



The Gap State High School Parents' and Citizens' Association

AGM Meeting Agenda 22 June 2020 at 7:00pm Online Meeting		
Meeting opened: _____ pm		
Attendees:		
Apologies:		
MOTION	BUSINESS RAISED	ACTION
	Welcome to members and introduction of any special visitors	
	Adopt the Agenda	
	Request General Business items for later discussion Request any items of general business that members or visitors wish to discuss later	
	Confirmation of the minutes of the last AGM meeting	
2020.3A.1	DRAFT 2019 AGM Minutes Motion: "That the minutes of the 2019 AGM be accepted as a true record." Moved: Seconded:	Secretary to publish the 2019 AGM minutes.
	Business arising from the minutes of the previous AGM meeting	
2020.3A.2	Moved: Seconded:	
	Receipt and adoption of Association's audited financial statement and Treasurer's report (including all relevant subcommittees' audited financial statements)	
	View 2019 The Gap State High School P&C Association Audited Financial Statements here View 2020 The Gap State High School P&C Association 2020 Budget here View 2019 Annual Treasurer's Report here	

2020.3A.3	<p>Motion: “That the Treasurer’s Report (2019), the Audited Financial Statements (2019) and the Budget (2020) be received.”</p> <p>Moved: Seconded:</p> <ul style="list-style-type: none"> • View SHAPE Report here • View Annual POPARTS Report here <ul style="list-style-type: none"> ○ View POPARTS Investment Pan here ○ View POPARTS Operational Plan here • View Annual A4A Report here • View A4A Investment plan here • View PEG Report here • View Build Fund Report here 	
2020.3A.4	<p>Motion: That the sub-committee reports be accepted.</p> <p>Moved: Seconded:</p>	
Receipt and adoption of President’s annual report		
2020.3A.5	<p>View Annual President’s Report here</p> <p>Motion: “That the President’s annual report be received”</p> <p>Moved: Seconded:</p>	
Receive applications for membership (to include renewal of existing membership and new membership)		
2020.3A.6	<p>Motion: “That the XX membership applications for 2020 be received”</p> <p>Moved: Seconded:</p>	

Elections of officers/executive committee	
2020.3A.7	<p>Preamble: The Gap SHS P&C has regularly had difficulties finding people to fill all executive roles in the past few years.</p> <p>Currently, we have three vice presidents as one was reinstated since Corona lockdown.</p> <p>Many other opportunities exists to be involved in the P&C at the Subcommittee level, and these committees regularly are looking for people to fill those roles. We propose that we retain status quo, returning to two vice presidents.</p> <p>Motion: That the number of vice presidents not exceed two.</p> <p>Moved Penni Davidson Seconded: Wendy Mahbubani</p>
2020.3A.8	<p>President</p> <p>Nomination:</p> <p>Moved: Seconded:</p> <p>Nomination:</p> <p>Moved: Seconded:</p> <p>Motion: Moved: Seconded:</p>
2020.3A.9	<p>Vice President</p> <p>Nomination: Moved: Seconded:</p> <p>Nomination: Moved: Seconded:</p> <p>Nomination: Moved:</p>

<p>2020.3A.10</p> <p>2020.3A.11</p> <p>2020.3A.12</p> <p>2020.3A.13</p>	<p>Seconded:</p> <p>Motion: Moved: Seconded:</p> <p>Treasurer</p> <p>Nomination: Moved: Seconded:</p> <p>Secretary</p> <p>Nomination: Moved: Seconded:</p> <p>Minute Secretary (non-executive) during meetings</p> <p>Nomination: Moved: Seconded:</p> <p>Motion: That the new 2020 Executive Committee be endorsed</p> <p>Moved: Seconded:</p>	
Change of bank signatories		
<p>2020.3A.14</p>	<p>Motion: "That the bank signatories are changed to the newly elected officers and XXXXX is retained as a signatory until these signatories can be organised."</p> <p>Moved: Seconded:</p>	
Confirmation of continuing subcommittees of the association (including appointment of members of subcommittees)		
<p>2020.3A.15</p>	<p>Motion: "That SHAPE is endorsed as a subcommittee."</p> <p>Chair: Secretary: Treasurer: Not needed as sub-committee has no bank accounts.</p>	

2020.3A.16	<p>Moved: Seconded:</p> <p>Motion: "That POPARTS is endorsed as a subcommittee."</p> <p>Chair: Vice-Chair: Secretary: Treasurer:</p> <p>Moved: Seconded:</p>	
2020.3A.17	<p>Motion: "That the Disability/Learning Difficulties Parent Engagement Group (PEG) is endorsed as a subcommittee."</p> <p>Chair: Vice Chair: Secretary: Treasurer: Not needed as sub-committee has no bank accounts.</p> <p>Moved: Seconded:</p>	
2020.3A.18	<p>Motion: "That A4A is endorsed as a subcommittee."</p> <p>Chair: Secretary: Treasurer: Not needed as sub-committee has no bank accounts.</p> <p>Moved: Seconded:</p>	
2020.3A.19	<p>Motion: "That the Building Fund sub-committee is endorsed as a sub-committee"</p> <p>Moved: Seconded:</p>	
2020.3A.20	<p>Motion: "That the P&C Executive fill the Building Fund sub-committee in respective positions."</p>	

	Moved: Seconded:	
Appointment of association's auditor		
2020.3A.21	Motion: "That the Auditor for 2020 be appointed: David Hodgkinson (Chartered accountant) Moved: Seconded:	

Adoption of updated Student Protection Risk Management Strategy		
2020.3A.22	Motion: "That the Student Protection Risk Management Strategy be adopted." Moved: Seconded:	
Adoption of updated Constitution		
	The 2018 constitution remains unchanged. To clarify, the quorum requirement for AGM/General Meetings is the number of executives plus 2. (7)	
Honorary life membership awards		
2020.3A.23	MOTION: That life honorary membership be awarded to _____ Moved: Seconded:	
General Business		
2020.3A.24	Motion: "That P&C insurance is renewed every year prior to the AGM to ensure continuous coverage." Moved: Seconded:	

Meeting closed at _____ pm

NEXT MEETING: 08 March 2021, 7:00pm. Venue: The School Library

Renton's Rules for meetings-
 Chapter 4, Guide for meetings,
 pages 66-70

Time limit of 10 minutes total debate

<p>Mover "I move that" Mover then explains the motion</p> <p>When the mover has finished the chair should call for a seconder Secunder may speak to the motion or may reserve the right to speak by stating "and I reserve my right to speak"</p> <p>The chair should next ask for a speaker against the motion and speakers for and against as far as possible. (time limit in speaking and for debate)</p> <p>The mover may, if desired speak a second time, if they do it closes the debate.</p> <p>The chair can not close debate unless:</p> <ul style="list-style-type: none"> • There are no further speakers, • The only speakers coming forward are on the same side as the last speaker • Time has almost expired. <p>The right of reply is frequently waived if there have been no speakers against the motion.</p> <p>The chair must the put the motion to the vote le the motion is:</p>	<p>Chapter 4 Guide for meetings, page 66</p> <p>Page 67</p> <p>Pg68</p> <p>timers are put in place Page 69</p> <p>2 minutes per speaker</p> <p>At 8 minutes</p> <p>Page 70</p>
---	--

,



The Gap State High School Parents' and Citizens' Association

DRAFT AGM Meeting Minutes
 11 March 2019 at 7:00pm
 TGSHS Library

Meeting opened: 7:00pm

Attendees:

James Baddock; Larry Baddock; Terri Bainbridge; Christina Bastaja; Kerry Beaumont; Shane Bevis; Shane Bevis; Wendy Bryant; Jennie-Monique Cope; Penni Davidson; David Dunn; Trish Dunn; Tracy Fulwood; Bastian Gagiano; Paula Gagiano; Janelle Grace; Angela Guthrie; Tracey Hall; Karen Hamilton; Andrew Hammonds; Vanessa Hammonds; Terri Hawke; Eleanor Heaphy; Jackie Hindley; Rowan Hindley; Judy Ives; Martin Kammann; Britta Kammann; Debora Kammann; Nicola Kenway; Steven Kenway; Rebecca Khan; Ravi Mahbubani; Wendy Mahbubani; Rachel McLaren; Anne McLauchlan; Debbie McNamara; Roland Mollison; David Nichols; Leigh Passfield; Wade Pell; Caroline Peterson; Donna Philips; Matt Putland; Katrina Rimer; Scott Spence; Sheila Stokes; Clare Tarlington; Craig Tarlington; Steven Toomey; Greg Walters; Gayle Waters; Dorothy Young

