

CSHS P&C Association Inc



20191202 CSHS P&C General Meeting

General Meeting and end of year dinner.

| | |
|--------------|--|
| When | 02 Dec 2019 at 7:30 PM |
| Location: | Herdsman Lake Tavern, 33 Herdsman Parade, Wembley WA 6014, Australia |
| Chairperson | Kate Sinfield |
| Minute taker | Brendon Flaherty |
| Present | Brendon Flaherty (Secretary), Shirley Godfrey (Treasurer), Tracey Galton , Neil Hunt , Chris Porteous , Jane Powell (Art Show Coordinator, Communications), Kate Sinfield (President), Ken Taylor (Vice President) |
| Apologies | Marina Biddle , Rachel Clegg , Amir Nik Eftekhari , Kelly Flaherty (Uniform Shop Coordinator), Nikki Harvey , Sandie Lam , Dave Lukavecki , Miranda Overmeire , Craig Stewart , Geana Strang |

Minutes

1. **Welcome**

The meeting opened at 7:32 pm
Kate welcomed everyone to the meeting.

[📎 2019_Dinner_Invitation.png](#)

2. **Confirmation of Minutes of previous meeting**

The minutes had been previously circulated.

[📎 20191028_Minutes.pdf](#)

Decision

The Minutes of the General Meeting of 28 October 2019 were Moved, Voted & ACCEPTED as a true record.

3. Music Parents

Tracey presented a verbal report:

- Tracey, Penny & Brendon had convened to update the Terms of Reference of the MPC
- Tracey read through the proposed changes

[ToR_2019_-_Music_Parents_Committee.pdf](#)

Decision

That the Terms of Reference of the Music Parents Committee are changed and adopted as proposed.

4. President's Report

- Westwear now claim that \$25,000 is owed by the P&C to them & they have now threatened legal action.
- This is disputed in total by the Uniform Coordinator & Manager and this has been previously documented in detail.
- Shirley has now spent lots of time with Vu and has convinced them to reduce their claim down to \$7000 and now down to \$3500
- 3 issues - 520 m of grey fabric, cut fabric and teal shirt credits.

5. Principal's Report

- No report

6. Treasurer's Report

Shirley presented her report.

- Australian Audit have provided a price on the basis the accounts are clean. This is \$2,800 versus \$5,750 from PKF.
- Uniform shop going very well financially.
- All creditors will be paid before the end of the year

[20191202_Treasurer_-_Profit_and_Loss.pdf](#)

[20191202_Treasurer_-_Balance_Sheet.pdf](#)

[20191202_Treasurer_Report.pdf](#)

Decision

Approved to ask Australian Audit to do the 2019 audit to be presented in February 2020

6.1. Spending Requests & Suggestions

Nil

7. Communications

No report

8. Art Exhibitiion

Jane had sent her final report for the Art Exhibition concluded last month. Kate read some of a separate email from Jane.

- Met earlier tonight & thinking an indigenous artist next year

9. School Board

Chris presented a verbal report:

- The Board is more actively involved in the school.

[📎 20191202_Board_Minutes.pdf](#)

10. Uniform Shop

Kelly had sent a short report

[📎 20191202_Uniform_coordinator_report.pdf](#)

11. YouthCARE

Nikki had sent a report to Kate.

[📎 20191202_YouthCARE.pdf](#)

12. Act-Belong-Commit

There was no report

13. Quiz Night

There was no report

14. Grounds

No report

15. Fathering

Craig Stewart had sent his apologies:

- No report

16. ICT

There was no report

17. General Business

17.1. Correspondence

WACSSO has confirmed that the new Constitution of the P&C has been approved by the Department of Mines, Industry Regulation & Safety.

[C19011_WACSSO_Constitution_Approval.pdf](#)

17.2. 2020 Calendar Dates

Dates have now been finalised:

- The MPC first meeting to be held on 17 February with volunteers to be nominated only for Committee positions;
- The Sundowner (6:30) to precede the AGM (7:30) on 24 February where all positions will be voted on.
- Kate to arrange the Sundowner with Neil.

[2020_P_C_Calendar_Rev_2.pdf](#)

17.3. Plan for 2020 (Yr 7 BBQ, etc.)

No discussion

17.4. Role Descriptions

Updated Role Descriptions handed to Kate to finalise.

[Form_66_-_P_C_Role_Statements.pdf](#)

18. Next meeting - AGM 24 February 2020

Meeting concluded at 8:35 and dinner was ordered.

