resolutions** can only be passed at a General Meeting of the Association, if supported by not less than three-quarters of the members of the Association eligible to cast a vote at the meeting
- 26.4 A member of the Association who has a relevant material personal interest in a matter before the Association must as soon as the member becomes aware of the interest disclose the nature and extent of the interest to the Association. The member must not be present while the matter is being considered at the meeting or vote on the matter.
- 26.5 Minutes taken by the Honorary Secretary are to be circulated to members as a confidential draft not less than two weeks before the next scheduled meeting. The minutes will then be amended if necessary and ratified at that meeting and signed and dated by the President.

27.0 VOTING

- 27.1 Financial members (including the person presiding at the meeting) and **ex-officio members** present at a meeting and entitled to remain thereat shall be entitled to exercise a **deliberative vote** on:
- i. any motion at the meeting,
 - ii. proposal before the meeting; or
 - iii. any election held at the meeting.
- No other person shall be entitled to vote at any meeting of the Association.
- 27.2 Voting shall be by **simple majority** except where otherwise expressly provided herein.
- 27.3 In the event of a tied vote on any proposition or motion before a meeting then it is lost.
- 27.4 **Proxy voting** is not permitted at any meeting of the Association.

28.0 DISPUTES AND MEDIATION

- 28.1 Where there is a grievance or dispute between:
- i. A member and another member; or
 - ii. A member and the Association; or
 - iii. Non-members who receive services from the Association, and the Association,
- the Association must adhere to and document their adherence with the Disputes and Mediation process.
- 28.2 If the parties to a dispute are unable to resolve the dispute between themselves within fourteen days after the dispute has come to the attention of each party, any party to the dispute may start the grievance procedure by giving written notice to the Honorary Secretary of:
- i. the parties to the dispute; and
 - ii. the matters that are the subject of the dispute.
- 28.3 Within twenty-eight (28) days after the Honorary Secretary is given the notice, an **Executive Meeting** must be convened to consider and determine the dispute.
- 28.4 At least seven (7) days before the Executive Meeting, the Honorary Secretary must give each party to the dispute written notice by either post or email stating:
- i. when and where the **Executive Committee** meeting is to be held
 - ii. that the party, and/or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written and/or oral submissions to the committee about the dispute.
- 28.5 If any party to the dispute gives written notice to the Honorary Secretary stating that the party does not agree to the dispute being determined by the Executive Committee; and as such requests the appointment of a mediator, the Executive Committee must not determine the dispute.
- 28.6 At the Executive Meeting at which a dispute is to be considered and determined, the committee must:

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- i. give each party to the dispute, or the party's representative, a reasonable opportunity to make written and/or oral submissions to the committee about the dispute; and
 - ii. give due consideration to any submissions so made; and
 - iii. determine the dispute.
- 28.7 The Executive Committee must give each party to the dispute written notice by either post or email of the Executive Committee's determination, and the reasons for the determination, within seven (7) days after the committee meeting at which the determination is made.
 - 28.7.1 A party to the dispute may, within fourteen (14) days after receiving notice of the Executive Committee's determination, give written notice by either post or email to the Honorary Secretary requesting the appointment of a mediator.
 - 28.7.2 If notice is given, each party to the dispute is a party to the mediation.
- 28.8 The mediator is appointed by agreement between both parties to the dispute.
 - 28.8.1 The person appointed as mediator may be a member or former member of the Association, but must not:
 - i. have a personal interest in the matter that is the subject of the mediation; or
 - ii. be biased in favour of or against any party to the mediation.
 - 28.8.2 The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
 - 28.8.3 Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least five (5) days before the mediation takes place.
 - 28.8.4 In conducting the mediation, the mediator must:
 - i. give each party to the mediation every opportunity to be heard; and
 - ii. allow each party to the mediation to give due consideration to any written statement given by another party; and
 - iii. ensure that **natural justice** is given to the parties to the mediation throughout the mediation process.
 - 28.8.5 The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
 - 28.8.6 The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.
- 28.9 The information gathered by the Disputes and Mediation Process remains confidential and must be destroyed if the issue is resolved.
- 28.10 If the Disputes and Mediation Process does not result in the grievance or dispute being resolved, the parties may seek to resolve the grievance or dispute in accordance with the Associations Incorporation Regulations 2016 (Model Rules) or otherwise at law.

