



The Gap State High School Parents' and Citizens' Association

<p>General Meeting Minutes 9 September 2019 at 7:00pm TGSHS Library</p>		
<p>Meeting opened: 7:03pm</p> <p>Attendees:, Penni Davidson, Janelle Grace, Trish Dunn, David Dunn, Terri Bainbridge, Leigh Passfield, Greg Walters , Anne McLauchlan, Gayle Walters, Scott Spence, Andy Davey, Wendy Mahbubani, Teresa Hawke, Mandy Hollins. Debbie McNamara, Paula Gagiano, Jackie Handley, Renuka Nathan, Vaishinavi Nathan, Rachel McLaren, Jackie Edgar, Michael Philips, Dorothy Young, Steven Toomey, Lorne Fulwood</p> <p>Apologies:.. Tracey Fulwood, Tacey Hall, John Passfield</p>		
MOTION	BUSINESS RAISED	ACTION
Confirmation of the minutes of the previous general meeting		
19.09.01	<p>View minutes 12 August 2019</p> <p>Motion: "That the minutes of the previous general meeting (with Amendment to the Uniform working group update) be accepted as a true record."</p> <p>Moved: David Seconded: Terri CARRIED</p>	Secretary to publish August minutes.
Business arising from the minutes of the previous general meeting		
	<p>Financial Assistance Policy –Policy update pending consideration- it is to go back to the original committee for acceptance (Monique McMullen, Carolyn Spears, Tony Bryant, Sam Wilkinson)</p> <p>Review of Coffee shop- \$1600.00 in profit- need to take action on purchasing the machine, looking at a \$1600.00 machine, the one that is in the shop is on loan and is a bit bigger than we need to use, the brand is Wega, a commonly used machine in industry(around 40% of coffee shops use it), we need to use a similar machine to train our students</p>	Bring final policy draft to P&C at October meeting

19.09.02	<p>on, which needs to be a 2 group head machine but not bigger- looking at a second hand Wega A10.</p> <p>That the executive be approved to spend up to \$3000.00 for the grinder, Coffee machine and installation costs for the coffee shop.</p> <p>Moved Wendy Seconded Teresa Carried.</p>	
Correspondence received since the previous general meeting, inward and outward		
	A register of correspondence is provided here	
Business arising from the correspondence		
	None	
P&C Executive Meeting summary		
	No meeting this month	None
Treasurer's Report - Greg Walters		
19.09.03	<p>August Report can be downloaded from P&C website: https://tgshspandc.org.au/minutes/</p> <p>Motion: "That the Treasurer's Report be accepted." Moved: Greg Seconded: Wendy CARRIED</p>	
President's Report		
	<p>Welcome to all the new faces in the room tonight and I hope you can join and become active members tonight.</p> <p>There has been various things going on since our last general meeting, I have attended PEG and Shape meetings, as well as Cheese fest (an event for the A4A committee), and this has highlighted that as a P&C we are not functioning well which is very frustrating for myself and I am sure yourselves.</p> <p>I was at the P&C Qld State Conference on Friday and Saturday (which is the biggest parent conference in Australia) with the theme of Innovate. I am sending around the satchel for anyone to look at to see what suppliers turned up, the support networks</p>	

	<p>for P&C and some of the topics and speakers at the conference – feel free to take photos of anything and take the pens etc.</p> <p>One thing for myself that came out of a session on Saturday morning by David Pich CEO of Institute of Managers and Leaders (AIM) who is also President of Bulimba State School (Greg was also there) was on strategy and purpose and I hope that as a P&C we can formalise this more going forward however it did make me reflect on where we are now and what is our purpose as well I want to give particularly those new to the P&C meetings some background.</p> <p>I believe that the majority of our community believe that we raise funds to support the school. They believe this money is used for air-conditioning, P&C facilities refurbishments, buildings and student support. TGSHS P&C has been contributing around the \$50,000 a year (tonight we a formalising some of this for this year) but on looking at other like schools they are contributing in the \$100's of thousand per year. As President, I believed that it is our responsibility to find out why we are not contributing to the school at the same levels.</p> <p>On review our business units being predominantly the Tuckshop and Uniform Shop, it was evident we were not returning the profits of 'like' schools but more concerning was the profit trends. The uniform shop in 2014 had a profit of \$40,169. The profit at the end of 2018 was \$40 854 – an increase of \$685 while student numbers had increased by over 250. The Tuckshop figures were more concerning with profits growing to \$48,982 in 2015 and declining since then to \$22,708 in 2018 again with growth in numbers but also with a big growth in sales.</p> <p>From this the P&C has agree to set up reviews into the business units.</p> <p>In April 2019 uniform shop review was established following on from the uniform review to look into the operations and tonight you will see more feedback on the work from this. There is still more work to do to make this a business that looks after our community going forward by providing options for purchasing etc and also making sure that the business practises are sustainable into the future.</p> <p>In July 2019 a tuckshop working group was formed which has met and already has one report back from a consultant and we are collecting more information to move ahead.</p> <p>The staff have been informed of the reviews and we acknowledge that change can be a time of uncertainty, it can provoke uneasiness, fear and resistance. Communications have not worked as well as they should have however as many of you have seen management issues have not helped.</p> <p>Going forward we need to be aware of the challenges the P&C are facing</p> <ul style="list-style-type: none">• To cope with the growth of the school, and to meet the new food safety and handling requirements coming to all	
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	<p>schools in the next few years, the tuckshop will need refurbishing</p> <ul style="list-style-type: none"> • The P&C was advised last month that the upgrade will cost \$550000. This is the P&C responsibility and we don't have these funds. Again, looking at the businesses and seeing if we can ensure they are working as efficiently and effectively as possible to realise their potential should assist us to meet the demand for funds. • There is always opportunity for the P&C to help students in need. • A couple of years ago the School Council told the P&C that air-conditioning should be our priority. When I became President at the end of last year there was an increasing call for air-conditioning for the school and we had \$300,000 estimate for this – as you will see tonight A4A is proposing to help with the challenge • The uniform shop could be upgraded and this could be combined with the Tuckshop but it is about costs • Management of these sized business is time consuming and the final responsibility lies with Executive – many schools (both Primary and secondary) are employing operations managers – this is something that will seriously need to be addressed for TGSHS P&C. <p>Basically, the P&C needs you to be aware of where we are at and where possible help us realise the full potential of our businesses to maximise available benefits to the school and our children</p>	
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Principal's Report - Anne McLauchlan

