



# Mount Lawley Senior High School Parents & Citizens Association, Inc

65 Woodsome Street, Mount Lawley, WA, 6050 - Ph (08) 9471 0300 Fax (08) 9271 1126

Web Site: [www.mlshspc.org.au](http://www.mlshspc.org.au)

## MINUTES OF EXECUTIVE MEETING

Mon 6 April 2020 at 7pm

Held via ZOOM (Meeting ID: 253-273-8278)

### 1 ATTENDANCE

John Pryor, Lesley Street, Iain Bradley, Michael Camilleri, Kate Field, Helen Goldsmith, Diem Trang Ho (Tina) Ho, Irene Limnios, Andrew Lippiatt, Adrian Loh, Oxana Shustikova, Randal Wells, Ben Harvey

### 2 MINUTES OF ANNUAL GENERAL MEETING

Minutes endorsed

### 3 MATTERS ARISING FROM ANNUAL GENERAL MEETING

#### 3.1 Election of New Treasurer

Two nominees: Diem Trang (Tina) Ho and Oxana Shustikova  
Both nominees spoke briefly as to their interest in the position.  
Vote held: Diem Trang (Tina) Ho elected Treasurer.  
Oxana invited on to the Executive Committee as a member

*Post meeting: was noted that cl. 12.3 of the Constitution states that officers of the Executive Committee shall be elected at the Annual General Meeting and that elections shall be held at a General Meeting to fill any vacancy on the Executive Committee. John to advise Oxana of inability to be on the Executive Committee and other mechanisms to be engaged with the P&C.*

#### 3.2 Reimbursement Form

John and Tina to review reimbursement form

#### 3.3 Change of Signatories for P&C accounts:

New signatories: John Pryor (President), Patricia Kritas (Vice-President), Diem Trang (Tina) Ho (Treasurer), Ben Harvey (Secretary)  
John and Tina to organise with Scott Johnson re changing of signatories

#### 3.4 City of Stirling re road crossing issues

John to follow up with City of Stirling, including in relation to proposed cross-walk other end of Woodsome St next to pre-primary school, and report back to next meeting.

#### 3.5 School Mini Lockers

Principal requested this item be deferred to future meeting

#### 3.6 Father project (Andrew Paul)

Not discussed

#### 3.7 Healthy Active Coordinator

Principal advised that new HAC appointed and will start Term 2

#### 3.8 Attendance of Jack Carter (Yr 11 student): Patricia Kritas and Principal to report

Principal advised that she has discussed the issue with Jack Carter but yet to discuss with WACSSO. Will leave until school returns. John to follow up with WACSSO.

- 3.9 WACSSO Conference Delegate(s) – to be held on Sat 15 and Sun 16 August 2020  
On hold

#### 4 REPORTS

- 4.1 School Principal  
Covered elsewhere in minutes
- 4.2 President  
Discussed COVID-19 with Principal  
Other actions all related to COVID-19
- 4.3 Treasurer (including Audited Accounts)  
No report
- 4.4 Secretary – Correspondence  
TBC
- 4.5 Music Support Committee  
Cash book closing balance as at 12.03.2020: \$33,760.38  
Total Committed funds: \$30,805.40  
Available Uncommitted Funds: \$2,954.98  
Proposed concerts and Lawley Art Auction cancelled due to COVID-19  
Will have next meeting next term and take it from there
- 4.6 Languages Support Committee  
No report
- 4.7 SVAPA Support Committee  
Endorsement of SVAPA Support Committee members:  
Convenor: Iain Bradley  
Treasurer: Brad Chugg  
Secretary: Rebecca Thomson  
SVAPA committee endorsed by Executive Committee  
  
Bank Balance as at 18 March 2020: \$23,166.60  
Funds Committed: \$18,884.80  
Available Funds: \$4,281.80  
  