29.0 COMMON SEAL

- The Association may have a **Common Seal**.
- 29.1 The Honorary Secretary shall have custody of the Common Seal of the Association.
 - 29.2 The Common Seal shall only be affixed to any document pursuant to a resolution of a General or **Executive Meeting**.
 - 29.3 Any two (2) of: the President, the Vice-President, the Honorary Secretary and the Honorary Treasurer shall countersign the affixation of the Seal and the Honorary Secretary shall keep a record of all documents to which the Seal shall be affixed.

30.0 INTERPRETATION OF RULES

- 30.1 Questions on the interpretation of these Rules shall be directed to **WACSSO Inc.**

31.0 ALTERATION TO RULES

- 31.1 WACSSO Inc. as the representative body will be responsible for any alterations, amendments,

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enlargements or deletions of the Parent & Citizens' Association Incorporated Constitution. There will be no alteration of the Rules by individual Associations. Any request for changes must be submitted to WACSSO Inc. for approval. Constitutional amendments must be approved by the **Department of Education** and the government authority responsible for administering the Associations Incorporation Act 2015.

31.2 Proposals to amend, alter, enlarge or repeal the Constitution and Rules from time to time must be by a Special Resolution passed at a General Meeting.

31.3 Special Resolutions designed to effect amendments, alterations, enlargements or deletions shall be submitted in writing to the Honorary Secretary not less than ten (10) days prior to the General Meeting.

32.0 ALTERATION TO NAME OF THE ASSOCIATION

32.1 Proposals to amend the Association's name must be by **Special Resolution** passed at General Meeting.

32.1.1 Any submission made to the government authority responsible for administering the Associations Incorporation Act 2015 must be made through **WACSSO Inc.**

32.1.2 The Association must give permission for WACSSO Inc. to act on their behalf.

33.0 PROCEDURE FOR VOLUNTARY CANCELLATION OF INCORPORATION

33.1 The Association may voluntarily cancel its incorporation where it is solvent by Special Resolution passed at a General Meeting.

33.2 Notice of the proposal for a Special Resolution shall be given to all members in writing by either post or email, not less than twenty-eight (28) days prior to the date of the General Meeting.

33.3 The Special Resolution must be lodged with the **Commissioner** within fourteen (14) days of the General Meeting at which the resolution was passed.

33.4 The Association shall inform WACSSO Inc. of its closure in writing by either post or email.

33.5 An Association that is in breach of the School Education Act 1999 may be wound up by the Supreme Court on the application of the **Minister responsible for Education**.

34.0 LIABILITY OF MEMBERS

34.1 The liability of members on the winding up of the Association is limited to any unpaid subscriptions and any other amounts due to the Association at the date of the commencement of the winding-up.

35.0 DISPOSAL OF ASSETS ON WINDING UP

35.1 The Association is prohibited from making any distribution to its members whether in money, property, or in any other way of any assets belonging to the Association. This does not prevent the payment in good faith of remuneration of any officers or servants of the Association for services actually rendered.

35.2 A **Special Resolution**, to be endorsed at a General Meeting, shall nominate the incorporated Parents and Citizens' Association or Associations to which any surplus assets of the Association shall be transferred.

35.2.1 Associations that have Deductible Gift Recipient (DGR) status must abide by the Australian Taxation Office requirements.

36.0 RECORDS OF THE DISSOLVED ASSOCIATION

36.1 Records of the dissolved Association include:

- i. Minutes
- ii. Correspondence
- iii. Financial documents

36.2 Records from a dissolved Association shall be appropriately stored by the relevant school in accordance with Rule 20.2, 20.3, 20.4, 20.5

36.3 In the event that the relevant school closes, the properly collated records of the dissolved Association shall be forwarded to an appropriate association such as the **WACSSO Inc.** or the Western Australian State Library.

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APPENDIX 1: GLOSSARY

In these rules, unless the contrary intention appears:

'**Annual General Meeting (AGM)**' is a meeting held only once every financial year within which an Association reports. The AGM must be held within four months of the end of the previous financial year and is the meeting at which the Executive Committee are elected, annual financial reports are received and other reports on the activities of the Association during the past year are presented.

'**Association**' refers to the entire P&C Association, including every financial and ex-officio member,

'**Audit**' means the collection of evidence relating to the Associations financial records and transactions to satisfy the auditor that the report is a true and correct reflection of the Association's finances.

'**Authorised Signatory**' means financial members who have been elected as the office bearers of the Association i.e., President, Vice-President, Honorary Secretary, Honorary Treasurer and one member of the Executive Committee who may be appointed for such purpose at the Annual General Meeting of the Association. These individuals must be registered with the associated financial institution.