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

Minutes of 20191202 CSHS P&C General Meeting on 02 Dec 2019

Summary of Matters Arising

Decisions

| Item | Decision |
|------|--|
| 2. | The Minutes of the General Meeting of 28 October 2019 were Moved, Voted & ACCEPTED as a true record. |
| 3. | That the Terms of Reference of the Music Parents Committee are changed and adopted as proposed. |
| 6. | Approved to ask Australian Audit to do the 2019 audit to be presented in February 2020 |

Summary of Attachments

Attachments

| Item | File Name |
|-------|---|
| 1. | 2019_Dinner_Invitation.png |
| 2. | 20191028_Minutes.pdf |
| 3. | ToR_2019_-_Music_Parents_Committee.pdf |
| 6. | 20191202_Treasurer_-_Profit_and_Loss.pdf 20191202_Treasurer_-_Balance_Sheet.pdf 20191202_Treasurer_Report.pdf |
| 9. | 20191202_Board_Minutes.pdf |
| 10. | 20191202_Uniform_coordinator_report.pdf |
| 11. | 20191202_YouthCARE.pdf |
| 17.1. | C19011_WACSSO_Constitution_Approval.pdf |
| 17.2. | 2020_P_C_Calendar_Rev_2.pdf |
| 17.4. | Form_66_-_P_C_Role_Statements.pdf |

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > 20191202 CSHS P&C General Meeting

("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 (a) Not more than four elected members one of whom shall be a member of the P&C Executive Committee (P&C MPC Liaison)
(b) In addition, the President of the Association and the head of the School of Music shall be ex-officio members.
- 2.2 The members shall be elected each year at the Annual General Meeting of the P&C Association by and from the financial and ex-officio members of the Association. In the event of a position becoming vacant on the Committee an election may be held at a General Meeting of the Association to fill the vacancy.
- 2.3 The Committee when formed shall elect from its members a Coordinator, a Secretary and a Treasurer.

3. RESPONSIBILITIES

The responsibility of the Committee is to promote and support the School of Music at Churchlands Senior High School. To enable the Committee to carry out its responsibilities, the Committee is authorised:

- 3.1 to promote and coordinate the involvement of volunteers to support the School of Music activities and events;
- 3.2 to open a bank account in the name of "Churchlands Senior High School Parents and Citizens Association Inc (Music Parents Account)" PROVIDED THAT the signatories to such account is to be any two of the President, Treasurer or Secretary of the **Association**;
- 3.3 to convene fund-raising events and raise funds on behalf of the Association for the achievement of its objects;
- 3.4 to deposit funds raised into its authorised bank account (or when funds are raised specifically for the Music Tour to deposit the funds into the appropriate school bank account);
- 3.5 to expend its funds for purposes falling within its responsibilities in accordance with resolutions duly passed at meetings of the Committee but always subject to the proviso contained in clause 3.1 above; and

- 3.6 to convene meetings from time to time of all or any parents or carers of music students at Churchlands Senior High School to discuss matters related to the Association's objects and within the responsibility of the Committee.

4. DUTIES OF THE COORDINATOR

The Coordinator of the Committee:

- 4.1 The Coordinator when present, shall preside at all meetings of the Committee. In the event of the Coordinator being absent the meeting shall elect a chair for the occasion.
- 4.2 The Coordinator shall ensure that a written report of the activities of the Committee is presented to all General Meetings of the Association (or Executive Committee) and at such times as directed by the General Meeting of the Association.

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 maintain accurate records of all members, volunteers and supporters of the Committee;
- 5.3 shall keep full and correct minutes of its meetings and include the President and Secretary of the Association on the circulation list; and
- 5.4 shall make the Committee's other records available to the Executive Committee of the Association on request.

6. DUTIES OF THE TREASURER

The Treasurer of the Committee:

- 6.1 shall ensure that the financial procedures and rules of the Association are followed at all times;
- 6.2 shall keep such books of account of the Committee's financial affairs as the Association's Treasurer from time to time directs;
- 6.3 shall submit financial statements to the Association as required by the Association's Treasurer from time to time;
- 6.4 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 December or 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 Committee, provided that not less than 48 hours notice is given, but preferably 7 days notice.



- 7.2 A quorum for the purposes of any meeting of the Committee shall consist of three of the members of the Committee.
- 7.3 All members and ex-officio members of the Committee shall be entitled to one vote on any resolution or election at a meeting and the Coordinator shall in addition have a casting vote.
- 7.4 Voting shall be by show of hands unless the Coordinator directs that a secret vote be taken.

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 2 December 2019.

