CHURCHLANDS SENIOR HIGH SCHOOL
Parents and Citizens' Association Incorporated
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Term 2 Meeting 1 (General)	Monday 19 May 2025 at 7.30 pm in the Board Room

ACTIONS AT A GLANCE

Who?	Ref	Task
All	7.3.12	To review ToR for Exec Comm, approval sought at next meeting
Danijela Kambaskovic	4.3	To liaise with architect to progress project and advise Neil, Kate and Arlene of recommended approach
Danijela Kambaskovic	4.3	To provide Neil Hunt with contacts of Kevin Bynder, Aboriginal Artist
Danijela Kambaskovic	5.1.2	Move current banners to the "Dungeon"
Elizabeth Tilmouth, Danijela Kambaskovic	7.3.2	Attend CBA bank Subiaco 10am 23 May to complete change of signatories.
Dominik Eddy, Silvia Collasius	7.3.2	Other signatories to make appointments to attend CBA to be identified and added ASAP.
Elizabeth Tilmouth	7.3.3	Attend CBA bank Subiaco (once building funds paid to school for air conditioners) to close accounts.
Neil Hunt	9.1	(i)to visit Mt Lawley High School to form an understanding of the functioning of 2nd hand shop (ii) to investigate availability of a suitable room in the school
Neil Hunt	4.6	To contact Kevin Bynder and discuss onboarding as Artist in Residence
Silvia Collasius	4.4	Commence planning the P&C Quiz Night for 6 September.
Silvia Collasius	5.1.2	Devise incorporation of banner design into other materials for voting on at next meeting.
Silvia Collasius	7.3.11	Share some informal HR advice around P&C employment matters to Elizabeth Tilmouth prior to next meeting. Danijela to provide Silvia with elements of the banner design.

1.0	**WELCOME and INTRODUCTIONS**
1.1	Danijela Kambaskovic-Schwartz welcomed those present and opened the meeting at 7.35.
2.0	**ATTENDANCE**
2.1	**Present:** Danijela Kambaskovic-Schwartz, Elizabeth Tilmouth, Gabriella Jerrat, Shirin Shad, Silvia Collasius, Tracey Gralton, Dominik Eddy, Neil Hunt.
2.2	**Apologies:** Kate Grayson.
3.0	**MINUTES OF PREVIOUS MEETING**
3.1	**Resolution:** That the minutes of the Executive meeting held on 24 March 2025 are accepted as a true record. **Moved:** Danijela Kambaskovic-Schwartz **Seconded:** Elizabeth Tilmouth **Carried** unanimously.
4.0	**CORRESPONDENCE**
4.1	**In:** Nil
4.2	**Out:** Nil

5.0	**CONFLICTS OF INTEREST**
5.1	Nil
6.0	**BUSINESS ARISING FROM PREVIOUS MEETING**
6.1	Silvia advised that uniform shop employees can access the volunteer rate for WWC screening applications by selecting the Education option, which offers the discounted rate. The P&C will reimburse this cost for employees.
6.2	A Uniform Reference Group (URG) meeting was convened by Kate Grayson. The music uniform will remain in its current form.
6.3	Danijela spoke to Steve Postmus (designer) and agreed to organise a meeting to expedite the entrance improvement project with Neil Hunt and Arlene Thomas, however no time convenient for all could be found. **Resolution:** That Danijela Kambaskovic-Schwartz is appointed to liaise with Steve Postmus to develop a strategy to expedite the entrance improvement project, reporting to Neil Hunt and collaborating with Arlene Thomas. **Moved:** Danijela Kambaskovic-Schwartz **Seconded:** Neil Hunt **Carried** unanimously.
6.4	Shirin advised that the MPC intend to run a quiz night in Term 1 2026 as a music tour fundraising event. It was agreed that the P&C would run a separate quiz night to be held on 6 September with the express purpose of fundraising for the P&C through ticket sales, bar proceeds, a silent auction etc. Silvia has undertaken to lead the project.
6.5	Dominik Eddy was nominated for the office of secretary and elected unopposed.
6.6	At the previous meeting (24.03.2025 item 6.4), Kate Grayson asked if anyone could recommend an Aboriginal Artist as the SHS had received funds from the Foundation to improve the school. Danijela has secured the services of Kevin Bynder as artist for an artist in residence program to be run in conjunction with the Visual Arts department and supported by the Foundation. The goal is to enrich the art program through collaboration with a professional, to produce art for the school environment and celebrate culture. Kevin has a wealth of experience in preparing Corporate Art concepts including for the Department of Premier and Cabinet where Danijela works. After several discussions with the artist, he agreed to commence discussions with the school. Danijela will provide the Principal with Kevin's contact details. An updated school prospectus is planned, and this may be a suitable vehicle to utilise art produced. Neil Hunt will progress this concept with the relevant stakeholders and meet with the artist to discuss a plan and obtain costings. It was noted by Tracey that a project led by the Indigenous Education team at Churchlands produced a major collaborative artwork that has been incorporated into special uniform wear and other materials. The artwork is on display in the school library.

