

MOUNT LAWLEY SENIOR HIGH SCHOOL

Music Support Committee

Date: 7pm, 23 November 2017

Venue: Penny Scott Music Room

Attendees: Cam Brook, Emma Ellis, Michelle de Rozario, Jason van Straalen, Amanda Humphreys, Andrew Lippiatt, Alan Kop, Serene Chong, Cheree Skewes, Stephen Molloy, David Rose, Clare Herbert, Nirit Marom

Apologies: Michael Forster

1. Welcome				
Cam opened the meeting and noted Michael's apology.				
2. Previous Minutes				
The Minutes of the meeting held 19 October 2017 were accepted by the group.				
3. Actions Arising from Previous meetings				
Ref	ITEM	DISCUSSION	ACTION / DECISION / PROGRESS	By Whom & When
3.1	Additional Canvases for Music room (Michelle)	<ul style="list-style-type: none"> • Images have been selected, just need to be ordered. • On discussion, it was agreed that some additional canvases should be purchased, bringing the total to 4 additional canvases. 	<p>Motion 136: Expenditure up to \$500 for additional canvases for the music room (in addition to Motion 128).</p> <p>Moved: Jason van Straalen</p> <p>Seconded: Stephen Molloy</p>	
3.3	Evening performance / sundowner - 1 December 2017	<ul style="list-style-type: none"> • The program has been organised with a mixture of small groups and soloists. • Amanda has promoted the event on Facebook. • Michelle has gained permission from the Principal for the event to be BYO. 	<p>Motion 137: Expenditure up to \$400 to hire lights etc for the sundowner.</p> <p>Moved: Amanda Humphreys</p> <p>Seconded: Michelle de Rozario</p>	
3.3	Update School website information on MSC	<ul style="list-style-type: none"> • Amanda has discussed updating the school website on the Music Support Committee with John Pryor. • Andrew Lippiatt is happy to assist with developing a Music @Lawley page should that progress. 		

Ref	ITEM	DISCUSSION	ACTION / DECISION / PROGRESS	By Whom & When
3.4	Scholarships for ATAR Year 12 students 2017 <ul style="list-style-type: none"> Bring suggestions for the scholarship name to the next meeting. 	<ul style="list-style-type: none"> There was general agreement that the scholarship name should be kept quite simple with a more descriptive tag line used to identify that the purpose of the scholarship is to assist student in their pursuit of excellence in their music studies and performance 	It was agreed that the scholarship should be called the ATAR Music Performance Scholarship .	
3.5	Art Event photos	<ul style="list-style-type: none"> Photographs are now available for download and have been promoted through an email together with information on the sundowner. 	Please email Amanda with any feedback or suggestions regarding how the albums are arranged. amandahumphreysphotography@gmail.com	

4. Music Department Report

Ref	ITEM	DISCUSSION	ACTION / DECISION / PROGRESS	By Whom & When
4.1	New Parent Welcome night	<ul style="list-style-type: none"> The night was well attended and included presentations by Michelle, student prefects, Michael Camilleri, Cam Brook (parent rep) and Amanda Humphrey (Lawley Art Auction). Serene suggested identifying more helper roles to capitalise on parent enthusiasm. 		
4.2	Report	<ul style="list-style-type: none"> Michelle has joined the working group initiated to plan and lobby for the proposed new theatre at MLSHS as a staff representative. ATAR exams have concluded and the Award night held. SVAPA music students. Historically SVAPA music students have received less music class time than other music students due to timetabling difficulties. This year SVAPA students have received the same amount (2 classes per week). This will continue next year, but all incoming SVAPA students will also be SIMS music students. 		

5. Treasurers Report				
Ref	ITEM	DISCUSSION		ACTION/DECISION / PROGRESS
5.1	Report	<ul style="list-style-type: none"> Available funds are \$53,367.91, which takes into account bank and term deposit less unrepresented cheques and committed funds. We have processed all of our motions from prior to this year. The committed funds are only for motions raised in 2017. Regarding stale cheques; we will disregard the cheques and guidance from Mark on how to process and record this has been requested. 		.
5.2	Current Standing (figures attached)	Cashbook balance \$40,827.45 Term Deposit \$30,667.16 Committed Funds \$19,240.00 Available Funds \$53,367.91 Motions: Admin Asst additional Term 2 2017 115 \$1,000.00 Admin Asst Terms 3&4 2017 126 \$5,250.00 Canvas prints 128 \$500.00 ATAR Student Scholarships 132 \$1,440.00 Admin Assistant Terms 1&2 2018 133 \$5,250.00 Music for Music Library 134 \$5,000.00 Photography Services 135 \$800.00	Amanda submitted her invoice to Cam at the meeting.	
6. Standing Item				
6.2	Future Strategic Issues for the Music Program	<ul style="list-style-type: none"> Michelle tabled a list of key expenditure items for next year in response to the MSC request for music program development requirements. Michelle noted that the costs allocated were notional at this time, and she identified instrument and sheet music storage as the highest priority. The committee supported progressing the purchase of items identified in the list. There was considerable discussion about the different ways maximum value for money could be achieved in realising the purchase of all items on the list. 		The Committee determined a budget for purchase of the list items which was significantly less than the estimates to incentivise creative solutions to the purchase of the items on the list. Individual items would then be approved for purchase at future meetings. Motion 138: Expenditure up to \$30,000 is committed to the purchase of items identified in the list tabled by Michelle at the meeting (attached) with the purchase of individual items subject to approval through the normal process of expenditure approval

