



The Gap State High School Parents' and Citizens' Association

Meeting Minutes  
 14 May 2018 at 7:30pm  
 TGSHS Admin Building

Meeting opened: 7:30pm

Attendees: Terri Bainbridge, Andy Davey, Penni Davidson, David Dunn, Trish Dunn, Andrew Hammonds, Judy Ives, Martin Kammann, Flick Kingsley, Wendy Mahbubani, Anne McLauchlan, Dean Musco, Leigh Passfield, Scott Spence, Andy Stokes, Steven Toomey, Mick Walsh, Greg Walters

Apologies: Steve Kenway, Debbie McNamara, David Nichols, Tammie Rankin, Gayle Walters

MOTION	BUSINESS RAISED	ACTION
<b>Confirmation of the minutes of the previous general meeting</b>		
18.5.1	<p><a href="#">View 12 March 2018 minutes here</a></p> <p>Motion: "That the minutes of the previous general meeting be accepted as a true record."</p> <p>Moved: Leigh Passfield            Seconded: Dean Musco            CARRIED</p>	Wendy Mahbubani to publish the 12 March 2018 minutes.
<b>Business arising from the minutes of the previous general meeting</b>		
18.5.2	<p><b>Feb 2018 Meeting</b>            New Membership Application Form was reviewed.  <a href="#">View form here</a>            A question was raised regarding this also being available as an online form. It was suggested that a note be made on the FAQs regarding voting/conflict of interests with P&amp;C employees.</p> <p>Motion: "That the 2018 Membership Application form be adopted and published on the school website."            Moved: Leigh Passfield            Seconded: Andy Stokes            CARRIED</p>	Wendy Mahbubani to send membership form to school administration for publication on school website.



<p>18.5.4</p>	<p>Andrew advised the committee that the new English and Humanities building is scheduled to start around July this year. This building will result in the loss of trees however the location has already been set by the department and will be difficult to change now. It is thought that the school community can have more of a say in the future on building locations. Informing the school community of the location and advising of the tree removal was raised. The FGWG are looking at a tree planting programme and also need to consider car parking. There will also be an opportunity to have some input on the appearance of the building.</p> <p>The car parking facilities were discussed at length and the FGWG will have some input on this as nothing has been decided with regards to additional car parking yet. Current inefficient car park design was noted and modification to existing space should be considered. In addition, the student body are currently looking at traffic management plans. A mini workshop (15 minutes prior to next General Meeting) was suggested to discuss tree planting and future car parking.</p> <p>FGWG Report will go out shortly once Judy Ives and Anne McLauchlan have taken a look.</p> <p>The air-conditioning issue was re-addressed and was requested to be added to the FGWG scope of work. It was noted that the new buildings have no solar provision.</p> <p>P&amp;C need to timetable a review of 2016-2021 P&amp;C Strategic Directions.</p> <p>Motion: "That the executive committee review the current strategy document and report back at the next meeting"          Moved: Dean Musco          Seconded: Terri Bainbridge          CARRIED</p> <p>SHAPE followed up to advise that swimming caps and marquees have been purchased and delivered. The P&amp;C have already paid for these items. 30 Rugby Kits and 30 Multipurpose Jerseys have been ordered and are pending delivery 25 May 2018.</p> <p>A member of the committee questioned if SHAPE's marquees are available for general P&amp;C use. SHAPE</p>	<p>Andrew Hammonds to plan workshop.</p> <p>Judy Ives/Anne McLauchlan to review FGWG report.</p> <p>Wendy Mahbubani to circulate strategy document to the Executive Committee.</p> <p>School to invoice the P&amp;C for rugby kits and multipurpose jerseys.</p>
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	<p>confirmed that Dave Moran could be contacted to look at using these for other P&amp;C events.</p> <p>The Uniform Working Group (UWG) meeting took place on 24 April 2018. Update from UWG later.</p> <p><b>Student Resource Scheme</b> After a previous request for documentation and the school website to disclose that payment is being received from Government on parents' behalf, the school has confirmed that the information is on the school website and now is more prominent.</p>	
	<b>Correspondence received since the previous general meeting, inward and outward</b>	
	<a href="#">A register of correspondence is provided here</a>	
	<b>Business arising from the correspondence</b>	
18.5.5	<p><b>Pest Control</b> Pest control for the tuckshop and sports kiosk was undertaken April 2018. The possibility of setting up a routine pest management arrangement was discussed. The school advised that pest control must be undertaken by an approved pest control company and a routine arrangement could be set up with a reminder from the P&amp;C. Steve Toomey advised that the council also have rat dogs that can be accessed as another option if the traps are not effective.</p> <p>Motion: "That the school arrange a 6-monthly rat bait control for the kiosk, the tuckshop and the uniform shop" Moved: Leigh Passfield Seconded: Trish Dunn CARRIED</p> <p><b>Sports Kiosk</b> SHAPE put forward a request for a commercial sandwich toaster for the Sports Kiosk. The current equipment is not keeping temperature and not efficient for kiosk needs.</p>	Wendy Mahbubani to set up P&C calendar reminder.
18.5.6	<p>Motion: "That the P&amp;C approves up to \$1,000 to donate to the school to update the kiosk catering facilities" Moved: Leigh Passfield Seconded: Trish Dunn CARRIED</p>	Trish Dunn to send equipment details to Judy Ives.