Apologies: None

MOTION	BUSINESS RAISED	ACTION
	Welcome to members and introduction of any special visitors	
	Confirmation of the minutes of the previous general meeting	
2019.3A.1	<p>View 2018 AGM Minutes here</p> <p>Motion: "That the minutes of the 2018 AGM, with the amendment of the Auditor date from 2017 to 2018, be accepted as a true record."</p> <p>Moved: Penni Davidson Seconded: Gayle Walters CARRIED</p>	Secretary to publish the 2018 AGM minutes.
	Business arising from the minutes of the previous general meeting	
2019.3A.2	<p>Motion: "That there is no business arising from the minutes of the previous AGM."</p> <p>Moved: Scott Spence Seconded: Gayle Walters CARRIED</p>	None
	Receipt and adoption of Association's audited financial statement and Treasurer's report (including all relevant subcommittees' audited financial	

	statements)
2019.3A.3	<p>View 2018 The Gap State High School P&C Association Audited Financial Statements here</p> <p>View 2019 The Gap State High School P&C Association 2019 Budget here</p> <p>View 2018 Annual Treasurer's Report here</p> <p>Motion: "That the Treasurer's Report (2018), the Audited Financial Statements (2018) and the Budget (2019) be received."</p> <p>Moved: Greg Walters Seconded: Andy Stokes CARRIED</p> <p>Annual SHAPE Report</p> <p>View SHAPE AGM minutes here</p> <p>The SHAPE Committee met regularly throughout the 2018 year, and whilst we are still small in numbers, we are an engaged group of willing parents.</p> <p>The 2018 Sports Captains – Sophie Watson and Patrick Stanley were actively involved in working with us. We are also grateful for the help from the staff of the Sports Department, and the supportive direction from Dave Moran (Head of Department).</p> <p>The SHAPE Committee was again very active in 2018 with fundraising from BBQs at the Cross Country, Athletics Carnival, Open Night, and the Kiosk during the PVL (Premier Volleyball League) Season.</p> <p>The income raised was in excess of \$12,000 which this year was used to purchase a Volleyball servicing machine \$10,000; additional 30 multipurpose jerseys \$1000; support for the Sports Awards Night \$1000 in donation and the provision of all the drinks for the night.</p> <p>We received great support from our parent volunteers, and we would like to acknowledge the dedication of previous Chairperson Mike Burke. We also would like to</p>

<p>2019.3A.4</p>	<p>acknowledge the great support from the students helping in the Kiosk during the PVL season including Sophia & Misha Mahbubani, Paige Phillips, Dylan Bryant, Bridgette & Shannon Scanlon, Annalise, Saskia & Monique Jones, and Tom Dunn. Their participation and enthusiasm was contagious. We would also like to thank the parents and students who have helped at the fundraising BBQs.</p> <p>The SHAPE Committee would like to thank the P&C for their ongoing support, and we also acknowledge Anne McLachlan and the school office for their help throughout the year.</p> <p>The fundraising for the Melbourne AVSC raised more than \$7000 which was used to reduce the cost for each student, and in addition provided a bursary for an additional 2 students.</p> <p>The 2019 AGM has accepted the following Executive Committee positions:</p> <p>Chairperson – David Dunn and Trish Dunn will remain Co-Chair, with support and that a new member of the committee (hopefully from the younger years) will become Co-Chair.</p> <p>Secretary – Sam Wilkinson</p> <p>We look forward to another great year in 2019.</p> <p>View Annual POPARTS Report here View POPARTS Investment Pan here View POPARTS Operational Plan here</p> <p>Motion: That the sub-committee reports be accepted.</p> <p>Moved: Gayle Walters Seconded: Terri Bainbridge CARRIED</p>	
<p>Receipt and adoption of President's annual report</p>		
<p>2019.3A.5</p>	<p>View Annual President's Report here</p> <p>Motion: "That the President's annual report be received"</p> <p>Moved: Gayle Walters</p>	

	<p>Seconded: Scott Spence CARRIED</p>	
	<p>Receive applications for membership (to include renewal of existing membership and new membership)</p>	
2019.3A.6	<p>Motion: "That the 75 membership applications for 2019 be received"</p> <p>Moved: David Dunn Seconded: Wendy Mahbubani CARRIED</p>	
	<p>Elections of officers/executive committee</p>	
2019.3A.7	<p>President Nomination: Leigh Passfield</p> <p>Moved: Gayle Walters Seconded: Penni Davidson</p> <p>Nomination: Scott Spence</p> <p>Moved: Rachel McClaren Seconded: Jackie Hindley</p> <p>A secret ballot was undertaken and Leigh Passfield was declared President.</p> <p>Motion: "That the ballot papers be destroyed." Moved: Gayle Walters Seconded: Penni Davidson CARRIED</p> <p>Vice President</p> <p>Nomination: Martin Kammann Moved: Paula Gagiano Seconded: Tania Baddock</p> <p>Nomination: David Dunn Moved: Trish Dunn Seconded: Penni Davidson</p> <p>Nomination: Gayle Walters Moved: Leigh Passfield Seconded: Penni Davidson</p> <p>Nomination: Scott Spence Moved: Rachel McClaren</p>	

<p>2019.3A.8</p>	<p>Seconded: Paula Gagiano</p> <p>Moved: Martin Kammann Seconded: Scott Spence</p> <p>A secret ballot was undertaken and Martin Kammann and Scott Spence were declared Vice Presidents.</p> <p>Motion: "That the ballot papers be destroyed." Moved: Gayle Walters Seconded: Andy Stokes CARRIED</p> <p>Treasurer</p> <p>Nomination: Greg Walters Moved: Penni Davidson Seconded: Andy Stokes CARRIED</p> <p>Secretary</p> <p>Nomination: No nominations were accepted.</p>	
<p>2019.3A.9</p>	<p>Motion: "That Penni Davidson stand in as a minutes secretary (non-executive) during meetings." Moved: Gayle Walters Seconded: Leigh Passfield CARRIED</p>	
<p>2019.3A.10</p>	<p>Motion: "That the new 2019 Executive Committee be endorsed"</p> <p>Moved: Gayle Walters Seconded: Andy Stokes CARRIED</p>	
Change of bank signatories		
<p>2019.3A.11</p>	<p>Motion: "That the bank signatories are changed to the newly elected officers and Wendy Mahbubani is retained as a signatory until these signatories can be organised."</p> <p>Moved: Karen Hamilton Seconded: Gayle Walters CARRIED</p>	
Confirmation of continuing subcommittees of the association (including appointment of members of subcommittees)		

<p>2019.3A. 12</p>	<p>Motion: "That SHAPE is endorsed as a subcommittee." Chair: Trish and David Dunn (co-chairs) Secretary: Sam Wilkinson Treasurer: Not needed as sub-committee has no bank accounts. Moved: Wendy Mahbubani Seconded: Karen Hamilton CARRIED</p>	
<p>2019.3A. 13</p>	<p>Motion: "That POPARTS is endorsed as a subcommittee." Chair: Debbie McNamara Vice-Chair: Tony Ketteringham Secretary: Kerry Beaumont Treasurer: Nicola Kenway (assisted by Anita McGrath) Moved: Gayle Walters Seconded: Karen Hamilton CARRIED</p>	
<p>2019.3A. 14</p>	<p>Motion: "That the Disability/Learning Difficulties Parent Engagement Group (PEG) is endorsed as a subcommittee." View PEG Committee Operating Guidelines here Chair: Terri Bainbridge Vice Chair: Rebecca Seedell Secretary: Karen Musco Treasurer: Not needed as sub-committee has no bank accounts. Moved: Terri Bainbridge Seconded: Gayle Walters CARRIED</p>	
<p>2019.3A. 15</p>	<p>Motion: "That the Building Fund sub-committee is endorsed as a sub-committee" Moved: Martin Kamman Seconded: Gayle Walters CARRIED</p>	
<p>2019.3A. 16</p>	<p>Motion: "That the P&C Executive fill the Building Fund sub-committee in respective positions." Moved: Dorothy Young Seconded: Gayle Walters CARRIED</p>	

