



The Gap State High School Parents' and Citizens' Association

Meeting Minutes
 10 September 2018 at 7:00pm
 TGSHS Library

Meeting opened: 7:10pm

Attendees: Terri Bainbridge, James Cope, Jennie Cope, Penni Davidson, Trish Dunn, Karen Hamilton, Wendy Mahbubani, Anne McLauchlan, Dean Musco, Leigh Passfield, Julie Rowe, Steven Toomey, Mick Walsh, Gayle Walters, Greg Walters, Hans Willemsen

Apologies: Andrew Hammonds, Judy Ives, Debbie McNamara, Steve Kenway

MOTION

BUSINESS RAISED

ACTION

Confirmation of the minutes of the previous general meeting

18.9.1	<p>View 13 August 2018 minutes here</p> <p>Motion: "That the minutes of the previous general meeting, with the amendment to the spelling of Russell Pollock's name, be accepted as a true record."</p> <p>Moved: Wendy Mahbubani Seconded: Gayle Walters CARRIED</p>	<p>Wendy Mahbubani to publish August minutes.</p>
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Business arising from the minutes of the previous general meeting

18.9.2	<p>Executive Committee, POPARTS & SHAPE to review current representative students policy and put forward suggestions for the general committee – pending meeting date coordination.</p> <p>Student use of mobile phones during school – update from Anne McLauchlan. The school is looking at ways to support teachers and parents. It was suggested that Family Zone present to the P&C as an option for parents via the school to have more control over device use. Asked if a presentation from Family Zone to come to present to the P&C. School restrictions will be in place in school. 6:30pm start.</p> <p>Motion: "That the meeting when the family zone presentation occurs will start at 6:30pm to accommodate the presenter." Moved: Gayle Walters</p>	<p>Report back at next general meeting.</p> <p>Anne McLauchlan to arrange presentation for P&C.</p>
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	<p>Seconded: Penni Davidson CARRIED</p> <p>Previous Masterplan Update - Penni Davidson and Gayle Walters advised that they have had feedback from Russell Pollock and informed the committee that according to the June 2016 minutes, a consultant met with Russell on 14 June 2016 to discuss a Masterplan. The Masterplan final report was due in term 3 2016 and included the Infrastructure plan and P&C strategic directions already available to the committee.</p>	<p>Anne McLauchlan to check box files to see if a hard copy of the plan can be located.</p>
Correspondence received since the previous general meeting, inward and outward		
	<p>A register of correspondence is provided here</p>	
Business arising from the correspondence		
18.9.3	<p>Student resource scheme follow up from previous meeting - It was advised that this has been followed up with the family directly.</p> <p>Tuckshop – last day of term Due to the lower level of students on the last day of term and operational considerations (staffing, clearing stock), Paula Gagiano would like to reduce the number of items available for sale on the last day of term.</p> <p>Motion: “That the tuckshop offers a reduced menu on the last of term” Moved: Gayle Walters Seconded: Dean Musco CARRIED</p>	
P&C Executive Meeting summary		
18.9.4	<p>Meeting held on 4 September 2018:</p> <p>Tuckshop - Since the proposed renovation is coming in at approximately \$60,000, a total review of tuckshop operations was proposed before committing any funds. It was noted that the tuckshop is not making the money it should be for a school of this size.</p> <p>Motion: That the P&C undertake a full tuckshop review and try and get this done by the end of the year” Moved: Leigh Passfield Seconded: Greg Walters CARRIED</p>	<p>Leigh Passfield to lead the review</p>

<p>18.9.5</p>	<p>Motion: “That the P&C pay QAST \$220 annual fee which includes a menu and financial analysis.” Moved: Leigh Passfield Seconded: Terri Bainbridge Gayle Walters abstained from the vote. CARRIED</p> <p>Trial coffee shop - It was proposed that a trial is set up to sell coffee in the sports hall kiosk during term 4. A barista would be needed 3 hours per day (any time they are not working in the kiosk, they will work in the tuckshop to free up the tuckshop convenor to spend time on the review).</p> <p>The coffee shop will only open in the mornings. Breakfast options were discussed for early morning music and sports students. There was also some discussion on foods that would be available.</p> <p>Daniel Quill heads the action group formulating a survey.</p> <p>The cost to the P&C was highlighted as employing a barista for 15 hours per week for term 4 (allowing \$26 per hour).</p> <p>Chaplain involvement and funding going back to the chaplaincy was discussed.</p>	
<p>18.9.6</p>	<p>Motion: “That the P&C trial a coffee shop at the sports kiosk serving coffee to all members of the school community in term 4, employing one barista for 15 hours per week”</p> <p>Moved: Wendy Mahbubani Seconded: Dean Musco CARRIED</p> <p>Uniform Policy - Survey results showed that a majority of respondents supported the proposed changes in the policy. Some minor changes have been made to the latest version from the draft previously circulated, responding to feedback received in the survey process.</p> <p>View Uniform Updated Policy 4</p>	<p>Wendy Mahbubani and Leigh Passfield to lead the project.</p>
<p>18.9.7</p>	<p>Motion: “That the updated uniform policy 4, with the amendment of the skirt/skort length, be endorsed by</p>	<p>Karen Hamilton to send updated policy to P&C.</p>

