

4.5 **Iain to investigate small transaction electronic payment service.**

- Company name is Square. No contract or costs to sign up. Fee of 1.9% is charged per tap and go transactions and 2.2% per on-line transactions. Accepts all credit cards. Hardware easy to obtain. Blue tooth syncs. Takes 4-6 weeks to establish. No exit fees. Money goes into account following business day.
- Trial initially with SVAPA account.
- Square requires a PDF of recent P&C minutes to set up P&C as Merchant. Minutes must include full name of incorporated body, and full names of President, Treasurer and Secretary must be shown. Must also provide copy of Certificate for Incorporation. John will investigate obtaining a copy of the certificate.

Motion that the P&C supports trialling Square as a tap and go system and as part of that we supply Square with the required information initially setting up for SVAPA going forward to be available for all P&C accounts.

Moved: Iain Bradley

Seconded: Annaleise Grubisich

Carried

4.6 **DSF Hospitality Reimbursement to Scott Johnson**

- Completed.

5. **REPORTS**

5.1 **Principal's Report – Lesley Street (presented by Anne Tumak)**

- Approved Board dates for 2019

Semester 1

Monday 18 February

Monday 18 March

Monday 20 May

Monday 17 June

Semester 2

Monday 19 August

Monday 16 September

Monday 18 November

- Staffing and planning is well underway for 2019 and so far we have employed a number of new staff, most are fixed term vacancies for teachers on extended leave of various forms. A new initiative is the employment of a Literacy Support Teacher who will mainly work in the Middle School but also with students identified as problematic for OLNA. We have also employed a new Physical Education teacher, two new D&T teachers, Maths and English/HASS teacher.
- The Year 12 students have completed their ATAR exams and their Farewell dinner was held at the Mount Lawley Golf Club on 18 October on the same day as the Final Year 12 Assembly. Their behaviour at both events was excellent.
- A very successful Award Night was held at the Optus Stadium on Thursday 15 November. Thanks to Adam Miles who represented Jenny Fay at the event. As is usual a review will be conducted as to how to further fine tune proceedings. Next year we will return to the Hyatt Hotel as this is our usual venue.
- On 8 November we hosted the 2019 Year 12 Prefects including the Head Boy and Head Girl and their parents to an afternoon tea. Elections for 8, 9 and 10 councillors are underway and the results will be announced at the final assembly on 5 December.
- Today Julie Simon and I attended the WA Education Awards Breakfast. We were accompanied by Sunila Singh and Lynne Noack. Sunila had been nominated by the school as Secondary Teacher of the Year. She was a very worthy nomination and I hope to re-nominate her and some other staff next year.
- Early start for Year 10 and 11 began on 8 November so students are already undertaking Year 11 and 12 Courses.

- We have a number of events and functions coming up before the end of the year including:
 - ❖ We have two functions coming up for our Aboriginal students the first on 29 November is for the FTD Program and the second on 6 December is for our Aboriginal Excellence Program. We have a number of special guests as well as parents attending to observe our students present their research findings.
 - ❖ Friday 30 November will see the Music Department present their Outdoor Concert in the music quadrangle.
 - ❖ Year 8 SVAPA students are presenting a three night season of Tiny Works from 3 – 5 December.
 - ❖ Year 9 High Achievers Breakfast on 27 November

5.2 President's Report – John Pryor

- Attended Year 12 Awards night.
- Met with Lesley.
- Attended School Board meeting on Monday 19 November 2018
- Email list – still a work in progress. Up and operating hopefully next week.

5.3 Treasurer's Report – Scott Johnson

- Account bank balances as at 22 October 2018:

General	\$42,559.32
Art Auction	\$5,191.71
GAT	\$3,079.75
Language	\$5,516.90
Music	\$60,993.52
SVAPA	\$30,804.18
Term Deposit	\$16,341.82
- During the last period numerous payments were made to Music, SVAPA and General Account transactions.
- GAT Committee has new Treasurer.
- Uniform commission approximately \$8,000 to \$9,000.
- Accounts to be audited for start of 2019. Scott to contact Ian McCallum as Auditor and Emma at Xero for end of year reports.
- Outgoing payments to follow for Homework Club, P&C Diaries, Mini Lockers and \$1,000 for further bean bag purchases.
- Treasurer will submit formal report to John and Minutes Secretary ahead of meetings.
- John stressed importance for all committees to lower account balances.

5.4 Secretary's Report – Ben Harvey

- Incoming – P&C Voice.
- Ben to follow up with WACSSO change of Incorporated Association Laws.

5.5 Music Support Committee Report - Andrew Lippiatt

- Expenditure of funds. 2018 income approx \$35,600. We are on track to have spent \$42,500, so by end of year we should have exceeded incoming money approx \$7,000. This is despite receiving an extra Trybooking concert money from several years ago of \$4195. Also, the School seems to be incorrectly invoicing the MSC for the Admin Assistant, undercharging by at least \$4,250 in 2018. I have emailed the School accounts department to rectify this and should be done before the School closes for business this year.

- The committee has been especially busy in the latter part of the year procuring lots of equipment and instruments for the music department.
- Concerts at Geoff Gibbs Theatre went very well. The new format of splitting the classical and contemporary bands into separate concerts is working really well, although the Tricycle Theatre was packed and we only just managed to squeeze all the parents in. We intend to do the same next year.
- Sundowner this Friday 5:30pm is the second contemporary concert. Parents are invited to BYO, MSC is providing refreshments.

