



P&C GENERAL MEETING MINUTES

Held on 27 November 2017 – Opened at 7:09pm

1. ATTENDANCE

John Pryor, Michael Camilleri (Associate Principal), Anne Tumak (staff), Randal Wells, Mark Westera, Karen Johnston, Andrew Lippiatt, Nick Mortimor, Cam Brook, Fiona Hornung, Niall Kilcullen, Sharon Cockroft.

2. APOLOGIES

Lesley Street (Principal), Rosanna Fanciulli, Nigel Becroft, Michael Forster, Caroline Sandell.

3. MINUTES OF THE PREVIOUS MEETING

Motion to accept the minutes of the previous meeting held 30 October 2017 as a true and accurate record.

Moved: Mark Westera

Seconded: Randal Wells

Carried

4. MATTERS ARISING FROM THE MINUTES

4.1 Student safety at local main road intersections (Alexander Dr/Walcott St and Alexander Dr/Bradford St) – Letter to Main Roads

- Karen Johnston wrote and sent letter.
- Awaiting response.

4.2 Student safety at front of school (Woodsome St) Letter to Main Roads

- John wrote and sent letter with John's crossing survey enclosed
- Awaiting response.

4.3 Cancel Uniform shop ABN

- Underway. Awaiting paperwork.

4.4 Open GAT bank account – cheque book

- Cheque book has arrived.

4.5 Letter to Department of Education regarding appointment of permanent Principal

- Awaiting response.
- L Street Acting Principal until July 2018.

4.6 Electronic banking and signatories

- Electronic system would be easier for sub-committee treasurers.
- Access from home.
- 2 signatories approve payments with access via individual tokens.

Motion for move to electronic banking with CBA & cloud based accounting software.

Moved: Mark Westera

Seconded: Randal Wells

Carried

4.7 School Diary

- Did not receive feedback from student councillors on current versus old style diary.
- Staff prefer old style.
- Received 3 emails and 2 verbal requests at the café meeting voting for the old style.
- School would do its best to minimise weight.

Motion to return to old style diary for 2018.

Moved: Cam Brook

Seconded: Nick Mortimor

Carried

5. REPORTS

5.1 Principal's Report

- Year 12 Graduation successful. Andrew Paul did fantastic job as MC. Ceremony was well attended. Choir sang the school anthem.
- Sea Explorers were farewelled at a breakfast by the hospitality students. This program which mentored students has run for 8 years. Volunteers gave up a lot of their personal time to support this program. The program was sea based and ran 1 day a week. P&C will write a letter to thank and acknowledge the volunteers.
- Afternoon tea was held for 2018 prefects.
- Year book is being finalised with great input from some year 7 students.
- Last cadet camp for the year is currently being held down south.
- First alumni newsletter will be going out before the end of the year.
- Applications are underway for staffing in 2018.
- Business Plan is being worked on. Will be available in 2018.
- Reports completed.
- Calendar will be completed mid-December.

5.2 Treasurer's Report

- Report presented and attached.
- Available funds:

General account funds	\$23,455.97
Art Auction account funds	\$3,747.18
Languages account funds	\$2,248.12
Music account funds	\$53,376.91
SVAPA account funds	\$29,950.37
GAT account funds	\$270.00
- Uniform commission – consider how to allocate funds in 2018.
- Audit – Treasurers to have books ready for mid-December
- Mark will be stepping down from Treasurer's position in 2018. Thank you to Mark for his great work as Treasurer over the last 3 years.

Motion to approve Treasurer's Report

Moved: M Westera

Seconded: Cam Brook

Carried

5.3 President's Report

- Attended and presented the P&C Christine Richardson award for citizenship at the Year 12 graduation ceremony.
- Attended the joint language and Gat sub-committee meeting. Terms of Reference to remain as is. Joint meetings will be held twice a year. Staff to be informed of the arrangements for both committees. Record of meeting was presented and is attached.

