



## The Gap State High School Parents' and Citizens' Association

### General Meeting Minutes

Details: 7.30 pm Monday 12 February 2018 in the Library.

### Opening - Meeting opened at 7:40

**Attendance** – Scott Spence, Peni Davidson, Gayle Walters, Greg Walters, Karen Bishop, Andy Stokes, Annabelle McGrath, Sally Stampfli, Sharon Morris, Mandy Hollins, Leigh Passfield, Debbie McNamara, David Nichols, Andrea Nichols, Wendy Mahbubani, Stephen Dunne, Canra Kidd, Jane Mooney, Angela Buchanan, Jane James, Anne James, REbecca Anderson, Andrew Glutz, Flick Kingley, Liz Faulkner, Zenia Heynen, Michael Powell, Libby Wark, Nicole Carson, Terri Bainbridge, Katrina Rimer, Roland Mollison, Andy Davey, Joe Davey, Damian Carroll, Martin Kammamann, Loretta Inverardi, Tanya Paterson, Stephanie Smith, Jo Crawford, Dean Musco, Kevin Drummond, Sue Drummond, Joanne Greenfield, Lisa Featherstone, Andrew Chisholm, Mick Walsh, Hans Willemsen, Angela Willemsen, Karen Lovelace, Sharon Callaghan, Ritchie Celly, Sue Hobbs, Tony Narbey, Fengoe Zhou, Hank Bercherdt, Tanya Sharp, Rebecca Oliver, Kelly Adams, Shaune Landy, Amy Holt, Carmen Anderson, Andrew Hammonds, Lisa Walsh, Brenton Welsh, Trish Dunn, Ross McNeilage, Peta Ferguson, Rebecca Seedell, Tanya Fisk, Richard Dobson, Neil Bower, Will Boussard, Ray Johnson, Jenny Manley, Mary-Rose Saunders, Steven Kenway, Amanda Gillard, Majella Brassil, Amanda Ross, Sarah D'Avoine, Natasha Federara, Julie Beardmore, Tammy Rankin, Anne McLaughlan, Darren McGregor, Caroline Speers.

### Apologies – Nill

Ratification of [minutes of previous meeting \(13 November 2017\)](#)

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

Tammy Rankin noted that at the November PnC meeting that two key questions were asked (a) that the Principle engage with the PEG, and (b) endorse the PEG. (No motion was put to the PnC).

Moved: Gayle Walters

Second: Andy Stokes

Not/Carried: Carried

Scott opened and clarified the rules of the P&C. A list was circulated to register for issues to speak to. Membership forms were distributed.

### Business arising from the minutes

1. Conditional approval to spend \$3,000 (Funds raised and sitting in SHAPE), for Melbourne Volleyball trip. Approved by Greg following investigations.
2. We have to decide if we are pursuing the debts. Scott and Paula have written up a policy and provided it to Judy Ives - not confirmed/approved yet.

3. [BBQ at Year 7 information evening](#): excluding volunteer time profit of \$9.89 including volunteer time loss of \$471.36, no coffee offered on first day for year 7 students, just BBQ financial [details are here](#).

Motion: That business be recognised as complete/That no business was arising

Moved: Gayle Walters

Second: Leigh Passfield

Not/Carried: Carried.

Correspondence in/out

- About 100 email conversation responses by President, [See print out here](#)
- About 196 emails conversations in to President account, [See print out here](#)

Motion: That correspondence be accepted

Moved: Greg Walters

Second: David Nichols

Not/Carried: Carried

Business arising from the correspondence

- Items have been added to the agenda.

P&C Executive meeting summary

- Approval of Long Service Leave for an Employee in March
- President has a deliberative vote and a casting vote: ie P&C QLD says that the constitution should state that the president has a deliberative vote - which means the president can vote. ie:  
<https://view.publitas.com/p-cs-qld/president-booklet-2017/page/4-5>
- Parmalat "Milk the Rewards" program to purchase items for the Kiosk
- Order for 15 more 'technology bags' (30/11/2017)
- Payment of \$3,000 to the school that was approved for the Melbourne Volleyball Trip.

