



General Meeting Minutes

Details: 7.32 pm Monday 13 November 2017 in the New Art Block

Opening - Meeting opened at 7:32

Attendance – Greg Walters, Tammie Rankin, Steven Kenway, Anne McGlaughlin, Leigh Passfield Andy Stokes, David Nichols, Dean Musco, Mick Wares (spelling?), Martin Kammann, Tony Oliver, Debbie McNmara, Wendy Mahbubani, Trish Dunn, Gayle Walters, Penni Davidson, Flick Kingsley, Scott Spence, Karen Lovelace,

Apologies – Jane Grant,

Ratification of minutes of previous meeting ([9 October 2017](#))

Motion: That the minutes of the previous GM held be accepted as a true record

Moved: Leigh Passfield

Seconded: Wendy McMahan

Carried

Business arising from the minutes

Follow up: Petition made to P&C by ~7 students, (year 7) with 450 signatures indicating that amend the clothing rule who wear sports uniform for Goals/HPE to remain in that uniform for the remainder of the day - update from Anne McLaughin

Noted: Students have not yet visited Anne.

Correspondence In

- Miss Speedy re the medallion thanking the school.

Correspondence out

- Application for Optus Internet Connection and Ipad for the uniform shop and eftpos
- CBA merchant facilities agreement also for tuckshop (another device similar to eftpos). EFTPOS machines being phased out.
- Pauls Parmalat agreement....signed....

Motion: That correspondence be accepted

Moved: Greg Walters

Second: Steven Kenway

Carried

Executive meeting

- Reduced the initial purchase of backpacks to 15 ie ~\$840 commitment (this was minimum order).
- Approval of Ski trip: Andrew McLean, organiser of the annual school ski trip needed to get the ball rolling in order to make a deposit for next year's ski trip. The deposit was due before the Nov P&C meeting.
- \$50 approved for spending on food & drinks for P&C meeting

Business arising from the correspondence

Motion: Approve the correspondence

Moved: Gayle Walters

Second: Penni Davidson

Carried

Treasurer's Report – Greg Walters

Things to note:

- Set up an income account for the Community Hosted Activities. You will note that there is an expense against the income for October. This is for two floats for the ping pong night and ninja warrior. Monies have been deposited in November.
- Stationery Shop sales shows negative income of \$14.80 as this is for a refund to a parent who had a credit account with the Stationery Shop.
- The SSWAG Other income relates to the BBQ fundraiser held by the Chaplain. There will be an additional amount of \$154 deposited next month as she is using up the left over sausages for another BBQ to be billed to her school account.
- There is a negative amount against Stationery COGS as some Maths text books have been sold to the school.
- Donations to school was from POPARTS for the drama shirts.
- We were billed by the school for two months electricity (Aug & Sept),
- Repairs & Maintenance was for the Tuckshop ceiling fans.
- POPARTS Tula Festival showing a profit of \$4083.73 with an additional expense of \$249 to be paid in November for the hire of the bar table (invoiced from school).
- Shape (Melbourne Volleyball Fundraising) has raised approx \$2,500 as at end of October. There is only 2 remaining BBQs. I am still finalising the spreadsheet for this and should have this for you soon. Trish has confirmed that we owe her \$332.65 for the 2nd Anaconda BBQ expenses - I have all of these receipts.

[Financial reports are here.](#)

Judy Ives with a few approval requests for Monday Night. In summary:

- Annual Contribution of \$5,000 to Chaplaincy Support (allocated in budget)
- Annual Contribution of \$3,000 to Family Assistance Fund (allocated in budget)
- Shape Donation to Sports Awards \$1,000 (has this been approved by Shape?)
- P&C Contribution to Fellowship Awards of \$420 (up to \$500 allocated in budget)

- Contribution to Melbourne Volleyball Trip of \$3,000 (current monies raised for this \$2,284.60) Is SHAPE to provide the balance?
- Request of a YR 7 stationery pack for a family in need (see Judy's email below). Full pack cost \$149

Total of \$10,920

Over the last few years, P&C has made a contribution to Scripture Union into our School Chaplain's account from funds raised from Lost Property Sales. Last year we paid \$2,946 from sales over the last 2.5 years. This year, we have collected \$3,117 to date from Lost Property. I believe there is a budget allocation of \$1,000. Is a payment to be made this year?

