



General Meeting Minutes  
October 14 2024  
at 7pm  
Library

Meeting open: 7.03pm by the President  
Attendees: Erin Williams, Glenda Johnson, Adam Massey, Janelle Grace, Joanne Church, Genevieve Healy, Darcy Balch, Anne McLauchlan  
Special Guest: Julie Rowe  
Apologies: Briony Blackmur, Terri Bainbridge, Trinity Ryan, Leigh Passfield, Christiana Xu, Kym Bierenbroodspot

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.*

**Principal's Report – Anne McLauchlan**

Special Guest: Julie Rowe

- Presentation: Teaching & Learning Institute. First semester Strategic timetabling, HR Workshops & Change management processes; second semester immersion days on intentional collaboration sessions (Time4)

STUDENT RESOURCE SCHEME

The student resource scheme is to be tabled at the next meeting, with a question to the P&C, would we support either a \$5 increase in the SRS or for P&C to support the shortfall. General discussion in the meeting supported the \$5 increase per student, with interest in looking to financial assistance donation to school from P&C.

CHAPLAINCY

School captains conducted a student survey asking if students preferred a youth worker or a chaplain. Darcy Balch presented results from respondents of approx. 150 students. Students preferred chaplain, so school will look to pursue employment of a chaplain rather than a youth worker when current chaplain leaves end of 2024.

STUDENT LEADER FORUMS

The 1st Forum was on uniform and was well attended by students.

2<sup>nd</sup> Forum in Term 4 will be aimed at junior school to encourage junior student voices to be heard

FINAL FRIDAY – Yr 12.

95% did the right thing. 5% not satisfactory. Graffiti in bathrooms. Staff cars vandalized in JI carpark, verbal abuse.

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|                                                                                                                                                 | Invitation to the formal being reconsidered as consequences for students caught causing damage.                                                                                                                                                                                                              |         |
| <b>Confirmation of the minutes of the previous general meeting</b>                                                                              |                                                                                                                                                                                                                                                                                                              |         |
| Motion: Accepted minutes of previous meeting as correct.<br>Moved: JG – with amendment noted<br>Seconded: JC<br>Carried:<br>Majority Carried    | Discussion of Hospitality Students working to be included.                                                                                                                                                                                                                                                   |         |
| <b>Business arising from the minutes of the Previous general meeting</b>                                                                        |                                                                                                                                                                                                                                                                                                              |         |
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| <b>Treasurer's Report</b>                                                                                                                       |                                                                                                                                                                                                                                                                                                              |         |
|                                                                                                                                                 | <b>August 2024 Treasurer Report Summary noted below. Report Provided in minutes</b><br><br>President provided a brief overview of the September results.                                                                                                                                                     |         |
| <b>Correspondence received since the previous general meeting, inward and outward</b>                                                           |                                                                                                                                                                                                                                                                                                              |         |
| Motion: Approved up to \$1500 to be paid towards the World Teachers Days Gift hampers.<br>Moved: JC<br>2 <sup>nd</sup> : AM<br>Majority Carried | Secretary to provide The Gap High School general Correspondence for August with meeting minutes.<br><br>CORRESPONDENCE – from Deputy Gouri Sharma<br>World Teachers Day Contribution – \$1000-\$1500 contribution requested for gift hampers to be organized by the school and delivered by student leaders. |         |
| <b>Business arising from the correspondence – 5 min</b>                                                                                         |                                                                                                                                                                                                                                                                                                              |         |
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| <b>President's Report – Erin Williams President</b>                                                                                             |                                                                                                                                                                                                                                                                                                              |         |
|                                                                                                                                                 | STATE ELECTION<br>Erin has met with all political candidates ahead of the upcoming state election and discussed school funding, the master plan and funding for a new library.<br><br>P&C DONATION                                                                                                           | Action: |

