



**Minutes of P & C General Meeting
 17 February 2025**

Held: In the Conference Room (upstairs) in the Main Administration Building at Mount Lawley Senior High School.

Meeting Opened: 5:35pm

ATTENDANCE

Michael Camilleri (Associate Principal)	Malay Parikh (Co-treasurer)	Denise Quathammer (Secretary)
Ana Santos (Co VP)	Sangeetha Durgan (GAT Convener)	Mei-ling Day (Board Rep)
Andrew Lippiatt	Helen Goldsmith (Chair)	Kieran Looby (Music Convener)
Paul Atkins (Treasurer)	Brad O’Dea (Exec Convener)	Nur Brkich (GAT co convener)
Yvette Sholdas (VP)	Monique Herbst (LAA Convener)	

GUESTS

Svetlana Lush	Melissa Seedy	Khin Thida kyaw
Joanna McIvenny	Yu Yu Win	Joli Mendez
Shahna Gallagher	Dijon Summers (Teacher)	

APOLOGIES

Tony Millar (SVAPA convener)	Lesley Street	Adrian Heil
Purdey Van der Reis	Louise Aston (LAA Convenor)	Kate Field (PEC convener)
Martina Bordoni		

ITEM	ACTION (name)
<p>1. Confirmation of Minutes of Previous Meeting</p> <p>1.1. Resolution: That the minutes of the previous General Meeting of Mount Lawley Senior High School P & C Association Inc on 18 November 2024 be taken as read and confirmed as true and accurate record</p> <p>Moved: Andrew Seconded: Ana</p> <p><i>Motion Carried unanimously</i></p>	<p>Helen Goldsmith</p>
<p>2. Business Arising from Previous Minutes</p> <p>A motion not noted in P & C minutes from June 2024. We believe this was approved at a subcommittee meeting yet not included in June 2024 P&C minutes.</p> <p>2.1.1. 2024-001 To approve payment to Jumping Jigsaws for website hosting for \$275 for 1 year</p> <p>Monique informed no longer using Jumping Jigsaws and Motion to be cancelled</p>	<p>Helen Goldsmith / Yvette Sholdas</p>



ITEM	ACTION (name)
<p>3. Principal's Report</p> <p>Resolution: No report provided prior to meeting. Michael to send a report on email, for appending to minutes.</p> <p>Action: Report to be emailed through by Michael, for circulation with Minutes</p> <p>Additional Notes:</p> <p>3.1. 12 new staff onboarded for 2025</p> <p>3.2. Michael acknowledged the excellent results from ATAR 2024 graduates</p> <p>3.3. With the pending election, focus has been on seeking election commitments</p> <p>3.4. DevelopmentWA has noted the gifting of WAPA facilities to MLSHS, this has not been confirmed.</p>	<p>Michael Camilleri</p>
<p>4. Treasurer's Report</p> <p>Resolution: That the attached Treasurer's Report be adopted</p> <p>Additional Notes:</p> <p>4.1. Reconciliations in Xero not being completed on time.</p> <p>4.2. Monies were received from the school for parent contributions in December.</p> <p>4.3. Still need to complete the funds reallocation between accounts - all money sitting in one account on Xero. This needs to be completed for 2024.</p> <p>4.4. Action - Subcommittee conveners to have their treasurers finalise reconciliations urgently, to allow finalisation of 2024 financials for audit</p>	<p>Malay Parikh</p>
<p>5. President's Report</p> <p>Resolution: That the attached President's Report be adopted</p> <p>Additional Notes:</p> <p>5.1. Action: Paul to assist with getting the new Commbiz form for Ana to get approved as an authoriser</p> <p>5.2. Discussion was had around receipt issues with AUD Vs USD transactions. Confirmed by Dijon and Keiran a workaround is in place.</p> <p>5.3. After the AGM a treasurers meeting is to be convened with all treasurers for training and handover.</p> <p>5.4. P & C General Committee Motions</p> <p>5.4.1. PC20250209-2 Purchase a new domain eg. pcmlshs.org.au domain, to set up Google workspace for emails and storage, to the value of \$50 for a year's subscription.</p>	<p>Helen Goldsmith</p>



