



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

President: Ron Pearce Secretary: Cathlene Schick

General Meeting Minutes 25th May, 2013

Open 7:40pm, Conference Room, 1st Floor Admin Building, MLSHS

- 1 **ATTENDANCE** – Guest Speaker: Erika Everitt – City of Vincent, Youth Officer, P & C Members: Sharon Cockcroft, Michael Camilleri, Anne Tumak, Lety Ognenis, Jo Furness, Sonja Davidson, Nicole Sjardin, Ron Pearce, Milton Butcher, Niall Kilcullen, Chris Nicoli.
- 2 **APOLOGIES** - Caroline Nelson, John Pryor, Suzie Barnes, Julie Parker
- 3 **MINUTES OF THE PREVIOUS MEETING**
Acceptance of minutes: Moved Niall Kilcullen
Seconded: Nicole Sjardin
Carried.
- 4 **PRESENTATION BY ERIKA EVERITT (City of Vincent)**
Youth activities in the City of Vincent – of which some of our students are eligible.
Action arising:
Cathy Schick will write an email to Erika after the meeting sending her the details for Anne Tumak and Michael Camilleri, so that she can pass on information for them to put in various publications to keep the students and parents updated on the City of Vincent's Youth Programs.
- 5 **MATTERS ARISING FROM THE MINUTES**
 - 5.1 Status of P&C Approved Funding:
 - Speakers in the Gym – Installed.
 - First Aid Training Equipment – Arrived.
 - Emergency Lockers and Notice Board – Ordered.
 - Interactive On-Line Languages Resource – Ordered.
 - Tree for Middle School - Planting in July 2013 – Ongoing.
 - 5.2 P&C Expenditure - More Information
 - DVC Data storage and distribution system - On Hold
 - Student Council Requests - KIV Postponed to 2013
 - 5.3 Air Cooling – All installed - Power Supply issues, solved, only minor bugs and maintenance to be completed.
- 6 **REPORTS**
 - 6.1 **President's Report**
Ron Pearce stated that there was nothing to report.
 - 6.2 **Principal's Report**
Milton Butcher presented the following report.
 - The House Swimming Carnival was held Wednesday, 6 March 2013. 62% of students attended the carnival with many engaging in the events. Hackett was victorious. In the Interschool Carnival Mount Lawley SHS was 8th.

- The Year 12 School Ball was held on Thursday, 7 March 2013 at the Hyatt Regency Hotel. Students were well behaved; however, some guests were problematic. The inclusion of guests will be reviewed for future balls and parents made aware of any changes.
- The GATE Club held their first meeting on Friday, 15 March 2013. Over 100 language students were given the opportunity to participate in activities themed around Italian and Chinese. Languages Support Parents Luana Kilcullen and Karen de Lore did a fabulous job in preparing afternoon tea. Thank you.
- Year 8 and 10 Parent/Staff BBQs were well attended. Good feedback was received from parents who appreciated the opportunity to communicate with teachers in a social environment.
- A newspaper reported MLSHS as one of the “wealthy” schools having received revenue of \$1.3M. This is attributed to three overseas tours, 1400 students enrolled with 80%+ of Charges and Contributions being paid and the enrolment of International Fee Paying students.
- Year 10 students were involved in the 1:1 rollout of laptops. Significant school resources have been used to build up the fleet of computers. This can not be sustained in the future so an alternative plan will need to be put in place. Parents will be notified of changes when all options have been considered and plans finalised.
- Reporting to Parents afternoon is on Thursday, 11 April 2013. Information has been sent home. This will be after school with the Semester 1 one, hopefully a full day and evening.

6.3 P&C Treasurer’s Report

Nil

7 P & C STANDING COMMITTEES

7.1 P & C Uniform Shop Report - Nicole Sjardin

- See Appendix A

Actions arising:

Milton Butcher to make contact with Paul Arrangio to get clarification on the law, and what can be done by the P & C to retain their rights over the funds generated from the Uniform shop, since it is a high earner for the P & C.

7.2 P&C - Music Support Committee – Sonja Davidson

- See SVAPA Report.

7.3 P&C - Languages Committee - Niall Kilcullen

- Next meeting is not until May, 2013 and will be when Committee Members are voted in.
- In the meantime the Languages group joined with the Music Group for a soiree, in which SIMS Teachers attended, a number of students performed.
- The Japanese Students arrived yesterday (Sunday 24th of May), and all parents now have their students.
- Italian Teacher will be arriving soon.
- Committee will also be discussing funding opportunities for Italian and Chinese tours in 2014.

- Need the contact details of the Treasurer in order to set up a separate bank account for the Languages Committee.

Action arising:

Cathy will contact John Pryor to get the details of the Treasurer Monica to send to Niall Kilcullen.

