

**Minutes of Churchlands P&C Meeting**  
**15<sup>th</sup> June, 2020 at 7:30pm**  
**Via Zoom**

**Present:** Kate Sinfield, Shirley Godfrey, Tracey Galton, Neil Hunt, Ken Taylor, Chris Porteous, Nikki Harvey, Danie Smit, Gerda Scholtz, Jane Powell

**Welcome** - Kate opened the meeting at 7:30pm

**Confirmation of Minutes of previous meeting** - Moved Ken - Seconded Tracey - Carried

**Matters Arising:**

- **Reinvestment of Term Deposit** - Shirley
  - Has been reinvested - we have a balance of \$200k for the solar project and the remainder - \$171k - has been reinvested
  - Neil spoke to the solar project and we're waiting for Western Power and then we can pay our funds through.

**Correspondence** - Ken will chase to see what has been sent via the school and follow up.

**President's Report** - Nothing specific to report

**Principal's Report**

- Neil spoke to his written report (attached) - The pool project has been delayed by a fault to the filter
- Exams have been happening - lower than usual applications for medical exemptions
- Attendance has been improving hitting 89% with 95% for 11s/12s
- Some issues with student workplace placements in the current environment, but the school is working to resolve so that students can meet the WACE requirements

**Treasurer's Report** - Distributed in advance of meeting

- \$640k approx. in funds at this time

## Group Reports:

- **Music Parents**
  - Tracey Reported that there was an in-person meeting last week
  - Glenn Robinson still unable to predict whether we'll be able to have the concerts planned for later this year
  - The auditions for next year's GATE Music intake have been run, but via video submission rather than in-person - less applicants, but some good quality options
  - Music department expressed thanks to the P&C for the funding of the new keyboard
  - Some of the fundraising stock is approaching use-by dates which is a bit of a shame
  - Next year's music tour is still in discussion - Neil communicated that it's hoped that parents can be refunded soon as we have now received insurance payout. We need to navigate the requirements in terms of what can be refunded and what can be carried over to next tour's funds and what may need to be refunded to sponsors. Arlene is working with Dave - the treasurer of the tour - to sort this.
  - MusicNotes has been published and there is another already in planning
  
- **School Board**
  - Chris was not able to attend the last board meeting
  - New nominations to the board have been received and pending approval
  - Some discussion of school charges took place
  - We are also seeking a new parent rep to replace a vacancy. A vote will take place soon.
  
- **Uniform Shop**
  - Melissa supplied a report (attached)
  - The Shop operated in "online only" mode until week 2 of term.
  - Uniform shop stock has been reduced
  - Shop is showing a healthy profit - some reduction in staff costs
    - We were allocated JobKeeper for some staff and these have been used productively
  - Neil confirmed that the shop's current storeroom, in one of the demountables, is still available into the future, as we're working to reduce the stock, we may need less space over time but will still need this space.
  - Some concern about school logo changes, and whether we're using the current logo on the current uniforms. Tracey recalls a previous conversation (perhaps around 2.5 years ago) where we decided to use the logo as it exists on the current uniforms for production reasons. To follow up.
  - Some final contract negotiations with Wanneroo Uniforms regarding pre-purchase of some fabrics. Some confusion about music uniforms with has caused some oversupply of fabric. Shirley will follow up.

- YouthCARE
  - Nikki reported that the YouthCare council met
  - Some fundraising options are tricky - Bunnings can not host sausage sizzles at the moment, but we can still do Entertainment Books
  - She attended a meeting of the Family Community Engagement Team - the aim to try and engage with more community-building in the school parent population
    - possibility of career presentations from parents
    - the charity knitting project has had good enrolment
    - some funding sought (via grants or possibly from P&C) for “rites of passage” activities, - eg: camps.
  - There is another meeting of the Family Community Engagement Team coming up on Friday and Nikki will attend - Kate can also attend if Nikki is unavailable.
  
- Act-Belong-Commit - Nothing to report
  
- Quiz Night
  - Nothing to report until we know when we are able to run this type of event
  
- Grounds
  - Some projects awaiting pricing - to be advised
  
- Fathering - Nothing to report
  
- ICT
  - Danie submitted a report (attached)
  - Some discussion of the ICT business plan
    - Risk mitigation - limiting downtimes
    - Network management - upgrades
    - Student use of Technologies - better use of ICT resources by students, eg: Teams
    - Increases to capacity
  - The ICT team weathered the COVID lockdown time well with no significant issues
  - PWC audit - the ICT department was audited as an independent entity to the school
    - Some hope for the development of an “ICT handbook” for schools by the department which might give better frameworks for the school to better know how to gather the required information. Also will help address the presentation of the information for the audit to make that more seamless - at the moment it takes a lot of time to compose the information
  - ICT Upgrades planned - backup modernisation and upgrades to WiFi infrastructure
  - Some hope for better orientation of new students - can take a month before new students are using their laptops well at school

- Communications/Art Exhibition - Jane had to leave the meeting - Kate will follow up.

