

5.3 Open GAT bank account – cheque book

- Account opened 6 weeks ago. Bank delayed in ordering cheque book. Should arrive shortly.

5.4 Letter to Department of Education regarding appointment of permanent Principal

- After consultation with Board Chair, Jenny Fay, John Pryor wrote a letter. Awaiting response.

5.5 GAT mailing list

- Completed.

6. REPORTS

6.1 Principal's Report

- I was originally trained as an English Teacher and taught in a variety of schools before becoming a principal. Over the next 14 years I moved into senior roles in both central and regional offices and in 2015 I exercised my 'right of return' to be appointed Principal of Balcatta SHS. In 2016 DG gave me LWOP to work in China as principal at an elite, international private school for six months. In semester 1 this year I worked on contract in another international private school in Casablanca, Morocco before returning to WA in July. I am delighted to be here and very keen to ensure that Mount Lawley delivers on its mission of ensuring every student flourishes and reaches their potential.
- I am impressed by the dedication and commitment of staff I have met since my arrival. I would like to thank Mike Camilleri for his very comprehensive handover to me and his service as acting principal this year.
- The school has been a very busy place with many educational, cultural and social activities taking place including concerts, the Health Expo, Year 9 transition camp, High achievers breakfast, guest speakers, Guitar Festival, Italian and Chinese Speech competitions, assemblies, Year 11 Drama production, Bush Cadets camp, Year 10 GAT Breakfast and the Interschool Athletics Carnival. At all times the behaviour and engagement of the students has been commendable. We had a group of Japanese exchange students visit and experience a day at Mount Lawley. They were very complimentary about their time with us.
- The four Saudi teachers have also returned home after their term with us. They said they had learnt an enormous amount about teaching and learning and effective pedagogies from our staff. It was a mutually beneficial initiative and our staff enjoyed the interactions and learnt a lot about Saudi culture.
- I had the pleasure of attending the Language Parents Support Group's fundraising night. Congratulations to all involved in the Japanese cooking Master Class. It was a wonderful night and I thank all the parents and Jaeik Jeong and the language students who acted as volunteers on the night.
- Elections for prefects have been conducted and Lauren McDonald and Jason Kim have been appointed Head Boy and Head Girl. Other year 12 prefects are Joshua Marshall, Shaina Jones, Max Bostock, Oscar Kaspi-Crutchett, Lara Twyford, Alora O'Dwyer, Connor Barnes, Mary Leong, Charlotte Mackiewicz, Connor O'Hara.
- The Premier Mark McGowan, Education Minister Sue Ellery and local member Simon Millman visited the school to announce \$4M for specialist facilities. While onsite they visited the Year 7 Humanities GAT class and observed a presentation on desalination.

- Andrew is currently in his 25th year as Chaplain and was recently recognised for his dedication to the Mount Lawley Community. He was presented with a certificate by Youth Care at the final Year 12 Assembly.
- The Year 12 ATAR students start their exams this week and should be well prepared following their program of revision and master classes. Year 10 and 11 students also sitting exams this week and for the first time Year 9 students have had 2 hour exams in the MESH subjects.

6.2 Treasurer's Report

- Report presented
- Available funds:

General account funds	\$23,455.97
Art Auction account funds	\$3,747.18
Languages account funds	\$2,143.12
Music account funds	\$61,377.81
SVAPA account funds	\$19,633.37
GAT account funds	\$270.00

Motion to approve Treasurer's Report

Moved: Niall Kilcullen Seconded: Cameron Brooks Carried

6.3 President's Report (report attached)

- Attended sub-committee meetings, met with Education Minister Sue Ellery and MLA for Mt Lawley, Simon Millman, and introduction to new Principal meeting.
- Wrote letter to Minster for Education regarding appointment of permanent Principal.
- For insurance coverage events must be approved and recorded in minutes. Minutes of meetings need to be written before events are held and cheques are signed. They do not need to be approved by the next meeting before being issued.

6.4 School Board Representative's Report

- School Board Meeting No. 6 held Monday 23 October 2017 at 5.30 pm.
- P&C Representative reported to the Board on key points from the P&C's 21 August 2017 meeting.
- Selected matters discussed at the Board meeting:
 - ❖ MLSHS Financial Report was tabled and noted.
 - ❖ Compulsory subject charges collection rate for Years 7 – 10 are down to 72.77% from 77.51% at the same time last year. Year 11-12 rate is 86.05% (comparison with 2016 affected by 2016 collections including arrears from previous years). Letters have been sent to parents who have not paid Compulsory charges advising the debt will be passed to collections if not settled soon. Mechanisms exist for parents who may be in need of assistance.
 - ❖ Three Funding Applications were approved:
 - \$2,700 for six iPads for HPE.
 - \$5,490 to provide an effective on-line learning programme to all MS students. The system is called Word Flyers which assists students prepare for NAPLAN and is well regarded by them.
 - \$770 for a 10 week programme for Year 7 GAT and AE students to attend programme run by the Innovation Institute.
 - ❖ Student Report tabled and noted:
 - Year 9 and 11 exams held last week (starting 23 October 2017).
 - Year 10 exams being held this week (starting 30 October 2017).
 - MLSHS came 8th out of 9 schools and will be moving down to C Division in 2018.

- Meningococcal vaccinations have been conducted
- ❖ Staff report tabled and noted:
 - Year 9 exams are being held for the first time with the aim of getting these students ready for the exam environment in Senior School. This will hopefully build their resilience and familiarise them with the exam process.
- ❖ Other items
 - 2017 NAPLAN results discussed. From 2015, Year 7 and 9 scores have been within the expected range for like schools. Year 9 scores have shown an improvement of 1.2 Standard Deviation from 2016 to 2017. Year 7 scores have shown gradual improvement since 2015.
 - Board supported the Chaplaincy Program to continue in 2018.
 - Attendance remains high, which the Board appreciates. Student Services have prepared a flyer reminding of the importance of attending school.
 - Teachers are being trained on Visible Learning. Well received by teachers. Students find the approach helpful.
 - The Principal has been working with SLTs and Associate Principals in preparation for the IPS review next year

6.5 Finance Committee Representative's Report

- Finance Committee meeting was held on Wednesday 18 October.
- The School Financial Reports were tabled, discussed and passed by the committee.
- The committee then discussed and considered 9 funding requests for the school:
 - 1) Request for 25 visitor chairs for the library was tabled at maximum of \$160 each. Whilst this submission was approved, further investigation will be done to recover some surplus chairs that the school has in storage.
 - 2) Request for a Perspex protective cover over art work in the specialist building for \$557 was approved.
 - 3) Purchase of 6 iPads for \$2,700 for HPE teachers was approved. The iPads are used for assessments in real time and a trial of 2 iPads proved to be successful. This request was supported by a very thorough study of the usefulness of the iPads.
 - 4) Request for \$13,915 for the construction of a long jump/volley ball pit on school grounds was submitted. This has been deferred until next meeting pending more information.
 - 5) An Arts request for funding for a television to enable students to watch demonstrations, artist histories/biographies/interviews for \$2,000 was approved including installation.
 - 6) Request for television for Arts to playback and critique student performances for \$2,000 was approved including installation.
 - 7) Request for TV in the textiles room to allow students to access online learning and to supplement curriculum and teaching for \$2,000 was approved including installation.
 - 8) Request from the English department for \$5,490 to purchase World Flyers on-line learning program was supported for submission to the School Board. This program has been trialled with some staff and found to be very effective and helps students improve their numeracy and literacy skills.
 - 9) Request for \$770 for a 10 week program for year 7 GAT and Year 7 AE students run by the Innovation Institute was supported for submission to the School Board.
- Next meeting is 15 November 2017.

6.6 Health Committee Representative's Report

• Minutes 25/07/17

- The Chillout day appeared to be a success following an evaluation. Rob Pike was brought in at short notice to speak, due to Dept of Education recommendations not allowing the intended booked Speaker. This cost more, but the speaker was excellent and the Bush Band were good and the year 12s appeared to have respect for the older gentlemen. We have the paper evaluations and Iva will supply the Survey Monkey link so that they can be inputted into it. From first glance they are mixed reviews from the evaluations. Davis and Lauren (year 11) will discuss ideas for their event next year with the Year 11 councillors. We need to see if hospitality can serve food in the conference room so students can eat whilst listening to the speaker. We may revisit the old afternoon format and Lauren and Davis will conduct an online survey with the year 11s to gain ideas.
- It was discussed whether Rob Pike should be asked to speak alternative years to all years 11s and 12s as they are getting driving licences. This is to be discussed at Student Services meeting.
- Suzie will follow up with Finance staff to see if they have invoiced LDAG for reimbursement from our Strive Funding for Chillout expenses.
- Mary will check if we have any money to spend from the LDAG Ledger and also to complete our Branch Activity Statement for Semester 1.
- Regarding the Canteen Audit, nothing has been noted in the minutes from the last P&C meeting. Please can we have a response from the school as to whether an audit has been completed of the café and if so when was it and can we please have a copy of the report? This has been ongoing since last year and still no response.
- Will Red Frogs be coming to talk to Year 12 leavers and if so who will organise this as Nat Tempone is on leave. Suzie will discuss this with Neil if this will happen?
- Health Expo will not happen this year. Suzie will discuss with Neil about the best time for a definite one next year.

• Minutes 17/10/17

- Suzie Barnes presented a case study of the school to Cancer Council *Action on Nutrition Workshop* at Edith Cowan University
- Committee seeks confirmation of an audit of the school canteen. To our knowledge this has not been completed for a few years. If one has been undertaken, please can we have a copy of the report and if not been done, please can we have permission to arrange one ourselves.
- Notice that there will be a Mental Health & Inclusivity policy put forth late in 2017 for consideration, or early 2018, from the Student Wellbeing committee.
- Student Wellbeing committee is expanding its membership to incoming students of senior school.
- Invite of an attendance of Suzie Barnes to Parliament House by the Safe School's coalition. Further investigation into whether the Student Wellbeing Committee may be able to accompany her.
- Discussion of the 'Breaking the Silence' program, and it's effectiveness at Year 10 leadership camp. White Ribbon Committee (Year 10's) working on some ideas.
- A report from the Health Committee and Student Wellbeing to be presented at the final year assembly
- There will be a survey for the current Year 11's on next year's Chill Out Day.
- Health Expo running Term 3, 2018
- Next Health Committee meeting on the 5 of December 2017

7 P&C STANDING COMMITTEES

7.1 Music Sub-Committee Report

- Meeting was held 19 September 2017. 2 motions were approved, 1 for \$5000 for music for the music library and 1 for \$5,250 for admin assistant 3 mornings a week for terms 1 and 2 next year.
- Music concert was held, very successful.
- ECU had left opera pit open which was fortunate as extra seating was then available.
- Tickets were increased but this may be reviewed for parents that attend both middle and senior school concerts.
- Proposed soiree for music and SVAPA to be held 1 December in the courtyard between music building and Tricycle Theatre.
- Updating photos on school and P&C websites.
- Head of Music looking into strategic aims to spend funds. One idea is scholarships for music ATAR students to cover accompanists.
- Carols cancelled for this year. Will revisit another time.

7.2 Languages Sub-Committee Report

- Met recently
- Discussed outcomes of Japanese fundraising dinner. Look at extending this next year. Sent out thank you notes to the chef and students involved.
- Holding another wine fundraiser before the end of the year.
- Discussed the confusion between the languages and GAT sub-committees. Appears to be a crossover between the two.
- Next meeting will be at a restaurant to farewell and thank outgoing committee member Anne Magee.

7.3 SVAPA Sub-Committee Report

- Apologies for not attending meeting.
- Details of any functions, fundraising events, etc. arranged by the SVAPA PSG to be forwarded to the P&C for approval prior to the event date.
- Upcoming events that the SVAPA PSG will be involved with:
 - Welcome night 14 November – this is for the new SVAPA parents to be introduced to the staff, parents and students. Presentations will be made by staff, PSG parents and Arts Captains.
 - Music and SVAPA Soiree 1 December.
- PSG Support is being sought for a camera, printer, workstation (iMac) for self-directed use by students. Moya may need SVAPA PSG funds to purchase lighting scaffold trees from a WAAPA production early next year.

7.4 GAT Sub-Committee Report

- Held first fundraiser which was a retro roller skating night.
- Gave opportunity for Parents to stay and mingle.
- Meeting to be held later in the week.

7.5 Lawley Art Auction Report

- Committee in recess until February 2018

7.6 New Theatre Building Sub-Committee Report

- First meeting held on 23 October 2017 attended by 4 members, with 2 apologies
- The purpose of the NTB Sub-committee:
 - To investigate support and feasibility of developing a new theatre building at MLSHS.
 - The Sub-committee is to gather information, investigate options, and develop strategy towards the purpose.
 - The NTB Sub-committee is to not to engage in any lobbying.
 - The NTB Sub-committee does not have a budget or an account. It is therefore not to commit to or incur any costs.

- The NTB Sub-committee is to have a Terms of Reference consistent with WACSSO guidelines.
- Any persons willing and able to assist the Sub-committee are welcome to join. This includes representation from MLSHS staff.
- Next meeting: 6 pm on 22 November 2017 at MLSHS Board Room.

8 INVITATION TO SIMON MILLMAN MLA MT LAWLEY TO ADDRESS P&C

- Simon thanked the P&C for the invitation to attend the meeting.
- He is attending all P&C and School Board meetings for schools in his area and will attend more if invited.
- Copy Simon in on letters regarding traffic concerns.
- Request support for any new initiatives (new theatre).

9 GENERAL BUSINESS

9.1 Signatories for Bank to conform with constitution

- Currently do not conform but will continue as is whilst we transition into electronic banking

9.2 Electronic banking and signatories

- Mark Westera has investigated changing to an electronic banking system. This lessens the load on treasurers.
- Set-up with Commbiz (Commonwealth Bank) and integrating with Xero online accounting software using local It business Cloudifi to support this transition.
- Mark presented an information sheet, flowchart and costings.
- Mark to clarify if each sub-committee can have their own profit and loss report.

Motion for in principle support subject to review of sub-committees and approve "move to electronic banking and cloud based accounting software" at next meeting.

Moved: Mark Westera Seconded: Cameron Brooks Carried

9.3 Insurance requirements – Minutes of meetings

- Please refer to Presidents Report (6.3)

9.4 Review of the Terms of Reference for the Languages and GAT Sub-committees

- Confusion between the roles of both committees as both involved with languages.
- The 'purpose' wording in both Terms of Reference explains as follows:

LSG purpose – To improve the resources and opportunities available for the pursuit of languages education at MLSHS.

GAT purpose – To identify opportunities, establish community links and provide advice, support and funding for academic pursuits for MLSHS students in the Gifted & Talented program.

- Joint meeting to be held with both committees to come to a common ground. Liaise with Sue Faranda to organise meeting date.
- Ratify Terms of Reference at next meeting.
- John to check Languages contact on P&C website.

9.5 Reporting to Parents Day 22 March 2018

Motion that the P&C endorses the suspension of the school day for Reporting to Parents Day on 22 March 2018.

Moved: Niall Kilcullen Seconded: Randal Wells Carried

9.6 School Diary

- School would like to return to previous diary size and format.
- Principal will canvas opinion of Student Councillors.
- John will canvas opinion of parents through the email list.
- Need to decide at next meeting as running close to printing cut-off date.

9.7 Agenda Item for next meeting

- Middle school restricts use of laptops at lunch time one lunch one day a week.

10 CORRESPONDENCE

10.1 Mail In

- Bank statements
- Nature playgrounds special offers
- ABN detail check - canteen

10.2 Mail Out

- Letter to Department of Education

11 DATE OF NEXT MEETING

- 11.1 Next meeting** – Monday 27 November 2017 at 7:00pm.

Meeting closed at 9:26pm.

I authorise that this is a true copy of the Minutes.

John Pryor
President & Chairperson

Date

Appended:

- President's Report (Including Woodsome Street Traffic Survey)
- Full Treasurer's Report
- Move to electronic banking and cloud based accounting software proposal

P&C President's Report for meeting on Mon 2017-10-30

1 Meetings:

- 1.1 Thu 2017-08-24 Music Support Committee meeting.
- 1.2 Fri 2017-08-25 with Simon Millman and Ben Latham. Introduction.
- 1.3 Thu 2017-08-31 Visit by Education Minister Sue Ellery and MLA for Mount Lawley Simon Millman to MLSHS. Niall Kilcullen also represented the P&C.
- 1.4 Mon 2017-09-04 with Lesley Street (Principal), Michael Camilleri (Deputy Principal), Milton Butcher (past Principal) and Jenny Fay (chair of the School Board). Introduction to our new Principal.
- 1.5 Wed 2017-09-06 with Felicity Moldrich (Convenor of SVAPA)
- 1.6 Mon 2017-09-11 with P&C Executive to pass motions for events.
- 1.7 Mon 2017-09-11 with Lesley Street - Introduction.
- 1.8 Wed 2017-09-20 with Rosanna Fanciulli, Darren Thompson and Tina Ho (GAT committee) to discuss GAT issues.
- 1.9 Mon 2017-10-23 with New Theatre Building Committee inaugural meeting.
- 1.10 Fri 2017-10-27 with Micah Martinovich of In Season regarding arrangement with the P&C. He has been focussing on his wholesale business. Only 1 or 2 responses to email sent. He is revamping the store and plans a relaunch of that now that the roadworks have finished in about 2 weeks. When he lets me know, I will re-email the offer.

2 Letter to the minister for education - See attached

3 Insurance sorted out

Following correspondence with WACSSO and the insurance broker, a more reasonable stipulation has been reached. As per email from WACSSO on 2017-10-13:

"It is also important that the P&C approve all fundraising events at a meeting to ensure that the activities are covered by the P&Cs public liability insurance. Approved events must be recorded in the P&C meeting minutes."

Previously this had to be the General Committee meeting leading to a heavy administrative burden. Accordingly, **all committees need to not the expeditious issue of minutes after meetings**, preferably before events are held or cheques need to be signed. Minutes will be approved at the next meeting along with any changes that are required. **They do not need to be approved by the next meeting before being issued.**

4 Current Signatories not in compliance with Item 12.5 of the Constitution

"Ensuring all cheques on all accounts of the Association (including any committee of the Association) must be signed by any two (2) of the following – President, Vice-President, Honorary Secretary, Honorary Treasurer of the Association and one member of the Executive Committee who is appointed for such purpose at the Annual General Meeting of the Association."

Currently 4 signatories (not 3) and there are 2 (not 1) members of the Executive Committee). Given this is a long-standing transgression, I recommend we bear with it until the setting up of the signatories for the Electronic Banking.

5 Traffic Issues

5.1 Alexander Drive and Braford Street

- Pedestrian Light Crossing Alexander Drive (6 Lanes) Green Man for 6 seconds, Flashing Red Man for 22 seconds
- Pedestrian Light Crossing Bradford Street (4 Lanes) Green Man for 6 seconds, Flashing Red Man for 18 seconds

5.2 Woodsome Street

2017-10-24	Woodsome Street Traffic Survey - Directions from the park facing the school								By John Pryor
	To the Left		At the Gate		To the immediate Right		Within 10 m of Corner		Cars Stopped or Significantly Slowed
	Pedestrians	Cyclists	Pedestrians	Cyclists	Pedestrians	Cyclists	Pedestrians	Cyclists	Motorists
08:00	2	0	33	0	0	0	6	0	4
08:05	2	0	13	1	0	0	5	0	4
08:10	0	0	18	7	0	0	14	0	4
08:15	2	0	18	3	0	0	5	0	4
08:20	2	0	44	7	0	0	10	2	6
08:25	1	0	23	3	1	0	6	0	9
08:30	0	0	15	2	0	0	8	0	3
08:35	0	0	2	0	0	0	0	0	2
08:40	0	0	0	0	0	0	0	0	0
Sub-Total	9	0	166	23	1	0	54	2	36
Total	9		189		1		56		56
Grand Total	311								
<p>Weather Conditions: Slightly overcast. Visibility good. No rain. Many illegal crossing. No near-miss incidents. Cars very well behaved (slow, giving way, not horns). Several pedestrians not checking roads as they crossed. About 10 pedestrians appeared not to be students of MLSHS. Dismounted cyclists counted as pedestrians.</p>									

5.3 Central Avenue - Last Friday I observed students running in front of fast moving card crossing over Central Avenue.

Regards, John Pryor - MLSHS P&C President



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

Email: secretary@mlshspc.org.au

28 September 2017

DEPARTMENT OF EDUCATION

151 Royal Street, East Perth WA 6004

Attention: Director General - Ms Sharyn O'Neill

cc: Principal of Mount Lawley Senior High School - Ms Lesley Street

cc: Chair of Mount Lawley Senior High School Board - Dr Jenny Fay

cc: MLA for Mount Lawley - Mr Simon Millman

Dear Sharyn,

RE: PRINCIPAL'S TENANCY AT MOUNT LAWLEY SENIOR HIGH SCHOOL (MLSHS)

Further to a vote at the last meeting of the MLSHS Parent and Citizens, we wish to express our dissatisfaction with the shortness of the 6-month tenancy of the current Principal.

MLSHS has had interruptions to the tenancy of the previous Principal in 2013-2014 (year 7 transition) and again in 2017 (Goldfields).

It is our view that MLSHS needs and deserves a longer continuity from our Principal to progress the longer-term vision for the school.

We seek your assistance in securing permanency for the Principal for our school.

Thank you.

Yours faithfully,

Mr John Pryor
President

Ms Karen Johnstone
Secretary

MLSHS P & C ASSOCIATION

ART AUCTION SUB-COMMITTEE - CASH BOOK, BANK RECONCILIATION, AVAILABLE FUNDS

Date this report 27.10.17

Date last report 01.08.17

CASH BOOK

Cash book opening balance 01.08.17 \$4,247.18

Date Add: Deposits

Total Deposits

\$0.00

Less: Cheques drawn

Chq #

21/08/2017 Ansvar Insurance Item 4.2 P&C Minutes

376 \$ 500.00

Total Cheques

\$500.00

Add: Cancelled cheques

Cash book balance as at 27.10.17 \$3,747.18

BANK RECONCILIATION

Bank balance as at 27.10.17 \$3,920.18

Add: Outstanding deposits

18/07/2017 Ingot Metals - Sponsorship (received by Daniel Ganon) \$500.00

Total Outstanding deposits \$500.00

Deduct: Unpresented cheques

Chq #

27/06/2017 Phillip Cook Motion AA27 183 \$10.00
27/06/2017 Michelle O'Neil Motion AA27 213 \$510.00

MUSIC SUB-COMMITTEE - CASH BOOK, BANK RECONCILIATION, AVAILABLE FUNDS

19/10/17

Update highlighted cells

CASH BOOK

Cash book opening balance	24/08/17		37,187.31
Add: Deposits			
Credit interest			1.43
Concert ticket Trybooking sales			7,140.52
Concert ticket door sales			490.00
Credit interest			1.39
Total Deposits			<u>7,633.34</u>
Less: cheques drawn	Chq #		
Music Concert sound technician	286	300.00	
Total Cheques			<u>300.00</u>
Cash book balance as at	24/08/17		<u>44,520.65</u>

BANK RECONCILIATION

Bank balance as at	19/10/17		45,082.65
Add: Outstanding deposits			0.00
Total Outstanding deposits			<u>0.00</u>
Deduct: Unpresented cheques			
Auction - return Entry Fee	153	10.00	
Auction - Artist Commission	172, 186	552.00	
Total Unpresented cheques			<u>562.00</u>
Adjusted balance (agrees with cash book)			<u>44,520.65</u>

AVAILABLE FUNDS

Cash book balance as at	19/10/17		44,520.65
Term deposit balance as at	19/10/17		30,667.16
Less: Committed funds	Motion #		
Photo frames	113	100.00	
Admin Assistant additional Term 2 2017	115	1,000.00	
Junkadelic Arts Day	122	300.00	
AV equipment	123	700.00	
Music Concert sound technician	125	400.00	
Admin Assistant Terms 3&4 2017	126	5,250.00	
Canvas prints	128	500.00	
Hire Geoff Gibbs Theatre	129	3,600.00	
ATAR student scholarships	132	2,000.00	
Total Committed funds			<u>13,850.00</u>
Available Funds			<u>61,337.81</u>

MLSHS P & C ASSOCIATION

GAT SUPPORT COMMITTEE - CASH BOOK, BANK RECONCILIATION, AVAILABLE FUNDS

Date this report 25/10/17

Date last report 2/08/17

CASH BOOK

Cash book opening balance	25/10/17		
Add: Deposits			
Memberships			
Fundraising - Rollerskating & foodstall		270.00	
Total Deposits		<u>270.00</u>	
Less: cheques drawn	Chq #		
Total Cheques		<u>0.00</u>	
Cash book balance as at	25/10/17		<u>270.00</u>

BANK RECONCILIATION

Bank balance as at	25/10/17		
Add: Outstanding deposits		0.00	
Total Outstanding deposits		<u>0.00</u>	
Deduct: Unpresented cheques	Chq #		
Total Unpresented cheques		<u>0.00</u>	
Adjusted balance (agrees with cash book)			<u>0.00</u>

AVAILABLE FUNDS

Cash book balance as at	25/10/17		270.00
Less: Committed funds	Motion #		
Total Committed funds		<u>0.00</u>	
Available Funds			<u>270.00</u>

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

Date this report 26/10/17
Date last report 23/08/17

CASH BOOK

Cash book opening balance	23/08/17		3,624.12
Add: Deposits Cooking class fundraiser			1,564.00
Total Deposits			<u>1,564.00</u>
Less: cheques drawn		Chq #	
Soiree reimbursment Mt Lawley School		30	500.00
Chef presented cooking class		31	945.00
Total Cheques			<u>1,445.00</u>
Cash book balance as at	26/10/17		<u>3,743.12</u>

BANK RECONCILIATION

Bank balance as at	24/07/17		5,188.12
Add: Outstanding deposits			1,564.00
Total Outstanding deposits			<u>1,564.00</u>
Deduct: Unpresented cheques			1,445.00
Total Unpresented cheques			<u>1,445.00</u>
Adjusted balance (agrees with cash book)	26/10/17		<u>5,307.12</u>

AVAILABLE FUNDS

			3,743.12
Less: Committed funds		Motion #	
Language expo		1.00	2,100.00
Presented and paid commitments			-500.00
Total Committed funds to Soiree			<u>1,600.00</u>
Available Funds			<u>2,143.12</u>

MLSHS P & C ASSOCIATION

SVAPA SUB-COMMITTEE - CASH BOOK, BANK RECONCILIATION, AVAILABLE FUNDS

Date this report 22/10/2017
 Date last report 30/08/2017

CASH BOOK

Cash book opening balance at	22/10/2017		32,999.97
Add: Deposits			
		SVAPA Bag Order - Mgreenwood	15.00
		SVAPA Bag Order - SebSmith	15.00
Total Deposits			<u>30.00</u>
Less: cheques drawn			
	Motion	Chq #	
Felicity Moldrich - SVAPA W/shop M/tea	3.2.1	000508	109.90
Amanda Humphrys Photography	3.2.2	000509	375.00
Felicity Moldrich - Flash Uniforms	2.1.6	000510	953.70
Felicity Moldrich - Manic Botanic	3.2.3	000511	58.00
Total Cheques			<u>1,496.60</u>
 Cash book balance as at	 22/10/2017		 <u>31,533.37</u>

BANK RECONCILIATION

Bank balance as at	22/10/2017		34,329.97
Add: Outstanding deposits			
Total Outstanding deposits			<u>0.00</u>
Deduct: Unpresented cheques			
MLSHS INV 29782 Junkadelik	T1.1.7	000506	800.00
MLSHS INV 29797 Ian Wilkes	T1.1.1	000507	500.00
Felicity Moldrich - SVAPA W/shop M/tea	3.2.1	000508	109.90
Amanda Humphrys Photography	3.2.2	000509	375.00
Felicity Moldrich - Flash Uniforms	2.1.6	000510	953.70
Felicity Moldrich - Manic Botanic	3.2.3	000511	58.00
Total Unpresented cheques			<u>2,796.60</u>
 Adjusted balance (agrees with cash book)			 <u>31,533.37</u>

AVAILABLE FUNDS

Cash book balance as at	22/10/2017		31,533.37
Less: Committed funds		Motion #	
Sete to provide early morning CF 2016 (62)	T1.2.3		2,700.00
Early Morning Class - Ian Wilkes	T1.1.1		1,900.00
Early Morning Class - Taryne Laffar	T1.1.2		1,900.00
Weekend Workshop 18/3/17 - Carla Hart	T1.1.4		300.00
Weekend Workshop 18/3/17 - Maitland Schnaars	T1.2.6		300.00
Early Morning Class - Chloe Flockhart	T2.2.2		3,000.00
Workshop - Math through movement	T2.2.3		600.00
Funds for Materials required by Chloe Flockhart	T2.2.4		1,200.00
Total Committed funds			<u>11,900.00</u>
 Available Funds			 <u>19,633.37</u>

MOVE TO ELECTRONIC BANKING AND CLOUD BASED ACCOUNTING SOFTWARE

27/10/17

To streamline our accounting procedures and reduce workload for the President and Treasurers I propose setting up CommBiz electronic banking with the Commonwealth Bank and integrating this with Xero online accounting software. I also recommend using a local IT business (Cloudifi) to support this transition.

See flow chart Attachment 1

Once setup, the system will incorporate:

- Meeting minutes uploaded to Xero (noting minutes would still be on the P&C website) for verification of motions against transactions and sign off by account signatories
- Lists of motions reside on Xero
- School or other service provider send PDFs of invoice (based on motion) to respective treasurer by email (or we scan them ourselves on receipt).
- Treasurer will upload invoice/s to Xero. Xero then provides an archive of all invoices.
- 2 signatories will be required to sign off on all withdrawals. 1st signatory (usually the treasurer) will setup and authorise. 2nd signatory will receive alert and view/authorise the payment after viewing motion in meeting minutes and copy of the invoice (all uploaded) and linked to the invoice.
- Payment will be made using CommBiz website
- All transactions from CommBiz are automatically uploaded to Xero
- Xero can be used to automatically generate Treasurers Reports for each meeting
- Xero can be used to automatically generate Auditors Reports for end of year
- Xero is in the cloud and visible to all registered users. Different levels of access can be enabled. Full access for signatories and Treasurers. Read only access for School Principal and other Executive Committee members.

We will continue to use the current Cash Book system until the end of the calendar year. Otherwise we would need to retro fit all transactions for 2017 for the audit.

CommBiz

Website - <https://www.commbank.com.au/business/online-banking/commbiz.html>

User guides - <https://www.commbank.com.au/business/online-business-services/commbiz/user-guides.html>

- General P&C Treasurer will setup online or through local branch (takes 7 to 10 days)
- We keep all the existing accounts and account numbers (CommBiz is a platform that sits over this).
- CommBiz will enable account information to be seamlessly integrated with Xero accounting software. This is an approach commonly used by other P&C committees (e.g. Kyilla Primary School)
- CommBiz will provide “tokens” for each signatory (4 of) that enable secure transactions. These are used to receive a code from the Commonwealth Bank to enter into CommBiz when authorizing any transactions. CommBiz will provide 2 tokens and 300 transactions per month for free. We will need an additional 2 tokens (for the other 2 signatories) which will cost \$27.50 each and \$5.50 per month each). Additional transactions would cost 27.5 cents each. I expect the only time we might come close to this would be with the Art Auction. However, in the 2016 Art Auction we had 200 transactions total.

- CommBiz has online user guides to guide Treasurers if required. However, once setup through Xero the only time users will need to go to CommBiz will be to authorise payments.
- All banking information is automatically uploaded to Xero.

Cloudifi

Emma Wilmott

Website - www.cloudifi.com.au

Phone - 1300 853 512

Mobile - 0439 970 512

- Demonstration on how to use Xero before end of year. One hour, to be attended by President, all 5 Treasurers, possibly the auditor, others, at 28 Eton Street North Perth. Cost of 1.5 hours at 165 p/hr. Cloudifi did Xero setup for Kyilla Primary School and come highly recommended from Kyilla P&C Treasurer who is also Chartered Accountant.
- Cloudifi will setup Xero subscription and link all banking etc early in the new year (January 2018) 2 hours at \$165 p/h
- Cloudifi can provide ongoing support if required but they doubt much will be required.
- Cloudifi can pay the Xero subscription (see below) and be reimbursed by the P&C.

Xero

Website - <https://www.xero.com/au/>

Not for profit discount - <https://www.xero.com/au/why-xero/your-business/non-profit-accounting/>

User support - <https://www.xero.com/au/training/>

- Use free trial to become familiar with the software
- Purchase Xero subscription \$37.50 per/month (usually \$50 per month)
- Cloudifi will pay Xero subscription (as it can only be paid by credit card) and invoice MLSHS P&C monthly for reimbursement

Why do all this?

- Large time commitment from President and Treasurers
- Improved transparency, accountability and auditing
- One system to track all transactions and house minutes and motions (noting minutes would still be on the P&C website)
- Shared facility with access at different levels for President, Treasurers, Secretary, Principal, MLSHS Accounts.

Issues/questions

Send to me I will attempt to answer or forward to Cloudifi.

Costs

Item			Cost
CommBiz	2 tokens	Free	-
	300 transactions per month	Free	-
	Additional transactions	27.5 cents each	-
	Additional 2 tokens	2 x \$27.50 to purchase	\$55.00
		2 x \$5.50 per month	\$11.00 per month
Xero	Online Accounting Software	\$50 per month (- 25% discount for not-for profit)	\$37.50 per month
Cloudifi	IT support for integration of Xero and CommBiz		
	Demonstration of software to P&C	1.5 hours @ \$165 per hour	\$247.50
	Setup of Xero and CommBiz	2 hours @ \$165 per hour	\$330.00
	Ongoing support	As required but minimal \$165 per hour	-
Total upfront costs			\$632.50
Monthly costs			\$48.50

Motion for:

Up-front costs of up to \$700

Monthly costs of up to \$60 (\$720 per year)

It is also worth noting we have saved \$1000 per year on auditing for the past 2 years with Ian McCallum CPA volunteering to do it for free.

