

AGM Monday 11th March 2024	
Full Name	I also have apologies for
David Harreveld	
Kim Lovat	
Kelley Toole	
Amy Giblin	Seal Chong Wah
Trevor Omara	
Tho James	
Rebecca Foley	
Kristen Munro	
Mel Wicks	
Milanka Mistry	
Christine Leslie	
Milena babenko	
Matt McCarthy	
Arthur Keyner	
Angela heck	
Marita Prior	
Jim Scott	
Abe Arends	
Jessica Walker	
Ellie Meissner	
Chris Quek	
Craig Millis	
Joel Buchholz	
Kylie Richards	
Peta-Lee Holt	

KGSC P&C General Meeting Minutes March 2024

11th March 2024: 6:00pm Kelvin Grove State College SUB Shop Conference Room

1. Welcome and Preliminary Business

- 1.1. Acknowledgement of Country
- 1.2. Commence meeting
- 1.3. Attendance and apologies (attendance register)
- 1.4. Ratification of previous minutes - approved Christine Leslie
- 1.5. Business arising from the previous meeting:
 - School Street pedestrian safety - KGSC P&C letter sent to Brisbane City Council; follow up after Council election
- 1.6. Out of Sessions motions update - nil
- 1.7. Correspondence – nil received
- 1.8. Registration of new members - 15 returning members, 8 new members

2. P&C Reports

- 2.1. President's Report - NA
- 2.2. Treasurer's Report – as attached.
- 2.3. Business Operations Manager (BOM) Report - as attached.
 - Increased revenue in Sub Shop attributed to volume of sales and more international students. January is also the peak month for sales.
 - Tuckshop revenue is down; attributed to increase supplier price and introduction of mobile device policy.
 - Change in executive last year led to review of business operations and the addition of the P&C Business Director role has helped business accountability.
 - Discussion around profit margins and consideration of less financially secure families when considering pricing. KGSC accesses external funding streams to support families in need. P&C profits are invested back into the school. P&C businesses are staffed by paid employees not volunteers, therefore wages are a large portion of expenses. Discussion regarding why volunteers are not utilised in the businesses.
- 2.4. Junior School P&C Report
 - School disco was well organised and attended, learning from previous years' experience. Currently organising Mothers' Day market day and Trivia night is to be held off site this year.
- 2.5. Uniform Review Working Group update.
 - Feedback survey has been sent to KGSC families. Update to be provided at next meeting

3. College Reports

- 3.1. Principal's Report - ss attached.
 - Overview of College master plan, draft available for next meeting. P&C support & advocacy would be valuable. More details to be provided as they become available.
- 3.2. Chaplaincy Report
 - New Chaplain due to start 16/04/2024 from Scripture Union Queensland
- 3.3. College Council update - NA

4. External Reports and Updates

- 4.1. Councillor/Minister update - NA

5. Motions

- 5.1. **Motion:** That the P&C approve for Executive and/or P&C staff to attend the 2024 P&C Conference to the value of \$4000 which will allow for 2 people to attend overnight and 4 day passes - approved by consensus.
- 5.2. **Motion:** That the P&C approve to purchase hot cross buns and chocolate eggs for the staff Easter care package up to the value of \$500 - approved by consensus.

6. General Business

- 6.1. 2024 P&C Conference
- 6.2. Easter Care Package
- 6.3. Call for volunteers to focus on:
Events - David Harreveld, Kristen Monro, James Scott
Communication - managed by Amy Gibin, volunteers welcome
- 6.4. 2025 will mark 150 years of the school's history. Discussion about early planning for events.

7. Actions - Nil

8. Next Meeting: 5.30pm 29th April 2024

9. Close 7.40pm



Treasurer's Report AGM 2024

2023 Annual Report

2024 Budget

January 2024 Monthly Report

This report includes:

- 2023 Annual Report
- 2024 Budget
- Monthly financials for January 2024

If you have any questions about the Annual Report, the P&C Budget, or general queries please contact Kristen Munro at kgscpctreasurer@gmail.com

Treasurer's Report: Annual Report 2023

I am pleased to present the Treasurer's Report and audited financial statements of Kelvin Grove State College Parents & Citizens Association (P&C) for the year ended 31 December 2023. 2023 was a year of innovation and progress for the P&C; new fundraising events were promoted, new and expanded services were offered by our Outside School Hours Care (OSHC), Tuckshops and Uniform shop business lines. New bookkeepers and new accounting software were also employed.

Statement of Comprehensive Income

Income for 2023 totalled \$2,824,834.49, up by \$390,887.29 from the prior year. Operating surplus reflected a net profit of \$971.12 compared to a net loss of \$4,031.53 in the prior year. The P&C made contributions of \$43,272.63 to the school during the year resulting in a net deficit of \$42,301.51 for 2023. In 2023, concerted efforts were made by senior management to return underperforming business lines to operating surplus. It is my hope that these efforts continue into 2024 to return the P&C to a net surplus position in 2024.

Statement of Financial Position

The net asset position of the P&C at 31 December 2023 is \$453,975.85 (a reduction from the prior year by the net deficit of \$42,301.51 reported in the Statement of Comprehensive Income). This amount includes cash balances of \$443,871.52 which represents approximately 15% of the P&C annual operating expenses before contributions to the school. Cash reserves are currently sufficient to cover approximately two months of expenses and should be monitored going forward. The liabilities at 31 December 2023 include employment obligations and GST payable.

I would like to thank our outgoing bookkeeper Maree Bell for her many years of service and welcome our new bookkeepers, BOSS Bookkeeping and Taxation. I also extend my thanks to Amy Gilbin, our Business Director and Kim Lovat, our Business Manager, for their efforts in supporting the progress of the P&C and for supporting me in my role as Treasurer. Finally, to our P&C staff and volunteers, thank-you for your contributions to the success of the P&C businesses and most importantly, to supporting our College every day.

Treasurer's Report: BUDGET 2024

Budgeting for this year continues to be conservative given the funding of large projects in 2022 and the net operating loss of the same year. Our strategic spending and policy was not reviewed in 2023 and I recommend it be reviewed in 2024.

The key points of the Budget (refer to the next page for details):

- **Income: \$2,841,918**
 - Based on 3-3.5% growth in revenue across all businesses.
 - 3% in Tuckshops and SUBshop, as is the annual average over the past five years if years with historical events are excluded
 - 3.5% increase in OSHC revenue based on average enrollments for before school care and vacation care for the period October 2023 - March 2024 and the average after school care enrolments 2024 to date, this is due to additional indoor capacity.
- **Gross Profit: \$2,078,210**
 - We will continue to work closely with business managers to monitor the cost of goods sold.
- **Expenses: \$1,724,539**
 - Salary costs are budgeted to reduce by 13% from 2023 due to inclusion support funding provided to OSHC, additional monitoring of weekly wage cost and restructuring of administration roles.
 - Long service leave amounts are estimates only as no calculations have been completed as yet.
 - OSHC reinvestment will be paid to the OSHC as a bonus to be used for large equipment purchases if profitability targets are reached at 30th June 2024 and 31st December to a maximum of \$20,000.
 - Other expenses are predominantly based on actuals for 2023 plus 5% on some items for forecast increases across the year.
 - Vacation care has not been included in the budget as all incursions and excursions will be accurately calculated to ensure the costs passed on to the families..
 - A new point of sale system will be purchased for the SUBshop.
- **Net Operating Profit = \$353,671**



