



Minutes of P & C General Meeting 18 November 2024

Held: In the Conference Room (upstairs) in the Main Administration Building at Mount Lawley Senior High School.

Meeting Opened: 5:34pm

ATTENDANCE

Michael Camilleri (Associate Principal)	Malay Parikh (Co-treasurer)	Tony Millar (SVAPA P & C Rep)
Ana Santos (Co VP)	Yvette Sholdas (VP)	Nur Brleich (GAT co convenor)
Louise Aston (LAA Convenor)	Purdey Van der Reis	Adrian Heil (Exec)
Andrew Lippiatt	Sangeetha Durgan (GAT Convenor)	Denise Quathammer (Secretary)

APOLOGIES

Kate Field (PEC convenor)	Helen Goldsmith (Chair)	Mei-ling Day (P&C Rep for Board)
Paul Atkins (Treasurer)	Brad O’Dea (Exec Convenor)	Kieran Looby (Music Convenor)
Lesley Street (Principal)	Monique Herbst (LAA Convenor)	

ITEMS

ACTION (NAMES)

<p>1. Confirmation of Minutes of Previous Meeting</p> <p>1.1. Resolution: That the minutes of the previous General Meeting of Mount Lawley Senior High School P & C Association Inc on 16 September be taken as read and confirmed as true and accurate record</p> <p>Moved: Sangeetha Durgam Seconded: Malay Parikh</p> <p><i>Motion Carried unanimously</i></p>	
<p>2. Business Arising from Previous Minutes</p> <p>2.1. Minutes approved with motion LAA Motion 2024-023 omitted from June 2024 minutes.</p> <p>LAA Motion 2024-023 dated 7/6/2024 – Financial motion to pay IGA Maylands for LAA account of \$250 upon receipt of donation from IGA community chest.</p> <p>Moved: Yvette Sholdas Seconded: Mei-ling Day</p>	
<p>3. Principal’s Report</p> <p>Resolution: That the attached Principal’s Report be adopted</p> <p>Additional Notes:</p>	<p>Lesley Street</p>



<p>3.1. Parents to be aware of the pathways available for post school programs.</p> <p>3.2. New person on board – David Toothill to assist students for post school programs.</p> <p>Moved: Malay Parikh Seconded: Ana Santos</p>	
<p>4. Treasurer’s Report</p> <p>Resolution: That the attached Treasurer’s Report be adopted</p> <p>Additional Notes:</p> <p>4.1. All Committee’s need to ensure that Expenses are recorded in expenses, and revenues to be recorded to revenue. This has been corrected by all relevant treasurers for last year, however corrections for 2023/24 need to be corrected. Auditors report to be circulated.</p> <p>4.2. <u>Action</u> - Request for training for new Treasurer’s next year after AGM</p> <p>4.3. <u>Action</u> - Paul to circulate the procedures with coding requirements. Include in the onboarding of new treasurers.</p> <p>4.4. SVAPA bank reconciliation is outstanding – not completed.</p> <p>Treasurers report</p> <p>Moved: Yvette Sholdas. Seconded: Denise Quatham</p>	<p>Paul Atkins and Malay Parikh</p>
<p>5. President’s Report</p> <p>Resolution: That the attached President’s Report be adopted</p> <p>Additional Notes:</p> <p>5.1. P & C General Committee Motions</p> <p>5.1.1. PC20241110-3 School Diaries up to \$12,000 for 2025 Moved: Malay Parikh Seconded: Louise Aston <i>Motion Carried unanimously</i></p> <p>5.1.2. PC20241110-2 LAA Website payment system for Lawley Art Auction: online store and afterpay called Stripe for \$500 Moved: Tony Millar Seconded: Andrew Lippiatt <i>Motion Carried unanimously</i></p> <p>5.1.3. PC20241110-5 Request approval to purchase Gold subscription to sign up genius for \$269.89 Moved: Louise Aston Seconded: Sangeetha Durgan <i>Motion Carried unanimously</i></p>	<p>Helen Goldsmith</p>



<p>6. Vice President’s Report – WACSSO</p> <p>Resolution: That the Vice President’s Report be adopted</p> <p>Additional Notes:</p> <p>6.1. Letter for approval to subsidise excursions for students who can’t afford to attend. We can raise motions at the P&C meeting for approval.</p> <p>6.2. <u>Action</u> – letter to be circulated with minutes</p>	<p>Ana Santos</p>
<p>7. Secretary – Correspondence In / Out</p> <p>Additional Notes:</p> <p>7.1. No correspondence to note</p>	<p>Denise</p>
<p>8. Music Support Committee’s Report</p> <p>Resolution: That the attached Music Committee Report be adopted</p> <p>Additional Notes:</p> <p>8.1. No representative of Music subcommittee in attendance</p> <p>8.2. \$22,000 LAA funding not yet in Music’s bank account.</p> <p>8.3. Motions regarding Grand Piano to be deferred to next meeting, as require the full proposal for consideration and a Music subcommittee representative in attendance.</p> <p>8.4. <u>Action</u> – Grand Piano motion to be presented at the next meeting with the Full proposal for Grand Piano presented to the subcommittee for context.</p> <p>8.5. Music Committee Motions</p> <p>8.5.1. <i>Motion 2024.10.23.01 Peg board trolley pegs for \$200</i></p> <p>Moved: Ana Santos Seconded: Tony Millar</p> <p><i>Motion Carried unanimously</i></p> <p>8.5.2. <i>2024.10.23.02 Foot switches IMSS students for \$900</i></p> <p>Moved: Louise Aston Seconded: Andrew Lippiatt</p> <p><i>Motion Carried unanimously</i></p>	<p>Kieran Looby</p>



<p>8.5.3. 2024.10.23.03 Wireless microphones 2 no for \$2,500</p> <p>Moved: Denise Quathamier Seconded: Tony Millar</p> <p>Motion Carried unanimously</p>	
<p>9. SVAPA Committee's Report</p> <p>Resolution: That the attached SVAPA Committee Report be adopted</p> <p>Additional Notes:</p> <p>9.1. Receipt of funds haven't been received from the Art Auction - \$22,000. Funds are with LAA, funds now need to be transferred to SVAPA in Commbiz.</p> <p>9.2. Action - Malay to investigate where the \$22,000 is sitting and arrange for transfer to Music and SVAPA</p> <p>9.3. SVAPA Committee Motions</p> <p>9.3.1. S20230302-2 Fund food for Tiny Works up to \$650</p> <p>9.3.2. S2024.1.1.8 Spend up to \$3750 for Complicite Workshop on the SVAPA Tour</p> <p>9.3.3. S2024.1.1.7 To spend up to \$1000 for Visual Art Class Support</p> <p>9.3.4. S2024.1.1.6 To spend up to \$4000 for Hannah Davidson for MND Assistant Director and EMC for Terms 1 and 2</p> <p>9.3.5. S2024.1.1.2 Motion required for Term 1 Saturday master classes up to \$1,500</p> <p>9.3.6. S2024.1.1.3 Motion required to spend up to \$600 to provide food for SVAPA Information Night</p> <p>9.3.7. S2024.1.1.4 Motion required to spend up to \$1,700 for Arts Festival Day for performers, usually Big Hoo Haa (\$850) and Junkadelick (\$850)</p> <p>9.3.8. S2024.1.1.5 Motion required to spend up to \$450 for Fairy Floss machine hire and consumables for Arts Festival day.</p> <p>9.3.9. S2024.1.1.7 Motion required to spend up to \$1000 for Visual Art class support</p>	<p>Tony Millar</p>



