



The Gap State High School Parents' and Citizens' Association

General Meeting Agenda 10th June 2024 at 7:00pm Library

Meeting open: 7:07pm

Attendees: Erin Williams, Darcy Balch, Briony Blackmur, Jodi Rees, Anne McLauchlan, Angela Windmill, Leigh Passfield, Janelle Grace, Genevieve Healy, Kym B, Glenda Johnson, Adam Massey, Rachel Grieg, Yan Xu

Special Guest: Merrin Harris from The Gap State School for Rotary and Cr Steve Toomey

Apologies: Kate Mason, Terri Bainbridge, David Pawsey, Trinity Ryan

ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Turrbal people and the people of the Yuggera Language Group, the Traditional Custodians of the land where we walk and learn. We pay our respects to Elders past, present and emerging who guide us with their knowledge and memories. We acknowledge that our community encompasses First Nations people from across Australia and we welcome and pay respect to their cultures.

MOTION

BUSINESS RAISED

ACTION

Confirmation of the minutes of the previous general meeting

Motion:
Accepted
minutes of
previous
meeting as
correct.
Moved: LP
Seconded: KB
Carried: Majority
Accepted

-

Business arising from the minutes of the Previous general meeting

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Treasurer's Report

Motion: That the
treasurer report
presented in
meeting is
correct.
Moved: CX
Seconded: LP
Carried: Majority
Carried

Treasurer Report noted below:

- The uniform shop is showing a monthly gross profit of \$16.406K, net profit of \$12.167K and YTD net profit of \$77032.88. Compared with uniform shop annual budget gross profit of \$143.21K, and uniform shop already achieved 70.37% of the annual gross profit and 83.25% net profit.

- The Tuckshop shows a monthly gross profit of \$28.88K, net profit of \$0.87K and YTD gross profit of 82.729K, net profit of \$0.9K. compare with Tuckshop annual budget gross profit of \$233.121K, and annual net profit of 3.96K, Tuckshop achieved 35.49% of gross profit and 23.01% of net profit. Due to the tuckshop has not done periodically stocktake.
- A4A organised Mother's Day Function and generate profit of \$1680.00.
- Poparts organised Trivia Night and generate profit of \$416.50.

	Gross profit	Annual Budget - Gross profit	% of Gross Profit	Net profit	Annual Budget - Net Profit
Tuckshop	82729.61	233121.86	35.49%	\$ 9,112.78	39600.54
Uniforms	100779.93	143210.23	70.37%	\$ 77,032.88	92531.14

Christiana Xu
P&C Treasurer

Bookkeeper Report

Bookkeeper Report Noted below May 2024

The Gap State High Schol P&C
Association
Payments - 31 May
2024

	\$	
Junior Senior	1,556.24	Uniform Shop
Williamson International	1,404.99	Uniform Shop
Tudor Clothing	1,155.00	Uniform Shop
Homestyle Bake	282.45	Tuckshop
Emma & Toms	157.08	Tuckshop
All Managed IT	396.00	Uniform Shop -
BidFood	575.73	Tuckshop
M&J Chickens	290.00	Tuckshop
Teresa Bua	22.60	Tuckshop - reir

\$
5,840.09

Extras

Top Up Visa Debit 1500

Principal's Report – Anne McLauchlan		
	<ul style="list-style-type: none"> • Leadership changeover for junior and senior students and outcomes will be officially announced in assembly next Monday 17, 2024. • NADOC celebrations kicked off today which is exciting. Assembly held this morning for both the Junior and then senior assembly. • Facilities update: currently in conversation regarding updating the N Block (ARTS building) bathrooms to look more similar to Q block bathroom. ITD (manual arts area) area is under consideration for an update – plans completed 2025 with build completion 2026. • Talks with school and Jonty Bush regarding the concept of establishing a new library in school considering the potential for the new build to be both a public and private space. • Graduation Ceremony idea brainstorm • Anne summarised her attendance at a number of University Events for Principals over the past month. A particular event was held at Griffith University as it related to supporting their elite athletes and arts student. UQ put out a The Gap specific transition document which was presented in the meeting; noted a survey of students going to UQ to gather trend line data. Smart way to a degree flyer from Qld TAFE also presented. • Anne presented the Qld engagement and wellbeing survey in the meeting with whole school data set. Is happy to provide a full presentation as it is interesting and relevant data. 	
Correspondence received since the previous general meeting, inward and outward		
	<ul style="list-style-type: none"> • The Gap High School general Correspondence for June shared within meeting. 	
Business arising from the correspondence – 5 min		
	<ul style="list-style-type: none"> • 	
President's Report – Erin Williams President		
	<p>Copy of The Gap SHS Marketing Report May 13 2024 sent to members prior to meeting</p> <p>The first half of 2024 has seen the P&C businesses move from establishment into growth. We've added to the tuckshop staff so the sports hall café can open during the week again. The uniform shop continues to show great business strength in better supplier relationships, stock</p>	