5.3 School Board Representative's Report

- School Board Meeting No. 7 held Monday 20 November 2017 at 5.30 pm.
- P&C Representative reported to the Board on key points from the P&C's 30 October 2017 meeting.
- Selected matters from the Board meeting:
 - MLSHS Financial Report tabled and noted.
 - Compulsory subject charges collection rate for Years 7 – 10 are 76.98% compared to 82.35% at the same time last year. Year 11-12 rate is 92.65% (comparison with 2016 affected by 2016 collections including arrears from previous years).
 - Voluntary contributions (year 7-10) 67.22% compared to 67.81% at same time 2016
 - Pink stickers being used on unpaid bills to show what the money is spent on – seems to have improved collection rate.
 - Four Funding Applications were approved:
 - Stile Science Library 2018 subscription: \$4,400.11.
 - Additional set of robot cars: \$899.
 - Materials and entry fees into the First Lego League Challenge: \$4,000.
 - Education Perfect 2018 subscription: \$5,400.
 - Board requested feedback reports on effectiveness and benefits from funded initiatives similar to reports received on effectiveness of funded iPads.
- Student Report tabled and noted:
 - Year 10 and 11 exams concluded, and results received.
 - Rollover has started for Year 10 transitioning to Year 11, and Year 11 transitioning to Year 12.
 - Student Leaders' breakfast was recently held to acknowledge the efforts of those in leadership roles in the school.
- Staff report tabled and noted:
 - Sea Explorers, who have been working at the school for many years, are drawing their efforts to a close. Principal to write a letter of thanks to Sea Explorers.
 - Cultural awareness programme for some staff in conjunction with ECU over 8 sessions.
 - "Thank you" morning tea for volunteers to be held Monday, 11 December 2017.
- Other items
 - The order of the approved Voluntary Charges was agreed. P&C top of the list!
 - Simon Millman advised that a response to the letter from P&C President to the Department of Education is on its way.
 - Simon Millman advised that he is awaiting correspondence on the Woodsome Street crossing and once received they will be writing to Stirling Council endorsing the school's position.
 - All Board members are invited to February 2018 meeting. This will be the exiting committee. Advertising for Board positions thereafter.
 - Board meetings for 2018 will continue on the 3rd Monday of the month.

5.5 Finance Committee Representative's Report

- Finance Committee meeting was held on Wednesday 15 November.
- The School Financial Reports were tabled, discussed and passed by the committee.
- The committee then discussed and considered 7 funding requests for the school:
 - 1) Request for \$4,400 for the Stile program for 2018 was approved. The program allows teachers and students to access the Stile library for units of work or individual lessons for Science, Maths, Technologies and HASS. The priorities of the program are literacy and numeracy.
 - 2) Request for \$5,400 for Education Perfect online support tool was approved for submission to the Board. This program will be available to all Science students

and enhances education by encouraging students to think creatively and critically analyse their own understandings.

- 3) Request for \$4,000 for the First Lego League Challenge was approved. This program encourages engagement of students in STEM education.
 - 4) Request for 2 smart TVs and stands for senior school rooms was declined as existing projector equipment was being repaired/replaced.
 - 5) Request for \$899 for 10 robot cars was approved. The existing set of cars is insufficient to cater for class sizes. These robots have been well received by the students and provides practical coding skills.
 - 6) Library request for some speakers for \$169 was rejected as it was considered that this can be funded by their own budget.
 - 7) Request for a camera for \$515 for languages was rejected as it was considered this could be funded under their own budget.
- This was the last meeting for the year.

5.6 Health Committee Representative's Report

- No meeting held since last P&C meeting.

6 P&C STANDING COMMITTEES

6.1 Music Sub-Committee Report

- Last meeting was held 23 November.
- A scholarship will be introduced next year named "ATAR Music Performance Scholarship".
- Music support group parents spoke at the welcome night for parents new to the school in 2018.
- Michelle had a comprehensive wish list. It was moved that \$30,000 be committed to the purchase of items identified in the list tabled by Michelle.
- Lesley Street suggested a portion of funds could be set aside for new theatre building. Not for lobbying but for fit-out, etc. Not to be committed but handy standby.

6.2 Languages Sub-Committee Report

- Last Meeting was held at a restaurant. Geoff Davis, ex Chinese teacher at the school was special guest.
- Thank you to outgoing secretary Anne Magee.
- Wine sales fundraiser is currently happening.
- Certificates to be named in honour of Anita Chong and Geoff Davis. These will be presented at the final assembly.

6.3 SVAPA Sub-Committee Report

- Apologies for not attending meeting.
- Details of any function or fundraising event will be forwarded to P&C Committee.
- Upcoming event is a joint Music/SVAPA soiree picnic in the courtyard between the tricycle theatre and the music building.
- Art Festival day will be 6 April 2018
- Approved funding for video camera, computer workstation and printer including printer consumables required for 12 months up to the value of \$4,000.
- Approved purchase of 2 parbars (LED lighting rig) for the theatre.
- SVAPA welcome night was a big success with very enthusiastic year 7 parents joining in 2018.
- SVAPA PSG is coordinating an intergenerational theatre project with Bethany Homes. More details on this special project will be given as they come to hand.

6.4 GAT Sub-Committee Report

- No meeting held since last P&C meeting.

6.5 Lawley Art Auction Report

- Committee in recess until February 2018

6.6 New Theatre Building Sub-Committee Report

- Second meeting held on 22 November 2017; six attendees.
- Michelle De Rozario (Music) is the Principal's Representative.
- Moya Thomas (SVAPA) has also joined.
- Mike Buttery (architect) appointed as Secretary.
- Agreed on the terms of reference to be presented to P&C for approval.
- Initial activities will be establishing the status quo, and compiling a "best practice" list.
- Any persons willing and able to assist the Sub-committee are welcome to join; noting the limit of 10 members set for functional reasons.
- Next meeting: 6 pm on 13 December 2017 at Warren Daniel Conference Room.
- Randal requested a copy of the following:
 - current MOU between MLSHS and ECU,
 - MLSHS's operating responsibilities linked to the shared facility agreement for the gymnasium.
 - If possible, a copy of the shared facility agreement.