Motion: That the correspondence and executive briefing be accepted.

Moved: Gayle Walters

Second: Dean Musco

Not/Carried: Carried

Treasurer's Report – Greg Walters

Gave a synopsis of 2017. Currently ~\$133,000 profit for January 2018 (of which ~120K was from the uniform shop), but that is selling stock that was purchased in 2017. Noted that the Building Fund (tax deductible), forms will be processed soon. POPARTS, SHAPE, and SWAG have all been active. Treasurer's report will be sent in the minutes.

**References**

- See attached current [Treasurer's report to Jan 2018](#)
- [Previous Financial report to October 2017](#)

"That the Treasurer's report be received"

Moved: Greg Walters

Second: Dean Musco

Not/Carried: Carried

Principal's Report – Anne McLaughlan

Handed around (report)

<https://drive.google.com/open?id=0BwxNsLZ7L6xPTHhfa1VLVTczTFY5ZXFiyWpCZTVkYk05MnQ0> . Noted that 20 new staff (specifically catering for growth). New leadership positions (3 new Heads of Department) etc. Noted that three-storey building going in at the front of the school. There is already discussion about another building going in in 2020 to cater for growth.

Financial documents tabled (**will be attached to the minutes**).

- Item one -
- Item two -

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

Moved: Anne McLachlan

Second: Gayle Walters

Not/Carried: Carried

## References

- [Minutes from the November 2017 meeting](#)

POPARTS meeting every third Tuesday of the month. Running Trivia night on the 9th March at 6:15pm.

"That the POPARTS subcommittee report be received"

Moved: Debbie McNamara

Second: Gayle Walters

Not/Carried: Carried

"That the SHAPE subcommittee report be received"

Trish ran through SHAPE's and how its supporting sport. In 2017 SHAPE raised ~\$9,000. The next meeting is Tuesday night (staffroom of the sports department)

Moved: Trish Dunn

Second: Greg Walters

Not/Carried: Carried

"That the SSWAG (Student and Staff Wellbeing Action Group) subcommittee report be received"

- Noted that it needs some leadership and action forms?

Moved:- no motion

Second:

Not/Carried

## General Business

### Requests of financial assistance

Connor McLennan selected to travel to the UK in April this year as part of the under 14 boys Australian Futsal team. Connor represented The Gap High school in 2017 as part of the Under 13 boys A Futsal Team at the inter-school competition. Following this tournament he was offered a place in the Under 13 boys QLD City team and played for this team in September 2017. Following the national competition he was offered a position in the Under 14 Australian Futsal team as part of a tour to the United Kingdom, playing games in Wales, Scotland and England.

Previously rejected because (from Nov 2017 minutes):

“Footsall 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.”

However, this reading of the Policy is incorrect, nowhere does it state that the student should be representing GSHS. It does state it is to support:

“...individual students who have been selected as representatives at regional, state, national or international level in sporting, cultural or academic events emanating from recognised school supported competitions and/or activities. To be eligible for this financial assistance students should first seek endorsement or approval by the school to participate if an approval form signed by the Principal is not required by the event organisers.”

Motion: Moved to support Connor's application to the value of \$600 as per policy.

Moved: Gayle Walters

Second: Steven Kenway

Not/Carried: Carried

### Roles in the P&C available for nominations and voting

At the next meeting 6:30 on the 12th of March it will be the AGM, with a general meeting afterwards. That will mean all roles are up for reappointment. All interested members are encouraged to [provide a brief bio and the role\(s\) interested in](#), please do this in advance of the meeting, ie by Monday 5th of March to be distributed to members. Could all those interested please send your details (with photo if possible) to [PandC@thegapshs.eq.edu.au](mailto:PandC@thegapshs.eq.edu.au). Reminders will be included in the school newsletter and on the school facebook page. The roles that are up for grabs are:

Executive roles:

- President

- Vice-president (can be more than one person)
- Secretary
- Treasurer

Non-executive roles

- Fundraising key contact
- Grant writing key contact
- Membership & volunteer key contact

Note: These are roles, not job descriptions, eg: an individual could be Vice-president and Fundraising key contact. **Noted that in order to be voted there is a need for someone to move that you be voted, and there is a need for someone to second that.**

Note the relevant sections of the constitution:

- [Part II – Members, Officers and Bodies](#)

Review of new constitution to be approved at AGM

The P&C Constitution is to be changed this year and needs to be approved at the 2018 AGM. Please see the following documents, we are obligated to accept this document, as it stands, note that it covers all aspects of how the P&C operates, the roles on the Exec team and other items such as the Code of Conduct.