Motions at last meeting on 18 March removed due to cancelled events no longer being supported.  
Principal advised that SVAPA auditions won't be going ahead at proposed date; asking people to nominate interest online and will go back to them at future; changes are on the website.
- 4.8 GAT Support Committee  
Endorsement of GAT Support Committee members:  
Convenor: Roseanna Fanciulli  
Treasurer: Amanda McLaughlin  
Secretary: Anja Hermann  
GAT Support Committee endorsed by Executive Committee

#### 4.9 Lawley Art Auction

A number of matters were finalised at the last meeting.  
LAA in hibernation until next year – updated on MLSHS website  
All artists been notified

#### 4.10 Health Committee

Determined that this not required for future meetings

#### 4.11 School Board

Randel advised the Board that no formal P&C meetings as per WACSSO directive

### 5 GENERAL BUSINESS

#### 5.1 Purchase of fourth outdoor table tennis table for up to \$ 2,200.

Michael Camilleri advised that this hasn't been purchased as haven't found a location for it.

Will leave in abeyance until have people on the ground who can find an appropriate location for it.

#### 5.2 Approving the ability of Support Committees to spend uncommitted funds in their bank accounts

Following points noted as part of the discussion:

- Existing checks and balances include:
  - Support Committees must submit a report of current bank balances and what funds committed at each P&C General Meeting;
  - while the Support Committees can make the decisions, none can actually authorise the transfer of funds – that ability only lies with the four signatories who have a responsibility to ensure Support Committees and the P&C do not spend more funding than the P&C has;
  - Support Committee representatives on the Executive Committee adds an additional level of accountability
- John to discuss with Tina as to how best to address this issue including:
  - holding the Support Committees accountable and responsible for reporting back to the General Meeting;
  - whether the form of the reports can be automatically generated from Xero so we can see balances and what funding has been spent on.
- The following motion to put to an Executive Committee meeting on Tuesday 14 April 2020:

*To allow each Support Committee to spend up to the amount of uncommitted funds in its bank account.*

  - Noted that this won't cover the Performing Arts Committee as doesn't have a bank account.
  - Noted that the Constitution requires funds to be spent on the current student body in the current year
  - John to email in relation to the above to Executive Committee members.

### 5.3 Impact of Covid-19 on P&C and school

- Impact of COVID-19 on the work of the Support Committees noted and that General/Executive meetings and actions can still continue
- Update from WACSSO: P&Cs with employees may be able to receive benefits from the State government stimulus package; noted that MLSHS P&C doesn't and therefore ineligible
- SVAPA Support Committee discussion re potential of selling some merchandise as a means of raising funds. The significant impact of COVID-19 on many people noted and agreed to hold off asking people to purchase items.
- Noted that MLSHS hasn't sent out invoices for families for school fees; noted that this means P&C won't be getting the \$25 in fees for the P&C.
- Michael Camilleri provided update on steps being taken by MLSHS to prepare for online teaching and learning for teachers, students and parents and that anticipate will be well placed for this to occur at the start of Term 2.
  - Computers have been given to students who need one and waiting for advice from the Department of Education in relation to students who don't have internet access.
  - At this stage don't think the school needs assistance from P&C; will come back at a future meeting a need is identified.
  - Principal advised that she was very proud of staff who have gone above and beyond; doing a whole of school approach rather than learning area by learning area.
  - Anticipate that students will be able to attend school for Term 2 if have a need; potential for more to come back as the Term progresses; students that have to come to school for whatever
- John noted that the traditional role of the P&C is extremely limited in current circumstances; can have advocacy role for parents who e.g. feel that not getting something from school that need or can provide feedback or suggestions to the school; as get closer to school becoming normal, then would see role of the P&C becoming more normalised.

### 6 DATE OF NEXT MEETINGS

Executive Committee meeting: Mon 14 April 2020 at 7pm (via Zoom)

General Meeting: Monday 25 May 2020 at 7pm

### 7 MEETING CLOSE

Meeting closed at 8.26pm

---

This is a true and correct record of the meeting - John Pryor (President and Chairman)