



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

MINUTES for GENERAL MEETING
Held on Mon 27 May 2019 at 7pm
Conference Room, Main Administration Building

Opened 7.04pm

1 ATTENDANCE

John Pryor, Annaleise Grubisich, Michael Collier, Sharon Cockroft, Andrew Lippiatt, Randal Wells, Caroline Sandell, Ben Harvey, Scott Johnson. Michael Camilleri, Lesley Street, Patricia Kritas, Kate Field, Jilanne Gout

2 APOLOGIES

Mark Westera

3 CONFIRMATION OF MINUTES OF GENERAL MEETING HELD 25 MARCH 2019

Moved: Sharon Cockroft; Seconded Iain Bradley

4 MATTERS ARISING FROM LAST GENERAL MEETING

4.1 City of Stirling re road crossing issues

- President to write to City of Stirling seeking meeting
- Building site plan for Hamer Park tabled; intent is to relocate the senior football building on Hamer Park and build new junior building
- Key issues are increased traffic, parking and safety; will be no kiss 'n' drive on south side of Woodsome St;
- Community group in Woodsome St established which is also objecting to increased traffic flow
- Principal met with City of Stirling – advised CoS that the Principal is the accountable officer; suggestion to use school's parking on weekends but already well used; concerns relate to proximity of new clubhouse and potential for it to facilitate anti-social behaviour; City wants feedback from school and the community by 14 June; school issues are congestion, parking, student safety;
- CoS has advised that student crossing and kiss 'n' drive on other side of road not part of its scope for this development and that crosswalks, which MRWA responsibility, unlikely to be successful given insufficient crossings per day; CoS believes peak hour for clubrooms will be different to school peak hours;
- Jilanne Gout, convenor of Woodsome St residents group, updated meeting on activities of the group including petitions being presented to CoS raising issues re student safety and requested President to circulate petitions including one stating that not in favour of the current proposal and seeking establishment of working group comprising representatives of all interested groups
- President to send link for petitions to P&C members and will write to CoS

4.2 P&C funding proposals – undercover seating

- Obtained quotes for seating plus tables and chairs
- Identified four locations
- Costs starts from \$1,100 for 2.4m of aluminium seating plus bit more for table; anticipate total cost of about \$7,000;
- Will get more definitive quote once contractor has measured the spacing; Manager of Corporate Services sends job out for quoting and will provide quote at next meeting.

4.3 Audited accounts

- Last year had surplus of \$20,000 in income, this year have deficit of \$38,491; accumulated funds at end of year is still very high at \$139,269.
- Music and SVAPPA both been able to spend some of their funds
- President noted that objective is that money raised from the school population should be spent on the current students and population
- Re Auditor's note that less detail this year, this due to doing away with manual accounts for individual committees; Zero groups transactions together on summary sheets and does automatic financial reconciliation;
- Can do sub-accounts for committees if desired and will consider this for next audit;
- To avoid doubling up of work, suggested that additional training be considered for sub-committee treasurers
- Noted that tabled Balance Sheet page refers to 31/12/17 rather than 31/12/18

Motion: That the audited accounts be accepted

Moved: Randal Wells; Seconded Sharon; Motion passed

4.4 Retirement of Board Chair

- President will write to former Board Chair

4.5 Canteen Audit

- Principal advised that proprietor of Decaf canteen submitted her menu to the WA Schools Canteen Association which advised that fully compliant with health food policy and has spoken to Principal about students developing some posters
- New items have been added to the menus
- Could run competition with arts students for posters with P&C putting up prize.

4.6 Quorum and executive for sub-committees

- President note that WACSSO supposed to be coming out with new Constitution by 30 June 2019 and will be quite extensive changes
- Will wait until we get new Constitution rather than try to review existing arrangements for P&C and committees
- Will be proposing a WACSSO run 2-3 hour training session that P&C can be involved in to run through new Constitution and running of the P&C.

5 REPORTS

5.1 School Principal

- ACARA advised at end of March that MLSHS demonstrated significant improvement in literacy and numeracy and above like schools, demonstrating the value add of the school
- National NAPLAN issues – students will have the opportunity to re-sit numeracy tests via pen and paper (in place of online) if want to on opt-out basis; less than 40% kids will be resitting it tomorrow
- Min for Education has announced changes to WACE; additional pathway for up to five Y12 General Courses or combination of GC and ATAR courses; apply to students going into Year 11 in 2020
- Department of Education Director General advised that Lesley has been selected to join the Principal's Fellowship program for 2019-20; involves attending Harvard University's Graduate School of Education in Boston in July to undertake an intensive Leadership Program; delegation of 20 Principals led by DG

- Joined this year by Renae Hill as a new Associate Principal with responsibility for Years 9&10.
- Moving Y9 students on to the senior timetable as more opportunity to deploy staff more effectively and stream the MESH and LOTE classes according to ability and giving students extra time to determine courses
- Next year Year 10s will go through to end of the year to ensure have sufficient time to complete Y10 courses and limit Early Start to Year 12; will apply to Y10 students from next year
- ANZAC Day service held with VIPs attending and choir performing well
- 3 April annual ex-POW Service held in Kings Park attended by many organisations; senior band and choir performed extremely well and Y12 Hospitality students provided each guest with a gift of Anzac biscuits
- Parents raised issues of students using drugs on campus – school policy is zero tolerance to all drugs including alcohol; recently suspended a student who was under the effect of drugs
- Want people to tell Principal if students or parents behaving inappropriately and will treat the info confidentiality; need specific details if going to be able to follow up e.g. school nurse, bring in parents
- City of Stirling proposal to revamp Hamer Park involves building new Junior Football Club Rooms opposite school's main entrance; met with COS officers and P&C President to talk about student safety concerns due to traffic and parking. Feedback open until 14 June at www.yoursay.stirling.wa.gov.au/hamer-inglewood
- Will be nominating Sinella Singh, Economics teacher, for teacher of the year awards; hope to nominate two teachers this year and definitely two next year; noted that have to get teacher's agreement and a lot of information required

5.2 President

- Hamer Park meeting; been to information session
- Met with Lesley re P&C issues
- Attended very good WACSSO evening at Maylands – 3 hour session on conflict management; presenter will also be presenting at WACSSO conference
- Next meeting agenda – two delegates to WACSSO conference
- Attended Lawley art auction meeting – auction well under control
- Plethora of emails re various issues

5.3 Treasurer

- Reference to Balance Sheet as at 24 May 2019
- P&C has contributed to student diaries - \$16,000
- For May, deficit of \$18,000 = positive
- Paid \$2,200 for cellos and cello cases
- In Xero, the motions that supports payments are filed by sub-treasurers onto Xero and then supporting receipts – Treasurer and VP then approve
- Auditor report complete; has purchased \$100 gift voucher which he thanked P&C very much for
- Need for sub-committees to spend money by 30 June