Note that while the edits to the proposed are those that recognise the school as a state school there was also a reference to the petty cash - this was not specified in the 2016 version, but a proposed value has been added this year.

#### References

- [Current constitution \(approved in 2016\)](#)
- [Edited proposed constitution \(to be approved as part of the AGM in March\)](#)
- [Compare Report on the differences between 2016 and 2018](#)
- [Guidance from Department regarding changes](#) from 2016 to 2018
- [Proposed 2018 constitution \(original that requires edits\)](#)

Inclusive Education Parental Engagement Group (PEG)

Items to cover:

- the formation of a P&C based Inclusive Education Working Party (IEWP)
- TGSHS website content re Student Services and Support Programs
- the current status of the Inclusive Education Parental Engagement Group (PEG)

Noted that PEG propose in general that the IEWP use Education Queensland's School Assessment Tool to conduct a study.

Motion: That the P&C establish an "Inclusive Education Working Party" to explore the interest for PEG. (Note: if the long-term aim is to be a sub-committee then fundraising obligations become a consideration, however as a working group, there would be no fundraising obligations.).

Moved: Tammy Rankin

Second: Penni Davidson

Not/Carried: Carried

#### NASA (STEM Camp)

Will run in the September holidays in 2019 for any students in yrs 10-12, will have details and costings. A new teacher to the school this year, Breege is also hoping to attend the meeting as she has personally gone on this trip at other schools she has worked in.

Amanda Ross, Director of Positive Education, [aross61@eq.edu.au](mailto:aross61@eq.edu.au) Hopefully will be run every two years.

Motion: That the P&C support the NASA trip (in principle) so that this can be taken to parents.

Moved: Penni Davidson

Second: Andy Stokes

Not/Carried: Carried

#### Yr7 Parent information night next Wednesday, 14<sup>th</sup> February?

The information part of the evening commences at 6:30, it is planned to hold a 'meet the teacher' type session from 6pm, where parents can chat to their student's teacher in an informal setting.

Would the P&C like to support this part of the night by providing Tea/Coffee/Nibbles to the parents in return for hopefully recruiting some new, eager members? - Gareth Begley, Head of Department - Student Growth - Yr7 - 8

Motion: It is proposed that up to \$500 be budgeted for tea/coffee etc and engaging 4+ volunteers to speak with and gather members and answer questions regarding the P&C, and likely the Uniform Policy!

Moved: David Nichols

Second: Leigh Passfield

Not/Carried: Carried

#### Air conditioning strategic document

Can the P&C support air conditioning?

Motion: that the P&C seek two volunteers who will create a strategic document to be tabled at the March meeting suggesting the P&Cs plan to fund Air Conditioning over the next 5 years including carbon offsets/use of solar energy to power the air-conditioning (ie the potential of what we can do).

Noted: Andy Stokes was quite keen.

Moved: Andy Stokes

Second: Gayle Walters

Not/Carried: Carried

Motion: Andy stokes nominated to be on the group.

Moved: Penni Davidson

Second: Gayle Walters

Not/Carried: Carried

## Reference

[Project Documentation Brief](#)

Review of code of conduct

The Code of Conduct for the P&C resides in the constitution - there are no material changes to it this year. There is a reference to it as part of the membership application

## Reference

- [Proposed Code of Conduct within the constitution for 2018](#)

Motion: It is proposed that a copy of the Code of Conduct be included with all membership forms and that it is signed off by all members.