<p>9.3.10. S.2024.11.21.02 Term 1 Saturday Master Classes up to \$1500</p> <p>9.3.11. S.2024.11.21.03 Arts Festival Day for performers up to \$1700</p> <p>9.3.12. S.2024.11.21.04 Fairy Floss machine hire and consumables for Arts Festival Day</p> <p>9.3.13. S.2024.11.21.05 Visual Art Class Support, tools, Posca Pens etc, request from Lynda Kuntjy up to \$1000</p> <p>9.3.14. S.2024.11.21.06 Motion required to fund Amanda Humphries photography for 2025 up to \$1,600</p> <p>9.3.15. S.2024.11.21.07 Motion to provide food for SVAPA rehearsal/production (volunteers, cert II crew) up to \$600</p> <p>9.3.16. S.2024.11.21.08 Motion required to fund up to \$3,000 for Year 7 Art Exhibition for art supplies</p> <p>9.3.17. S.2024.11.21.09 Motion to fund SVAPA Welcome night in October, provide funds up to \$600 for catering for future parents</p> <p>9.3.18. S.2024.11.21.10 Motion to fund food Tiny Works up to \$600</p> <p>9.3.19. S.2024.11.21.11 Motion to fund Tiny Works vouchers up to \$1,600</p> <p>9.3.20. S.2024.11.21.12 Motion to fund SVAPA Media/screening night in November up to \$500</p> <p>9.3.21. S.2024.11.21.13 Motion required to fund up to \$650 for SVAPA Year 9 2025 Graduation breakfast – food and \$500 for production of photo slideshow presentation</p> <p>9.3.22. S.2024.11.21.14 Motion to fund SVAPA end of year 2025 student awards up to \$165</p> <p>9.3.23. S.2024.11.21.15 Motion to fund food for SVAPA planning day up to \$500</p> <p>9.3.24. S.2024.11.21.16 Motion to spend up to \$700 for SVAPA t-shirts and \$950 for SVAPA bags for 2025</p> <p>All motions were read out and accepted together Moved: Ana Santos Seconded: Malay Parikh Motion's carried unanimously</p>	
<p>10. GAT Committee's Report Resolution: That the attached GAT Committee Report be adopted</p>	<p>Sangeetha Durgan</p>



<p>Additional Notes:</p> <p>10.1. No additional notes</p> <p>10.2. GAT Committee Motions</p> <p>10.2.1. G2024.10.23.1 Allocate \$200 for social event term 1 2025 Moved: Ana Santos Seconded: Tony Millar Motion's carried unanimously</p> <p>10.3. GAT Report</p> <p>Moved: Denise Quathamer Seconded: Yvette Sholdas Motion Carried unanimously</p>	
<p>11. Lawley Art Auction Committee's Report</p> <p>Resolution: That the attached Lawley Art Auction Committee Report be adopted</p> <p>Additional Notes:</p> <p>11.1. Website – moving away to own platform to manage themselves, due to lack of response to requests.</p> <p>11.2. Reaching out to Artists. Also looking for aboriginal art</p> <p>11.3. LAA Committee Motions</p> <p>11.3.1. LAA2024.10.15.01 Financial motion for the liquor licence permit. Estimated cost \$150</p> <p>11.3.2. LAA2024.10.15.02 Financial motion for cost of the online raffle ticket management fee per annum. Estimated cost \$125</p> <p>11.3.3. LAA2024.10.15.03. Financial motion for cost of raffle permit. Estimated cost \$128</p> <p>11.3.4. LAA2024.10.15.04 Financial motion for marketing of event and raffle. Estimated cost \$500</p> <p>11.3.5. LAA2024.10.15.05. Financial motion for ADO incidentals. Estimated cost \$500</p> <p>11.3.6. LAA2024.10.15.06. Financial motion for panelling for artwork display. Estimated cost \$4,000</p> <p>11.3.7. LAA2024.10.15.07. Financial motion for incidentals for Auction. Estimated cost \$1,000</p> <p>11.3.8. LAA2024.10.15.08. Financial motion for RSA license reimbursements. Estimated cost \$400</p> <p>11.3.9. LAA2024.10.15.09. Financial motion for printing costs. Estimated cost \$2,000</p> <p>11.3.10. LAA2024.10.15.10. Financial motion for envelope stickers for raffle prizes. Estimated cost \$40</p> <p>11.3.11. LAA2024.10.15.11. Financial motion for catering costs. Estimated cost \$500</p> <p>11.3.12. LAA2024.10.15.12. Financial motion for bar alcohol and non-alcoholic beverages, including incidentals. Estimated cost \$2,000</p>	<p>Monique Herbst</p>



<p>11.3.13. LAA2024.10.15.13 Financial motion for float for treasurer on auction night. Estimated cost \$1,500</p> <p>All motions read out together Moved: Andrew Lippiatt Seconded Ana Santos All motions were carried unanimously</p>	
<p>12. School Board Representatives Report</p> <p>Resolution: That the attached School Board representatives Report be adopted</p> <p>Additional Notes: 12.1. No additional notes</p> <p>Moved: Malay Parikh Seconded Louise Aston All motions were carried unanimously</p>	<p>Yvette Sholdas</p>
<p>13. Parent Engagement Committee's Report</p> <p>Resolution: That the attached Parent Engagement Committee Report be adopted</p> <p>Additional Notes: 13.1. No additional notes</p> <p>Moved: Denise Quathammer Seconded Andrew Lippiatt All motions were carried unanimously</p>	<p>Helen</p>
<p>14. General Business</p> <p>14.1. Carry over item 12 in General business agenda</p> <p>14.2. Closing off motions – item 14 to carry over</p> <p>14.3. Item 15 – spending funds update. GAT are awaiting teachers to come back with requests. Some requests have been put through motions.</p> <p>14.4. SVAPA – no update on excess funds. Will follow up with the treasurer.</p> <p>14.5. Music – no representation</p> <p>14.6. Proposed dates for 2025. Missing a board meeting on 15th September. Suggestion to have another P&C meeting in May due to LAA meetings. Auction on 21st June. May need to push out the 30 June P&C meeting – can't through school holidays. We have to pay Artists after 21st June so need financial motions approved by 21st July.</p> <p>14.7. Item 17. All financial motions need to be submitted by 11th December and completed by the 19th December.</p> <p>14.8. Item 13. Document storage. Yvette discussed comparison between Microsoft and Google. Recommendation is for Google Workspace. Looking to implement before the March AGM</p>	



<p>14.8.1. Question: how does this align with current set up of retention of data. Mostly new email addresses. This will be a separate storage just for all the committees. Access will be given to the email addresses so only approved users to access data.</p> <p>14.8.2. Question LAA – a lot of data that may not be relevant to P&C. Just structure data permissions for relevant data. Make sure all documents and information is handed over to new committee members. LAA store data through Google.</p> <p>14.8.3. Clear procedures and processes for all committees to ensure onboarding of new committee members include all data access.</p> <p>14.8.4. Action - Yvette to catch up with Andrew to discuss the website and data storage.</p> <p>14.8.5. Action - Yvette to catch up with Louise regarding the LAA data needs.</p> <p>Motion to move forward with Google workspace platform for P & C Committee and the subcommittees.</p> <p>Moved: Malay Parikh Seconded Andrew Lippiatt All motions were carried unanimously</p>	
<p>15. Other Business</p> <p>15.1. P&C to attend LAA meetings and all subcommittee meetings. This will occur in 2025. Yvette confirmed</p> <p>15.2. Square setup for GAT. The ABN number is required which should be the P&C. It can only go into one account. We need to ensure that all funds go into the general P&C bank account.</p> <p>15.3. Action: Conversation with Paul to add square terminals from sub committees to main P&C account.</p> <p>10.3 GAT to hold a Bunnings sausage sizzle. Just need the Certificate of Currency from the school to approve with Bunnings. This needs to be requested. Who manages the insurance for P&C?</p>	
<p>16. Next Meeting</p> <p>The next General Meeting will be held on Monday 17 February 2025</p> <p>In the Conference Room (upstairs) in the Main Administration Building at Mount Lawley Senior High school</p>	
<p>17. Meeting Closed: 7:02 pm</p>	



