



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

MINUTES for GENERAL MEETING

held on Mon May 27, 2013 at 7:00 pm

In the Conference Room (upstairs) in the Main Administration Building of the school

1 ATTENDANCE

Cathy Schick, Sharon Cockcroft, Julie Parker, Nial Kilcullen, Chris and Maria Nicoli, Jo Furness, Suzie Barnes, Lety Ognenis, Monica Selvey, Caroline Nelson, Jocelyn Edmonds, Sonja Davidson, Michael Camilleri, Ron Pearce, Milton Butcher.

2 APOLOGIES

Nicole Sjardin, Julian Werner.

3 MINUTES OF THE PREVIOUS MEETING

Acceptance of minutes: 7:05pm – Sonja Davidson

Seconded: Sharon Cockcroft

Carried.

4 MATTERS ARISING FROM THE MINUTES

4.1 Status of P&C Approved Funding:

- Emergency Lockers and Notice Board – Ordered.
- Interactive On-Line Languages Resource – Ordered.
- Tree for Middle School - Planting in July 2013 – Ongoing.
 - a) New spot will be needed, as the current place will be built upon in ~10 years time.

4.2 P&C Expenditure - More Information

- DVC Data storage and distribution system - On Hold
 - a) Asked for a new quote for a reduction in price.

4.3 Student Council Requests - KIV Postponed to 2013

4.4 P&C Executive Committee:

- Minutes Secretary – Advertisement in the Lawley Update.
 - a) Advertised, as yet no response.
- P & C Sports Co-ordinator Advertisement in the Lawley Update.s
 - a) Wording needs to be clearer regards the role and its responsibilities for the next time this is advertised.
 - b) The position is to fundraise for Phys Ed outings.
 - c) And to create a sub-committee for sporting parents, as there are for Language parents, etc.

5 REPORTS

5.1 President's Report

Welcomes everyone.

After the meeting last month the school and the P & C have actively engaged with the City of Stirling to improve the road conditions in Woodsome Street to improve the safety for students and others transiting the area in particular during morning and afternoon drop off and pickups. The City has modified the kiss and go area to make it a left hand exit only. If parents wish to go back down Woodsome Street they now need to go down to the Roundabout and do 270 degree turn this should make traffic movement flow better. Unfortunately I note by the tyre marks that the some people are still turning right by driving over the centre island. The city also changed some signs near Thurston street to No Parking again to improve traffic flow. Finally the City rangers have been asked to patrol and enforce the local council road bylaws.

I note that the annual art auction is in full swing and that the item for auction is up on the Lawley events web site. I urge everyone to attend as there are a lot of wonderful items up for auction this year.

5.2 Principal's Report

Principal's Report:

- Term 2 commenced with a respectful service for the ex-POWs. Five of the POW, now 90+, attended.
- Winter sporting season has commenced. The soccer pitch has been netted and marked, all 87 metres long! The school can now play home games.
- Year 10 Lightning Carnival has been held. The school won four of the competitions.
- A former student, currently in TAFE, who would have been in Year 11, suicided last week. Support measures have been put in place.
- Students attended Memorial Day (US ANZAC Day). 87 wreathes were laid today and the intent is to have music students support the event. This would be similar to the Indigenous Veterans (this Wednesday).
- Efforts on road safety have been pursued as reported by Ron. Learoyd Street remains an issue and is with the lawyers. When the arrangement with ECU is finalised, the problem will be solved.
- The Arts Level 3 has been decided but is still covered by the appeal process. The new leader is outside to the school but will not manage SVAPA. She will be invited to the Art Auction and parent meetings. Parent committees advised ASAP.
- Thanks to Niall, the school connected the Davis family. There has been a meeting with the family – very warm and they would like to present the award in future years.

5.3 P&C Treasurer's Report

- See Appendix

6 P & C STANDING COMMITTEES

6.1 P & C Uniform Shop Report – Milton Butcher

- There has been a meeting with the Dept Guru
- P & C Committee's have entered into their own arrangements with uniform manufacturers, and so we could do the same. Whether that nets us a safety net should Nell Grey go into receivership (ie: The P & C be liable for all Mt Lawley Uniforms in stock at Nell Grey – even if unordered), is not known until a contract is sought by the P & C, with Nell Grey.
- The decision has been to defer asking to see what a Contract with Nell Grey would look like until the Department of Education finalises their own contract requirements for schools regards Uniform Distributors, in order to compare the two and see which the P & C would be best to move forward with.
- The P & C is hoping that it can retain the Contract rights with Nell Grey, as it is a major part of its income.