Moved: Gayle Walters

Second: Leigh Passfield

Not/Carried: Carried

Review of member application form

Timely to review the membership application form prior to the AGM when everyone needs to re-apply to be members of the P&C. Our current application form has a number of deficiencies that need to be addressed:

- It asks for information that is not relevant eg Child names and classes - and which we do not maintain a database of
- It confusingly suggests that both parents must have their names on the form and sign - why is this required? As we are getting phone numbers and email addresses we should have one form per person
- The form suggests that membership can only be submitted at the AGM
- It does not mention the code of conduct (see above)
- It is not compatible with our current for future constitution, suggests you have to be present for a membership to be accepted - this is not correct, and exceptional circumstances can be mitigating factors for non-attendance.
- It does not gather any volunteer information eg skills, availability, choices to be involved etc that could be useful for serving the P&C [Note: skills information etc is on the parental volunteer information form but it could be added to the P&C form (however there should also be an option to just volunteer (and not be on the P&C) and also an option to just receive the minutes of the P&C).]
- It is not online, which would be useful to reduce the burden of data entry

We are not obliged to use the sample membership application form provided by the Constitution, it is an example only.

## References

- [Current membership application form](#)
- [Proposed membership application form](#) (last page of this document)

Motion: Agree to review the membership application form - for approval at the AGM when all members need to renew or apply for membership.

Moved: Steven Kenway

Second: Gayle Walters

Not/Carried: Carried

Uniform shop

- [Review of POS system for Uniform Shop](#)
- [Request for approval of Fleece Jumpers and Track pants](#)

Note: the POS report.

Motion: Approve expenditure for uniform shop \$8671 for 300 Fleece Jackets and 55 trackpants \$1210.

Moved: Greg Walters

Second: Penni Davidson

Not/Carried: Carried

Mailchimp account

Motion: Approval sought to use a Mailchimp account for sending email messages to members and parents.

Moved: Leigh Passfield

Second: Andy Stokes

Not/Carried: Carried

Activities4Activities (A4A) (Working group)

The Activities working group has met twice since the last P&C meeting in 2017. The A4A program aims to enable special activities and experiences for school students. It does this by parents hosting activities based on their interests. The program seeks to support positive education, community engagement, entrepreneurial leadership, creativity, innovation, and overall wellbeing for all students. It does this by tapping into skills of parents, community, and students working often in collaboration with the school. What is raising funds for? Fund disbursement is focussed on supporting and creating new and varied experiences for students. Funds raised will be disbursed by the P&C and reported on annually.

Seven activities are proposed in 2018 (a) Ping Pong night (b) Gap Ninja Warrior 2018 (c) art therapy (d) reservoir walk (e) bush woodworking (f) gap film festival and (g) a house concert. Draft outlines of these activities, and clarification of the purpose of the fundraising can be found here [Activities4Activities document](#).

Note: an insurance form covering each activity from Marsh is required, however these cannot be obtained for activities scheduled after March when the insurance is paid covering that

period. It is anticipated that planned approved activities will be advertised in school newsletter (starting 16/2), school website, facebook page, electronic sign etc).

Motion: That the list of seven proposed activities for 2018 be approved so that marketing and booking can commence. Additionally approve a float of \$200 for each activity.

Moved: Steven Kenway

Second: Gayle Walters

Not/Carried: Carried

Proposed Steps to review 2004 Uniform Policy and Dress Standards

Motion: To adopt the proposed steps as interpreted from the Uniform Policy and Dress Standards

### References

- [Proposed method to change Uniform Policy and Dress Standards](#)
- [Uniform Policy and Dress Standards Version 2, 2 October 2004](#)
- [Department procedure for dress code](#)

Motion: The Proposed method to change the Uniform Policy and Dress Standards are accepted

Moved: Steven Kenway

Second: Angela Nichol / Gayle Walters

Not/Carried: Carried

Feedback:

- Some shoes are not suited to podiatry requirements.
- Inclusivity is important (ie some shoes are easier to put on and tie up), and also is there enough facilities for students to get changed (and enough time). Could the Working Party Consider a relaxation on this.
- Music and extensive homework in Y7 and Y8 (in the music honours class) compared with the other year classes and wanted to approach.
- Concern with losing lesson time for changing uniforms (have to change into formal uniform just to go home). Could they wear their sports uniform all day or at least go home in the sports uniform.
- My children were very stressed and scared. Who gave the right to teachers to give detention, is it lawful? (Response - there was only one day when detentions were given, the school policy was communicated several times at the end of last year, and then recommunicated, the detentions were in lunch time. However, the two week time-period seems not to have been sufficiently long-enough).
- Diversity should be celebrated. We are not a private school. We do want a current, well-design, inclusive of difference, avoided, embraced etc (including consideration of gender-neutrality). Encourage individuality. We don't want to quash creativity. Needs a full and frank discussion, including sports uniform.
- I support enforcing uniform policy. I hadn't heard about it. Two weeks into the school is too late. I don't think my son should be treated like that. He was upset and I am upset that he was impacted because of the shoes i purchased.

- My concern is with how my daughter was affected. She has anxiety problems and she has hardly been at school since. She is at the doctor today. Her shoes were good shoes (she has knee problems and the other shoes cause her pain). She has lost so much school time even though she was wearing the same shoes as last year. It's very hard to see how it affects her.
- Feel that physical education is super important, including walking to and from school (eg runners black and plain should be acceptable so that they can play sport). Can the uniform consider movement for young people. Similarly, skirts and shorts should encourage movement as well as LGBTI students. (Response - really sorry in the anxiety issues, that certainly was not the intention, not discriminating genders and supporting movement are also seen as important).
- Really engaging the students. This child is not an anxious but it was more around the language used for enforcement as it was beyond what I consider acceptable.
- Very happy to see the shorts for girls. Concerned for the process, that it will take a long time. Do understand that it takes time for the uniform to be sourced, and flow through to the uniform shop.
- Suggestion was made to consider the Indooroopilly. Ie a no uniform school.
- I had no idea that the shoes were going to be changed. I bought two new pairs of shoes, and then i was told i had 24hrs to purchase new shoes (on top of laptop, i-pad etc). I also don't want my son wearing cheap k-mart shoes for a year. I just don't want to have to purchase new shoes this year. And I don't want my child in detention. Will I be asked to purchase new shoes in Term 2? (Response: Shoes already purchased are OK? (ie the pause button has been hit). And the Working Party will consider this.
- Consider shoes as the first priority for the working group.
- Department of Education recommends that children exercise at least 1hr every day. How does the uniform policy support this. The school shoes don't enable him to play sport in the lunchtime. Children can't concentrate when its hot. Can you do something immediately about the heat stress (eg high socks and ties!). The queensland government (Peter Beattie) suggested getting rid of ties, so why do our children have to wear them.
- I thought my children were following the shoe policy. But something is not on the website. The newsletters said different things at different times. The planner said something else. And some of it had not been sent before. The height of the heel was not the height of the heel (it included core fill). Not a strict guideline. (Response: the policy itself hasn't changed, but what has changed is the information given to parents to help interpret the policy). So why did it change from 30mm to 25mm. (Response: there was no real reason other than many people have contributed).
- Another person added weight that sporting movement in uniform.
- We saw the rules, we read them, the rules are the rules, in 5-6 years time these kids are out in the workplace and they need to follow rules. People try to change the footwear, eyewear, hatwear etc. So we need to inform them about how to follow rules.
- Wanted to clarify that now that the working party has formed, and a grace period for the shoe-shoe (and then everyone is expected to comply with the policy). (ie Term 1 is the Grace Period). (Response: We still have a uniform policy, but there is no issues around wearing non-compliant shoes for the Term. However, this is something that the working group should look at). We have kids at the school since 2008, and it would be

nice to see parents supporting the schools and the rules and not creating issues. Its difficult when parents are ringing and then accepting i am no longer in full control and at some point there needs to be some respect. And to encourage them to grow).

