

Term 2 Meeting 2 (General)

Monday 16 June 2025 at 7.30 pm in the Board Room

ACTIONS AT A GLANCE

Who?	Ref	Task
Danijela Kambaskovic	6.1	To circulate plans and quotes for pathway upgrades when they become available to P&C committee
Elizabeth Tilmouth, Danijela Kambaskovic	6.4	Attend CBA bank Subiaco 10am 23 May to complete change of signatories. Ongoing
Dominik Eddy, Silvia Collasius	6.4	Other signatories to make appointments to attend CBA to be identified and added ASAP. Ongoing
Silvia Collasius	6.7	Silvia to share design options with P&C committee via email.
Silvia Collasius		Share some informal HR advice around P&C employment matters to Elizabeth Tilmouth prior to next meeting. – Carry over to next meeting
Danijela Kambaskovic, Elizabeth Tilmouth	7.1.3	To Review the MPC terms of reference, Danijela, Liz and MPC committee treasurer
Danijela Kambaskovic	7.1.4	Danijela to draft an article for the Bytes and send to Neil to review promoting the P&C and spends. Send to Monique who can also include articles in social media
All	7.1.5	Ideas for future projects for P&C funding.
Danijela Kambaskovic, Elizabeth Tilmouth	7.1.6	To develop a draft terms of reference to reflect current roles and responsibilities of the Uniform Shop Management group

1.0	WELCOME and INTRODUCTIONS
1.1	Danijela Kambaskovic-Schwartz welcomed those present and opened the meeting at 7.30
2.0	ATTENDANCE
2.1	Present: Danijela Kambaskovic-Schwartz, Elizabeth Tilmouth, Gabriella Jerrat, Silvia Collasius, Tracey Gralton, Dominik Eddy, Neil Hunt, Kate Grayson, Nikki Harvey
2.2	Apologies: Shirin Shad, Fatos Yazicioglu
3.0	MINUTES OF PREVIOUS MEETING
3.1	Resolution: That the minutes of the General meeting held on 19 May 2025 are accepted as a true record. Moved: EL Seconded: DKS Carried unanimously. (Secretary to check if Neil and Kate are receiving agenda)
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	To liaise with architect to progress project and advise Neil, Kate and Arlene of recommended approach - Ongoing project Danijela provided update: Quote from architect was too expensive, new plans have been drawn up. Plans and quotes pending from engineer and electrician. Neil gave update about education department requirements for tenders and approvals. Could plans please be circulated to P&C – Recorded as action
6.2	To provide Neil Hunt with contacts of Kevin Bynder, Aboriginal Artist - Complete. Neil provided update. Talking to Kevin Bynder about: • Being an artist in residence. • Providing artwork for prospectus • Completing project in NAIDOC week
6.3	Move current banners to the “Dungeon” - Complete. Banners to be used for events. E.g. Music concerts. Music may have banner also. Barrier identified - volunteers knowing they are available and to display them
6.4	Elizabeth Tilmouth to attend CBA bank Subiaco (once building funds paid to school for air conditioners) to close accounts. - Complete • Silvia and Dominik to attend CBA - ongoing action • Elizabeth and Danijela to Attend CBA bank Subiaco 10am 23 May to complete change of signatories. – ongoing action
6.5	Neil Hunt to visit Mt Lawley High School to form an understanding of the functioning of 2nd hand shop and to investigate availability of a suitable room in the school. - Closed This action was recorded incorrectly. Neil will not be attending Mt. Lawley. Advised no room currently available for a second-hand uniform shop in the school and therefore this project is unable to proceed. This represents a lost opportunity P&C potential income stream, noting Mt. Lawley High school annual income of approx. \$10,000 from their second-hand uniform shop. Discussion that the school is short on spaces, some teachers do not have an office. Other spaces are being used for e.g. teacher’s offices, student services, areas for student use, meeting rooms P&C have run a 2nd hand uniform shop previously, housed within the uniform shop. Uniform shop required too much demand of volunteers; however this was a different model, where parents were selling own uniforms.
6.6	Commence planning the P&C Quiz Night for 6 September – Silvia provided update, see below item 7.8
6.7	Devise incorporation of banner design into other materials for voting on at next meeting. - Ongoing