7.4 P&C - SVAPA Committee – Sonja Davidson

- Year 8 working on their “Midsummer Night Dream” Production 13-15 May in the Tricycle theatre. Past students often attend this production – It has become an institution.
- Year 10 SVAPA project class have begun devising this year's production with James Berlyn, our artist in residence, funded by the SVAPA support group. Auditions held Sunday 7 April. Production date 3-7 August 2013,
- Similar to our ultra-successful The Museum of Now in 2012 at PICA,
- Year 8 & 9 early morning workshops are underway, these are also funded by the SVAPA support group. Dr Irving has reported excellent attendance by students.
- Year 8' are doing Beat Salad with Josh Hogan
- Year 9's are working with James Berlyn.
- Both class groups will become part of the August production.
- Year 8 & 9 camp very successful, lots of fun, Great work done.
- Arts Festival Day 28th March, SVAPA parents group have funded Junkadelic. The Music support group will be requested to fund the band, Great day for all students, lots of fun, brings the school community together, Teachers from all faculties involved. I understand “open mic in the tric” is very popular.
- Year 12 drama production is this week, Again the younger students like to go along and watch their mentors.
- SVAPA parents group provide funds for yrs 8-10 to see a Festival of Perth show, Year 8s delighted in La Cucina Dell'Arte; The 10s embraced the epic Mission Drift and The Year 9s went to see The Sacred River. This is a fabulous tool to assist the student's understanding of different types of theatre.

7.5 P&C - Lawley Art Auction - Sonja Davidson

- 10th Anniversary, and in the 9 year history the total value of the sales is \$340,000. This has pumped over \$143,000 into the Music and Arts.
- There is a lot of energy in the committee; people enjoy being part of the experience. We would like to thank past parents who are still involved, Sue Faranda, John Pryor, Terry Fay and Moss and Noni Johnson. Their help is truly valuable.
- We are tracking well against the timeline. A marvellous document set up by previous committees – this event has been in good hands– we plan to keep it that way.
- We have sent out Artist Entry form and are gearing up for Artist drop off day, we will need extra volunteers for this.
- The school is a great supporter of the Auction, I would like to thank the English department for sharing their space, Decaf for giving permission to store tables on auction night, the Cleaners prioritise cleaning for us and leave their trolley so we can leave the building as we found it, Music dept

providing entertainment, SVAPA for food handlers, art display, parking, supervising the kids, Visual art department for getting the students ready to display their work. Mr Butcher for his opening address.

- Committee has voted in a Name change to “Lawley Art Auction”

7.6 MLSHS Finance Committee - Sharon Cockroft

- Meeting held on the 13th of March, 2013
- Financial report was tabled and discussed and passed.
- The committee then discussed 13 funding requests, 3 of which were deferred as quotes had not been provided.
- There were 6 submissions for amounts less than \$1000 requesting approval for the purchase of a range of electrical goods, sports equipment and the continuation of the bike repair program. All of these submissions were approved.
- Larger funding requests were for the continuation of the Indonesian language program, continuation of the mathematics tutor program which has been very successful, extra tuition for year 10 Chinese, Italian and French cohort and funding for the 2013 Arts Festival. All were approved.
- The need to replace the library server was discussed and approved.
- A funding request was also received from the Science area regarding the disposal of chemicals. This was a worksafe requirement and will be funded from the Science Budget.

7.7 MLSHS Health Committee - Representative

- Nil

7.8 MLSHS School Board Report - Jo Furness

At the MLSHS Board meeting held on 18.3.13 the following items were discussed/actioned:

- There was confirmation of the new Board members and election of the Chair of the Board, Jenny Fay
- Endorsement of the school budget and various financial reports
- Endorsement of the Annual Report
- The Board received an updated plan and information for the proposed Music/Year 7 classroom block
- The Board endorsed a sponsorship agreement between the Independence Group and MLSHS to sponsor the Aboriginal Excellence Program
- Information was provided regarding the upcoming reporting to parents days. The first is scheduled for April 11 4-7pm, with 5 minute interviews programmed. The second is scheduled for July 4 all day, with 10 minute interviews programmed. Parents are encouraged to book early.

8 UNFINISHED BUSINESS FROM THE ANNUAL GENERAL MEETING

8.1 P&C Executive Committee:

- Minutes Secretary – Advertisement in the Lawley Update.
- P & C Sports Co-ordinator Advertisement in the Lawley Update.

8.2 Contributor(s) to Lawley Update and School Newsletter - Coordinate flow of information from P&C for school publications. P & C Secretary to coordinate flow of news for both.

- 8.3 **Endorsement of Members of the SVAPA Support Committee for 2013**
 The SVAPA Support Committee is a standing committee of the P&C. It was formed to promote the SVAPA Program amongst the school community (parents, students and teachers) and the larger community. Parents are encouraged to join the SVAPA Support Committee. Further Information can be found on the P&C website at http://mlshspc.org.au/committee_ssc.html

TO BE VOTED IN AT MAY P & C MEETING.