Motion: "That the Treasurer's report be received"

Moved: Greg Walters

Second: Dean Musco

Not/Carried Carried

Motion: Conditional approval to spend \$3,000 (Funds raised and sitting in SHAPE), for Melbourne Volleyball trip. Subject to executive approval outside the normal meeting.

Moved: Greg Walters

Seconded: Trish Dunn

Motion: Tuckshop and Uniform Shop volunteers Christmas Party (put some money on the bar when they go to barefoot bowls at Red Hill (\$12.50 for barefoot bowls plus bbq dinner! Good deal!). Up to \$200 if they have 30 volunteers. And that this becomes an annual event.

Moved: Greg Walters

Seconded: David Nichols

Carried

Verbal request about Football

Noted: Football international competition in the National Team, (selected from playing in a school based team), unclear if following the policy (Policy says they should be representing GSHS). As he is not representing the school unfortunately P&C can't support him until information clearer.

Action: ask for written request

IOU's currently sit at \$180. We have to decide if we are pursuing the debts. Scott and Paula have written up a policy and provided it to Judy Ives (sometimes kids get offered food by a staff member etc), option did include the option to give IOU's.

Action: Debt letters should go out (Judy Ives may need to provide email addresses). The difficult thing is that Paula did not want to chase. Who is the person who should chase. Polite to let parents know. Just communicating with them. Most of them are grade 12. Ideally a reminder before a letter went out.

Motion: Regarding identity officer (signing off who can sign things off). "Greg Walters is authorised to be the authorised officer who can provide identity details and confirm them as true for identity verification purposes for the P&C."

Moved: Peni Davidson

Second: Tammie

Carried

Principal's Report – Anne McLauchlan

- Read the report here
- Points included Y7 timetable (moving to alignment with the whole school time-table), concern about accessing the tuckshop. Y7 may be let out slightly earlier.
- School opinion survey results out now. Highlight of top 3 and bottom 3 in terms of weaknesses. Algorithm selects students from different year levels. Every parent gets the information. New questions around sexual harassment and bullying. There were some which identified that they had seen it and been exposed to it.
- Many meetings. School leadership, HODS, curriculum leaders, parents, community feedback. Highlighted the uniform and quite a disconnect on the policy. Started talking with students about uniform. Policy from 2004 (most current version), there is documentation/guidelines/student diaries etc but no official policy. Part of current work is to consolidate all schedules (adding pants for girls etc (pnc has to agree to purchase them)...150 needed in order to order (eg 50 girls wanting 3 pairs each)). We have to go ahead now, but the policy is supported by the school. Shoes is a big thing (big array), hard to pull in. Moratorium on shoes for the moment. Information out in the next newsletter and Facebook. Currently girls have skorts/pants (that can happen in future).
- Y10 boat cruise date change (due to kookaburra queen boat breaking down)
- Student resource scheme. No big dramatic changes. (Noted: Music Honours is not in 10, 11, 12 (Table), **Anne will check with Judy**).
- Tabled new plans for building with STEM, Robotics, and Science. Level 0 which backs onto quad (will cut into the space), create undercroft (they will close it in now). Andy requested that it be carbon neutral but was rejected as too costly. Questions asked as to whether carpark could go underneath? Designs for another 2-storey building in the other spot to also meet growth. Projecting 1755 students by 2020. High density living. Question on what is an optimal school size. We come here for a school community at scale. That is put at risk. Anne's responsibility is to preserve the connectedness and sense of belonging etc. Since Anne arrived a new enrolment management plan (upper Kedron is now placed into Ferny Grove), other work as Mitchelton is not full. Question about what will happen with "out of catchment" (having to say no daily), only way in is through honours and excellence programs.

Motion: That the Principal's report be received

Moved: Anne McGlauchlan

Second: Greg Walters

Carried

Motion: To support the student resource scheme. It has changed only a very small amount ~\$5.

Moved: Anne McGlaughlan
Seconded: Steven Kenway
Carried.

Subcommittee Reports

POPARTS

Verbal report included: TULA, well-received exhibitions, quality very high, outdoor space was great. Did sell alcohol (no incidents). Gives confidence for future. Good outcome for funding. Bit of outcome about having to pay to see their child. Meeting next week. Will be reviewing all outcomes vs goals. Will provide an end-of-year report. Next year plans. Big focus this year has focussed on four schools within the ARTS area (and has managed to do that). To get the \$ the HOS's had to come and present. Opened a good dialogue. In total raised ~10K for year and donated ~9K (and also spent ~35K from previous fund-raising).

