



**Minutes of P & C General Meeting  
 19 August 2024**

**Held: In the Conference Room (upstairs) in the Main Administration Building at Mount Lawley Senior High School.**

**Meeting Opened: 5.34pm**

**ATTENDANCE**

Helen Goldsmith (Chair)	Paul Atkins (Treasurer)	Mei-ling Day (P & C Rep for Board)
Michael Camilleri (Associate Principal)	Louise Aston (LAA Convener)	Kieran Looby (Music Convener)
Brad O’Dea (Exec Convener)	Malay Parikh (Co-treasurer)	Kate Field (PEC Convener)
Ana Santos (Co VP)	Yvette Sholdas (VP)	Tony Millar (SVAPA P & C Rep)
Adrian Heil (Exec)	Purdey Van der Reis	Monique Herbst (LAA Convener)
Lesley Street (Principal)	Sangeetha Durgan (GAT Convener)	Nur Brleich (GAT co convenor)

**APOLOGIES**

Liz Craig (Secretary)	Denise Quathammer (Co-secretary)	Kate Field (PEC convenor)
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**ITEMS**

**ACTION  
(NAMES)**

<p><b>1. Confirmation of Minutes of Previous Meeting</b></p> <p>1.1. <b>Resolution:</b> That the minutes of the previous General Meeting of Mount Lawley Senior High School P &amp; C Association Inc on 24 June 2024 be taken as read and confirmed as true and accurate record, subject to the follow edits</p> <p>1.1.1. Amend point 8.5 to read that the Music Department would like to purchase a Grand Piano</p> <p>1.1.2. Add Andrew as being in attendance</p> <p><b>Moved:</b> Mei-Ling Day <b>Seconded:</b> Tony Miller</p> <p>1.2. <b>Resolution:</b> That the minutes of the previous Executive Meeting of Mount Lawley Senior High School P &amp; C Association Inc on 26 June 2024 be taken as read and confirmed as true and accurate record.</p> <p><b>Moved:</b> Yvette Sholdas <b>Seconded:</b> Ana Santos</p>	
<p><b>2. Business Arising from Previous Minutes</b></p> <p>2.1. There were no matters arising</p>	
<p><b>3. Principal’s Report</b></p> <p><b>Resolution:</b> That the attached Principal’s Report be adopted</p> <p><b>Additional Notes:</b></p> <p>3.1. Lesley would like to acknowledge and thank everyone for the success of the Lawley Art Auction</p> <p>3.2. It is great that many of the current committee will be continuing next year</p>	<p>Lesley Street</p>



<p>3.3. Acknowledged the onerous and huge amount of effort from teachers undertaken to hold counselling sessions for students and parents.</p> <p>3.4. Lesley would like to acknowledge parents and students for their commitment to attending the large number of evening concerts and weekend festivals</p> <p>3.5. Japanese exchange company Gold International is short 2 host families for students arriving on 23 August. Anyone that can help should contact Gold International directly.</p>	
<p><b>4. Treasurer’s Report</b></p> <p><b>Resolution:</b> That the attached Treasurer’s Report be adopted</p> <p><b>Additional Notes:</b></p> <p>4.1. Paul gave special acknowledgement to committee members involved in the audit for meeting short turnaround time on responses to auditor enquiries</p> <p>4.2. More queries are outstanding, and planning to close audit off next week</p> <p>4.3. Nothing unusual on the balance sheet</p> <p>4.4. Paul commended Malay for work he’s contributed working with the auditors, to put the audit report together.</p> <p>4.5. Paul is expecting the focus of audit issues will be mostly process related as we have not been following WACSSO recommended process. A lot of work has commenced, with further rectification likely.</p> <p>4.6. Lesley acknowledged the work on tidying up the processes. Special acknowledgement to Paul and Malay and the efforts of Helen and other committee members in putting in place process and procedures so far.</p> <p>4.7. Raised importance of reconciling motions that are open as they are drawn down, with processes to be circulated for review and feedback before the next meeting.</p> <p>4.8. Malay is creating chart of accounts for committees to use for expenses and income for better reporting in future, for ourselves, WACSSO, ATO etc. Malay will be bringing the Chart of Accounts to next meeting</p> <p>4.9. Helen raised the need to go through all the 2024 expenses and sort things out in advance of the next audit. Malay will compare our processes with other schools and will go through 2023 - 2024 year prior to the audit.</p>	<p>Paul Atkins and Malay Parikh</p>
<p><b>5. President’s Report</b></p> <p><b>Resolution:</b> That the attached President’s Report be adopted</p> <p><b>Additional Notes:</b></p> <p>5.1. Auditor will be adding an additional \$200 cost to the audit because of the extent of the audit. Auditor will be releasing the report prior to full payment given our pay cycle.</p> <p>5.2. Paul has update procedures for payments</p> <p>5.3. Storage process and documentation is in progress and will be presented next meeting</p>	<p>Helen Goldsmith</p>