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| <p>Motion: Approved \$30,000 be released to the school for the first round of digital locks for student bathrooms to address ongoing vandalism, as proposed by the school<br/> Moved – JG<br/> 2<sup>nd</sup> – AM<br/> Majority Carried</p> <p>Motion: To extend the meeting for 20 minutes to address a few more items<br/> Moved: JC<br/> 2<sup>nd</sup>: AM<br/> Majority Carried</p> | <p>Additional P&amp;C contribution to the school for 2024. There is \$30K to be allocated. School initially proposed house art murals but has revised it to requesting funds for digital bathroom locks that will be operated by student ID card. These will be trialed on the busiest toilet blocks first, then there will be further costs to fit out all bathrooms next year.</p> <p>GRADUATION<br/> As per discussion in previous meetings, P&amp;C has agreed to run catering and a bar for an hour before graduation commences. Discussed prebooking, pre-ticketed food and drinks, whether people purchasing these would have to line up, how the logistics would work on the night. A travelling canape selection offered to all attendees was conceptually agreed to be easier to logistically enact on the night. Group feeling was that the P&amp;C Exec can proceed on this basis and present the final decision at the next meeting (which is the same week as graduation)</p> <p>Meeting Extension requested and confirmed.</p> |  |
| <b>Subcommittee Report – POPARTS</b>                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <p>Moved: JC<br/> Seconded: JG<br/> Majority Carried</p>                                                                                                                                                                                                                                                                                                                                  | <p><b>POPARTS Report for September/October 2024</b></p> <p><b>Overview</b><br/> Not a lot since the last meeting due to the September holidays. Putting together a standard equipment box and checklist for kitchen operation to make everything run smoother.</p> <p><b>Items for Next Month</b><br/> POPARTS social gathering for end of year at Blind Tiger in place of the November meeting.</p> <p><b>For Consideration/Approval (including any financial approvals required)</b><br/> POPARTS to fund the purchase of four iMac workstations for music. Quote received from Edu Purchasing for five at a price of \$1968.79ea (quote attached), but the purchase order will be revised to four at a total cost of \$7,875.16.<br/> PopArts</p> <p>Motion: PopArts to purchase new 4 x iMacs for \$7,876 for the Arts Department as put forward by the PopArts committee</p> <p><b>Concerns</b></p>                                                                                                                                      |  |

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|                                                    | <p>No concerns at this time.</p> <p>Steve Williams<br/>Secretary</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |
| <b>EVP</b>                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                |
|                                                    | <p><b>EVP Sub Committee Report for October 2024</b></p> <p>Overview</p> <ul style="list-style-type: none"> <li>The EVP P&amp;C sub committee has been approved to be an activity provider for the government cost of living FairPlay rebates meaning eligible families will be assisted with \$200 towards the competition and program costs.</li> <li>A supporter kit for the EVP parents and friends will be launched this week, where a percentage of profits will be fundraised for the EVP P&amp;C fund.</li> <li>We are looking forward to rewarding our students who have stood out in exemplifying our values at Senior and Junior awards nights which are upcoming.</li> </ul> <p>Items for Next Month</p> <ul style="list-style-type: none"> <li>Junior Schools Cup results</li> <li>Australian Volleyball Schools Cup planning</li> </ul> <p>Concerns</p> <ul style="list-style-type: none"> <li>Appropriately resourcing our Australian Volleyball Schools Cup competition with parent support</li> </ul> <p>Nikki Laird<br/>President, EVP Sub Committee</p> | <p>Action:</p> |
| <b>Student Support Parent Group (formerly PEG)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                |
|                                                    | <p><b>August 2024 Student Support Parent Group P&amp;C Report</b></p> <p>The last meeting of the third term was on Wednesday the 28<sup>th</sup> of August at 7pm in the school library.</p> <p>Emma Cullen, Head of Department - Student Support Services answered various questions that had been raised at a previous meeting. As usual the information was comprehensive and appreciated by those in attendance. We also discussed future topics for meetings.</p> <p>The next meeting is the 30<sup>th</sup> of October. Future Y7 2025 parents of students with a disability have been invited by Student Support Services to attend to meet existing parents, hear presentations from Ben Rothwell on <i>Making camp accessible for all</i>, and Emma Cullen on <i>Inclusion at TGSHS</i>. Parent Kym Bierenbroodspot will also share her experiences.</p> <p>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.</p> <p>Terri Bainbridge</p>  |                |

## Business Unit Reports

### Uniform Shop: Business Report: September 2024

#### OVERVIEW:

##### Sales:

Net Profit: As per treasurer's report. Slight loss, but comparable to loss in previous 3 years, so it not unexpected. Due mainly to very low sales and school holidays covering the last 2 weeks of the month.