- I have a trouser-wearing daughter and wanted to thank those who arranged the trial. 150 of them, not 9, so that the girls can wear trousers like their mums.
- I have a daughter in Year 9, and we moved from private education where there is always a very strict uniform policy. I noticed a very positive response in my child where the uniform is not as enforced. Will ear piercings and hairstyles (eg dreadlocks) also be considered in the policy. (Response: we started very united as staff, and we felt positive that uniform are looking better and their choices and they way they treat staff has all been very very positive. We do have a uniform policy and that's what we are following. The shoes have been the issue and hence its off the table in terms of detention but the rest of the policy etc. Nose piercings they have the choice they can remove it or put a band-aid over the top of it - just comply with the policy. It's better in a high school setting to skip it, after school).
- Will my daughter be able to wear shorts the first day into school in 2019. (Response: the purchase of shorts is a P&C decision (can we find them, can we afford them). As we have samples of shorts and examples. I would be surprised if shorts are not available. If we don't get 150 orders we don't buy them.). There is huge amounts of research showing that girls don't participate in sports because they can't wear shorts). I really do hope that the school has shorts. I want to be part of the group. I don't want to have a fight. I want my daughter to have an equal opportunity.
- Can the girls wear the boys shorts if they fit? (Response: At the moment i am very open and receptive then go and try it on and if you are happy wearing the boys uniform, i am very happy with that. We are keen that there is a legitimate fit of the uniform. Young people today are very open minded. The bigger agenda is a gender-neutral uniform.
- Thank you Anne. My son came on the back of an expulsion from another school. My son in the midst of this my son had taken note in the assemblies, brought the newsletter to hospital. The biggest thing is that he is on Facebook, and he is disgusted by what is happening.
- This will be useful. We need a statement of why the school thinks a uniform is useful. And then consider why they cant wear their hat the wrong way around. When i went to school if you didn't wear the right uniform you were beaten up. We can fix things including getting changed in and out of uniform. Why can't the y7 students just wear sports uniforms like they brought to the P&C last year. There are a million compromises around this so lets get it right.
- I am a positive one as well. With the future of jobs its needed. Quite surprised at all the hoo ha. Moved to the school because it has a good policy. Skirt legs for the girls seem very short. With issues like autism etc i certainly agree that things need to be tailored. With scarf...something about chests / winter / differences between boys and girls. With the newsletters going out, with the que up the oldest newsletter is 2016. Having been a new parent, drugs do seem a big issue.
- Im a current parent since 2010. Thank you anne and all the staff they are very tolerant with the rubbish that has been thrown at them. We have been very distressed with the lies and misrepresentation. The media are very responsible for this as are a number of

parents. I have been approached by classmates saying what is going on. I respect everyone has a view. Dont just blast on social media. But ask the right question. Has the P&C had previous discussions about gender neutrality (Yes). Have steps been taken to speaking with the students around all body shapes and gender issues (Students have not been engaged with regard to specific gender-neutral issues). What has the school and P&C actually done. There seems to be a view out their that the school has a view against gender neutrality. Appropriate fabric, ethically-sourced etc are all important.

- I graduated in 2015. I would like to provide a student perspective. I really hated my skirt and this became a problem as i did not have pride in my school uniform. However, i am now studying paramedicine and i have to wear a uniform. QAS has recently had an overview of their uniform. There is a need to have student input. I whole-heartedly support gender-neutrality. So they want to wear it.
- A letter was read out from a year 11 student, regarding enforcement. I recently had scoliosis, and suffer from pain when i wear a shoe without a heel. I understand that in the LTC that suitable shoes are required, but my subjects do not. I think education should be prioritised.
- Consider a new shirt.

Motion: That the following roles are fulfilled for the Uniform Working Group:

- P&C Representative : XXXX
- Uniform Store Convenor: XXXX

Moved:

Second:

Not/Carried

Proposed 2018 meetings

7:30pm. Venue: upstairs administration building, near Visitor parking

12 February

12 March (AGM: starts at 6:30)

no meeting in April

14 May

11 June

no meeting in July

13 August

10 September

8 October

12 November (last meeting for 2018)

Motion: That these dates be accepted as the dates for 2018.

Moved:

Second:

Not/Carried

Registration of new members

Motion: That these 35 new members be accepted.

Moved: Gayle Walters

Second: Leigh  
Not/Carried

Close meeting - 8:30pm

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