- RE GST – actual turnover for an organisation needs to be \$150,000 before which we need to register for GST; revenue from art auction is classed as fundraising so doesn't go towards this so well and truly under the GST registration threshold.
 - Uniform shop commission has \$62,575.85 (excl GST) in funding available but has to be kept in a departmental account and can't be given directly to the P&C; P&C needs to provide advice as to how it should be spent.
- 5.4 Secretary (Ben Harvey)
- Tabled correspondence: letter to SVAPPA Convenor from MLSHS; CBA statements; WACSSO tax invoice; teacher of the year information; Felton Industries outdoor furniture brochure
- 5.5 Music Support Committee (Andrew Lippiatt)
- Confirmed Term 2 music concert on 25 June; not able to secure Geoff Gibbs theatre so using music auditorium instead with concert broken into three separate performances given smaller venue
 - Aiming for T3 concert to be back at in Geoff Gibbs theatre
 - Still waiting on confirmation for two contemporary concerts
 - Cash balance: currently have \$16,000 in committed funds; available funds \$24,500; up to \$8,000 in outstanding invoices from the school (Anne Gilchrist)
 - Last year drew down term deposit of \$30,000 by \$15,000; this year plan to draw remainder down and committing the funds; Michelle done great job at spending the money;
- 5.6 Languages Support Committee (President)
- Received convenor email saying had three people turn up to last committee
 - Languages languishes – always struggled – think due to large numbers of students
 - LSC proposing that next meeting may be last one and responsibilities would come back to P&C General Meeting which reasonable given languages is bulk of students
 - JP will send out email re people turning up or otherwise committee will cease to exist
- 5.7 SVAPPA Support Committee (Iain Bradley)
- Concentrating on Midsummer Night's Dream – to be held in early July; will have bake sale during performances and asking parents for contribution
 - Have \$28,500 in bank; \$24,000 committed; have essentially committed remaining \$4,500 knowing that art auction funds will be coming through shortly
 - Much of the commitments are over a year old and trying to be resolved and accounts paid, including invoices from the school for early morning classes.
 - Made profit of over \$1,000 from recent fairy floss fundraiser and will repeat next year
- 5.8 GAT Support Committee
- No report
 - Lazerblaze fundraiser sold out
- 5.9 Mount Lawley Visual and Performing Arts Committee (Randal Wells)
- Currently in recess
 - ECU considering building a new 800 seat theatre and MLSHS able to be involved in process and use; holding an architect competition; over half of space to house collection of antique pianos and pianolas – world's leading collection – and some restoration work with a viewing gallery; timeframe of 2022 and will start up own thesater committee in second semester
 - Noted that new Bob Hawke College will have theatre and auditorium

5.10 Lawley Art Auction (Anneliese Grubisich)

- Invitations sent out and flyers printed
- Everything going well with lots of auction items
- Will decide at tomorrow's meeting whether will use two EFTPOS machines – will consider using one plus using Square

5.11 Finance Committee (Sharon Cockroft)

- Meeting held on Wednesday 15 May 2019.
- School Financial Reports were tabled, discussed and passed by the committee.
- Subject charges were also discussed and passed by the committee.
- Approved funding request for \$7,070 to purchase one Desktop CNC machine, four 3D printers and six PLA Filaments for Design and Technology for submission to the Board; was deemed that the school had been lacking in this type of equipment that is essential for students to achieve the best outcome in design and technology.
- Noted that Board has approved the submission
- Next meeting is on 12th June 2019.

5.12 Health Committee (Caroline Sandell)

- Meeting is this Wednesday, 29 May 2019

5.13 School Board (Randal Wells)

1. School Board Meeting No. 3/2019 held Monday 20 May 2019 at 5.30 pm
2. Selected matters from the Board meeting:
 - 2.1. Principal introduced Board's new Community Representative, Professor Stephen Winn from ECU.
 - 2.2. Details of the funds received from Voluntary Approved Requests and Other Optional Costs were presented by the Business Manager:

Voluntary Approved Request	2018 total received	2019 requests
P&C	\$19,774.73 (equivalent to 791 family contributions)	\$25 (per family)
Chaplaincy	\$27,981.45	\$30 (per family)
Proactive Keep Active	\$33,706.37	\$40
Technology & Innovation Initiative	\$34,508.85	\$40
Literacy & Numeracy Initiative	\$34,225.80	\$40
Music Support Group	\$5,434.25	\$25 (per family)
Other Optional Costs (OOC)		
Library	\$22,380.00	\$25
School Year Book	tbc	\$27

2.3. Uniform Shop proceeds for 2015-2018 is \$62,576 – not P&C funds but P&C can provide direction on how funds to be spent.

2.4. Funding request for the purchase of 3D printers funded from the Technology & Innovation Initiative Fund approved.

2.5. 2020 subject charges approved. Most subject charges remain the same. Charges for new subjects were consistent with charges for comparable subjects.

2.6. 2018 Annual Report is on the MLSHS website.