'**Ballot**' means voting conducted in written form (as opposed to a show of hands).

'**Commissioner**' means the Commissioner for Consumer Protection exercising powers under the *Association Incorporations Act 2015*.

'**Common Seal**' is the official stamp or 'signature' of an Association.

'**Declared by Lot**' means drawn out of a hat when a member ballot is tied.

'**Deliberative Vote**' is a vote given to a financial member of the Association. It is an equal vote. No financial member has a more powerful vote than any other member.

'**Department of Education**' means the state government department responsible for portfolio of school education.

'**Direct Relationship**' means business, immediate or extended family, and marriage/de facto relationships.

'**Documents and Records**' means documents and records pertaining to the management of the affairs of an incorporated association.

'**Executive Committee**' means those financial members elected or appointed to **fill** the positions of President, Vice President, Honorary Secretary, Honorary Treasurer or others as elected to be Executive Members. The school principal is also member of the Executive by virtue of the office they hold.

'**Executive Meeting**' means a meeting convened for the Executive Committee members only.

'**Ex-officio Members**' are members of both the Association and the Executive of the Association. by virtue of the position they hold, with full voting rights.

'**Financial Member**' means a person who has paid the required membership fee and is listed on the Register of Members.

'**Financial Statement**' is a written explanation of the financial transactions and financial position of the committee.

'**General Meeting**' means a meeting to which all financial members are invited and a quorum achieved.

'**Member**' means a financial member of the Association.

'**Minister responsible for Education**' means the State Minister for school education.

'**Natural Justice**' means the right to a fair procedure that is free from bias.

'**Parents**' means parents and carers of children attending a government school.

'**Parent and Citizens**' means incorporated Parents and Citizens' Associations, as defined in the *School Education Act 1999*.

'**Present at a Meeting**' means a financial member is present at a meeting if they are there in person or communicating by a form of real-time, synchronous technology that allows for their identification.

'**Proxy Voting**' is a vote cast by one financial member on behalf of another financial member who is not present at the meeting. No proxy voting is permitted at any meeting of a P&C Association.

'**Quorum**' means the minimum number of financial members required to be present for a meeting to proceed and make decisions that are Constitutional.

'**Rising**' when the meeting has officially been closed. In AGM terms this means the current elected members of the Executive Committee would chair up to the close of the Annual General Meeting. The newly elected Executive would convene all subsequent meetings.

'**Review**' means a look over the Association's financial report and provide a statement whether anything has come to the reviewer's attention that does not comply with the requirements of Act.

Churchlands Senior High School Parents and Citizens' Association Incorporated

CONSTITUTION AND RULES

'**Rules**' in this document means the Constitution.

'**Rules of Debate**' the rules to be followed when debating a motion.

'**Simple Majority**' means greater than half of the financial members (50 per cent + 1) present at a meeting.

'**Small School**' means a school with an average daily attendance of two hundred (200) or less students recorded at the start of the school year.

'**Special General Meeting**' means a General Meeting other than the Annual General Meeting and is called for a specific purpose.

'**Special Resolution**' a motion at a General Meeting to amend the rules, change the name or objects, or to cancel incorporation of an Association. A three-quarter majority is required to carry the motion.

'**Standing Orders**' the rules that govern the conduct of a meeting.

'**Sub-Committees**' a committee of the Association created to perform specific tasks as required.

'**Terms of Reference**' is a document outlining the powers, limitations, purpose and structure of a sub-committee.

'**WACSSO Inc**' means the Western Australian Council of State School Organisations Incorporated.

Churchlands Senior High School Parents and Citizens' Association Incorporated

CONSTITUTION AND RULES

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CHURCHLANDS SENIOR HIGH SCHOOL
PARENTS AND CITIZENS ASSOCIATION INC
(“the Association”)

**TERMS OF REFERENCE FOR THE
MUSIC PARENTS’ COMMITTEE**

1. NAME

The name of the Committee is “**the Churchlands Senior High School Parents and Citizens Association Inc Music Parents Committee**” (herein called “**the Committee**”)

2. COMPOSITION

2.1. The Committee will consist of as many members of the Association as are elected at the Annual General Meeting of the Association each year PROVIDED THAT:

2.1.1. the President of the Association, the Principal of Churchlands Senior High School and the head of the music department at Churchlands Senior High School will be ex officio members of the Committee;

2.1.2. at least one member of the Executive Committee of the Association in addition to the President must be elected a member of the Committee to represent the Committee at meetings of the Association’s Executive Committee;

2.1.3. the Association’s Executive Committee may from time to time appoint members of the Association to the Committee, whether to fill vacancies or as additional members;

2.2. The Committee, once elected by the Association, shall elect from amongst its members a Convenor, Secretary and Treasurer.

