



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

### General Meeting Minutes November 11 2024 at 7pm Library

Meeting open: 7:05pm by the President

Attendees: Rachael Greig, Erin Williams, Meike Bellett, Carola Kastle, David Pawsey, Genevieve Healy, Christiana Xu. Leigh Passfield, Adam Massey, Kym B, Michelle Moor, Ariana Halberstater, Anne McLauchlan, Darcy Balch, Janelle Grace.

Special Guest: Steve Toomey, Judy Ives, Brodie Scorer

Apologies: Jo Church, Trinity Ryan, Teri Bainbridge, Kate Mason

#### 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

##### Motion:

In compliance with DoE procedures for the student resource scheme, Judy Ives requests that the 2025 costs be included for the SRS Part A. Years 7, 8 and 9 2025 cost for SRS Part A will be \$440 Years 10, 11 and 12 will be \$450 as approved by the meeting. Therefore an increase the Student Resource Scheme contribution by \$10  
Moved: KB  
Seconded: CX  
Majority Carried  
Noted that BB felt the contribution should be \$5 as

##### 2025 Student Resource Scheme (SRS)

- Judy Ives (Exec Business Manager) tabled and opened the floor to questions relating to the 2025 Student Resource Scheme
- Introduction to Brodie Scorer who will cover for Judy when she goes on leave next year.
- Judy provided Student Resource Scheme draft information to the members to review within the meeting.
- SRS – enables purchasing in bulk including software so enables significantly cheaper purchasing for families. As best as possible, Judy and the team have tried to keep costs reduced for the SRS. Unfortunately, due to increased costs overall, the overall SRS cost has had to be increased. Leigh Passfield and Kym B raised the idea of increasing the contribution to \$10 as opposed to Judy's idea of \$5 increased contribution to the SRS. The majority of members agreed due to the significant inflation cost for items included in the SRS.
- Discussion within meeting by members in relation to managing inflation, assisting families with costs and supporting the school. Acknowledgement in meeting by Erin that this matter has been discussed in the previous 2 P&C meetings to determine how much to be contributing.
- Acknowledgment by the members to how we can increase the financial assistance to the school to support families who are experiencing hardship in particular. Judy acknowledged that for the most part families are willing and able to pay. Some families are not able and these are the families Judy works hard to support. Acknowledgement of some families choose not to pay. An example of the overall cost, Judy noted that in 2024, the school has an aged debt of \$98,000.

originally suggested.	<p><b>ATAR Predictions and Comparisons to Last Year</b> Anne McLauchlan presented data on ATAR comparisons for 2023-2024. Anne noted that the % of ATAR is always compared at the end of every school year.</p> <p><b>Fire in Tech Building</b> Anne discussed the fire at the school. Acknowledged the fire has destroyed the roof and the entirety of the room. It has been determined that it was an electrical fault. As a direct result to exposure to toxic material caused by the smoke and fire, the majority of consumables, equipment and building materials will need to be replaced. Anne noted that the room will be rebuilt and updated ideally by the middle of term 1, 2025. Anne noted that fortunately, only the computer lab, laser cutter and a small side room were destroyed by the fire. No student work was affected. Anne noted that the students and teachers are working really well to manage the inconvenience.</p> <p><b>Parent Education Seminars – P&amp;C Funding</b> Carolyn Speers (deputy) has requested P&amp;C to consider funding a number of seminars for parents by Dr Judith Lock and Dr Danielle Einstein * 3 online Sunday afternoon parent workshops Total cost of \$10,000 for the webinars to access. Meeting did not come to unanimous agreement on this proposal and would like more time and information on programs.</p>	
<b>Confirmation of the minutes of the previous general meeting</b>		
<p>Motion: Accepted minutes of previous meeting as correct. Moved: JG Seconded: KB Carried: Majority Carried</p>	Majority consensus that minutes were a true and correct reflection.	
<b>Business arising from the minutes of the Previous general meeting</b>		
<b>Treasurer's Report</b>		
<p>Motion: Move for the Treasurer report to be accepted. Moved: CX Seconded: RG Carried: Majority Carried</p>	<p><b>October 2024 Treasurer Report emailed to members from secretary ahead of meeting.</b></p> <p>Christiana Xu  P&amp;C Treasurer</p>	
<b>Correspondence received since the previous general meeting, inward and outward</b>		
	Secretary provided The Gap High School general Correspondence for November ahead of meeting and reviewed within meeting.	