6.1 Principal's Report to P&C – Monday 18 November 2024

- Staff and the Chair of the School Board Stephen Winn, P&C President Helen Goldsmith and Ray Gailliott, Secretary of the EXPOW Association attended the WA Education Award Breakfast. We were one of four finalists in the category of Educational Leadership. It was a lovely morning and great to be in the company of so many inspiring educators. It was also the first opportunity to hear from the new Director of Education Jay Pettitt who started in the role today.
- Staffing for 2025 is well underway and already several recruitment processes have been finalised. We have selected a new Student Services Manager who will replace Neil Hudson our long standing student services leader who will retire at the end of the year. We have also selected new Maths, English and Art teachers and are in the process of finalising Science and Music Appointments. Some of the new appointments are permanent while others are fixed term and designed to fill vacancies caused by LSL and other forms of leave.
- We were very pleased with the mature way the Year 12 Cohort conducted themselves in the final few weeks of school. They took part enthusiastically in the Leavers Week activities and conducted themselves with dignity. They had fun and enjoyed all the special events including the final assembly and the Year 12 dinner. The Year 12 Award Night will be held on 25 November 2024 at the PCEC Stephen will attend and present one of the major awards and the guest of honour this year is Mr Warwick Hemsley, Class of 1972, Business Leader and Philanthropist.
- During September we held interviews for the 2024 prefects. It was a very strong field and every person interviewed deserved to be given the honour of becoming a prefect. The successful participants were notified during the October holidays and had their badges presented at the whole school assembly held on October 17. This year we have selected 16 prefects, 8 as house prefects and 8 as general prefects. This change is designed to recognise the many different and varied roles the prefects undertake during their tenure. The two school captains selected for 2024 are Kenzie Barnett and Jack Dickie.
- The Year 12 ATAR exams commenced on Monday 28 October and are scheduled to finish on Friday 15 November. We have had 231 students sit 1 or more ATAR exam. With 188 students sitting 4 or more exams that will give them an ATAR score. By the time the exams finish we would have hosted 31 different exams across the 3 weeks for our students, which makes us one of the biggest exam centres. We have also assisted SCSA by hosting a number of other schools at our exam centre. Although a large number of our ATAR students have received early offers, we have been very proud of how well prepared the students are for their final WACE exams. We are also very proud of our staff that have been providing group revision workshops or one on one sessions over the exam weeks. Our students are blessed to have such dedicated staff. Our Year 11 ATAR students are also in exam mode and they will finish their exams alongside the Year 12 cohort. In 2025, alongside our usual pathway and course options we will be partnering with Edith Cowan University to deliver the Uni Preparation Course as a one Year program. This course will be delivered onsite by our staff that have been training with ECU. We have also partnered with Notre Dame University where they will be offering the opportunity for interested students to complete their Tertiary Pathways Program for General and Health Science Stream. This program is a one day a week delivered by Notre Dame at Notre Dame University.
- As we come to the end of the year several events will be held to acknowledge the end of special programs including a farewell function for GAT Language students on Tuesday 3 December, the Aboriginal Excellence Dinner for students and parents on 28 November 2024 and a SVAPA

Mount Lawley Senior High School Parents & Citizens Association, Inc.
65 Woodsome Street, Mount Lawley WA 6050 www.mlshspc.org.au



Graduation breakfast on Tuesday 10 December 2024. In addition, each year group has a reward activity scheduled including a visit to Adventure World, Mocktail Party, and Dinner Dance.



6.2 Treasurer's report

Summary

1. Bank Reconciliation Statement
2. Bank Statement(s)
3. Statement of Receipts and Payments
4. Balance Sheet
5. Profit and Loss Statement

General

Items of note:

- Auditors have completed our P&C Accounts for 2022-2023.
- Auditors findings and recommendation will be discussed

1. Bank Reconciliation Statement

See Attachment 1 – Bank Reconciliation Report

Notes

- There does not appear to be any suspicious or unusual bank activity in the General Committee account.

2. Bank Statements

See Attachment 2 – Bank Statement

- Funds held in the General Account as of 11th Nov 2024 YTD: \$19K

3. Statement of Receipts and Payments

See Attachment 3 – Statement of Receipts and Payments.

- As of 11th Nov 2024 YTD we have received (Receipts) \$25K in General Committee.
- As of 11th Nov 2024 YTD we have spent (Payments) \$83K from the General Committee to MLSH.

4. Balance Sheet (Comparison Nov 24 YTD & Nov 23 YTD)

See Attachment 4 – Balance Sheet as of 11th Nov 2024 YTD

5. Profit and Loss (Comparison Nov 24 YTD & Nov 23 YTD)

See Attachment 5 – Profit and Loss Statement for the period 11th Nov YTD.

Net

- All accounts 18K Net Profit Nov'24 YTD
- General account (16K) Loss Nov'24 YTD



6. Total Receipts and Payments

Receipt: \$174K YTD

Payment \$195K YTD

Bank Summary

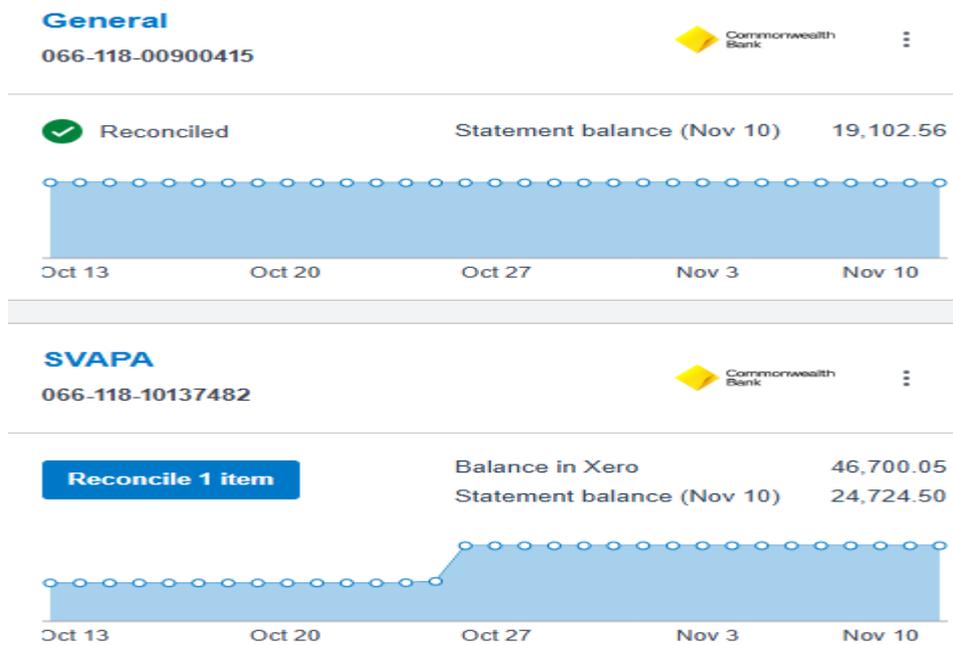
Mount Lawley Senior High School P&C

For the period 1 January 2024 to 11 November 2024

Account	Bank Account Type	Status	Opening Balance	Cash Received	Cash Spent	Closing Balance
Art Auction	Bank	Active	3,251.36	84,832.72	81,474.72	6,609.36
GAT	Bank	Active	5,924.50	2,705.55	1,944.00	6,686.05
General	Bank	Active	77,419.39	24,859.16	83,175.99	19,102.56
Languages	Bank	Active	3,909.05	-	3,919.05	(10.00)
Music	Bank	Active	92,574.03	35,745.44	18,765.71	109,553.76
SVAPA	Bank	Active	26,160.69	26,082.28	5,542.92	46,700.05
Total			209,239.02	174,225.15	194,822.39	188,641.78

Dashboard view all accounts – 11th Nov 2024.