**General Business**

- Removal of old WordPress P&C website - Ken will follow up with Jane to see if someone knows the credentials for the site so we can remove it
- Neil brought the P&C “honour board” to our attention - Kate will follow up updating it

**Next meeting** - August 3<sup>rd</sup> - Choral Studio, 7:30pm

- Thoughts about getting a “guest speaker” for the next meeting - perhaps Kareena Shearing or some discussion about community engagement

**Meeting Closed** - 8:30pm

# Principal's Report

## **Capital works update.**

The solar installation is now complete and we are now in the process of Western Power connecting us to the grid and advising the school that we can begin to use. Possibly by mid June!

Three projects currently underway, include

1. Science lecture theatre. This was an old fashioned tiered seating theatre that has no place in today's teaching methodology. The floor has been levelled and covered, false ceiling installed, all new lighting, electrics and air-conditioning. Status -completed
2. The upstairs toilets outside of the Auditorium have been gutted. New floor wall tiles, ceiling s painted, new wash basins and new cubicles, urinals installed. Status - completed
3. Pool upgrade. Gutting and rebuilding all change rooms including tiling, cubicles painting etc. Plant room upgrade and changing from gas to electric heating for the pool. Status Close to handover however at this point the filtration pump was discovered to be no longer functional. Replacement (\$15k) of this has slowed the project however expectation is the pool will be operational from June 22.

The school has finalised quotes for security camera upgrades and additions to cover new buildings. This project will commence shortly.

## **Back to normal?**

Attendance has been increasing since the start of term finishing at 89% by the end of week 2 with 95% of year 11 and 12 students in attendance. The latest results show a consistent 95% attendance across all classes which is in line with prior to Covid - 19 results.

As a consequence the school has normalised schedules for assessments and reporting to take place with minor adjustments. Year 11 and 12 student exams will be completed by June 11. The original November date for ATAR exams has been retained and the full curricula will be addressed and available to be examined. The schedule for Year 12 General course EST's has now been confirmed as Week 8 and 9 of this term and we will program appropriately and inform students. The one main disappointment in senior school is that , on the advice of the CHO, all Structured Work placements have been cancelled for term 3 which impacts around 150 of our students.

The school will issue all reports except for Year 10 by the end of term. Years 7/8 and 9 will have comments via attributes only (no grades) while senior school students will receive attributes, grades and marks (for ATAR students). Year 10 student reports will be available at the beginning of term 3 due to the need to have exam marks and grades necessary to assist in appropriate 2021 Year 11 subject selection.

## **Research Project**

Churchlands has been asked as one of 80 schools in Western Australia to participate in the COVID – 19 Research project called DETECT. This is undertaken in partnership with the Telethon Kids Institute and has been rolled out for consideration by parents, students and staff. Some schools will be asked simply to complete questionnaires while others will be tested monthly for COVID-19 and also complete the same questionnaires. Our participation involves the questionnaire only. All students participating will require parental consent.

## **Calendar changes**

Many events advertised in our calendar will still not run and there is an expectation that the number of assemblies and excursions will be significantly reduced for the remainder of the years and none will be held this term. Other events will be dependent on Ministerial advice and relevant timing of this advice. We have relocated our Professional Development day from June 5 to July 20, the first day back term 3. Due to lost teaching time we are in the process of considering a ban on all year 11/12 excursions and assemblies during term 3 to provided certainty of teaching time.

## **Staffing**

We have recently completed the process to select a facilities manager (Mr Barry Ridley successful) to replace the long serving Nove Ivanovski who retired in January this year. We have commenced timelines to undertake the selection of an Associate Principal to replace Bernie Dunn who retired in April. Advertising will commence early August with a position finalised before the end of term 3 for commencement in 2021. Depending on the successful applicant this has the potential to create further vacancies at the school. Concurrently we will advertise for another Head of Year to replace Steve Galvin who won the Deputy Principal position at Duncraig. Uncertainty also remains around the Head of Learning HASS due to the ongoing sick leave notifications from Mr David Filmer. Depending on this advice we may be in a position to advertise that position. Nawal Kurston who has been on Maternity leave has won a position at the Health Department and has resigned form the school with Ms Helena Francis continuing on in her role. This will be shortly substantively advertised.