	Appointment of association's auditor	
2019.3A.17	Motion: "That the Auditor for 2019 be appointed: David Hodgkinson (Chartered accountant) Moved: Greg Walters Seconded: Andy Stokes CARRIED	
	Adoption of updated Student Protection Risk Management Strategy	
2019.3A.18	Motion: "That the Student Protection Risk Management Strategy be adopted." Moved: Gayle Walters Seconded: Terri Bainbridge CARRIED	
	Constitution – No update required	
	The 2018 constitution remains unchanged. To clarify, the quorum requirement for AGM/General Meetings is the number of executives plus 2.	
	Honorary life membership awards	
2019.3A.19	MOTION: "That life honorary membership be awarded to Julie Gastrell" Moved: Penni Davidson Seconded: Gayle Walters CARRIED	
	General Business	
2019.3A.20	Motion: "That P&C insurance is renewed every year prior to the AGM to ensure continuous coverage." Moved: Wendy Mahbubani Seconded: Greg Walters CARRIED	
Meeting closed at 8:15pm		
NEXT MEETING: 9 March 2020, 7:00pm. Venue: The School Library		

2019 Annual Report - PEG

The Gap State High School P&C Association Disability/Learning Difficulties Parent Engagement Group (PEG) is a Subcommittee of the Gap SHS P and C.

The purpose of the subcommittee is to provide parents with support and advice on issues relating to educating and supporting a student with disabilities/learning difficulties. Also, to provide (if requested) advice and feedback to Special Education Services on issues in respect of students with disabilities/learning difficulties.

During 2019, the PEG met monthly to facilitate opportunities for parents to meeting, share information and support. Staff from the Inclusion Department of the school have regularly attended the meetings and provided valuable support.

The group wishing to thank the Inclusion Department for their ongoing support.

We conducted information sessions with third parties on the National Disability Information Scheme (NDIS) and anxiety in students with disabilities/learning difficulties.

Executive Members – the proposed executive for 2020 are as follows

Chairperson – Terri Bainbridge

Secretary – Susan McCaskill

Vice Chairperson – Rebecca Seedell

PEG would like to thank Karen Musco, our retiring founding member/Secretary, for her work and dedication

The PEG looks forward to another year of providing information and support to our community.

TGSHS A4A BUDGET 2020**PROPOSED RECEIPTS****OPENING BALANCE - carried forward from 2019** \$ **6,000.00**

Funds to be returned from school to PnC (A4A) \$ 313.00

Available Funds at start of year \$ 6,313.00

Net FUNDRAISING INCOME EXPECTED

Year 7 Parents welcome \$ 2,000.00

Nerf Wars \$ 500.00

Leadership centre team challenge \$ 500.00

Enoggera Reservoir Walk \$ 500.00

Bushdance \$ 1,000.00

Nia Cultural Dance \$ 250.00

The Gap Cheese Fest \$ 1,000.00

Art therapy \$ 700.00

Other activities \$ 200.00

Total Fundraising Income \$ **6,650.00****PROPOSED PAYMENTS****DONATIONS EXPECTED**

APS PROGRAM \$ 6,000.00

Stem PROGRAM \$ 3,000.00

Student leader activities \$ 1,000.00

TOTAL DONATIONS \$ 10,000.00**EXPECTED CLOSING BALANCE/EQUITY as end of Budget year** \$ **2,963.00**



***Community activity, fundraising for great student activities.
(2020 Draft Program)***

What's happening in 2020? ([Bookings and information](#))

- Year 7 Parent Welcome Gathering (Friday 31 January, 6pm, \$15).
- The Gap Nerf Wars with David (Friday 24 April 4-6pm, Sports Hall).
- Leadership centre team challenge with Ben, Anne and Steve (confirming date).
- Enoggera Reservoir Walk with Leigh (Sunday, 17 May 7am at the Reservoir).
- Bushdance for 60th Anniversary, led by whole school, (Friday 12 June)
- Nia Cultural Dance with Rebecca (Friday, 7 Aug, 6:30pm, JA Robertson Hall).
- The Gap Cheese Fest with David (Sunday 16 August, 2pm, Nichols Household, The Gap)
- Art therapy “paint and pour” with Gayle. (Thursday 10 September, 7pm in Art Block).

[#Book a Ticket](#)

More information: Please contact Steven Kenway (GSHS P&C) a4a@tgshspandc.org.au 0419 979 468. (Note: *we are still seeking 3-4 additional activity hosts 2020. Contact Steven or David if interested.*)

Activities for 2020

Title	Year 7 Parent Welcome Gathering
Date	Friday 31 st January 2020
Start & Finish time:	18:00pm to 20:30pm
Location	Q Building TGSHS Atrium
Short description and cost	<p>A night for year 7 parents to connect and get to know others and find support to navigate high school by having personal connections in the school and wider school community.</p> <p>Grazing platters will cater for all dietary requirements. Drinks will be available for purchase including soft drink, wine and beer. A range of networking activities / tags will help connect. Members from the P&C executive and sub committees will help with connections and information.</p> <p>TGSHS musicians will entertain. Entry includes magnificent cheese board. Drinks will be for sale.</p> <ul style="list-style-type: none"> • Parents only; • Parking in school grounds; • 6:00 – 8:30pm. • Toilet available. • <u>No smoking</u>
Bookings and payment	<p>15\$/parent. Book either:</p> <ul style="list-style-type: none"> - credit card online with Trybooking at - cash on the night (if space available) <p>Further information President@tgshspandc.org.au</p>
Image	

Title	Nerf Wars
Date	Friday 24 April
Start & Finish time:	4:00 until 6:00 PM
Location	TGSHS Sports Hall
Short description and cost	<p>NERF Wars is back! Play rules based skirmish with parents, students and teachers in an organised chaos event. Bullets and safety glasses supplied. Multiple games. Sausage sizzle and cold drinks at low cost. Entry \$10. Bring your own gun, or hire (\$5) if available. Bullets provided. A4A community fundraising for great student activities.</p>
Bookings and payment	<p>Bookings https://www.trybooking.com/BCGOE or cash on the day. Further information dsrn2020@gmail.com</p>



Title	Leadership Centre Team Challenge
Date and Time	Wed 29 April 2020 (confirming date).
Location	GSHS Leadership Training Centre, 4061
Short description	Experience the wonderful GSHS Leadership Training Centre with hosts Ben Rothwell, Anne McLauchlan, Jonas Teixeira and Steven Kenway. Test your courage and team work with indoor caving, outdoor abseiling or taking the “Leap of faith”. Enjoy a special evening with other parents, teachers and the community and raise funds for great student activities.
Cost	\$45 (1 person), \$80 (2 people), \$110 (3 people). Two shifts 5:00-6:45 and 6:45-8:30.
Bring	All gear provided. Bring sporty clothes, hair ties, and sense of adventure. Not short shorts.
	Teams of three. 20 people per session (minimum needed).
Bookings	Trybooking (minimum of 20 bookings for proceeding – confirm 1 week prior)

Title	Enoggera Reservoir Walk
Date and Time	Sunday 17 May, 7am
Location	Meet at Walkabout Creek, Mt Nebo Road, (The Beach) down by the Reservoir).
Short description and cost	Join a group of wonderful volunteering parents for a walk around the beautiful Enoggera Reservoir - this is one to tick off your bucket list. The more the merrier! Come and meet other parents/, teachers students and members of The Gap community and let’s have some fun. Chose either a 5km or more challenging 10km circuit (mountain bike if you wish). After the walk you will be rewarded with BBQ (if you get back in time😊). Adults \$10, children > 12 \$5 and family ticket \$20.
Bring	Study walking shoes, hat, water bottle. Raincoat (if rain is likely), mobile phone.
Bookings	https://www.trybooking.com/eventlist/gshs or cash on the day

Title	Gap Bushdance celebrating 60th anniversary
Date and Time	Friday 12 June, 6-9pm
Location	GSHS, Waterworks Road, The Gap. 4061.
Short description and cost	A great event for the whole community. Dancing. Food trucks and drink sales. Hay Bails. A wonderful community occasion for the school, parents, and all welcome celebrating 60 years of education in the Gap. Adults \$10. Students \$5. Families \$25
Bring	Bootscooting gear

Title	Art therapy - "Paint and Pour"
Date and Time	Thursday 10 September 6:30pm (for 7pm) through to 9pm.
Location	The Gap Art Building, Gap State High School. Waterworks Road, The Gap. 4061.
Short description and cost	Come along for a session of Art Therapy, mindful and creative expression through painting, and including wine and cheese appreciation. (Adults 18+). Maximum numbers 20. Cost \$50 includes canvas to take home, wine and cheese platters during the event.
Bring	Canvases and crudités will be provided.
Bookings	https://www.trybooking.com/eventlist/gshs or cash on night.