3. OBJECT OF THE COMMITTEE

The object of the Committee is to promote and assist the learning of music at Churchlands Senior High School.

To enable the Committee to further its object, the Committee is authorised:

- 3.1. to open the following bank accounts:
 - 3.1.1. a bank account in the name of "*Churchlands Senior High School Parents and Citizens Association Inc (Music Parents Account)*";
and
 - 3.1.2. a bank account in the name of "*Churchlands Senior High School Parents and Citizens Association Inc (Music Tour Account)*";

PROVIDED THAT the signatories to each such account are to be any two of the President, Treasurer or Secretary of the *Association*;

- 3.2. to convene fund-raising events and raise funds on behalf of the Association for the achievement of its objects;
- 3.3. to deposit funds raised into either of its authorised bank accounts;
- 3.4. to expend its funds for purposes falling within its object in accordance with resolutions duly passed at meetings of the Committee but always subject to the proviso contained in clause 3.1 above; and
- 3.5. to convene meetings from time to time of all or any parents of music students at Churchlands Senior High School to discuss matters related to the Association's object.

4. DUTIES OF THE CONVENOR

- 4.1. The Convenor of the Committee shall preside over all meetings of the Committee at which he/she is present but in his/her absence, the Committee shall elect an acting chairperson.
- 4.2. The Convenor is responsible for ensuring that an adequate report of the Committee's activities is tabled:
 - 4.2.1. at all the Association's general meetings;
 - 4.2.2. at all meetings of the Association's Executive Committee; and
 - 4.2.3. on such other occasions as the Executive Committee of the Association requires.

5. DUTIES OF THE SECRETARY

The Secretary of the Committee:

- 5.1. shall have custody of the documents of the Committee other than its financial records;
- 5.2. shall keep full and correct minutes of its meetings; and
- 5.3. shall make the Committee's records and minutes available to the Executive Committee of the Association on request.

6. DUTIES OF THE TREASURER

The Committee's Treasurer:

- 6.1. shall keep such books of account of the Committee's financial affairs as the Association's Treasurer from time to time directs;
- 6.2. shall submit financial statements to the Association as required by the Association's Treasurer from time to time; and
- 6.3. shall make the Committee's financial records available to the Executive Committee of the Association in auditable form whenever so requested by the Association's Treasurer and in any event during January each year.

7. MEETINGS OF THE COMMITTEE

- 7.1. Meetings of the Committee shall be at such times and places as determined by the Convenor.
- 7.2. A quorum for the purposes of any meeting of the Committee shall consist of more than 50% of the members of the Committee.
- 7.3. Voting shall be by show of hands unless the Convenor directs that a secret vote be taken. Each member present at a meeting, including the Convenor shall be entitled to one vote on any resolution or election at a meeting and the Convenor shall in addition have a casting vote.

8. AMENDING THESE TERMS OF REFERENCE

These terms of reference may be amended by the Association only.

These Terms of Reference were adopted at a general meeting of the Churchlands Senior High School Parents & Citizens Association Incorporated held on 9th December 1996.

Original signed by the then President and Secretary of the Association.