2.7. Student Representatives reported on a range of activities including:

- Inter school gala - MLSHS came 2nd out of 7 schools.
- Year 7 councillors elections held. Successful candidates announced in week 10 of T1.
- Annual music camp to be held in week 6 of T2.
- Languages and Arts Festival was a “huge success”.
- Three Year 10 interschool sports carnivals held: netball, soccer and volleyball. All teams performed admirably.
- Year 8 river cruise held. 200 people attended.
- Year 7 disco.
- The Elevate Programme for Year 10s held covering topics related to studying efficiently. There was a further programme attended by Year 10, 11 and 12s.

2.8. Randal reported on the activities of the P&C and its various committees.

3. Next Board Meeting 17 June 2019 at 5.30 pm.

6 GENERAL BUSINESS

6.1 Rock and water program (Scott Johnson)

- Is a national and international program; contacted State manager recently; Aileen recommended it as teachers at MLSHS and Inglewood PS have participated in training; course details attached to the agenda
- Been providing services since 2005 to primary schools and high schools; different services that can be provided to students and adults
- State Manager has provided three options with various delivery and funding models
- Principal advised that last year the school undertook an audit of health, wellbeing and resilience programs throughout school; have a number of programs available to all students in all years including programs specific to senior students; think this is a well research and recognised program but, given audit and integrated study program through middle school plus teachers, don't want to introduce it at this time; want integrated programs to run for two year; leave for consideration until after done audit as a future program
- Principal to provide list of health, wellbeing and resilience programs as addendum to Minutes

6.2 WACSSO invoice for affiliation fee

- Motion: pay WACSSO invoice for affiliation fee of \$1,368.41 (incorporating 5% discount for payments received prior to 30 June)
- Moved Anneliese Grubisich; Seconded Iain Bradley; Motion passed

6.3 Brainstorming for spending of funds on students

- Seating and protection from elements
- Concrete table tennis tables – school has couple of pads
- Lockers for Y7s
- Toilets beautification
- Chill-out spaces for mental health
- Putting security in the uniform shop so can be used for storage
- Matthew Parker (mathematician/comedian who can put on show for maths students)
- External lighting for ovals
- Sponsoring school year book
- Year 12 leaver jackets
- Stymie app to report bullying to school
- Belbin team role profilers
- Music and TV recording studio
- CCTV extended

6.4 Proposed table tennis motion deferred to next meeting.

7 DATE OF NEXT MEETING

Monday 24 June 2019 at 7pm

8 Election for WACSSO State Councillor – Swan West Electorate

Ballot for two nominations in Swan West Electorate for position of State Councillor. Nominees are Paushali Chatterjee and Melissa Gillespie.

Meeting voted to nominate Melissa Gillespie.

Meeting closed 8.57 pm

WELLBEING AND RESILIENCE PROGRAM 2019

Adolescence is a time of many changes for teenagers, which can often lead to emotional ups and downs. Schools are becoming increasingly aware of the need to help young people develop a range of skills to cope with difficult and stressful situations. Schools have an important role to play in promoting mental health & wellbeing and teaching resilience skills to our young people.

Mount Lawley Senior High School prioritises social-emotional learning as a requisite skill to support students to participate fully in their educational experience and generalise these life-long interpersonal skills outside of the school setting. Mount Lawley Senior High School is dedicated to providing a holistic and student-centred approach to education by focusing on both the academic and social-emotional needs of its student body. As such we have been a registered Act, Belong, Commit school since 2015. Staff at Mount Lawley have collaborated extensively to develop a whole school resilience-building and wellbeing program which is evidence-based, developmentally appropriate and backed by research.

The program forms part of our overarching school priority of fostering positive mental health and student engagement and fits under the Be You Whole School Mental Health Framework (formerly MindMatters), that our school will be adopting in 2019.

WHOLE SCHOOL (Available to students in all years)

A number of programs offered through the school are whole school focussed.

Programs/initiatives such as those below are available for all students in all years:

Cool Card	Individual counselling	Case conferences
Volunteer Program	Breakfast Club	House System
Student of the Month Awards	Student Wellbeing Committee	Councillors/Prefects/Captains
Individual Education Plans	Health Expo	Zones of Regulation
Health Committee	Student Wellbeing Committee	Colours

Other programs are available for students or groups of students that target specific areas of need, such as grief counselling and support, Drumbeat, MindUp, Raise Up and Free To Be Me.