Title	The Gap Cheese Fest
Date	Sunday 16th August
Start & Finish time:	14:00pm to 17:00pm
Location	20 Alton Terrace, The Gap 4061
Description and cost (85 words max)	Enjoy a glass of wine and amazing cheeseboard while listening to local home grown volunteer music including GSHS students. Bring a blanket, bottle, picnic as you wish. Adults \$20, Children \$5, Families \$40. BYO or drink sales. No dogs or smoking. Street Parking. Parking on street available. A4A community fundraising for great student activities.
Bookings and payment	Book at https://www.trybooking.com/eventlist/gshs or cash on the night (if space available). Further information dsrn2020@gmail.com
Image	

Title	Nia Dance and Noodle Night:
Date and Time	Friday 7 August. 6:30-9:00pm.
Location	JA Robertson Hall, Waterworks Road, The Gap.
Short description and cost	Students \$5, Adults 10\$. Bookings on Trybooking. Join with Rebecca, students, parents and teachers for gentle but energetic Nia Passion dance, Chinese folktales, Noodles and tea. The evening is a Festival Celebration Family Night and an opportunity for you to immerse yourself in the holistic cultural sensory experience of one of the most celebrated Chinese traditional occasion!
Bring	Bring your dancing energy and cultural curiosity!
Bookings	https://www.trybooking.com/eventlist/gshs or cash on the day

Yet to confirm

Title	Skateboarding with Skateboard Australia and Steve Toomey
Date and Time	31/08/ - 3:30 pm - 5:30 pm
Location	The Gap Skatepark - Walton Bridge Reserve, 25 Glen Affric St - The Gap
Short description	Join with host Cr Steve Toomey and Skateboard Australia for an afternoon of fun and learning sponsored by Brisbane City Council and highly qualified ASF Skateboard Coaches. Learn the basics, improve your skills, land new tricks and have fun at The Gap Skatepark. Some helmets and skateboards will be provided. Demonstrations, Lessons, Tricks. Boards and gear provided but also bring your own board or protective gear to show and use. This is a lead in for a future "advanced" boarding day. See https://australianskateboarding.com/events/revolutions-the-gap-qld/
Cost	FREE...register at... https://www.trybooking.com/BFCOT (or just turn up, but better if you register).
Bring	Skateboard, skates, helmet, knee/wrist guards (ie your own safety equipment).

Title	Handtool Woodworking with Bruce
Date and Time	Sunday 12 May
Location	Bruce Teakle Workshop, Lindsay Road, Mt Glorious, 4520
Short description and cost	Have you ever used a drawknife, froe, or spokeshave? Work with and learn from craftsman Bruce Teakle in a day of handtool woodwork using local timber. Set in a beautiful rainforest workshop, you will return home with new skills and knowledge of the tree and its timber. Learn within a philosophy of appreciation of design and nature. Work towards (and likely finish) a project such as a cutting board, spoon or one-piece stool. Numbers are limited to 6 per day. Adults \$60. Students \$40. If you like Roy Underhill http://www.woodwrightschool.com/ , you will probably enjoy the day. Note: to get to Bruce's workshop involves a 5 minute walk down a steep dirt road. Please wear sturdy shoes. The workshop involves working with sharp tools which need to be handled carefully. Please bring something to share for a group lunch. You will work with basic but good timber, additional timber available at small charge (below cost).
Bring	Any non-powered woodworking tools you own (tools will be supplied on the day but it's best if you learn to use your own as well), work clothes, safety glasses, sturdy shoes, hat, food to share for a communal lunch.
Bookings	

Title	Christmas Baking with Karen (Come and Cook!)
Date and Time	Friday 22nd November 7-9.00 pm
Location	Come and Cook. 11 Grenoble St, The Gap.
Short description	Come along to learn from Karen the joy of Christmas Cookie Trees, Turkey and Cranberry meatballs, Pumpkin and Pinenut Rolls, Gingerbread Men. Book early to avoid disappointment.
Maximum	12
Cost	\$59 bookings

Bring	Just yourself and some containers to take home your food...all ingredients etc supplied.
-------	--

Title	Beer tasting and appreciation
Date and Time	Oktoberfest
Location	3 little pigs?
Short description and cost	Join with host Roland and other parents for an evening of fine beer tasting and appreciation. (perhaps bit on whats included?). \$40?? (just a guess??)
Bookings	Trybooking or cash on the day

A4A Charter 2020



Community activity, fundraising for great student activities.

What is the A4A program? The A4A program is a parent-driven initiative of **FUNdraising activities** which tap into skills of parents, the community, and students. Often in collaboration with the school the A4A committee provide organisational, marketing and booking support so that students, parents and families can enjoy great activities. Watch the [video](#). Or [See school website](#).

A4A fundraises for diverse activities for students. It seeks to build creative, entrepreneurial, leadership, and innovation skills and support wellbeing.

How does it work? The program is based on a new model which has been successful internationally. Parents (or others) volunteer to run “activities” for parents, and/or children/staff. Activities can be run anywhere, including at school. A small per-person fee is paid by participants. The activities are as diverse as human interests: DIY gift-making, wood-fired pizza, gardening, bicycle maintenance, yoga, cricket, soccer game, programming for kids, pottery, photography, i-phone skills, treasure hunts are all possible.

How is money raised? Costs are covered by the activity. Sometimes school resources/facilities enable the activity. Sometimes local business may support activities. A good example is the Gap Ninja Warrior where 60 participants raised over \$700, with support from Moon Lee Tae Kwon-Do and Ritual HQ Gym.

The P&C (via A4A) approve activities, arrange insurance, support bookings, disburse collected monies, and report annually. The A4A program It encourages student input into activity selection and hosting. It welcomes local business but avoids over-promotion to retain focus on building engagement.

A4A “Hosts guide”



Community activity, fundraising for great student activities. Guide for “Hosts”

To run a fundraising activity....

What is the way to get involved? And what is the Process?

Being an A4A “host”, is very easy. Activities can be as small, or as big as you would like. Below are some suggestions, but its great strength is its flexibility. As an A4A host, you don’t have to come to any meetings, and the A4A program provides support with many things to let you enjoy running your activity.

Step 1: Identify an activity you are interested in running

What are you interested in or passionate about? What would you like to share with others? Do you have any particular skills or hobbies? Some great activities can be run in quite a small way (groups of 6-30ish), and draw mostly on the interests and knowledge of the hosts.

Think also about timing and location....When would you like to run the activity (think ahead generally at least 3 months and how this relates to the school term and holidays). It takes a few steps to get activities advertised and booked. Where you will run it? It is possible run activities anywhere and the school is supportive with facilities. Think whether you are targeting adults, children, or families. Teaming up with someone can be a really good idea as it helps generate new ideas and shares the load. Do a rough budget...ie what will it cost to run the event, how many tickets can you sell, for what price?

Step 2: Chat with Steven Kenway (0419 979 468) or David Nichols

Give us a ring, or we can call you. We can send through some information which may help. As far as first steps planning goes...that’s about it! The A4A program will help with P&C approvals, bookings, insurance, money collection, school contacts, promotion, float, etc. Involvement can help, but is not essential.

Running your event: You may need materials, etc. A run sheet and brief risk analysis is useful (template available and Steve can help). Cash collection is sometimes needed but the booking system helps minimise this. That’s it! Celebrate!! You deserve a pat on the back.

What have previous “hosts” learnt?

- Teaming up with someone can be a really good idea. It provides some moral support, ideas and encouragement.
- Identify your target date well in advance (ie ideally 3 months ahead). This will give good time to let the school and community know about the event and help with bookings.
- Pre-bookings are really helpful. It is good to know you have some numbers in

advance.