	<p>the P&C committee“ Moved: Karen Hamilton Seconded: Gayle Walters CARRIED</p> <p>The P&C would really like to thank Karen Hamilton for her tireless work with the Uniform Working Group (UWG) on creating the updated policy.</p> <p>The survey identified concerns about some existing items of uniform. Some members of the UWG would like to continue looking at these items working with the uniform shop convenors.</p>	
18.9.8	<p>Motion: “That the UWG continue as a working group up to March 2019” Moved: Gayle Walters Seconded: Karen Hamilton CARRIED</p>	
18.9.9	<p>Motion: “ That the UWG is to implement the new uniform policy and address the issues with the items outlined in the survey” Moved: Gayle Walters Seconded: Karen Hamilton CARRIED</p>	
18.9.10	<p>Anne McLauchlan highlighted that there needs to be a coordinated change management process to communicate these changes.</p> <p>Manual Arts Project Funding - The manual arts students need an outdoor construction area that they will build, including preparing the concrete slab, retaining wall and drainage. The overall cost for the project is \$20,000. The school will pay \$10,000 and P&C funding was sought for the balance.</p> <p>Motion: “That the P&C contribute \$10,000 to the completion of the outdoor construction court” Moved: Dean Musco Seconded: Leigh Passfield CARRIED</p>	
Treasurer’s Report - Greg Walters		
18.9.11	<p>View August report here</p> <p>Motion: “That the Treasurer’s Report be accepted.”</p>	

	<p>Moved: Greg Walters Seconded: Wendy Mahbubani CARRIED</p>	
Principal's Report - Anne McLauchlan		
	<p>View report here</p> <p>The Principal's report was noted.</p> <p>Bell time proposal is not yet finalised.</p> <p>2019 Ski Trip costings and information were tabled and given to the Mick Walsh.</p> <p>Julie Rowe presented the change in senior student leadership programme - The academic focus of QCS and major assessments in term 3 and the start of term 4 warrant a new structure for the student leadership commitments. The new system will run over the financial year rather than a calendar year. Senior captains and team of prefects will work under different portfolios. Junior captains will also work under these portfolios.</p>	<p>Anne McLauchlan to report back at next meeting on final decision regarding timings so tuckshop can be advised accordingly.</p>
Subcommittee Report – POPARTS		
	<p>It was noted that the Arts Reception was well attended and received. It is expected that this will be a regular event going forward.</p> <p>POPARTS are now working on Term 4 events i.e. Tula Festival and Arts Exhibition.</p>	
Subcommittee Report – SHAPE		
18.9.12	<p>SHAPE advised that they have finished fundraising for 2018 and currently have \$12,000.</p> <p>Motion: "That SHAPE now purchase a volleyball pitching machine with a value of up to \$10,000" Moved: Trish Seconded: Leigh CARRIED</p> <p>Note: Funds were already approved in SHAPE budget for 2018.</p> <p>Trivia Night was postponed due to lack of interest.</p>	

	<p>It was advised that school staff will approach the P&C regarding volleyball money for Melbourne trip. Greg Walters advised that this should come through Anne's office. SHAPE advised that school is currently sitting on raffle tickets and SHAPE would like to see these circulating.</p> <p>Anaconda BBQ is on 7 September.</p>	
Student and Staff Wellbeing Action Group (SSWAG) Update		
	No report received	
Uniform Working Group (UWG) Update		
	See earlier item	
Activities 4 Activities		
18.9.13	<p>View report here</p> <p>Motion: "That the P&C approve \$174 insurance for the hand tooling workshop" Moved: Leigh Passfield Seconded: Terri Bainbridge CARRIED</p>	
18.9.14	<p>Motion: "That the P&C provide up to \$200 for light refreshments to support an A4A community event in October 2018." Moved: Leigh Passfield Seconded: Greg Walters CARRIED</p>	
Facilities & Grounds Working Group (FGWG)		
18.9.15	<p>View report here</p> <p>There was some discussion around Blue Card requirements for P&C members and our current arrangements.</p> <p>Motion" That the FGWG report be accepted" Moved: Wendy Mahbubani Seconded: Greg Walters CARRIED</p>	<p>Greg Walter to investigate Blue Card policy</p>
General Business		

	None	
Registration of new members		
	None	
Other business		
	None	
Meeting closed at 9:25pm		
NEXT MEETING: 8 October 2018, 7:00pm. Venue: TGSHS Library		

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