Motion: That the POPARTs report be received

Moved: Debbie McNamara

Second: Gayle Walters

Not/Carried

SHAPE

1. SHAPE have conducted a variety of fundraising throughout the year and we have several quotes to purchase SHAPE approved equipment. We just wanted the final approval so that we can go ahead with the orders with the knowledge that funds will be reimbursed to the school.
 - a. Two (2) reinforced aluminium shade shelters with The Gap SHS signage 3m x 4.5m \$2580.74 (GST included)
 - b. Thirty (30) Rugby Shirt & short \$3120 (GST excluded)
 - c. Thirty (30) Volleyball/Multi-purpose top \$1050 (GST excluded)

Motion: Approve the expenditure listed above ~\$7070. Proposal is to amend their budget and open with a negative budget for 2018. (SHAPE asking for ~\$1,500 additional funds from PnC to approve the above). Noted that swimming caps ideally approved next year early in the term (~\$650) including labels. Swim caps given to students who get through to Districts. Noted that this exceed the total that SHAPE has fundraised throughout the year however it has been accounted for in our fundraising budget for 2018.

Moved: Leigh Passfield

Seconded: Gayle Walters

Carried

2. The students traveling to Melbourne for the Australian Volleyball School Cup have also been fundraising over the previous months.
3. Jane has an accurate figure of this amount. I believe it is around \$2800. This will be used to contribute towards their food for part of the trip. We had aimed for \$3000 but just fell short.

4. With the permission of the P&C and SHAPE, can this money please be transferred to the school so that it can be spent while in Melbourne in December?
5. Additionally, can the P&C offer any financial assistance for this group of 44 students traveling to Melbourne for the Schools Cup?
6. Can they qualify for 'Assistance for Student Representation' as they are representing the school and traveling within the Eastern Seaboard?

Motion: That the SHAPE report be received

Moved: Leigh Passfield

Second: Gayle Walters

Carried

Chaplin report

Verbal report from Sara. (Flick). PnC can enable fund-raising (eg by churches for fundraising for chaplain (to discuss).

Motion: That the Chaplin report be received

Moved: Gayle Walters

Second: Penni Davidson

Carried

General Business

Uniform shop - addition of trousers - Penni

Lia from P&C uniforms today will supply us with a fit set of uniforms for try ons by 8 January, We have chosen #66 as the fabric match. The uniform shop convenors were impressed with the fabric in its texture and lightness.

Minimum order is 150 (which Lia assures me will be no problem to order) and will cost \$22.50/ item- delivery is 12-14 weeks, so if we close by the end of February, (23rd/ 28th?) we are looking mid-term 2 for delivery (18 May- 1 June).

If were to get more orders we need a minimum of 50, and will take 8-10 weeks, The pants come with the school logo or even initials on the back top of the pants- they can do grey on grey- a decision needs to be made for the order- logo, initials or nothing.

Shorts are on hold until school has Parent information evening and student day

This year we will be having:

- Tuesday 28 November – Parent Information Evening – 6pm-7pm only. No photos will take place. We are planning on selling the stationery packs at this evening from 5 to 8. Not sure about the Uniform shop opening times?
- Tuesday 5 December – Orientation Day- all new Year 7 students in 2018 at the school for the whole day. Is there a possibility we could do the BBQ on this day rather than the parent evening??

Decisions:

- Stationery store will be open

- Will Uniform sales be on both days?
- Will we have a BBQ - just evening or evening and day with kids? (sausages in deep freeze?)

Uniform shop - stock movements

[Please see this file for stock movements.](#)

Uniform shop - Update of POS system - Greg

So far all is going very well. Last weekend we have entered the master data and on Monday we started entering the transactions of the day, albeit after hours, i.e. transferring them from the handwritten receipts. Coming Monday we plan to do live transactions with emailed/texted receipts and payments via the Square card reader.

Move: Up to \$500 for two events. Good to talk with Carolyn about the timing.

Moved: Gayle Walters

Second: Greg Walters

Carried

Register a domain name for The Gap State School P&C

Suggested domains:

Tgshspandc.com.au - available est \$24/2 years

TGSHPC.com.au - available est \$24/2 years

TGSHPandC.com.au - available est \$24/2 years

Thegapshspc.com.au

Motion: PnC register a domain name and organise hosting up to \$500.