7 GENERAL BUSINESS

7.1 New theatre Building Committee – Terms of Reference

- Proposed Terms of Reference were presented.

Motion to adopt the Terms of Reference for the New Theatre Building Committee.

Moved: Cam Brook

Seconded: Karen Johnston

Carried

7.2 Proposed Changes for Presenting of Reports

- Minutes to be completed within 7 days of meeting and emailed to John.
- Sub-committee reports for P&C meetings to be emailed to John Sunday at latest prior to P&C meeting.
- Report to cover main points – summary of minutes.
- Bring paper copies to meeting or present electronically (projector available in conference room)
- Reports to be no longer than 5 minutes.

7.3 Use of Laptops by students out of the classrooms

- Currently 1 lunchtime is set aside each week for screen free time in year 7.
- School is investing in increasing healthy active activities in the middle school courtyard (table tennis, possibly basketball hoop, etc).
- Response for screen free time has been positive with parents and staff.
- Good to continue with new year 7's in 2018.

8 CORRESPONDENCE

8.1 Mail In

- Mail not collected

8.2 Mail Out

- Letters to local members and City of Stirling regarding students crossing Alexander Drive/Walcott Street, Alexander Drive/Bradford Street and Woodsome Street.

9 DATE OF NEXT MEETING - AGM

9.1 Next meeting – Monday 26 February 2018 at 7:00pm.

Meeting closed at 8:55pm.

I authorise that this is a true copy of the Minutes.

John Pryor
President & Chairperson

Date

Appended:

- Full Treasurer's Report
- Move to electronic banking and cloud based accounting software proposal
- Record of Languages/GAT joint meeting 9 November
- Terms of Reference New Theatre Building Sub-committee
- Letter regarding crossings along Alexander Drive
- Letter regarding crossing of Woodsome Street

MLSHS P & C ASSOCIATION

GENERAL COMMITTEE - CASH BOOK, BANK RECONCILIATION, AVAILABLE FUNDS

Date this report 24/11/2017

Date last report 30/10/2017

CASH BOOK

Cash book opening balance	24/11/2017		57,455.97
Add: Deposits			
Total Deposits			<u>0.00</u>
Less: cheques drawn and fees	Chq #		
Total Cheques			<u>0.00</u>
Cash book balance as at	24/11/2017		<u>57,455.97</u>

BANK RECONCILIATION

Bank balance as at	24/11/2017		57,455.97
Add: Outstanding deposits			0.00
Total Outstanding deposits			<u>0.00</u>
Deduct: Unpresented cheques	Chq #		
Total Unpresented cheques			<u>0.00</u>
Adjusted balance (agrees with cash book)			<u>57,455.97</u>

AVAILABLE FUNDS

Cash book balance as at	24/11/2017		57,455.97
Less: Committed funds	Motion #		
Up to \$10,000 for Achievement Centre for 2016	(2015) 28	\$10,000.00	
Up to \$14,000 2017 school diaries: A5 format, online wellbeing section	(2016) 16	\$14,000.00	
Up to \$10,000 for Achievement Centre for 2017	(2016) 18	\$10,000.00	

Total Committed funds		<u>34,000.00</u>	
Available Funds			<u>23,455.97</u>

Notes

Uniform shop commissions for period January to June 2017	\$11,772	<u>\$35,228</u>
Uniform shop commissions for period January to June 2017	TBA	
Will reside in School accounts to be spent at the discretion of the P&C		
Income from Parent contributions November each year - yet to be recd	~20,000	

MLSHS P & C ASSOCIATION

GAT SUPPORT COMMITTEE - CASH BOOK, BANK RECONCILIATION, AVAILABLE FUNDS

Date this report 27/11/2017

Date last report 2/08/2017

CASH BOOK

Cash book opening balance	27/11/2017		
Add: Deposits			
Memberships			
Fundraising - Rollerskating & foodstall		270.00	
Total Deposits		<u>270.00</u>	
Less: cheques drawn	Chq #		
Total Cheques		<u>0.00</u>	
Cash book balance as at	27/11/2017		<u>270.00</u>

BANK RECONCILIATION

Bank balance as at	27/11/2017		
Add: Outstanding deposits		0.00	
Total Outstanding deposits		<u>0.00</u>	
Deduct: Unpresented cheques	Chq #		
Total Unpresented cheques		<u>0.00</u>	
Adjusted balance (agrees with cash book)			<u>0.00</u>

