



The Gap State High School Parents' and Citizens' Association

Meeting Minutes 11 June 2018 at 7:30pm TGSHS Admin Building		
Meeting opened: 7:30pm		
Attendees: Julieann Alcorn, Angus Clark, Jane Clark, Trish Dunn, Andrew Hammonds, Judy Ives, Wendy Mahbubani, Anne McLauchlan, Dean Musco, Leigh Passfield, Amanda Ross, Greg Walters		
Apologies: Penni Davidson, Steve Kenway, Flick Kingsley		
MOTION	BUSINESS RAISED	ACTION
Confirmation of the minutes of the previous general meeting		
18.6.1	<a href="#">View 14 May 2018 minutes here</a> Motion: "That the minutes of the previous general meeting be accepted as a true record."  Moved: Greg Walters Seconded: Dean Musco CARRIED	Wendy Mahbubani to publish the 14 May 2018 minutes.
Business arising from the minutes of the previous general meeting		
	Domain update - new P&C emails have been assigned to key P&C personnel. Thank you to Trish and David Dunn of Sabre for their time in setting up the domain and helping with tech support.  School to invoice the P&C for rugby kits and multipurpose jerseys.  P&C timetable for Executive Committee to review 2016-2021 P&C Strategic Directions has been set for mid-July.  Steve Toomey update on school zone process - no update received.  Judy Ives to explore possibility of separate keys for kiosk - Judy advised that she has ordered more keys and is waiting to see if they have come in.	Wendy Mahbubani to send Anne McLauchlan updated emails week beginning 18 June  School to follow up  Executive Committee to meet  Judy Ives to advise once keys have arrived

	<p>Executive Committee review of current representative students policy and suggestions for the general committee – Executive Committee meeting has been set up for mid-July.</p> <p>P&amp;C Member to support Flick with SSWAG - it was confirmed that no one had come forward from the P&amp;C to support Flick with SSWAG. There was some discussion around a dinner being organised through Activities4Activities, reviving “The Great Gap Clothes Swap” and a silent auction of which a pool table was offered for donation.</p> <p>Judy Ives to speak to Paula Gagiano and arrange for quotation/plans to be prepared – Two builders have been engaged to quote for the works. The work cannot be completed this coming school holidays and it was suggested that works commence during the September 2018 holidays. It was conveyed that the tuckshop manger was confident that the interim step will be able to support 300 extra students. It was mentioned that locating a new tuckshop under the new humanities block (yet to be built) may want to be considered but the location was viewed as a bit removed from the central area of the school.</p>	<p>Executive Committee to meet</p> <p>Wendy Mahbubani to follow up with Flick Kingsley</p> <p>Judy Ives to come back with an update at the next meeting</p>
<b>Items added or moved up the agenda</b>		
	<p><b>Environmental group follow up</b></p> <p>Angus Clark came back to the committee with an update from the environmental group including recycling in the admin/library and C block; biodegradable cutlery being adopted in the tuckshop once the current cutlery has been depleted, 12 green waste bins for staff rooms and a 600L compost bin donated by Bunnings, Keppera. Angus also advised that printers have been set up for double-sided printing; Clean Up Australia activity under the Coles car park and 1400 trees planted with the Rotary Club.</p> <p>There was some discussion about Active travel and the P&amp;C advised that a survey of students and why they chose to travel the way they do may facilitate a better understanding of motivations and improve the targeting of active travel message. The group also wants to order more recycling bins around the school and the P&amp;C were generally supportive of this and saw no conflict with the proposed container resource scheme.</p> <p>More bike racks/lockable storage systems were</p>	

	<p>discussed and it was suggested that the students investigate what the council can provide for the school.</p> <p>It was suggested that environmental messages regarding re-usable water bottles and coffee cups etc. could be put in the school newsletter or have an impact by running a workshop through A4A.</p> <p><b>F.L.O.A.T - Julieann Alcorn</b>  Julieann Alcorn discussed quality teaching and For Love of all Teachers (F.L.O.A.T) raising important issues on staff well being. A thank you lunch (in August) was suggested for teachers where parents could cook/serve, a key note speaker could be invited as well as a local councillor. There was a suggestion of an editorial in the Courier Mail and teacher goodie bag and this event would be funded by the P&amp;C.</p> <p><b>Facilities &amp; Grounds Working Group (FGWG) Update – Andrew Hammonds</b>  It was advised that we have no funding for the Masterplan. A proposal has been put forward but it is thought that we will not be fortunate in receiving this Funding.</p> <p>If we want to have a masterplan, we will need to fund it ourselves and this was highlighted as costing up to \$200,000. It was mentioned that there are cheaper Masterplan options available that could be considered.</p> <p>There was a suggesting that fundraising for the Masterplan could involve using the front school space for pop up shops. The current car parking will be re-configured as there is nothing in the policy to provide car parking fro schools.</p> <p>Air-conditioning/solar actions are to be followed up.</p> <p><b>Uniform Working Group (UWG) Update</b>  Approx 1,000 responses were received for the initial survey. The majority of those responding to the survey were clear on the school uniform policy. Of those who were not finding the policy clear – gender neutral and exceptions and expectations were raised as the main issues. The UWG are recommending the P&amp;C purchase shorts/trousers and were asked to submit a request to the P&amp;C as soon as possible for consideration.</p>	<p>Leigh Passfield to speak to the A4A group</p> <p>Leigh Passfield to work with Julieann Alcorn to put together a plan and bring back to the P&amp;C</p>
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18.6.2	<p>The group are also working on re-drafting the uniform policy to incorporate different documents and ensure consistency throughout these documents as well as addressing the highlighted areas for improvement from the survey. The 1<sup>st</sup> draft will be ready next week. Timeframes need to be set for feedback and consultation but the group are looking to finalise the policy by the end of term 3.</p> <p>The scope of work for this group was re-stated as primarily addressing the policy and gender-neutral considerations.</p> <p>Anne Mclauchlan suggested the P&amp;C undertake a further review of uniform supply and quality at a future date.</p> <p><b>Meeting Dates Clarification</b> Discussion of the General Meeting dates and the Executive Meeting took place.</p> <p>There was some confusion over whether the Principal is required to attend P&amp;C Executive Meetings.</p> <p>It was suggested that communications are clear on the P&amp;C meeting days being the 2<sup>nd</sup> Monday of the month.</p> <p>It was confirmed that The Executive Committee will meet as needed and will decide when they will meet accordingly. One of the Executive can brief Anne McLauchlan on the agenda prior to each General Meeting.</p> <p>The timing of the general meeting was also discussed as being too late.</p> <p>Motion: "That the P&amp;C General Meeting start time is changed to 7pm"</p> <p>Moved: Dean Musco Seconded: Anne McLauchlan CARRIED</p>	<p>Britta to come back to the P&amp;C with the pricing for girls' shorts/trousers.</p> <p>Greg Walters to come back to the Executive and Anne McLauchlan regarding whether the Principal <b>must</b> attend Executive Meetings</p> <p>Wendy Mahbubani to arrange update of website and add 16 July meeting to schedule.</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>		
	Tuckshop IOUs were discussed by some of the	

18.6.3	<p>Executive Committee prior to the meeting and this has been resolved.</p> <p><b>Menu pricing</b> It was highlighted that the tuckshop has not raised prices recently and that other schools are charging more for tuckshop items. Increased food costs have been incurred by tuckshop. The price rises are proposed for Term 3.</p> <p>Motion: "That 10 items from Paula Gagiano's email are approved to be increased by a maximum of \$0.50."</p> <p>Moved: Greg Walters Seconded: Dean Musco CARRIED</p> <p>Anne McLauchlan requested the updated prices are included in the Newsletter in time for Term 3 changes.</p>	Greg Walters to speak to Paula, look at figures and advise final price revisions.
<b>P&amp;C Executive Meeting summary</b>		
	No meeting was held.	
<b>Treasurer's Report - Greg Walters</b>		
18.6.4	<p><a href="#">View May report here</a></p> <p>Motion: "That the Treasurer's Report be accepted."</p> <p>Moved: Greg Walters Seconded: Karen Hamilton CARRIED</p>	
<b>Principal's Report - Anne McLauchlan</b>		
18.6.5	<p><a href="#">View report here</a></p> <p>Motion: "That the Principal's Report be accepted."</p> <p>Moved: Anne McLauchlan Seconded: Greg Walters CARRIED</p>	
<b>Subcommittee Report - POPARTS</b>		
	POPARTS has had a busy few weeks supporting 5 separate events with a Canteen which were on the whole very successful. We are now turning our attention to Term 3. Our funding approvals have been inline with our approved Plan for the year.	

18.6.6	<p>Motion: “That the POPARTS subcommittee report be accepted”</p> <p>Moved: Wendy Mahbubani Seconded: Dean Musco CARRIED</p>	
<b>Subcommittee Report - SHAPE</b>		
18.6.7	<p><a href="#">View report here</a></p> <p>Motion: “That the SHAPE subcommittee report be accepted”</p> <p>Moved: Trish Dunn Seconded: Greg Walters CARRIED</p>	
<b>Student and Staff Wellbeing Action Group (SSWAG) Update</b>		
18.6.8	<p><a href="#">View report here</a></p> <p>Motion: That the SSWAG report be accepted”</p> <p>Moved: Wendy Mahbubani Seconded: Dean Musco CARRIED</p>	
<b>Uniform Working Group (UWG) Update</b>		
	See “Items added or moved up the agenda”	
<b>Activities 4 Activities</b>		
	The A4A group is currently reviewing insurance with the possibility of considering a second insurer. Gayle Walters and Steve Kenway are looking into this.	
<b>Facilities &amp; Grounds Working Group (FGWG)</b>		
	<p><a href="#">View 15 May FGWG report here</a></p> <p>See “Items added or moved up the agenda”</p>	
<b>General Business</b>		
	<p><b>School Council Establishing Alumni Association – request for funding</b></p> <p>The School Council is looking for funding from the P&amp;C (up to \$4,000) for establishing an alumni association.</p>	

	<p>The price of researching this avenue was advised as quite complex including establishing a clear purpose for the alumni association, legal considerations etc. However it was thought that the high connectivity of the Gap community could really foster this kind of organisation.</p> <p>The committee expressed some concern at the amount requested and advised that they would like to see what return on investment could be expected.</p> <p><b>2019 Year 7 Stationery List</b>  <a href="#">View Y7 Stationery List</a> <a href="#">View proposal here</a></p> <p>A proposal was put forward to consider OfficeMax for changing our Y7 stationery pack ordering /supply process. It was highlighted that Officeworks should be able to offer a more competitive package. A comparison between OfficeMax and OfficeWorks was requested for further consideration.</p>	<p>Anne McLauchlan to return to the P&amp;C with more information.</p> <p>Wendy Mahbubani to email Penni Davidson to let her know the outcome of this agenda item.</p> <p>Trish Dunn to follow up with details of her contact at Officeworks</p> <p>Wendy Mahbubani to contact Carolyn Speers to get updated Y7 stationery list</p>
<b>Registration of new members</b>		
	None	
<b>Other business</b>		
	None	
<p>Meeting closed at 10:00pm</p> <p><b>NEXT MEETING: 16 July 2018, 7:00pm. Venue: upstairs administration building</b></p>		

Signed:	
Wendy Mahbubani (Secretary)	Date: 16 July 2018
Signed:	
Mick Walsh (President)	Date: 16 July 2018