Xero:





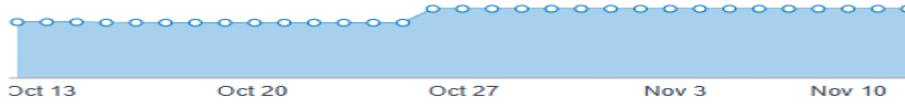
Music

066-118-10218602



Reconcile 2 items

Balance in Xero 109,553.76
 Statement balance (Nov 10) 85,784.76



Art Auction

066-118-10370401



[Why is this different?](#)

Balance in Xero 6,609.36
 Statement balance (Nov 10) 50,609.36



GAT

066-118-10404333



Reconcile 3 items

Balance in Xero 6,686.05
 Statement balance (Nov 10) 6,246.05



COMMBIZ BANK ACCOUNTS SUMMARY AS AT:
11th Nov '2024



Accounts Showing 7 of 7 accounts

[Edit favourite accounts](#)

Art Auction Society Cheque Account 611810370401	Available balance +\$ 50,609.36
GAT Society Cheque Account 611810404333	Available balance +\$ 6,246.05
General Committee Cheque Account Bearing Interest 611800900415	Available balance +\$ 19,102.56
Language Business Transaction Account 611810264430	Available balance +\$ 0.00
Music Cheque Account Bearing Interest 611810218602	Available balance +\$ 85,784.76
SVAPA Society Cheque Account 611810137482	Available balance +\$ 23,497.15
Term Term Deposit 611850111391	Available balance N/A

Attachment 1 – Bank Reconciliation Report
Xero:



General Reconciliation Summary

[Reorder columns](#)

Mount Lawley Senior High School P&C
 As at 11 November 2024
 General

Date	Description	Reference	Amount
Totals Summary			
11 Nov 2024	Balance in Xero		19,102.56
	Plus outstanding payments		-
	Less outstanding receipts		-
	Plus unreconciled statement lines		-
11 Nov 2024	Statement balance (calculated)		19,102.56
10 Nov 2024	Imported statement balance		19,102.56
11 Nov 2024	Calculated balance out by		-
Balance in Xero			
11 Nov 2024			19,102.56
Statement Balances			
11 Nov 2024	Statement balance (calculated)		19,102.56
10 Nov 2024	Imported statement balance		19,102.56
11 Nov 2024	Calculated balance out by		-

Commbiz:

General Committee

Cheque Account Bearing Interest | 611800900415

Available balance

+\$ 19,102.56

Attachment 2 – Bank Statement for General Account
 Movements between 8TH SEP 2024 to 11the Nov 2024

Mount Lawley Senior High School Parents & Citizens Association, Inc.
 65 Woodsome Street, Mount Lawley WA 6050 www.mlshspc.org.au



Account name: General Committee

Account number: 611800900415

Date	Transaction Detail	Debit	Credit	Balance
08/11/2024	Direct Credit 301500 Mt Lawley SHS P& Co INV-7267	52.50		19,102.56
01/11/2024	Credit Interest		46.31	19,155.06
15/10/2024	(T) COMMBIZ FEES TRANS FEES-0337193	2.20		19,108.75
15/10/2024	COMMBIZ FEES TRANS FEES-0337193	0.60		19,110.95
15/10/2024	Direct Credit 301500 Mt Lawley SHS P& Co INV-7216	52.50		19,111.55
01/10/2024	Credit Interest		48.09	19,164.05
24/09/2024	Direct Credit 301500 Mt Lawley SHS P& Co PC2024.09.02.1	742.50		19,115.96
16/09/2024	COMMBIZ FEES TRANS FEES-0337193	0.90		19,858.46
16/09/2024	(T) COMMBIZ FEES TRANS FEES-0337193	2.20		19,859.36
15/09/2024	Direct Credit 301500 Mt Lawley SHS P& Co Christine awards	50.00		19,861.56
09/09/2024	Direct Credit 301500 Mt Lawley SHS P& Co INV-40332	3,023.20		19,911.56
09/09/2024	Direct Credit 301500 Mt Lawley SHS P& Co Inv 7163	52.50		22,934.76
No. of transactions		10	2	
Total debits				\$3,979.10
Total credits				\$94.40

As of 11th Nov 2024.

Attachment 3 – Statement of Receipts and Payments for the General Committee as of 11th Nov 2024 YTD.

No. of transactions	40	17	
Total debits			\$83,175.99
Total credits			\$24,859.16

Transaction details contained in this report should not be relied upon for audit or reconciliation purposes. For audit and reconciliation purposes customers are advised to always use account statements issued by the Bank in accordance with the applicable account Terms and Conditions.

Attachment 4 – Balance Sheet for all Committees

FINANCIAL COMPARISION: 11th Nov 2024 YTD



Balance Sheet

Mount Lawley Senior High School P&C
As at 11 November 2024

	11 Nov 2024	11 Nov 2023
Assets		
Bank		
Art Auction	6,609.36	3,251.36
GAT	6,686.05	5,924.50
General	19,102.56	72,565.19
Languages	-	3,909.05
Music	109,553.76	90,792.86
SVAPA	46,700.05	27,628.27
Total Bank	188,651.78	204,071.23
Total Assets	188,651.78	204,071.23
Liabilities		
Current Liabilities		
Accounts Payable	9,056.31	22,776.37
GST	(415.70)	-
Languages	10.00	-
Rounding	(0.18)	(0.18)
Total Current Liabilities	8,650.43	22,776.19
Total Liabilities	8,650.43	22,776.19
Net Assets	180,001.35	181,295.04
Equity		
Current Year Earnings	18,141.97	25,027.69
Retained Earnings	161,859.38	156,267.35
Total Equity	180,001.35	181,295.04

Attachment 5 – Profit and Loss Statements

1. All committees FINANCIAL COMPARISON: FINANCIAL COMPARISON: 11th Nov YTD 2024 & 11th Nov 2023 YTD.

Profit and Loss

Mount Lawley Senior High School P&C
For the period 1 January 2024 to 11 November 2024

Account	1 Jan-11 Nov 2024	1 Jan-11 Nov 2023
Trading Income		
Donations	9,553.50	0.00
Interest Income	1,395.81	1,391.00



Memberships	(2,227.39)	24.00
Parent Contributions	24,965.55	24,469.00
Refunds/Creditors	0.00	3,111.82
Sales Fundraising Movie Night	0.00	1,327.60
Sales/ Fundraising Show Concert	8,397.26	8,967.25
Sales/Fundraising	80,773.32	30.00
Sales/fundraising Auction	0.00	65,892.30
Sales/Fundraising Lazer Blaze	0.00	2,192.55
Sales/fundraising Sponsorship	0.00	6,050.00
Sales/Fundraising Sundowner	0.00	1,102.79
Total Trading Income	122,858.05	114,558.31
Gross Profit	122,858.05	114,558.31
Operating Expenses		
Auditor Fees and Charges	675.00	0.00
Bank Fees	(121.76)	70.23
BAR SALES	0.00	421.05
Equipment	14,297.35	9,952.24
Fee - Xero	603.75	500.25
Fundraising	2,904.67	2,347.63
Insurance	0.00	275.00
LAA Artist Payment	31,324.60	0.00
Membership Fees	0.00	1,738.61
Other	0.00	935.44
Refunds/Returns	201.64	33,629.00
Reimbursement- Miscellaneous	19,202.55	(10.00)
Reimbursement:Auditions	0.00	500.00
Reimbursement:MSND Production	0.00	2,893.04
ReimbursementArt Exhibition	0.00	732.99
ReimbursementArt Workshop	0.00	9,457.84
ReimbursementCatering	158.68	2,496.50
ReimbursementPerth Festival	0.00	6,019.00
ReimbursementPhotography	0.00	4,323.95
ReimbursementStudent Awards	1,277.35	1,589.25
ReimbursementSUPPLIES	0.00	1,355.44
RENTAL EXPENSES	0.00	1,496.00
Special Projects	10,509.50	3,518.00
Supplies	23,682.75	5,289.16
Total Operating Expenses	104,716.08	89,530.62
Net Profit	18,141.97	25,027.69

**2. Profit and Loss 11th Nov 2024 YTD & 11th Nov 2023 (General Account)
Nov 2024 YTD**

- Reimb Misc= \$17,210 Reimb for Shade structure to MLSHS.