- Realise it is likely that it will take a few “runs” at an activity for it to catch on. A good early goal is to just get a small group of people together and for them to have a good time (ie fun). This is a major aim of the program, ie fundraising is secondary.
- It’s really very rewarding running your own activity.
- Social media is really helpful in promoting the events (eg Facebook).
- Creating a “run sheet” for the night is helpful (example available).
- For events run at the school checking in early about (a) access (typically coded) and (b) care of equipment and floors and (c) clean up, can be a good idea.
- If you are providing, or selling, food/drinks using another P&C facility (eg sports hall kiosk), a quick inventory of existing drinks/food may be helpful.

More information: Steven Kenway (GSHS P&C) a4a@tgshspandc.org.au, 0419 979 468.



POPARTS COMMITTEE

2019 Operational Plan

The POPARTS Committee operates as a Sub-Committee to The Gap State High School Parents and Citizen Association.

This Operational Plan sets out the proposed events and activities to be either managed or supported by POPARTS for 2020.

EVENTS			
No.	Description	Timing	Purpose
E1	Trivia Night (15 March 2019)	Term 1	Fund Raising / Community Building
E2	Bunnings BBQ	Term 1	Fund Raising – donated \$500
E3	Tula Gallery Series (22-23 August 2019)	Term 3	Fund Raising / Community Building
E4	Tula Festival (24-26 October 2019)	Term 4	Fund Raising / Celebrating Success
SERVICES			
S1	Music Consumables	All year	Curriculum Support
COMMITTEE ACTIVITIES			
A1	Committee Membership – Grow & maximise contribution	All year	All
A2	Grant Funding – Pursing external opportunities	All year	Fund Raising



POPARTS COMMITTEE

3 Year Investment Plan

2019-2021

The POPARTS Committee operates as a Sub-Committee to The Gap State High School Parents and Citizen Association and therefore this plan has been developed to align with the P&C's Strategic Directions 2016-20 Plan.

This 3 Year Plan sets out the short term and long term priorities for the POPARTS Committee to support the ongoing development of the Arts school programme within the school across the 4 faculties, namely:

- Drama
- Film, Television and Multi-Media
- Music
 - Instrumental
 - Classroom
- Visual Art

The POPARTS Committee is committed to supporting the staff within the Arts school in providing exceptional opportunities and learning outcomes to all students.

Short Term Priorities			
No.	Description & Value	Amount	Alignment with P&C Strategic Direction
ST1	Arts Faculty Resources & Activities	\$12.5k (\$2.5k per faculty)	Increased and improved resources
ST2	Hall Audio Equipment – Tech Crew	\$10k	Facility Improvement and Expansion
Long Term Priorities			
LT1	Auditorium Seating Upgrade *	\$5k	Facility Improvement and Expansion
LT2	Additional Practice Rooms *	\$10k	Facility Improvement and Expansion

* Partial Contribution to larger P&C project

SHAPE 2019 Report to P&C 2020 AGM

On 22 July, 1996, a SPORTS forum was held at The Gap State High School. The forum resulted in the formation of a group which was named SHAPE (Sport, Health and Physical Education). SHAPE has been meeting regularly since 1996 and became a subcommittee of the P&C.

The SHAPE Committee is well known for BBQ fundraisers, - the first fundraiser the SHAPE Committee held was a BBQ for the TGSHS interhouse Swimming Carnival held on 19th Feb 1997. In 2019 - we held BBQs at the Swimming Carnival, the Cross Country and the Athletics Carnival. The funds that SHAPE raise go to supporting the whole school.

We would like to send out a big thank you to those parents and students who have volunteered to help throughout the year, supporting our athletes in car-pools, cooking on BBQs, working at the kiosk during the Premier Volleyball League season and the all-important cheer squads.

We have had a great response from parents for our fundraising efforts over the year and we have raised just over \$8,000 for the support of students at The Gap State High School. This year the SHAPE Committee have helped support the school with the purchase of a DRONE for Teaching and Learning in aiding to evaluate performances. You may have seen the footage from the Cross Country held earlier in the year. SHAPE has also purchased a large electronic clock for the Sports Hall on the suggestion of the Junior captains.

The SHAPE committee wish to thank those parents who were able to make the meetings, and to those who, whilst unable to be at meetings, have provided valuable feedback. We would like to acknowledge and thank Dylan Trevarthan and Jasmine Skeate – 2019 Yr12 School Sports Captains for their involvement at SHAPE meetings, providing Sports Captains reports, and valuable input to discussions. We would also like to acknowledge the Junior Sport Captains, Kate Beardmore and Chris Wilkinson; and Year 11 Senior Sports Captain – Ben Wilkinson who have taken the lead in their roles, attending meetings, providing feedback and suggestions. The school is well equipped with the talent of the Senior and Junior Sports Captains leading the way – thank you Dylan, Jasmine, Ben, Analise, Chris, Saskia and Kate.

The Gap State High School is a school of excellence in Volleyball and offers the SIV or Special Interest Volleyball Program at the school. You may not all be aware, but there is parent supporter group for the Volleyball students. This group also fundraise throughout the year to provide support for the teams travelling to participate in the Australian Volleyball Schools Cup (AVSC). In 2019 the VB supporters group raised almost \$7500 for the 7 teams and 11 staff and 4 external coaches who participated at the AVSC on the Gold Coast 7th-15th December 2019.

We have had incredible support from our parents of the school and local community with the value of raffle prizes totalling more than \$4300.

We also would like to acknowledge Sabre Connect and Bank of Qld (The Gap) who have provided a sports duffle bag for each student and coaching staff travelling to AVSC in 2019. This support which is valued at approximately \$6000 is much appreciated by the students. Sabre Connect has supported the Special Interest Volleyball Program at TGSHS for the past 5 years with either a backpack or duffle bag for the students and staff participating in the AVSC.

The Australian Volleyball Schools Cup event has been running for the past 30+ years and is the single largest school-based sporting event in the southern hemisphere with over 5000 participants competing in 531 teams representing 136 schools across Australia, NZ, and the South Pacific.

Our own 74 strong student delegates represented TGSHS and was the largest student contingent TGSHS has sent to any sporting event, running over 7 days.

The SHAPE Committee thanks you for your support. The Volleyball Supporters Group thanks you for your support.

TGSHS SHAPE BUDGET 2020 - PROPOSED + ACTUAL

PROPOSED RECEIPTS	Proposed	Actual (to date)
OPENING BALANCE - carried forward from 2018	\$ 230.93	\$ 230.93
OTHER INCOME		
Donations	\$ -	\$ -
	\$ -	\$ -
FUNDRAISING INCOME		
Big Event?? (Term 3)	\$ 2,000.00	\$ -
PVL Kiosk (Fri nights Apr-Aug)	\$ 5,000.00	\$ -
7-Jan Swimming carnival (\$15/pp=STAFF x 130) + Student sales on day	\$ 1,500.00	\$ -
Cross Country (22 Apr)	\$ 500.00	\$ -
Athletics Carnival (24 Jul)	\$ 500.00	\$ -
Battle of the Bands (canteen)	\$ 200.00	\$ -
Open Day BBQ	\$ 500.00	\$ -
Colour Run 50%	\$ 500.00	\$ -
SIV Uniforms	\$ 500.00	\$ -
Duffle Bags \$25 profit/bag	\$ 2,500.00	\$ -
TOTAL INCOME	\$ 13,930.93	\$ 0.00
PROPOSED PAYMENTS		
FUNDING INITIATIVES		
SPORT Program Support - across all faculties	\$ -	\$ -
Sports Award Night - Student costs	\$ 2,000.00	\$ -
		\$ -
OPERATING EXPENSES		
Trivia Night Costs	\$ 250.00	\$ -
Prizes/gifts	\$ 250.00	\$ -
Events Expenditure "Miscellaneous Printing/Tickets"	\$ 300.00	\$ -
Sports consumables	\$ 250.00	\$ -
Prizes/gifts	\$ 250.00	\$ -
Projected Purchases 2019		
Short-Term		
Court Camera (middle of complex)	\$ 3,000.00	\$ -
Light Gates - GPS modules for Sport Classrooms x 6 @\$300	\$ 1,800.00	\$ -
Portable Gym Equipment - lifting racks or stations	\$ 1,500.00	\$ -
Rubber flooring in mezzanine	\$ 1,500.00	\$ -
Multipurpose Jerseys	\$ 1,500.00	\$ -
		\$ -
TOTAL PAYMENTS	\$ 12,600.00	\$ -
BALANCE	\$ 1,561.86	\$ 230.93
Projected Purchases 2-3 years		
Medium-Term		
Beach Volleyball Courts (where cricket nets are)	\$ 100,000.00	\$ 100,000.00
Resurface Basketball Court - multi-use + grandstand	\$ 200,000.00	\$ 200,000.00



The Gap State High School P&C Association Student Protection Risk Management Strategy 2020

A strategy for managing risks to children & young people.

