



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

### General Meeting Agenda 15<sup>th</sup> July 2024 at 7:00pm Library

Meeting open: 7:05pm

Attendees: Erin Williams, Carola Kastle, Genevieve Healy, Glenda Johnson, Kate Mason, Rachel Grieg, Janelle Grace, Kym Bierenbroodspot, Adam Massey, Briony Blackmur, David Pawsey

Special Guest: Darcy Balch, Leo Murrieta Lagos, Cameron Drew

Apologies: Trinity Ryan, Steve Williams, Steeve Toomey, Leigh Passfield, Angela Windmill, Christiana Xu

#### 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
<b>Confirmation of the minutes of the previous general meeting</b>		
Motion: Accepted minutes of previous meeting as correct. Moved: AM Seconded: KB Carried: Majority Accepted	<ul style="list-style-type: none"> <li>Note NAIDOC spelt incorrectly in minutes and Kim Bierenbroodspot did not have her surname included. Apologies from the secretary.</li> </ul>	
<b>Business arising from the minutes of the Previous general meeting</b>		
<b>Treasurer's Report</b>		
Motion: That the treasurer's report presented in meeting is correct. Moved: RG Seconded: DP Carried: Majority Carried	<b>June 2024 Treasurer Report Summary noted below. Report Provided in meeting</b> Activity to be noted: <ol style="list-style-type: none"> <li>The uniform shop is showing a YTD gross profit of \$111.442K, net profit of \$83.915K and. Compare with uniform shop annual budget gross profit of \$143.21K, and uniform shop already achieved 77.82% of the annual gross profit and 90.69% net profit.</li> </ol>	

	<div>2. The Tuckshop shows YTD gross profit of \$101.095K, net profit of \$0.87K and YTD net profit of \$14.793K. compare with Tuckshop annual budget gross profit of \$233.121K, and annual net profit of 3.96K, Tuckshop achieved 43.37% of gross profit and 37.36% of net profit.</div> <div>3. Poparts received Sunlit Sounds Festival donation of \$5794.67 and Year 10 performance ticket income of \$1050.00.</div> <div>Actual v. Budget (YTD)</div> <table><tr><th></th><th>Gross profit</th><th>Annual Budget - Gross profit</th><th>% of Gross Profit</th><th>Net profit</th><th>Annual Budget - Net Profit</th><th>% of</th></tr><tr><td>Tuckshop</td><td>101095.35</td><td>233121.86</td><td>43.37%</td><td>\$ 14,793.46</td><td>39600.54</td><td></td></tr><tr><td>Uniforms</td><td>111442.22</td><td>143210.23</td><td>77.82%</td><td>\$ 83,915.76</td><td>92531.14</td><td></td></tr></table> <div>Christiana Xu</div> <div>P&amp;C Treasurer</div>		Gross profit	Annual Budget - Gross profit	% of Gross Profit	Net profit	Annual Budget - Net Profit	% of	Tuckshop	101095.35	233121.86	43.37%	\$ 14,793.46	39600.54		Uniforms	111442.22	143210.23	77.82%	\$ 83,915.76	92531.14														
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	<div>Bookkeeper Figures for June 2024 supplied to members via minutes.</div> <div>Payment Summary June 28, 2024 noted below.</div> <div>The Gap State High Schol P&amp;C Association</div> <div>Payments - 28 June 2024</div> <div>\$</div> <table><tr><td>Superior Foods</td><td>6,471.64</td><td>Tuckshop</td></tr><tr><td>M&amp;J Chickens</td><td>145.00</td><td>Tuckshop</td></tr><tr><td>Christen's Gingerbread</td><td>386.64</td><td>Tuckshop</td></tr><tr><td>All Managed IT</td><td>396.00</td><td>Uniform Shop</td></tr><tr><td>Angela Windmill</td><td>6.50</td><td>Reimbursement -</td></tr><tr><td>LW Reid</td><td>780.85</td><td>Uniform Shop</td></tr><tr><td>Junior Senior</td><td>189.97</td><td>Uniform Shop</td></tr><tr><td>Homestyle Bake</td><td>250.20</td><td>Tuckshop</td></tr><tr><td></td><td>\$</td><td></td></tr><tr><td></td><td>8,626.80</td><td></td></tr></table> <div>Extras</div> <table><tr><td>ATO</td><td>4914</td><td>May Staff Wages tax</td></tr></table>	Superior Foods	6,471.64	Tuckshop	M&J Chickens	145.00	Tuckshop	Christen's Gingerbread	386.64	Tuckshop	All Managed IT	396.00	Uniform Shop	Angela Windmill	6.50	Reimbursement -	LW Reid	780.85	Uniform Shop	Junior Senior	189.97	Uniform Shop	Homestyle Bake	250.20	Tuckshop		\$			8,626.80		ATO	4914	May Staff Wages tax	
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Principal’s Report – Anne McLauchlan																																			
	<div><ul style="list-style-type: none"><li>Presentation by Mrs McLauchlan and Mr Drew about data comparison between semester 1 2023 and semester 1 2024. This is in particular reference to the benefit gained by students and teachers from the Monday Time 4 Teachers.</li></ul></div>																																		

