

Term 3 Meeting 4 (General)

Monday 8 September 2025 at 7.30 pm in the Board Room

## ACTIONS AT A GLANCE

| Who?                                     | Ref   | Task                                                                                                                                                                                                                                                                         |
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| Danijela and Neil                        | 6.1   | Building Pathway Project<br>Danijela and Neil to meet and discuss logistics for payment of project from P&C to school.                                                                                                                                                       |
| Danijela Kambaskovic                     | 6.2   | Building Pathway Project<br>Daniella to try and find another contractor. Option to get separate contractors to do different parts of the project. Neil has a contact for signage that he can pass on.                                                                        |
| Silvia Collasius                         | 6.3   | P&C design on letterheads.<br>Silvia to share design options with P&C committee                                                                                                                                                                                              |
| Elizabeth Tilmouth, Danijela Kambaskovic | 6.5   | MPC updated terms of reference to be circulated to MPC (Yana and Vivian) for comment.                                                                                                                                                                                        |
| Elizabeth Tilmouth                       | 6.6   | Uniform shop price rises<br>Ask Melissa When Wanneroo Uniforms sends out the new contract with price increases                                                                                                                                                               |
| Elizabeth Tilmouth, Danijela Kambaskovic | 6.7   | Uniform shop terms of reference<br>To develop a draft terms of reference to reflect current roles and responsibilities of the Uniform Shop Management group                                                                                                                  |
| Elizabeth Tilmouth                       | 7.2.1 | P&C Award<br>Liz to ask WACSO if P&C can have an award. If this is in line with the constitution                                                                                                                                                                             |
| Danijela Kambaskovic                     | 7.2.1 | Danijela to collate what is funded by the P&C and publish on the School Website to funding including \$250 for the Endeavour Achievement Award - Contact Monique to publish on the Website. <a href="mailto:mwesley@churchlands.wa.edu.au">mwesley@churchlands.wa.edu.au</a> |
| Elizabeth Tilmouth                       | 7.2.1 | P&C contribution payments<br>Action – Liz to check with Arlene how school contributions are paid and how reminders are sent.                                                                                                                                                 |
| Danijela Kambaskovic                     | 7.2.1 | P&C contribution payments<br>Daniela to include an article regarding P&C contributions - in the next Bytes (Week2 Term 4) and newsletter 17 <sup>th</sup> Sept.                                                                                                              |
| Neil Hunt                                | 7.8   | Quiz Night 2026<br>Neil can bring a calendar to the next meeting to look at proposed date. Tentative date 5 <sup>th</sup> of Sept 2026                                                                                                                                       |
| Dominik Eddy                             | 7.8   | Email Monique to publish P&C meeting dates on the P&C page of the school website.                                                                                                                                                                                            |