	Silvia presented 15 Canva Options for P&C letter correspondence/letterhead. She will circulate via email. Suggestion to use the school logo
7.0	REPORTS
7.1	President: Danijela Kambaskovic-Schwartz
7.1.1	Written Report circulated.
7.1.2	Item: Busking insurance Process Name: President Danijela Kambaskovic-Schwartz Purpose: To ensure P&C and music parents have clarity on the appropriate process to follow when being asked by the venue to provide a busking insurance certificate from the school. Rationale: Parents are unsure what to do when asked to provide an insurance certificate for busking events. Outlining a clear process would assist them. Motion: For a procedure to be developed by the school and provided to the P&C President and Music Parents. Discussion: Neil explained process - Head of music (Glen Robinson) to Submit an Excursion Application to Neil with children's names and venues. So that they can be covered by Ed Dept Insurance. Kate can provide a certificate for MPC if needed. Kate emailed certificate.
7.1.3	Item: Develop financial procedure/terms of reference for P&C and MPC Name: President Danijela Kambaskovic-Schwartz Purpose: Clarify the financial arrangement between the P&C and MPC Rationale: The financial relationship between MPC and P&C is long standing but largely undefined. A financial term of reference would assist the new President and future Presidents to understand the financial relationship and funding responsibilities of both Committees. This would also give clarity to the Treasurer on how to address any accounting queries independently without requiring questions to be asked of school staff, allowing her to use her volunteered time effectively, as she works largely unsupported Action: To Review the MPC terms of reference, Danjela, Liz, MPC committee treasurer Discussion: • Some confusion if wrong square app is used at events. Each square app is linked to an account • Some reference to finances and duties of treasurer are currently in the MPC terms of reference 2019. • Terms of reference and constitution circulated by secretary prior to AGM

	• Neil provided explanation - MPC is a subcommittee of the P&C – has fundraising, banking, allocation of funds rights bestowed upon it by the P&C. • When there is a music tour there is a greater interaction with the school. School music tour account is managed by the school as is an excursion, <u>not</u> P&C and MPC
7.1.4	Motion 20250616-1 Item: P&C Voluntary contribution increase 2026 Name: The Treasurer and the President Purpose: Increased support for P&C Rationale: High schools of similar socio-economic level have P&C voluntary contributions of \$100 per student. CSHS current P&C Voluntary Contribution is \$70 Motion: That the parent Voluntary Contribution per student be increased from \$70 to \$100 and capped at \$200 per family. Discussion: P&C contributions have not been raised since 2010. Currently estimated approx. 50-60% of parent pay. Student services has seen an increase in requests for financial support. Could families have the option to pay less? Suggestion to promote P&C in newsletter Moved: ET, Seconded: NH, Carried: by majority Action– Danijela to draft an article for the Bytes and send to Neil to review promoting the P&C and spends. Send to Monique who can include articles in social media.
7.1.5	Item: A planned approach to expenditure Name: The President Purpose: Develop an agreed approach to prioritise expenditure Rationale: At the moment requests for funding are approved on a first come first serve basis. This does not allow strategic planning for larger projects Motion: That the Committee approve the following prioritisation: • Spending that benefits the greatest number of children • Spending that takes into consideration requests from areas that have not received support in the preceding years • Any other ideas invited Discussion: • Currently projects include - AC upgrades and School Path upgrades. • System currently in place to select projects via Finance committee. P&C Treasurer part of finance committee.

	There may be greater engagement from the school community if there is a fund-raising goal/projects to aspire to. Action: Bring ideas for future projects.
7.1.6	Motion 20250616-2 Item: Develop Terms of reference for the P&C Uniform Shop management group Name: The President Purpose: To formalise the P&C management arrangements for the Uniform Shop and document this for succession planning Rationale: A management relationship currently exists between the uniform shop (and its staff) as the main source of income for the P&C, and the Treasurer/ President of the P&C. However, this relationship is currently undocumented, as are the roles and responsibilities of the voluntary P&C members. Any strategic and operational decision making are not defined or recorded. Defining terms of reference would achieve transparency and allow understanding of time contribution and succession planning. It would also allow smooth operation of the Uniform shop business and ensuring continued profitability and support for P&C. Motion: That draft terms of reference be developed to reflect current roles and responsibilities of the Uniform Shop Management group Discussion: - Uniform shop committee was dissolved and now sits with the Treasurer. Previously there was a Uniform shop convenor. This places high demands and responsibility on Treasurer. - Uniform Manager is currently making decisions e.g. to raise prices by 10% yearly. Uniform manager has indicated increase in prices by suppliers, or suggested price increase that were then discussed by the P&C and either endorsed or revised. - Price rise issue was discussed at previous P&C meeting - Benefits of Uniform shop - Gives P&C some control over uniform colours and fabric quality. Generates revenue for P&C Moved: TG, Seconded: DKS, Carried: Unanimously
7.2	Principal: Neil Hunt
7.2.1	Written Report circulated.
7.3	Treasurer: Elizabeth Tilmouth
7.3.1	Written Report circulated.