Parents are also catered for through the offering of the parenting program Triple P, talks on specific topics throughout the year, parent information evenings, career expo and reporting days.

Students with a diagnosis of a learning difficulty or disability will be provided individual education plans and may be able to access funding for education assistant funding through Disability Resourcing.

We also support various organisations and events such as White Ribbon, International Women's Day, Bandana Day, RUOK Day, Daffodil Day, Wear Purple Day, Fresh Face Friday, World's Greatest Shave, Ride To School Day, National Day Against Bullying, Mental Health Week and National Psychology Week.

Mount Lawley SHS has developed very close links with a variety of organisations such as Youth Focus, Womens' Health, Headspace, YouthLink, Mission Australia, Youth Beat, JAG, Local Drug Action Group, Foodbank, Helping Minds and Holyoake.

Some students would like to follow alternative pathways to school and we also work closely with alternative providers such as TAFE, Comet, Alta1 and Anchor Point as well as with registered training providers and employers.

SENIOR SCHOOL

Various programs are in place for students in Senior School. These run alongside Year 10 Health Education. Some of these programs are:

Year 10	Year 11	Year 12
Teen Mental Health	Zero To Hero	Chill Out
Leadership Camp	Alpha Motivation Wolf Pack	Alpha Motivation Wolf Pack
Elevate Study Skills	Elevate Study Skills	Elevate Study Skills

MIDDLE SCHOOL

Our Middle School students will participate in the Bounce Back (Years 7 & 8) and The Learning Curve (Year 9) wellbeing programs during Community Time or Integrated Studies, depending upon the class group.

In Years 7 and 8 the Bounce Back program will be implemented and in Year 9, The Learning Curve, which is found in the School Diary. The Middle School Wellbeing and Resilience program will cover the following topics:

	Year 7	Year 8	Year 9
Term 1	<ul style="list-style-type: none"> • Zones of Regulation • Cybersafety • Core values: fairness, responsibility, compassion 	<ul style="list-style-type: none"> • Zones of Regulation • Cybersafety • Emotions 	<ul style="list-style-type: none"> • Zones of Regulation • Cybersafety • Strengths & emotions
Term 2	<ul style="list-style-type: none"> • Respect and inclusion • Bouncing back 	<ul style="list-style-type: none"> • Dealing with bullying • Peer pressure 	<ul style="list-style-type: none"> • Positive engagement
Term 3	<ul style="list-style-type: none"> • Rumours • Courage 	<ul style="list-style-type: none"> • Rumours • Friendships and relationships 	<ul style="list-style-type: none"> • Relationships optimism
Term 4	<ul style="list-style-type: none"> • Heroes • Looking on the bright side 	<ul style="list-style-type: none"> • Managing disagreements • Humour 	<ul style="list-style-type: none"> • Positive education

SVAPA Resilience Program

The Special Visual and Performing Arts program is a unique cross arts program conducted in Years 7, 8 and 9 with students gaining entry after application, interview and portfolio presentation.

We recognise that SVAPA students may need support that is tailored specific to the demands of their interests and personalities and we aim to create self-sustainable artists.

Green Room Psychology is a company that provides an array of services to the creative industry professionals. They integrate mental health research and psychological theory with contemporary arts processes, for a creative audience.

Green Room Psychology will work with SVAPA students during their Saturday morning workshops providing an introductory one hour session with follow-up sessions later in Term 1 and then in Term 3, the two non-production terms. This will be in conjunction with the Bounce Back and Learning Curve programs. The Healthy Active Coordinator will also be involved in these sessions. The program will be funded by the SVAPA Parent Support Group.

