



## The Gap State High School Parents' and Citizens' Association

General Meeting Minutes  
 12 September at 7:00pm  
 JI Building

Meeting open: 7:00pm (with tour of JI Building)

Attendees: Sally Bourne, Penni Davidson, Glenda Johnson, Christiana Xu, Janelle Grace, Rachel Greig, Leigh Passfield, Kym Bierenbroodspot, Anne McLauchlan, Steve Williams

Guests:

Apologies: Erin Williams, Terri Bainbridge, Angela Windmill, David Nichols, Tracey Hall

| MOTION | BUSINESS RAISED | ACTION |
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**Confirmation of the minutes of the previous general meeting**

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| Motion:   | That the minutes of the previous meeting be accepted |  |
| Moved:    | Kym Bierenbroodspot                                  |  |
| Seconded: | Penni Davidson                                       |  |

**Business arising from the minutes of the previous general meeting**

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|  | <ul style="list-style-type: none"> <li>P&amp;C to provide \$31,000 to the school for the sports court refurbishment, using the balance of the Building Fund with the remainder being made up from our P&amp;C accounts.</li> <li>SHAPE to be approached about using their money for part of the funding for the sports courts.</li> <li>BOQ accounts opened</li> <li>House shirts for discussion between the school and the P&amp;C and implementation in 2023.</li> </ul> |  |
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**Treasurer's Report**

|          | <p><a href="#">Treasurer's Report</a></p> <p>August Reports<br/> <a href="#">Balance Sheet (August)</a><br/> <a href="#">P&amp;L for all Business Units (August)</a><br/> <a href="#">P&amp;L for all Business Units YTD (8 months)</a></p> <p>The Tuckshop is showing a monthly loss of \$1746.90 and a YTD profit of 580.96. The monthly ratio of cost of goods to total income for the tuckshop is as below:</p> <table border="1" style="margin-left: 20px; border-collapse: collapse; width: 50%;"> <thead> <tr> <th style="width: 30%;">Month</th> <th style="width: 70%;">COG/Total income</th> </tr> </thead> <tbody> <tr> <td>Dec-2021</td> <td>39.95%</td> </tr> <tr> <td>Feb-2022</td> <td>49.28%</td> </tr> </tbody> </table> | Month | COG/Total income | Dec-2021 | 39.95% | Feb-2022 | 49.28% |  |
|----------|---|-------|------------------|----------|--------|----------|--------|--|
| Month    | COG/Total income  |       |                  |          |        |          |        |  |
| Dec-2021 | 39.95%  |       |                  |          |        |          |        |  |
| Feb-2022 | 49.28%  |       |                  |          |        |          |        |  |

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| Mar-2022 | 43.08% |
| Apr-2021 | 50%    |
| May-2022 | 55%    |
| Jun-2022 | 32.57% |
| Jul-2022 | 65.27% |
| Aug-2022 | 54.39% |

1. The uniform shop shows a monthly profit of \$9,500.12 and a YTD profit of \$49,384.90.
2. PoPArts shows a monthly profit of 1,517.34 and a YTD profit of \$3,898.87.
3. Shape shows a monthly loss of \$335.40 and a YTD profit of \$3257.46.
4. A4A shows a YTD profit of \$7,034.78. Bingo night activity is very successful in raising funds.
5. Building fund received a donation on Aug 2022 of \$100.00 and a YTD donation of \$4,380.00.
6. Up to Aug 2022, P&C made a YTD profit of \$9003.73, only due to P&C paid Community support - Marketing Officer contribution of \$25,000.00, Chaplaincy support of \$5,000.00, Family Assistance Fund of \$8,000.00 to the school. The total contribution of \$38,000.00 on May 2022.