AVAILABLE FUNDS

Cash book balance as at	27/11/2017		270.00
Less: Committed funds	Motion #		
Total Committed funds		<u>0.00</u>	
Available Funds			<u>270.00</u>

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

Date this report 22/11/17
 Date last report 22/10/17

CASH BOOK

Cash book opening balance at	22/10/17		31,333.37
Add: Deposits			
	SVAPA Bag Order - DTurner Y9		15.00
	Membership Contribution		2.00
	SVAPA 2018 Tshirt K Rintoul		25.00
	SVAPA 2018 Tshirt Egreenwood		25.00
	SVAPA 2018 Tshirt FaithCary		25.00
	SVAPA 2018 Tshirt EGollager		25.00
Total Deposits			<u>117.00</u>
Less: cheques drawn	Motion	Chq #	
	Welcome Night - Cash Cheque	T4.1.11	000509
			250.00
Total Cheques			<u>250.00</u>
Cash book balance as at	22/11/17		<u>31,200.37</u>

BANK RECONCILIATION

Bank balance as at	22/11/17		31,575.37
Add: Outstanding deposits			
Total Outstanding deposits			<u>0.00</u>
Deduct: Unpresented cheques			
	Amanda Humphrys Photography	3.2.2	000509
			375.00
Total Unpresented cheques			<u>375.00</u>
Adjusted balance (agrees with cash book)			<u>31,200.37</u>

AVAILABLE FUNDS

Cash book balance as at	22/11/17		31,200.37
Less: Committed funds		Motion #	
	Welcome night	T4.4.11	250.00
	Upto \$1000 for parbars LED for Theatre	T4.2.1	1,000.00
Total Committed funds			<u>1,250.00</u>
Available Funds			<u>29,950.37</u>

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

Date this report 15/11/17
Date last report 26/10/17

CASH BOOK

Cash book opening balance	26/10/17		5,188.12
Add: Deposits Cooking class fundraiser			105.00
Total Deposits			<u>105.00</u>
Less: cheques drawn		Chq #	
Soiree reimbursment Mt Lawley School		30	500.00
Total Cheques			<u>500.00</u>
Cash book balance as at	15/11/17		<u>4,793.12</u>

BANK RECONCILIATION

Bank balance as at	15/11/17		4,793.12
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)	15/11/17		<u>4,793.12</u>

AVAILABLE FUNDS 4,793.12

Less: Committed funds	Motion #		
Language expo	1.00	1,600.00	
Chef presented cooking class		945.00	
Total Committed funds to Soiree		<u>2,545.00</u>	
Available Funds			<u>2,248.12</u>

MOVE TO ELECTRONIC BANKING AND CLOUD BASED ACCOUNTING SOFTWARE

27/10/17

To streamline our accounting procedures and reduce workload for the President and Treasurers I propose setting up CommBiz electronic banking with the Commonwealth Bank and integrating this with Xero online accounting software. I also recommend using a local IT business (Cloudifi) to support this transition.

See flow chart Attachment 1

Once setup, the system will incorporate:

- Meeting minutes uploaded to Xero (noting minutes would still be on the P&C website) for verification of motions against transactions and sign off by account signatories
- Lists of motions reside on Xero
- School or other service provider send PDFs of invoice (based on motion) to respective treasurer by email (or we scan them ourselves on receipt).
- Treasurer will upload invoice/s to Xero. Xero then provides an archive of all invoices.
- 2 signatories will be required to sign off on all withdrawals. 1st signatory (usually the treasurer) will setup and authorise. 2nd signatory will receive alert and view/authorise the payment after viewing motion in meeting minutes and copy of the invoice (all uploaded) and linked to the invoice.
- Payment will be made using CommBiz website
- All transactions from CommBiz are automatically uploaded to Xero
- Xero can be used to automatically generate Treasurers Reports for each meeting
- Xero can be used to automatically generate Auditors Reports for end of year
- Xero is in the cloud and visible to all registered users. Different levels of access can be enabled. Full access for signatories and Treasurers. Read only access for School Principal and other Executive Committee members.

We will continue to use the current Cash Book system until the end of the calendar year. Otherwise we would need to retro fit all transactions for 2017 for the audit.

CommBiz

Website - <https://www.commbank.com.au/business/online-banking/commbiz.html>

User guides - <https://www.commbank.com.au/business/online-business-services/commbiz/user-guides.html>

- General P&C Treasurer will setup online or through local branch (takes 7 to 10 days)
- We keep all the existing accounts and account numbers (CommBiz is a platform that sits over this).
- CommBiz will enable account information to be seamlessly integrated with Xero accounting software. This is an approach commonly used by other P&C committees (e.g. Kyilla Primary School)
- CommBiz will provide “tokens” for each signatory (4 of) that enable secure transactions. These are used to receive a code from the Commonwealth Bank to enter into CommBiz when authorizing any transactions. CommBiz will provide 2 tokens and 300 transactions per month for free. We will need an additional 2 tokens (for the other 2 signatories) which will cost \$27.50 each and \$5.50 per month each). Additional transactions would cost 27.5 cents each. I expect the only time we might come close to this would be with the Art Auction. However, in the 2016 Art Auction we had 200 transactions total.

