



The Gap State High School Council MINUTES

Date/Time: Wednesday, 23 February 2022, 6:30pm
Location: Anne’s office
Attendees: Tim Wark – Chair and parent member
 Anne McLauchlan – Principal
 Richard James - observer
 Leigh Passfield - P&C President
 Monique McMullen, Kim Setterlund, Nicole Hale - Staff member
 Joanne Allen-Keeling and Kristi Gooden - Parent members
 Richelle Lal, Katie Hunter – student members
 Invited Guests – Judy Ives

Apologies: nil
Secretariat: Joanne Allen-Keeling

Agenda Item	Minutes	Action	Paper circulated
1. Meeting Opening 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 Meeting Ground rules – read by Anne 1.3 Acknowledgement of Country 1.4 Nil apologies 1.5 Previous Minutes: 1.5.1 Confirmation of previous minutes by Leigh. Motion to accept by Anne. 1.5.2 Matters arising from the previous minutes: <ul style="list-style-type: none"> • The School Council is in support of the master plan being prioritised in 2022 and tabled to the P&C. Anne, Judy and Leigh to progress – completed and supported • School Council Strategic plan - Tim to put the template in a central location for all to input ideas into for discussion in the February meeting - completed • Central storage for documents. Richard to revisit options with Jerome. Leigh to explore options through P&C Qld – SharePoint site and email created • School Council dates for 2022 - Jo to identify the week 5 dates and send them to Richard to double check the school calendar – completed and dates distributed for 2022 meetings 	Noting / Discussion	Minutes from 3/11/21



2.1. Central Storage Area for Council documents and Council Email address

2.2. School Master Plan – procurement process

2.3. 2022-2025 School Strategic Plan and 2022 Priorities

2.1 Central Storage Area for Council documents and Council Email address.

- A SharePoint site has been created. This will be the central place for all documents including previous minutes and agendas.
- School council email address has been created. Exec team will receive a notification if someone emails the school and coordinate a response.

2.2 School Master Plan

Judy Ives gave an update about the procurement process:

- Funds are available through P&C for a school master plan to be undertaken (up to 40K)
- Brad Cottrell (principal planning officer ed qld) has recommended that a consultation process with all the key stakeholders is required to define the areas of priority to be covered in the masterplan. Approx. cost of master plan 25-40K. This process will inform the brief to go out to contractors.
- Once this brief has been prepared, the next step is to go out to tender to contractors on the SOA.
- Briscoe Wilson has already provided an initial quote

2.3 - 2022-2025 School Strategic Plan and 2022 Priorities

- School Financial records tabled
- Anne tabled and discussed the following documents:
 - 2022-2025 strategic plan – short form
 - 2022 implementation plan
 - 2022 priorities
- The 2022-2025 Strategic plan – long form - is still being finalised.

Kristi to bring in her ID to Sharlene when she's next in to get access to this site.

Anne to pass changes on to the office. Council email address to be added and previous minutes.

Online Survey's to be created to align with the school council key improvement drivers for key stakeholder groups (student, staff, external's). Surveys to go out by week 7. 2-week consultation period. Tim to start the template this week. Others to add to this. Student reps to promote this with students.

Exec to meet week 9 and draft brief based on results

Brief to go out to tender week 10

Jo to upload school financials to sharepoint

Masterplan brief



<p>2.4. School Council Strategic Plan and priority discussion</p>	<p>2.4 School Council Strategic Plan and priority discussion</p> <ul style="list-style-type: none"> • Group discussion at three tables under the following topics: <ul style="list-style-type: none"> ○ Infrastructure and growth ○ Connections/engagements ○ Environment and sustainability 	<p>Anne's PA to collate the data from the activity and then distribute to the whole group</p>	
<p>3. Meeting Close 3.1 Any other business 3.2 Review of actions 3.3 Next meeting 3.4 Evaluation of meeting</p>	<p>3.1 Any other business:</p> <ul style="list-style-type: none"> • Nil <p>3.2 Review of actions:</p> <ul style="list-style-type: none"> • 2.1 SharePoint site - Kristi to bring in her ID to Sharlene when she's next in to get access to this site. • 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. • 2.2 – Master plan – <ul style="list-style-type: none"> ○ Online Survey's to be created to align with the school council key improvement drivers for key stakeholder groups (student, staff, external's). Surveys to go out by week 7. 2-week consultation period. Tim to start the template this week. Others to add to this. Student reps to promote this with students ○ Exec to meet week 9 and draft brief based on results ○ Brief to go out to tender week 10 • 2.3 - Jo to upload school financials on to closed SharePoint site • 2.4 - Anne's PA to collate the data from the activity and then distribute to the whole group through SharePoint <p>3.3 Next meeting: Wednesday 18 May 6:30pm - 8:30pm Principal's office</p> <p>3.4 Moderator reported the evaluation of the meeting – openness and trust 4, balanced debate 4, competency over role 5, issues over personalities 5, accountabilities and actions 5 = 23</p>		