**Motion 1:** That the Treasurer's Report be accepted

**Moved  
Seconded** Christiana Xu  
Kym Bierenbroodspot

- Wage increases are going to be quite a bit hit for the P&C. The previous convenor used to push for volunteers. The environment for this has changed over the last few years. We need to look at attracting good staff.
- It was pointed out that during an interview (posted on Facebook) of a past student that the café helped them get through school. We want to work towards having students back in the tuckshop, especially the café along with good coffee to the teachers.
- Discussion moved on to the approval of P&C staff wage increases. NOTE: Glenda Johnson was asked to leave the room during the discussion of wages.

**Motion 2:** That the 4.6% designated increase be applied and further adjustment across all staff are paid as equal, retroactive until the 1 September 2022.

**Moved  
Seconded** Christiana Xu  
Penni Davidson

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| <p><b>Motion 3:</b></p> <p><b>Moved</b></p> <p><b>Seconded</b></p>                           | <p>Following the review of staffing and price increases that the Executive have permission to increase, up to a 20% the prices across Business Units from the beginning of Term 4.</p> <p>Penni Davidson<br/>Christiana Xu</p>  |  |
| <p><b>Principal's Report - Anne McLauchlan</b></p>   |   |  |
|  | <p>Anne mentioned that the school is researching/investigating magnetic mobile phone locking systems. Leigh mentioned that students would probably seek out a burner phone if their main phone was 'locked' during school hours. Steve googled ways to hack the magnetic pouches and came up with quite a few strategies. If students have iphones they often still receive messages through their laptops (if Macs).</p> <p>Our school was Metro Regional Winners for Teaching Excellence in Secondary. Channel 10 have filmed for the awards and the school has done their board interview. Winners will be announced in October at the Principal's Conference.</p> <p><a href="#">Behaviour Matrix and Feedback</a> - they found that not all teachers were following the matrix or criteria. The school doesn't want teachers using it as a stick, rather a carrot.</p> <p>Connect teachers have decided on awards given to students who are demonstrating our values.</p> <p>Leigh noted that the effort and behaviour noted on report cards are important to parents and that teachers need to communicate with parents regarding these areas just as much as they do regarding grades.</p> <p>When do we find out subject selections? It's a timetable question. Julie Rowe is the contact.</p> <p>Launch Conference went really well. Kym thanked A4A and the P&amp;C for helping with this wonderful cocurricular program. There is potential for a partnership with UQ.</p> |  |
| <p><b>P&amp;C Executive Meeting summary</b></p>  |   |  |
|  | <p>(see President Report)</p>   |  |
| <p><b>Correspondence received since the previous general meeting, inward and outward</b></p> |   |  |
|  | <ul style="list-style-type: none"> <li>Brisbane Children's Writing Festival email with promotional material – forwarded on to the Executive and Caroline (Marketing Officer)</li> </ul>   |  |
| <p><b>Business arising from the correspondence – 5 min</b></p>                               |   |  |
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**President's Report – Leigh Passfield President**

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| <p>Motion:</p> <p>Moved</p> <p>Seconded</p> | <p>President's Report</p> <ul style="list-style-type: none"> <li>• Update on how the Father's Day Breakfast – for our first event it went really well, but we lost money. Not a great date given it was a Student Free Day.</li> <li>• Tuckshop update – moving on Friday (last day of Term 3). We didn't manage to get many fixes done which means we have to accept what has been done, with the faults!</li> <li>• Senior Awards – will P&amp;C will support the Senior's Awards and will give a P&amp;C Award too. Happy to donate \$700 to the awards. It was noted that we hadn't paid for last year's yet either.</li> </ul> <p>That the P&amp;C agree to pay \$700 for the Senior's Awards</p> <p>Glenda Johnson<br/>Christiana Xu</p> <ul style="list-style-type: none"> <li>• A4A activity – we need to further promote the Pub Choir night. Janelle suggested that we might like to update the advertising to make it clearer what the event was.</li> <li>• Headliners is coming up. We'll need someone with and RSA. Leigh mentioned that she was planning on getting hers.</li> </ul> |  |
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**Subcommittee Report – PoPArts**