- 8.4 **Endorsement of Members of the Languages Support Committee for 2013**
 The Languages Support Committee is a standing committee of the P&C. It was formed to promote the Languages program amongst the school community (parents, students and teachers). Parents are encouraged to join the Languages Support Committee. Further Information can be found on the P&C website at http://mlshspc.org.au/committee_lsc.html

TO BE VOTED IN AT MAY P & C MEETING.

- 8.5 **Endorsement of Members of the Art Auction Committee for 2013**
 The Art Auction Committee is a standing committee of the P&C. It is formed annually in February to conduct the Art Auction on behalf of the Music and SVAPA Support Committees.

Further information at <http://www.lawleyevents.com/>

Position	Person
Convenor	Sonja Davidson
Secretary	Shelley Sorgiovanni
Treasurer	Joanna Fugl

Moved: Nail Kilcullen
Seconded: Cathy Schick
Carried.

9 GENERAL BUSINESS

- 9.1 Funding Request - Sewing Club Submission for funding of Option 1 \$1950.00, Option 2 \$1550.00

Submission - Appendix A

Moved: Lety Ognenis
Seconded: Jo Furnace
Carried.

- 9.2 Review for the time table of parent and teacher evening meetings to a half day during school to enable more parents to access teachers. It will mean an interruption in the students learning for the day, as they will either have to be sent home or babysat in the library etc. To be discussed again at the next meeting.

- 9.3 Funding request – Equipment and catering supplies for Home Economics Department - \$3796.25 (Quotation date – 22/03/2013, valid for 14 days).

Submission – Appendix B

- P & C did not have access to our financial information, due the Financial Officer being absent, and so have deferred this decision until the next meeting in May.
- It was also discussed that this submission was more suited to the School Finance Committee, and that the P & C might offer to pay a percentage of the funds request, before sending it along.
- P & C Secretary will email Janice Gunn (Funds Requester) to advice of the delay and to ask Janice to confirm that the quotation will still be valid in May, or to provide an updated Sales Quote.

9.4 Funding Request – Mental Health Education Program and Information Evening - \$5511

Submission – Appendix C

- P & C did not have access to our financial information, due the Financial Officer being absent, and so have deferred this decision until the next meeting in May.
- P & C Secretary will email Janelle Wallace (Funds Requester) to advice of the delay.

9.5 Changing Meeting time for P & C Meeting.

9.6 Ron Pearce put forward the idea to change the meeting time by half an hour earlier to 7pm, with no objections raised, the meeting time has been changed.

Actions arising:

- Cathy Schick to inform John Pryor so that the website can be updated.
- Notice to be put in the Lawley Update.

Please forward items Please forward items of general business to the Secretary (Cathy Schick) by email (secretary@mlshspc.org.au) at least 10 days before the meeting so they can be included in the agenda (which is circulated 7 days before the meeting). If no advance notice is given (or you do not attend), the item may be deferred to a later meeting.

10 MAIL - IN (None out)

10.1 Various unsolicited mail – Sales/Fundraising Literature.

10.2 2913 WA State Election ‘Report Card’ - Giving advice on each party’s commitment to Schools and Education. Elections have already been held.

Action: no action recommended.

10.3 Received 13th March, 2013: Bendigo Bank Statement

Action: Handed over at the meeting to the President to give to the Treasurer.

10.4 Viva Photography, offers to donate \$5000.00 worth of Prizes for any event to be held that has over 80 people in attendance. \$1500 photography package & \$350 gift certificates to use at the event to raise more funds.

Action: Handed to the President of the Art Auction Committee.

10.5 Email: Chris Chute – Parent Parking and Kiss and Go, on Woodsome Street.

Hello, I have two children going to Mt Lawley, one in Year 9 and one in Year 11 and on the occasions I do pick up my children from school and I have noticed that the whole parking situation has deteriorated significantly this year.

I arrived half an hour early today and there were only two parking spaces available outside school. This led to people double parking or driving up and down. I also couldn't get out of my parking spot because of a line of traffic being held up by the kiss and ride.

I think there are several things happening that is causing this problem. Firstly people try to turn right when coming out of the kiss and drive when if they went left and went around the roundabout and back again it would keep the traffic flowing through the kiss and ride and prevent a traffic jam back to the main parking bays outside the front of the school.

Secondly I have noticed a number of Mt Lawley Primary School Parents parking on the school side of the oval. Because the primary school children get out later they are there longer and are blocking the parking for middle school parents causing people to double park or drive up and down while waiting to pick up their children. I may be wrong but I was under the impression they were asked to park on the other side of the oval and if so a gentle reminder may help the traffic situation.

Thirdly I wonder if ECU students are using the school parking area because on several occasions I have noticed ECU students getting into their cars.

While I realise the parking situation is difficult I think there are a few things that could be done to ease the pressure. I have got my children to walk to school more often but there are occasions when I need to pick up my children to get to appointments or sport on time.