	<ul style="list-style-type: none"><li>Genevieve Healy has offered to volunteer with data analysis and ethics to promote the program and let parents know how successful it is.</li><li>“The Timetable Rainbow” provided for review and discussion. Noted that it is a working document that can be amended as needed. School makes use of a smorgasbord subject selection for subject selection which allows individual choice for subjects including preference order.</li><li>Investiture ceremony held today including the Junior School Captains, Senior captains and house captains. Our special guests include Darcy and Leo, two of the senior school captains.</li><li>Discussion of proposed International Trips for 2025 (Europe)</li></ul>					
Correspondence received since the previous general meeting, inward and outward						
	<ul style="list-style-type: none"><li>Secretary to provide The Gap High School general Correspondence for July with meeting minutes.</li></ul>					
Business arising from the correspondence – 5 min						
	<ul style="list-style-type: none"><li></li></ul>					
President’s Report – Erin Williams President						
	<ul style="list-style-type: none"><li>Erin went to the investiture ceremony today to meet the new school leaders. The students are very keen to progress numerous new ideas such as a regular uniform open forum and a new drama play. Noted Jonty Bush and Steve Toomey present at ceremony, as well as Hilder Rd Primary Principal and Gap State Primary Deputy Principal.</li><li>Uniform Review Committee was looking at a redesign for skirt and skort material in a grey colour. Committee will place on hold until the uniform forum is up and running and more student feedback is provided. Note no further changes for uniform 2025. Note, good stock of second hand uniforms.</li><li>P&amp;C have provided the school in Family Assistance funding as follows There will likely be more opportunity to provide financial assistance in Term 4 and that supporting students wellbeing is a continued priority for P&amp;C and school:</li></ul> <p>January to 12 July 2024</p> <table><tr><td>Financial support for school fees</td><td>\$6,223.05</td></tr><tr><td>Financial Support for camps</td><td>\$520.00</td></tr></table>	Financial support for school fees	\$6,223.05	Financial Support for camps	\$520.00	
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	Provide uniforms for student use during the school day (HOYs)	\$3,624.55	
	Provided student with uniform	\$75.09	
	Provided students with stationery	\$370.01	
	Total financial support for 2024 to date	\$10,812.70	
<b>Subcommittee Report - Activities 4 Activities</b>			
<b>Subcommittee Report – POPARTS</b>			
	<b>EVP Report for June / July 2024</b>  <b>Overview</b> <ul style="list-style-type: none"> <li>The EVP secured 3 podium finishes at the recent Intermediate Schools Cup. These included a 3<sup>rd</sup> place for our Year 10 boys Honours team who competed in a field of 79 teams across all divisions, as well as a 3<sup>rd</sup> place for our Year 9 girls Honours team who competed in a field of 62 teams.</li> <li>We are running our second “come and try” session which has more than doubled in its participation where we expect over 50 students to attend.</li> <li>Students are currently engaged in subject selection conversations where an EVP curriculum for Year 10 in 2025 has been established and is listed for selection.</li> <li>We have had significant interest in the program from students outside of the EVP within The Gap SHS as well as external students which represents the growth of the program.</li> <li>This term we will send 4 teams to Senior Schools Cup which will be from the 9<sup>th</sup> of August until the 11<sup>th</sup> of August around 5 venues in The Gold Coast.</li> <li>We have had 8 athletes selected for Queensland State Youth teams as well as 2 athletes selected to represent Australia. Caitlin Clarke has just returned from the U18</li> </ul>		