This Strategy is effective from 22 June 2020 (date endorsed) and is to be reviewed annually in time for endorsement at the following AGM. This is an annual requirement of the P&C Association.

Disclaimer: This document has been compiled by P&Cs Qld to assist P&C Associations to comply with the legislative requirements of the *Working with Children (Risk Management and Screening) Act 2019* and the *Working with Children (Risk Management and Screening) Regulation 2019*. It is a guide only and should not be considered legal advice or a legal document. P&C Associations should seek the professional advice of Blue Card Services should they have any questions regarding Student Protection Risk Management.

**The Gap State High School
Parents and Citizens Association
Student Protection Risk Management Strategy
2020**

Purpose

This Student Protection Risk Management Strategy is developed to enable the P&C Association to comply with the legislative requirements specified in the *Working with Children (Risk Management and Screening) Act 2019* and the *Working with Children (Risk Management and Screening) Regulation 2019* for the protection of children and young people from harm and the risk of harm.

Policy

Statement of Commitment

The Gap State High School P&C Association is committed to the safety and wellbeing of the students in the care of The Gap State High School and requires volunteers and P&C employees to model and encourage behaviour that upholds the dignity and safety of students. The P&C Association supports the Department of Education (the Department) Student Protection Procedure and Student Code of Conduct that apply to all departmental employees and includes volunteers and P&C employees.

[Department of Education Student Protection Procedure](#)

[Department of Education Student Code of Conduct](#)

All Volunteers and P&C employees must:

- Not cause harm to students in the care of the school
- Actively seek to prevent harm to a student in the care of the school
- Report suspected student harm to the principal (or to the Regional Director if it is suspected the principal is involved).
- Inform themselves about the content of this strategy.

Principles

In keeping with principles outlined in the Department's Student Protection Procedure the P&C Association asserts that the safety, wellbeing and best interests of children are paramount and all children have a right to protection from harm.

Harm includes any detrimental effect of a significant nature on a student's physical, psychological or emotional wellbeing.

Harm can be caused by amongst other things:

- Physical abuse
- Psychological or emotional abuse
- Neglect
- Sexual abuse or exploitation

Categories of Harm

For the purpose of this policy, harm to students is considered as being categorised as:

- Harm caused by a school employee or P&C employee
- Harm caused by another student
- Harm caused by a person not employed by the Department or the P&C Association including family members, strangers, parent helpers, volunteers, school visitors or unknown
- Self harm

Student Protection

- All volunteers and P&C employees receive some form of student protection training, as determined by the principal including provision of the Student Protection Fact Sheet (see Templates, page 10)
- The safety, wellbeing and best interests of the student are paramount *
- Every student has a right to protection from harm*
- Volunteers and P&C employees must ensure that their behaviour towards and relationships with students is of the highest professional standards.
- Failure by a volunteer or P&C employee to act in accordance with the requirements of this policy will constitute a breach of the Code of Conduct and the principal will advise on appropriate action to be taken.

* Sections 5A & 5B *Child Protection Act 1999*

Accountabilities

All volunteers and P&C employees:

- Are not expected to be experts in the area of harm and should err on the side of caution in terms of reporting their suspicions, to enable those who are experts to investigate further.
- Who have any suspicion that a student is being harmed or is at risk of harm **MUST** report their concerns to the principal*.
- OSHC staff are to report their concerns to the OSHC Coordinator/OSHC Assistant Coordinator who will:
 - Complete the appropriate documentation in accordance with OSHC Policies and Procedures for the licensee (P&C President or Vice President (OSHC) to report to the Department of Communities, Child Safety and Disability Services, and
 - Inform the principal.
- Are **NOT** to investigate any aspect of a suspicion of harm or risk of harm.
- Must apply for and be successful in obtaining a positive suitability notice from Blue Card Services if they are required to do so by law.
- Must immediately notify the principal in writing if they are charged with or convicted of an offence.
- Must undertake training in student protection procedures as determined appropriate by the principal.

* If you suspect the principal is responsible for causing harm to a student report this to the Regional Director, Schools at the local Departmental Regional Office.

Code of Conduct

A Code of Conduct provides direction and guidance on responsibilities and the expected standards of behaviour while undertaking activities that reflect on the school and the P&C Association. The code places an obligation on all of us to take responsibility for our own actions.

A Code of Conduct for volunteers and P&C employees includes:

- Compliance with the Departmental Code of Conduct
- Personal privacy is of paramount importance. Information gathered or obtained as a result of the role as a volunteer or P&C employee MUST be considered confidential and is only to be passed on to the relevant school authority.
- Treating all people with Dignity, Courtesy, Honesty and Fairness at all times.
- Constructive criticism is healthy while personal attacks are destructive and to be avoided.
- Discrimination on racial, ethnic, or religious grounds is FORBIDDEN, as is any form of sexual discrimination and / or harassment.

The Standards of Behaviour Fact Sheet is provided under templates for distribution

Procedures

Recruitment

A volunteer, who is not a parent of a child of the school or exempt, MUST have a Blue Card before they start volunteering regardless of how often they come into contact with students.

Executive Committee members of a P&C Association that operate an Outside School Hours Care facility MUST have a Business Blue Card, or proof of a submitted application for a Blue Card.

All written advertisements for volunteer or paid employment will include information regarding Blue Card requirements.

A current Blue Card or proof of a submitted application for a blue card is an essential requirement for any applicant for any paid position.

Training

Volunteers and P&C employees access some form of training as determined by the principal, to meet the legislative requirements of Blue Card Services.

For example:

- School based Student Protection training through workshops and seminars provided by the Principal
- Student Protection Fact Sheet (see Templates, page 10)
- Display Student Protection Fact Sheet in P&C areas of operation and also with the Volunteer Register or refer to the location where the Student Protection Fact sheet is displayed.

Management

The following procedures are to be followed to ensure compliance with the legislation:

- Blue card application forms for P&C employees should be processed by the authorised officer determined by the P&C President
- The contact person in part A of the application form MUST be the P&C President
- Blue Card Services must be notified if the person in the role of President (the contact person for the Association) changes. (See Templates)

P&C Association Student Protection Risk Management Strategy 2020

- Blue card application forms for volunteers should be processed by the authorised officer determined by the Principal
- Volunteers and P&C employees who already have a Blue Card must provide a copy to the authorised officer determined by the Principal for filing
- Maintain a Blue Card Register for volunteers and P&C employees
- Blue Card Register maintained by the authorised officer, determined by the principal, within the school in order to guarantee confidentiality of private information.
- Ensure that current versions of Blue Card application forms are available on site
- The contact address of the person processing the Blue card applications must be the address of the school.
- Volunteers and P&C employees applying for a Blue Card for the first time, or renewing their card **MUST** be provided with a warning, by the person signing their application, that it is an offence for a 'disqualified person' to apply for a Blue Card. A declaration on the application form that this warning has been given **MUST** then be signed.
- Maintain a Volunteer Register at every site and activity at which volunteers are working.
- The Volunteer Register **MUST** indicate if the volunteer has a blue card or not (see templates)
- Volunteer Register to be checked regularly against the Blue Card Register. (On a term basis as a minimum requirement) by a designated person in liaison with the authorised officer
- The designated person checking the Volunteer Register **MUST** inform the principal / P&C President of those volunteers or P&C employees who are non compliant.
- Currency of the Blue Card for volunteers who are required to have a Blue Card is a condition of their unpaid employment.
- Non current volunteers will be contacted by the principal / P&C President and advised of the risk management procedures and advise them that they need to amend the situation before they can continue in their current capacity
- Currency of the Blue Card for P&C employees is a condition of employment and is to be monitored by the P&C President.
- In accordance with the *Working with Children (Risk Management and Screening) Act 2000* all volunteers and P&C employees who have a current Blue Card from the Commission **MUST** notify the principal/P&C President of any change in their criminal history (i.e. if they are charged with or convicted of an offence). The principal / P&C President **MUST** then notify Blue Card Services
- A Student Protection Activity Risk Management Plan (see template) should be completed for each activity in order to identify the potential risks and put appropriate strategies in place to minimize the risks.
- A Training Register is maintained by an authorised person, as determined by the principal, and lists the volunteers and P&C employees who have achieved the minimum requirements of Student Protection training.
- The annual checklist (see template) is to be completed to ensure that procedures continue to be followed.
- Suspected breaches of this Student Protection Risk Management Strategy **MUST** be reported to the principal/P&C president.