7.3.2	Motion 20250616-`3 Item: Cash safety Name: Treasurer Elizabeth Tilmouth Purpose: To ensure cash takings are transparent. Rationale: Some uncertainty exists over whether cash takings are counted by two people after events, as required by clause 17.C of the Constitution. Motion: All cash from events to be counted by two people and evidenced in writing after events whether MPC or P&C events. Moved ET, Seconded DKS, Carried - Unanimously
7.3.3	Motion 20250616-`4 Item: Financial Motions Name: Treasurer Elizabeth Tilmouth Purpose: To table funding requests approved by the School Finance Committee Rationale: Consider support for the following requests: 1.Sound equipment and sound engineer for Jazz on the Green event 2026 (attached)(GST inclusive as fundraiser) \$2,360.00 Discussion: Is a school event put on by the music department. Used as fundraising event from the tour. Moved: TG, Seconded: NH Carried: with majority Motion 20250616-`5</b></p> <p style="padding-left: 80px;">2.Framing for Maths posters of famous mathematicians for halls of maths building (attached) <b>\$945.45</b></p> <p><b>Moved:</b> ET, <b>Seconded:</b> DSK <b>Carried:</b> Unanimously</p> <p><b>Motion 20250616-`6 3.Increase in cost of air conditioning to gym previously approved (\$10,500 approved now \$10,900) (requote attached) \$400.00 Motion: The Treasurer to advise the MCS Arlene of the funding requests once approved Moved ET, Seconded SC, Carried - Unanimously

7.4	Music Parents Committee:
7.4.1	Motion 20250616-7 The minutes of the MPC meeting held on 26 May were circulated and ratified by consensus. MPC Expenditure for Gazebo \$500 Moved: TG Seconded: DKS Carried - Unanimously
7.5	Chaplaincy: Nikki Harvey
7.5.1	Youth Care Council passed on thanks for P&C \$30,000 funding for chaplaincy program. Youth Care Council would like to continue to support the P&C e.g. support the Quiz night
7.6	Churchlands Community Art Show: Gabriella Jerrat
7.6.1	• \$6,500 made as P&C fundraising, an increase on last year. • Gabrielle would like to request spending on art show signage. Will put forward motion for next meeting. • 150 people attended on open night, which was 40 people less than last year. Feedback from Kate, the venue coped better with smaller numbers. • Positive feedback for event – Congratulations to all involved. Has become an iconic event on the school calendar. Several people come back every year including people in the community. Attended by several distinguished guests (Basil Zempilas, Kate Chaney, Stuart Aubrey). The event helps to raise the profile of the school. • Committee did a great job – thank you on behalf of the P&C to Gabriella and the committee for all their work and for organizing a wonderful event. • Students who helped, also acknowledged, did a great job.
7.7	Churchlands SHS Board: Gabriella Jerrat
	Nil
7.8	Quiz Night: Silvia Collasius
7.8	• Theme: Are you smarter than a 7th Grader. Ask teachers to help provide questions. • Battle of the bands activities, 'Bandle' guessing games. • Seek donations for prizes • How to communicate with parents in high school. Try to get other groups on board e.g. AEP, Sporting Groups. • Marketing – Neil suggested email to all parents • Invite the students - upper school can put together tables • Difficulty to get volunteers discussed. A role for students to volunteer. • Roles needed: Quiz master, Scorers, Raffle coordinator, Marketing, Cleaners, End of night check. (8-10 volunteers total) • Use Try booking Site for ticket sales. • Bar - can hire staff from the bowling club. Licence for the event (Contact Magda and Tracey for support) • Consider using school cleaners and pay them for the time. • Consider using Bamboozle - for \$1500 to host and run the quiz.
8.0	GENERAL BUSINESS

8.1	Tracey Gralton Payment methods (Squares, cash etc) at P&C events: permissions and procedures Discussion: Will be covered by terms of reference. A Square app could be used for donations.
8.2	Tracey Gralton Clarifying lines of communication and management between P&C members/committees and P&C treasurer/bookkeeper Discussion: Will be covered by terms of reference.
9.0	ANY OTHER BUSINESS
9.1	WACSSO update of P&C details completed Website WACSSO Annual Membership Fee paid \$2,407.37
8.0	MEETING CLOSED: 9.30 pm
	NEXT MEETING: Monday 11 August 2025 7.30pm in the Board room

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

Danjela Kambaskovic-Schwartz
Churchlands SHS P&C President

Date: _____

APPENDIX – Motions Register 2025

Motion Number	Motion
Motion 20250616-`1	That the parent Voluntary Contribution per student be increased from \$70 to \$100 and capped at \$200 per family.
Motion 20250616-`2	That draft terms of reference be developed to reflect current roles and responsibilities of the Uniform Shop Management group
Motion 20250616-`3	All cash from events to be counted by two people and evidenced in writing after events whether MPC or P&C events.
Motion 20250616-`4	Sound equipment and sound engineer for Jazz on the Green event 2026 (attached)(GST inclusive as fundraiser) \$2,360.00
Motion 20250616-`5	Framing for Maths posters of famous mathematicians for halls of maths building (attached) \$945.45 Moved by Liz, Seconded by Daniejela Carried
Motion 20250616-`6	Increase in cost of air conditioning to gym previously approved (\$10,500 approved now \$10,900) (requote attached) \$400.00
Motion 20250616-`7	The minutes of the MPC meeting held on 26 May were circulated and ratified by consensus. MPC Expenditure for Gazebo \$500