

MEETING MINUTES - Annual General Meeting

DATE: Monday, 24th February 2025

LOCATION: Choral Studio

Meeting started: 7.37pm

1. **Welcome** by president, Gabriella Jerrat

2. **Attendees**

Gabriella Jerrat (Chair), Neil Hunt, Kate Grayson, Fatos Kursunlu, Nikki Harvey, Tracey Gralton, Liz Tilmouth, Dominik Eddy, Silvia Collasius, Danijela Kambaskovic-Schwartz

Apologies

Shirin Shad, Candice Daniels

Membership forms were completed and handed to Nikki. Annual membership fees of \$1 were collected by Liz

3. **Confirmation of Minutes of Previous Meeting held on 27 November 2024**

Action - Nikki moved, Tracey seconded. The Minutes were unanimously accepted as a true record.

4. **Business Arising from Previous Meeting**

Nil

5. **Correspondence**

Nikki read a letter from Steve Jansz of YouthCARE thanking the P&C for their donation in 2024.

6. **Reports**

(6.1) **President**

- Gabriella acknowledged the role that the P&C plays in schools. She thanked all the members who contributed to the P&C last year. Thanks to Liz for stepping into the role of Treasurer mid-year, thanks to Nikki for her work as Secretary, YouthCARE Liaison and Art Show Committee member and thanks to Shirin, Tracey and the other members of the MPC for all their efforts.

- A special thank you to Neil, CSHS Principal, for his continued support of the P&C and thank you for making his admin support available, their help is also greatly appreciated. And to Kate Grayson, for her support as Acting Principal, P&C financial member and for her help with the Art Show.
- The Year 7 BBQ was held last week and was well attended which reflects the enthusiasm and engagement within the school community. Along with other school initiatives, the P&C provides opportunities to maintain and nurture this interest.
- In 2024 we continued to consolidate previous efforts. We are looking ahead to bigger projects this year such as the construction works for the school entry/Memory Place.
- Some of the significant funding by the P&C in 2024 included:
 - \$35,000 for the chaplaincy program.
 - \$56,000 for upgrading aircon to classrooms.
 - \$24,800 for lawn management to the ovals.
 - \$16,000 for STEM and other classes, including software, Plasma Cutter, textiles tables.
 - \$7600 for student education, focusing on personal development and resilience.
 - \$1600 for building a sense of community including the Year 7 BBQ, inter school team training and the Fun Run.
- Gabriella confirmed that after 3 years as President, she will be stepping down from this role. Nikki thanked Gabriella on behalf of the P&C for her dedication, excellent leadership and support over the last three years.

(6.2) Principal

Neil spoke to his report which had been circulated:

- The 2024 academic results were very pleasing, highlights include:
 - 1 general Exhibition and 2 subject Exhibitions.
 - 97 CSHS students had an ATAR score above 90.
 - The school's median ATAR score was 87.8.
 - All but two courses of study were above the state average.
 - The Humanities Faculty was a standout with six of seven courses in the top 15% statewide.
- The Annual Report which will be available by the end of Term 1 will provide more detail on how the school is meeting its targets.
- Numerous subject and course changes were requested by students/parents and in most cases, these have been accommodated.
- This term will be busy with events such as Year 7 day camps, Year 9/10 Music camps, NAPLAN and OLNA, Parent-Teacher interviews and swimming carnivals.

- The school is trialling the "To Do" option within Microsoft Office in place of a diary. Students will be taught how to use this during their Form time.
- The assessment policy is being updated and will be brought to the board for endorsement.
- PAPERLY is being used instead of QKR for parents to approve and pay for excursions, and pay contributions and charges.
- Interim reports for Year 7 and Year 11 students will no longer be issued. Neil has asked all teachers to ensure that information relating to students' progress is entered into SEQTA ahead of the Parent-Teacher interviews on 3 April 2025.

(6.3) Treasurer

Liz spoke to her comprehensive report which had been circulated:

- The P&C gets audited every year and the audit fees were included in the report.
- In 2024, the majority of P&C funds came from parent contributions, Uniform Shop sales, the Art Show and MPC fundraising events.
- Overall, figures were comparable with 2023.
- In 2024, the P&C donated over \$178,000 to the school.
- The net expenditure was -\$42,174 and the P&C reported a balance of \$645,821 as at 31 December 2024.
- Thanks to Melissa and staff at the Uniform Shop, and to Shirley for her role as bookkeeper.
- Liz thanked the P&C Members and Executive Committee for their contributions last year.
- Liz proposed the following resolutions for consideration:

- (i) To ratify the acceptance and signing of the Financial Report, the Report of Office Bearers and the Statement of Office Bearers on pages 2,3 and 14 of the Financial Report for the year ended 31 December 2024 by the President and Treasurer, in accordance with a resolution of the Executive Committee.

Action – Liz moved, Neil seconded. The resolutions was unanimously agreed.

- (ii) To ratify that the P&C can pay its debts as and when they fall due (solvency statement) made by the Executive Committee in the Statement of Office Bearers and signed by the President and Treasurer in accordance with a resolution of the Executive Committee. Statement.

Action – Liz moved, Neil seconded. The resolutions was unanimously agreed.

- (iii) To appoint Australian Audit as auditors for the year ended 31 December 2025.

Action – Liz moved, Neil seconded. The resolutions was unanimously agreed.

- (iv) To make an election to hold all fundraising events for the next year (until the next AGM) as input taxed for GST purposes.

Action - Liz moved, Neil seconded. The resolution was unanimously agreed.

(6.4) MPC

- The MPC had a meeting on 7 February 2025 and there was a good turnout, especially from Year 7 parents.
- The music tour will be in Europe in 2026.
- The MPC Minutes had been circulated.

Action - Fatos moved, Tracey seconded. The MPC Minutes were unanimously accepted as a true record.

7. **Nomination and Election of Office Bearers for 2025**

The meeting was paused to allow members to discuss the roles and responsibilities of the Executive Committee positions and to complete P&C Executive nomination forms. The list of positions was read out by the President along with the nominations that had been received.

The following nominated persons were elected unopposed:

- **President:** Danijela Kambaskovic-Schwartz
- **Vice-President and WACSSO Delegate:** Silvia Collasius
- **Secretary:** Nikki Harvey
- **Treasurer:** Elizabeth Tilmouth
- **MPC Committee:**
 - **Coordinator:** Vivienne Travlos
 - **Secretary:** Ana Lacey
 - **Treasurer:** Yana Goncharov
 - **P&C Liaisons:** Fatos Kursunlu and Shirin Shad
- **Art Exhibition Committee Representative:** Gabriella Jerrat
- **YouthCARE Liaison:** Nikki Harvey
- **School Board Liaison:** Gabriella Jerrat
- **Quiz Night Committee Representative:** Silvia Collasius
- **Uniform Reference Group:** Tracey Gralton and Danijela Kambaskovic-Schwartz
- **Communications:** TBA

Action - Nikki to advise Monique of the 2025 P&C Executive Committee, for publication on the school website.

8. Other business

Kate advised she had received enquiries from Year 8 parents regarding social events. Given the success of the recent Year 7 parents' BBQ, the idea of the P&C hosting social events for parents from other year levels was raised. This will be discussed at the next meeting.

Meeting closed at 9.10pm

Next meeting:

Monday 24th March 2024, 7.30pm in the Conference Room

Signed: _____

Churchlands SHS P&C President