- **Supplies: Student Diaries \$13K + Homework club:\$4K= \$17K**

Profit and Loss

Mount Lawley Senior High School P&C

For the period 1 January 2024 to 11 November 2024

Committee is General.

	1 Jan-11 Nov 2024	1 Jan-11 Nov 2023
Trading Income		
Interest Income	1,083.56	1,219.56
Memberships	(2,284.39)	-
Parent Contributions	19,837.55	19,755.00
Total Trading Income	18,636.72	20,974.56
Gross Profit	18,636.72	20,974.56
Operating Expenses		
Bank Fees	52.66	52.73
Fee - Xero	603.75	500.25
Membership Fees	-	1,738.61
Reimbursement- Miscellaneous	17,210.00	-
ReimbursementPerth Festival	-	5,000.00
ReimbursementStudent Awards	50.00	-
Supplies	17,218.27	-
Total Operating Expenses	35,134.68	7,291.59
Net Profit	(16,497.96)	13,682.97

END OF REPORT



6.3 President report for 18th Nov meeting

1. Paul, Malay, Yvette, Ana and myself met at CBA 2/11 to update all manual signatories
2. I would like to thank all committees for the continued support you have all shown throughout 2024. I hope you all have a nice break and will see you in 2025



6.4a Sign Up Genius – request for P&C to purchase annual subscription

- **SignUpGenius** is an online sign up software to simplify volunteer management and event planning
- Currently used by SVAPA, Music and Lawley Art Auction Committees

	Volunteer Requests
January	
February	
March	SVAPA - Arts Showcase
April	LAA - Artist Drop Off Day
May	
June	LAA - Auction Weekend, SVAPA - Midsummer Night's Dream
July	
August	Music Concerts
September	
October	
November	
December	Music Sundowner

- Committees are currently using either a free version, or purchasing a subscription to cover the required event period and then cancelling.
- Proposal is to purchase a Gold subscription, \$269.89 paid annually
- Benefits of an annual gold subscription include:
 - 10 Additional administrators
 - Volunteer hours reports
 - 5 Custom questions
 - Upload logos/images



- Unlimited custom themes
- 5 Custom questions
- 10 000 emails, 500 texts per month
- 10 advertising free sign ups
- Upload logos/images
- Tabbed Sign ups
- Priority support by email
- Waitlist on sign ups



6.6 Report to P&C Committee for Meeting 18 November 2024

Kieran Looby 07 November 2024

MUSIC SUPPORT COMMITTEE

- Most recent MSC meeting held on 23 October 2024.
- Xero is reconciled and up-to-date.
- Some 2023 invoices still not received. Music Dept chasing.
- Year 12 exams completed.
- Financial position as of 7 November 2024 –
 - o Opening Balance 05/09/2024 \$ 81,612
 - o Deposits \$ 7,444
 - o Payments (\$ 3,271)
 - o Closing Balance 07/11/2024 \$ 85,785
 - o Payments in Progress (\$ 264)
 - o Committed Funds (approved) (\$42,763)
 - o Commitment requests to P&C 18/11/2024 (\$ 3,600)
 - o Available Funds \$ 39,158
- LAA 2024 funds yet to be received (\$22,000).
- MSC expenditure requests since last P&C meeting (included above in commitment requests) –
 - M2024.10.23.01 Peg Board Trolley Pegs \$ 200
 - M2024.10.23.02 Foot Switches IMSS students \$ 900
 - M2024.10.23.03 Wireless microphones 2 No \$ 2,500
 - \$ 3,600
- Motions closed – None
- A document entitled ‘Proposal to Purchase Grand Piano using Music P&C Funds’ which had been compiled based on discussions held at MSC meetings and committee members’ comments/queries/responses submitted to the Convenor by email was circulated to committee members prior to the meeting on 23 October 2024. All committee members in attendance agreed that there was sufficient information provided in the document to enable voting members to cast votes on the motions proposed in the document. The outcome of the voting was as follows –
 - o Motion M2024.10.23.4 That MSC continue to make provision at the year end



for Annual Upkeep (Operating) Costs for the subsequent year – Passed

o Motion M2024.10.23.6 That MSC allocates all current and future uncommitted funds ie those in excess of Annual Upkeep (Operating) Costs to the purchase of a grand piano – Not passed

o Motion M2024.10.23.6 That MSC, at this point in time, abandons plans for the purchase of a grand piano – Not passed

o Motion 2024.10.23.7 That Music Support Committee allocate 50% of current and future uncommitted funds ie those in excess of Annual Upkeep Costs (Operational Costs), to a fund for the purchase of a grand piano – Passed.

o Motion 2024.10.23.8 That Music Support Committee allocate a portion (to be agreed at a later date) of current and future uncommitted funds ie those in excess of Annual Upkeep Costs, to a fund for the purchase of a grand piano – Redundant (in view of Motion 2024.10.23.7 outcome)