*I have seen several incidents of road rage in front of all the children leaving school which I think is very inappropriate and I am increasingly concerned that someone is going to get hurt with the chaos going on at pick time.
I would appreciate it the P&C could consider this issue.*

Regards

Chris Chute

Actions:

- Milton Butcher to contact Shane Pope at the City of Stirling to discuss sign posting “no right turn at the exit to the kiss and drive area”. And other options to prevent the traffic issues on Woodsome Street.
- Milton Butcher will make contact again with the Principle of Mount Lawley Primary to see whether the Principal has reminded the Primary School parents of their designated pick up area for their children – although it was the general consensus of the P & C that the Primary Schools parking area was inadequate and too far away for the Primary parents as well.
- Milton Butcher will write a letter for Ron Pearce to send on the P & C’s behalf, to the CEO of the City of Stirling, outlining the concerns of the P & C’s concerns with the traffic problems and the risks this situation is causing for parents and students who use the area.

APPENDIX B – UNIFORM SHOP REPORT:

"Smithers, Harvey" <harveysmithers@ubd.net.au>
RE: MLSHS Uniform shop
25 March 2013 9:19 AM

Hi Nicole

Thank you for taking the time to meet with us last week it was good to keep you informed to what is happening in the uniform shop.

As discussed the Education Department is currently working on a policy that will cover all out sourced programs which will incorporate canteens, uniform shops and after school care. The initial indications are that the contracts will take form of Deed of Licence to cover the use of school property and a supply agreement for the uniform products. The contracts are planned for a 5 year term and may end up being a contract with the Minister of Education with the school and or P&C being co-signatories to the supply part of the agreement.

It is our understanding that the new contracts will not affect the choice, style and costs of the uniform products, these decisions will remain with the School's Administration, School Council's and P&C's and any changes to garments and prices will be a direct negotiation with the individual school.

I have recently contacted the department to see how they are progressing and they have confirmed that they are on track to release the policy in June as they are expecting all contracts to roll over to the new contact for a July 1st 2013 commencement.

This is the information we have so far, although I am not expecting any there may be further changes, we will keep in contact with the department and keep you informed of any developments in the meantime it will be business as usual. The contact in the Education Department is Paul Arangio – Senior Procurement Consultant.

I hope you find this information helpful assuring you of our best service at all times.

Best regards
Harvey Smithers

From: Nicole Sjardin [mailto:nicole@ahaconsulting.net.au]
Sent: Saturday, 23 March 2013 9:57 PM
To: Smithers, Harvey
Subject: MLSHS Uniform shop

Hi Harvey,
it was great to catch up with you during week, thank you for the update.
I have our P&C meeting on Monday night it would be great to have the updated information as you understand it from the education department.
I have some rough notes from our meeting but it would be good if you could do a summary so I can pass it all on.
Kind regards,
Nicole Sjardin
Consultant
E: nicole@ahaconsulting.net.au
M: 0422 592 270

Aha! Consulting

Office: 1/265 Walcott St, North Perth
Mail: PO BOX 2031 Yokine South 6050
Phone: +618 9443 9474
Fax: +618 443 9475

APPENDIX B –SOWING CLUB FUNDING SUBMISSION.

TO: The Principal - Mr Milton Butcher
Associate Principal – Mr Michael White
Mt Lawley Senior High School Parents and Citizens Association
Head of Science and Technology and Enterprise Learning Area – Mr Ian Barrett

FROM: Laraine Smart, Home Economics Teacher, Mt Lawley Senior High School (Fixed Term contract to December 2013).

PROPOSAL

To continue the after school Sewing Club at Mt Lawley Senior High School in 2013. I would like to teach new and current students who are interested in learning how to create their own personal piece of clothing. Students would choose their own style of commercial pattern, fabric, and finishing items such as cotton, zips and buttons.

PROJECT AIM

To hold a weekly Sewing Club for both Middle School and Senior School students every Wednesday afternoon in the Textiles Room from 3.10pm – 4.10pm, with an option to offer students the Sewing Club on alternate weeks on Mondays from 3.10pm – 4.10pm to give students an option to attend either Monday or Wednesday (to assist students who have other after school activities). The Sewing Club will assist students improve their sewing skills outside of the classroom and each student will aim to complete an item of clothing they can proudly wear or any textile item they wish to make. Emily Lamers proudly wore her dress she made at Sewing Club last year on Christmas Day.

BACKGROUND

Sewing has been a valuable skill I have had through my life. I learnt to sew in my own Home Economics class in the early 1970's. Sewing skills have taught me how to choose suitable types of fabrics, how to use a commercial pattern, cutting out, sewing an article of clothing and also doing clothing alterations. I have made numerous pieces of casual and formal clothing such as wedding and bridesmaid's dresses, a school ball gown and a mother-of-the-bride outfit.