## 1.0 WELCOME and INTRODUCTIONS

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| 1.1 | Danijela Kambaskovic-Schwartz welcomed those present and opened the meeting at 7.30<br>Thank you to MPC for the amazing work with the concerts. |
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| <b>2.0</b> | <b>ATTENDANCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>2.1</b> | <b>Present:</b> Danijela Kambaskovic-Schwartz, Elizabeth Tilmouth, Tracey Gralton, Dominik Eddy, Silvia Collasius, Gabriella Jerrat, Neil Hunt, Fatos Yazicioglu (MPC)                                                                                                                                                                                                                                                                                                                                                                       |
| <b>2.2</b> | <b>Apologies:</b> Nikki Harvey, Kate Grayson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>3.0</b> | <b>MINUTES OF PREVIOUS MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>3.1</b> | <b>Resolution:</b> That the minutes of the General meeting held on 11 August 2025 are accepted as a true record.<br><b>Moved:</b> DKS <b>Seconded:</b> DE <b>Carried:</b> Unanimous                                                                                                                                                                                                                                                                                                                                                          |
| <b>4.0</b> | <b>CORRESPONDENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>4.1</b> | <b>In:</b> Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>4.2</b> | <b>Out:</b> Danijela (President) provided a reference for a former employee for the Uniform Shop.                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>5.0</b> | <b>CONFLICTS OF INTEREST</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>5.1</b> | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>6.0</b> | <b>BUSINESS ARISING FROM PREVIOUS MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>6.1</b> | Elizabeth Tilmouth/Danijela Kambaskovic<br>To investigate if P&C can claim back GST for building works completed for pathway upgrade project.<br><ul style="list-style-type: none"> <li>- Danijela Consulted accountant (pro-bono) for tax advice, was advised P&amp;C can claim GST based on being a charity.</li> <li>- Neil advised as building project is being done on school land, school will need to pay the contractors. P&amp;C can pay the school.</li> </ul> Action: Danijela and Neil to meet and discuss logistics for payment |
| <b>6.2</b> | Danijela Kambaskovic<br>Circulate any plans and quotes for Pathway upgrade project.<br><ul style="list-style-type: none"> <li>- Plan and quote circulated</li> <li>- Contractor is yet to provide written quote, which has stalled the project.</li> <li>- Discussion of how to proceed. Quotes required from all contractors.</li> </ul> Action: Daniella to try and find another contractor. Option to get separate contractors to do different parts of the project. Neil has a contact for signage that he can pass on.                  |
| <b>6.3</b> | Silvia Collasius<br>Silvia to share design options with P&C committee via email. Silvia will present at next meeting<br><b>Ongoing</b>                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>6.4</b> | Silvia Collasius<br>Share some informal HR advice around P&C employment matters to Elizabeth Tilmouth prior to next meeting.<br><ul style="list-style-type: none"> <li>- Silvia shared contact with Liz for someone who can provide advice regarding employee contracts.</li> <li>- WACSO also has a HR person that P&amp;C can approach for advice, Liz will reach out to WACSO</li> </ul> <b>Completed</b>                                                                                                                                 |
| <b>6.5</b> | Elizabeth Tilmouth, Danijela Kambaskovic<br>MPC updated terms of reference to be circulated to MPC (Yana and Vivian) for comment.                                                                                                                                                                                                                                                                                                                                                                                                            |

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|       | Ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 6.6   | <p>Elizabeth Tilmouth</p> <p>To check what the last price rise from Wanneroo Uniforms (Supplier) was and provide an update.</p> <ul style="list-style-type: none"> <li>- Last Price rise \$2. Unknown what the next price rise will be. Possible estimate 3% in line with inflation.</li> <li>- Uniform shop has reduced their winter trading hours to reduce costs.</li> <li>- Liz advised we are aiming for 10% net profit.</li> <li>- Currently a modest price rise is done yearly to avoid a larger price rise (every 2 years), however we need to make sure costs are covered.</li> </ul> <p>Action Liz – Ask Melissa when Wanneroo Uniforms sends out the new contract with price increases</p>                                                                                                                   |
| 6.7   | <p>Elizabeth Tilmouth, Danijela Kambaskovic</p> <p>To develop a draft terms of reference to reflect current roles and responsibilities of the Uniform Shop Management group</p> <p>Ongoing</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 7.0   | <b>REPORTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 7.1   | <b>President:</b> Danijela Kambaskovic-Schwartz                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 7.1.1 | <p>Verbal Report</p> <p>-See discussion about the building project</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 7.1.2 | <p>Item: Upgrade to School Grounds - update</p> <p>Name: President Danijela Kambaskovic-Schwartz (Liz Tilmouth)</p> <p>(See discussion above Item 6.1)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 7.1.3 | <p>Item 1: Overview of deferred items</p> <p><b>Motion 20250809- 1</b></p> <p>Item 2: \$250 for Endeavour Achievement Award</p> <p>Suggested by: President Danijela Kambaskovic-Schwartz</p> <p>Item purpose (what are we trying to achieve and why): Donate \$250 for the Endeavour Achievement Award winning Y12 to be delivered at Y12 Presentation ceremony according to tradition.</p> <p>Discussion: This Endeavour award is traditionally donated by P&amp;C and presented by P&amp;C president at graduation.</p> <p>Actions: Approval</p> <p><b>Moved:DKS Seconded: SC Carried: Unanimous</b></p> <p>Item3: Update on the works (Pathway upgrade project)</p> <p>Name: President Danijela Kambaskovic-Schwartz</p> <ul style="list-style-type: none"> <li>• Status of project discussed (see above)</li> </ul> |