Business arising from the correspondence – 5 min		
President's Report – Erin Williams President		
<p>Motion: For P&amp;C to donate \$10,000 to The Thunderbolt Musical Moved: RG Seconded: LP Majority Carried</p> <p>Motion: Motion is to approve up to and not exceeding \$800 for both the junior and senior award night Moved: RG Seconded: DP Majority Carried</p> <p>Motion: \$250 Donation to the non-teaching staff PD on the 25/01/2025 Moved: RG Seconded: DP Majority Carried Please note LP felt it was a school funding requirement and not P&amp;C Motion: That the P&amp;C fund the catering for the graduation soiree of up to and not exceeding \$1200 Moved: DP Seconded: RG Majority Carried</p>	<p><b>Junior Awards</b> Prize money request for the Junior Excellence Evening on Wednesday 27 November 2024. Request to P&amp;C for a donation of \$140 credited to each student's account to fund the Awards prizes up to and not exceeding \$800.00 for both the junior and senior award night PD Day Funding for Catering Request from Katie Probin from Marketing at TGSHS request to donate to the non-teaching staff PD on 25/01/2025 for approx. 60 staff including funds for breakfast approximately \$250.</p> <p><b>Musical</b> The musical organising committee requested \$10,00 funding from musical funds kept by P&amp;C. He noted that the musical generally funds itself however the request is to assist the set-up costs and particular items. A participation fee is to be considered of \$160 each (12 cast members in total) to assist in the overall cost of performance. NO charge is being requested for volunteer support for tech crew, stage hands or orchestra. Tickets will be charged alongside program and merchandise. Dates to be the first and second week of August 2025.</p> <p>2025 Events Erin noted that she was very interested in suggestions and ideas for events to increase or involve in 2025. Anything goes! Please just let the president know on <a href="mailto:president@tgshspandc.org.au">president@tgshspandc.org.au</a>.</p> <p><b>Graduation</b> This is the first year that the graduation has been held at night this year. It will commence at 5:45pm. Erin suggested that the P&amp;C fund the catering for the Soiree up to and not exceeding \$1200 dollars. Please note, NO ETOH will be served to students despite age (i.e. if the student is 18yrs at time of ceremony). Anne noted that clear communications will be provided to students and parents prior to and on the night. Erin noted that she has lots of volunteers which she is thankful for. She is keen for more volunteers for set up if possible <a href="mailto:president@tgshspandc.org.au">president@tgshspandc.org.au</a>.</p>	<p>Action:</p>
Subcommittee Report – POPARTS		
<p>Motion: For POPARTS to use own funds to sponsor students who apply and are</p>	<p><b>POPARTS Report for October/November 2024</b> <b>Overview</b> TULA Concert #3 will have happened on Friday 8th November. POPARTS to run the canteen again. Let's say it went fantastic because they usually do.</p>	