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|  | <ul style="list-style-type: none"> <li>• Incredible concert with all our musical ensembles was held on 19 August. The talent on display was something we should all be proud of and give a lot of credit to the musical faculty.</li> <li>• Music concert 19/8 – profit of \$1794. Food and drinks were sold, and it was our most successful concert, in terms of attendance and fundraising since COVID.</li> <li>• Looking to support the student composers for next year's musical with the suggested Adopt a Note idea... as well as with assistance for the canteen and door at the musical performances.</li> <li>• We have also had Artskape and Reelies in the last week or so. We raised around \$120 at Reelies for PoPArts with door donations. It was our biggest turnout yet.</li> <li>• Next PoPArts meeting is Tuesday 4/10 (first week of term) 7.30 in N block.</li> </ul> |  |
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**Subcommittee Report – SHAPE**

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|  | <p>No report</p> |  |
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**Subcommittee Report – Student Support Parent Group (formerly PEG)**

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|  | <p>Student Support Parent Group Report</p> |  |
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| <p>Motion:</p> <p>Moved</p> <p>Seconded</p> | <p>We had a meeting on 24<sup>th</sup> August,</p> <ul style="list-style-type: none"> <li>• only 7 people attended</li> <li>• Emma Cullen and Jason Ashton, Junior School Student Support Coordinator both attended</li> <li>• No meeting being held in September due to school holidays.</li> </ul> <p>That all the subcommittee reports be accepted</p> <p>Steve Williams<br/>Christiana Xu</p>  |  |
| <b>Business Unit Reports</b>                |  |  |
|   | <p><a href="#">Uniform Shop Report</a></p> <p>Scarves went well! See October meeting agenda for update.</p>  |  |
| <p>Motion:</p> <p>Moved</p> <p>Seconded</p> | <p>Tuckshop Report</p> <ul style="list-style-type: none"> <li>• Supply chain issues remain an issue. Supply of standard/regular tuckshop items continue to be erratic.</li> <li>• Staffing issues (drivers/pickers/packers) within supply chain are resolving...so our deliveries are currently back to 'next day'.</li> <li>• Student thieving continues...items targeted are sausage rolls/pies/ice creams/cookies/doughnuts.</li> <li>• Communication from school re exam blocks/student camps would be useful for food prep/staffing purposes.</li> <li>• We've had further rat activity in the JA Hall over the weekend (threw another 5kg bag of penne pasta out).</li> <li>• All Tuckshop staff are looking forward to operating out of the new old tuckshop from the beginning of Term 4.</li> <li>• <b>Could an announcement be made on FB/other social media that tuckshop (JA Hall) will be closed this Friday as we will be moving.</b></li> </ul> <p>That the Tuckshop and Uniform Shop reports be accepted</p> <p>Penni Davidson<br/>Christiana Xu</p> |  |
| <b>General Business</b>                     |  |  |
| <p>Motion:</p> <p>Moved</p> <p>Seconded</p> | <p>To extend the meeting until 9.00pm</p> <p>Rachel Greig<br/>Penni Davidson</p>   |  |

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|  | <ul style="list-style-type: none"> <li>• Christiana mentioned that we need to start depreciating our P&amp;C plant and equipment.</li> <li>• Christiana also suggested resending the email to parents about giving to the building fund. Glenda clarified that we are no longer able to hold this kind of account and that she and Judy Ives have been addressing this by giving the funds to the school. Judy is in the process of organising an account for the school to receive the funds into.</li> </ul> |  |
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Meeting close – 9.05pm

**NEXT MEETING: 10 October 2022, 7:00pm, Venue: JI Building**

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| <p>Signed:</p><br><p>Rachel Greig (Secretary)</p>    | <p>Date:</p> |
| <p>Signed:</p><br><p>Leigh Passfield (President)</p> | <p>Date:</p> |