The Home Economics Textiles program at Mt Lawley Senior High School offers Textile classes in years 8, 9 and 10. Currently in Year 8 students make a pencil case, Year 9 a bag or cushion and in Year 10 a pair of boxer shorts.

I would like the opportunity to promote Textiles at Mt Lawley Senior High School by teaching at the after school Sewing Club in Terms 2, 3 and 4 (15 May to 11 December 2013 – 27 weeks).

Currently the time allocated for Textiles is limited to one period of 55 minutes per week which makes it difficult for keen Textile students to update their skills and create interest and creativity. The current trend of textiles on the television home shows also promotes creativity with textiles and I would like to provide the opportunity for students to learn these life skills. I believe continuing on with the Sewing Club in 2013 would promote interest in Textiles as an

additional extra curricular after school activity which is not on the same day as the Homework Club.

PROMOTION

The Sewing Club could be promoted in the internal daily notices. Interested students could email me on a first in first served basis. I am happy to teach a minimum of 2 to a maximum of 12 students.

To encourage participation in the Sewing Club students will be advised the costs up to the value of \$50.00 per student will be paid for by the P&C. In this instance, students will provide a receipt of proof of purchase – using a cash transaction to assist with the reimbursement process. All receipts will be provided to the P&C as proof of purchase and with an evaluation of the project completed by the 30 November 2013.

ESTIMATED COSTS (12 students - 28 weeks Option 1 and 19 weeks Option 2)

OPTION 1 (Fully funded by the P&C for Terms 2, 3 and 4)		OPTION 2 (Fully funded by the P&C for Terms 3 & 4)	
Pattern per student approx \$18.00	216.00	Pattern per student approx \$18.00	216.00
Fabric and notions (e.g. skirt/top)	384.00	Fabric and notions (e.g. skirt/top)	384.00
Teacher's salary \$50.00 x 27weeks	1,350.00	Teacher's salary \$50.00 per week x 19 weeks	950.00
TOTAL	\$1,950.00	TOTAL	\$1,550.00

RECOMMENDATIONS

1. That the Principal, Associate Principal, Mt Lawley P&C Association and the HOLA of Science and Technology and Enterprise support the proposed Sewing Club from Wednesday 15 May to 11 December 2012 (or Option 2 from 24 July to 11 December 2013) and the associated costs for Option 1 or Option 2.
2. Subsidise students up to the value of \$50.00 each for the cost of their materials.

Laraine Smart
Home Economics Teacher
Mt Lawley Senior High School

Option 1 or Option 2 APPROVED or both Option 1 & 2 NOT APPROVED

On behalf of the
MT LAWLEY P&C
22 March 2013

APPENDIX B – HOME ECONOMICS FUNDING SUBMISSION.



**MOUNT LAWLEY SENIOR HIGH SCHOOL
FINANCE COMMITTEE FUNDING APPLICATION FORM**

- Notes:
1. Application forms to be submitted to the Business Manager.
 2. Please provide 10 copies of this application form (photocopies acceptable).
 3. Attach copies of quotation details to support your application.
 4. Approval will be notified via Finance Committee minutes and return of application form.

1. Funding Requested:

- Equipment and catering supplies for Home Economics Department.

2. Objectives underlying the funding request:

- provide industry style environment for students
- meet teaching + learning requirements

3. Benefits to students or expected outcomes from the funding request:

- all year 11 + year 12 Hospitality and Food Studies students (120)
- equipment will be used across the school for a variety of functions + events eg. High Achievers breakfast x 40

4. Head of Department/Team Approval:

Approval given for this Application Yes No
Signature: Aronna Bredell Department/Team:

5. Suppliers Quotes (Min 3 for items over \$1000) and Availability (if applicable):

- see attached

6. Applicant Information:

Surname	GUNN	Given Name	JANICE
Team	T + E - Home Economics	Signature	Janice P. Gunn

Cost Centre to be Debited

1. Authorisation (Finance Committee):

Accepted Rejected (contact Principal for reason) Deferred (contact Principal for reason)

Chair: _____ Date: _____

Home Economics Department
Submission to Finance Committee/P and C

Certificate II in Hospitality (Kitchen Operations)

This is a relatively new subject being offered to year 11 and year 12 students in the Home Economics Department of Mount Lawley SHS. The course is a nationally recognised qualification which focuses on some of the basic hospitality skills including practical food preparation, front of house procedures and working with colleagues and customers.

The aims of the course are to provide a relevant "workplace" environment for students and to immerse participants in an industry orientated teaching and learning environment. In order to achieve this, as well as addressing some of the performance criteria, this submission includes a detailed breakdown of equipment and resources required.

It is envisaged that the equipment will be used by the students when catering for high profile functions and events such as the High Achiever's Breakfast. The breakfast has guest presenters who have a high industry and community profile. It will also be used for catering events for special visitors to the school.