<p>5.4. Detailed training has been undertaken with committee required to authorise payments, to meet WACSSO best practice and audit requirements. It is a complex process.</p> <p>5.5. Helen wanted to thank the executive team for the many hours that have been put in this year. The aim is to have systems in place which will mean less hours moving forward.</p> <p>5.6. After assessment on setting income bearing bank accounts, the decision has been made to not change the situation. It is expected that funds raised in a year should be allocated towards initiatives the year they are raised, as per feedback from WACSSO.</p> <p><b>5.7. P &amp; C General Committee Motions</b></p> <p>5.7.1. PC2024.06.08.01 Request approval for \$50 for Year 12 Awards Night Christine Richardson Award Trophy, raised by Helen Goldsmith</p> <p style="text-align: center;"><b>Moved: Yvette Sholdas      Seconded Mei-Ling Day</b> <b>Motion Carried</b></p> <p>5.7.2. PC2024.08.19.02 Request approval of payment of 2 outstanding Xero invoices, and all future invoices through to AGM to total of \$420 inc GST, raised by Paul Atkins</p> <p style="text-align: center;"><b>Moved: Malay Parikh      Seconded Mei-Ling Day</b> <b>Motion Carried</b></p>	
<p><b>6. Vice President’s Report – WACSSO</b></p> <p><b>Resolution:</b> That the Vice President’s Report be adopted</p> <p><b>Additional Notes:</b></p> <p>6.1. Next weekend the 2-day WACSSO conference will be held, and Ana and Yvette will be attending</p>	Yvette Sholdas and Ana Santos
<p><b>7. Secretary – Correspondence In / Out</b></p> <p><b>Additional Notes:</b></p> <p>7.1. Liz is away and Denise is an apology today. 7.2. There is no correspondence to note.</p>	Denise Quathamier
<p><b>8. Music Support Committee’s Report</b></p> <p><b>Resolution:</b> That the attached Music Committee Report be adopted</p> <p><b>Additional Notes:</b></p> <p>8.1. A lot of concerts at the school, Churchlands, Carine and WAPA 8.2. Xero reconciled and up to date</p>	Kieran Looby



<p>8.3. Have closed 7 motions, and any remaining money from these motions have been released back to available funds. Lesley requested oversight of the money released.</p> <p>8.4. Discussed process for purchase of a grand piano, which has been proposed by the music department.</p> <p>8.5. Proposal for purchase to be put to the Music Committee for input and feedback, prior to being brought to the P &amp; C General committee.</p> <p>8.6. It was raised that best practice is spending funds raised in the year they are raised, and any allocation of funds raised should be done with consideration on the number of students that will benefit.</p> <p>8.7. Lesley shared the history of saving Music money for high-cost instruments.</p> <p>8.8. Keiran tabled list of standard motions that are raised annually. Keiran to email Lesley the list of motions that have been closed out.</p> <p>8.9. No invoice received for last year's sundowner from 3 December. Lesley to check whether MLSHS has paid or whether it is still pending.</p> <p><b>8.10. Music Committee Motions</b></p> <p>8.10.1. <i>M.2024.07.31.01: Allocate up to \$1000 for music stand rechargeable lights (sconces) for use at concerts where lighting is difficult.</i></p> <p><b>Moved: Lesley Street                      Seconded Andrew Lippiatt</b>  <b>Motion Carried</b></p> <p>8.10.2. <i>M.2024.07.31.02: Allocate up to \$500 for the sound engineer for the Term 3 Contemporary Concert.</i></p> <p><b>Moved: Lesley Street                      Seconded Andrew Lippiatt</b>  <b>Motion Carried</b></p>	
<p><b>9. SVAPA Committee's Report</b></p> <p><b>Resolution:</b> That the attached SVAPA Committee Report be adopted</p> <p><b>Additional Notes:</b></p> <p>9.1. SVAPA coordinator role has been filled</p> <p>9.2. Exciting update with the SVAPA becoming an official partner with Perth Festival. SVAPA to meet with Lesley Street to discuss further</p> <p><b>9.3. SVAPA Committee Motions</b></p> <p>9.3.1. <i>S.2024.07.31.02 Motion to provide food for SVAPA Rehearsal for Midwinters night Dream Year 8 Production (volunteers, cert II crew) up to \$500</i></p> <p><b>Moved: Lesley Street                      Seconded Ana Santos</b>  <b>Motion Carried</b></p> <p>9.3.2. <i>S2024073103 Motion required to fund up to \$3000 for Year 7 and 8 Art Exhibition for art supplies</i></p>	<p>Tony Millar</p>