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|              | <ul style="list-style-type: none"> <li>• Tax GST exemptions discussed (see above)</li> </ul> <p>Item 4: Terms of Reference Uniform Shop<br/>Name: President Danijela Kambaskovic-Schwartz<br/>Ongoing</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>7.2</b>   | <b>Principal: Neil Hunt</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>7.2.1</b> | <p>Written Report circulated</p> <p>Discussion regarding enrolment numbers and how they affect the school budget/funding</p> <ul style="list-style-type: none"> <li>- Enrolment Numbers and numbers needed for extra classes/teaching staff.</li> <li>- Enrolment Numbers for 2026 are high which will increase school funding</li> <li>- Disability Services funding for support –School assessed how services are being used. Funding to be put towards Educational Assistants and a school psychologist to support children with diagnosed disabilities.</li> <li>- Churchlands Foundation – provide awards and scholarships acknowledging academic achievement. The aim is to enrich opportunities that are offered at CSHS. Information on School Website of scholarships that children can apply for.</li> <li>- Churchlands Foundation and school wanting to promote the \$5000 scholarship towards tertiary education so that more students apply for this.</li> </ul> <p>Discussion that P&amp;C may like to also offer an award. This could raise the profile to the P&amp;C.</p> <p>Action – Liz to ask WACSO if P&amp;C can have an award. If this is in line with the constitution<br/>Action – Danijela to collate what is funded by the P&amp;C and publish on the School Website to funding including awards- Contact Monique</p> <p>Discussion that P&amp;C Contributions down 25%. Neil advised Robin Moore sends out reminders regularly. She could show Liz an example.</p> <p>Action – Liz to check with Arlene how school contributions are paid and how reminders are sent.<br/>Action – Daniela to include in the next Bytes (Week2 Term 4) and newsletter 17<sup>th</sup> Sept.</p> |
| <b>7.3</b>   | <b>Treasurer: Elizabeth Tilmouth</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>7.3.1</b> | <p>Written Report circulated.</p> <p>Documents Circulated:</p> <ul style="list-style-type: none"> <li>• Treasurers Report 8th September 2025</li> <li>• D T Submission Jewellery Press</li> <li>• CSHS – P&amp;L Year to date</li> <li>• CSHS – Balance Sheet</li> <li>• CSHS – Accounts working papers 2025.08.31</li> <li>• CSHS – Budget Variance Uniform</li> </ul> <p>Discussion:</p> <p>P&amp;C account \$94,000 + \$25,000 available.</p> <p>\$115, 000 spent by P&amp;C so far this year for the school.</p> <p>MPC account has approx \$21,000 available.</p> <p>Uniform Shop: Music tour uniforms will result in increases sales.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|              | <p><b>Motion 20250809- 2</b></p> <p>Accept Treasurers Report Motion:</p> <p><b>Moved:</b> DKS <b>Seconded:</b> NH <b>Carried:</b> Unanimous</p> <p><b>Motion 20250809- 3</b></p> <p>Item: <b>To purchase a Jewellery Press \$1,993.61</b></p> <p>Discussion: Went through finance committee. Currently borrowing one. There are 8 classes running</p> <p><b>Moved:</b> ET <b>Seconded:</b> SC <b>Carried:</b> Unanimous</p> <p><b>Motion 20250809- 4</b></p> <p>Item: <b>Extra Funding for Pathway Building Project (10%) \$25,000</b></p> <p>Discussion: We need quotes first.</p> <p><b>Moved:</b> <b>Seconded:</b> <b>Carried:</b> Not carried after discussion</p>                                                                                                                                                                                                                                                                                                                                                              |