- CommBiz has online user guides to guide Treasurers if required. However, once setup through Xero the only time users will need to go to CommBiz will be to authorise payments.
- All banking information is automatically uploaded to Xero.

Cloudifi

Emma Wilmott

Website - www.cloudifi.com.au

Phone - 1300 853 512

Mobile - 0439 970 512

- Demonstration on how to use Xero before end of year. One hour, to be attended by President, all 5 Treasurers, possibly the auditor, others, at 28 Eton Street North Perth. Cost of 1.5 hours at 165 p/hr. Cloudifi did Xero setup for Kyilla Primary School and come highly recommended from Kyilla P&C Treasurer who is also Chartered Accountant.
- Cloudifi will setup Xero subscription and link all banking etc early in the new year (January 2018) 2 hours at \$165 p/h
- Cloudifi can provide ongoing support if required but they doubt much will be required.
- Cloudifi can pay the Xero subscription (see below) and be reimbursed by the P&C.

Xero

Website - <https://www.xero.com/au/>

Not for profit discount - <https://www.xero.com/au/why-xero/your-business/non-profit-accounting/>

User support - <https://www.xero.com/au/training/>

- Use free trial to become familiar with the software
- Purchase Xero subscription \$37.50 per/month (usually \$50 per month)
- Cloudifi will pay Xero subscription (as it can only be paid by credit card) and invoice MLSHS P&C monthly for reimbursement

Why do all this?

- Large time commitment from President and Treasurers
- Improved transparency, accountability and auditing
- One system to track all transactions and house minutes and motions (noting minutes would still be on the P&C website)
- Shared facility with access at different levels for President, Treasurers, Secretary, Principal, MLSHS Accounts.

Issues/questions

Send to me I will attempt to answer or forward to Cloudifi.

Costs

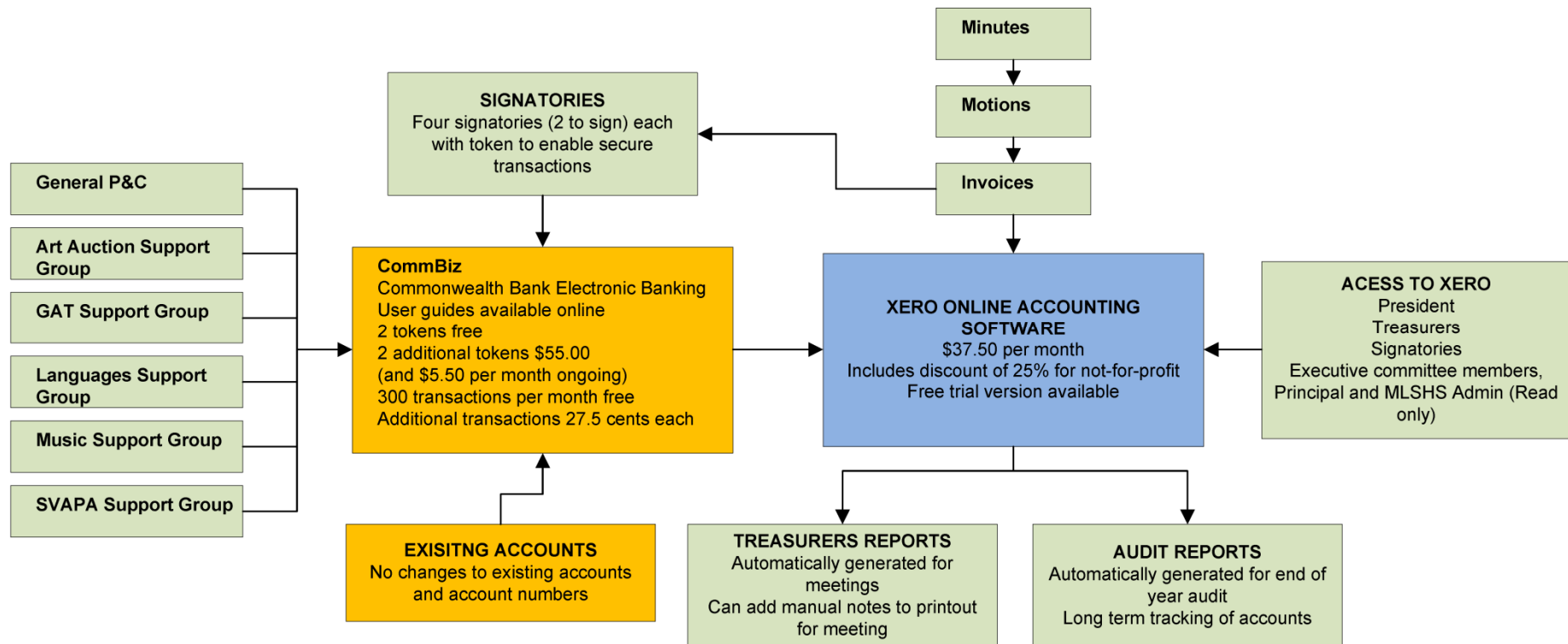
Item			Cost
CommBiz	2 tokens	Free	-
	300 transactions per month	Free	-
	Additional transactions	27.5 cents each	-
	Additional 2 tokens	2 x \$27.50 to purchase	\$55.00
		2 x \$5.50 per month	\$11.00 per month
Xero	Online Accounting Software	\$50 per month (- 25% discount for not-for profit)	\$37.50 per month
Cloudifi	IT support for integration of Xero and CommBiz		
	Demonstration of software to P&C	1.5 hours @ \$165 per hour	\$247.50
	Setup of Xero and CommBiz	2 hours @ \$165 per hour	\$330.00
	Ongoing support	As required but minimal \$165 per hour	-
Total upfront costs			\$632.50
Monthly costs			\$48.50

