



# The Gap State High School Council

## MINUTES

**Date/Time:** Wednesday, 18 May 2022, 6:30pm  
**Location:** Anne's office  
**Attendees:** Tim Wark – Chair and parent member  
 Anne McLauchlan – Principal  
 Cameron Drew - observer  
 Leigh Passfield - P&C President  
 Joanne Allen-Keeling and Kristi Gooden - Parent members  
 Richelle Lal, Katie Hunter – student members

**Apologies:** Monique McMullen, Kim Setterlund, Nicole Hale  
**Secretariat:** Joanne Allen-Keeling

Agenda Item	Minutes	Action	Paper circulated
<b>1. Meeting Opening</b> 1.1. Welcome 1.2. Acknowledgment of Country 1.3. Apologies 1.4. Previous Minutes 1.4.1. Confirmation 1.4.2. Matters arising/Action List	1.1 Chair opened the meeting 1.2 Acknowledgement of Country 1.3 Monique McMullen, Kim Setterlund, Nicole Hale 1.4 Previous Minutes: 1.4.1 Confirmation of previous minutes by Katie. Motion to accept by Richelle. 1.4.2 Matters arising from the previous minutes: <ul style="list-style-type: none"> <li>• 2.1 SharePoint site - Kristi to get access to the SharePoint site - completed</li> <li>• 2.1 Website – Anne to pass on changes for the School council webpage to the office for action. Council email address and previous minutes to be added - completed</li> <li>• 2.2 – Master plan – Internal and external consultation surveys to be developed and circulated - Survey's completed and internal survey sent out. External survey to be distributed.</li> <li>• 2.3 - Jo to upload school financials on to closed SharePoint site - completed</li> <li>• 2.4 - Anne's PA to collate the data from the activity and then distribute to the whole group through SharePoint – completed</li> </ul>	Noting / Discussion	Minutes from 23/2/22



<p>2.1. Principal update</p> <p>2.2. School Master Plan update and timeline</p> <p>2.3. 2022-2025 School Council Priorities – gallery walk and prioritisation</p>	<p>2.1 Principal update:</p> <ul style="list-style-type: none"> <li>• The Strategic plan 2022-2025 and supporting documents have been signed off.</li> <li>• 2022 priorities all printed on A4 stickers for teacher laptops.</li> <li>• Sponsorship invitation has been developed to leverage opportunities in the community to support the school.</li> </ul> <p>2.2 School Master Plan</p> <ul style="list-style-type: none"> <li>• Internal and external survey’s have been developed. Internal survey was distributed in last week’s school newsletter – closes in a week and a half.</li> <li>• External survey for centre management, other primary schools, Uniting and Anglican churches, local councillors, police, Rotary, Lions. To go out in the next week.</li> </ul> <p>2.3 - School Council Prioritisation discussion</p> <ul style="list-style-type: none"> <li>• Group discussion and development of the draft purpose statements for each of the priority areas: <ul style="list-style-type: none"> <li>○ <b>Infrastructure and growth</b> “Purposeful and sustainable precinct that reflects and serves its diverse and vibrant community”</li> <li>○ <b>Connections/engagements</b> “Our goal is to live out our values with the intention of being the heart of The Gap community”</li> <li>○ <b>Environment and sustainability</b> “Continuously demonstrating our ethical responsibility to be an environmentally sustainable school”</li> </ul> </li> </ul>	<p>Leveraging Alumni to be further discussed in Connections/engagement priorities</p> <p>Additional comms to be sent out in an email to staff, students and parents and a Facebook post – Anne to coordinate</p> <p>Tim to draft letter for externals. Jo to send Helen list for distribution</p> <p>Jo to email the draft purpose statements to Helen and Anne.</p> <p>Anne to iterate purpose statements and priorities with teachers and students.</p>	
<p><b>3. Meeting Close</b></p> <p>3.1 Any other business</p> <p>3.2 Review of actions</p> <p>3.3 Next meeting</p> <p>3.4 Evaluation of meeting</p>	<p>3.1 Any other business:</p> <ul style="list-style-type: none"> <li>• School leadership roles- discussion about the decreased interest in upcoming seniors in stepping into leadership roles. There have been less opportunities with COVID to see current leadership in action. Peer pressure is also a contributing factor.</li> </ul>		



	<p>3.2 Review of actions:</p> <ul style="list-style-type: none"> <li>• 2.1 – Sponsorship invitation - Leveraging Alumni to be further discussed in Connections/engagement priorities</li> <li>• 2.2 – Master plan – Tim to draft letter for external stakeholders, Jo to send distribution list to Helen to distribute.</li> <li>• 2.3 School Council strategic prioritisation – Jo to Email Helen and Anne the draft purpose statements. Anne to iterate purpose statements and priorities with teachers and students.</li> </ul> <p>3.3 Next meeting: Wednesday 17 August 6:30pm - 8:30pm Principal's office</p> <p>3.4 Moderator/observer reported the evaluation of the meeting – open and honest engagement, it would be great to hear more of the student perspectives in the meetings in the future.</p>		
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