To the Members,

MOUNT LAWLEY HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC.,

Scope

I have audited the attached financial reports of the above Association, as set out in the Balance Sheet, Statement of Operations for the twelve months ended 31 December 2018. The Committee is responsible for the preparation and presentation of the financial statements and the information obtained therein. I have conducted an independent audit of the financial statements in order to express an opinion on them to the members.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of significant accounting estimates. These procedures have been undertaken to perform an opinion as to whether in all respects, the financial report is presented fairly in accordance with the requirements of Australian Accounting Standards and other mandatory professional reporting requirements, the Associations Incorporations Act and the Association's constitution so as to present a view of the Association which is consistent with my understanding of its financial position and the results of its operations and cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Qualifications

It is not practical for the MOUNT LAWLEYHIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC. to maintain an effective system of internal control over donations, and fund raising activities until their initial entry in the accounting records. Accordingly, my audit in relation to donations, fund raising, canteen and uniform takings was limited to amounts recorded.

Qualified audit opinion

In my opinion the financial reports of the MOUNT LAWLEY HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC. subject to the above qualification, present fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements, the Associations Incorporations Act and the Association's Constitutions, the financial position as at 31 December 2018 and the results of its operations and cash flows for the twelve months then ended.



Ian McCallum CPA
Cottesloe
April 1, 2019.

**MLSHS P & C ASSOCIATION INC.
STATEMENT OF OPERATING RESULTS
FOR YEAR ENDED 31/12/18**

2018 2017

INCOME

Donations	3050	0
Interest Income	699	346
Inventory sales	50	0
Memberships/Other	40	176
Parent Contributions	20853	19714
Sales/Fundraising	97230	99805

TOTAL NET INCOME

121922	120041
--------	--------

LESS: EXPENSES

Equipment	35084	8824
Fee - Xero	795	0
Fees	1836	0
Fundraising	5288	800
Other	4355	3892
Prior Year Write-offs	-566	0
Refunds>Returns	38031	37839
Special Projects	5000	27726
Stationery & Sundries	16622	105
Supplies	9701	7056
Wages and Salaries	32762	3500
Workshops	11503	5659

TOTAL EXPENSES

160412	95401
--------	-------

NET OPERATING SURPLUS (DEFICIT)

-38491	24640
--------	-------

ACCUMULATED FUNDS AT START OF YEAR

177760	153119
--------	--------

ACCUMULATED FUNDS AT END OF YEAR

139269	177759
--------	--------

**MLSHS P & C ASSOCIATION INC.
BALANCE SHEET
FOR YEAR ENDED 31/12/17**

	2018	2017
CURRENT ASSETS		
CASH		
GENERAL BANK	\$40,811	\$63,146
SVAPA	\$29,383	\$30,431
MUSIC BANK	\$41,333	\$45,755
TERM DEPOSIT	\$16,342	\$30,667
LANGUAGE	\$3,129	\$3,743
ART AUCTION	\$5,192	\$3,747
GAT	\$3,080	\$270
DEBTOR		\$0
TOTAL CURRENT ASSETS	<u>\$139,269</u>	<u>\$177,759</u>
TOTAL ASSETS	\$139,269	\$177,759
LESS: LIABILITIES	\$0	\$0
TOTAL LIABILITIES	\$0	\$0
NET ASSETS	\$139,269	\$177,759

The Committee,
Mount Lawley High School Parents and
Citizens' Association, Inc.,
65 Woodsome Street,
Mount Lawley. W.A. 6050

68A Broome Street, Cottesloe 6011
Phone 9385 3195
email – jenian02@bigpond.net.au

April 1, 2019

Dear Committee members,

Congratulations to your Treasurers and the Committees. The standard of the data collection and recording has been maintained at an adequate level. The transfer to the Xero system has been impressive.

The documents presented for audit were well organised.

I make the following commentary:

Deficit

There has been an overall deficit of \$38,491 for the year compared to the surplus of \$24,640 incurred last year. There has been an increase in the funds spent on equipment and salaries and this has drawn down the funds held.

Reporting Format

The previous years' format included a breakdown in revenue and expenses by Committee and this provided a clearer view of the performance of the Committees than was available this year.



Ian McCallum CPA
April 1, 2019