Motion for:

Up-front costs of up to \$700

Monthly costs of up to \$60 (\$720 per year)

It is also worth noting we have saved \$1000 per year on auditing for the past 2 years with Ian McCallum CPA volunteering to do it for free.



Record of Meeting on Thu Nov 9

Attendees: Wayne Houlton, Ann Magee, Nigel Becroft, Michael Camilleri, Niall Kilcullen, Darren Thompson, Rossana Fanciulli, Tina Ho, Terena Semmler, Lesley Street, John Pryor (Chair)

Meeting opened 07:00 pm

Brief Summary

The purpose of the meeting was to resolve the Terms of Reference of the Languages Support Committee (LSC) and the GAT Support Committee (GSC) and their future.

John put the view we should deal with the Terms of Reference as they are stated in writing rather than an anecdotal account of what it should have been.

The Convener of the LSC (Wayne), the Convenor of the GSC (Rosanna), the Principal (Lesley), the Vice-Principal (Michael) addressed the meeting. This was followed by a general discussion, then the series of final statements from each of the attendees on their views.

It was suggested that while it can be viewed that the GSC overlaps the LSC, another view is that the GSC adds another layer of support to the 100+ GAT students (who are all Languages Students).

Another point raised was potential conflicts arising out of limited resources.

Outcomes

At the end of the meeting, it was agreed by the representatives of both committees:

- 1 The Terms of Reference of each committee would remain as it is.
- 2 Liaison would be improved between the committees:
 - 2.1 Prompt issuing of minutes by both committees (say within 7 days) to promote better communication.
 - 2.2 Two joint meetings a year at a date/time to be arranged.
 - 2.3 Staff to be informed of the actual arrangements.

Meeting Closed 07:56 pm.

Terms of Reference for the New Theatre Building Committee of the Mount Lawley Senior High School Parents and Citizens' Association Inc.

1.0 Name:

- .1 The Committee shall be called the **New Theatre Building Committee** of the Mount Lawley Senior High School Parents and Citizens' Association Inc.

2.0 Composition:

- .1 (a) Not more than 10 members, one of whom shall be a member of the P&C Executive Committee.
(b) The President of the P&C shall be an ex officio member.
- .2 The members shall be from parents and staff with an interest in a new theatre building for Mount Lawley Senior High School (MLSHS).
- .3 The Committee Positions shall include a Convenor and a Secretary.
- .4 A member of staff nominated by the Principal.

3.0 Purpose:

- .1 To investigate the support for and feasibility of developing a new theatre building at MLSHS.
- .2 The New Theatre Building Committee is to gather information, investigate options, and develop strategy towards the purpose.

4.0 Duties of Convenor:

- .1 The Convenor, when present, shall preside at all meetings of the New Theatre Building Committee. In the event of the Convenor being absent the meeting shall elect a chairperson for the occasion.
- .2 The Convenor shall ensure that a written report of the activities of the New Theatre Building Committee is presented to all general meetings of the P&C Association (or executive committee) and at such times as directed by the general meeting of the P&C Association. This report shall also include any recommendations requiring the attention of the P&C.

5.0 Duties of the Secretary:

- .1 The Secretary shall have custody of the documents of the New Theatre Building Committee and shall keep full and correct records of its meetings. These documents shall be made available to the P&C Association on request.

6.0 Meetings:

- .1 Meetings of the New Theatre Building Committee shall be at such times and places as determined by the New Theatre Building Committee, provided that not less than forty-eight (48) hours notice is given. It is desirable to meet twice a term preferably just prior to a general meeting of the P&C to enable a report to be prepared.

7.0 Quorum:

- .1 A quorum shall comprise 50% +1 (one) of the current membership of the New Theatre Building Committee.