Report to P&C Committee for Meeting 18 November 2024

Kieran Looby



6.6a MLSHS P & C ASSOCIATION

MUSIC SUB-COMMITTEE - CASH BOOK, AVAILABLE FUNDS

18-November-2024

BANK RECONCILIATION

Opening balance 05/09/24 \$ 81,612.24

Add: Deposits Concert Deposit Trybooking \$ 7,302.26

Concert Deposit Individual \$ 55.00

Concert Deposit Individual \$ 15.00

Concert Deposit Individual \$ 55.00

Concert Deposit Individual \$ 15.00

Bank Interest \$ 0.66

Bank Interest \$ 0.69

Total Deposits \$ 7,443.61

Less: Payments Made

MLSHS 45734 #308 Music Sheets 2024

MLSHS 45735 #308 Music Sheets 2024

MLSHS 45736 #308 Music Sheets 2024

MLSHS 45737 #308 Music Sheets 2024

MLSHS 45738 #308 Music Sheets 2024 \$ 384.86

MLSHS 45743 #308 Music Sheets 2024

MLSHS 45744 #308 Music Sheets 2024

MLSHS 45745 #308 Music Sheets 2024 \$ 467.65

MLSHS 45842 #306 Sundowner Lighting '23 \$ 974.00

MLSHS 45755 #315 Instrument Maint '24 \$ 210.00

MLSHS 45620 #308 Music Sheets 2024 \$ 89.58

MLSHS 45706 #318 Piano Tuning 2024 \$ 350.00

MLSHS 45877 #M2024.07.31.01 Music Stand Lights \$ 795.00

Total Payments \$ 3,271.09

Balance 07/11/24 \$ 85,784.76

Bank balance as at 07/11/24 \$ 85,784.76

Deduct: Payments in Progress MLSHS 45714 Foot pedals \$ 263.64

\$ 263.64

Cashbook Closing balance as at 07/11/24 \$ 85,521.12

Less: Committed funds # 297 B&W Canvasses 2023 \$ 1,500.00

305 Sundowner 2023 Sound Engineer \$ 600.00

306 Sundowner 2023 Lighting \$ 26.00

308 Sheet Music 2024 \$ 1,286.04

310 Adaptors USBC-USBA Keyboards & Laptops \$ 150.00

314 Peg Board + Pegs \$ 200.00

315 Instrument Maintenance 2024 (excl Piano Tuning. See #318) \$ 1,790.00



316 3No. Keyboard Stands \$ 300.00
318 Piano Tuning 2024 \$ 1,650.00
319 ATAR student accompaniment Y11 & Y12 \$ 1,920.00
322 Music Artist Workshops \$ 2,000.00
323 Music Camp - Artist Workshops \$ 1,500.00
325 ATAR EoY Accompaniment \$ 1,000.00
M2024.07.31.01 Music Stand Rechargeable Lights \$ 205.00
M2024.07.31.02 Sound Engineer T3 2024 Contemporary Concert \$ 500.00
M2024.08.28.01 Peg Board Trolley Pegs \$ 1,000.00
M2024.08.28.02 Foot Switches IMSS students \$ 136.36
M2024.08.28.03 Wireless microphone housings \$ 400.00
M2024.08.28.04 Cabling - guitars and microphones \$ 600.00

M2024.08.28.05 Sundowner 2024 - Lighting \$ 1,000.00
M2024.08.28.06 Sundowner 2024 - Sound Technician \$ 500.00
M2024.08.28.07 Sundowner 2024 - Food \$ 1,000.00
M2024.08.28.08 Sundowner 2024 - Drink \$ 750.00
M2024.08.28.09 Sheet Music 2025 \$ 4,000.00
M2024.08.28.10 Arts Day 2025 - Junkadelic \$ 1,500.00
M2024.08.28.11 Arts Day 2025 - Sound Technician \$ 500.00
M2024.08.28.12 Sundowner 2025 - Lighting \$ 1,000.00
M2024.08.28.13 Sundowner 2025 - Sound Technician \$ 500.00
M2024.08.28.14 Sundowner 2025 - Food \$ 1,000.00
M2024.08.28.15 Sundowner 2025 - Drink \$ 750.00
M2024.08.28.16 Piano Tuning 2025 \$ 2,000.00
M2024.08.28.17 Instrument & amp maintenance 2025 \$ 2,000.00
M2024.08.28.18 Music Workshops 2025 \$ 2,500.00
M2024.08.28.19 ATAR Music accompaniment 2025 \$ 3,000.00
M2024.08.28.20 Photography MLSHS 2025 \$ 2,000.00
M2024.08.28.21 Photography - External Concerts 2025 \$ 1,500.00
M2024.08.28.22 Contemporary Concert 2025 - Sound Technician \$ 500.00
M2024.10.23.01 Drum Heads \$ 200.00
M2024.10.23.02 Crash Cymbal \$ 900.00
M2024.10.23.03 Wireless microphones 2No (additional) \$ 2,500.00
Total Committed funds 07/11/24 \$ 46,363.40

Available Funds 07/11/24

6.6b attached Bank statement

Mount Lawley Senior High School Parents & Citizens Association, Inc.
65 Woodsome Street, Mount Lawley WA 6050 www.mlshspc.org.au





6.7 SVAPA Report

P&C 18 November 202

Treasurers Report

As at the 23rd October 2024

Balance -	8.28
Committed -	.86
Available Funds -	0.68

Teachers Report

- SVAPA camp was successfully held for Year 7 and 8 SVAPA students at Point Walter
- Tiny Works is coming up, schedule has been published via on connect
- Shahna Gallagher, will be taking over as SVAPA Coordinator next year whilst Moya Thomas on leave
- Mitch Whelan will be taking over MSND next year
- SVAPA graduation coming up

General Business

- Perth Festival issued a media release regarding an exciting new creative pathways partnership between Perth Festival and Mount Lawley Senior High School
- First activities as part of the partnership to be rolled out for Perth Festival 2025

Motions Required

- Motion required for Term 1 Saturday Master Classes up to \$1500
- Motion required to spend up to \$600 to provide food for SVAPA Information Night



- Motion required to spend up to \$1700 for Arts Festival Day for performers, usually Big Hoo Haa (\$850) and Junkadelick (\$850)
- Motion required to spend up to \$400 for Fairy Floss machine hire and consumables for Arts Festival Day
- Motion required to spend up to \$1000 for Visual Art Class Support
- Motion required to fund Amanda Humphries Photography for 2025 up to \$1600
- Motion to provide food for SVAPA Rehearsal/Production (volunteers, cert II crew) up to \$600
- Motion required to fund up to \$3000 for Year 7 and Art Exhibition for art supplies
- Motion to fund SVAPA Welcome Night in October, provide funds up to \$600 for catering for future parents
- Motion to fund food Tiny Works up to \$600
- Motion to fund Tiny Works vouchers up to \$1600
- Motion to fund SVAPA Media/Screening night in November up to \$500
- Motion required to fund up to \$650 for SVAPA Year 9 2025 Graduation Breakfast – Food and \$500 for production of photo slideshow presentation
- Motion to fund SVAPA end of year 2025 student awards up to \$165
- Motion to fund food for SVAPA planning day up to \$500
- Motion to spend up to \$700 for SVAPA t-shirts and \$950 for SVAPA bags for 2025

Lawley Art Auction (LAA) -

- Thanks again to everyone for the fabulous result. We are awaiting receipt of funds in our account.



6.8 Report to P&C Committee for meeting 18 November 2024

6.8 GAT COMMITTEE

- Most recent GAT meeting held on 23rd October 2024.
- Term 4 Bowling activity will take place this Sunday 10th of November. Number of tickets sold until 8/11 are 35. For hire whole venue a minimum of 50 tickets is needed. We decided to hire half of the venue to make it profitable.
- Square EFTPOS payment system obtained.
- Next GAT meeting will take place on 20th November 2024.

Motions:

Motion: G2024.10.23.1 Allocate \$200 for social event term 1 2025

- Financial position as of 8th November 2024:
 - o Opening Balance 3 September 2024 \$6.682.55
 - o Transactions \$ - 500.00
 - o Closing Balance 3 September 2024 \$6.182.55
- Transactions:
- o Deposit bowling venue \$ 500.00

6.8 GAT report attachments

[6.8a Minutes GAT P&C Meeting 20241023](#)



6.9 LAA Report for P&C meeting on 18 November 2024

- Meeting was held on Tuesday 15th October
- A number of motions were passed relating to next year's auction.
- Louise and Monique presented information to next year's SVAPA parents at the welcome night on the 23rd October 2024.
- Louise will present at the Music Information Night on the 19th November.

