



The Gap State High School Parents' and Citizens' Association

<p>Meeting Minutes 13 August 2018 at 7:00pm TGSHS Library</p>		
<p>Meeting opened: 7:05pm</p> <p>Attendees: Andrew Hammonds, Judy Ives, Martin Kammann, Flick Kingsley, Anne McLauchlan, Debbie McNamara, Dean Musco, Michael O'Keefe, Leigh Passfield, Steve Toomey, Mick Walsh, Gayle Walters, Greg Walters</p> <p>Apologies: Penni Davidson, Steve Kenway, Wendy Mahbubani</p>		
MOTION	BUSINESS RAISED	ACTION
Confirmation of the minutes of the previous general meeting		
18.8.1	<p>View 16 July 2018 minutes here</p> <p>Motion: "That the minutes of the previous general meeting be accepted as a true record."</p> <p>Moved: Greg Walters Seconded: Dean Musco CARRIED</p>	Wendy Mahbubani to update July minutes and publish.
Business arising from the minutes of the previous general meeting		
	<p>P&C timetable for Executive Committee review of 2016-2021 P&C Strategic Directions – See Executive Meeting.</p> <p>Executive Committee review of current representative students policy and suggestions for the general committee – still need to contact SHAPE and POPARTS to arrange a meeting with the executive committee.</p> <p>Order of separate keys for sports hall kiosk – Trish/David Dunn to confirm if received.</p> <p>New Shorts Order – order placed, communication from Uniform Working Group sent last Friday 10 August and pre-order form now available on website. It was discussed that this information needs to be disseminated to primary feeder schools and a flyer needs to go in the uniform shop. (Post meeting note:</p>	<p>Wendy Mahbubani to send email to SHAPE and POPARTS to set up meeting.</p> <p>Anne McLauchlan to communicate new short availability with primary schools.</p>

	<p>Flyer is already available in uniform shop)</p> <p>Tuckshop extension quotation/plan – See Executive Meeting.</p> <p>Y7 Stationery list update – Updated stationery list received from school and online set up currently underway. It was mentioned that a note needs to go out to Y7 parents advising them of the change. (Post meeting note: This has already been raised with Carolyn Speers)</p> <p>PEG Insurance Update - Marsh was contacting P&Cs Qld and Executive Committee were to follow up to see what the outcome of this discussion was. There has been no follow up. It was agreed that any group that meets should meet on the school premises and that the school should provide a space in order for those groups to meet.</p>	<p>Anne McLauchlan to advise a suitable area that can be used.</p>
Correspondence received since the previous general meeting, inward and outward		
	<p>View register of correspondence here</p>	
Business arising from the correspondence		
	<p>Invitation to Kate Jones Roundtable – Mick Walsh and Leigh Passfield attended this meeting. New QCE was discussed and the following feedback was given:</p> <ol style="list-style-type: none"> 1. Concerns over the terminology being used 2. Concerns around non-academically inclined students and where they fit into the new system 	
P&C Executive Meeting summary		
	<p>Meeting held on 7 August 2018 – strategic directions documentation currently being updated. A working draft was tabled and circulated to members. Priority fundraising areas were identified as:</p> <ol style="list-style-type: none"> 1. Tuckshop Renovation 2. Support for school student counselling services/student and staff well being 3. Outdoor concrete slab for Manual Arts students to improve learning <p>Tuckshop renovation update It was confirmed by the Treasurer that funds of</p>	<p>Dean Musco to follow up with school regarding a proposal from the Manual Arts department.</p>

