



MINUTES for GENERAL MEETING

Mon 23 September 2019 at 7pm

Conference Room, Main Administration Building, Mt Lawley SHS

	Time (mins)
<p>1 WELCOME AND OPENING REMARKS (Chair)</p> <p>1.1 Meeting opened at 7.02pm; the Chair welcomed members, Attendance: Annaleise Grubisich, Lesley Street, Andrew Lippiatt, Iain Bradley, Randal Wells, Michael Camilleri, Scott Johnson, Patricia Kritas, Sharon Cockroft, Ben Harvey</p> <p>1.2 Apologies: John Pryor, Anne Tumak, Susie McGough (prospective member)</p> <p>1.3 Confirmation of Agenda : Corporate Services Manager added</p>	10
<p>2 CONFLICTS OF INTEREST</p> <p>Nil</p>	
<p>3 MINUTES OF PREVIOUS GENERAL MEETING (Chair)</p> <p>3.1 Confirmation of minutes of 26 August 2019 GM (Attached) Moved: Sharon, Seconded: Iain; Minutes accepted</p>	
<p>4 MATTERS ARISING FROM LAST GENERAL MEETING (Chair)</p> <p>4.1 WACSSO conference report</p> <ul style="list-style-type: none"> • No report as Patricia Kritas was unable to attend the conference for personal reasons. <p>4.2 P&C funding proposals – Undercover seating</p> <ul style="list-style-type: none"> • Two quotes provided; most competitive quote was circulated; Michael Camilleri to forward the second quote to Chair and Treasurer for the record; • Agreed that school to arrange for installation and that the funds be recouped from the P&C uniform shop commission funds <p>Motion: That \$16000 out of uniform shop commission funds be made available to fund the undercover seating Moved: Andrew Lippiatt; Seconded: Randal Wells; Motion passed unanimously Michael Camilleri to arrange the installation of the seating</p> <p>4.3 School lockers (Principal)</p> <ul style="list-style-type: none"> • Hold over to next meeting as Michael White who has been reviewing the success of the lockers is away • Noted that, at this time, only want to know whether the P&C is likely to need to raise funds; given the positive informal feedback received to date, the P&C will need to consider this. • Also noted that 22 classes in total (Years 7 & 8 only) would be able to utilise the lockers and that this would require \$40,000-50,000 in funding, representing a significant commitment from the P&C. • Agreed that it should be further discussed at the October meeting following the Principal's feedback from Michael White. <p>4.4 Music Committee term deposit (Chair/Treasurer)</p>	15

<ul style="list-style-type: none"> • The term deposit, including interest, has been drawn down. <p>4.5 Lawley Art Auction Terms of Reference (Chair)</p> <ul style="list-style-type: none"> • Currently with the LAA for consideration • Chair advised that all other sub-committees have received Terms of Reference (ToR) to consider • Acceptance of all ToR to be considered at November P&C meeting with a view to being endorsed for the following calendar year. 	
<p>5 CORRESPONDENCE (Secretary)</p> <p>5.1 Correspondence In</p> <ul style="list-style-type: none"> • Canteen PD flyer – noted that not suitable for the P&C • Two bank statements • Invitation to President from Simon Millman MLA to attend community workshop in relation to WAAPA moving to Perth; Chair to refer to Randal <ul style="list-style-type: none"> ○ Principal advised that ECU talking about moving operations from Mt Lawley to a block on Wellington St with concourse theatres and piazzas; that UWA and other universities also keen to establish a presence in the city; ○ MLSHS likely to express interest in the WAAPA buildings; will have further information from Simon Millman at next meeting; has advised the Minister for Education in person that MLSHS needs a performing arts centre <p>5.2 Correspondence Out</p> <ul style="list-style-type: none"> • Nil 	5
<p>6 Election of Executive Committee positions</p> <p>6.1 Gifted and Talented (GAT) Committee representative</p> <ul style="list-style-type: none"> • To be considered at October meeting <p>6.2 Languages Committees representative</p> <ul style="list-style-type: none"> • See below 	10
<p>7 2019 Constitution (www.newconstitution.education)</p> <ul style="list-style-type: none"> • Noted that will be discussed at the October meeting • Sub-committees ToR will need to be adopted • Principal advised that she will be in China for this meeting. 	5
<p>8 REPORTS</p> <p>8.1 School Principal</p> <ul style="list-style-type: none"> • Enrolment numbers creating pressure and so not able to accept siblings (nine so far whose families have left the MLSHS catchment although hoping to be able to do so if possible) • Lawley legend Arthur Leggitt recently turned 101 – Principal and Michael Camilleri attended his birthday party • Yr11 final recital last week • Attended orchestral festival at Churchlands recently • Filling teacher positions • Hit hard by flu season and still trying to manage with key staff not present due to illness and other reasons e.g. long service leave, school camps; good relief teachers unavailable • 3 yearly school review – two schools with international students been selected to go to China (MLSHS and Applecross) to promote; will be visiting Beijing, Guangzhoe, Chengdu, Nanding, Hong Kong 	30

8.2 President

- Nil

8.3 Treasurer

- Will provide reports after the meeting (attached)
- Drawn down on accounts (and not in deficit)
- Term deposit fully drawn down now
- Major bills paid

8.4 WACSSO Liaison (Chair)

- Containers for change – recycling initiative (more a Primary School event)
- Advertising for registering for RAC B Streetsmart crash scene re-enactment; to be held in April 2020
- WACSSO election – new President elected

8.5 Music Support Committee

- Classical concerts on 3 September – excellent performances
- Next event: Sundowner/contemporary concert – Friday 6 Dec (TBC)
- Discussed ToR – no issues raised and happy to adopt at appropriate time
- Bank Balance approx. \$37,000 with committed funds of around \$12,000 (includes with the term deposit being drawn down)

8.6 Languages Support Committee

- Belinda Schmolke self-nominated to be the Executive member
Nomination accepted unanimously
- Will be reviewing ToR at Oct meeting
- Pasta night planned for November
- Still waiting for staff to provide wish list so that know what resources would like – Principal to discuss with Sonia

8.7 SVAPA Support Committee

- Balance at Bank is \$22,402.31
- Funds committed \$19,125.00
- Available funds \$3277.31

1. Teachers Report

- Fundraising opportunity – bake sale
- Previous cake stall raised \$529.89 raised by the cake stall.
- Lunch organised for SVAPA Teacher Lunch - \$200 allocated.
- Alvin sputnick performing.
- Year 12 production coming up (on the Sunday)
- Junior Concert Festival
- Alumni mail list

2. General Business

- SVAPA Bags to be printed and paid for
- Terms of reference to be voted on at next meeting – no concerns
- Annual election of sub-committee has to be part of the general meeting at the start of every year.

8.8 GAT Support Committee

- No report

8.9 Lawley Art Auction

- Focus on getting ahead of game for 2020;
- Flyers sent to music and SVAPPA groups to get parent input – only one email returned although still need to finalise job descriptions
- Terms of Reference – discussion re the number of positions and wanting to have a core committee of 10 positions with sub-committees under that e.g. curators sub-committee

8.10 Finance Committee

- School Financial Reports, 2020 Charges and Voluntary Contributions were tabled, discussed and passed by the committee.
- Four submissions for finance were discussed by the committee.
 - 1) Request for 10 Apple iPads for \$7,512 for Learning Support deferred pending investigation to ascertain if the iPads in the school library can be used instead.
 - 2) Request for \$30K for Student Services was approved:
 - Term 4 RaiseUp alternative program – \$10,000 for reimbursement of expenses incurred throughout the year including wellness books, RaiseUp Youth for Terms 1, 2 and 3, marquee for ex POW service and additional uniforms;
 - \$4,000 for leavers lunch;
 - \$3,000 for badges for Colours and Year Councillors and Prefects
 - \$3,000 for end of year Prefects and Parents breakfast and morning teas for guest assemblies etc.
 - 3) Request for \$1,695 for Robotics kits was approved for Technologies; this will help the school to run a second class for this popular subject.
 - 4) Request for \$27,500 to supply Education Perfect across the school for 2020 recommended for approval to Board.
- Next meeting is on 13 November 2019

8.11 Health Committee

- In recess given Susie Barnes has left – Committee was very person dependent

8.12 School Board

1. School Board Meeting No. 6/2019 held Monday 16 September.
2. Selected matters from the Board meeting:
 - 2.1. Charges and Voluntary Contributions:
 - collection rates are down; broadly Board looking at ways of how can get rates up
 - Board required to approve order of voluntary approved requests; approved in same order as last year and same amounts (noted that Board doesn't approve the amounts); amounts are allocated in order of the list

<ul style="list-style-type: none"> • P&C has received \$20,931 to date in 2019; (\$25 per family – approximately 1300 families); maximum possible \$46,657 based on \$25 per student; approximately \$32,000 if only one collection per family (irrespective of the number of children); Principal will advise when P&C can expect this funding • Suggested that P&C could prepare a flyer as to why parents should pay the voluntary P&C contribution and identify what have purchased with the funds; • Music Support Group received \$5,878 to date in 2019. • Sequence of Voluntary Approved Requests for 2020 approved: <ul style="list-style-type: none"> ○ P & C Association (Donation per family) - \$25 ○ Chaplaincy (Pastoral Care) (per family) - \$30 ○ Proactive Keep Active @ Lawley - \$40 ○ Technology & Innovation Initiative - \$40 ○ Literacy & Numeracy Initiative - \$ 40 ○ Music Support Group (Donation per family) – only for Music families - \$25 <p>2.2. The Board recommended its support for the 2020 Chaplaincy Program</p> <p>2.3. Noted that MLSHS rated 11th in the top 50 schools in WA according to a report in the West Australian.</p> <p>3. Next Board Meeting 18 November 2019 at 5.30 pm.</p>	
<p>9 GENERAL BUSINESS (Chair)</p> <ul style="list-style-type: none"> • New Corporate Services manage: Julie Moxey; contact details handed out • Principal spoken to Julie re payment of invoices; Julie requested that P&C Committee and sub-committees go directly to her using contact details • Welcome meetings for incoming Year 7s coming up next month • Chair to put together a brief flyer as to benefits of joining the P&C; lain to review; • Principal to ask Anne Tumak to provide list of all upcoming functions that this flyer can be sent to. 	10
<p>10 CLOSE AND DATE OF NEXT MEETING Meeting close (8.30pm) Monday 28 October 2019 at 7pm</p>	5

Balance Sheet

Mount Lawley Senior High School P&C As at 24 September 2019

24 SEP 2019

Assets

Bank

Art Auction	4,957.44
GAT	4,289.15
General	6,148.21
Languages	3,826.90
Music	29,908.70
SVAPA	22,402.31
Total Bank	71,532.71

Total Assets 71,532.71

Liabilities

Current Liabilities

Income Tax Payable	15.00
Rounding	0.02
SVAPA Committed Funds	(2,500.00)
Total Current Liabilities	(2,484.98)

Total Liabilities (2,484.98)

Net Assets 74,017.69

Equity

Current Year Earnings	(65,243.62)
Retained Earnings	139,261.31
Total Equity	74,017.69

Account Movement

Mount Lawley Senior High School P&C

For the period 1 January 2019 to 31 December 2019

Cash Basis

Committee is General.

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	GROSS	NET	GST
Equipment								
3 Feb 2019	Spend Money	office works - Balance of Lockers payment		1,705.00		1,705.00	1,705.00	-
24 Jul 2019	Spend Money	Scott Treasure reimburse - Table Tennis Tables (3 x off)	Table Tennis Purchase	5,397.00		5,397.00	5,397.00	-
Total Equipment				7,102.00	-	7,102.00	7,102.00	-
Fee - Xero								
3 Feb 2019	Spend Money	Cloudifi - monthly Feb		37.50		37.50	37.50	-
3 Feb 2019	Spend Money	Cloudifi - monthly Jan cloudily fee		37.50		37.50	37.50	-
10 Mar 2019	Spend Money	Cloudifi Pty Ltd - monthly fee		37.50		37.50	37.50	-
10 Mar 2019	Spend Money	Cloudifi Pty Ltd - Audit assistance		412.50		412.50	412.50	-
26 Mar 2019	Spend Money	Cloudifi Pty Ltd - Further assistance for Audit - pre 2016 and 2017 periods		82.50		82.50	82.50	-
2 Apr 2019	Spend Money	Cloudifi Pty Ltd - Monthly Fee		37.50		37.50	37.50	-
8 May 2019	Spend Money	Cloudifi Pty Ltd - monthly fee		37.50		37.50	37.50	-
7 Jun 2019	Spend Money	Cloudifi Pty Ltd - xero monthly fee		37.50		37.50	37.50	-
4 Aug 2019	Spend Money	Cloudifi Pty Ltd - monthly fee		37.50		37.50	37.50	-
4 Aug 2019	Spend Money	Cloudifi Pty Ltd - monthly fee		37.50		37.50	37.50	-
4 Sep 2019	Spend Money	Cloudifi Pty Ltd - cloudily monthly fee	Inv 3642	37.50		37.50	37.50	-
Total Fee - Xero				832.50	-	832.50	832.50	-
Fees								
15 Jan 2019	Spend Money	Bank Fees - bak fees		10.45		10.45	10.45	-

Account Movement

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	GROSS	NET	GST
15 Mar 2019	Spend Money	Bank Fees - bak fees		2.20		2.20	2.20	-
15 Apr 2019	Spend Money	Bank Fees - bank fees		4.40		4.40	4.40	-
15 Apr 2019	Spend Money	Bank Fees - Bank Fees		2.00		2.00	2.00	-
15 May 2019	Spend Money	Bank Fees - bank fees		2.75		2.75	2.75	-
30 May 2019	Spend Money	WASSCO - Annual WASSCO Fee		1,368.41		1,368.41	1,368.41	-
17 Jun 2019	Spend Money	Bank Fees - bank fees		7.70		7.70	7.70	-
15 Jul 2019	Spend Money	Bank Fees - bank fees		34.93		34.93	34.93	-
15 Aug 2019	Spend Money	Bank Fees - bank fees		3.85		3.85	3.85	-
Total Fees				1,436.69	-	1,436.69	1,436.69	-
Other								
25 Jul 2019	Spend Money	Scott Treasure reimburse - Reimburse Scott for purchase of gift card as per MoM	Auditor Gift	100.00		100.00	100.00	-
Total Other				100.00	-	100.00	100.00	-
Special Projects								
8 May 2019	Spend Money	Mount Lawley Senior High School - P&C to help pay for Planners		16,000.00		16,000.00	16,000.00	-
12 Jun 2019	Spend Money	Art Festival - Art festival		350.00		350.00	350.00	-
12 Jun 2019	Spend Money	Art Festival - Art festival		450.75		450.75	450.75	-
12 Jun 2019	Spend Money	Art Festival - Art festival		5,679.55		5,679.55	5,679.55	-
12 Jun 2019	Spend Money	Art Festival - Art Festival		86.16		86.16	86.16	-
12 Jun 2019	Spend Money	Art Festival - Art Festival		44.83		44.83	44.83	-
12 Jun 2019	Spend Money	Art Festival - Art Festival		135.19		135.19	135.19	-
12 Jun 2019	Spend Money	Art Festival - Art festival		389.57		389.57	389.57	-
12 Jun 2019	Spend Money	Art Festival - Art festival		236.90		236.90	236.90	-
22 Jun 2019	Spend Money	Art Festival - art festival		68.00		68.00	68.00	-
22 Jun 2019	Spend Money	Art Festival - art festival		54.81		54.81	54.81	-
24 Jul 2019	Spend Money	Music Parents Support Group - Reimburse Music for Inv 33739 incorrectly paid by Music when should have been General	Reimburse Music from General	500.00		500.00	500.00	-
Total Special Projects				23,995.76	-	23,995.76	23,995.76	-

Account Movement

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	GROSS	NET	GST
Stationery & Sundries								
24 Sep 2019	Spend Money	John Pryor - Reimburse for IT services on website	John Pryor Reimbure IT	35.00		35.00	35.00	-
Total Stationery & Sundries				35.00	-	35.00	35.00	-
Wages and Salaries								
24 Jul 2019	Spend Money	Mt Lawley SHS - Pay School for 2018 Homework Club	Inv 33808	4,264.89		4,264.89	4,264.89	-
Total Wages and Salaries				4,264.89	-	4,264.89	4,264.89	-
Total				37,766.84	-	37,766.84	37,766.84	-