| <b>7.4</b>   | <b>Music Parents Committee:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>7.4.1</b> | <p>See MPC Meeting Minutes 2025.08.24 circulated</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>- Photos of furniture items (5 items) purchased by P&amp;C, for Concert Hall foyer circulated by Tracey.</li> <li>- Difficulty getting volunteers during the Aboda, asking for volunteers at the concerts helped to recruit volunteers</li> <li>- Cashless payments went well at junior, intermediate and senior concerts.</li> <li>- Music Tour funding with the busking going well, all slots are filled. Shopping Centre gave positive feedback about having CSHS students busking at the centre.</li> <li>- Could MPC look at event dates for 2026 and provide a list for the P&amp;C for forward planning of events.</li> </ul> <p><b>Motion 20250809- 5</b></p> <p><b>Motion:</b> The minutes of the MPC meeting held on 24 August were circulated and ratified by consensus. MPC approved the purchase of two Tubas for \$ 7,200</p> <p><b>Moved:</b> FG <b>Seconded:</b> DE <b>Carried</b> - Unanimously</p> |
| <b>7.5</b>   | <b>Chaplaincy/YouthCARE:</b> Nikki Harvey                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>7.5.1</b> | Nil updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>7.6</b>   | <b>Churchlands Community Art Show:</b> Gabriella Jerrat                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>7.6.1</b> | Nil updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>7.7</b>   | <b>Churchlands SHS Board:</b> Gabriella Jerrat, Neil Hunt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|              | Nil updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| <b>7.8</b> | <b>Quiz Night:</b> Silvia Collasius                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>7.8</b> | Action – Neil can bring a calendar to look at proposed date. Tentative 5 <sup>th</sup> of Sept.<br>Action – Dom to email Monique to get the P&C Meeting dates on the P&C page of the school website - 3 Nov 1 Dec.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>8.0</b> | <b>GENERAL BUSINESS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>8.1</b> | Fatos Yazicioglu<br>Updates from WACSO Conference:<br><ul style="list-style-type: none"> <li>- Good to hear different perspectives. Meet different P&amp;C's</li> <li>- Great speakers, Neuroscientist – talked about inclusive education in mainstream schooling environment, Schools being the hub of the community, Pressure on school management to meet community expectations.</li> <li>- Workshops worthwhile and interesting.</li> <li>- Talked to suppliers e.g. for a Xmas market.</li> <li>- Town Team Movement (NFP) – \$5000 grants available to improve safe pedestrian access infrastructure around schools</li> <li>- Fatos thanked the P&amp;C for the opportunity to attend the conference.</li> </ul> |
| <b>9.0</b> | <b>ANY OTHER BUSINESS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>9.1</b> | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>10</b>  | <b>MEETING CLOSED: 8.55 pm</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|            | <b>NEXT MEETING: Monday 3 November 2025 7.30pm in the Board room</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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: \_\_\_\_\_

## APPENDIX – Motions Register 2025

| Motion Number       | Motion                                                                                                                                          |
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| 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 P&C Representative                                                                                    |
| Motion 20250811- 4  | The minutes of the MPC meeting held on 28 July were circulated and ratified by consensus                                                        |
| Motion 20250908 - 1 | \$250 for the year 12 Endeavour Achievement Award                                                                                               |
| Motion 20250809 - 2 | Accept Treasurers Report 8th September 2025                                                                                                     |
| Motion 20250809- 3  | To purchase a Jewellery Press \$1,993.61                                                                                                        |
| Motion 20250809- 5  | The minutes of the MPC meeting held on 24 August were circulated and ratified by consensus. MPC approved the purchase of two Tubas for \$ 7,200 |