ITEM	ACTION (name)
<p style="text-align: center;">Moved: Andrew Lippiatt Seconded: Mei Ling Day <i>Motion Carried unanimously</i></p> <p>5.4.2. PC2024.02.09.1 Motion for XERO Subscription for Mar, Apr, May 2025 \$152.50 ex GST</p> <p>Agreed to approve full year subscription. Motion to be raised for the full 12 months subscription and approved at the next General Meeting</p> <p style="text-align: center;"><i>Motion Lost</i></p>	
<p>6. Vice President's Report</p> <p>Resolution: That the Vice President's Report be adopted</p> <p>Additional Notes:</p> <p>6.1. Focus on preparing procedures to hand over P&C responsibilities and smooth onboarding of new members for 2025.</p> <p>6.2. Each subcommittee to ensure they have a good hand over plan.</p> <p>6.3. Calendar and activities list by month created to support new committee in planning and managing</p>	<p>Yvette Sholdas / Ana Santos</p>
<p>7. Secretary – Correspondence In / Out</p> <p>There was no correspondence to note</p> <p>Additional Notes:</p> <p>7.1. No correspondence to note</p>	<p>Denise Quathammer</p>
<p>8. Music Support Committee's Report</p> <p>Resolution: That the attached Music Committee Report be adopted</p> <p>Additional Notes:</p> <p>8.1. Corrected cash reconciliation distributed at meeting, and appended to these minutes</p> <p>8.2. A number of questions raised around the Grand Piano Proposal. It was noted that only a small number of students directly benefit (20-30 students) of the 400+ special program students, yet many indirect benefits more broadly</p> <p>8.3. Community consultation has not been sought for the Grand Piano proposal. The proposal has only been shared with the Music committee and General P&C committee.</p> <p>8.4. It was noted that MLSHS currently doesn't run a piano program.</p>	<p>Keiran Looby</p>



ITEM	ACTION (name)
<p>8.5. It was noted that a number of guests and committee members would like to see more investment in other instruments.</p> <p>8.6. It was noted that Dijon from the Music Dept mentioned the proposal could have been for a Piano, rather than a Grand Piano</p> <p>8.7. It was noted that the school's piano is old and doesn't hold tune well. At some stage in the future this will need to be upgraded.</p> <p>8.8. It was raised by Helen that the plan runs over 10 years and no one currently involved will be around then and funds will not benefit attending students.</p> <p>8.9. A suggestion was made by Yvette that the motion be amended to include a maximum % of annual income e.g. not more than 15% of annual income be set aside.</p> <p>8.10. It was noted that hired equipment is currently used and limited number available, and the quality of the instruments is not always great, and owning our own instruments, would allow better quality equipment and expansion in numbers in programs</p> <p>8.11. Keiran raised an issue with Square facility, where funds are going to the wrong committees, and need for separate squares, allowing accurate flow of cash to correct subcommittee bank accounts. This is an issue for all subcommittees to be resolved.</p> <p>8.12. Keiran noted that there are motions from 2023 that the school has not yet raised invoices for.</p> <p>8.13. Noted that Keiran will be stepping down as Music Convener at their AGM.</p> <p>8.14. Keiran noted that an interest bearing bank account is proposed for funds retained for Grand Piano. It was noted that Commonwealth Bank cannot support an interest bearing account with the current Music account type or a term deposit. Another bank will need to be approached to deliver this. It was noted that this adds another level of complexity and reconciliation to the volunteer committee to undertake.</p>	
<p>8.15. Action – Paul to work with Kieran and all subcommittee conveners and treasurers to implement square solution that allows accurate allocation of funds to each subcommittee</p>	
<p>8.16. Music Committee Motions</p> <p><i>8.16.1. M2024.11.20.1 To move the Music Support Committee AGM to the second meeting of each year. (Currently it is held at the first meeting of the year)</i></p> <p>Moved: Yvette Sholdas Seconded: Ana Santos</p> <p><i>Motion Carried unanimously</i></p>	



ITEM	ACTION (name)
<p>8.16.2. M2024.10.23.4 That Music Support Committee continues to make provision at the year end for the recurring Annual Upkeep Costs (currently estimated to be \$25,000 in 2025) of the next year.</p> <p>Moved: Denise Quathamer Seconded: Andrew Lippiatt</p> <p><i>Motion Carried unanimously</i></p> <p>8.16.3. M2024.10.23.7 That Music Support Committee allocate 50% of current and future uncommitted funds ie those in excess of Annual Upkeep Costs (Operational Costs), to a fund for the purchase of a grand piano.</p> <p>Moved: Monique Herbst Seconded: Ana Santos</p> <p>8 members voted in favour</p> <p><i>Motion Carried with 2/3 majority vote</i></p>	
<p>9. SVAPA Committee’s Report</p> <p>Resolution: That the attached SVAPA Committee Report be adopted</p> <p>Additional Notes:</p> <p>9.1. No representative in attendance from SVAPA</p> <p>9.2. All motions listed in the SVAPA report have already been approved.</p> <p>9.3. The noted motions where assistance required to organise payment, were all paid out at the end of 2024</p> <p>9.4. It was noted that SVAPA has 6 motions that appear to be duplicates. A reconciliation of motions for 2024 to be completed before the AGM, with all closed motions, funds released and motions to be canceled to be noted at the next General meeting.</p> <p>9.5. <u>Action</u> - Reconciliation of SVAPA motions from 2024 to be undertaken, with duplicates and motions no longer required canceled, and motions closed noted in next report</p> <p>9.6. SVAPA Committee Motions</p> <p>9.6.1. <i>no motions raised for approval</i></p>	<p>N/A</p>
<p>10. GAT Committee’s Report</p> <p>Resolution: That the attached GAT Committee Report be adopted</p> <p>Additional Notes:</p>	<p>Sungeetha Durgan</p>



