



MINUTES for GENERAL MEETING

held on Mon 25 March 2019

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

Opened 7.04pm

1 ATTENDANCE

Lesley Street, John Pryor, Caroline Sandell, Michael Camilleri, Andrew Lippiatt, Randal Wells, Simon Millman, Patricia Kritas, Sharon Cockroft, Mark Westera, Iain Bradley, Ben Harvey

2 APOLOGIES

Scott Johnson, Rosanna Fanciulli, Terina Semela, Anne Tumac

3 MINUTES OF THE PREVIOUS GENERAL MEETING

Confirmation of minutes of 25 February 2019 AGM.

Moved Randal Wells, Seconded Andrew Lippiatt; motion passed

4 MATTERS ARISING FROM LAST GENERAL MEETING

4.1 City of Stirling re road crossing issues

- John has taken photo of the gap in the fencing
- Anne recommended putting fence at gap at corner of Woodsome and Stancliffe Sts. However this was not the consensus of this meeting.
- City of Stirling has ruled out putting in pedestrian crossing; said it is an MRWA responsibility and won't meet MRWA criteria as pedestrian traffic volume too low
- Simon Millman will be asking the City of Stirling for details of the Hamer Park redevelopment and what the City is going to do with the two existing footpaths through Hamer Park; offered to lobby the City or organise a meeting between the City and the P&C in relation to traffic management as to how resolve uncertainties
- P&C hasn't previously asked for a crossing attendant as has been seeking a solution from the City; noted that any query as to the potential for a crosswalk attendant needs to go to the Crossings committee
- Noted that traffic management consultant's report had identified the need for a kiss 'n' ride on south side of Woodsome St

Action Arising: Secretary to prepare letter for President to City of Stirling requesting a meeting between the City and the President to discuss road crossing issues

4.2 School lockers

In use at moment with Community 1; positive feedback from students and staff so far.

4.3 P&C funding proposals

Anne Gilchrist investigating undercover seating and will provide update at next meeting

4.4 Small transaction electronic payment service – update

- dongles have been purchased and are working;
- will be tested more thoroughly at Language Arts festival (fairy floss stand)

4.5 Audited accounts – update in Treasurer’s report

- Balance of accounts appended to these minutes.
- audit still not complete;
- issue with some outstanding cheques from couple of years ago not reconciling properly: highlights irregularities in not tracking down all uncashed cheques – had been identified previously and cheques likely to be stale now;
- noted that in previous years Auditor had been able to complete the audit despite this same issue;
- Auditor away and have to wait until his return to complete audit

Action Arising: propose that Auditor complete his audit and deal with by Executive meeting in order to meet 30 April deadline

Addendum 1 April 2019 – Auditor advised that he had signed off on the account

4.6 Endorsement of members on the:

- SVAPA Support Committee 2019
Iain Bradley (Convenor), Mike Buttery (Secretary) Rachelle Rose (Treasurer)
Moved: Sharon Cockroft; Seconded Randal Wells; Motion passed
- Languages Support Committee 2019
AGM held and following members elected:
Yaolan Liem (Convenor), Terena Semmler (Secretary) and Belinda Schmolke (Treasurer)
Moved: Sharon Cockroft; Seconded Iain Bradley; Motion passed
- New Theatre Building Committee 2019
Currently in recess
Randall Wells (Convenor), Mike Buttery (Secretary); Principal’s staff nominee (TBA)
Moved: Sharon Cockroft; Seconded Mark Westera; Motion passed

4.7 Mailing lists for sub-committees to be run via Mailchimp

- John to send out email for subscribers to sub-committees to join via Mailchimp
- John to work with Mailchimp coordinators in relation to code of conduct
- No progress to date; John to run general mailing list; subcommittees to run own Mailchimp list
- From Term 2, John will send email out to all parents a week prior to sub-committee meetings and advise how to subscribe to each sub-committee’s mailing list

4.8 Facebook communication

General position that shouldn’t promote this; up to individual sub-committees if they want to use

5 REPORTS

5.1 School Principal

- Very busy term
- Recent census is 1818 students
- Presentation by Dr Justin Coulson to students and two parent sessions; staff workshop – will be returning in September
- 90s club induction of 43 members
- Annual Report needs to be uploaded to Department of Education by end of Term 1
- Running voluntary resilience program for Years 11 – Alphamovitation.com.au – 3.5 minute video on school's website of students discussing impact of this program on them
- Attended halfway workshop in relation to Minister for Education's 10 action points – only thing that MLSHS needs to do that weren't already is a good standing policy which is at draft stage and will go to next Board meeting and will be put in school diaries
- Meetings with Level 3s re course recommendations
- Progress reporting night this Thursday evening for parents
- Next Fri, 5 April: Language and Arts festival – have been joined together as suspending the timetable; P&C funded \$5000 for each of Language and Arts components of the festival
- Very positive feedback about the school ball; thanks to the staff who organised this.

5.2 President

- Updated web site
- Mailing list working

5.3 Treasurer (report emailed 27 March 2019)

- Balance Sheet as at 25 March 2019:
 - Total Assets: 129,016.99
 - Total Liabilities 1,035.00
 - Total Equity 127,981.99
- Confirming that Ian McCallum happy to continue as auditor
 - Have resolved some outstanding issues from 2016 and 2017

5.4 Secretary

- WACSSO P&C Voice Term 1 2019

5.5 Music Support Committee (Andrew Lippiatt)

- Music soiree attendance declined over last couple of years; think that's due to reduction in student enthusiasm and parents taking their cue from their children

5.6 Languages Support Committee

- Emailed report (Terena): had AGM and elected committee members

5.7 SVAPA Support Committee

- Had AGM; everyone returned
- No treasurer's report as Treasurer absent
- Square working
- SVAPA camp coming up this week
- Midsummer's Night Dream production
- Will be holding an information night for Year 6 parents
- Have approved hiring of fairy floss stands – \$235 cost for a \$1000 return

5.8 GAT Support Committee (emailed report from Rosanna):

- LazerBlaze Fund Raiser (6-9pm Sunday 14 April) – all welcome to attend; tickets available at www.trybooking.com/BBCJA
- Cake Stall – teaming up with LPSG to run a cake stall for the Parent/Teacher night
- Language/Arts Expo – parents of GAT Language students will be helping to facilitate GAT stalls.
- GAT Alumni Breakfast – extended support initiative for GAT Students.
- Investigating range of activities to support GAT teachers

5.9 Mt Lawley Performing & Visual Arts Centre Committee

- In recess

5.10 Lawley Art Auction

- Meeting regularly; next meeting tomorrow evening; everything on track

5.11 Finance Committee

- Meeting held on 13 March; school finance reports passed
- Prelim 2019 budget approved to School Board
- Approved \$7250 in funding to replace seven drill presses
- Next meeting 15 May

5.12 Health Committee

- Chill out day
- Murdoch Uni to be contacted for welcome packs
- More Year 10 students to be encouraged to be part of the committee

5.13 School Board (Randal Wells)

- Board meeting and AGM last Monday
- After 6 years, Dr Jenny Fay stepped down as Chair but will remain as community representative
- Cameron Brook elected as new Chair
- Vacant roles filled
- Principal discussed with Vice-Chancellor of ECU re approaching Dean of Education to join the Board; will follow up with Vice-Chancellor as yet to hear back
- Asked for more detail on financial reporting re voluntary approved requests with a view to the P&C encouraging increased take up of these by parents
- Asked for clarity on financial reporting on proceeds from uniform shop as P&C has discretion as to where funds can be directed; Principal to confirm whether this information has been sent to P&C Treasurer and will come back to Board; Principal to resend information to President
 - 26/03/19: Principal advised via email that Uniform Commission account has \$24,140 in it and that Anne Gilchrist will prepare a report for the next meeting showing how much was received each year
- Student reps (Year 10 and 11) did presentations – Wolfpack program, Year 7 welcome; first cadet camp of the year (about 120-130 students); school swimming carnival; Justin Coulson presentations; International Women’s day breakfast; the (then) upcoming Year 12 drama production
- Noted that Principal would be meeting with Simon Millman and ECU reps on 15 June
- ECU in process of planning 800 seat theatre – Vice-Chancellor said would probably have more info to provide at next Board meeting; very positive about involving the school in any decisions
- Report on P&C and sub-committee activities and spending of P&C funds
- Interschool swimming gala last week – MLSHS performed very well coming second
- Next meeting 20 May

Chair welcomed and thanked Simon Millman for attending

5.14 Retirement of Board Chair

- Note of thanks for Jenny Fay as recently stepped down Chair of the Board
- Noted that school has formerly written to Secretary of the Board thanking for her service as Chair and to other retiring board members
- Moved: Sharon Cockroft; Seconded Caroline; motion passed
Action Arising: Secretary to prepare note of thanks for President from the P&C to Jenny Fay

6 GENERAL BUSINESS

6.1 Canteen Audit (Caroline Sandell)

- Raising this on behalf of health committee
- Trying to put in place traffic light health audit of canteen
- Concerns previously expressed about nature of the food that is sold, with very little healthy food available
- In 2018 Department of Education said that shouldn't have any 'red' foods sold in schools; want more green and amber foods
- CS advised to contact Susie Barnes directly
- Principal noted that:
 - she uses the canteen every day and has no problem in finding healthy food;
 - the canteen is a commercial proposition and aware of Departmental requirements;
 - audit will be conducted by the school;
 - was an audit in 2016 and recommendations and report written with response from the proprietor;
 - will take this issue on advisement and follow up with the proprietor and come back to P&C and Caroline

6.2 Simon Millman

- Re Hamer Park – if anyone wants info, happy to follow up with CoS (Principal to discuss with Simon Millman)
- Inglewood community garden: community consultation now closed; Council meeting tomorrow night for approval; MLPS keen to be involved; noted that MLSHS has community garden already between the bowls club carpark and Hamer Park fence
- Small business forum following night at WA Golf Club Yokine at 6pm; attendees include Minister for Small Business, Small Business Development Commissioner, City of Stirling Director for Economic Development, convenor of Beaufort St network

6.3 Need to determine what constitutes quorum and executive for sub-committees

- Secretary to follow up and provide advice to President once WACSSO issue the new P&C constitution. This is expected to be issued by 30 June 2019 in compliance with a government mandated deadline.

6.4 Executive meeting on 5 March 2019 approved \$ 495 for Cloudifi training.

6.5 Auditor gift

- Previously have approved \$100

Motion: that the P&C Treasurer be approved to have a budget of up to \$100 to purchase gift for auditor

Moved: Mark Westera; Seconded: Lesley; motion passed

7 DATE OF NEXT MEETING

Monday 27 May 2019 at 7pm

Meeting closed at 8.17pm

Balance Sheet

Mount Lawley Senior High School P&C As at 25 March 2019

25 MAR 2019

Assets

Bank

Art Auction	4,855.96
GAT	2,639.75
General	38,587.67
Languages	3,128.55
Music	34,075.13
SVAPA	29,388.25
Term Deposit	16,341.68
Total Bank	129,016.99

Total Assets

129,016.99

Liabilities

Current Liabilities

Accounts Payable	1,035.00
Total Current Liabilities	1,035.00

Total Liabilities

1,035.00

Net Assets

127,981.99

Equity

Current Year Earnings	(11,287.32)
Retained Earnings	139,269.31
Total Equity	127,981.99