



CHURCHLANDS
SENIOR HIGH SCHOOL

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Parents and Citizens' Association Incorporated

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MEETING MINUTES

DATE: Monday, 20th March 2023

LOCATION: Conference Room

Meeting started: 7:40 pm

Attendees – Gabriella Jerrat (Chair), Neil Hunt, Nandita Naroth, Shirley Godfrey, Nikki Harvey, Liz Tilmouth, Thuy Acacio, Meera Chabbra

Apologies - Tracey Gralton, Kate Sinfield

1. Confirmation of Minutes of previous general meeting

- It was noted that the Minutes of the meeting held on 20 February 2023 were missing items and require amendment.
- **Action – Gabriella to amend minutes and circulate.**

2. President's Report

- Gabriella advised she had nothing to report, however she raised that the P&C should think about succession planning for next year as some of this year's executive members have children in Year 12.

3. Principal's Report (Gabriella advised she received Neil's report and will circulate).

Neil spoke to his report:

- NAPLAN for Year 7 and 9 finished today; management of this was easier than previous years due to the new period times.
- Kareena Shearing was seconded into a DoE position and Rick Johnson will take over her HR role for the remainder of this term. Staff have been asked to submit expressions of interest for the role for the following 6 months.
- Neil shared the plans for proposed improvements to the front entrance of the school. The expected cost is \$250,000 which is higher than previously thought. The P&C advised they would like further information regarding the design, and clarification on which items can come out of building fund and which items need to come out of other P&C funds. Neil advised that Kate has a video of the proposal and suggested the P&C meet with Kate and Steve (landscape architect).
- **Action** - Neil will contact Steve and get back to the P&C regarding the date and time of the meeting (possibly next Thursday, around 4pm). Thuy has a list of the items that can come out of a P&C Building Fund and will circulate this.
- The Foundation met in March; music scholarships were awarded for the tour and grants were approved to support Year 12 students who need extra time on exams.

- Neil met both MLAs regarding a GATE programme. Neil would like a combined music and GATE stream, possibly for students entering Year 7 in 2025.
- A school tour was held last Friday, Neil reported good attendance by parents of Year 3 and younger students.
- There are several upcoming events including the Year 12 ball, School Board meeting and PD days.

4. Treasurer's Report

Report including Balance Sheet and Profit and Loss shared

Shirley spoke to her report:

- Funding request was received from PE Dept for fruit for the annual fun run. An amount of up to \$1,100 was requested. Nandita moved, Liz seconded.
It was moved, voted and ACCEPTED to fund \$1,100 for fruit for the fun run.
- Uniform shop – Stock levels are continuing down. There is an issue with the terminals from Commbank; alternate terminals have been applied for, and the uniform shop is borrowing the Square terminals from the MPC in the interim.
- Banking – Shirley advised that Nikki and Gabriella need to be added to list of signatories ASAP. She confirmed that the bank requires the Minutes from the AGM plus the Minutes from tonight's meeting, signed by Gabriella. It was noted that few CBA branches are open on the weekend, making this difficult.
- The bookkeeper has resigned due to work commitments, she will stay on until a replacement is found.
- Bank accounts and signatories:
 - The following 2 signatories are currently on the P&C's executive committee, and are approving all transactions in Commbiz:
 - Vice-president: Nandita Naroth
 - Treasurer: Shirley Godfrey
 - The following were previously on the P&C's executive committee, and are to be removed as signatories, if this has not already been done:
 - Kate Sinfield (former President)
 - Ken Taylor (former Secretary)
 - The following executive committee members will be signatories – appointed at the February 2023 AGM:
 - Gabriella Jerrat – President
 - Nandita Naroth – Vice President
 - Nikki Harvey – Secretary
 - Shirley Godfrey – Treasurer
 - All transactions to be signed by any 2 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)
- **Action - Shirley will get and complete the form to be signed re the changes to signatories, and take the form and signed minutes into the CBA Innaloo branch.**

5. MPC Report shared

Meera spoke to the report in Tracey's absence:

- Quiz Night - 1st April 2023. 40 tables of 8. Meera advised that 28 tables have already sold and she is confident the remaining tables will sell. The quiz night and raffle will be advertised on the MPC website and social media pages. Neil asked if staff could receive information regarding the quiz night as they may wish to purchase tickets. Bookings for the quiz night are via TryBooking.

6. Uniform shop

Nothing more to report

7. School Board

- Neil advised the recent meeting was the final one before changing of members. Katherine is leaving and Genevieve will slide into her role.
- School Captains attended the meeting.
- WA Student Council reps also attended.
- Green Room to be renamed to Gillian Croston Room after a former teacher.

8. Family/Community Engagement Committee

- Next meeting is on Monday 27th March at 3.15pm.
- Thuy will attend the meeting on behalf of the P&C.

9. Art Exhibition

- 26-28 May 2023.
- The committee met with Tracey Baker (head of Art dept) last Thursday to discuss logistics regarding the display of artworks including where the guest artist will display.
- Call for volunteers to assist with hanging art and helping on the weekend will happen soon.

10. Act Belong Commit

- It was clarified that this is a mental health initiative. Neil advised that it was started by a staff member who is currently on maternity leave.

11. Communications

- No one is currently filling this role. It was raised that it would be good to have someone, particularly to help with promoting P&C events.

12. YouthCARE

Nikki presented a verbal report:

- YouthCARE Council met on 21/02/2023. Chaplains James and Mel attended.
- The school is still short of one chaplain, someone is currently being considered and Neil is liaising with Jodi, YouthCARE Area Chaplain.
- Shirley advised that the funding request from YouthCARE hasn't been received.
- **Action** - Nikki to follow up funding request with Jodi. To be sent to Shirley.

13. Other Business Arising

- Discussion regarding the process for funding requests.

Meeting closed 8.51 pm

Next meeting – 15th May 7.30 pm

Location: Conference Room, Administration Building