<p><b>11. Lawley Art Auction Committee's Report</b></p> <p><b>Resolution:</b> That the attached Lawley Art Auction Committee Report be adopted</p> <p><b>Additional Notes:</b></p> <ul style="list-style-type: none"> <li>11.1. Preparations have started for next year with next meeting on 3 Sept</li> <li>11.2. Met with Lesley and looking to run LAA on June 21, 2025</li> <li>11.3. Special thanks to Malay for support in getting motions over the line</li> <li>11.4. Committee are funding subscriptions and having to recoup from P &amp; C. Need to look at alternative for subscription transactions where parents are out of pocket.</li> <li>11.5. Discussed subscriptions and whether we can do a centralised one that all can use – eg Signon Genius.</li> <li>11.6. Discussed how square could be shared.</li> <li>11.7. Acknowledge that further research to be undertaken and more collaborative solution to be explored around subscriptions and technology moving forward for better leverage across committees.</li> </ul>	<p>Monique Herbst and Louise Aston</p>
<p><b>12. School Board representatives Report</b></p> <p><b>Resolution:</b> That the attached School Board representatives Report be adopted</p> <p><b>Additional Notes:</b></p> <ul style="list-style-type: none"> <li>12.1. Student representatives on the board shared toilets are cleaner and safer with the new process of locking during class time.</li> <li>12.2. A letter has come back regarding ECU premises. Discussions have started.</li> <li>12.3. Next board meeting is 9 Sept</li> </ul>	<p>Mei-Ling Day</p>
<p><b>13. Parent Engagement Committee's Report</b></p> <p><b>Resolution:</b> That the attached Parent Engagement Committee Report be adopted</p> <p><b>Additional Notes:</b></p> <ul style="list-style-type: none"> <li>13.1. Didn't do world teachers day last year.</li> <li>13.2. Teachers are under pressure and having a morning tea is nice to do. Last time it was run, teachers appreciated it.</li> </ul>	<p>Kate Field</p>
<p><b>14. General Business</b></p> <ul style="list-style-type: none"> <li>14.1. The P &amp; C will be looking at setting a date to have all Xero reconciliations complete each month.</li> <li>14.2. Discussed the approved motion limits and best way to keep track of spending against the approved amount. Paul to circulate suggestions and finalise process for next meeting</li> <li>14.3. It was noted that the Motion, Xero &amp; Comm Biz processes have been updated, and a request for sub committees to use them and provided feedback or questions to Paul ready to finalise next meeting.</li> <li>14.4. Procedures will be updated when Malay completes the Chart of Accounts.</li> <li>14.5. Brief discussion on P &amp; C emails and storage of documents was had. More work to be done, including storage options including Xero. A more detailed audit, discussion and recommendation to be undertaken and presented at the next meeting for approval.</li> </ul>	



<b>15. Other Business</b> 15.1. No additional business raised	
<b>16. Next Meeting</b> The next <b>General Meeting</b> will be held on Monday <b>16 September 2024</b> In the Conference Room (upstairs) in the Main Administration Building at Mount Lawley Senior High school	
<b>17. Meeting Closed:</b> 7.02pm	