LAA2024.10.15.01 Financial Motion for the liquor licence permit. Estimated cost \$150

LAA2024.10.15.02 Financial Motion for cost of the online raffle ticket management fee per annum.
Estimated costs \$125

LAA2024.10.15.03 Financial Motion for cost of raffle permit. Estimated cost \$128

LAA2024.10.15.04 Financial Motion for marketing of event and raffle. Estimated cost \$500

LAA2024.10.15.05 Financial Motion for ADO Incidentals. Estimated cost \$500

LAA2024.10.15.06 Financial Motion for panelling for artwork display. Estimated cost \$4000

LAA2024.10.15.07 Financial Motion for incidentals for Auction . Estimated cost \$1000

LAA2024.10.15.08 Financial Motion for RSA license reimbursements. Estimated cost \$400

LAA2024.10.15.09 Financial Motion for printing costs. Estimated cost \$2000

LAA2024.10.15.10 Financial Motion for envelope stickers for raffle prizes. Estimated cost \$40

LAA2024.10.15.11 Financial Motion for catering costs. Estimated cost \$500



LAA2024.10.15.12 Financial Motion for bar alcohol and non-alcoholic beverages, including incidentals. Estimated cost \$2000

LAA2024.10.15.13 Financial Motion for float for treasurer on auction night. Estimated cost \$1500

Monique Herbst and Louise Aston- LAA Convenors

6.9 LAA Meeting minutes



MINUTES OF MEETING 15 -15th October 2024

6:34PM Meeting Opened

Present: Louise Aston, Monique Herbst, Julie Elgin, Kieran Looby, Alison Jobson, Michelle Wilkins, Emma Eggleton, Kevin Keary, Andy Campbell, Luke Taylor

Apologies: Kate Vaaserman, Andrea Akiyoshi, Gary Corbett, Sharon Callow

Absent:

Motion to accept the minutes of the previous meeting:

Moved: Louise Aston **Seconded:** Emma Eggleton Passed - All in favour

1. CONVENOR'S REPORT

1.1 Financial Motions

LAA2024.10.15.01 Financial Motion for the liquor licence permit. Estimated cost \$150

Moved: Kevin Keary **Seconded:** Julie Elgin Passed – All in favour

LAA2024.10.15.02 Financial Motion for cost of the online raffle ticket management fee per annum. Estimated costs \$125

Moved: Louise Aston **Seconded:** Kieran Looby Passed – All in Favour

LAA2024.10.15.03 Financial Motion for cost of raffle permit. Estimated cost \$128

Moved: Louise Aston **Seconded:** Alison Jobspn Passed – All in Favour



LAA2024.10.15.04 Financial Motion for marketing of event and raffle. Estimated cost \$500
Moved: Andy Campbell **Seconded:** Emma Eggleton Passed – All in Favour

LAA2024.10.15.05 Financial Motion for ADO Incidentals. Estimated cost \$500
Moved: Kieran Looby **Seconded:** Alison Jobson Passed – All in Favour

LAA2024.10.15.06 Financial Motion for panelling for artwork display. Estimated cost \$4000
Moved: Alison Jobson **Seconded:** Michelle Wilkins Passed – All in Favour

LAA2024.10.15.07 Financial Motion for incidentals for Auction . Estimated cost \$1000
Moved: Kieran Looby **Seconded:** Emma Eggleton Passed – All in Favour

LAA2024.10.15.08 Financial Motion for RSA license reimbursements. Estimated cost \$400
Moved: Louise Aston **Seconded:** Kevin Keary Passed – All in Favour

LAA2024.10.15.09 Financial Motion for printing costs. Estimated cost \$2000
Moved: Kevin Keary **Seconded:** Julie Elgin Passed – All in Favour

LAA2024.10.15.10 Financial Motion for envelope stickers for raffle prizes. Estimated cost \$40
Moved: Emma Eggleton **Seconded:** Alison Jobson Passed – All in Favour

LAA2024.10.15.11 Financial Motion for catering costs. Estimated cost \$500
Moved: Andy Campbell **Seconded:** Luke Taylor Passed – All in Favour

LAA2024.10.15.12 Financial Motion for bar alcohol and non-alcoholic beverages, including incidentals. Estimated cost \$2000
Moved: Kevin Keary **Seconded:** Andy Campbell Passed – All in Favour

LAA2024.10.15.13 Financial Motion for float for treasurer on auction night. Estimated cost \$1500
Moved: Alison Jobson **Seconded:** Luke Taylor Passed – All in Favour

1.2 Artist Prospectus

- Copy of prospectus distributed to committee members and those present are happy to approve for use going forward.
- Some minor changes needed including new SVAPA logo and possible change of LAA email address.

1.3 Website Update

- Louise is busy working on new square website
- Committee members were happy for convenors to approve final design.

1.4 Music and SVAPA Welcome Nights

- SVAPA - Wednesday 23rd October - Louise and Monique to attend



- Music - Tuesday 19th November

1.5 2025 Sponsorship Documents

- Discussion regarding updated documents prepared potentially for cash or bigger sponsors. Changes to be made and further discussion at the next meeting.
- Suggestion for a Connect notice to school community to be posted asking for any parents with businesses who may be interested in sponsorship of next year's auction.
- Convenors to prepare "Thank you" letter to sponsors for 2024. Will be useful to touch base and ask if they are interested in coming onboard for next year.

2.0 ANY OTHER BUSINESS

- Discussion around consideration of a feature artist for catalogue. If the artist publicises this through their social media, we may reach more artists/bidders.
- Reminder to investigate artists: Miik Green, Stuart Green (sculptures at school), Kristian Fletcher (Down South photography)

CLOSE MEETING: 7:59 pm

NEXT MEETING: TBC



6.10 Board Report for P & C: Meeting Monday 18th November 2024

Update from School Board Meeting Monday 11th November 2024

- ~ the Board received a presentation from Sean Zhang, who is coordinating the STEAM (Science, Technology, Engineering, Art and Mathematics) 2025 Program for the Yr7 and Yr8 Students. STEAM education aims to prepare students for a rapidly evolving world by fostering skills such as critical thinking, creativity, problem solving, collaboration and communication. The Board was given an overview of the focus areas, tasks, sample group projects. Significant work has gone into the preparation and the Board noted the Overview and good work by Sean.
- ~ The Board noted Finance, Principal, Student Representative, Staff and P&C reports.
- ~ The school acknowledges and thanks the P & C for the World Teachers Day Spread that was well received by all staff. Lesley passes on thanks from the staff to the many parents who contributed food, and to the PEC Committee who organised the event.
- ~The School Staff are now able to access more planning days with Exams winding down. The Well Being Committee have been working to support staffs need during what has been a very bust year. There have been 20 PCs participating in a Leading Leaders workshop, which involved working with a private consultant for self-improvement for those staff members.
- ~The Board wishes to formally acknowledge and thank Lesley Street, the Executive team and School Staff for all their hard work undertaken and completed in 2024.

- ~The next School board meeting is scheduled for Monday 24th February 2025.



6.11 PEC report (18th Nov P & C meeting)

Zoom meeting

Kate Field Convenor

Helen Goldsmith Co Convenor

Mei Ling Day Admin on the PEC facebook group

Sophie Bolton Admin on the PEC facebook group: Sends out weekly school updates and Well being updates

Linda Crescenzo: Coffee Club is now only running in Weeks 3 & 7. Student services and Middle school are making sure there are rep attending these coffee club meetings

Weekly posts for school activities and wellness posts continue in the group facebook

I would like to thanks all volunteers for the World Teachers day morning tea for 2024, all the teachers and admin enjoyed it

New Year 7 morning tea preparation for 5th Dec is underway and Tiffany Elt will be the main contact person who is liaising with Steve Raph



13. Comparison analysis and recommendation for Communication and document storage platform for the MLSHS P & C Committee and Sub-committees

1. Criteria for Evaluation

The committee seeks a communication and document storage platform that:

- Is free or low-cost.
- Provides high-level security.
- Allows different permission levels (access control).
- Supports collaboration and simultaneous editing.
- Is easy to use. Is scalable.
- Associated tools such as digital meetings (no time limits), calendars, email, spreadsheets, and presentations to enhance workflow.
- Accommodates needs of P & C and its subcommittees
- Can handle frequent changes in committee members.
- Enables data retention and knowledge transfer and history for future members and executives

[Previously tabled report](#) narrowed down the analysis to compare between Google Workspace and Microsoft 365. Comparison details and recommendation for the above listed criteria is as detailed below.