## **School Family and community engagement team**

This team has started assessing our current practices in engaging family and community and aim to be an advisory body that provides recommendations for practices that will optimise the experience we provide for family and community. Due to covid-19 the team has been working to provide our parents with opportunities to engage with their children while offsite and share learning experiences with them. We are now planning for our fortnightly BYTES issues to give parents takeaways to use in engaging with their children. As we start to return to normality the team will be looking at ways to engage family and community members more regularly and in meaningful ways on school site as we work together towards positive student outcomes. Its agenda will also be to meet the Business Plan target, 'develop a renewed sense of school pride and community spirit through improved engagement'.

We would love a member of the School Board and School P&C to attend a meeting to share ideas and different perspective. Anyone who is interested can contact Karena Shearing via email

[kshearing@churchlands.wa.edu.au](mailto:kshearing@churchlands.wa.edu.au)

**Neil Hunt**  
**Principal**  
**Churchlands Senior High School**

# CSHS P&C – Treasurer’s report

15 June 2020

1.	<b>Account balances – 7 June 2020</b>																												
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; border: 1px solid black;">Account Name</th> <th style="width: 35%; border: 1px solid black;">Account Type</th> <th style="width: 25%; border: 1px solid black;">Available Funds</th> </tr> </thead> <tbody> <tr> <td>Building Fund</td> <td>Society Cheque Account</td> <td style="text-align: right;">200,201.46</td> </tr> <tr> <td>Building Fund Saver</td> <td>Business Online Saver</td> <td style="text-align: right;">1.44</td> </tr> <tr> <td>Building Fund</td> <td>Term deposit</td> <td style="text-align: right;">171,000.00</td> </tr> <tr> <td>CSHS Music Parents</td> <td>Cheque Account Bearing Interest</td> <td style="text-align: right;">11,570.64</td> </tr> <tr> <td>CSHS P&amp;C General</td> <td>Cheque Account Bearing Interest</td> <td style="text-align: right;">169,000.20</td> </tr> <tr> <td>CSHS P&amp;C Saver</td> <td>Business Online Saver</td> <td style="text-align: right;">4,795.29</td> </tr> <tr> <td>CSHS P&amp;C Uniform</td> <td>Cheque Account Bearing Interest</td> <td style="text-align: right;">84,234.89</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$640,803.92</td> </tr> </tbody> </table>	Account Name	Account Type	Available Funds	Building Fund	Society Cheque Account	200,201.46	Building Fund Saver	Business Online Saver	1.44	Building Fund	Term deposit	171,000.00	CSHS Music Parents	Cheque Account Bearing Interest	11,570.64	CSHS P&C General	Cheque Account Bearing Interest	169,000.20	CSHS P&C Saver	Business Online Saver	4,795.29	CSHS P&C Uniform	Cheque Account Bearing Interest	84,234.89			\$640,803.92	
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2.	<p><b>YTD – results:</b></p> <ul style="list-style-type: none"> <li>- See attached YTD P&amp;L &amp; balance sheet</li> <li>- May JobKeeper payment received, expect changes to be announced to the JobKeeper scheme later this month.</li> <li>- Uniform Shop:             <ul style="list-style-type: none"> <li>o Excluding the auditors stock adjustments, cash boost and JobKeeper subsidy trading profit is \$47K</li> <li>o Comparing to 2019:                 <ul style="list-style-type: none"> <li>▪ Salaries significantly lower, due to reduced shop hours, higher level of online sales</li> <li>▪ Sales slightly higher</li> </ul> </li> <li>o Stock levels \$60K lower than at 30/6/2019.</li> </ul> </li> <li>- New school logo was advised to Melissa last week, will work with the suppliers, expect that it will be a while until the existing stock has been sold.</li> <li>- Agreement with Wanneroo Uniforms, has been updated re stock hold numbers and any price increases annually on 1 July.</li> </ul>																												
3.	<p><b>Funding requests:</b></p> <ul style="list-style-type: none"> <li>- No new requests</li> </ul>																												