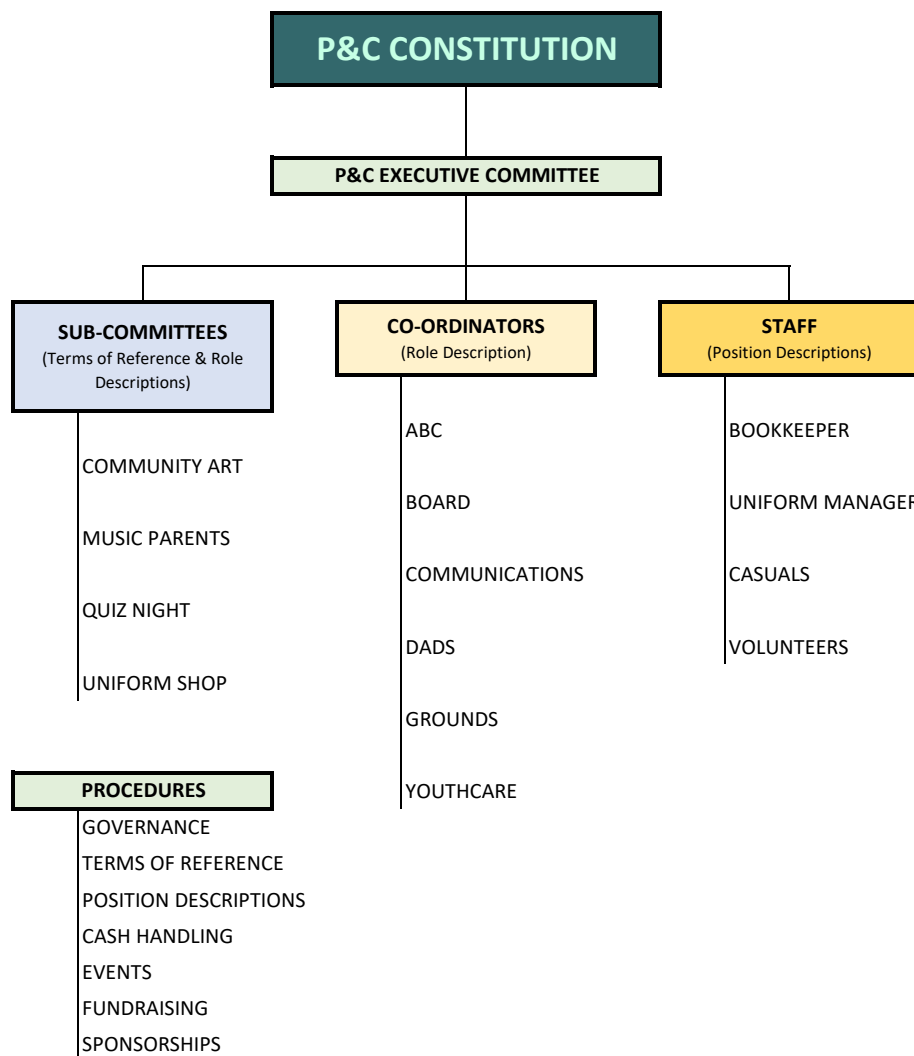
President of the Association

Secretary

CHURCHLANDS SHS P&C

2020 Calendar

2020		Mon	Tue	Wed	Thu	Fri	Sat	Sun								
January	30	31	1	2	3	4	5		Public Holidays 1-Jan-20 New Years Day 27-Jan-20 Australia Day 2-Mar-20 Labour Day 10-Apr-20 Good Friday 13-Apr-20 Easter Mon/Tues 25-Apr-20 Anzac Day 1-Jun-20 WA Day 28-Sep-20 Queens Birthday 25-Dec-20 Christmas Day 28-Dec-20 Boxing Day							
	6	7	8	9	10	11	12									
	13	14	15	16	17	18	19									
	20	21	22	23	24	25	26									
	27	28	29	30	31	1	2									
February	3	4	5	6	7	8	9		External Events 10-May-20 Mothers Day 6-Sep-20 Fathers Day							
	10	11	12	13	14	15	16									
	17	18	19	20	21	22	23									
	24	25	26	27	28	29	1									
March	2	3	4	5	6	7	8		School Holidays 1 Jan - 2 Feb 10 Apr - 27 Apr 4 Jul - 19 Jul 26 Sep - 11 Oct 18 Dec - onwards							
	9	10	11	12	13	14	15									
	16	17	18	19	20	21	22									
	23	24	25	26	27	28	29									
April	30	31	1	2	3	4	5		PD Days							
	6	7	8	9	10	11	12									
	13	14	15	16	17	18	19									
	20	21	22	23	24	25	26									
May	27	28	29	30	1	2	3		Weeks 3 & 8 each Term							
	4	5	6	7	8	9	10									
	11	12	13	14	15	16	17									
	18	19	20	21	22	23	24									
June	25	26	27	28	29	30	31		Weeks 2 & 7 each Term							
	1	2	3	4	5	6	7									
	8	9	10	11	12	13	14									
	15	16	17	18	19	20	21									
July	22	23	24	25	26	27	28		P&C Meetings Exec Mtgs MPC Meetings Board Meetings							
	29	30	1	2	3	4	5									
	6	7	8	9	10	11	12									
	13	14	15	16	17	18	19									
August	20	21	22	23	24	25	26		P&C Meetings Exec Meetings As required							
	27	28	29	30	31	1	2									
	3	4	5	6	7	8	9									
	10	11	12	13	14	15	16									
September	17	18	19	20	21	22	23		Music Events							
	24	25	26	27	28	29	30									
	31	1	2	3	4	5	6									
	7	8	9	10	11	12	13									
October	14	15	16	17	18	19	20		P&C Events							
	21	22	23	24	25	26	27									
	28	29	30	1	2	3	4									
	5	6	7	8	9	10	11									
November	12	13	14	15	16	17	18		Music Events							
	19	20	21	22	23	24	25									
	26	27	28	29	30	31	1									
	2	3	4	5	6	7	8									
December	9	10	11	12	13	14	15		Music Events							
	16	17	18	19	20	21	22									
	23	24	25	26	27	28	29									
	30	1	2	3	4	5	6									
December	7	8	9	10	11	12	13		Music Events							
	14	15	16	17	18	19	20									
	21	22	23	24	25	26	27									
	28	29	30	31	1	2	3									
								Return to school 3 Feb 2020								
								Public Holiday W/E								
								School Holiday								
								P&C General Meetings								
								MPC Meeting								
								P&C Executive Meeting								