Offences and Penalties

P&C Associations MUST ensure that a Student Protection Risk Management Strategy is implemented, reviewed annually and updated as necessary to ensure compliance.

There is a range of penalties for breaches of the *Working with Children (Risk Management and Screening) Act 2019*. Some offences may incur a fine of up to \$37,500 or up to five years imprisonment. (Updated as of March 2006)

Blue Cards

Volunteers

Volunteers need a blue card if their usual function includes or is likely to include:

- providing services at a school that are directed mainly towards children; or
- conducting activities at a school that mainly involve children.

Volunteers do not need a blue card if they are:

- a "registered teacher"; or
- a volunteer parent of a child attending the school;
- a guest of a school or "recognised body":
 - for the purpose of observing, supplying information or entertainment to 10 or more people, and
 - the activity is for 10 days or less on no more than two occasions per year, and
 - the person is unlikely to be physically present with a child without another adult being present, or
- performing the function of employment at a national or state event organised by a school or "recognised body" (operating at a state or national level):
 - for a sporting, cultural or skill based activity, and
 - the event is attended by more than 100 people, and
 - the work is for 10 days or less on no more than two occasions per year; and
 - the person is unlikely to be physically present without another adult being present.
- a child under 18 years of age volunteering (except "trainee students" undertaking a course of study with an "education provider")

Executive Committee members of a P&C Association operating an Outside School Hours Care facility must have Business Blue Cards whether they are a parent of a child at the school or not.

Paid employees

Paid employees must apply for a blue card if they work, or are likely to work over a 12 month period, for at least:

- eight consecutive days; or
- once a week, each week, over four weeks; or
- once a fortnight, each fortnight, over eight weeks; or
- once a month, each month, over six months.

Note: A paid employee or Executive member of a P&C operating an Outside Hours Care Facility can commence work pending the outcome of their blue card application.

More information on Blue cards can be found at <http://www.bluecard.qld.gov.au/index.html>

Student Protection Activity Risk Management Plan

The Student Protection Activity Risk Management Plan records details of the risks identified for the life of the activity, their grading in terms of likelihood of occurring and seriousness of impact on the activity, initial plans for mitigating each high level risk and subsequent results. (See Template).

All Student Protection Activity Risk Management Plans need to be filed together for reference and referral when necessary. This process needs to be completed as a provision of conducting activities that involve students. Risks identified at a high level MUST be reported to the principal before the activity is approved.

Definitions

Terminology used in this strategy is as defined in the Department's Student Protection Procedure and Guidelines. The Department's Student Protection Procedure:

<http://ppr.det.qld.gov.au/education/community/Pages/Student-Protection.aspx>

In addition:

- A **P&C employee** is any person employed by the school Parents and Citizens Association (P&C) on a temporary, casual, permanent or contract basis.
- A **Volunteer** is any person who is engaged for a specific purpose in an unpaid capacity.
- A **Blue Card** is issued by Blue Card Services once it has carried out the Working with Children Check to see if a person is eligible. If a person is eligible, they are issued a positive notice and a blue card.
- A **Working with Children Check** is a detailed national check of a person's criminal history, including any charges or convictions. Also considered is:
 - Disciplinary information held by certain professional organisations for teachers, child care providers, foster carers, nurses, midwives and certain health practitioners, and
 - Police investigation information into allegations of serious child-related sexual offences, even if no charges were laid because the child was unwilling or unable to proceed.

Source of information

- Child Protection Act 1999:
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/C/ChildProtectA99.pdf>
- Working with Children (Risk Management and Screening) Act 2019:
<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf>
- *Working with Children (Risk Management and Screening) Regulation 2019*:
<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSR11.pdf>
- Department of Education Student Protection Procedure:
<http://ppr.det.qld.gov.au/education/community/Pages/Student-Protection.aspx>
- Code of Conduct for the Qld Public Service:
<http://forgov.qld.gov.au/code-conduct-queensland-public-service.html>
- Department of Education Student Code of Conduct:
<https://behaviour.education.qld.gov.au/procedures-guidelines-and-forms/student-code-of-conduct>
- Education (General Provisions) Act 2006:
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2006-039>
- Anti Discrimination Act 1991:
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085>

Reporting of Harm Templates

These are for the P&C Association to use to assist in the processes and procedures as outlined in this model Strategy. They can be utilised as the P&C Association need to be able to ensure the implementation and management of the provisions, as outlined, are met.

- **P&C Association Student Protection Annual Checklist**
- **Student Protection Fact Sheet**
- **Standards of Behaviour Fact sheet**
- **Flowchart: Volunteer or P&C employee response to suspicion of harm to a student**
- **Blue Card P&C President change of contact proforma**
- **Blue Card Register**
- **Volunteer Register**
- **Student Protection Activity Risk Management Plan**

The Gap State High School P&C Association Student Protection Risk Management Annual Checklist

Year _____

Currency of Blue Cards	
1. Volunteers / P&C employees are entered into the Blue Card Register?	Yes / No
2. All cards are current?	Yes / No
3. Any volunteers / P&C employees with cards that are not current have completed new applications and we have forwarded them to the Commission?	Yes / No
4. Any persons with a negative or suspended notice are not currently employed	Yes / No

Risk Management	
1. Annual review of strategy has been completed?	Yes / No
2. Training accessible to volunteers and P&C employees?	Yes / No
3. Activities for the year have been evaluated for risks to students?	Yes / No
4. Updated Risk Management Policy approved at P&C AGM?	Yes / No
5. Risk Management Strategy and information is easily accessible to all volunteers and P&C employees?	Yes / No

* This checklist needs to be completed and presented with the updated Risk Management Strategy for adoption, under General Business, at the P&C Association's AGM. Copy of checklist provided to the Principal.

P&C President's Signature: _____ Date: _____

P&C President's name: _____

**Department of Education
SMS-PR-012 Student Protection
Student Protection Fact Sheet**

Student protection involves:

- Working to make schools safe and supportive places;
- Taking action to prevent students being harmed at school; and
- Reporting any suspicion you have that a student has been harmed or may be at risk of harm

All children have a right to be protected from harm.

Harm is:

Any detrimental effect of a significant nature to the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused.

This means anything that will have a serious and harmful effect on a student's physical health, or how they think and feel about themselves.

Any behaviour that harms a student is wrong. Sometimes a culture may have a custom or practice that harms children.

Departmental procedures say that harm to students will not be tolerated. It is **NOT** OK. In other words, culture or custom is NO EXCUSE for harming students.

Everyone who works in a school must look after the safety, wellbeing and best interests of children.

Managing your own behaviour is the first step in student protection

- NEVER harm a student, either physically, psychologically or emotionally
- NEVER make fun of a student, put them down or discriminate against them because of their race or religion
- NEVER touch a student in a sexual way, or engage in any other inappropriate sexual activity (for example, sending suggestive text messages or showing a student pornography)
- NEVER do anything that would make people think you are doing something sexual to a student

You must report, to the Principal, any harm to a student that is caused by:

- Someone working at the school
- Another student
- Someone from the student's family, a friend or a stranger
- The student self-harming

If you see harm occurring at school:

1. **Help** the student, who has been harmed, for example,
 - By telling the students to move away
 - Get a staff member involved as soon as possible
2. **Tell the principal** straight away about what you have seen
3. **Write** down what you saw and give the information to the Principal.

If you suspect a student has been harmed at school or outside of school:

1. **Tell the principal** straight away about what you suspect
2. **Write** down what you suspect and give the information to the Principal.

If a student tells you that they have been harmed at school or outside of school:

1. **Listen** carefully
2. **Reassure** the student that they have done the right thing by telling you
3. **Tell the student** you must tell the Principal what they have told you
4. **Tell the principal** straight away about what the student told you
5. **Write** down what the student told you and give the information to the Principal.