Moved: Greg Walters

Seconded: Dean Musco

Carried:

Parental Engagement Group (PEG) for Inclusive Education - Tammy

The creative sparks were certainly flying and the positive vibe was palpable. To those of you who were unable to make it, there will definitely be other opportunities in the future. Please find attached some of the policy documents we discussed. I encourage you to utilize these when liaising with the school for the purpose of IEP meetings. Would also like to discuss possible ways to spread the word to all parents of students with additional needs here at The Gap. Our next PEG meeting will be Tuesday 5 December at 7pm at The Gap Tavern.

How to get more people engaged with PEG group. Parental engagement form (will take ~12 months). SK and Tammy could talk. Running own community facebook page could be another avenue.

Question raised around whether gap adopting recommendation 4.6 of the report (requiring parents and teachers to come together, that information be disseminated, that communication channels be opened)(as if it is implemented then we don't need PEG). We don't want to be in ongoing chaos.

Assistant Director General have created a portfolio of inclusion. "Inclusive Education Statement" is being worked on.

Activities Program Report

Please see this report -

<https://drive.google.com/open?id=0B3v6q8qtJKbYakZuTVozeDZBMkx0LXI2cGxFaWlqWFB5S2tn>

Report on Ninja Warrior night and Ping Pong nights tabled - Steven and David

Motion - Approve the continuation of the Activities Program including growing to ~8-10 activities including the Ninja and Ping Pong nights. The aim would be to raise 5k-10K in 2018 for student activities (as per attached report) aiming to end in December 2019 or transition to sub-committee.

Moved: Steven Kenway

Seconded: Penni Davidson

Carried

Request for support - Richelle Hill in Year 10

Rina Hill, mother of Richelle Hill in year 10, is looking for financial help with travel to the many National championships she attends: represented Qld in both Triathlon and Cross country at Australian School Sport competition, won both State and Nationals for Triathlon, held at Hervey Bay and then in Penrith, Sydney. Won the State Cross Country at St Pauls school and continued on to compete in Hobart at Nationals and finished 11th. She has done a brilliant job this year with balancing her studies with training, and has achieved highly academically, as well as her sporting achievements. [Read more here.](#)

Approved - need bank account details.

Netball uniform won at event by penni

The uniforms will be designed, 10 made and then presented to the school, I would think early next year. You will probably get some sort of information from Nigel, Barry or Kayla next week I would think. I left the process when Kayla had asked for a design, I'd sent through some photos and the PE staff asked for a catalogue to choose from.

Request for support - Jem Oliver to attend Science Olympiad Summer School

My name is Jem Oliver and I am a Year 11 student. Attached to this email is a proposal for support to enable my attendance at the Science Olympiad Summer School.

It is with great pride and honour that I have very recently received notification from the Australian Science and Innovation Office of my admission to a selective entry group of 24 Year 10 and 11 students who will attend the 2018 Australian Olympiads Summer School in the discipline of Physics. In order to receive admission I was required to sit a rigorous exam without any preparation. Cost of event is \$2000. Would be representing the school. [Read more here](#)

Motion: That Jem Oliver are supported as per the agreed guidelines

Moved: Gayle Walters
Seconded: Steven Kenway
Carried

Stationery Pack update for 2018 - Wendy Mahbubani

- 15 backpacks ordered and delivered
- 160 calculators ordered and pending delivery
- Remaining stationery items to be ordered from NewsXpress and delivered
- Tissues to be ordered and collected
- All stock being stored in tuck shop until needed
- Website being updated to remove old links to stationery
- Stationery form to be available on school website next week
- Packing working bee scheduled for Friday 24 November in the uniform shop
- Sales desk to be set up outside tuck shop on Tuesday 28 November to sell Y7 packs, backpacks and old stock

Stationery Packing Working Bee **Friday 24th November (9am-12 noon)** The stationery desk will be open from 5-8pm on the parent information evening to accommodate parents either side of the meeting. However, if we sell out of stationery packs, we plan to place a further order and an additional collection time would then need to be arranged. [Read more here](#)

Enquiry regarding sports caps

Karen van Raders Year 8 Coordinator Mitchelton State High School would like to know The supplier, approximate cost and how much we sell them for.

Close meeting - 9:39pm