EXECUTIVE COMMITTEE (Principal ex officio)

1	PRESIDENT	Kate Sinfield
2	VICE PRESIDENT	Ken Taylor
3	SECRETARY	Brendon Flaherty
4	TREASURER	Shirley Godfrey
5	ACT-BELONG-COMMIT	Chris Knott
6	BOARD	Chris Porteous
7	COMMUNICATIONS	Jane Powell
8	COMMUNITY ART	Jane Powell
9	DADS	Craig Stewart
10	GROUNDS	Dave Lukavecki
11	MUSIC PARENTS	Tracey Galton
12	QUIZ NIGHT	Miranda Overmeire, Kelly Flaherty
13	UNIFORM SHOP	Kelly Flaherty
14	YOUTHCARE	Nikki Harvey

STAFF

UNIFORM SHOP MANAGER	Melissa Haynes
BOOKKEEPER	Rachel Clegg
CASUALS	- Anne-Laure Gunson-Bouillet
	- Christel Pomeon
	- Miranda Overmeire
	- Rawinia Gregory
	- Toni Fitzhardinge

ORGANISATION STRUCTURE

2019 / 2020

CSHS P&C ROLE STATEMENTS

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President

Responsible to:

The P&C in General Meetings

Last Updated:

2018

Purpose

To ensure the effective operation of the P&C and that the P&C meets its legal obligations.

Responsibilities & Duties

- Ensure the P&C (including all its sub-committees) operates according to its legal requirements (as per the P&C Constitution, the School Education Act and the Associations Incorporations Act);
- Chair P&C meetings;
- Facilitate planning of P&C activities;
- Liaise with P&C committee members and ensure office bearers are fulfilling their duties;
- Liaise with Uniform Shop manager in conjunction with the Uniform Shop Coordinator;
- Manage employment agreements for all employees (paid & voluntary) and sit on all employment interviews/contract discussions;
- Address escalated issues relating to Uniform Shop operations;
- Review P&C budgets;
- Authorise payments – typically via on-line banking;
- Communicate with parents on activities of the P&C, typically via the P&C web site, newsletters, Bytes and presentations at school meetings and forums;
- Act as the 'public face' of the P&C;
- Liaise with the school administration;
- Present the P&C sponsored award at the Year 12 graduation ceremony.

A comprehensive description of the President role can be found on the WACSSO website in the P&C President's Guide.

Additional Details

Vice President

Responsible to:

The P&C in General Meetings

Last Updated:

2018

Purpose

To assist the P&C President with their role in ensuring the effective operation of the P&C.

Responsibilities & Duties

- Attend P&C meetings
- Assist at the meetings when needed, this may include taking the minutes or chairing in the President's absence.
- Become familiar with P&C operations, rules and procedures.
- Authorise payments – typically via on-line banking;
- Represent the P&C on the Building Fund Committee.
- Participate on other sub-committees if/when required.
- Manage the constitutional basis and ongoing operation of all committees

NOTE: If new to the P&C, it may be beneficial to attend a WACSSO P&C Training Session to become familiar with the functions and legal framework of a P&C.

Additional Details

Secretary

Responsible to:

The P&C in General Meetings

Last Updated:

2019

Purpose

To administer the functions of the P&C in accordance with the Constitution, Code of Conduct and best practice.