	
7.0	**REPORTS**
7.1	**President:** Danijela Kambaskovic-Schwartz
7.1.1	Report circulated.
7.1.2	**P&C branding** Discussion took place on the development of a P&C brand, with various options considered. **Resolution:** That the design developed for the recently purchased banners is approved as a new P&C brand to be incorporated into all P&C documents and communications including stationery letterhead, watermark, email logo and signature, Bytes, promotional materials, banners, signage etc. **Moved:** Danijela Kambaskovic-Schwartz **Seconded:** Neil Hunt **Carried** unanimously. Silvia offered to explore the incorporation of the banner design into other materials and will present options at the next meeting for consideration. The new banners will be stored in the "dungeon", where other P&C materials are located.
7.2	**Principal:** Neil Hunt
7.2.1	Report circulated.
7.3	**Treasurer:** Elizabeth Tilmouth
7.3.1	Report circulated.
7.3.2	**Resolution:** That the following who were previously on the P&C's executive committee are to be removed as signatories: Kate Sinfield (former President) Ken Taylor (former Secretary) Gabriella Jerrat (former President) Nikki Harvey (former Secretary) Shirley Godfrey (former Treasurer); and that the following executive committee members are to be the new signatories. The president, vice-president and treasurer were appointed to office at the Annual General Meeting held on 24 February 2025, and the secretary on 19 May 2025. Danijela Kambaskovic-Schwartz (President) Elizabeth Tilmouth (Treasurer) Silvia Collasius (Vice President) Dominik Eddy (Secretary)

	All transactions to be signed by any two of the above signatories. The above applies for the following bank accounts of the P&C: 066-161 10382439 – Building Fund (Society cheque account) 066-161 10727935 – Building Fund Saver (Business online saver) 066-161 10133045 – CSHS Music Parents (Cheque account bearing interest) 066-161 10036114 – CSHS P&C General (Cheque account bearing interest) 066-161 10385867 – CSHS P&C Saver (Business online saver) 066-161 10035832 – CSHS P&C Uniform (Cheque account bearing interest). **Moved:** Elizabeth Tilmouth **Seconded:** Silvia Collasius **Carried** unanimously.
7.3.3	**Resolution:** That the following bank accounts no longer in use be closed after transferring any balances to the CSHS P&C General account (066-161 10036114). 066-161 10382439 – Building Fund (Society cheque account) 066-161 10727935 – Building Fund Saver (Business online saver) 066-161 10385867 – CSHS P&C Saver (Business online saver) **Moved:** Elizabeth Tilmouth **Seconded:** Danijela Kambaskovic-Schwartz **Carried** unanimously.
7.3.4	**Resolution:** That the expenditure of $616 for the purchase of two P&C branded banners for the purpose of advertising and marketing, agreed by the P&C executive as an urgent matter, is ratified. **Moved:** Elizabeth Tilmouth **Seconded:** Neil Hunt **Carried** unanimously.
7.3.5	**Resolution:** That expenditure of up to $1000 including GST to purchase two teardrop banners in the P&C design, suitable for secure outdoor use, is approved. **Moved:** Elizabeth Tilmouth **Seconded:** Silvia Collasius **Carried** unanimously.
7.3.6	**Resolution:** That expenditure of up to $500 for Churchlands Community Art Show operating expenses is approved. **Moved:** Elizabeth Tilmouth **Seconded:** Danijela Kambaskovic-Schwartz **Carried** unanimously.
7.3.7	**Resolution:** That expenditure of up to $4000 for Churchlands P&C Quiz Night operating expenses is approved. **Moved:** Elizabeth Tilmouth **Seconded:** Silvia Collasius **Carried** unanimously.
7.3.8	**Resolution:** That $2129, being funds raised for 2026 Music Tour at the Twilight Jazz event, be transferred to the school music tour cost centre as per MPC resolution. **Moved:** Elizabeth Tilmouth **Seconded:** Silvia Collasius **Carried** unanimously.
7.3.9	**Resolution:** That the Treasurer explores the use of SharePoint to manage and share P&C documents to facilitate more convenient communication and collaboration. **Moved:** Elizabeth Tilmouth **Seconded:** Silvia Collasius **Carried** unanimously.
7.3.10	Liz advised that the Microsoft premium licence will expire in March 2026. It will not affect P&C operations greatly, but it will mean the desktop version will not be available to the uniform shop. A transition to using the cloud-based platform will be attempted otherwise we can convert to a paid office licence for these machines.