	<p>Asian Women's Volleyball Championships where they secured a 9<sup>th</sup> place and Harvey Schutte is set to travel or the U18 Australian men's team in this coming month.</p> <p><b>Items for Next Month</b></p> <ul style="list-style-type: none"> <li>Results from Senior Schools Cup</li> </ul> <p>Ariana Halberstater</p> <p>Secretary, EVP</p>	
<ul style="list-style-type: none"> <li><b>Subcommittee Report – Student Support Parent Group (formerly PEG)</b></li> </ul>		
<b>Business Unit Reports</b>		
<p>Motion: To approve a spend of \$14,000 for ordering for uniform stock for November 2024. Moved: DP Seconded: GJ</p>	<p>Uniform Shop</p> <p>Copy of June 2024 Stocktake provided to members with minutes also included Price Review June 2024</p> <p>Summary:</p> <ul style="list-style-type: none"> <li>Price increases on half dozen items – as per annual price review spreadsheet</li> <li>Skirt/Skort Indent approval – this will have to be an approx., as the committee is still waiting on the sample to approve. P&amp;C approval is for fund spend for current versions of skirt/skort being continued.</li> </ul> <p>Overview: Sales / P&amp;L: June Profit: As per treasurer's report June Sales: up by 13% compared to 2023. NB: School holidays: 23 June – 7 July EOFY Stock-take: Completed on Saturday 25 June – last trading day of the Financial Year. Report sent through to exec team.</p> <p>Items for Next Month: Stationery: Initiate discussions with TGSHS staff &amp; Stationary suppliers to begin quotes/requirements for Back-to-School stationary packs/lists for 2025.</p> <p>For Consideration/Approval: Skirt/Skort: Update to be discussed at P&amp;C meeting after Uniform Review committee meeting on Friday 12 Jul. Potential new design, new colour (ie: grey), phasing out skirt or skort. Future decisions are currently hinged on viewing new factory samples due to arrive in</p>	

Carried: Majority  
Carried

the next week or 2. Ordering will need to be actioned ASAP upon viewing/approval by committee/school due to lead time required for production/delivery. (See timeline below)

Order by Mid July – Delivery estimated at end of Nov

Order by Mid Aug – delivery estimated end of Dec/Early Jan

(NB: Back to school 2025 sales commence late November)

Previous 2 years ordering quantities/cost:

Skirts: average 400 Units @ \$10 500

Skorts: average 110 Units @ \$ 3 500

Recommending approval of approx. 510 units at a spend of approx \$14 000 for either:

- Continued purchase with current styles
- Purchase new style - contingent on new sample being approved by stakeholders.

(NB: Need to keep in mind current stock levels of approx \$14000. \$9000 in skorts and approx \$4000 in skirts. That may need to be written off if a new style is adopted).

Price Review:

Please refer to attachment for specifics.

- In accordance with annual shop procedures, a review of 5 peer state schools Uniform pricing review has been completed. Findings are attached in spreadsheet and indicate current pricing of the closest 5 public schools in proximity to TGSHS. Where TGSHS can amend RRP and still be consistent with the school group pricing average, this was identified in the spreadsheet.
- In addition, price variations from wholesalers are also included. Items that are affected by a supplier increase (in the last 12 months) have been identified and recommended for RRP increase (to reduce effect on profitability).
- Items up for review are as follows: (Price increases are b/w \$1-3)

Item	Current Price	Proposed Price
Zip Up Fleece Jacket	\$ 60	\$ 62
Junior/Senior Blouse	\$ 44	\$ 45
Option 2 Formal Long Pant	\$ 55	\$ 58
Track Pants	\$ 46	\$ 48
Pullover	\$ 65	\$ 68
Option 2 Formal Shorts	\$ 45	\$ 48

Recommend increasing RRP as per above to reduce potential impact on P&L. (See attached spreadsheet for figures).

Concerns:

	<ul style="list-style-type: none"> <li>• Skirt/Skort decision as above</li> <li>• Air Conditioner in shop still needs a service</li> </ul>	
<b>General Business</b>		
	<ul style="list-style-type: none"> <li>• Janelle Grace provided feedback from her Year 12 child and children's friends (about 50 students) noting that they are happy for changes noted in previous meeting to Year 12 graduation ceremony, ie, change from during the day to Thursday night of the last week. However, Janelle noted that the students she spoke to reported feeling disappointed that the students are not in their uniform and that they would like some type of guard of honour (suggestion by students for it to be held by the teachers on last school day). Janelle noted that she is only parent of year 12 present in meeting at this time. Other members noted difference of opinion with their own children and friends. Principal acknowledged concerns and noted that Head of Year has discussed changes within whole year 12 cohort. Further, Principal noted that she will bring Janelle's feedback to the Head of Year 12 for consideration.</li> </ul>	
<p>Meeting close: 8:36pm</p> <p><b>NEXT MEETING: General Meeting is to be held on August 12, 2024. 7:00pm, Venue: Library</b></p>		
Signed:		
Leigh Passfield (Vice President)	Date:	
Signed: signed electronically		
Erin Williams (President)	Date: 15/07/2024	