			at meetings in 2018. Moved: David Rose Seconded: Alan Kop	
7. New business / Business for noting				
Ref	ITEM	DISCUSSION	ACTION / DECISION / PROGRESS	By Whom & When
7.1	P&C issues <ul style="list-style-type: none"> - policy re. Committee minutes - Electronic banking and accounting 	<p>Insurance and Minutes:</p> <ul style="list-style-type: none"> • The P&C must 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. • Each Sub-Committee needs to approve their events at their meeting and record it in the minutes and provide these to the P&C. <p>Electronic Banking and Accounting</p> <ul style="list-style-type: none"> • At the last P&C General Meeting, in principle support (subject to sub-committees' review) to move to electronic banking and cloud based accounting software" at next meeting. 	<p>Michael as Treasurer of the MSC, tabled his support for the move to electronic banking and Xero accounting to the Chair prior to the meeting.</p> <p>The MSC endorses the P&C's proposed adoption of electronic banking and accounting.</p>	
7.2	Chair meeting with Lesley Street	<p>Following the MSC Chairs report to the P&C, Lesley Street met with Cam in a separate meeting to discuss issues raised:</p> <ul style="list-style-type: none"> • MSC funding of Admin support <ul style="list-style-type: none"> ○ Ms Street noted that the school was unable to fund admin support for any Department that requests support and therefore would be unable to set a precedent by funding such support to the Music Department. ○ Admin support will need to continue to be funded by the MSC • Surplus funds <ul style="list-style-type: none"> ○ Ms Street suggested that given the history that some of the MSC surplus funds were raised with the intention of supporting some fitout costs of the music rooms when 	<p>The MSC endorsed in principle support for some funds to be allocated towards the fit out of the proposed new theatre. The funds quarantined for this purpose will be determined in 2018 subject to a review of MSC funds committed, ongoing funding requirements of the music department (e.g. admin support, instrument replacement etc) and progress of the development of plans for the proposed new theatre.</p>	

		built, that some funds could be considered for re-direction to the fit out of the proposed new theatre.		
7.3	Proposed contemporary concert	<ul style="list-style-type: none"> Michelle noted she had spoken with Jeremy about the concept and both agreed to discuss further after the sundowner. 		

7. NEXT MEETING

Date: Week 2, Term 1
7pm, Thurs 8 February

Venue: Penny Scott Music Room

Please note: Please enter school through rear gate off Learoyd St.

MOUNT LAWLEY SENIOR HIGH SCHOOL

Music Support Committee

MUSIC SUB-COMMITTEE - CASH BOOK, BANK RECONCILIATION, AVAILABLE FUNDS 23/11/17

CASH BOOK

Cash book opening balance	19/10/17		44,520.65
Add: Deposits			
Credit interest		1.74	
Total Deposits		1.74	
Less: cheques drawn			
	Chq #		
Hire Geoff Gibbs			
Theatre	290	1,909.09	
AV equipment	287	625.55	
Music Concert Sound			
Technician	291	600.00	
ATAR student scholarship	288	320.00	
ATAR student scholarship	289	240.00	
Total Cheques		3,694.64	
Cash book balance as at	23/11/17		40,827.75

BANK RECONCILIATION

Bank balance as at	23/11/17		41,949.75
Add: Outstanding deposits		0.00	
Total Outstanding deposits		0.00	
Deduct: Unpresented cheques			
Auction - return Entry Fee	153	10.00	
Auction - Artist Commission	172, 186	552.00	
ATAR student scholarship	288	320.00	
ATAR student scholarship	289	240.00	
Total Unpresented cheques		1,122.00	
Adjusted balance (agrees with cash book)			40,827.75

AVAILABLE FUNDS

Cash book balance as at	23/11/17		41,949.75
Term deposit balance as at	23/11/17		30,667.16
Less: Committed funds			
	Motion #		
Admin Assistant additional Term 2 2017	115	1,000.00	
Admin Assistant Terms 3&4 2017	126	5,250.00	
Canvas prints	128	500.00	
ATAR student scholarships	132	1,440.00	
Admin Assistant Terms 1&2 2018	133	5,250.00	
Music for Music			
Library	134	5,000.00	
Photography Services	135	800.00	
Total Committed funds		19,240.00	
Available Funds			53,376.91