

Mount Lawley SHS Music Support Committee

Minutes of the Meeting Held on 16 May 2013 at 7:00pm

MLSHS Music Department, Woodsome Street, Mt Lawley

1. Attendance

Tony Reed, Sue Faranda, Michelle deRozario, Sonja Davidson, Maria Nicoli, Neil Roland, Frances Spencer, Kay Maccione, Alan Kop, Gillian Werner

2. Apologies

Luana Kilcullen, Jan Uridge, Nerissa Berry

3. Minutes of the Meeting held on 14 March 2013 accepted

Moved: Tony Reed Seconded: Michelle deRozario **CARRIED**

4. Minutes of the Extraordinary Electronic Meeting held on 16 April 2013 accepted

Moved: Tony Reed Seconded: Michelle deRozario **CARRIED**

This meeting approved the purchase of 5 Sony Camcorders for the Music Department. Michelle confirmed that the equipment had been purchased and their use was already proving valuable. The Year 11s and Year 12s had their exam performances recorded and this enabled their review by themselves and teachers and it will also assist with moderating performances with other schools.

The purchase of 5 SD cards with the equipment was required.

Motion 8: To reimburse Kay Maccione \$99.90 from Music Support Committee funds for the purchase of 5 SD cards.

Moved: Sonja Davidson Seconded: Sue Faranda **CARRIED**

5. Business arising

5.1 Electronic Vibraphone Donation

The donor has been invited to attend the upcoming concert, at which it is understood the vibraphone will be used.

Wording suggested for the plate engraving were "Generously Donated by *donor's name* 2013" or simply "Donated By *donor's name* 2013"

- ☺ Michelle to confirm the wording for the engraving with Chris.
- ☺ Michelle to price obtaining the engraved plate.

5.2 Stave Whiteboard

The Stave Whiteboard continues to be used for miscellaneous purposes which puts it at risk of further damage.

- ☺ Michelle to cost the purchase of a "Quiet Please, Exams in Progress" sign.

5.3 Performance Acoustic Options

Michelle distributed further details of the "Basic Acoustic Shell" system offered by Wenger Corporation (<http://www.wengercorp.com/acoustics/legacy-basic-acoustical-shells.php>). The estimated cost for 8 shells is \$24,000.

Michelle has spoken to two contacts in the US about their experience in using the shells with bands at school assemblies.

There remained some concern though that the US school environment was not comparable to ours, because of the level of roof insulation for example. The Committee agreed that it would be desirable to obtain the opinion of an 'expert' before committing such a large sum.

- ☺ Adam to identify a specialist to consider whether the Wenger equipment will provide the acoustic improvements being sought for MLSHS music students.

5.4 Music Tour

The Music Tour Parent Group, which was agreed to at the last meeting, has not met as yet as it is awaiting on further information regarding which students are to be invited on the Tour.

- ☺ Music Tour Parent Group to report back to next meeting.

5.5 Office Administration Support Proposal

Kay provided a document outlining a Job Description and the Skill Requirements for the Administration Support role (Attachment A). She reported that while six hours of administrative support was making a significant difference, it was still not enough. Kay also noted that she had identified a number of other local schools have full time administrative support for their Music Department.

Milton has indicated that school funds cannot be committed for this purpose at this at this stage, however, he would enable the appointment of someone if funds were made available.

The Committee agreed that providing administrative support to the Music Department would provide the maximum benefit to all music students and therefore should be funded. The Music Support Group agreed to allocate funds to employ Administrative Support for the Music Department for six hours a week.

- ☺ Chris to progress employing Administrative Support for the Music Department.
- ☺ Michelle to report back on progress, procedural matters and any other issues to the next meeting.

5.6 Music Uniform

It was agreed that discussion of uniform options would be carried forward to a later meeting.

A requirement for someone to launder the spare uniforms was identified.

- ☺ Frances agreed to undertake the laundering of spare uniforms.

6. Treasurer's report as at 14 March 2013 accepted

The Financial position as at 16 May 2013 was tabled (Attachment B) and Sue outlined changes since the last meeting.

At the last meeting it was agreed that funds should be allocated for piano tuning, however, this has not been required as the SIM Tuner tuned the piano before and after the exams.

Motion 9: The \$165.00 allocated to piano tuning (Motion 6) be cancelled.

Moved: Kay Maccione

Seconded: Frances Spencer

CARRIED

The Financial Report tabled was accepted, noting that an additional \$165.00 was now available.

Moved: Tony Reed

Seconded: Neil Rollond

CARRIED

7. Music Department Report

The Year 11s and 12s Recital Night went very well. The focus at the moment is on Exams.

The Department has identified the need for additional sound recording software. The purchase of Apple Logic software has been costed at \$200 for the programme and \$300 for licences.

Motion 10: To allocate an amount of \$500 from Music Support Committee funds to purchase the Apple Logic programme and licences.

Moved: Sue Maccione

Seconded: Neil Rollond

CARRIED

8. General Business

8.1 Music Concert

The Music Support Committee is responsible for funding the Concert scheduled for 27 June.

**Mount Lawley Senior High School
Music Support Group**

Meeting 16 May 2013

Opening Bank Balance as at 7 March 2013			\$ 4,558.36
<i>Plus Deposits:</i>			
April Interest 2013		0.04	
Languages Support Group reimbursement for soiree		17.94	
May Interest 2013		0.03	
Total Income			18.01
<i>Less:</i>			
	Chq No		
Liquor from deVine Cellars - soiree	105	254.93	
Soft drinks and water - soiree	106	73.87	
Tea/coffee/milk/sugar - soiree	107	32.56	
5 x HD Camcorder video cameras	109	995.00	
Total Paid Expenses			1,356.36
Balance as per bank statement 1 May 2013			\$ 3,220.01
<i>Less: committed funds</i>			
	Motion No.		
Soiree liquor licence fee	4	50.00	
Piano tune	6	165.00	
Total committed expenses			215.00
Available funds			\$ 3,005.01
Term Deposit @ 4% due - 3 July 2013	5	51,070.63	51,070.63
Total funds			\$54,075.64

Acting Treasurer: Sue Faranda

Action required:

1. Motion to reimburse Kay Maccione for the purchase of 5 x memory cards for the video cameras.
2. Receipt for liquor licence outstanding. Reimbursement to Melanie Wood to be finalised.
3. Timeline for piano tune.
4. Term Deposit to be considered before 3 July 2013.

ATTACHMENT B

Music Department Administration Support Job Description - Tasks

Photocopying and General Admin Support

- ✚ Photocopying scores, exams etc.
- ✚ General administration support to the department including answering phone queries.

Purchasing

- ✚ Purchasing of equipment and materials through administration, parent committee and finance committee following school and Education Department procedures.

Filing & Archiving

- ✚ Within the computer system
- ✚ Filing cabinet
- ✚ Develop procedures for filing of resources, equipment, contracts and other documents

Correspondence

- ✚ Sending emails, letters and making phone calls to parents re attendance, outstanding music accounts etc.
- ✚ Develop an archive of pro forma letters

Develop and maintain student list and determine processes for keeping it accurate.

General assistance to students

- ✚ Helping with music department uniforms
- ✚ Returning lost property
- ✚ Rescheduling lessons where possible
- ✚ Providing moral support, positive support and performance guidance

Performances - co-ordinate performances including (but not limited to):-

- ✚ Insurance requirements
- ✚ Required documentation
- ✚ Liaise with interested parties within and external to the school
- ✚ Co-ordinate students
- ✚ Ensure the performance and students follow the ethos and rules of the school and the department
- ✚ Letters to parents for information and permission/health forms
- ✚ Marketing and/or advertising

Camps

- ✚ Co-ordinate camps including (but not limited to):-
- ✚ Insurance requirements
- ✚ Required documentation
- ✚ Liaise with interested parties within and external to the school
- ✚ Co-ordinate students
- ✚ Ensure the camp and students follow the ethos and rules of the school and the department

SIM teachers

- ✚ Assist with enquiries re SIM from teachers, SIM teachers, parents and students. Liaise with SIM.
- ✚ Maintain timetables

Other tasks as deemed important

Skills Required for Administration Support Role

Advanced IT skills ie Word, Excel,
Broad research skills for Education Department purchasing guidelines, camp destinations etc
Good interpersonal skills to liaise with students, parents, teaching and administration staff and the public.
Excellent organisational skills
Ability to work independently, in teams, and with people of all ages and backgrounds.
Knowledge of teaching and the educational process.
Background in music, music tuition, and/or music management.