President of the Association

Secretary

Coordinator of the Committee

CSHS P&C – Treasurer’s report

Meeting 02/12/2019

| 1. | <p>Account balances – 28/10/2019:</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;">24,118.45</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;">369,000.00</td> </tr> <tr> <td>Total Building fund</td> <td></td> <td style="text-align: right;">\$ 393,118.89</td> </tr> <tr> <td>CSHS Music Parents</td> <td>Cheque Account Bearing Interest</td> <td style="text-align: right;">\$20,017.64</td> </tr> <tr> <td>CSHS P&C General</td> <td>Cheque Account Bearing Interest</td> <td style="text-align: right;">184,170.86</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;">57,019.97</td> </tr> <tr> <td>Total available funds</td> <td></td> <td style="text-align: right;">\$ 245,986.12</td> </tr> </tbody> </table> | Account Name | Account Type | Balance | Building Fund | Society Cheque Account | 24,118.45 | Building Fund Saver | Business Online Saver | 1.44 | Building Fund | Term deposit | 369,000.00 | Total Building fund | | \$ 393,118.89 | CSHS Music Parents | Cheque Account Bearing Interest | \$20,017.64 | CSHS P&C General | Cheque Account Bearing Interest | 184,170.86 | CSHS P&C Saver | Business Online Saver | 4,795.29 | CSHS P&C Uniform | Cheque Account Bearing Interest | 57,019.97 | Total available funds | | \$ 245,986.12 |
|------------------------------|--|----------------------|--------------|---------|---------------|------------------------|-----------|---------------------|-----------------------|------|---------------|--------------|------------|----------------------------|--|----------------------|---------------------------|---------------------------------|--------------------|------------------|---------------------------------|------------|----------------|-----------------------|----------|------------------|---------------------------------|-----------|------------------------------|--|----------------------|
| Account Name | Account Type | Balance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Building Fund | Society Cheque Account | 24,118.45 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Building Fund Saver | Business Online Saver | 1.44 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Building Fund | Term deposit | 369,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Building fund | | \$ 393,118.89 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CSHS Music Parents | Cheque Account Bearing Interest | \$20,017.64 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CSHS P&C General | Cheque Account Bearing Interest | 184,170.86 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CSHS P&C Saver | Business Online Saver | 4,795.29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CSHS P&C Uniform | Cheque Account Bearing Interest | 57,019.97 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total available funds | | \$ 245,986.12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | <p>School funding requests: Grounds project update:</p> <ul style="list-style-type: none"> - Phase 1 cost \$200,000, finance committee has given ‘in principle’ support for the project to go ahead for the Yr 7 & 8 area. - P&C will be requested to fund aspects of this project. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | <p>2019 audit:</p> <ul style="list-style-type: none"> - Proposals for 2019 audit: <ul style="list-style-type: none"> o PKF, fee increased by 27% to \$5,750 + GST o Australian Audit - \$2,800 + GST <ul style="list-style-type: none"> ▪ Viral Patel, Registered company auditor. ▪ Practice in CBD <p>Propose:</p> <ul style="list-style-type: none"> - Appoint Australian Audit to audit the P&C’s 2019 accounts. - Treasurer to advise Australian Audit and PKF re outcome of the decision. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | <p>Funding requests approved/paid in 2019:</p> <ul style="list-style-type: none"> - General funds: - \$24,000 – Computers – to be paid week ending 6/12 - \$7,000 - Graduation sashes - \$2,000 - Cybersmart presentations - \$2,000 – Gelliplates - \$320 - Newer Stabilisers - \$480 - RU OK day - \$35,000 - Cambridge YouthCARE - \$4,000 - House reward programme - \$6,000 - Alumini website - \$150 - Dads meeting - \$600 – Fruit for Fun Run - Building fund: - \$24,000 – Toilet project – to be paid week ending 6/12 - \$77,900 - Tiling for toilet blocks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | <p>Year to date results:</p> <ul style="list-style-type: none"> - Parent contributions: <ul style="list-style-type: none"> o YTD - \$102 (additional \$22K received on 29/11/2019) - Uniform shop: <ul style="list-style-type: none"> o Net sales YTD \$425,280, and \$28,919n profit (vs 10% of sales as agreed) o Stock is \$136K, reduced by \$123K from \$259K at 31/12/2018 (decrease due to leavers jacket sales, stock still to be received & paid for). o All funds advanced from the General Account have been repaid. 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Balance Sheet

CHURCHLANDS SENIOR HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC

As at 31 December 2019

31 Dec 2019 31 Dec 2018

Assets

| | 31 Dec 2019 | 31 Dec 2018 |
|--------------------------------|----------------|----------------|
| Bank | | |
| Aus Post Load & Go | 493 | 348 |
| Cash float - general | 500 | 500 |
| Cash float - uniform shop | - | 200 |
| CBA Building cash mgt 7935 | 1 | 20,126 |
| CBA Building Fund 2439 | 24,118 | 70,986 |
| CBA Building Fund term deposit | 369,000 | 372,843 |
| CBA Cash Management A/C 5867 | 4,795 | 4,795 |
| CBA general cheque A/C 6114 | 184,171 | 24,196 |
| CBA MPC cheque A/C 3045 | 11,778 | 20,757 |
| CBA Uniform cheque A/C 5832 | 69,287 | 76,708 |
| Total Bank | 664,144 | 591,459 |
| Current Assets | | |
| Accounts Receivable | 1,963 | 128 |
| Accrued Interest Income | - | 789 |
| Electronic Clearing Account | - | 20 |
| Petty cash - uniform shop | 304 | 385 |
| Prepayments | 26,261 | 21,428 |
| Uniform new stock | 136,086 | 259,200 |
| Uniform secondhand stock | - | 3 |
| Uniform shop float | 400 | - |
| Total Current Assets | 165,013 | 281,953 |
| Fixed Assets | | |
| Office Equip Accum Depn | (2,834) | (1,890) |
| Office Equipment at Cost | 5,473 | 5,473 |
| Plant & Equip Accum Dep | (68) | (45) |
| Plant & equipment at Cost | 1,364 | 1,364 |
| Total Fixed Assets | 3,934 | 4,901 |
| Total Assets | 833,092 | 878,312 |

