

Term 3 Meeting 3 (General)

Monday 11 August 2025 at 7.30 pm in the Board Room

ACTIONS AT A GLANCE

Who?	Ref	Task
Elizabeth Tilmouth	6.1	To investigate if P&C can claim back GST for building works completed for pathway upgrade project.
Danijela Kambaskovic-Schwartz	6.1	Circulate any plans and quotes for Pathway upgrade project.
Silvia Collasius	6.3	Silvia to share design options with P&C committee via email.
Silvia Collasius	6.4	Share some informal HR advice around P&C employment matters to Elizabeth Tilmouth prior to next meeting.
Elizabeth Tilmouth, Danijela Kambaskovic	6.5	MPC updated terms of reference to be circulated to MPC (Yana and Vivian) for comment.
Elizabeth Tilmouth,	7.1.3	To check what the last price rise from Wanneroo Uniforms (Supplier) was and provide an update.

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, Tracey Gralton, Dominik Eddy, Nikki Harvey, Neil Hunt, Kate Grayson, Shirin Shad (MPC)

2.2 **Apologies:** Silvia Collasius, Gabriella Jerrat

3.0 MINUTES OF PREVIOUS MEETING

3.1 **Resolution:** That the minutes of the General meeting held on 16 June 2025 are accepted as a true record.
Moved: DKS **Seconded:** DE **Carried:** Unanimously

4.0 CORRESPONDENCE

4.1 **In:** Email from 'Spectrum Sportswear' Marketing their products and directing CSHS community to their online sales platform, in return for a 10% commission on sales. They are also a uniform supplier.

- Discussion about the viability of this as source of income. Secretary will unsubscribe from email list

4.2 **Out:** Nil

5.0 CONFLICTS OF INTEREST

5.1	Nil
6.0	BUSINESS ARISING FROM PREVIOUS MEETING
6.1	Danijela Kambaskovic To circulate plans and quotes for pathway upgrades when they become available to P&C committee. Danijela gave update: - Electrical works quote \$25,000. Electric works will occur when other structures complete - Contractor gave verbal estimate given, \$225,000 –250,000. Cost for contractor to complete whole build (before electrical) - Difficulty finding someone to give quote for whole works. - Tender process/procurement process needed to go through the school. To avoid GST 10% cost. Possible to break up costs and put through the school. - P&C is GST registered. Action - Liz can look into this and provide update. - Need plans for Retic – Daniella to follow up with Arlene. - Danijela provided verbal update of the scope of the project to include; path, signage, lighting, garden beds. Action - Danijela to circulate any plans and quotes. Need a written quote to move a motion. Proceed with process of drawing of plans. To be presented at next meeting
6.2	Elizabeth Tilmouth (Danijela Kambaskovic , Dominik Eddy, Silvia Collasius) Attend CBA bank Subiaco 10am 23 May to complete change of signatories. Other signatories to make appointments to attend CBA to be identified and added ASAP Completed
6.3	Silvia Collasius Silvia to share design options with P&C committee via email. Ongoing
6.4	Silvia Collasius Share some informal HR advice around P&C employment matters to Elizabeth Tilmouth prior to next meeting. Ongoing
6.5	Elizabeth Tilmouth, Danijela Kambaskovic To Review the MPC terms of reference, Danjela, Liz and MPC committee treasurer Progressing. Liz and Daniella have drafted. Ongoing – Action needs to be circulated to MPC (Yana and Vivian) for comment.
6.6	Danijela Kambaskovic 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 - Completed
6.7	All - Danijela Kambaskovic Ideas for future projects for P&C funding. Danijela raised concerns about reduced P&C revenue
6.8	Elizabeth Tilmouth, Danijela Kambaskovic