5.6 Languages Support Committee Report

- No report. No quorum at last meeting.

5.7 SVAPA Support Committee Report – Iain Bradley

- Tiny works dress rehearsal Sunday 2 December
- SVAPA administration assistant, Denise Cleasby has been engaged.
- Discussed success of having an assistant director for Midsummer Night's Dream production. Planning to fund an Assistant Director for the 2019 production.
- Welcome night for 2019 SVAPA parents was held on 22 November.
- Fringe World performance of Sense and Spontaneity to be held later in the year at MLSHS with workshop to follow.
- Teacher requested funds for resilience workshops to assist general emotional state of SVAPA students.
- Discussed the Square payment tap and go system and approved a motion to purchase a Square reader.
- Motions to approve payment of SVAPA t-shirts catering for workshops, 2019 parent welcome night and productions, Junkadelic, Awesome Festival expenses, Assistant Director for Midsummer in 2019.
- Bethanie Riversea Festival was very successful and students were commended on their performance and engagement with the residents.
- Report given on the New Theatre presentation to the School Board.

5.8 GAT Support Committee Report

- No report

5.9 New Theatre Building Committee Report – Randal Wells

- The committee met twice (6 November 2018 and 21 November 2018) since the last P&C meeting.
- The committee presented a report to the Board on 19 November 2018. The Board approved the following motion: *The MLSHS Board commends the New Theatre Building Committee for their work in preparing this document and the research they have conducted. The Board requests the Principal now commence negotiations with senior officers from the Dept of Education with a view to furthering this agenda in a timely manner.*
- Consistent with the terminology used in the report to the Board, a motion is proposed for the P&C to amend the terms of reference to rename the New Theatre Building Committee to the **Mount Lawley Performing & Visual Arts Centre Committee**. If the amendment is approved the Committee will be called the **Mount Lawley Performing & Visual Arts Centre Committee** of the Mount Lawley Senior High School Parents and Citizens' Association Inc.

Motion for the P&C to approve the amendment of the Terms of Reference to rename the New Building Theatre Committee to the Mt Lawley Performing and Visual Arts Centre Committee.

Moved: Randal Wells

Seconded: Andrew Lippiatt

Carried

- Next committee meeting: 6pm, Wednesday 20 February 2019.

5.10 Lawley Art Auction Committee Report

- Held meeting recently. No report.

5.11 Finance Committee Report – Gary Cockroft

- Finance Committee meeting was held on Wednesday 14 November.
- The School Financial Reports were tabled, discussed and passed by the committee.
- The committee then discussed and considered 6 funding requests for the school.
 - 1) 10 midi keyboards for \$1,300 for middle school music lab approved to replace broken equipment.
 - 2) Fencing for \$773 was approved to fence off the vegetable garden outside the D & T/Arts area.
 - 3) Request to finance 4 mirrors for \$3,880 for the Arts Department approved subject to OH and S issues being adequately addressed.
 - 4) The purchase of \$5,000 worth of high interest low ability books was recommended for approval to the School Board. This is to improve student literacy skills.
 - 5) A request for a second-hand lap top for the Sue Faranda Library was approved subject to further discussion with Michael Camilleri. This is to improve the archiving and organising of the music library.
 - 6) Replacement equipment for Home Economics was approved for \$6,291. This is to ensure that equipment is hygienic and safe for the students.
- This was the final Finance Committee meeting for the year.

5.12 Health Committee Report

- No report.

5.13 School Board P&C Representative Report – Randal Wells

- School Board Meeting No. 7/2018 held Monday 19 November 2018 at 5.30 pm.
- Selected matters from the Board meeting:
 - Board approved for the Principal to make approaches to the appropriate officials at the Department of Education and Training regarding the proposed Mount Lawley Visual & Performing Arts Centre.
 - Voluntary charges collection rates down to 55.3% from 67.22% same time last year. Compulsory charges collection rates have improved significantly (albeit the charges include arrear 2017 charges).
 - Board approved the order of the Voluntary Approved Requests on the invoices to be sent to parents for the 2019 year:
 - P&C
 - Chaplaincy
 - Proactive Keep Active
 - Technology & Innovation Initiative
 - Literacy & Numeracy Initiative
 - Music Support Group
 - Terms of reference for the MLSHS email communications approved detailing expectations of staff and parents.
- Next Board Meeting 18 February 2019.

6 GENERAL BUSINESS

- 6.1 Motion to approve funding of diaries for student in 2019 up to the value of \$16,000.
Moved: Randal Wells Seconded: Mark Westera Carried
- 6.2 WACSSO Conference
- Annaleise unable to attend first day due to illness.
 - Attended second day with Sharyn O'Neill as Key Speaker.
- 6.3 Lesley confirmed as Principal of MLSHS. John congratulated Lesley.
- 6.4 John will talk at orientation day on behalf of the P&C. Will organise hand-outs/advertising for P&C members.

7 NEXT MEETING

- Monday 25 February 2019 at 7pm in the main admin staff room.

Meeting closed at 9:00pm.

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

John Pryor – President & Chairperson

Date