Liabilities

| | | |
|---------------------------------|--------|--------|
| Current Liabilities | | |
| Accounts Payable | 79,505 | 66,118 |
| Accrued Expenses | - | 4,500 |
| ATO - Integrated client account | - | 4,421 |
| GST | 3,531 | 147 |
| PAYG Withholding Payable | 2,174 | - |
| Rounding | - | - |
| Superannuation Payable | 1,255 | 3,351 |

Balance Sheet

| | 31 Dec 2019 | 31 Dec 2018 |
|----------------------------------|----------------|----------------|
| Tax Rounding Account | - | - |
| Unearned income | 7,556 | 4,780 |
| Total Current Liabilities | 94,021 | 83,317 |
| Total Liabilities | 94,021 | 83,317 |
| Net Assets | 739,071 | 794,995 |

Equity

| | | |
|------------------------------|----------------|----------------|
| Current Year Earnings | (55,925) | 75,419 |
| Membership Funds Carried Fwd | 772,719 | 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 | 739,071 | 794,995 |

Profit and Loss

CHURCHLANDS SENIOR HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC

All Jobs

1 January 2019 to 31 December 2019

| | ART - Art exhibition | BUI - Building Fund | GEN - General | MPC - Music Parents | QZN - Quiz Night | UNI - Uniform shop | 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 | - | - | 102,837 | - | - | - | 102,837 |
| Interest - Cash Management Acc | - | - | 51 | - | - | - | 51 |
| Interest - term deposit | - | 6,225 | - | - | - | - | 6,225 |
| 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 | - | - | - | 660 | - | - | 660 |
| MPC Parent Donations - Hampers | - | - | - | 1,575 | - | - | 1,575 |
| MPC Sausage Sizzle - Bunnings | - | - | - | 2,500 | - | - | 2,500 |
| New uniforms | - | - | - | - | - | 425,280 | 425,280 |
| P&C Membership Fees | - | - | 71 | - | - | - | 71 |
| Quiz Nite revenue | - | - | - | - | 10,346 | - | 10,346 |
| Total Income | 36,962 | 6,225 | 102,959 | 26,603 | 10,346 | 425,280 | 608,376 |
| Less Cost of Sales | | | | | | | |
| Cost of New Uniforms | - | - | - | - | - | 300,916 | 300,916 |
| Discount received | - | - | - | - | - | (453) | (453) |
| Shortfall in cash | - | - | - | - | - | 208 | 208 |
| Uniform stock take adjustments | - | - | - | - | - | 83 | 83 |
| Uniform stock write-offs | - | - | - | - | - | 963 | 963 |
| Total Cost of Sales | - | - | - | - | - | 301,716 | 301,716 |
| Gross Profit | 36,962 | 6,225 | 102,959 | 26,603 | 10,346 | 123,564 | 306,660 |
| Less Operating Expenses | | | | | | | |
| Alcohol Purchases | 453 | - | - | 2,157 | - | - | 2,610 |
| Art Show - Artist payments | 25,278 | - | - | - | - | - | 25,278 |

Profit and Loss

| | ART - Art exhibition | BUI - Building Fund | GEN - General | MPC - Music Parents | QZN - Quiz Night | UNI - Uniform shop | Total |
|-----------------------------------|-------------------------|---------------------------|------------------|------------------------|---------------------|--------------------------|-----------------|
| Bank Charges | 13 | - | 211 | 20 | - | 154 | 398 |
| Business package insurance | - | - | 232 | - | - | 2,720 | 2,952 |
| Chaplaincy Support | - | - | 35,000 | - | - | - | 35,000 |
| Computer Expenses | - | - | 1,098 | - | - | - | 1,098 |
| Depreciation Expense | - | - | 473 | 273 | - | 221 | 967 |
| Donations [60240] | - | 24,000 | 24,000 | - | - | - | 48,000 |
| Donations for music equipment | - | - | - | 7,429 | - | - | 7,429 |
| Donations to school | - | 77,900 | 22,400 | 20,678 | - | - | 120,978 |
| Employsure | - | - | - | - | - | 2,344 | 2,344 |
| Event Catering Expenses | 687 | - | 1,036 | 4,867 | - | - | 6,590 |
| Event General Expenses | 676 | - | - | 233 | 2,948 | - | 3,857 |
| Internet Expenses | - | - | 700 | - | - | - | 700 |
| Liquor Licences | - | - | - | 275 | - | - | 275 |
| Meeting expenses | - | - | 208 | 163 | - | - | 371 |
| Merchant Fees | - | - | 347 | - | - | 4,569 | 4,917 |
| Postage | - | - | - | - | - | 18 | 18 |
| Printing & Stationery | - | - | - | - | - | 214 | 214 |
| Resilience Program | - | - | 500 | - | - | - | 500 |
| Shopify Fees | - | - | - | - | - | 1,146 | 1,146 |
| Sundry Expenses | - | - | - | - | - | 166 | 166 |
| Superannuation expense | - | - | 1,040 | - | - | 6,422 | 7,461 |
| Trybooking Fees | 97 | - | - | - | - | - | 97 |
| Uniform Shop expenses | - | - | - | - | - | 4,396 | 4,396 |
| WACSSO Affiliation Fees | - | - | 1,032 | - | - | - | 1,032 |
| Wages and salaries | - | - | 10,943 | - | - | 69,949 | 80,892 |
| Workers compensation insurance | - | - | - | - | - | 2,327 | 2,327 |
| Y12 Medallions | - | - | - | 572 | - | - | 572 |
| Total Operating Expenses | 27,204 | 101,900 | 99,220 | 36,667 | 2,948 | 94,645 | 362,585 |
| Net Profit | 9,758 | (95,675) | 3,739 | (10,064) | 7,398 | 28,919 | (55,925) |