<p>accepted into the Queensland Symphony Orchestra Compose Program for 2025. The program costs \$450 per student. Moved: DP Seconded: RG Majority Carried</p>	<p>POPARTS end of year social gathering at Blind Tiger at 7pm Tuesday 12<sup>th</sup> November.</p> <p><b>Items for Next Month</b> None at this time.</p> <p><b>For Consideration/Approval (including any financial approvals required)</b> POPARTS has proposed to sponsor students who apply and are accepted into the Queensland Symphony Orchestra Compose Program for 2025. The program costs \$450 per student. Successful applicants would have been notified by Monday 11<sup>th</sup> November.</p> <p><b>Concerns</b> No concerns at this time. Steve Williams Secretary</p>	
<p><b>EVP</b></p>		
	<p><b>EVP Report for November 2024</b></p> <p><b>Overview</b></p> <ul style="list-style-type: none"> <li>• The EVP P&amp;C subcommittee has already redeemed over 20 FairPlay vouchers, with others still rolling in, contributing \$4000 to the EVP fees so far.</li> <li>• The supporter kit purchases raised \$330 to go towards our EVP P&amp;C funds to be used on supporting our students further.</li> <li>• Senior awards night was a success where we were proud to pay tribute to our stand out students contributing to the EVP culture. The recipients were as follows: <ul style="list-style-type: none"> <li>○ Elite Character- Peter Hillock</li> <li>○ Elite Competitor- Henry Bennett</li> <li>○ Elite Commitment- Tully Gooden</li> <li>○ Legacy award- Harvey Schutte.</li> </ul> </li> <li>• We are looking forward to presenting our junior athletes with their Elite Character, Elite Competitor and Elite Commitment awards at Junior Awards Night.</li> <li>• Our Junior Schools Cup was a resounding success with The Gap taking out champion school from across all of Queensland for the event. <ul style="list-style-type: none"> <li>○ We had teams in 3 out of 4 of the top divisional finals, finishing with 2 gold medals and 1 silver medal.</li> <li>○ These results have places us 3<sup>rd</sup> in the state overall as a school, out of 184 Queensland schools.</li> </ul> </li> </ul> <p><b>Items for Next Month</b></p> <ul style="list-style-type: none"> <li>• Australian Volleyball Schools Cup results.</li> </ul> <p><b>Concerns</b></p>	<p><b>Action:</b></p>

	<ul style="list-style-type: none"> <li>• Appropriately resourcing our Australian Volleyball Schools Cup competition with parent support</li> <li>• All volunteers welcome!!!!</li> </ul> <p>Nikki Laird</p> <p>President, EVP Committee</p>	
<b>Student Support Parent Group (formerly PEG)</b>		
	<p><b>November 2024 Student Support Parent Group P&amp;C Report</b></p> <p>The SSPG was not able to hold there October meeting as it was cancelled due to the fire.</p> <p>The meeting has been rescheduled for the 19<sup>th</sup> of November.</p> <p>Terri Bainbridge</p>	
<b>Business Unit Reports</b>		
<p>Motion: that the P&amp;C support the Indents of a Total: \$ 18 500. This includes (as noted in the minutes)</p> <p>Belt: \$1000</p> <p>Pullover: \$11500</p> <p>Zip Jacket: \$ 6000</p> <p>Moved: RG</p> <p>Seconded: LP</p> <p>Majority Carried</p>	<p><b>October 2024 Business Report: Uniform Shop</b></p> <p><b>OVERVIEW:</b></p> <p><b>Sales/Profits:</b></p> <p>Net Profit: Please refer to treasurer's report. (Uniform shop has not been provided with this information at time of report submission).</p> <p><b>Back to School 2025:</b></p> <p><b>Extended Summer Trading/Back to School Sales:</b></p> <ul style="list-style-type: none"> <li>- Bookings for fittings are active and being promoted via FB, Newsletter &amp; Website</li> <li>- Dates are filling nicely – with some dates almost full</li> <li>- New student list (ie. Incoming 2025 Year 7's and International students) has been obtained from enrollments to assist with determining a student's sport house allocation and correlated sport uniform item.</li> <li>- Additional staffing has been sourced and training is commencing in the next 2 weeks for the new people.</li> <li>- Sample rack has been extended and prepped for fittings</li> </ul> <p><b>Stationery</b></p> <p>Book pack online ordering is live with Edsco &amp; links/information are available on the P&amp;C website. It is expected sales of packs will commence later in the term as the school year winds down. An update will be provided early in the new year with an expected rebate amount.</p> <p><b>Marcomms</b></p> <p>Comms have commenced for the above projects and have been emailed to the school community and included in TGSHS social media pages and newsletters.</p> <p><b>FOR NEXT MONTH:</b></p> <p><b>Stock Management for Summer Sales:</b></p> <p>Bulk Orders/Stock transfer from the warehouse will commence from mid Nov to keep the shop well stocked with</p>	