As it is industry standard equipment, it will allow the students to be immersed in relevant food preparation skills as well as delivery and clean up at industry level. It will provide them with the opportunity to practice their skills before and after the workplace-learning component of their certificate course.

The equipment will remain the property, and be overseen by, the Home Economics Department. It would, however, also be available for other staff to use and would therefore be an asset for the whole school. For this reason appropriate storage facilities and equipment have also been included in the quote. It is essential that the front of house equipment such as crockery, glasses and cutlery are easy to transport around the school building.

Whilst preparing the submission the following companies were evaluated as providers:

HOST, 10 Hayden Court, Myaree

Hisco, 172 Railway Parade, West Leederville, WA 6007

Stanlee, 302b Selby Street North, Osborne Park, WA 6017

Stanlee has been chosen as the preferred option based on offering the best in terms of:

- prices - a further discount on trade prices was tendered by this company when quote was submitted
- quality of equipment supplied
- after sales service, location wise

302B SELBY STREET,
OSBORNE PARK 6017
WESTERN AUSTRALIA

TELEPHONE +61 8 9244 3055
FACSIMILE +61 8 9244 3056
Email: info@stanlee.com.au



Sales Quote

To: **Mt Lawley Senior High School**
65 Woodsome St
Mt Lawley
WA 6050

Date: 22/03/2013
Account Code: MTSENI
Page No. 1
Quote No SQ04983
Sales Code: 1

Delivery Home Ecc Dept
Instructions Attn - Janice Gunn

Item	Description	Qty	Price	UNIT	GST DISC %	Total Inc GST
CUTLERY						
330702	LUXOR TABLE KNIFE 17672	36.00	0.90	Each	3.24	35.64
330712	LUXOR TABLE FORK 17660	36.00	0.62	Each	2.23	24.55
330704	LUXOR DESSERT KNIFE 17671	36.00	0.81	Each	2.92	32.08
330714	LUXOR DESSERT FORK 17652	36.00	0.53	Each	1.91	20.99
330734	LUXOR DESSERT SPOON 17653	36.00	0.53	Each	1.91	20.99
330736	LUXOR SOUP SPOON 17654	36.00	0.53	Each	1.91	20.99
330738	LUXOR TEASPOON 17655	96.00	0.44	Each	4.22	46.46
CROCKERY						
344029	CLASSICWARE 220ml Stackable Teacup	72.00	1.41	Each	10.15	111.67
344030	CLASSICWARE Saucer (for 344029)	72.00	1.37	Each	9.86	108.50
344005	CLASSICWARE 18cm Round Plate	72.00	1.61	Each	11.59	127.51
344007	CLASSICWARE 23cm Round Plate	36.00	3.25	Each	11.70	128.70
344009	CLASSICWARE 28cm Round Plate	36.00	5.70	Each	20.52	225.72
344012	CLASSICWARE 23cm Soup/Pasta Plate	36.00	2.71	Each	9.76	107.32
344047	CLASSICWARE MILK CREAMER 125ml	4.00	2.25	Each	0.90	9.90
344039	CLASSICWARE MILK CREAMER 280ml	4.00	3.25	Each	1.30	14.30
344059	CLASSICWARE SUGAR BOWL w/ LID	4.00	2.55	Each	1.02	11.22
GLASSES						
461930	ARCOROC ISLANDE HIBALL 290ml	36.00	1.70	Each	6.12	67.32
461931	ARCOROC ISLANDE OLD FASH. 300ml	72.00	1.95	Each	14.04	154.44
PLATTERS						
295303	PLATTER OVAL S/S 30CM	4.00	3.57	EACH	1.43	15.71
295305	PLATTER OVAL S/S 40CM	4.00	5.18	EACH	2.07	22.79
295307	PLATTER OVAL S/S 50CM	4.00	7.90	EACH	3.16	34.76

302B SELBY STREET,
OSBORNE PARK 6017
WESTERN AUSTRALIA

TELEPHONE +61 8 9244 3055
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Email:info@stanlee.com.au



HOSPITALITY, CATERING AND HEALTH CARE SUPPLIES
EAE HOLDINGS PTY LTD T/A STANLEE W.A.
Australian Business Number: 24 125 662 026