SCHOOL BOARD MINUTES – MEETING NO. 6 OF 2019

HELD IN THE CONFERENCE ROOM ON THURSDAY, 31 OCTOBER 2019

ATTENDEES: John Gillon (Community Member and Chair), Neil Hunt (Principal), Chris Porteous (P & C Representative), Grant Brinklow (Elected Parent Member), Katherine Sturley (Elected Parent Member), Justin Forbes (Elected Parent Member), Jane Hegarty (Staff Member), Steve Galvin (Staff Member), Kate Grayson (Associate Principal - Middle Secondary), Arlene Thomas (Manager of Corporate Services) and Kylie Hearle (Minutes). Meeting commenced at 5.30 pm.

Guest Wi-Fi Password:

| AGENDA ITEM NO. | ITEM / DECISION | SPEAKER | ACTION/OUTCOME | Supporting Documents |
|-----------------------|-----------------|--------------|---|--|
| 1. | Apologies | John Gillon | Tracey Gralton (Alumni Representative) | |
| 2. | Welcome | Kate Grayson | Kate spoke to the documents tabled and general discussion took place on the criteria, placing limits on the number of nominations, extraordinary staff to be applauded and the HAT (Higher Accomplished Teaching) language to be used, four categories which include leadership in teaching, organisational, students services and leadership of staff. The award could be based around a combination of reward and be a combination of financial and professional development. The recipient would present their professional development idea in writing and would be during the school term. | <<CSHS Staff Recognition Awards.docx>> <<Sample Staff Award Certificate.pdf>> |

| | | | |
|----|---------------------------|--|--|
| | | <p>Acknowledgement and appreciation by colleagues is seen to be important. The recipient/s would be required to share their experience to the Board and staff and also to be posted on social media and other advertising methods.</p> <p>It was recommended that the smaller the number the more that it means, so try to keep it to four or five.</p> <p>Nomination to go firstly need to the school's Executive team before being finally presented to the School Board.</p> <p>The award/s would be presented at the Christmas morning tea and Board members to be in attendance to present.</p> <p>Kate to present the idea to the Churchlands Foundation to seek financial assistance for this to happen. Chris suggested that the P & C also should be contacted.</p> <p>All Board members agreed that this was a great idea and that it be perpetual until a further motion is passed to not continue.</p> <p>Resolution:</p> <p>That the School Board support the implementation of a staff recognition award program with the inaugural year be 2020.</p> <p>Moved John Gillon, seconded Neil Hunt. Carried unanimously.</p> <p>Kate to work out all the details well in advance and with a timeline.</p> <p>John thanked Kate for her attendance and presentation.</p> | |
| 3. | Acceptance of the Minutes | <p>Resolution:</p> <p>That the minutes of the meeting held on the 26 September 2019 be accepted as tabled.</p> <p>Moved: Katherine Sturley, seconded Grant Brinklow. Carried unanimously.</p> | |

4. Business arising from Minutes

- Critical incident information to be placed in the school's Information Booklet for 2020. Wording to be used received from North Metro Regional Education Office as below:

CRITICAL SCHOOL INCIDENT INVOLVING POLICE

When the school has a critical incident, the safety and welfare of students and staff are at the forefront of any decision. It is our practice to share general information about a concerning incident to the parents who need to know. That could be an individual class, a year group or the entire school community.

Infrequently we will need to refer an incident to police. Once this happens, it is the West Australian Police who become the lead agency in the incident management. We can only share information released and endorsed by Police that will support the safety and welfare of students and staff whilst not compromising an ongoing investigation. Updates will be provided if and when new information is endorsed by Police.

On these rare occasions, internally, we also contact the North Metro Education Office to register the incident. It is their role to support the school with any liaison between our Department and Police. Our aim is always to share as much information to parents as we can, being mindful that we have an obligation to support the Police in their investigative role.

Resolution:

Moved that the Critical School Incident Involving Police wording be added to the school's Information Booklet.