	<p>uniform items. Bulk order time frames will be approx. every 2 weeks throughout the Dec/Jan period.</p> <p>(NB: 80% of total sales are done during this period.)</p> <p><b>EOY Stock take</b></p> <p>- In line with expected protocol – the EOY count is currently scheduled for 14 Dec</p> <p><b>CONSIDERATIONS:</b></p> <p>Indents: (Total: \$ 18 500)</p> <table><tr><td>Belt:</td><td>\$1000</td></tr><tr><td>Pullover:</td><td>\$11500</td></tr><tr><td>Zip Jacket:</td><td>\$ 6000</td></tr></table> <p>(NB: Please refer to attached spreadsheets for calculations)</p> <p><b>CONCERNS:</b></p> <p><b>Skirts &amp; Skorts: Indent shipment delay</b></p> <p>The factory where the skirts and skorts are made recently advised that these orders are not due to leave until early November. Resulting in the ETA to Brisbane around mid-December. While previous sales history and forecasting for the December period show that the shop may be a little short on some sizes, stock of 2<sup>nd</sup> hand items is strong and should help to alleviate the deficit. (Donations are coming in nicely with the wind up of some year levels).</p> <p>Alternatively, back orders can be taken and stock supplied to students in mid-January, when the shop reopens for business before the new school year commences.</p> <p>Angela Windmill – Business Unit Manager – Uniform Shop</p>	Belt:	\$1000	Pullover:	\$11500	Zip Jacket:	\$ 6000	
Belt:	\$1000							
Pullover:	\$11500							
Zip Jacket:	\$ 6000							
General Business								
	<ul style="list-style-type: none"><li>• Glenda Johnson, Bookkeeper for The Gap Stat High School P&amp;C discussed and recommended that the P&amp;C vote to endorse existing arrangement where the P&amp;C is ‘passing’ money over to the school.</li></ul> <p>Specifically:</p> <ul style="list-style-type: none"><li>- Student Fundraising. Students use the P&amp;C’s EFTPOS machines to collect money during fundraising activities that are not connected to the P&amp;C. Eg Student Leaders, Interact Club, Vietnam Trip Raffle. These funds are passed through the P&amp;C to the school (less 1% merchant facility levy when applicable)</li><li>- EVP FairPlay Vouchers. EVP program is a registered provider under the P&amp;C and funds from redeemed vouchers are paid into the P&amp;C account. These funds are passed through the P&amp;C to the school where the money offsets the extra cost of participating in the volleyball program.</li></ul> <p>This discussion was had within the meeting.</p> <ul style="list-style-type: none"><li>• Steve Toomey, local member for The Gap Ward, noted that the consultation in relation to traffic calming hit a brick wall. Steve noted that the line marking, some</li></ul>	Action:						

	<p>pedestrian pathways will be improved in specific spots. Steve noted that he will provide updated information as he is able to.</p> <ul style="list-style-type: none"> <li>Angela noted that there is not going to be any media arts offered next year 2025 in the school timetable due to lack of student numbers.</li> </ul>	
<p>Meeting close: 8:45pm</p> <p><b>NEXT MEETING: General Meeting is to be held on 10 February 2025 7:00pm, Venue: Library</b></p>		
Signed:		
Leigh Passfield (Vice President)		Date:
Signed: Signed electronically		Date: 21/11/2024
Erin Williams (President)		