Sales Quote

To: **Mt Lawley Senior High School**
65 Woodsome St
Mt Lawley
WA 6050

Date: 22/03/2013
Account Code: MTSENI
Page No. 2
Quote No SQ04983
Sales Code: 1

Delivery Home Ecc Dept
Instructions Attn - Janice Gunn

Item	Description	Qty	Price	UNIT	GST DISC %	Total Inc GST
298710	TABLE NUMBER STAND 30CM ROUND	5.00	4.28	Each	2.14	23.54
298702	MENU CARD HOLDER ROUND 45mm	5.00	1.74	Each	0.87	9.57
291602	CHAFING DISH FULL SUNNEX	2.00	75.00	Each	15.00	165.00
291605	CHAFING DISH LIQ FUEL 2HR (24)	1.00	40.46	Carton	4.05	44.51
523212	STEAM TABLE PAN 1/2 325X265X65	4.00	7.20	EACH	2.88	31.68
288711	TRAY ROUND NON SLIP 35 CM	6.00	4.39	Each	2.63	28.97
288713	TRAY ROUND NON SLIP 28 CM	6.00	3.25	Each	1.95	21.45
515506	MIXING BOWL S/S 250x80 (2.5L)	10.00	2.70	EACH	2.70	29.70
515510	MIXING BOWL S/S 270x85 (3.0L)	10.00	3.39	EACH	3.39	37.29
515512	MIXING BOWL S/S 295x90 (4L)	5.00	3.92	EACH	1.96	21.56
515514	MIXING BOWL S/S 340x98 (5L)	5.00	5.48	EACH	2.74	30.14
515516	MIXING BOWL S/S 390x110 (7L)	5.00	7.40	EACH	3.70	40.70
515518	MIXING BOWL S/S 450x135 (10L)	2.00	10.01	EACH	2.00	22.02
514006	SOUP LADLE 2 OZ / 60ml S/S	4.00	1.52	EACH	0.61	6.69
514007	SOUP LADLE 3OZ 90ML S/S	4.00	1.91	Each	0.76	8.40
514008	SOUP LADLE 4 OZ 120ML S/S	4.00	2.16	EACH	0.86	9.50
	SERVING SPOONS					
522012	SERVING SPOON S/S PLAIN 11"/ 275mm	4.00	1.64	EACH	0.66	7.22
522018	SERVING SPOON S/S PERF. 11"/ 275mm	4.00	1.64	EACH	0.66	7.22
	TONGS					
525400	TONGS S/S 25CM H/D UTILITY	8.00	4.31	EA	3.45	37.93
700336	HOT WATER URN 20L	1.00	215.00	EA	21.50	236.50
500700	STRAHL WATER PITCHER P/C 1.5L	8.00	22.53	Each	18.02	198.26
	FRYPANS					

302B SELBY STREET,
OSBORNE PARK 6017
WESTERN AUSTRALIA

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FACSIMILE +61 8 9244 3056
Email:info@stanlee.com.au



HOSPITALITY, CATERING AND HEALTH CARE SUPPLIES
EAE HOLDINGS PTY LTD T/A STANLEE W.A.
Australian Business Number: 24 125 662 026

Sales Quote

To: **Mt Lawley Senior High School**
65 Woodsome St
Mt Lawley
WA 6050

Date: 22/03/2013
Account Code: MTSENI
Page No. 3
Quote No SQ04983
Sales Code: 1

Delivery Instructions Home Ecc Dept
Attn - Janice Gunn

Item	Description	Qty	Price	UNIT	GST	DISC %	Total Inc GST
8L-51632	LACOR FRYPAN S/S 32cm x 6cm	2.00	63.49	Each	12.70		139.68
	TABLECLOTHS						
257319	TABLECLOTH 274x137CM TRESTLE WHITE	8.00	16.82	Each	13.46		148.02
257318	TABLECLOTH 137x137CM WHITE	4.00	8.37	Each	3.35		36.83
	OVEN MIT						
516613	OVEN MIT 33CM	4.00	7.13	Each	2.85		31.37
	STORAGE FOR CROCKERY/GLASSWARE						
500498	TRAEX DISH CADDY TXSAC-SQ5	1.00	859.00	Each	85.90		944.90
569806	CATERAX RACK 25 SLOT/ 89mm GLASS	3.00	16.70	Each	5.01		55.11
569856	CATERAX RACK - 25 GLASS EXTENDER	3.00	12.37	Each	3.71		40.82
569809	CATERAX RACK 49 SLOT/63mm GLASS	1.00	22.61	Each	2.26		24.87
569859	CATERAX RACK - 49 GLASS EXTENDER	1.00	13.86	Each	1.38		15.24

Fax No:

Quote valid for 14 days from date of quotation

Total Ex GST 3,451.14
GST 345.11
Total Inc GST 3796.25

Direct Debit: ANZ Bank
BSB: 016-008
Account No: 4888 34024
Name: EAE Holdings Pty Ltd

APPENDIX C – MENTAL HEALTH FUNDING SUBMISSION.



MOUNT LAWLEY SENIOR HIGH SCHOOL
FINANCE COMMITTEE FUNDING APPLICATION FORM

Notes:

1. Application forms to be submitted to the Business Manager.
2. Please provide 10 copies of this application form (photocopies acceptable).
3. Attach copies of quotation details to support your application.
4. Approval will be notified via Finance Committee minutes and return of application form.