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| | | | Moved: John Gillon, seconded Justin Forbes. Carried unanimously. | |
| 5. | Finance Report | Neil Hunt & Arlene Thomas | <p>The following documents are attached for consideration:</p> <ul style="list-style-type: none"> • School Board Finance Report as at 30 September 2019 • Information to read in conjunction with the Finance Report • Contributions and Charges - Collection Rates as at 30 September 2019 • Comparative Budget Report • Financial Summary - Budget Summary • Checklist for Business Manager • Draft One Line Budget for 2020 <p>Arlene gave an overview of the financial accounts and how the figures are derived. Every month the accounts are completed, reconciled and BAS statements finalised, these are signed off by the Principal, and reported to Head Office. If there are any concerns the Head Office will flag and require to be resolved before moving on.</p> <p>The financial documents are provided for information. The endorsement of income/expenditure is the job for the Finance Committee and the School Board has it's representative on this committee in Chris Porteous.</p> <p>Arlene advised the Contributions and Charges show comparison from the previous year against the current year. There is a self-assessment audit completed each year, along with an internal audit every second/third year and then followed up with an audit from the Office of the Auditor General who attend the school for a week almost every other year. This is where they ensure that policies and procedures are being followed.</p> | <p><<School Board Finance Report as at 30 September 2019.pdf>></p> <p><<Information to read inconjunction with Finance Report.pdf>></p> <p><<Voluntary Contributions and Charges Collection Rates as at 30 September 2019.pdf>></p> <p><<One Line Budget 2020.xlsx>></p> <p><<GL25001_Comparative Budget Report.pdf>></p> |

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| | | <p>Chris advised that the Finance Committee look at expenditure against the budget and whether it meets a certain criteria. Decisions are made as to whether the expenditure is necessary and where the funding is to come from. Chris believes that the process works well.</p> <p>John would like the School Board to be alerted if anything out of the ordinary arises. The only concern is the amount of time that contract works takes to be completed.</p> <p>A meeting is to be held next week with the Department to understand the guidelines for fundraising.</p> <p>The one line budget figures were explained individually by Neil and noted by all members present in its current form.</p> <p>The general reserve account is for the items that the school decides are required. The swimming pool reserve funds have been allocated to the general reserve and used for the upgrade of the swimming pool and the rest of the funds will be used for the new commercial kitchen, upgrade of the pool change rooms/plant room and textiles studio. The upgrade of the change rooms and plant room will commence in April 2020.</p> <p>It was agreed that no further information is required to be submitted to the School Board meetings other than what is currently supplied.</p> | <p><<GL25051_Financial Summary - Budget Summary.pdf>></p> <p><<SRS - Finance for Schools - MAZEv.9 - EOM Checklist for Business Manager Registrar v8.3 February 2017 (1).pdf>></p> |
| 6. | Correspondence In | Nil. | |
| 7. | Correspondence Out | Nil. | |

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| 8. | Principal's Report | Neil Hunt | <ul style="list-style-type: none"> Attached as an addendum (Principal's Report) <p><u>Capital Works:</u></p> <p>The three major projects to occur are a new commercial kitchen/textile studio, swimming pool and plant upgrade and the Solar Panel project. The tender review panel for the Solar Panel project has approved the process and a meeting will be held next week.</p> <p><u>Staffing for 2020:</u></p> <p>There are some Executive and Heads of Department changes occurring in 2020 mainly due to Long Service Leave and there will be some further shuffling to ensure essential staff needs are met for 2020.</p> <p><u>Selective Entry International Program:</u></p> <p>Five students in each of the six schools will commence in Semester Two of 2020. Each student is from mainland China or Hong Kong and the testing and selection process will occur in January 2020. After four years there will be no more than 20 students in each school. Expectation that these students will be of a very high standard. The school will monitor the amount of students in each year group and the school will have the ability to decline students if there are not enough space for these students.</p> <p><u>Draft Business Plan (attached):</u></p> <p>There are some changes to be made to the current form however Board members are requested to read and feedback is welcomed. The key focus is getting the best possible results</p> | <p><<Principal's Report for School Board meeting 31 October 2019.docx>></p> <p><<Business Plan 2020-2022.docx>></p> |
|----|--------------------|-----------|---|---|

for the students, and to create capable and competent teachers and providing the leadership to make this happen.

Emphasis is still on the use of technology in the classroom as part of the teaching and learning process. Positive education and wellbeing has become a major emphasis.

Steve Galvin spoke to how this has occurred and the surveys that were completed in 2018 which students, staff and parents participated in. A number of staff members have completed and attended professional development in the area of wellbeing and positive education.

This has been filtered through the Business Plan and the wellbeing focus has now created the opportunity for the Institute of Positive Education coming to the school on the 20 - 22 November. Forty staff members will be involved from across the school and will do an intensive three day PD on the principles of positive education. This will then lead into how it can be implemented across the school.

The focus is to learn it and live it. Throughout 2020 opportunity will be given to staff to engage fully within the program and with the aim to continue to offer the PD to a new band of staff.

During 2020 another aim is to minimise the amount of assessments and reporting with the objective to develop staff wellbeing which will then turn into assisting student wellbeing.

Further investigation is taking place on completing further surveys that are comparable to other organisations, and the following year again providing further comparison.

The abridged version of the Business Plan will be sent out a week before the next meeting.