<p>19.09.04</p>	<p>As tabled- Items for note-</p> <ul style="list-style-type: none"> • Naplan • Stategic plan • Attendance is up • Planning for 13 year 7 classes, it is easier to condense to 12 classes rather than expand to 13. <p>Tabled 2020 European tour a 2-week tour of Europe, looking at ancient historical sights. 2 versions depending on the interest of the students and teachers going.</p> <p>Motion: that the P&C endorse the European trips and understand that the parents will eb solely responsible for choosing to participate and pay for this event.</p> <p>Moved Gayle Seconded Greg Carried.</p>	
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Subcommittee Report –PEG		
815	<p>Had a presentation by Brad (DP) on Differentiated learning, it was very informative and helpful meeting. He also spoke about building the transition for special need students from Primary to Secondary school and how the parents and students need to feel comfortable about this transition.</p> <p>Debbie leaves the meeting</p>	
Subcommittee Report –POPARTS		
	<p>Poparts have purchased a French Horn \$3,500.00 for the top orchestra, (as per budget)</p> <p>Tula went well</p> <p>Final concerts will occur in November</p> <p>Succession planning is the focus as the executive are all looking at moving on as their children leave the school.</p>	
Subcommittee Report – SHAPE		
19.09.05	<p>This year we have purchased the drone, a big clock for the back of the hall, the junior AFL kit that the P&C approved has been used, and the staff and students thank the P&C. The committee were at the Battle of the Bands selling drinks as a fundraiser, and would recommend that only one group (the Antipodeans group were also fundraising on the night) be fundraising at a time.</p> <p>There is a big raffle, and 2 more BBQS for AVSC Volleyball yet to be completed for this year.</p> <p>That all the subcommittee reports be accepted</p> <p>Moved Gayle</p> <p>Seconded Andy</p> <p>Carried</p>	
Business Unit Reports		
	<p>https://tgshspandc.org.au/wp-content/uploads/2019/09/business-reports-9-9-19.pdf</p>	

19.09.06	<p>That the Business Unit reports be accepted as submitted</p> <p>Moved Gayle</p> <p>Seconded Paula</p> <p>Carried</p>	
Activities 4 Activities		
19.09.07	<p>That the A4A charter be expanded to add air conditioning as a stated outcome of the group. Thus the charter would read:</p> <p>Community activity, fundraising for great student activities. The A4A program is a parent-driven initiative which aims to enable new, diverse and cool activities for students.</p> <p>That the A4A charter be updated to include air conditioning as a stated funding aim as described above.</p> <p>Moved: Gayle</p> <p>Seconded Dot</p> <p>Carried</p>	
Uniform Working Group (UWG)		
	No report	
Facilities & Grounds Working Group (FGWG)		
19.09.08	<p>The students have been positive about the idea of skateboard racks, and Ross Duncan is to make the prototype by the end of term and will install and seek feedback then.</p> <p>That the working group reports be accepted</p> <p>Moved: Gayle</p> <p>Seconded Dot</p> <p>Carried</p>	

General Business

19.09.09	<p>As per attached report https://tgshspandc.org.au/wp-content/uploads/2019/09/Uniform-Shop-Review-Summary-Sep-2019.pdf</p> <p>That a vote of thanks be made to Wendy for taking on such a huge undertaken Moved Leigh Seconded Penni Carried</p> <p>The staff complaint where are we? Resolved New bookkeeper started last Friday her name is Glenda Johnson she is a book keeper who has been a treasurer so understands P&Cs. Neighbourhood watch is looking for volunteers to join the committee- 4-6 students 1 teacher and a P&C representative we will seek this person next meeting.</p>	motion on notice
19.08.10	<p>That Vaishinavi Nathan, Jackie Edgar, Michael Philips, Lorne Fulwood, Mandy Hollins be accepted as members. Moved Wendy Seconded David Carried</p>	

Meeting closed at 9:13pm

NEXT MEETING: Special meeting 16/9, general meeting 20 October 2019

Signed: David Dunn (Secretary)	Date:
Signed: Leigh Passfield (President)	Date: