Churchlands Primary School

Meeting Minutes

Churchlands Primary School Board Meeting Minutes held Monday 12.05.25 in Staff Room 6.00pm

1.0	**Welcome and Apologies**	**ACTIONS**
1.1 Chair	Open and welcome Special welcome to new P&C President Will	Note
1.2 Chair	Apologies: Steve Breen, Emma Corey, Jo Morgan, Luke Johnson, Thanh Ngyuen	
1.3 Chair	Confirmation of agenda. Confirmation of previous minutes.	Arthur
2.0	**Disclosure of Interest** (Real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda)	
2.1 Chair	None reported.	
3.0	**Business Arising from previous minutes**	

Chair	• Kim will schedule meeting with Traffic Committee Term 2 week 2.
	  ○ It was suggested calling for new volunteers to spark interest since we are in a new school year.
	• Update on payment options for the Canteen
	  ○ Currently being reviewed at the P&C
	• 2025 Budget
	  ○ The 2025 budget is the tightest budget ever experienced.
	  ○ Reserves are significantly low.
	  ○ Unexpected expenses, including server replacement, power issues, and building repairs.
	  ○ Ongoing Cost Increase in School Resources
	  ○ Overall operating costs continue to increase including utilities.
	  ○ CPS is on the list for a Solar Panel upgrade.
	  ○ Voluntary contribution fee participation is high.
	• Update on tree on the oval
	  ○ Arborist has attended to re-assess trees.
	  ○ DoE provided additional $20k for tree management	

4.0	**Finance**	

4.1
Kim
	• 2025 Budget
	  ○ The 2025 budget is the tightest budget ever experienced.
	  ○ Reserves are significantly low.
	  ○ Unexpected expenses, including server replacement, power issues, and building repairs.
	  ○ Unexpected Cost Increase in School Resources
	  ○ Overall operating costs continue to increase including utilities.
	  ○ All budgets across the school have been impacted.
	• Draft Annual Report
	  ○ Report was reviewed and endorsed pending some cosmetic changes, mainly formatting.
		Endorsed

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	• Government funding was approved prior to the elections for carpark upgrade, traffic calming on Pearson and Library Aircon. Waiting on some direction with all these.	
5.0	**CPS Focus and initiatives**	
6.1 School Executive	• Discussion/review of CPS Communications • CPS 60year Anniversary...ideas for celebration end of year. o Discussion about plans for a 60th-anniversary celebration. o Ideas for costumes and themes from the 1960s are being considered. o P&C & KF to work on • Kaartdijin. DOE new online student info system o New system being rolled out over the coming weeks and will be a staged rollout. o Parents will be notified shortly of the Compass Platform o The technology is expected to deliver significant time savings for school staff and eliminate the duplication of tasks. o KF provided a quick overview on functionality of Compass including which includes, absentee management, online enrolments attendance records, behaviour management. • Resilience Project Presentation o Great Feedback received. o Disappointment over low attendance at workshops despite initial interest. A lot of work goes into holding such events. o Constructive feedback was provided to Hugh van Cuylenburg.	
6.0	**Celebrations & Achievements**	
7.1 Chair and Kim	The following achievements were acknowledged: • ANZAC Day laying of the wreath • Year 6 Business Fair, over $4,100 raised. o Positive observations from older students helping the younger students with cash handling during the event. • Election Cake stall raised over $3,600.	
7.0	**P&C**	
8.1	• New P&C President has been elected – Will. • New Secretary has been elected – Andrew • The P&C has all positions filled except Comms, succession planning is working well • Ibis Café – Menu and pricing being reviewed.	

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	• The P&C is a vital function of the school and makes several contributions to the school	
9.0	**General Business**	
	• Arthur sent a query on online consent forms, concerns on volumes required to be completed by parents, i.e., in one instance 3 consent forms were required by students – onerous when a family has multiple children. This is feedback was also obtained through WhatsApp groups and from parents directly. Can there be a more streamlined process? o KF advised that there are legal requirements to collect certain information for consent. o the new Compass System will be more efficient in collecting the same information. • Their Care – Hygiene has again become an issue with the recent Bibs only arriving two months ago are already dirty with multiple complaints received. o BL to address with Their Care and it was suggested that ECRU should be notified. o KF advised that CPS had to address some issues with Their Care earlier in the year but this has be rectified. o CPS is limited in getting involved as Their Care is an unrelated entity to CPS. • Carpark upgrade project o CoS has sold the dust bowl to the DoE. o Pre-election promise of school crossing upgrades and general carpark improvements are still expected to be delivered. • Parent behaviour in carpark was mentioned including parents parking in the staff carpark, children crossing through the carpark resulting in near misses.	

Meeting Closed: 7.04pm
Next meeting: 16 June 2025

Chair signed:
Date : 16/6/25

Principal signed:
Date: 16/6/25

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