Professional Development Days for 2020

Resolution:

The three optional Professional Development days for 2020 be:

| | | | | |
|-----|------------------|----------------|--|--|
| | | | <ul style="list-style-type: none"> • Friday, 6 March • Thursday, 28 May • Wednesday, 9 September <p>Along with the mandated Professional Development Days of Thursday 30 January, Friday 31 January and Friday 18 December.</p> <p>Moved: John Gillon, seconded Justin Forbes. Carried unanimously.</p> | |
| 9. | General Business | John Gillon | <p><u>Churchlands Foundation:</u></p> <p>John had written to the Director General about the long processes that has occurred regarding the Solar Panel project. It is John's intention to follow up. John advised that he had been informed by Neil Hunt that the tender has now been formally awarded for the Solar Panel project and the tender now authorised to proceed. The P & C contribution for the Project will now be requested.</p> | |
| 10. | | Chris Porteous | <p><u>P & C Report:</u></p> <p>The P & C has the monies in a term deposit for the Solar Panel project and will be reimbursed to the Foundation as early as can be arranged or via the school if necessary.</p> <p>Discussion took place on the constitution and how it affects sub-committees, management of that and how it relates to the Music Department.</p> | |
| 11. | | John Gillon | <p><u>Alumni Report:</u></p> <p>A very successful 50th Anniversary of the class of 1969 was held last week - congratulations and thanks to Tracey Gralton and her group of helpers. Three new Churchlands Champions were awarded: Clive Choate, Alan Bishop and Paul Vogel.</p> <p>The data base is still improving and always being worked on.</p> | |

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|-----|----------------|-------------------|---|--|
| 12. | | Katherine Sturley | Katherine asked about the mobile phone policy to be brought in by the government to commence in 2020. Neil advised that the Churchlands policy will not change and was brought in to keep students communicating whilst on school grounds. | |
| 13. | Meeting closed | | Meeting closed at 7.02 pm. | |
| 14. | Next Meeting | | Thursday, 28 November 2019 | |

Uniform Co-ordinator Report 2 December 2019

- Shop is working efficiently; Melissa has become familiar with staff suppliers and school systems and appears to be handling things very well. It is an incredibly busy time with Year 7 intake having all their fittings, music tour and general end of year rush for colour change polos. No issues have arisen during this period.
- Melissa is keeping staff to the tightest roster possible during the end of year rush, as she is very mindful of budget expectations. End of year has not occurred yet – so fingers crossed we can get close to the 10% in spite of the supplier issues that took up a good portion of the year (and therefore staffing expenses associated with said issues)
- Melissa and I are in regular contact during this busy phase, and she knows she has full backup whenever she needs it from the P&C as a whole. She has taken good charge of business with her confidence growing each week. We will be working together during the stock take on the 19th – **Shirley: has the Auditor confirmed he will be attending as we have previously discussed?**
- ANY P&C members able to volunteer a couple of hours of their time to assist with counting stock on the 19th would be greatly appreciated – we need to know ASAP so as to organise the day. Please email either me (uniformcoordinator@churchlandspc.com.au) or Melissa (uniformmanager@churchlandspc.com.au) to announce/confirm your availability on the day.
- Melissa is also focussing on checking current procedures, creating and/or updating documents as she goes along. Financial processes previously requested by the treasurer have been located and updated on the one drive for P&C members to access.

YouthCARE Report, 2nd December 2019

- Apologies for not attending the meeting tonight.
- Happy Christmas and safe holidays to everyone.

Role Statement for YouthCARE Rep

- Minor changes attached.
- The Council has changed its name from Cambridge to Churchlands.
- Query regarding principal's morning tea for volunteers (couldn't see it on the calendar?).

Funding for school chaplains

- Education Department released information to schools regarding approval of funding applications last week, YouthCARE is in the process of following up with principals in regards to additional funding from the school to determine the allocation of school chaplains for 2020.

Sausage sizzle

- Held at Bunnings, Innaloo on Saturday 9th November 2019.
- Approximately \$1005 was raised which was slightly lower than expected but probably due to the very hot weather.
- The students from Churchlands SHS who assisted did a great job.

Christmas at Lake Monger Festival

- Thursday 19th December 2019, 4.30pm-8.30pm, Lake Monger Reserve.
- Free community event hosted by the Town of Cambridge.
- The Churchlands YouthCARE Council choir is performing at 7.30pm.
- Choir members urgently wanted, please contact Pam Richards on 93416454 (or email me) if you or anyone you know would like to join them.
- Please come down to watch and support the YCC.

Last YCC Meeting for 2019

- Thursday 5th December 7pm, St Nicholas Church Hall.
- All the chaplains in the Churchlands Council area have been invited to attend.

AGM

- 5th March 2020, St Nicholas Church Hall, Floreat.

Wembley Downs Church of Christ Book Sale

- 28th March 2020.

YouthCARE Liaison

Responsible to:

The P&C in General Meetings

Last Updated:

2018

Purpose

Liaise between the school Chaplains / **Churchlands** **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

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,

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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.

Churchlands Senior High School Parents and Citizens' Association Incorporated

CONSTITUTION AND RULES

- 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

Churchlands Senior High School Parents and Citizens' Association Incorporated

CONSTITUTION AND RULES

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.

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'**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.

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Updated: 26 November 2019

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:

2019

Purpose

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

To liaise with WACSSO and speak about WACSSO activities and communications and report on current educational issues.

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
- 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

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 members 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.