6.2 P&C - Music Support Committee – Sonja Davidson

- A Committee Member Kay Maccione has volunteered her time to the Music Department for the last 3 months, notionally for 6 hours/week, to assess the requirements and value of employing Administrative Support. Kay presented her findings to the last meeting and the Committee agreed to fund an Administrative Support Officer for six hours per week, with the understanding the person would be appointed by the school.
- The Committee is considering options to improve the acoustics for music performance spaces eg gym, music rooms etc. In particular we are looking at the acoustic shells offered by Wenger Corporation which are utilised by many US schools. The Committee want a 'specialist' to examine the proposed solution before funds are committed.
- The next major activities for the Committee are the Art Auction and Music Concerts in June.
- Our next meeting is 13 June 2013.

6.3 P&C - Languages Committee – Jocelyn Edmonds

- A meeting was held two weeks ago, with a fundraising sub-committee being formed for parents with students going on the Italian trip next year.
- The question was raised on how best to go about the distribution of funds, for those parents who fundraised for their child and those who did not.
- It was discovered that under the WACSSO Guidelines that all funds put into the Language Committee bank account would mean that all students in the Language group would receive equal benefit from whatever funds were placed into the account for their trip.
- P & C Main Secretary, Cathy Schick, phoned WACSSO soon after the meeting to find out the actual requirement, which is as stated above, and has since communicated this to Language Secretary Jocelyn Edmonds, who had already decided that all fundraising would go to all the students within the Language Group anyway.

- An Italian student will be visiting the Italian students in June/July and helping them improve their language speaking skills.
- A motion to add Jocelyn Edmonds as a signatory to the Language bank account was passed in favour. **Motion: Nial Kilcullen, Seconded: Sharon Cockcroft.**
- The Language Committee will be holding the following fundraising activities:
 - a) Careers Expo Cake Stall – 4th July, 2013
 - b) Mango Drive in November, 2013

6.4 P&C - SVAPA Committee – Julie Parker

- Year 8 did their performance of the Dream – great success.
- In August, James will be doing bullying workshops.
- Students will be assisting with the Art Auction, music, parking, etc.
- Yr 8 and 9 are going strongly in their workshops.
- Cert II will be available next year for Production.
- Yr 10 will have a range of courses available to them.
- 2014 selections are underway and already are showing a high standard.
- A 2015 Tour will soon start getting organised.

6.5 P&C - Lawley Art Auction – Sonja Davidson

Lawley 2013 Art Auction, Saturday 15 June 2013, Preview 5pm, Auction 7pm

- Lawley Arts bbq held on the 17th April. Thank you to all who attended, please forward any feed back to me as the committee will discuss and decide if we run again next year. Thanks to the SVAPA and music staff for supporting the event – it gave the evening a real positive feel. Our focus was to celebrate the fabulous arts dept at this school, and share fundraising (Lawley Art Auction) information with parents.
- We are gaining momentum; the Art Auction is Saturday 15 June.
- We are currently sending letters and flyers to all families in the school.
- Guardian will print an article before the auction.
- We have a link on school website to our art gallery.
- We have a great diversity of art that you can now view on line LawleyEvents.com. We look forward to having many buyers at our auction – spread the word!
- We would like to finalise our volunteers as soon as possible. In particular set up Friday 4-8 and Saturday 10-2. Please let me know if you would like to help out.
- Like us on face book, talk to friends and family about the auction.

Sonja Davidson

s.mdavidson@bigpond.com

0417 172 090

6.6 MLSHS Finance Committee – Gary Cockcroft

- Finance Committee meeting was held on the 15th of May 2013.
- The School Financial Reports were tabled, viewed, discussed and accepted by the committee. In addition, the 2014 Proposed Subject Charges were tabled and accepted by the committee.

- In regard to the Finance Committee Submissions, 12 applications were presented. These included request to purchase a replacement photocopier, DVD players, data projectors, sewing machines, speakers, printer, second hand lounges and some IQ test kits. All of these requests were approved.
- Also sought and approved were some cooling wallets for first aid issues in regard to allergy and anaphylaxis treatment.
- A submission for catering equipment for Home Economics was discussed and was to be referred to the P & C for consideration.
- A new server for the library to enable Clickview to operate was discussed and approved.
- One submission for new volleyball poles was deferred pending provision of quotes.
- Next meeting is to be held on the 12th of June 2013.

6.7 MLSHS Health Committee – Caroline Nelson

- Health Committee meeting held on 20-05-13
- PASH program (year 9 sexual health) continues
- 50 staff participated in the flu vaccine program in term 1.
- Street-smart road awareness program attended by 46 students on 10-04-13. Good student feedback.
- Health Committee section on school website to include health committee related articles and information regarding up and coming events.
- Local Drug Action group committee members nominated and to arrange meeting with LDAG.
- Leavers talk for year 12 tentatively scheduled for 13-09-13 or 18-09-13 to consist of visit from Redfrogs.
- Drug & alcohol talk attended by 53 parents, well received.
- Health Expo proposed for term 4, funding to be discussed with LDAG. Idea to be put forward at Leadership meeting. Possibly invite involvement from MLPS teachers and attendance from feeder school year 7's.
- Year 12 Care Packages to promote care & relaxation before exams are proposed for term 3.
- The possibility of restarting year 12 Chill Out program to be discussed further at next Health Committee meeting on 24-06-13.

6.8 MLSHS School Board Report – Jo Furness

School Board Report for P&C meeting 27.5.13

At the MLSHS Board meeting held on 20.5.13 the following items were discussed/actioned;

- Endorsement of the school budget and various financial reports. Approved the Charges and Voluntary Contributions for subjects in 2014.
- The Board received an updated plan and information for the proposed Music/Year 7 classroom block. Anticipated start date is the end of 2013.
- Reviewed the model Terms of Reference for the Board, and elected to discuss this further at future meetings before adopting.
- Feedback was given by the staff to say the Parent/Teacher reporting day went well, with many parents present. Most staff were busy all evening.
- Changes to school reports are being rolled out, with reporting going to a percentage based figure rather than the current 'A,B,C' method.

- Spent some time discussing the Delivery & Performance Agreement (DPA), Business Plan and School Self Review in relation to the independent review of MLSHS as an IPS which is due in 2014.
Provided with an update on sister school in Timor Leste.

7 UNFINISHED BUSINESS FROM THE GENERAL MEETING

7.1 **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

Co-convenors: Julie Parker and Shelly Sorgiovanni

Secretary: Michelle Wray

Treasurer: Joanna Fugl

Acceptance of nominations: Suzie Barnes

Seconded: Jo Furness

Carried.

7.2 **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

Convenor: Nial Kilcullen

Secretary: Jocelyn Edmonds

Treasurer: Jocelyn Edmonds

Acceptance of nominations: Suzie Barnes

Seconded: Jo Furness

Carried.

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

Submission – Appendix A

Motioned: Julie Parker

Seconded: Sharon Cockcroft

Carried.

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

Submission – Appendix B

Motioned: Suzie Barnes

Seconded: Jo Furness

Carried.

- 7.5 Funding Request – 10 more chess sets for the lunchtime chess club (approx. cost \$300) and a request for football Jerseys from the Phys Ed Department (approx. \$1000).

Submission – Appendix C

Chess sets - Motioned: Julie Parker

Seconded: Lety Ogenis

Carried.

Football Jerseys - Motioned: Monica Selvey

Seconded: Suzie Barnes

Carried.

- 7.6 Parking Congestion – Woodsome Street.

- Has been dealt with – See President and Principals Report.
- However, its noted that their might be call for a sign to be placed upon the new Island as parents with four wheel drives particularly, are simply jumping the island and ignoring the keep left sign.

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.

8 GENERAL BUSINESS

- 8.1 Language Committee request to open up a new bank account for their Fundraising for their upcoming Italy Tour.
- Decided there was no need for a separate bank account for the Italian Tour, and that the current languages account will be adequate, as the need for the new account does not fit under the current WACSSO P & C Account Guildines. – for more see Languages Committee report.
- 8.2 P & C Mailing list is now uptodate according to John Pryor, he does request that each of us take a look at our details and mail him any corrections. Need a copy, mail myself or John.
- 8.3 WASCO Conference request for items for their Agenda – due date Friday May, 31st. (3 days).
- It was decided that it was too late to field any.

9 MAIL - IN

- 9.1 Various unsolicited mail – Sales/Fundraising Literature.
- 9.2 Registration forms to attend Canteen Conference and Healthy Choice Food Expo. Cost is heavily discounted, at \$75 dollars for 2 attendee's. Registration must be received by June 14th. Conference is on Wednesday, March 10th at the Perth Convention Centre, Breakfast is included, as well as information about the Big Book of Menu's which are being rolled out to schools soon.
- Not something the P & C is involved with.

- 9.3 Nominations for Canteen Volunteer of the Year Award – School Canteen Association. Nominations close Friday 21 of June, 2013.
- 9.4 Receipts & invoice for the Treasurer – to be given to Monica at the meeting.
- 9.5 Wasco Newsletter
- 9.6 Envelope for Monica Selvey to be given via P & C.
- 9.7 Questions from Jocelyn Edmonds, regards fundraising clashes between the language group and other P & C Activities.
- I am aware of the annual Art Auction and the Languages Car Rally and the Chaplain's Quiz Night. I envisage that the Italy Tour Group will do such things as car washing, a Mango Drive in November, and a social event at the Italian Club.*
- Is there any others that she should be aware of?
- Discussed in the Language Committee report – see Language Committee report.
- 9.8 Funding of one-off cash grant payments between \$1,000 and \$25,000 is available for community projects or initiatives, based on how strongly they meet the theme of 'inclusion' and support disadvantaged audience groups within Australia. – John Pryor has already sent this to everyone, however if someone wants a copy I can send it to you.

10 MAIL – OUT

- 10.1 Email to Erika from the City of Vincent thanking her for her talk, and also giving her contact details as to who to speak to regards advertising in Lawley's different publications.
- 10.2 Email to Funding request applicants (Janice Gunn, Laraine Smart, Janelle Wallace), advising Laraine of her successful application, and Janice and Janelle of the inability of the P & C to make a decision at the last meeting, and that we need new quotes from them, in order to pass it at the next committee meeting in May.
- 10.3 Sent a news article about the P & C's start to the year, new meeting time change, as well as 2 positions vacant (Sports Co-ordinator, P & C Scribe) to Anne for the Lawley Update.
- 10.4 Arranged for the Art Auction Committee to put in a spread about the Art Auction coming up in the Newsletter, unfortunately, I think we were a few hours to late, with technical issues of the mail not reaching me until 5 hours after it was sent, which was only 1 hour before the deadline closed, as it was a last minute idea, however it almost worked! Better luck for us next time.

11 DATE OF NEXT MEETING - Mon June 24, 2013 at 7:00 pm

APPENDIX A – 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 4

4. Head of Department/Team Approval:

Approval given for this Application

Yes

No

Signature: Arona M Broadell

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

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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					

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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 B – 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?*

APPENDIX C – CHESS CLUB & PHYS ED DEPARTMENT FUNDING SUBMISSION.

Morning Cathy,

I have a figure for the chess sets request from Middle School. They really could do with 10 sets which would cost no more than \$300 (probs a lot less)

I also have a request from the Phys Ed Department – We have football teams in both Middle and Senior Schools and we only have one set of jumpers. We also only have 20 shirts and the two squads are made up of 24 players each.

Would it please be possible to add a request for up to \$1000 for new football jerseys to be included on the agenda?

Many thanks

Suzie Barnes

Healthy Active Coordinator

Mount Lawley Senior High School

65 Woodsome Street

Mount Lawley

WA 6050

tel: (08) 9471 2448 / 0411223748

email: suzi.barnes@lawley.wa.edu.au

APPENDIX D– WASCO AGENDA ITEM SUBMISSION FORMS.

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Get your Annual Conference agenda items in now!

Affiliates - this is your opportunity to propose changes to WACSSO Constitution, Policy, and raise any educational issues of state or national importance that you believe State Council should be taking action on.

Agenda Items must be submitted by **Friday, May 31** using the Agenda Item template on the WACSSO website.

All submitted items will be raised at Annual Conference over the weekend of August 3-4, 2013. Remember - **this is your chance to have your say!!**

[Click here to open the Agenda Item template form](#)

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What agenda items can our P&C submit?

What

Would you like to see a change to the WACSSO Constitution or Policy? Are there any important education issues you would like to see some action on?

Previous agenda items have included:

- Motion for WACSSO to write to Minister for Education to request more funding for School Health Nurses.
- Proposal to amend WACSSO Policy to reflect Healthy Food and Drink Policy
- Proposal to include clause in WACSSO Policy recommending regular teacher-parent contact
- Motion for WACSSO to lobby the Government for parent consultation on the Year 7 to High School move.



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How can my P&C submit an item?

How

Use the button above to open the **Agenda Item template form**, or let the WACSSO office know and we can **email you a copy**. Fill out the form and email, fax or post it back to WACSSO by **May 31**.

Need some advice?

Please contact your State Councillor or the WACSSO office staff on **9264 4000** or email info@wacssso.wa.edu.au if you require any advice or assistance with preparing your agenda item.

APPENDIX E-TREASURERS REPORT

Mt Lawley Senior High School
65 Woodsome Street
Mount Lawley

Purchase Register [All Purchases]

1/01/2013 through 27/05/2013

27/05/2013
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Date	PO #	Supplier Inv #	Supplier Name	Amount	Amount Due	Status	Received
1/01/2013	00000001	Allocated Fundin	DVC Data Storage	\$45,000.00	\$45,000.00	Open	
1/01/2013	00000002	17045	Gym Speakers	\$20,000.00	\$0.00	Closed	
1/01/2013	00000003	17113	Language ... Interactive on-line	\$6,000.00	\$0.00	Closed	
1/01/2013	00000004	Allocated Fundin	Emergency Lockers and Notice	\$15,000.00	\$15,000.00	Open	
1/01/2013	00000005	15372	Middle School Bike Programm	\$954.00	\$0.00	Closed	
Total				\$86,954.00	\$60,000.00		

Mt Lawley Senior High School
65 Woodsome Street
Mount Lawley

Bank Register

1/01/2013 To 27/05/2013

27/05/2013
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ID#	Src	Date	Memo/Payee	Deposit	Withdrawal	Balance
1-1100	Commbank P & C Cheq A/C					
IE010213	CR	1/01/2013	Bank Interest	\$25.84		\$127,679.59
361	CD	7/01/2013	Mt Lawley Senior High Sch		\$600.00	\$127,079.59
IE010213	CR	1/02/2013	Bank Interest	\$21.61		\$127,101.20
CR000004	CR	5/02/2013	Uniform Concepts	\$10,780.17		\$137,881.37
362	CD	26/02/2013	Mt Lawley Senior High Sch		\$4,539.40	\$133,341.97
363	CD	26/02/2013	Mt Lawley Senior High Sch		\$250.23	\$133,091.74
IE010213	CR	1/03/2013	Bank Interest	\$20.84		\$133,112.58
CR000010	CR	1/04/2013	Bank Interest	\$22.61		\$133,135.19
364	CD	12/04/2013	Mt Lawley Senior High Sch		\$7,852.17	\$125,283.02
CR000005	CR	16/04/2013	Uniform Concepts	\$10,973.10		\$136,256.12
CR000006	CR	23/04/2013	membership 2012	\$33.20		\$136,289.32
CR000007	CR	23/04/2013	P & C SVAPA	\$13.00		\$136,302.32
CR000008	CR	23/04/2013	P & C 2013	\$6.00		\$136,308.32
CR000009	CR	23/04/2013	P & C SVAPA 2013	\$14.00		\$136,322.32
IE010513	CR	1/05/2013	Bank Interest	\$21.97		\$136,344.29
365	CD	18/05/2013	Middle School Bike Progra		\$954.00	\$135,390.29
365.	CD	18/05/2013	Language ... Interactive on-		\$6,000.00	\$129,390.29
635	CD	18/05/2013	Gym Speakers		\$20,000.00	\$109,390.29
				\$21,932.34	\$40,195.80	