Responsibilities & Duties

- Organise and notify of meetings
- Set the meeting agenda with the President & circulate with reports prior to meetings
- Record minutes of meetings & circulate to all members
- Receive, record and direct correspondence
- Maintain and update all records – Minutes (P&C, Executive, committees), Constitution, Certificate of Incorporation, contacts, procedures, forms, etc.
- Maintain all registers – members, correspondence, WWC cards
- Complete all official notifications:
 - by 30th April each year – Principal, WACSSO
 - by 30 June – Associations Online, ATO contacts, ACNC
- Manage the TidyHQ P&C website
- Authorise payments – typically via on-line banking;
- Create & maintain a calendar of events
- Create & maintain a calendar of P&C action dates for each year
- Write letters on behalf of the P&C as directed in meetings
- Manage the Association email hosting and reallocate each year to new Committee members

A comprehensive description of the Secretary role can be found on the WACSSO website in the P&C Secretary's Guide.

Additional Details

To be effective, the Secretary must work closely with the President and be:

- Methodical,
- Impartial,
- Persistent and
- Familiar with the Constitution.

Treasurer

Responsible to:

The P&C in General Meetings

Last Updated:

2018

Purpose

To manage the P&C finances

Responsibilities & Duties

- Establish the P&C budget
- Supervise the P&C bookkeeper
- Ensure honest and accountable financial procedures are undertaken via appropriate systems & procedures, particularly with sub-committees
- Authorise payments – typically via on-line banking;
- Present written reports to P&C meetings;
- Notify the P&C of any potential financial problems
- Ensure accounts are audited in time for the AGM each year
- Represent the P&C on the school Finance Committee

A comprehensive description of the Treasurer role can be found on the WACSSO website in the P&C Treasurer's Guide.

Additional Details

- Manage all financial aspects of the annual Art Exhibition including:
 - Receipt of Entries including receipt of the entry fee
 - Issuing of receipts for entries
 - Working with the Art Coordinator to receive payments for exhibits as well as collecting the P&C commission and paying the exhibitor

Act-Belong-Commit (ABC) Committee Representative

Responsible to:

The P&C in General Meetings

Last Updated:

2018

Purpose

To liaise between the ABC / Health committee and the P&C.

Responsibilities & Duties

- To attend and contribute to ABC / Health committee meetings which are generally held twice per term.
- To report to the P&C, in regard to relevant ABC / Health committee issues.
- To contribute to discussions in regard to policy development and other strategies e.g. healthy food and drink policy, sun protection policy.

Additional Details

Art Exhibition Committee Representative

Responsible to:

The P&C in General Meetings

Last Updated:

2015

Purpose

Liaise between the Art Committee and the P&C

Responsibilities & Duties

- Represent the P&C on the Art Exhibition Committee
- Attend Art committee meetings once per month
- Present report to P&C meetings

Additional Details

Communications

Responsible to:

The P&C in General Meetings

Last Updated:

2015

Purpose

To ensure that matters relevant to the P&C are publicised within the school community

Responsibilities & Duties

- Update the P&C website
- Advertise forthcoming publication dates in the Churchlands Bytes and newsletters and coordinate submission of items
- Write P&C articles as requested.
- Report to P&C meetings

Additional Details

Fathering Coordinator

Responsible to:

The P&C in General Meetings

Last Updated:

2017

Purpose

To coordinate meetings and functions under the "Fathering" banner

Responsibilities & Duties

- Coordinate activities and volunteers required to run Fathering
- Liaise with the Fathering Project personnel
- Liaise with the Treasurer regarding Fathering financial matters
- Liaise with school staff regarding use of school facilities
- Provide promotional material for the event in liaison with the P&C Communication role
- Provide updates to P&C meetings regarding the event

Additional Details

www.fatheringproject.org.au

Good2Grow Coordinator

Responsible to:

The P&C in General Meetings

Last Updated:

2015

Purpose

To coordinate the Good2Grow fundraiser

Responsibilities & Duties

- Coordinate activities and volunteers required to run Good2Grow
- Liaise with the Treasurer regarding Good2Grow financial matters
- Liaise with school staff regarding use of school facilities
- Provide promotional material for the event in liaison with the P&C Communication role
- Provide updates to P&C meetings regarding the event

Additional Details

Grounds Committee Representative

Responsible to:

The P&C in General Meetings

Last Updated:

2015

Purpose

Represent the P&C on the school grounds committee and coordinate building fund projects

Responsibilities & Duties

- Attend school grounds committee meetings
- Report to P&C meetings on school grounds matters
- Coordinate P&C building fund projects

Additional Details

ICT Committee Representative

Responsible to:

The P&C in General Meetings

Last Updated:

2015

Purpose

To facilitate information flow between the P&C and the ICT Department

Responsibilities & Duties

- To liaise with the ICT Department
- To attend ICT Committee meetings
- To inform the P&C of ICT related matters of importance to parents