Ensure compliance with all elements of **Clause 16 – The Honorary Secretary** of the P&C Constitution

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:

2019

Purpose

To manage the financial procedures and finances of the P&C

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:
 - Uniform Shop
 - Art Show
 - Good 2 Grow
 - Quiz Nite
 - Any other P&C activities
- 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
- Notify the ATO of the current Office Bearers (at least two of the President, Vice President, Secretary & Treasurer to be current at any time)
- Submit the ACNC annual report by 30 June for the previous year

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

Ensure compliance with all elements of **Clause 17 – The Honorary Treasurer** of the P&C Constitution

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 Working Group Convenor

Responsible to:

The P&C in General Meetings

Last Updated:

2019

Purpose

To coordinate the delivery of the annual P&C Community Art Exhibition

Responsibilities & Duties

- Coordinate the delivery of the annual P&C Community Art Exhibition
- Liaise between the P&C and the Art Exhibition Working Group
- Organise and attend Art Exhibition Committee meetings as required
- Present report to P&C meetings

Additional Details

The P&C Community Art Exhibition is an important community outreach event for the School and very popular with the local arts communities.

The convenor coordinates a team of volunteers to deliver the annual P&C Community Art Exhibition. The exhibition is usually held over a weekend during the year 11 and 12 exam weeks in May/June each year.

The exhibition is open to professional, hobby and emerging artists. An accomplished / renowned artist is invited to be the guest artist. The guest artist is invited to submit ten pieces of work. The exhibition spaces can cater for about 100 artists who work on canvas, paper, board i.e. work that is hung, and 30 3D artists e.g. sculptors, jewellers and glass and textile makers whose work is displayed on horizontal surfaces and mannequins.

The working group convenes in November /December to choose the guest artist and select a convenor, exhibition dates and guest artist and assign roles.

Invitations to apply are emailed in February to all artists on the exhibition database held by the school. Applications are submitted online via an online ticketing systems e.g. Trybooking as organised by the working group. Applications close two (2) weeks prior to the exhibition.

The group usually meets monthly in February and March to organise the event and then more regularly leading up to the event.

Communications Liaison

Responsible to:

The P&C in General Meetings

Last Updated:

2019

Purpose

To ensure that matters relevant to the P&C are publicised within the school community and as appropriate to the wider community

Responsibilities & Duties

- Work with the School to ensure the P&C pages on the School's website are current
- Advertise forthcoming event dates in the Churchlands Bytes, School and P&C Facebook pages and email blasts to parents and caregivers and coordinate submission of items to School newsletters
- Write P&C articles as requested.
- Report to P&C meetings

Additional Details

The main contact person for P&C communications within the School is the Principal's Executive Assistant (Claire Curtis)

Three people coordinate the communications within the School community. Requests for specific communications should be directed to the relevant coordinator.

- Bytes – Helena Francis / Belinda Mackay
- School website including events calendar – Nawal Kurson / Helena Francis
- Email blasts to parents and caregivers and staff – Claire Curtis

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:

2019

Purpose

To coordinate the Good2Grow fundraiser

Responsibilities & Duties

- Coordinate activities and volunteers required to run Good2Grow
- Liaise with the Treasurer regarding Good2Grow financial matters and follow all financial procedures
- 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:

2019

Purpose

To 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

- Liaise with the ICT Department
- Attend ICT Committee meetings
- 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

To 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 as scheduled (usually twice per term)
- Present reports to P&C meetings and Music Parents Committee meetings
- Ensure minutes of MPC meetings are forwarded to the P&C Secretary

Additional Details

Quiz Night Coordinator

Responsible to:

The P&C in General Meetings

Last Updated:

2015

Purpose

To coordinate the delivery of 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 President (and have the President sign) donation request and thank-you letters that are to be officially used to collect donations
- 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
- Send thank-you letters in a timely manner
- Manage the Try Booking website access for bookings and reporting of the event tickets, etc.
- Hand over the Try Booking and Google Drive details to incoming Coordinator and Secretary

Additional Details

School Board Nominee

Responsible to:

The P&C in General Meetings

Last Updated:

2019

Purpose

To 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 Reference Group Representative

Responsible to:

The P&C in General Meetings

Last Updated:

2019

Purpose

To participate in the Uniform Reference Group on behalf of the P&C

Responsibilities & Duties

- Attend Uniform Reference Group meetings – up to twice per term during school hours for discussion of new and updated uniform items;
- Ascertain and report P&C views to the URG on any matters of importance regarding uniforms;
- Assist with any research or surveys required by the URG;
- Assist to build and retain corporate knowledge regarding uniforms at Churchlands SHS;
- Provide support for the Uniform Shop Coordinator

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 Manager is aware of, and working towards meeting the mandates set out by the P&C and 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
- Check that procedures are written and updated regularly to meet the needs of the P&C and the school
- Assist at the shop as required to support the Manager
- 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
- Liaise with, and request support / mediation from the President if issues arise that need additional support
- 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
 - All staff having an up-to-date Working With Children card
- 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

- Liaise with the Treasurer / Bookkeeper to ensure wage rates are up-to-date – changes bi-annually generally in July & November

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