<p>Motion: To move the wages increased as Tuckshop convenor with the salary equal to 8% above current award casual minimum wage. Tuckshop 2IC – 10% above current minimum wage Uniform Convenor – 27% above current minimum wage Bookkeeper – 9% above current minimum wage Moved: LP Seconded: KB Carried: Majority Carried</p>	<p>control and competitive pricing, as well as growing a beautifully displayed second hand section.</p> <p>With this growth, and paying attention to movements in other P&Cs as well as the continuing struggle for all businesses to find good staff, the P&C executive have moved to increase our key staff wages to reward them for incredible work and commitment, and to keep them in place. In the next 6 months we will be looking to document the processes of our business units to make succession planning much smoother and allow our key staff to pass on their wealth of knowledge.</p> <p>With business growth our aim is to be able to contribute more to the school. We have previously given over \$100,000 to the school yearly. Last meeting we committed to \$61,000, but would like to be able to be discussing much more than that this time next year.</p> <p>We have also discussed with our local state MP the new library building possibly being a community accessible space. This building would be at the front of the school, as per the master plan, replacing the admin building. Watch this space and announcements from Jonty Bush about progress on this possibility.</p> <p>Erin Williams President TGSHS P&C</p> <p>The P&C Exec met on Friday 7/6/24 to discuss key employee wages in respect to acknowledging the qualifications, experience and excellent performance in their current roles over the last 2-3 years.</p> <p>It was decided that we would move to raise the wages of 4 employees above their current award minimum wage rate. Emi Gleave is being promoted to 2IC in the tuckshop to allow the tuckshop convenor to take up more time in management of tuckshop, sports hall café and catering in house and in outside schools. The tuckshop convenor, uniform convenor and the P&C bookkeeper will also receive raises.</p> <p>The raises will be: Tuckshop convenor – Her casual position will also be converted to a permanent salary to be paid across the year, with the salary equal to 8% above current award casual minimum wage. Tuckshop 2IC – 10% above current minimum wage Uniform Convenor – 27% above current minimum wage (as retail manager minimum wage is below the tuckshop award – this raise equals tuckshop and uniform convenor hourly rates) Bookkeeper – 9% above current minimum wage</p>	
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Please note GJ and AW abstained from voting as it is their role.		
Subcommittee Report - Activities 4 Activities		
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Subcommittee Report – POPARTS		
<p>Motion: To gratefully accepted the donated amount of \$5794 to be used for the purchase of instruments or something similar for the POPARTS music program. Moved: LP Seconded: KB Carried: Majority Carried</p>	<p>POPARTS Report for May/June 2024 provided in meeting.</p> <ul style="list-style-type: none"> • Overview: No events or anything since the last report. • Our next meeting is: Tuesday June 11. • Items for Next Month: Nothing at this stage. • For Consideration/Approval (including any financial approvals required): Erin confirmed Sunlit Sounds are winding up and left over funds are being donated to several community organisations including POPARTS. They will be donating \$5794.00 to POPARTS and would like this money set aside for the purchase of instruments or something similar for the music program. This will be confirmed at the next POPARTS meeting. • Concerns: No concerns at this time. <p>Steve Williams Secretary, POPARTS</p>	
Subcommittee Report –Elite Volley Ball Program		
	•	
• Subcommittee Report – Student Support Parent Group (formerly PEG)		
	<p>May 2024 Student Support Parent Group P&C Report</p> <ul style="list-style-type: none"> • The first meeting of the second term was on Wednesday the 29th of May at 7pm in the school library. • Emma Cullen, Head of Department - Student Support Services arranged for Carmel Cooper, Advisory Visiting Teacher – Inclusion Post School Options to talk at the meeting. Carmel has many years' experience in working with young people 	