18.8.2	<p>\$50,000 are currently not assigned to any projects and are available for a tuckshop renovation. Expenditure on the renovation is currently quoted at approximately \$60,000. It was agreed that a decision regarding expenditure on the tuckshop renovation will be discussed at the next meeting.</p> <p>SAS funding was discussed with regards to funding the chairs in the auditorium. Applications close on 18 November 2018.</p> <p>Office 365 licences are needed for P&C documentation.</p> <p>Motion: "That the committee approves funding for up to five Office 365 licences."</p> <p>Moved: Gayle Walters Seconded: Martin Kammann CARRIED</p>	<p>Leigh Passfield to head up this project and prepare background information/proposal.</p> <p>School to provide budgetary item</p>
Moved Agenda Item		
18.8.3	<p>Motion: "That the Agenda order be changed to discuss Facilities and Grounds Working Group (FGWG) Update due to guest attendance"</p> <p>Moved: Gayle Walters Seconded: Greg Walters CARRIED</p> <p>FGWG Report tabled</p> <p>Michael O'Keefe spoke about the role of the department in the development of school facilities. It was advised that the P&C do have a Masterplan that was developed approximately 2 years ago.</p> <p>Steve Toomey advised that if the school wants to consider a school zone, the school needs to initiate the process by preparing a letter to request permission to proceed with a traffic management plan.</p> <p>The coffee cart idea was discussed and it was noted that there are several barriers to the idea being implemented. It was agreed that the cart would not offer significant fundraising opportunity. Therefore it was suggested that a coffee machine could be set up in the JA Robertson Hall kitchen and a service could be offered from this location with monies raised going</p>	<p>Gayle Walters to follow up with Russell Pollock.</p> <p>Anne McLauchlan to arrange letter.</p>

	back into supporting student and staff wellbeing.	
Treasurer's Report - Greg Walters		
18.8.4	<p>View July report here (pending)</p> <p>It was clarified that standard contributions of \$5,000 (Marketing) and \$8,000 (Family Assistance) are allocated annually.</p> <p>Motion: "That the Treasurer's Report be accepted."</p> <p>Moved: Greg Walters Seconded: Gayle Walters CARRIED</p>	
Principal's Report - Anne McLauchlan		
	<p>View report here</p> <p>The Principal's report was noted.</p> <p>A special note of thanks was extended to Karen Hamilton from the Uniform Working Group for her work on changing to the new policy.</p>	
Subcommittee Report – POPARTS		
18.8.5	<p>Report submitted at meeting.</p> <p>Update as follows: evening reception is planned in the art gallery on Tuesday 21 August.</p> <p>It is proposed that the art gallery space is used for an Art Show in Term 4/Week 5. This event was supported by the general committee.</p> <p>Motion: "That the POPARTS Report be accepted." Moved: Debbie McNamara Seconded: Leigh Passfield CARRIED</p>	
Subcommittee Report – SHAPE		
	No report received	
Student and Staff Wellbeing Action Group (SSWAG) Update		
18.8.6	<p>View report here</p> <p>Motion: "That the SSWAG Report be accepted."</p>	

	Moved: Leigh Passfield Seconded: Dean Musco CARRIED	
Uniform Working Group (UWG) Update		
	Covered under Principal's report.	
Activities 4 Activities		
18.8.7	<p>View report here</p> <p>There was a request regarding funding to allow Y11 Goals students with approximately \$100/team to provide events, activities or services at the school to support general wellbeing in 2018. Mr Ben Rothwell will provide a brief statement to the P and C on the outcomes of the project trial.</p> <p>Motion: "That the P&C, using A4A funding, donate \$1,000 for the "School Wellbeing Project" proposed trial for Y11 Goals students.</p> <p>Moved: Leigh Passfield Seconded: Gayle Walters CARRIED</p>	Greg Walters to arrange donation of \$1,000 to the school.
Facilities & Grounds Working Group (FGWG)		
	<p>View report here</p> <p>See earlier item.</p>	
General Business		
18.8.8	<p>Student use of mobile phones during school – there was a request for the school to reinforce the use of the mobile free zone in school and note that this should not just be limited to phones but all devices. It was agreed that this will be highlighted by the school again.</p> <p>Vote for P&C Qld – Leigh Passfield was nominated.</p> <p>Motion: "That Leigh Passfield carry the vote for the TGSHS P&C Association" Moved: Greg Walters Seconded: Leigh Passfield CARRIED</p>	Anne McLauchlan to update on the situation at the next meeting.
Registration of new members		

	None	
Other business		
	None	
Meeting closed at 9:50pm		
NEXT MEETING: 10 September 2018, 7:00pm. Venue: TGSHS Library		

Signed:	
Wendy Mahbubani (Secretary)	Date: 12 November 2018
Signed:	
Leigh Passfield (Acting President)	Date: 12 November 2018