

MINUTES LPSG meeting: 26th July 2017

1. **Meeting opened:** 7:35pm
2. **Attendance:** Anne Magee, Niall, Rowena, Anne Tumak, Yaolan, Terena
3. **Apologies:** Wayne, Romina, Jaeik, Jenny
4. **Minutes of Previous Meeting:** Moved by Anne Magee, Seconded by Yaolan
5. **Treasurer's Report:** See attached. Total Available funds currently \$1,524.12. Currently only invoices to value of \$500 received from the school for the Languages Expo, out of \$2,100 committed.

6. **Business Arising:**

Scholarship: Unfortunately the Sub-Committee's meeting has been delayed. However, they hope to meet over the next few weeks sometime and bring more information to the next meeting, 23rd August. **Scholarship sub-committee to Action.** Terena to email Yaolan the teachers' suggestions for organisations to approach for the scholarship. **Terena to Action.**

Cake Stall Template:

Following an earlier suggestion for a Cake Stall Template to be available for the Careers Expo Cake Stall, thus streamlining the process, an initial template was circulated. This outlines the main steps prior to the day, setting up for the day, running, then finishing. Hopefully this will make it easier for those involved to remember everything!

Supply of food – GAT Club + other functions:

Re supply of food for GAT Club, it was again noted that it often falls on a few to provide the afternoon tea for the 100+ GAT students.

Some possible alternatives are : use this as a Hospitality Cert. event / ask students to all bring a plate of finger food. These suggestions can be taken to the Languages Dept.

Wayne to Action.

Language Expo:

Language Expo, as always, was successful, fun and vibrant, and the Language Parent Support Group is very pleased to be a contributing part of this. In an aim to fine-tune the Expo, including to maximise student participation, a few suggestions have been made:

- a. D Cafe always kindly allows the use of their Café for the Language Expo, both for preparing food and serving it. However, the timing is restricted by D Cafe's operating hours. The result is that the Expo starts at 2pm and goes until about 4.30pm, but many students leave as soon as it comes 3 o'clock. To allow the Expo to start earlier, which in turn would mean more students stay and experience both the food and the wide range of activities, D Café's involvement could be removed by

both preparing and serving food elsewhere. The food could be prepared upstairs in the Home Economics rooms, as some of it already is. Taking into account that the Expo is in late June, so rainy weather needs to be considered, the food could then be served upstairs in the Home Ec. / Science mezzanine area, although there may be other alternatives.

- b. Possibly stagger bringing out the food, to keep students circulating.
- c. The activities could be contained in a smaller area, which would make them more obvious to all students and a bit more accessible. They could possibly be downstairs from the Home Ec / Science, or in the open courtyard between D Café and D&T. The placement of the Pizza Van etc. would need to be considered, possibly alongside D Café. Possibility of providing a map along with a Schedule of Events.
- d. It is a great opportunity to have a local Primary School to attend the Language Expo, but maybe to facilitate a greater attendance by MLSHS students when the primary school is there, invite the Primary school to attend as a during-school-hours excursion.

These suggestions are to be taken to the Languages Dept. **Wayne to action.**

Term 3 Chef's Cooking Class Fundraising event: Romina has had confirmed by WA Racing, Gaming and liquor Dept. that No Liquor Licence is required for this event, as we fall under the "Small Functions" category. Wayne has a case of red and a case of white Mad Bay wines put aside for this event – we can sell either by the glass, or sell bottles, or a combination. Jaeik has not heard back from the Chef regarding his available dates. As a result it was decided that the original proposed August dates (17th or 24th August) are too soon, leaving the date provisionally at 14th September. Suggestion that Romina is contacted as she has had some involvement in this, to see if she is prepared to co-ordinate this event. **Terena to action.** If this doesn't work out then briefly discussed possibility of holding a dinner at Anita's favourite Chinese Restaurant, with a Set Menu, charging the Set Menu price plus a small extra as the fund-raising component. Anne Magee is happy to organise this.

7. New Business:

Exchange Students:

Some Japanese students arrived last Friday and will be here for 2 weeks.

Some Chinese students arrive 27th July and leave the following Monday.

It was noted that it would be good for the school if there was more advanced notice of when students are coming but the sister school does not always know until quite late.

GAT Committee Update:

GAT Committee checked with us when our fund-raising Movie Night might be, if we go ahead. We have let them know it would be in Term 4, so they will aim for Term 3.

GAT Committee considering running a Quiz night in Term 1 and have asked if we would like to be a co-partner in this event, which may become annual. We agreed in principal that we

are happy to collaborate with the GAT Committee re a Quiz Night, and will wait for further details! It was mentioned that the timing needs to take into account the Year 12 Quiz Night that is run by the Prefects.

Assistance:

Thank-you to Anne Tumak for opening and closing the meeting rooms.

Thank-you to Anne Magee for standing in as Convenor in Wayne's absence.

8. Teaching Report: None provided.

9. Next Meeting: Wednesday, 23rd August,

10. Meeting Closed: 8:55pm

**MLSHS P & C ASSOCIATION
LANGUAGE SUB-COMMITTEE - CASH BOOK, BANK RECONCILIATION
& AVAILABLE FUNDS**

Date this report 24/07/2017
Date last report 31/05/2017

CASH BOOK

Cash book opening balance	31/05/2017		3,234.12
Add: Deposits			
Wine fundraiser		60.00	
Wine fundraiser		330.00	
Total Deposits		<u>390.00</u>	
Less: cheques drawn			
			Chq #
Total Cheques		<u>0.00</u>	
Cash book balance as at	24/07/2017		<u>3,624.12</u>

BANK RECONCILIATION

Bank balance as at	24/07/2017		3,624.12
Add: Outstanding deposits		0.00	
Total Outstanding deposits		<u>0.00</u>	
Deduct: Unpresented cheques		0.00	
Total Unpresented cheques		<u>0.00</u>	
Adjusted balance (agrees with cash book)	24/07/2017		<u>3,624.12</u>

AVAILABLE FUNDS

			3,624.12
Less: Committed funds			
Language expo		Motion # 1.00	2,100.00
Total Committed funds		<u>2,100.00</u>	
Available Funds			<u>1,524.12</u>