ITEM	ACTION (name)
<p>10.1. nothing additional to note</p> <p>10.2. GAT Committee Motions</p> <p>10.2.1. no motions raised for approval</p>	
<p>11. Lawley Art Auction Committee's Report</p> <p>Resolution: That the attached Lawley Art Auction Committee Report be adopted</p> <p>Additional Notes:</p> <p>11.1. Have already started collecting sponsorship and have \$10,000 committed.</p> <p>11.2. Wanneroo Mazda sponsoring again.</p> <p>11.3. New website is live https://www.lawleyarts.com/</p> <p>11.4. Have 15 artists registered</p> <p>11.5. Usually offer a 60/40 split to artists, this year offering the option to donate their artwork, take a 50/50 split or 60/40.</p> <p>11.6. LAA Committee Motions</p> <p>11.6.1. no motions to approve</p>	<p>Monique Herbst</p>
<p>12. School Board Representatives Report</p> <p>No report presented as the Board has not yet had their meeting</p> <p>Additional Notes:</p> <p>12.1. No additional notes</p>	<p>N/A</p>
<p>13. Parent Engagement Committee's Report</p> <p>Resolution: That the attached Parent Engagement Committee Report be adopted</p> <p>Additional Notes:</p> <p>13.1. No additional notes</p>	<p>Helen Goldsmith</p>
<p>14. General Business</p> <p>14.1. Malay is looking for a pro bono auditor for 2024 audit, if possible</p> <p>14.2. Yvette advised there is a grant for \$20,000 for small capital projects. Given the importance of other items, discussion was held over to be discussed at the next General meeting with the new committee. Noted that it would require a commitment from someone to progress the grant application.</p>	<p>Various</p>



ITEM	ACTION (name)
<p>14.3. The Bill Payment Procedures and Raise, Approve & Track Motion Procedures, including motion expenditure tracking process were completed by Yvette.</p> <p>Resolved to approve the final version of both procedures, including motion expenditure tracking process and shortening of motion ref # (to include subcommittee code then YYMMDD-#, with no extra spaces or dashes to enable length to fit in the 11 character field in Commbiz - eg S250209-1).</p> <p>Moved:Mei Ling Day Seconded: Malay</p> <p>Action - Approved procedures, to be circulated to all office bearers by Yvette</p> <p>14.4. All subcommittees are required to reconcile motions, and as noted in June 2024 minutes, closed motions are to be noted at the P&C General Committee. Any motions no longer required, are to be cancelled and brought to the next General Meeting for noting.</p> <p>14.5. Meetings were held to progress the Email and document storage platform. More work to be completed. Goal is to have it ready for the new committee, yet still significant work to complete. Move update / progress item to next General Meeting.</p> <p>14.6. Action - Paul looking into Commbiz authorisation for Ana Santos</p> <p>14.7. Action - Paul to investigate and setup square to enable each committee to receive funds directly to their own accounts</p> <p>14.8. Action - Paul to organise subscription and setup of Sign up Genius for all committees</p> <p>14.9. Action - Malay to finalise reallocation of Xero transactions to correct codes in preparation for final financials and audit</p>	
<p>15. Other Business</p> <p>15.1. LAA requested the P&C general committee run a Bunnings Sausage Sizzle fundraiser. noted that if the P&C were to run, funds would be retained for broader school use. Agreed to leave for the new committee to consider.</p> <p>15.2. LAA have announced that Waneroo Mazda are keen to offer a car to raffle again this year. LAA does not have capacity to run this, yet the P&C may want to run with this raffle to raise funds for the General P&C. Agreed to leave for the new committee to consider.</p> <p>15.2.1. Action: Paul and Malay to contact Helen Pelusey, from music to arrange the sign up genius for all committees</p>	
<p>16. Next Meeting</p> <p>The next meeting will be the Annual General Meeting followed by a General Meeting held on Monday 10 March 2025 at 5.30pm</p>	



ITEM	ACTION (name)
In the Conference Room (upstairs) in the Main Administration Building at Mount Lawley Senior High school	
17. Meeting Closed: 7:25pm	