	To develop a draft terms of reference to reflect current roles and responsibilities of the Uniform Shop Management group Ongoing
7.0	REPORTS
7.1	President: Danijela Kambaskovic-Schwartz
7.1.1	Verbal Report - See Building update
7.1.2	Item: Upgrade to School Grounds - update Name: President Danijela Kambaskovic-Schwartz (Liz Tilmouth) (See discussion above Item 6.1)
7.1.3	Motion 20250811 - 1 Item: Proposes increase to prices of school uniforms - Proposed Price Increases circulated - Discussion to implement small price rises every year to avoid 'price shock' - Supplier puts up prices every 2 years. - Discussion of outsourcing uniform shop – does not have to meet standards for fabric and SunSmart standards. - Aim for 10% margin after staff - Liz to update Moved: ET Seconded: DKS – Carried: Unanimously ACTION - Liz to check what the last price rise from Wanneroo Uniforms (Supplier)
7.2	Principal: Neil Hunt
7.2.1	Verbal Report - Been a busy term so far with Exams and Subject Selections for 2026 - School Tour for Prospective parents - Now entering into Planning phase for 2026
7.3	Treasurer: Elizabeth Tilmouth
7.3.1	Written Report circulated. - Next finance meeting in approx. 2 weeks August 28th Uniform Shop Update: - Uniform stocks are lower, orders will be put in for uniform purchasing times. - Neil and Kate gave update - Year 7 Enrolment Numbers for 2026 seem to be high. - Gazebo for Summer (used as shade outside uniform shop) - can be borrowed from school Motion 20250811 - 2 Motion - Resolve to return \$16,000 to the P&C for the Shade structure for uniform shop Moved: ET Seconded: DKS – Carried: Unanimous

	P&C Contributions: No more contributions have been received. Could there be a section in the Bytes newsletter. Liz queried if pre-approved purchase has been spent - Air con for 'weights room' - pending - Art Committee reimbursements - Liz will chase up - Quiz budget - to be rolled over Building Project Budget is available in the P&C bank account. \$580,000 - If build goes overbudget amount will be disclosed and additional costs will need to be approved by P&C Documents Circulated: • CSHS – P&L 2025.07.31 • CSHS – Balance Sheet 2025.07.31 • CSHS – Accounts working papers 2025.07.31 • CSHS – Budget Variances 2025.07.31 Action – Treasures Report to be amended - Items for Concert Hall have been purchased and paid to school.
7.3.2	Motion 20250811 - 3 Item: To Ratify - Fatos to attend WACSSO conference as CSHS Representative Moved: ET Seconded: DKS – Carried: Unanimously Could MPC please display P&C banners at Music events. Kate will put them in the Music Hall. Shirin can update MPC on WhatsApp chat
7.4	Music Parents Committee:
7.4.1	Aboda Festival went well. Niel provided update - GATE Music offers have been sent out. Uptake seems to be good. Year 9 and Year 10 intake, including regional students. ECU invited CSHS to tour new City Campus Motion 20250811 - 4 Motion: The minutes of the MPC meeting held on 28 July were circulated and ratified by consensus. Moved: SS Seconded: DE Carried - Unanimously
7.5	Chaplaincy/YouthCARE: Nikki Harvey
7.5.1	Nil update Council is meeting next week
7.6	Churchlands Community Art Show: Gabriella Jerrat
7.6.1	Nil updates
7.7	Churchlands SHS Board: Neil Hunt

	E-ridable policy has been approved. - Only Year 11 and 12 students will be able to ride e-ridable to school, in line with the Law for over 16 y.o. to ride e-ridable. - The policy was written in response to safety concerns. Causing a danger in the surrounding area, school has received complaints. - Policy can be viewed on School Website. Christine Tonkin (previous member for Churchlands) – Provided \$130,000 funding to CSHS for - Upgrades to the outdoor performance venue (provide power and extend stage area). Venue used for Jazz concert and Anzac Ceremonies. - Convert building to accommodate Chaplaincy office. \$14,000 raised from 'push-up challenge' event. Has been donated men's mental health.
7.8	Quiz Night: Silvia Collasius (Dominik Eddy)
7.8	Proposed Quiz night date for 6th Sept, no longer viable as there is not enough time to publicise event and for school to organise cleaners/gardeners. Alternative date discussed. Term 4 is a very busy term. Early Term 1 Conflict with MPC Quiz Night. Sept 2026 next viable date. All approvals to be done at May Meeting. Planning to start early June.
8.0	GENERAL BUSINESS
8.1	Nil
9.0	ANY OTHER BUSINESS
9.1	Nil
10	MEETING CLOSED: 9.00 pm
	NEXT MEETING: Monday 8 September 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
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
Motion 20250811- 1	Price increase of school uniforms
Motion 20250811- 2	Resolve to return \$16,000 to the P&C for the Shade structure for uniform shop.
Motion 20250811- 3	Fatos to attend WACSSO conference as CSHS Representative
Motion 20250811- 3	The minutes of the MPC meeting held on 28 July were circulated and ratified by consensus