#### Back to School 2024:

##### Stationery

Book pack ordering links are live with Edsco & updated links/information are now current on the P&C website. It is expected sales of packs will commence later in the term as the school year winds down.

##### Extended Summer Trading/Back to School Sales:

- Extended hours have been finalized.
- The booking link for fittings & extended hours on the P&C website has now been updated and is live. (Families have already started utilizing this service and booking in dates for fittings).

**Marcomms** have been finalized for the above projects advising how to order Stationary Packs and make Uniform Fitting Bookings and will be distributed as follows:

- TGSHS FB page (Commencing as of 1 Oct 2023 on a weekly basis until late Jan 2024)
- Bulk emails regarding next year's requirements have been sent to:
  - Families/students of grade 6's from feeder primary school who have enrolled Year 7 in 2024.
  - Current Year 7-9 Students
- School newsletter: the next release is 9 October, and the comms are to be included in every fortnightly until school resumes in 2024.
- Digital Sign: regular display/reminders scheduled re Stationary/Summer fittings

NB: Thanks to Katie in Marketing for her FB/newsletter/digital sign scheduling assistance, Angelique @ Enrolments & Cameron Drew for their contributions and facilitation in disseminating the above comms via school email platform.

#### FOR NEXT MONTH:

**P&C polo/shorts:** The uniform shop has obtained a number of sport polo's and shorts due to the pre production sampling process for the new versions being released. These samples are similar to the student version but black where there is bottle green. They will make a great option to identify P&C

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| <p>Uniform Shop<br/>Motion: Uniform Shop request for \$11200 indent funds per the uniform shop report<br/>Moved: JG<br/>Seconded: GH<br/>Majority Carried</p> | <p>staff/volunteers for events and will be embroidered in the coming weeks.<br/><b>Staff Polo:</b> Ordering cycle finishes 11 Oct<br/><b>Indents:</b> to be calculated/forecast<br/>- Pullover Indent<br/>- Zip Jacket Indent<br/>- Belts</p> <p><b>CONSIDERATIONS:</b><br/>Indents:<br/>Option 1:<br/> <ul style="list-style-type: none"> <li>- Grey Formal Shorts \$ 7000</li> <li>- Grey Formal Trousers \$ 4200</li> </ul> TOTAL: \$ 11200</p> <p><b>CONCERNS:</b><br/><b>Summer Staffing Requirements</b><br/> <ul style="list-style-type: none"> <li>- Final staff numbers are currently being sourced to assist with the roster over Dec/Jan. (Currently at around 50% capacity and continuing to follow leads for extra staff).</li> <li>- Recommendations for additional staff would be greatly appreciated.</li> </ul> <b>Sports Polo's &amp; Shorts:</b><br/> <ul style="list-style-type: none"> <li>- After approval earlier in the year to switch the fabric to poly/bamboo and a new design for the polo, the factory overseas has been forwarding samples here for approval. Several iterations of: new fabric (bamboo), colour swatches and pre-production samples of shorts &amp; polo's have been viewed and feedback relayed to the factory. Small amendments were required in order for the new versions to be compliant and cohesive with current stock. As a result of this, production of shorts &amp; polo's only commenced in September and there is a possibility of delivery now being slightly delayed past the estimated ETA of mid Nov. Solutions to this could include air freighting some quantities to cover the Dec back-to-school sales.</li> </ul> <p>Angela Windmill – Business Unit Manager – Uniform Shop</p> </p> |                |
| <b>General Business</b>                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                |
| <p>Seconded:<br/><br/>Carried:<br/>Majority Carried</p>                                                                                                       | <p>Confirmation of what TGSHS is doing to Celebrate teachers on World Teacher's Day! 25/10/2024</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Action:</p> |
| <p>Meeting close: 8.52pm</p> <p><b>NEXT MEETING: General Meeting is to be held on November 11, 2024.</b></p>                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                |

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| <b>7:00pm, Venue: Library</b>     |                  |
| Signed:                           |                  |
| Leigh Passfield (Vice President)  | Date:            |
| Signed: Electronically 31/10/2024 | Date: 31/10/2024 |
| Erin Williams (President)         |                  |