Parents & Citizens' Association

Kelvin Grove State College

Budget 2024

	2024 Budget	2024 Actual	2023 Budget	2023 Actual	2022 - Budget	2022 Actual
Ordinary Income / Expense						
Income:						
Federal Govt JobKeeper Wage Subsidy					\$0.00	
Donations			\$400.00	\$600.00		\$400.00
Fees - OSHC			\$700,000.00	\$94,663.25	\$550,000.00	\$573,517.68
Fund Raising						
Disco						
Music Gala						
Fund Raising - Other						
Total Fund Raising	\$54,000.00		\$55,200.00	\$79,604.02	\$30,000.00	\$47,046.10
Grants/Subsidies						
OSHC FAO CCB Income	\$1,385,575.00		\$649,400.00	\$1,279,327.45	\$590,000.00	\$595,464.59
Total Grants/Subsidies	\$1,385,575.00		\$649,400.00	\$1,279,327.45	\$590,000.00	\$595,464.59
Interest Income	\$1,941.52		\$600.00	\$2,302.88	\$0.00	\$584.34
Misc Income			\$8,000.00	\$15,306.95	\$5,000.00	\$7,813.32
Sales	\$1,400,401.49		\$1,393,000.00	\$1,353,029.94	\$1,105,000.00	\$1,209,121.17
Swimming Club income						
Volunteer Donations					\$0.00	
Total Income	\$2,841,918.01		\$2,806,600.00	\$2,824,834.49	\$2,280,000.00	\$2,433,947.20
Cost of Goods Sold						
Opening Stock	\$117,836.74			\$130,143.52	\$132,602.65	\$136,585.18
Stock Purchases	\$762,836.92		\$709,300.00	\$818,179.42	\$605,000.00	\$646,650.30
Closing Stock	\$117,836.74			-\$117,836.74	-\$136,000.00	-\$130,143.52
Sale Proceeds	\$870.55		\$400.00	\$870.55	\$1,000.00	\$358.42
Total COGS	\$763,707.47		\$709,700.00	\$831,356.75	\$602,602.65	\$653,450.38
Gross Profit	\$2,078,210.54		\$2,096,900.00	\$1,993,477.74	\$1,677,397.35	\$1,780,496.82
Expenses						
Administration P&C	\$773.62		\$3,800.00	\$8,347.81	\$5,000.00	\$5,556.94
Art & craft supplies	\$27,025.35		\$36,000.00	\$27,025.35	\$10,000.00	\$19,152.22
Audit Fees	\$2,829.81		\$3,000.00	\$2,880.05		\$2,500.00
Bank & Govt Service Charges	\$29,344.55		\$30,200.00	\$28,121.80	\$27,500.00	\$29,652.58
Bookkeeping	\$15,000.00		\$13,200.00	\$13,990.00		\$13,017.50
Cleaning	\$40,735.21		\$35,950.00	\$37,511.19	\$8,000.00	\$21,579.65
Computer & Internet	\$1,347.01		\$1,500.00		\$8,000.00	\$14,886.24
Fundraising Expenses	\$11,750.00		\$14,623.96	\$33,467.30	\$15,000.00	\$14,623.96
Gifts and Donations	\$350.00			\$229.95		\$136.64
Health and Safety	\$2,027.13		\$2,131.16	\$1,926.98	\$2,000.00	\$3,950.92
Insurance	\$2,568.99		\$2,783.00	\$2,446.66	\$2,500.00	\$2,622.40
Meals	\$42,217.50		\$33,074.00	\$28,011.33	\$35,000.00	\$35,514.44
P and C Function	\$893.92		\$2,617.05	\$1,823.24	\$1,500.00	\$2,075.82
Postage Print and Stationery	\$11,981.01		\$11,334.44	\$12,217.18	\$10,000.00	\$14,446.07
Professional Fees					\$13,000.00	
Rental	\$19,002.88		\$21,000.00	\$19,022.88		
Repairs & Maintenance	\$3,936.73		\$4,789.00	\$4,454.08	\$7,000.00	\$3,798.03
Salaries and Wages	\$1,319,088.31		\$1,369,375.00	\$1,517,458.77	\$1,300,000.00	\$1,357,401.70
Staff Training	\$8,507.79		\$11,678.00	\$10,440.34	\$8,500.00	\$8,844.15
Subscriptions/Registrations	\$21,795.70		\$15,349.60	\$19,939.39	\$8,500.00	\$4,153.98
Superannuation	\$148,397.44		\$142,403.00	\$161,208.87		\$135,600.08
Swimming Club Coaches Fees and Expenses						
Telephone	\$3,013.58		\$4,005.00	\$5,035.86	\$1,800.00	\$1,922.02
Workcover	\$11,952.52		\$10,248.00	\$11,610.83		\$7,804.45
Vacation Care			\$36,007.00	\$36,099.45	\$40,000.00	\$21,952.82
Total Expenses	\$1,724,539.05		\$1,805,068.21	\$1,983,269.31	\$1,503,300.00	\$1,721,192.61
Net Ordinary Income	\$353,671.49		\$291,831.79	\$10,208.43	\$174,097.35	\$59,304.21
Other INCOME / EXPENSE						
Other INCOME						
Fed Govt Cash Flow Boost						
Other EXPENSES						
P&C Equipment Purchases	\$11,000.00		\$11,000.00	\$9,237.42	\$20,000.00	\$55,563.02
OSHC Reinvestment	\$20,000.00					
Chaplaincy	\$20,000.00		\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
College (recurring and projects)	\$20,000.00		\$40,000.00	\$6,405.63	\$73,000.00	\$117,906.05
College (JSP&C - 2023 onwards)	\$6,200.00		\$21,700.00	\$16,867.00		
Projects					\$329,500.00	\$280,000.00
TOTAL Other EXPENSES	\$77,200.00		\$92,700.00	\$52,510.05	\$442,500.00	\$473,469.07
Net Other Income / Expenses	-\$77,200.00		-\$92,700.00	-\$52,510.05	-\$442,500.00	-\$414,164.86
Net Surplus - with strategic spending	\$276,471.49		\$199,131.79	-\$42,301.62	\$268,402.65	-\$414,164.86