7.3.11	P&C employee contracts have not been updated for some time and some employment laws have changed. Liz noted that advice is needed around the employment status of our employees, who are all currently casual. Silvia made some comments based on similar issues at another school and will share some informal HR advice as an initial step.
7.3.12	It was agreed that the proposal to formalise authority to use a circular resolution would be carried forward to the next meeting for discussion. Separate terms of reference for the Executive Committee have been circulated for review by members prior to next meeting.
7.4	**Music Parents Committee:** Shirin Shad
7.4.1	The minutes of the MPC meeting held on 5 May were circulated and ratified by consensus.
7.4.2	Shirin gave advance notice that should funding not be forthcoming from the school in 2026 to support the School of Music Twilight Jazz night, that support may be sought again from the P&C. Neil advised that the process followed in past years by the Music department was to submit a request to the finance committee for consideration and referral to the P&C if necessary. It was agreed that urgent funding requests are difficult to manage, and therefore plans and decisions need to be made well in advance.
7.5	**Chaplaincy:** Nikki Harvey
7.5.1	No report.
7.6	**Churchlands Community Art Show:** Gabriella Jerrat
7.6.1	Gabriella confirmed that the date for the 2026 Churchlands Community Art Show will be the last weekend in May before the June long weekend, as per the usual pattern.
7.6.2	The 2025 art show is well in hand, however more volunteers are needed over the weekend. Gabriella explained that requests for volunteers to sign up had been made in Bytes and social media, and by letter sent to each school family. It was noted that volunteers are not easy to get in the current climate. Some members present offered their services.
7.7	**Churchlands SHS Board:** Gabriella Jerrat
7.7.1	Meeting scheduled for Thursday 22 May. Three new community members were elected. New software has been purchased for use in future elections.
7.8	**Uniform Reference Group**
7.8.1	Meeting held on 30 April 2025.
8.0	**GENERAL BUSINESS**
8.1	All P&C events, or events where P&C volunteers are involved, need to be recorded for insurance purposes, either in meeting minutes or on the school calendar.
9.0	**ANY OTHER BUSINESS**
9.1	Danijela proposed that a second-hand uniform shop be established to replace the online facility. She cited the example of Mt Lawley SHS where the P&C derive funds from second-hand uniforms. Second-hand uniforms are delivered to the school, sorted by student volunteers, stored on racks in a locked room and accessed at any time by parents, escorted by the school chaplain. Payment is made at reception.

	Rationale: 1. We stand to earn approximately $10,000 p.a and are keen to explore additional funding for the P&C. 2. Simultaneously supports low-income parents with a more convenient arrangement. Neil noted that space is in short supply and staff are busy, but he would visit Mt Lawley with a team and discuss as time permits and explore a room in the school.
8.0	**MEETING CLOSED: 9.30 pm**
8.1	Danijela thanked the school for its continued support of the P&C and all the members for their contributions, especially Liz for her meticulous attention to detail. **NEXT MEETING: Monday 16 June 2025 7.30pm in the Board room**

Signed as a correct record in accordance with a resolution of General Meeting:

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Danjela Kambaskovic-Schwartz

Churchlands SHS P&C President

Date: ___________________