If you suspect the Principal is responsible for causing harm to a student report this to the Executive Director, Schools at the local district office.

The main thing to remember is: If you suspect a student might have been harmed or might be at risk of harm tell the Principal straight away. If the Principal isn't available you must tell the Acting Principal or a Deputy Principal.

Standards of Behaviour Fact sheet

The following tables include, but are not limited to, the specific *standards of behaviour* in relation to working closely with students in any situation:

Language	
Do	<ul style="list-style-type: none"> • Communicate, both verbally and non verbally, in a way which models and demonstrates respect for the rights, interests and wellbeing of all students • Use appropriate language taking into consideration age, developmental stage, emotional or psychological state, special needs, language background, religion or disabilities • Ensure both verbal and non verbal communication are non abusive or bullying • When possible, frame communication from the positive perspective in interactions with students
Don't	<ul style="list-style-type: none"> • Become involved in inappropriate conversations of a sexual nature • Make sexually suggestive comments • Use language that could be offensive to another • Personally correspond (including email and/or mobile phone) with a child or young person in respect of personal or sexual feelings for students

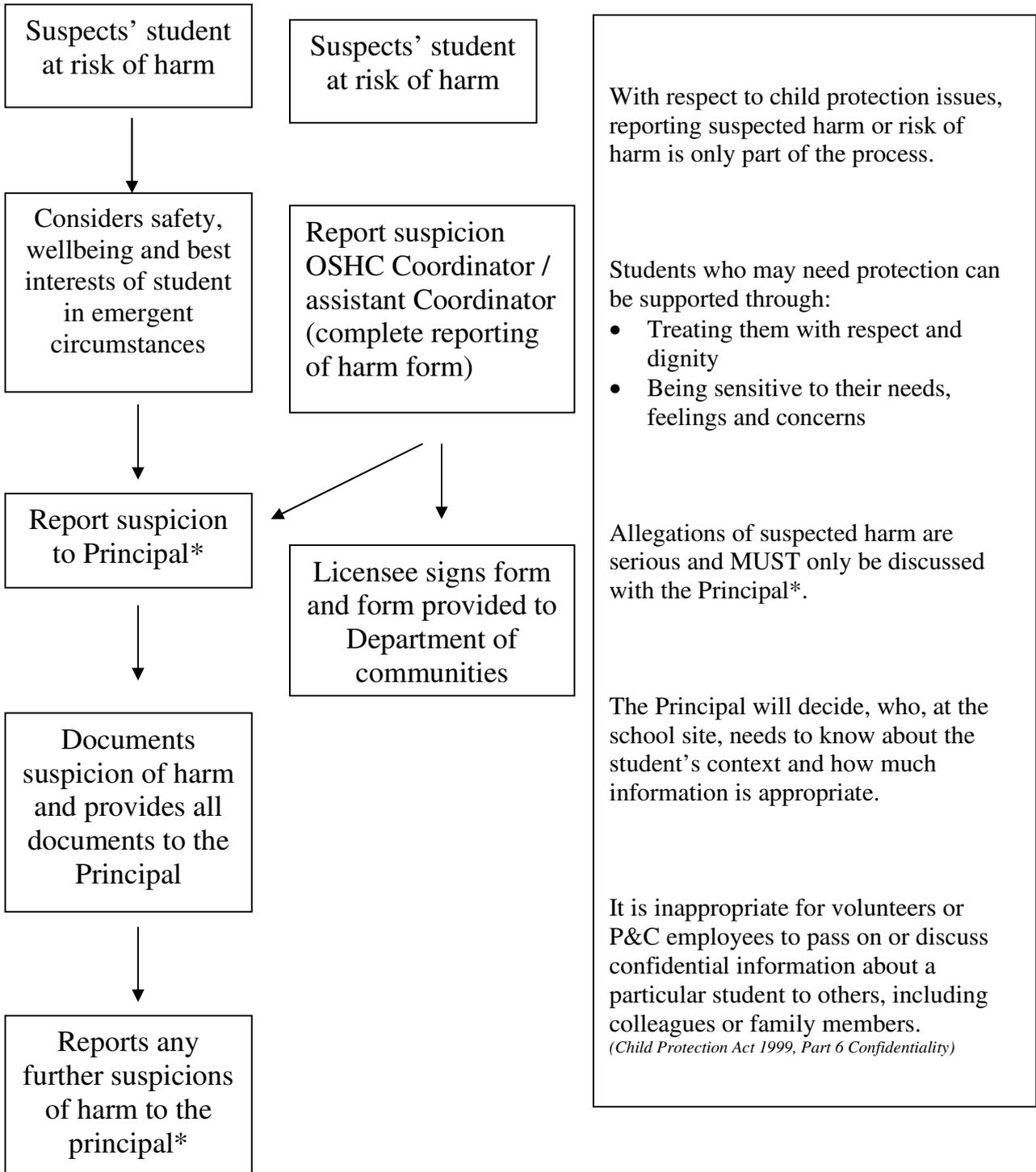
Relationships with Students	
Do	<ul style="list-style-type: none"> • Behave in a way, which models and demonstrates respect for the rights, interests and wellbeing of all students • Dress appropriately while working with children and young people, in a way that models respect for the students
Don't	<ul style="list-style-type: none"> • Spend inappropriate time with a student • Inappropriately give gifts to a student • Show special favours to a student • Expose student to sexual behaviour of others including displays of pornography • Persuade a student that a 'special' relationship exists

Physical contact	
Do	<ul style="list-style-type: none"> • Respect the personal space of student and limit physical contact generally • Limit hugging when initiated by the student by changing from a frontal hug to arm around the shoulder of student • Limit hugging when initiated by the student by sitting on the floor with child next to you
Don't	<ul style="list-style-type: none"> • Hit, kick, slap or push a student • Allow student to sit on your lap • Touch parts of a student's body usually covered by a swimming costume • Change nappies or engage in toileting practises

(Adapted from information from Blue Card Services)

Flowchart: Volunteer or P&C employee response to suspicion of harm to a Student.

Volunteer &/or P&C Employee/OSHC employee



* Or the Regional Director if the Principal is the subject of the allegation.

Add P&C Association letterhead

Blue Card Services
Employment Screening Services Program
PO Box 12671
Brisbane, George Street QLD 4003

Alternatively you may wish to fax to **(07) 3035 5910**.

Dear Sir/Madam,

Re: Change of contact name for Blue Card notifications

The Gap State High School P&C Association wishes to notify Blue Card Services of a change to contact details for Blue Card applications.

The previous contact name was _____

New contact details

Name of P&C President: _____

_____ (School name) _____

_____ (School address) _____

_____ (School Contact number) _____

_____ (School Fax) _____

Regards

President

Date: _____

The Gap State High School Parents & Citizens Association Student Protection Activity Risk Management Plan

The Activity Risk Management Plan records details of all the risks identified for the life of the activity, their grading in terms of likelihood of occurring and seriousness of impact on the activity, initial plans for mitigating each high level risk and subsequent results.

Activity	Eg: Overnight activity			
Category of Harm	Risks What could go wrong?	Level L/M/H	Risk control measures Actions taken to prevent harm, limit damage, reduce liability.	Evaluation of controls Satisfactory/unsatisfactory
Harm caused by school or P&C employee.	<ul style="list-style-type: none"> ○ Inappropriate person volunteers for supervision duty ○ Adult and student alone together in sleeping quarters 		<ul style="list-style-type: none"> • Careful recruitment process including screening of all staff and volunteers attending/ involved in activity. • Ensure appropriate child/staff ratios at all times • Staff supervision • Staff / volunteer training in all procedures of Student Protection & Code of Conduct 	
Harm caused by another student.			<ul style="list-style-type: none"> • Code of conduct for student • Protective behaviour training for students • Buddy system for students • Staff/volunteer training in procedures for reporting abuse 	
Harm caused by a person not employed by Education Qld or P&C Assoc. E.g.: Volunteers			<ul style="list-style-type: none"> • Supervision by staff/volunteers based on site related risks • Staff training in procedures for conduct of activities • Training student in code of conduct, their responsibilities during activities and reporting (risks of) harm • Protective behaviour training for students. 	
Self harm				

- L = Low, M = Middle, H = High.