8.0 Voting:

- .1 All members and ex officio members shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.
- .2 Voting shall be by show of hands.

9.0 Alterations to Rules:

- .1 The general meeting of the P&C Association must approve proposed amendments to these rules.

10.0 Finance:

- .1 The New Theatre Building Committee shall not have a P&C bank account.
- .2 The New Theatre Building Committee is not to commit to nor incur any costs other than that approved by the P&C.

11.0 Dissolution

The following procedure will apply for the dissolution of the New Theatre Building Committee:

- .1 If there is a lack of interest by the parents of students in the pursuing a new theatre building for MLSHS, the New Theatre Building Committee shall suspend the operations of the committee until the commencement of the following school year.
- .2 If there is still insufficient parental interest by the end of the first term of the following school year, the New Theatre Building Committee shall be dissolved according to the recommendations of the P&C Committee.

THE NEW THEATRE BUILDING COMMITTEE IS AT ALL TIMES RESPONSIBLE TO THE GENERAL MEETING OF THE P&C ASSOCIATION.



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

22 November 2017

Bitu Charehjoo

Pedestrian Signal Contact

Main Roads Western Australia

Transmitted by email: enquiries@mainroads.wa.gov.au

Dear: Bitu

Re: Main Road Pedestrian Crossings Near Local School

I am writing on behalf of the Mount Lawley Senior High School (MLSHS) P&C Association.

It has been brought to our attention by several concerned parents of students at our school, that two main road pedestrian crossings on Alexander Drive, at the intersections of Walcott St and Bradford St respectively, pose a significant risk to children crossing on their way to and from school.

The Alexander Drive / Walcott St crossing, particularly does not have a dedicated pedestrian signal and students are commonly observed to be forced to wait for turning traffic, from both left and right, in order to cross. This intersection comprises six lanes of traffic, with a busy petrol station on the corner, which frequently has traffic backed up down the road. In addition, morning and evening sun can impair driver vision of those travelling east-west, making conditions even more dangerous.

Similarly, there is poor control over turning traffic with relation to pedestrians crossing Alexander Drive at the Bradford St intersection. Given students are required to cross this intersection, comprising up to five lanes of traffic, in morning peak hour the level of risk to pedestrians is significant.

It would appear, from a brief review of the pedestrian signal preferred practice document (No. D17#734410, September 2017), that at best these signals conform to a "partial protection" parallel crossing, whereas the volume of traffic and proximity of a near-by school would seem to warrant "full protection" parallel crossing at least.

As you may be aware, students as young as 11 years of age are now attending high school in Year 7, and so the MLSHS P&C would like to request that Main Roads consider the safety of our

children and take prompt action to modify the signals at these busy intersections, to afford the level of protection necessary to minimise risk to pedestrian safety.

We look forward to hearing from you soon.

Yours sincerely,

**Karen Johnston,
Secretary MLSHS P&C**

Cc: City of Stirling,
Simon Millman (MLA Mt Lawley)
Town of Vincent,
John Carey (MLA Perth)



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

Email: secretary@mlshspc.org.au

27 November 2017

CITY OF STIRLING

25 Cedric Street, Stirling, Western Australia, 6021

Attention: Engineering Department (by email to stirling@stirling.wa.gov.au)

cc: City of Stirling - Councillor - Ms Suzanne Migdale
cc: City of Stirling - Councillor - Mr Joe Ferrante
cc: MLA for Mount Lawley - Mr Simon Millman
cc: Mount Lawley Senior High School - Principal - Ms Lesley Street
cc: Mount Lawley Senior High School Board - Chair - Dr Jenny Fay
cc: MLSHS P&C - Secretary - Ms Karen Johnston

Dear Sir/Madam,

RE: MOUNT LAWLEY SENIOR HIGH SCHOOL STUDENT'S CROSSING AT WOODSOME STREET

Subsequent a vote at the last meeting of the MLSHS Parent and Citizens, I have been asked to write to you regarding this crossing.

1 IN BRIEF...

1.1 The Problem

There are about 250 students crossing this road each morning and afternoon in a 30 minute window before and after school. There are also many cars (often bumper to bumper) along Woodsome and Stancliffe Streets.

In practical terms, it is not possible for 250 students to legally cross the street with the current traffic conditions in that 30 minute window. They would be waiting long periods for the cars to clear.

An informal "Pedestrian Priority Zone" has developed in which cars give way to the pedestrian students. This is relying on the good sense and awareness of both the drivers and the students. Some are less aware than others. This is an unnecessarily dangerous situation that needs rectification.

1.2 The Solution

While we are not traffic engineers, our belief is that the following measures are the minimum to start addressing this situation:

1.2.1 A Raised Pedestrian Crossing

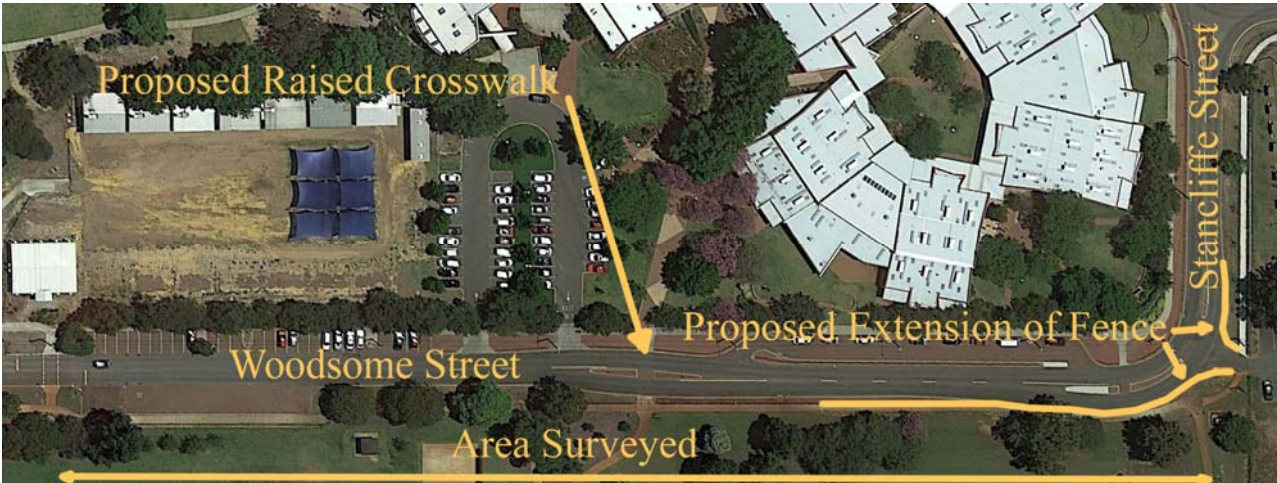
This is to give Students legal priority at the opening in the fence.

1.2.2 Extension of the Fence

This is to reduce student crossings at the corner of Woodsome and Stancliffe Streets as this is an especially dangerous crossing (lack of visibility for the drivers in particular). See over for image.

2 IN MORE DETAIL

2.1 Traffic Survey on 2017-10-24.



2017-10-24 Woodsome Street Traffic Survey - Directions from the Park By John Pryor										
	To the Left		At the Gate		To the immediate Right		Within 10 m of Corner		Cars Stopped or Significantly Slowed	
	Ped.	Cyclists	Ped.	Cyclists	Ped.	Cyclists	Ped.	Cyclists	Motorists	
08:00	2	0	33	0	0	0	6	0	4	
08:05	2	0	13	1	0	0	5	0	4	
08:10	0	0	18	7	0	0	14	0	4	
08:15	2	0	18	3	0	0	5	0	4	
08:20	2	0	44	7	0	0	10	2	6	
08:25	1	0	23	3	1	0	6	0	9	
08:30	0	0	15	2	0	0	8	0	3	
08:35	0	0	2	0	0	0	0	0	2	
08:40	0	0	0	0	0	0	0	0	0	
Sub-Total	9	0	166	23	1	0	54	2	36	
Total	9		189		1		56		36	
Grand Total	255									

Weather Conditions: Slightly overcast. Visibility good. No rain.
 Many illegal crossings. No near-miss incidents observed.
 Cars very well behaved (slow, giving way, no horns).
 Several pedestrians not checking roads as they crossed.
 About 10 pedestrians appeared not to be students of MLSHS.
 Dismounted cyclists counted as **pedestrians**.

2.2 Observations from the Traffic Survey

- 2.2.1 About 250 students crossed Woodsome Street between 8:00 and 8:30.
- 2.2.2 There is no crosswalk or crosswalk attendant.
- 2.2.3 Legally the students should give way to the motorists. It is noted that 36 cars stopped or significantly slowed to give way to pedestrians.
- 2.2.4 The informal Pedestrian Priority Zone exists because of the good will and "*common sense*" of the drivers.
- 2.2.5 A large number of students (56) crossed at the corner of Woodsome and Stancliffe Streets. This is a higher risk crossing due to the reduced visibility of the drivers. An extension of the fence would reduce the number of students crossing and constrict them to one zone. I believe most would be redirected to the proposed raised crosswalk.

2.3 A Typical Morning's Traffic on Woodsome Street



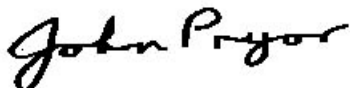
3 EXPECTED RESPONSE

We would like to see an action plan in place before the start of the 2018 school year.

If you would like further information or discuss with me, please contact me (see bottom of page).

Thank you for your consideration.

Yours faithfully,



Mr John Pryor

President

Mobile: 0417 959 769

Email: john@hydrogold.com