1. Funding Requested:

\$5511 – Mental health education
(\$4851 – Mental health education program presented to all year 9 students)
(\$660 – Mental health information evening for parents)

2. Objectives underlying the funding request:

Provide 2 separate presentations by industry leaders in mental health – Youth Focus.
Presentations will increase awareness and education on Mental Health for both parents and students.
Provide information on services and support available to students and parents.
Suicide awareness – what to look for.

3. Benefits to students or expected outcomes from the funding request:

2 hour presentation to students will cover a multitude of topics including though not limited to
* what is mental health/mental illness, and the importance of good mental health.
* Facts/myths about mental health and mental illness
* Signs and symptoms of anxiety and depression.
* Suicide awareness
* Managing adolescent challenges
* Mood disorders
* Stress management
* Services and supports available to both parents and students if they think they or someone they know suffers from mental health illness or issue.

4. Head of Department/Team Approval:

Approval given for this Application Yes No
Signature: _____ Department/Team: _____

5. Suppliers Quotes (Min 3 for items over \$1000) and Availability (if applicable):

6. **Applicant Information:**

Surname WALLACE	Given Name JANELLE
Team STUDENT SERVICES	Signature <i>J Wallace</i>

Cost Centre to be Debited

1. **Authorisation (Finance Committee):**

Accepted Rejected (contact Principal for reason) Deferred (contact Principal for reason)

Chair: _____ Date: _____



TRAINING QUOTE

Janelle Wallace
Mount Lawley Senior High

26 November 2012

Description	Amount
Adolescence and Mental Health Training - Year Nines Nine classes (28 students per class) Nine two hour sessions - \$490 plus GST per session (over three consecutive days)	\$4410
GST.	\$441
TOTAL	\$4851

If you have any questions regarding this quotation please contact:

Mike Fitzpatrick
Training Manager
54 Goodwood Parade Burswood WA 6100
mike.fitzpatrick@youthfocus.com.au
Phone: 08 6266 4333 Fax: 08 6266 4300



TRAINING QUOTE

Janelle Wallace
Mount Lawley Senior High

13 February 2013

Description	Amount
Parents and Friends Evening - What is Mental Health ? and Q & A Session	
Facilitator and Two Psychologists 2 Hours	\$600
	GST. \$60
	TOTAL \$660

If you have any questions regarding this quotation please contact:

Mike Fitzpatrick
Training Manager
54 Goodwood Parade Burswood WA 6100
mike.fitzpatrick@youthfocus.com.au
Phone: 08 6266 4333 Fax: 08 6266 4300

**INCREASING MENTAL
 HEALTH LITERACY IN
 SCHOOLS**

Our training and education programs are designed to increase the level of mental health literacy across the community so that-

- ❖ *No young person's potential is impeded, inhibited or lost by the effects of an undiagnosed mental illness;*
- ❖ *Individuals are able to identify and seek help for any mental health issues, and to develop the resilience to cope in the future; and*
- ❖ *Parents, employers, friends, workmates, and others in the community are able to identify and assist with mental health issues that people they know may be experiencing.*

**PARENTS AND FRIENDS
 "WHAT IS MENTAL HEALTH?" AND
 QUESTION AND ANSWER SESSION
 TWO HOURS**

**TEACHERS AND SUPPORT STAFF
 "WHAT IS MENTAL HEALTH?"
 ONE HOUR SESSIONS**

**YEAR NINES
 "ADOLESCENCE AND MENTAL
 HEALTH?"
 TWO HOUR SESSIONS**

PARENTS AND FRIENDS
"WHAT IS MENTAL HEALTH?" AND
QUESTION AND ANSWER SESSION
TWO HOURS

This program commences with a 45 minute information session on mental health focusing on -

- What is mental health and mental illness
- The facts about mental illness.
- Identifying the signs and symptoms of anxiety and depression
- Understand why it is important to detect and seek help for mood disorders
- Mental illness and suicide
- How to maintain good mental health
- What can you do if you think someone needs or you need help?

This is followed by a question and answer session where the audience are invited to pose questions to the facilitator and the two Youth Focus psychologists in attendance.

TEACHERS AND SUPPORT STAFF
"WHAT IS MENTAL HEALTH?"
ONE HOUR SESSIONS

These sessions include the same focus as the parents and friends session with some additional information.

It is aimed to increase the level of mental health literacy and provide the skills and confidence for staff to identify people at risk and assist them to find appropriate help.

YEAR NINES
"ADOLESCENCE AND MENTAL
HEALTH?"
TWO HOUR SESSIONS

These interactive one hour sessions involve a combination of PowerPoint presentation, DVD, and student group work and focus on -

- The challenges of adolescence
- Identifying the signs and symptoms of anxiety and depression
- Understand why it is important to detect and seek help for mood disorders
- Understand why it is important to detect and seek help for mood disorders
- Mental illness and suicide
- How to maintain good mental health
- What can you do if you think someone needs or you need help?