# Profit and Loss

## CHURCHLANDS SENIOR HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC

### All Jobs

1 January 2020 to 7 June 2020

	BUI - Building Fund	GEN - General	MPC - Music Parents	UNI - Uniform shop	Total
<b>Income</b>					
CSHS P&C Contributions	-	40,079	-	-	40,079
Interest - term deposit	2,083	-	-	-	2,083
MPC Event Catering - Internal events	-	-	142	-	142
New uniforms	-	-	-	283,804	283,804
Sundry Income	-	1,036	-	-	1,036
<b>Total Income</b>	<b>2,083</b>	<b>41,115</b>	<b>142</b>	<b>283,804</b>	<b>327,145</b>
<b>Less Cost of Sales</b>					
Cost of New Uniforms	-	-	-	204,698	204,698
Inventory adjustments	-	-	-	48,423	48,423
Shortfall in cash	-	-	-	113	113
Uniform stock write-offs	-	-	-	362	362
<b>Total Cost of Sales</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>253,595</b>	<b>253,595</b>
<b>Gross Profit</b>	<b>2,083</b>	<b>41,115</b>	<b>142</b>	<b>30,210</b>	<b>73,550</b>
<b>Plus Other Income</b>					
Government Grants	-	1,540	-	11,651	13,191
<b>Total Other Income</b>	<b>-</b>	<b>1,540</b>	<b>-</b>	<b>11,651</b>	<b>13,191</b>
<b>Less Operating Expenses</b>					
Audit Fees	-	20	-	-	20
Bank Charges	-	204	-	36	239
Bookkeeping	-	-	-	68	68
Business package insurance	-	-	-	1,732	1,732
Chaplaincy Support	-	35,000	-	-	35,000
Computer Expenses	-	136	-	223	359
Depreciation Expense	-	-	149	645	794
Donations to school	-	10,500	-	-	10,500
Event Catering Expenses	-	-	683	-	683
Internet Expenses	-	-	-	382	382
Meeting expenses	-	-	99	-	99
Merchant Fees	-	-	-	2,745	2,745
Postage	-	-	-	(9)	(9)
Printing & Stationery	-	-	-	96	96
Shopify Fees	-	-	-	1,276	1,276
Sundry Expenses	-	-	-	121	121
Superannuation expense	-	333	-	1,825	2,158
Uniform Shop expenses	-	-	-	1,955	1,955
WACSSO Affiliation Fees	-	622	-	-	622
Wages and salaries	-	3,500	-	19,571	23,071



# Profit and Loss

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	<b>BUI - Building Fund</b>	<b>GEN - General</b>	<b>MPC - Music Parents</b>	<b>UNI - Uniform shop</b>	<b>Total</b>
Workers compensation insurance	-	-	-	834	834
<b>Total Operating Expenses</b>	-	<b>50,314</b>	<b>931</b>	<b>31,499</b>	<b>82,744</b>
<b>Net Profit</b>	<b>2,083</b>	<b>(7,659)</b>	<b>(789)</b>	<b>10,361</b>	<b>3,997</b>

# Balance Sheet

## CHURCHLANDS SENIOR HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC As at 30 June 2020

30 Jun 2020      30 Jun 2019

### Assets

	30 Jun 2020	30 Jun 2019
<b>Bank</b>		
Aus Post Load & Go	4	713
Australia Post Load & Go	220	-
Cash float - general	500	500
CBA Building cash mgt 7935	1	20,166
CBA Building Fund 2439	200,201	70,986
CBA Building Fund term deposit	171,000	375,635
CBA Cash Management A/C 5867	4,795	4,795
CBA general cheque A/C 6114	169,000	106,404
CBA MPC cheque A/C 3045	11,571	18,433
CBA Uniform cheque A/C 5832	82,338	34,014
<b>Total Bank</b>	<b>639,631</b>	<b>631,646</b>
<b>Current Assets</b>		
Accounts Receivable	401	876
Petty cash - uniform shop	200	200
Prepayments	896	1,244
Uniform new stock	160,762	220,075
Uniform secondhand stock	-	3
Uniform shop float	400	400
Uniform Stock Fabric	-	3,402
<b>Total Current Assets</b>	<b>162,659</b>	<b>226,200</b>
<b>Fixed Assets</b>		
Office Equip Accum Depn	(4,068)	(2,616)
Office Equipment at Cost	5,473	5,473
Plant & Equip Accum Dep	(250)	(114)
Plant & equipment at Cost	1,364	1,364
<b>Total Fixed Assets</b>	<b>2,518</b>	<b>4,107</b>
<b>Total Assets</b>	<b>804,808</b>	<b>861,953</b>

### Liabilities

	30 Jun 2020	30 Jun 2019
<b>Current Liabilities</b>		
Accounts Payable	5,633	20,257
Accrued Expenses	121	-
ATO - Integrated client account	-	7,191
GST	2,069	(518)
PAYG Withholding Payable	6,484	-
Rounding	-	-
Superannuation Payable	778	1,913
Tax Rounding Account	1	-