Other tasks that could be undertaken (within the Administration role) given the time:-

Grant Applications ? Funding Programs? Visiting Guests?
Coordinate parent help ?
Organise fun activities eg karaoke, performance with pizza ...
Additional filing and archiving (succession planning of resources)
Development of a blog or other form of regular communication from the department to students / parents and perhaps the wider community
Maintenance of timetables etc of the intranet
Improving procedures eg. collection of SIM loan agreements and money
Develop student contracts

Additional extension activities that may be available if the teachers' time is available:-

Development of a symphony orchestra
Additional camps
****Additional Performances ****
Development of a relationship with Karrinyup Shopping Centre for performances
Activities to develop cross year and instrument collaboration
Improving performance skills (other than standard musicianship) eg microphone technique, stage presence etc.



MLSHS Music Parent Support Group Meeting
16 May 2013
Lawley Art Auction Update

10th year of Art Auction, a total of 833 artworks have been offered for sale with 630 (76%) being sold. The total value of the sales is \$340,000. This has pumped over \$143,000 into the Music and Arts.

It's an amazing event that brings the school community together, Thanks to parents of students no longer at Mt Lawley who have chosen to be part of this years Auction, Sue Faranda, John Pryor, Terry Fay, Moss & Noni Johnson – their help and advice is invaluable. There has been an excellent transfer of information from the previous committee. We have a fabulous timeline to follow, and we are tracking well.

It feels like we have the support of the whole school, English Department for sharing their space for storage and on the night, Decaf for allowing us to store desks on the night, cleaners who will attend to English dept early on auction weekend and leave their trolley so we can leave the area as we find it. Mr Butcher for his opening address. Music Dept for organising ensembles. SVAPA for organising students for parking, food, and art display.

Lawley Arts BBQ held on the 17th April. Thank you to the music department for supporting the event. Copy of invite attached. Our focus was to celebrate the fabulous art dept at this school, and share above fundraising information with parents. We still are hoping to attract more volunteers for the weekend, please add your names to the sheets, on the table tonight, or go to our website www.LawleyEvents.com, contacts tab and email me the Convenor/President.

Hot off the press are our flyers, Please take some and like us on face book, talk to friends and family about the auction, Let me know if you would like more – it can be arranged ☺ We look forward to having many buyers at our auction – spread the word!

Lawley 2013 Art Auction
Saturday 15 June 2013
Preview 5pm
Auction 7pm

Set up Auction preview room and auction room in Senior School English Building
Friday 4-8,
Saturday 10-2

Saturday 4.30 –

- Bar Staff
- Raffles ticket sellers
- Bidder registration
- Artist registration
- People choice award,
- Auction Room Spotters
- Packing room
- Catalogue sellers,

Pack down Sunday 11-3

Sonja Davidson
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0417 172 090

Mount Lawley SHS Music Support Committee

Minutes of the Extraordinary Electronic Meeting Held 16 April 2013

Open 18:18, electronic special meeting from Gillian Werner <gillian.werner@iinet.net.au>

1. Email to

'Joe and Sue Faranda' <farandajs@iinet.net.au>; 'justinlikeschelsea@hotmail.com';
'vanessa1@iinet.net.au'; 'debpitt@optusnet.com.au'; 'melanie_wood@iinet.net.au';
'nrollond@arach.net.au'; 'wacky@wildtop.com.au'; 'ejlmncool@optusnet.com.au';
'nerissalee44@gmail.com'; 'meleighbujan@hotmail.com'; 'Sue.Faranda@lawley.wa.edu.au';
'Michelle.DeRozario@lawley.wa.edu.au'; 'Christopher.Manning@lawley.wa.edu.au'

2. Motion proposal

On Tuesday, 16 April 2013 Gillian Werner wrote:

We have had a request from Chris Manning for the purchase of 5 video cameras for the Music Department. The video cameras would be used for projects and assessments and also enable students to record and review performances. In the past Music students have used cameras from the Media Department, however, access to them can be difficult.

Chris has a requirement to use a number of video cameras in class this Friday and the short time frame precludes him making the purchase with school funds.

The recommended cameras are Sony HDRCX190 Full HD Camcorders, which are available at Officeworks for \$199 each.

I am initiating an electronic meeting to approve this request.

Motion 7:

An amount of \$995 be allocated from Music Support Committee funds for the purchase of 5 Sony HDRCX190 Full HD Camcorder SOHDRCX190.

Moved: Kay Maccione

Seconded: Tony Reed

CARRIED

Electronic meeting closed 22:27, 16 April 2013.