	<p>with a disability and their families to provide authentic and successful post schooling opportunities such as university, TAFE, apprenticeships, and employment in the workplace. Carmel has spoken to the group in previous years and has a wealth of knowledge around alternative ways students can achieve their post schooling goals and how the NDIS can support them in achieving this.</p> <ul style="list-style-type: none"> • Carmel is a popular speaker and 20 people attended to hear her. • The group continues to be very appreciative of the support by Emma and Mariana, not only in attendance, but sourcing guest speakers and conduction information session. • The next meeting is the 19th June. <p>Terri Bainbridge</p>	
Business Unit Reports		
<p>Motion: To place an indent for \$6000 for Ties: Junior & Senior Ties \$ 3000 Caps \$ 2000 Music Shirt (Black) \$1000 TOTAL: \$ 6 000 Moved: AW Seconded: LP Carried: Majority Carried</p>	<p>May 2024 Business Report</p> <p>Summary of Month:</p> <p>Financials:</p> <p><u>Profit:</u> Refer to Treasurers report</p> <p>Stock Update:</p> <p><u>Winter stock:</u></p> <p>Is selling well, as is expected this time of year. Trousers, tracksuit pants, pullovers and fleece jackets are all in hot demand. Stock levels are adequate for the rate of sale.</p> <p><u>Amended Skirt/Skort:</u></p> <p>The possibility of an amended skirt/skort option is still under review with the uniform committee. A new sample/version is expected shortly for the committee to view. An update will be provided to the P&C as progress occurs.</p> <p><u>Tudor Uniforms:</u></p> <ul style="list-style-type: none"> - The current supplier of our V-neck pullovers advises a price increase of 4 per unit for future orders. - New agreement (under DOE schedule) to be signed by P&C president. <p>Collaboration Project with TGSHS:</p> <p>The uniform shop is currently assisting TGSHS with developing staff shirts.</p>	

Next Month Actions:

- Continued involvement in Uniform Review Committee:
Possibility of further additions/amendments to existing uniform that may require sampling/new design.
- Further Calculations for Indents for 2025 stock will continue in Term 2 and put forward to P&C at June-July meetings. (Probably skirts/skorts - however also dependent on current Uniform review outcomes)
- Annual Price Review:
To be submitted at next P&C meeting

Items for Consideration:**Indents:**

Indents are large annual orders placed with suppliers for 12 months of stock for the following year.

Stock is usually ordered between May – July for estimated arrival of Oct – Nov 2024 (In time for back to school sales over Dec-January).

Payment: Due only when stock is drawn down from the warehouse:

- 80% stock: Nov 24 – Feb 25. 20% Stock: Mar-Oct 2025

Items for Approval:

- | | |
|---|---------|
| • <u>Ties: Junior & Senior Ties</u> | \$ 3000 |
| • <u>Caps</u> | \$ 2000 |
| • <u>Music Shirt (Black)</u> | \$ 1000 |
| TOTAL: \$ 6 000 | |

Future Indent Schedule:

- LS Senior Blouse – calculate in Sept/Oct for delivery Feb/mar 2025
- Skort/Skirts: calculate in July? – still a work in progress with Uniform Review Committee
- Belts: calculate in Sept/oct for delivery Nov/Dec
- Zip Jackets/Pullovers: calculate in Oct/Nov for delivery Feb/Mar 2025
- Music Trousers: calculate in Oct/Nov for delivery Feb/Mar 2025

Concerns:**School Ties:**

Uniform shop has requested clarification with TGSHS around adherence to wearing ties for photo day in week one of 2025. Previously, ties were compulsory for all

	<p>seniors for photos. Due to recent changes to the uniform policy, it was unclear if this condition would continue for this purpose - making forecasting and ordering ambiguous. TGSHS has confirmed ties will still be compulsory for photo day regardless of sleeve length. However, if families do not wish to purchase a tie/do not expect their child to wear a long sleeve shirt/blouse throughout the course of the year (where ties must be worn in conjunction with long sleeve items), then loan items will be available on photo day.</p>	
General Business		
	<ul style="list-style-type: none"> Cr Steve Toomey noted that in a previous meeting the committee requested feedback in relation to the school fence along Waterworks Road. Fence has been repaired. Discussions ongoing with potential change in fence 1. Discussion currently is for a sturdier barrier rather than a fence would be preferable for student safety. Of note, no funding available currently. 	
<p>Meeting close: 8:35pm</p> <p>NEXT MEETING: General Meeting is to be held on July 15, 2024. 7:00pm, Venue: Library</p>		
Signed: signed electronically		
Leigh Passfield (Vice President)		Date: 10/06/2024
Signed: signed electronically		
Erin Williams (President)		Date: 10/06/2024