	<p>A brief discussion took place regarding shared access and responsibility for the Sports Kiosk. Concerns were raised about users of this facility maintaining cleanliness of the space during the week. Stock discrepancies have been raised on previous occasions and are currently being monitored. Currently the fridges remain unlocked. It was noted that hirers of the sports hall have access to the kiosk.</p> <p><b>School Zone outside TGSHS</b>          A member raised the issue of why a school zone is not available outside TGSHS. It was noted that inner city roads (College, Boundary and Wickham Streets) have school zones. Steve Toomey discussed the current school zone arrangements along Waterworks Road particularly in relation to Ashgrove State School. He also mentioned that primary students are considered more at risk than secondary due to age of the students. Ferny Grove was raised as an example as was Settlement Road.</p> <p>There was some discussion of a speed limit causing the current traffic situation worse and impact on the community/commuters.</p> <p>The possibility of looking at this together with the building masterplan was mentioned. The Music department area was highlighted as a particularly hazardous area.</p> <p><b>Fundraising/Funding for World Scholar's Cup</b>          The Executive Committee have decided to review the current representative students policy and bring back suggestions to the general committee. It was clarified that this policy refers to competing students only and not students attending other events. It was noted that the policy could be changed to a needs-based policy and processed through chaplaincy.</p> <p>Siobhan Tierney - Yoga Programme          The school advised it already has staff for this type of activity. It was noted that the P&amp;C cannot promote individual businesses. It was suggested that the details be forwarded to Steve Kenway for consideration with A4A.</p>	<p>Judy Ives to explore possibility of separate keys for kiosk.</p> <p>Steve Toomey to ascertain how this process can be started and return to the P&amp;C with his findings. The P&amp;C will then decide what further action to take.</p> <p>Executive Committee to review initially and bring back to the committee for further input.</p> <p>Wendy Mahbubani to forward details to Steve Kenway.</p>
<b>P&amp;C Executive Meeting summary</b>		
	<p>The P&amp;C Executive have met on two occasions:</p>	

<p>18.3E.1</p>	<p><u>22 March</u>  <b>School building/development</b>                  Judy Ives, Debbie McNamara and Andrew Hammonds agreed to work as an Infrastructure Interest Group (now FGWG) to look at future planning with a view to ensuring the right thought processes have been gone through and the development of the campus as a whole is addressed.</p> <p>Update from the FGWG mentioned previously.</p> <p><b>Battle of the bands</b>                  As the school musical is scheduled for 2019, Darren advised that the school's Grade 11 Action Group would like to schedule a new event (Battle of the Bands) in Week 7, Term 2 2018 and every alternate year. TGSHS will invite other high schools to send their best bands to compete at the event.</p> <p>Motion to be ratified: "That the P&amp;C underwrite \$2,000 for Battle of the Bands for 2018 and that the profits go into a separate trust account"                  Moved: Darren McGregor                  Accepted by the Executive of the P&amp;C (subject to ratification in the next P&amp;C General Meeting)</p> <p>Steve Toomey mentioned that he was discussing a similar event with The QUBE Effect and would like to speak to the school about the event. Steve Toomey and Steve Dunn to discuss.</p> <p><b>Open Day 24 May 2018</b>                  The P&amp;C were asked if they would like to offer a BBQ or similar during the Open Day. It was agreed that this is a good opportunity for meeting and greeting future parents and not really a fundraiser.</p> <p>The P&amp;C executive agreed to allocate \$500 to the event based on 500 attendees last year. Further arrangements can be made after the next General Meeting. Scott Spence will organise volunteers for the event.</p> <p><u>9 May</u>                  Financial Assistance for Representative Students.                  Other items covered elsewhere in this agenda.</p> <p><u>Urgent Expenditure Requests</u></p> <p>2 x Aldi BBQs purchased \$338 for School Open Day</p>	
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<p>18.5.7</p>	<p>In addition, it was reiterated at the general meeting that the Open Day is an outreach to the community/ marketing exercise. SHAPE raised the issue of their budget being missed for this item and questioned the budget process. It was established that clearer communications are needed for all events going forward. The P&amp;C will be selling drinks on the Open Day with free sausages/water.</p> <p>Motion: "That the Executive decisions be approved and ratified."                  Moved: Andy Stokes                  Seconded: Greg Walters                  CARRIED</p>	
<p><b>Treasurer's Report - Greg Walters</b></p>		
<p>18.5.8</p>	<p><a href="#">View March report here</a>  <a href="#">View April report here</a></p> <p>Motion: "That the Treasurer's Report be accepted."                  Moved: Greg Walters                  Seconded: Andy Stokes                  CARRIED</p>	
<p><b>Principal's Report - Anne McLauchlan</b></p>		
<p>18.5.9</p>	<p><a href="#">View report here</a></p> <p>Motion: "That the Principal's Report be accepted."                  Moved: Anne McLauchlan                  Seconded: Dean Musco                  CARRIED</p>	
<p>18.5.10</p>	<p>Motion: "That the P&amp;C approve the increased out of catchment enrolment and processing fees (\$50 honors, \$70 dual honors enrolment fees and \$100 processing fees).                  Moved: Judy Ives                  Seconded: Greg Walters                  CARRIED</p> <p>It was agreed that a review will be undertaken in November this year for the following year (2019) fees.</p>	
<p><b>Subcommittee Report - POPARTS</b></p>		
	<p>No major issues were reported for POPARTS. The main</p>	

<p>18.5.11</p>	<p>activities for this term are canteens supporting Queensland Youth Music Awards(QYMA) and Battle of the Bands.</p> <p>All activities &amp; funding decisions are inline with Annual Plan that was approved by P&amp;C.</p> <p>Motion: "That the POPARTS subcommittee report be accepted"                  Moved: Wendy Mahbubani                  Seconded: Leigh Passfield                  CARRIED</p>	
<p><b>Subcommittee Report - SHAPE</b></p>		
<p>18.5.12</p>	<p><a href="#">View report here</a></p> <p>Motion: "That the SHAPE subcommittee report be accepted"                  Moved: Trish Dunn                  Seconded: Penni Davidson                  CARRIED</p>	
<p><b>Student and Staff Wellbeing Action Group (SSWAG) Update</b></p>		
	<p>Flick advised that she has attended a local chaplain meeting and expressed her need to raise \$39,000 per year to finance her salary.</p> <p>Flick would like to run a smaller than initially planned End of Year Carols event but needs a committee to get this event underway.</p> <p>A new meeting has been scheduled for 4 June.</p> <p>Flick appealed to the P&amp;C for a champion who can navigate the system and help her get fundraising events underway.</p> <p>It was highlighted that the caps were competing with uniform sales and it was not clear if these caps are part of the school uniform.</p> <p>Flick asked about the best way to reach the school community/volunteers and Facebook promotion was suggested as the most effective way to get her message out.</p> <p><b>Fundraising initiative for chaplaincy</b>                  Flick requested existing SSWAG funds to purchase Eco Bags (250 pcs) for the uniform shop. The total cost for</p>	<p>P&amp;C Member to come forward and support Flick.</p>

