

MINUTES LPSG meeting: 31st May 2017

1. **Meeting opened:** 7:32pm
2. **Attendance:** Wayne, Romina, Anne Magee, Terena, Jaeik, Nigel, Nami, Michael, Yaulan
3. **Apologies:** Rowena, Vanessa, Jenny
4. **Minutes of Previous Meeting:** Anne moved as true and correct. Nami seconded – carried.
5. **Treasurer's Report:** See attached
6. **Business Arising:**

Wine Sale – only 11 boxes ordered so profit of \$330. Maybe try via Facebook pages etc next year, or distribute a hard-copy Order Form.

Scholarship - No further progress by the committee. They will organise another meeting. Jaeik advised that there has been a scholarship in place for the last 3 years for Korean and Japanese students - \$400/yr for Korean and \$500/yr for Japanese. This is split evenly for 1 Middle School and 1 Senior School student. Jaeik has the selection criteria and runs the selection process, but would be happy if we wanted to take that over. It was decided to leave the Korean and Japanese languages out of our Scholarship funding process, as already in place. When LPSG announces at an Assembly the chosen students for the LPSG Scholarships, the Korean and Japanese students will also be announced, and it be explained that the number of students is dependent on the sponsorship amount. LPSG will strive to get sponsorship of at least \$200 each. **Scholarship Committee to action.**

Cake stall template – not done yet (not required until early next year). **Terena to action.**

Year 10 Language Information Evening – Quite well attended and informative. LPSG provided the evening snacks. There was sufficient food however only 3 parents donated the food. There was a general discussion re the low levels of parent support, especially as the LPSG covers the vast majority of students, vs the quite high level of support being given to the school. Several options were proposed re the issue of LPSG being asked to provide food: 1) Email out an Expression of Interest at the beginning of the year and roster those parents who reply for the couple of events LPSG supplies food for – 2) consider LPSG funding maybe \$100 per function. Will reconsider next meeting.

Possible GAT funding for GAT Club food - Wayne still to speak to Louise. **Wayne to action.**

Language Expo Funding update – Shuzyi requested \$350 for Lion Dance (which has total cost of \$500). LPSG had okayed this if they can provide the remaining money. French teacher confirmed the procedure for \$150 for Drama workshop.

7. New Business:

Mad Cow, were inadvertently paid twice last year for their contribution to the Language Expo Week, once by P&C and once by the school. Mad Cow had not acknowledged the cheque but had the Direct Debit. Treasurer has sent details to the school of the presented cheque, which will follow up with Mad Cow for refund.

The school has requested that all Language Expo invoices go to the school from the teacher. The school will then send to us. Grace to be updated on this procedure – **Wayne to action.**

Jaiek has students totally running cultural activities at the Language Expo this year, for Korean and Japanese components. He has put in place that whichever stall gets the most votes they will receive a gift voucher - \$200 / \$100 / \$50 (1st, 2nd, 3rd). Jaiek asked if it is ok to spend the Korean and Japanese funding on this. LPSG agreed. Grace to be informed – **Wayne to action.**

Suggestion to formally extend the cake stall to include home grown vegetables, lemons, herbs etc. Possibility of running a Plant stall at some stage.

8. Teaching Report:

Korean / Japanese night went very well with about 100 people attending. There was positive feedback from attending LPSG parents. The Chef from that evening is happy to run a fundraiser for us. Suggestion to run an adults only event in Term 3, maybe showing parents how to make 1 Japanese and 1 Korean dish. There is a maximum of 32 people. LPSG will promote this event to all parents, and restrict to parents unless don't get enough then open to friends. Suggestion to sell as a pair of tickets so people know who they will be paired with on the night. Jaiek to talk to Chef to see what to charge to cover cost and raise money, plus dish recommendations. Optimum week is week 9, term 3, if not then week 5 or 6. Proposed dates are Thursday 14th September, if not then 17th or 24th August. Need to find out Chef's availability. **Jaiek to action.**

Our food funding for the Language Expo needs to be clarified to Grace. **Wayne to action.**

13th June @8.45am to 9.30 am - a Japanese chocolatier is coming to the school for a demonstration. LPSG invited to attend by Jaiek.

9. Next Meeting: Wednesday, 26th July (week 2 Term 3)

10. Meeting Closed: 8:33pm

**MLSHS P & C ASSOCIATION
LANGUAGE SUB-COMMITTEE - CASH BOOK, BANK RECONCILIATION
& AVAILABLE FUNDS**

Date this report 31-05-17
Date last report 30-04-17

CASH BOOK

Cash book opening balance	01-05-17		3,234.12
Add: Deposits			0.00
			<u>0.00</u>
Total Deposits			<u>0.00</u>
Less: cheques drawn		Chq #	
Total Cheques			<u>0.00</u>
Cash book balance as at	31-05-17		<u>3,234.12</u>

BANK RECONCILIATION

Bank balance as at	01-05-17		3,234.12
Add: Outstanding deposits			0.00
Total Outstanding deposits			<u>0.00</u>
Deduct: Unpresented cheques			0.00
Total Unpresented cheques			<u>0.00</u>
Adjusted balance (agrees with cash book)	31-05-17		<u>3,234.12</u>

AVAILABLE FUNDS

			3,234.12
Less: Committed funds		Motion #	
Language expo		1.00	2,100.00
Total Committed funds			<u>2,100.00</u>
Available Funds			<u>1,134.12</u>