1. Cost

- **Microsoft 365:** Offers free plans for nonprofits (e.g., Microsoft 365 Business Basic for Nonprofits), which includes access to Teams, SharePoint, and OneDrive with basic functionality. Paid plans for more advanced features start at a low cost (\$5/user/month).
- **Google Workspace:** Free for qualifying non-profits through Google for Nonprofits, which includes Google Drive, Gmail, Google Meet, and collaboration tools. Paid upgrades are available for additional storage or advanced features, starting at \$6/user/month.

Winner: Both are low-cost for non-profits, but Google Workspace's free tier is slightly more user-friendly for non-technical teams.

2. Security

- **Microsoft 365:**
 - End-to-end encryption for data in transit and at rest.
 - Advanced threat protection, compliance with major standards (GDPR, HIPAA).
 - Granular access controls, multi-factor authentication (MFA).
- **Google Workspace:**
 - End-to-end encryption and compliance with GDPR and other international standards.
 - Built-in tools for access management, including MFA and admin-controlled permissions.

Winner: Both platforms provide high-level security and compliance; Microsoft is slightly stronger for advanced enterprise-level security needs.



3. Permission Levels (Access Control)

- **Microsoft 365:**
 - Granular access controls via SharePoint and OneDrive, including sharing at folder, document, and site levels.
 - Allows role-based permissions and integration with Microsoft Teams for committee-specific access.
- **Google Workspace:**
 - Flexible sharing and permissions at folder, file, and group levels.
 - Admins can assign roles and control sharing (internal/external).

Winner: Both are highly capable, but Microsoft provides more granular control at a larger organizational level.

4. Collaboration and Simultaneous Editing

- **Microsoft 365:**
 - Real-time co-authoring in Word, Excel, and PowerPoint when files are stored on OneDrive or SharePoint.
 - Collaboration via Microsoft Teams for group discussions and file sharing.
- **Google Workspace:**
 - Superior real-time collaboration in Google Docs, Sheets, and Slides, with an intuitive interface for simultaneous editing and comment resolution.
 - Google Meet for video collaboration directly linked to document workflows.

Winner: Google Workspace is more intuitive and seamless for real-time collaboration.

5. Ease of Use

- **Microsoft 365:**
 - Familiar to those with a traditional Microsoft Office background but can be complex for new users.
 - SharePoint setup for group collaboration may require training.
- **Google Workspace:**
 - Intuitive and user-friendly, especially for less tech-savvy users.
 - Simplified integration of tools like Drive, Gmail, and Meet.

Winner: Google Workspace is easier for a diverse team, especially those unfamiliar with complex IT setups.

6. Scalability

- **Microsoft 365:**
 - Scales well with larger teams using SharePoint for complex document and access management.
 - Offers extensive enterprise-grade tools as needs grow.
- **Google Workspace:**
 - Scales easily with team size and storage upgrades available on-demand.



- Simpler to set up and expand compared to Microsoft.

Winner: Microsoft for enterprise needs; Google for straightforward scalability.

7. Associated Tools

Feature	Microsoft 365	Google Workspace
Digital Meetings	Teams (No time limit)	Google Meet (Time limits on free plans, unlimited on non-profit)
Calendars	Outlook	Google Calendar
Email	Outlook with custom domains	Gmail with custom domains
Spreadsheets	Excel	Google Sheets
Presentations	PowerPoint	Google Slides
Task Management	Microsoft To-Do, Planner	Google Tasks

Winner: Microsoft offers more robust tools for complex workflows; Google is more intuitive for collaborative use.

8. Accommodating P&C and Subcommittees

- **Microsoft 365:**
 - Use Teams and SharePoint for committee-specific channels, document libraries, and communication.
 - Subcommittees can have their own permissions and storage areas.
- **Google Workspace:**
 - Use Google Drive folders and shared drives for committee-specific storage and collaboration.
 - Simpler setup for subcommittees compared to SharePoint.



Winner: Google Workspace for simplicity; Microsoft for structured, enterprise-level needs.

9. Managing Frequent Member Changes

- **Microsoft 365:**
 - Admins can easily add/remove users, reassign licenses, and update access permissions via Teams and SharePoint.
 - Data ownership and permissions are retained by the organization, ensuring continuity.
- **Google Workspace:**
 - Admins can manage users and groups easily, and Shared Drives ensure that files remain accessible even after members leave.

Winner: Both platforms handle this well; Google Workspace is slightly simpler for smaller teams.

10. Data Retention and Knowledge Transfer

- **Microsoft 365:**
 - SharePoint and OneDrive provide strong options for version history, archiving, and retaining data.
 - Delivers advanced compliance tools for long-term retention.
- **Google Workspace:**
 - Offers version history and archiving via Google Drive.
 - Shared Drives ensure data stays with the organization, not individual users.

Winner: Microsoft offers more advanced tools for compliance; Google Workspace is effective for straightforward retention.

Overall Recommendation

- **Best for Simplicity and Collaboration:** Google Workspace. Ideal for a not-for-profit P&C with subcommittees that need intuitive tools, seamless collaboration, and straightforward setup.
- **Best for Complex Structures:** Microsoft 365. Recommended if the P&C anticipates complex workflows, advanced compliance requirements, or high-level enterprise features.

Given the nature of the P & C and its sub committees, if simplicity and ease of onboarding are key, **Google Workspace** is the better choice.

For structured processes with robust enterprise needs, **Microsoft 365** excels, yet the complexity of setup and management, would require a higher level of knowledge and expertise.

Recommendation for approval -

Adopt the Google Workspace for business platform, given its ease of use, and simplicity to set up, with the following actions to be undertaken

1. Google business to be set up using existing web address - mlshspc.org.au, to be recognisable and consistent with the public website. And currently used by several committees already in some capacity and familiar.

Mount Lawley Senior High School Parents & Citizens Association, Inc.

65 Woodsome Street, Mount Lawley WA 6050 www.mlshspc.org.au



2. All executive members in P & C and subcommittee role holders are allocated an mlshspc.org.au email address.
3. An administrator will be appointed (it could be the same person who administers the website) for the platform, who will be responsible for managing access and on and off boarding role holders within the Google Workspace.
4. ALL role holders are to use allocated email inbox and emails for all P & C and Subcommittee business, ensuring history is retained and available as role holders change.
5. A document storage framework to be set up by P & C and each subcommittee and documented for future reference, to be endorsed by the P & C.
6. All historical documents to be transferred into the new structure by the March AGM, with the filing system and procedures documented and being used and followed by P & C, and subcommittee members

	P & C	GAT	LAA	MUSIC	PEC	SVAPA
Public documents *	P&C website https://mlshspc.org.au/general **	P&C website https://mlshspc.org.au/gat	P&C website https://mlshspc.org.au/art-auction **	P&C website https://mlshspc.org.au/music	Not on website Face book	P&C website https://mlshspc.org.au/svapa
Other documents	Google drive under personal email Individuals drives	Google drive	Google drive under LAA gmail account New emails: chair@lawleyarts.com promotions@lawleyarts.com operations@lawleyarts.com Website: www.lawleyarts.com	Dropbox free Mailchimp Signup genius	Individual drives Kate will send a zipped folder with materials for storage centrally	TBC
Email	Emails are re-routed to personal emails	Emails are re-routed to personal emails	Central emails setup TBC whether other personal	personal emails Using personal emails - history	Emails are re-route	Emails are re-routed to personal emails



	Using personal emails - history lost when someone leaves	Using personal emails - history lost when someone leaves	emails and retention on transition	lost when someone leaves	d to personal emails Using personal emails - history lost when someone leaves	Using personal emails - history lost when someone leaves
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pages information is still on the website with no note advising the community that it has been disbanded.

Information on the public site is not up to date, conveners to provide Andrew Lippiat updates to be accurate for the start of 2025 year.