<p>18.5.13</p>	<p>these bags is \$350 and profits from the sale of these bags will go back to SSWAG.</p> <p>Motion: "That \$350 be allocated from the current SSWAG funds"                  Moved: Flick Kingsley                  Seconded: Penni Davidson                  CARRIED</p>	
<p><b>Tuckshop/Kiosk</b></p>		
<p>18.5.14</p>	<p><a href="#">Tuckshop Renovation request</a>                  A discussion took place regarding Paula Gagiano's request for renovation of the tuckshop. It was suggested that the P&amp;C might want to investigate if grants are available for tuckshop development. Judy Ives mentioned that the floor coverings also need to be replaced and agreed to speak to Paula and pursue further with a view to getting a plan and costings. There was a brief discussion around the idea of quick fix vs. long term solutions. It was agreed that the plan/costings should look at both a temporary and longer term solution.</p> <p>Motion: "That the P&amp;C support the executive for expenditure of up to \$5,000 for a review of the tuckshop for renovation/expansion"                  Moved: Penni Davidson                  Seconded: Greg Walters                  CARRIED</p> <p>It was noted that a student behavioural incident was reported at the Tuckshop on 8 May 2018 and has been discussed with Paula. Mick Walsh advised that he has contacted Paula directly to offer support if needed.</p>	<p>Judy Ives to speak to Paula Gagiano and arrange for quotation/plans to be prepared.</p>
<p><b>Uniform Shop</b></p>		
	<p><a href="#">Order for blouses, sports shorts and polos</a>  <a href="#">Order for long grey socks</a>                  (Note: 2017 pricing)</p> <p>It was advised that this stock has to be ordered now for end of year delivery. There were concerns over any change in uniform causing financial losses for excess old stock. It was confirmed that this is an unavoidable necessity as we cannot risk being without enough uniform stock. It was highlighted that the deadline for new item orders is 1 July latest.</p>	

18.5.15	Motion: "That the uniform shop orders be up to \$10K for socks and up to \$40K for blouses be accepted" Moved: Martin Kammann Seconded: Terri Bainbridge CARRIED	
	<b>Uniform Working Group (UWG) Update</b>	
	Karen Hamilton is Chair of the group. The group have already met and an initial survey has been issued. Brief results were mentioned and will be discussed by the UWG at their next meeting. It was confirmed that gender neutral uniform is a priority.	
	<b>Activities 4 Activities</b>	
	<a href="#">View A4A Report here</a> There was a request for general P&C support for Ninja Warrior (25 May) and the Reservoir Walk (10 June). Kathleen Luck together with Zegatos are providing all the food for the Reservoir Walk.  <b>Paint and Pour</b> Special thanks was expressed to the school Art Department and particularly Venus Ganis for her support on the Paint and Pour night. <a href="#">Read Paint &amp; Pour Activity Report here</a>	
	<b>General Business</b>	
18.5.16	SHAPE motion: "That the P&C supplement \$600 for SHAPE's budget from P&C's general funds." Moved: Greg Walters Seconded: Dean Musco CARRIED	
18.5.17	Julie Gastrell - Life membership nomination  Penni Davidson discussed how much Julie Gastrell has been part of the school fabric and would like to nominate Julie for life membership of the P&C (at the next AGM) as the P&C award for support staff at the 2018 senior speech night.  Motion: "That we make Julie Gastrell a life member of the P&C at the next AGM and P&C award for support staff at the 2018 senior speech night." Moved: Penni Davidson Seconded: Leigh Passfield	Wendy Mahbubani to put on 2019 AGM Agenda.

	CARRIED	
18.5.18	<p>PEG are currently meeting at The Gap Tavern and would like to meet in a more suitable environment. They have managed to arrange a meeting space at Ithaca State School and would like to arrange insurance coverage.</p> <p>Motion: "That the P&amp;C approve the PEG meetings are a P&amp;C activity to be held at Ithaca State School."                  Moved: Terri Bainbridge                  Seconded: Greg Walters                  CARRIED</p>	Terri Bainbridge to send list of meetings to the P&C.
<b>Registration of new members</b>		
18.5.19	<p>Judith Ives                  Motion: "That the membership be accepted."                  Moved: Leigh Passfield                  Seconded: Dean Musco                  CARRIED</p>	Wendy Mahbubani to update membership register.
<b>Other business</b>		
	None	
<p>Meeting closed at 10:39pm</p> <p>NEXT MEETING: 11 June 2018, 7:30pm. Venue: upstairs administration building</p>		

Signed:	
Wendy Mahbubani (Secretary)	Date: 11 June 2018
Signed	
Mick Walsh (President)	Date: 11 June 2018