Additional Details

Music Parents Committee Representative

Responsible to:

The P&C in General Meetings

Last Updated:

2015

Purpose

Liaise between the Music Parents Committee and the P&C

Responsibilities & Duties

- Represent the P&C on the Music Parents Committee
- Represent the Music Parents Committee at P&C meetings
- Attend Music Parents Committee meetings once per month
- Present reports to P&C meetings and Music Parents Committee meetings

Additional Details

Quiz Night Coordinator

Responsible to:

The P&C in General Meetings

Last Updated:

2015

Purpose

To coordinate the annual P&C Quiz Night

Responsibilities & Duties

- Coordinate activities and volunteers required to run the Quiz Night
- Apply for Liquor License for the event
- Liaise with the Treasurer regarding Quiz Night financial matters
- Liaise with school staff regarding use of school facilities
- Provide promotional material for the event in liaison with the P&C Communication role
- Provide updates to P&C meetings regarding the Quiz Night

Additional Details

School Board Representative

Responsible to:

The P&C in General Meetings

Last Updated:

2015

Purpose

Represent the P&C on the school Board

Responsibilities & Duties

- Attend school Board meetings (typically monthly)
- Present the P&C position on matters discussed at the board as required
- Report to P&C meetings on activities of the Board

Additional Details

Uniform Shop Coordinator

Responsible to:

The P&C in General Meetings

Last Updated:

2018

Purpose

To oversee the operation of the Uniform Shop and act as the liaison between the Uniform Shop and the P&C committee

Responsibilities & Duties

- Ensure the Uniform Shop is meeting the requirements of the school
- Provide support for the Uniform Shop Manager in managing the operation of the shop
- Work with the Uniform Shop Manager to improve the operation of the Uniform Shop
- Assist at the shop approx. once per term then more frequently during new student and music uniform fittings as needed
- Prepare an update report for the monthly P&C meetings, in conjunction with the Uniform Shop Manager
- Attend Uniform Reference Group meetings; up to twice per term during school hours for discussion of new and updated uniform items
- Direct and liaise with the Uniform Shop Manager regarding:
 - Hiring, firing and management of staff
 - Supplier terms & conditions
 - Supplier payment terms (in conjunction with the Treasurer)
 - Stock levels to be held of all items
- Prepare an annual report in September each year on the operation of the Uniform Shop with recommendations for changes or improvements for the following year.

Additional Details

WACSSO Representative

Responsible to:

The P&C in General Meetings

Last Updated:

2015

Purpose

Keep the P&C informed on WACSSO matters

Responsibilities & Duties

- Keep in touch with WACSSO activities and information provided by WACSSO
- Report to P&C meetings on WACSSO activities and information
- Attend the Annual WACSSO Conference

Additional Details

Year Liaison

Responsible to:

The P&C in General Meetings

Last Updated:

2015

Purpose

To promote parent involvement in school and P&C activities.

Responsibilities & Duties

- Coordinate social events out of school for parents to meet and catch up;
- Assist with school functions and events;
- Encourage parents to come along to P&C meetings and events;
- General promotion of the school and sense of community.

Additional Details

This role can be for just one year group or for several. The role may also be shared by a number of people.

YouthCARE Liaison

Responsible to:

The P&C in General Meetings

Last Updated:

2018

Purpose

Liaise between the school Chaplains / Cambridge YouthCARE Council (CYCC) and the P&C

Responsibilities & Duties

- To keep contact with the School's Chaplains
- To contact the Chaplains prior to P&C meetings for a report so they can say how things are going within the school and see if they need anything.
- To report back to P&C members at each meeting on the activities of the Chaplains within the school.
- To attend the meetings of the CYCC as a Link person at St Nicholas Church Floreat, every 1st Thursday in the month.
- To check mails from the Secretary and members of the CYCC Committee re minutes and actions.
- To assist with fundraising activities for YouthCARE, e.g. Concert, Dinner, Quiz night, Chaplathon. To assist by promoting, selling and helping at those events.
- To report to the P&C on the activities of CYCC.
- To promote the activities through the P&C meetings, advertising through the school newsletters, emails, Bytes, and placing posters at school.
- Optional to attend the fundraising functions, but preferable for public relations between CSHS and CYCC.
- To invite and update members of CYCC of events at school, such as the Art Exhibition, Musicals, Concerts, Fertiliser Fundraiser, etc.
- To ensure that the CYCC are invited to the Principal's Thank You morning tea for Volunteers at the end of the school year.

Additional Details