# Balance Sheet

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	30 Jun 2020	30 Jun 2019
<b>Total Current Liabilities</b>	<b>15,086</b>	<b>28,844</b>
<b>Total Liabilities</b>	<b>15,086</b>	<b>28,844</b>
<b>Net Assets</b>	<b>789,722</b>	<b>833,109</b>

## Equity

Current Year Earnings	3,997	(5,843)
Membership Funds Carried Fwd	763,448	816,675
Trx - Building Fund	(75)	(75)
Trx - Canteen	6,927	6,927
Trx - Music	3,587	3,587
Trx - Uniform Shop	11,838	11,838
<b>Total Equity</b>	<b>789,722</b>	<b>833,109</b>

# Uniform Shop Report

## June 2020

Towards the end of Term 1 opening hours were dramatically reduced due to COVID-19.

When the school reopened at the beginning of Term 2, the Uniform Shop operated only via Online Sales, with collection of purchases from the school's main admin office. This was only temporary; until we reopened the Shop to students and parents in the second week of Term 2 – with appropriate COVID-19 protocols in place.

The Shop was extremely busy for the first 4-5 weeks of Term 2 – immediately following the period of restricted sales and in conjunction with the onset of winter weather. Both instore and online sales have slowed since then, as expected at this time of the year.

Since re-opening, most staff have been receiving the federal government's Jobkeeper subsidy, which substantially reduces the Shop's direct operating costs. We have been taking advantage of the wage subsidy by completing stocktakes and similar, which has allowed us to review our stock requirements for the next 12 months.

We are currently reviewing trading hours – with a view to introducing different winter and summer opening hours, as we have noticed very few people attend the shop after dark; hence earlier closing in winter may be warranted.

It was brought to my attention last week that the Churchlands Senior High School Logo was changed in 2017. Unfortunately, this change was not communicated. I have requested the new logo and have notified our suppliers. We have considerable stock in the shop as well as in 'stock hold'. It will take 12-18 months until we will see the new logo on the everyday uniforms.

Melissa Haynes

Uniform Shop Manager

## Report to P&C Churchlands on ICT Committee Meeting

**Date:** 21 May 2020

**Report by:** Danie Smit

**Attendees:** Neil Hunt, Shaq Herath, Doug Cox, Kym Tan, Sally Morris, Danie Smit, Hagop Boyadjian, Grant Puse, Tracy Goodwin

Shaq shared the ideas around the **ICT Business plan** and requested attendees to give input. Topics include:

**Risk Mitigation:** to ensure business continuation and reduce unscheduled downtimes, adopt disaster recovery plan, ongoing system audit and setting up of relevant policies

**Network Management:** Increase visibility of network trunk links, User Management as per the PwC audit, Asset Management policies amended as per the DoE standards, Create a Software asset register

**Increase student capacity:** Enable Student groups to have Teams created with a assigned teacher for supervision, OneNote training for Year 6-

**Increase staff capacity:** Setting up ongoing training and inductions.

It was mentioned that there were no major hiccups during the Covid-19 lock-down. Teachers were well-prepared for online classes, but it was not really necessary in the end.

Implementation of the school's new solar system is nearly complete and will allow the school to monitor how much power is consumed.

The PwC Audit into the school's handling of ICT was discussed. As Churchlands ICT functions independently from the Department, an audit was conducted. Not major findings were made, but the general impression is that there is very little guidance from the Department as to what is required in terms of standards and procedures. Neil proposed at the principal's meeting that a "ICT Handbook for Schools Policies and Procedures" be compiled.

Other topics being investigated by ICT are:

- Options to upgrade the aging network infrastructure to Wi-Fi 6 protocol and standards
- Backups is still done via tapes and new options are being investigated
- Yr 7 induction on using computers. It takes about 1 month at the start of the new school year to get everybody setup and familiar with the computer. The meeting concluded that it is not feasible to reduce this period; teachers have been informed to take this into account at the start of new year.

Grant Puse discussed findings of his survey amongst students on teachers' use of technology. Some findings were:

- Students learn how to use computers
- Some teachers could be more organised
- Teachers should be more aware what students are doing on their computers in class

The quality of the teachers' Lenovo Thinkpad laptops was mentioned as a big plus. This also prompted students to start creating new teaching material.

Shaq mentioned the Privacy of Personal Information requirement and appeal to all to adhere to these privacy requirements.

Meeting concluded after 1 hour 15 minutes.