Strategic Spending 2024 (2020 - 2025)

The KGSC P&C runs a guideline for strategic discretionary spending (“5 Year Plan”) which provides the operational, environmental and economic context for our core strategic spending. The Strategic Spending budget is designed to provide a consistent and long-term plan, enabling the P&C to execute and coordinate capital works and other major and minor projects with the College and our core businesses. The aim of the KGSC P&C, as outlined in our constitution is:

To promote the interests of and facilitate the development and further improvement of the school, by promoting parent participation, encouraging close co-operation between parents, students and staff and promoting positive community support.

This key objectives of KGSC P&C Strategic Spending are to:

- Support the ongoing development and refurbishment of KGSC P&C operations and businesses
- Enable the P&C to execute and coordinate capital works with the College
- Support the creation of an effective and aesthetic learning environment, including capital works projects that will provide or improve teacher, student, and/or parent facilities across the College
- Fund long term infrastructure improvements and services
- Support large facilities projects and/or communal structures
- Reserve funds to meet requirements from Government-led programs
- Plan for refurbishment of equipment such as musical instruments and sporting equipment

I recommend further work refining the P&C’s policy for strategic spending be conducted in 2024 by the Strategy Working Group.

Strategic Spending and the Annual Budget

The “5 Year Plan,” or Strategic Spending Plan, has been developed by the KGSC P&C through a consultative process with the executive, our businesses, the College, and our members at the AGM and throughout the year at meetings. It is reviewed on an annual basis at the AGM as part of the annual P&C Budget.

The Plan provides the basis for discretionary and/or strategic spending in our annual P&C Budget. For the past year, non-operational discretionary and strategic spending has been limited due to the P&C’s net loss in 2022 and small operating surplus in 2023. Strategic spending may also use cash surpluses held by the P&C from previous years or from other unspent funds, fundraising, or other income sources. As at March 2024, the P&C does not hold sufficient cash surpluses to commit to larger projects.

Strategic Spending - 2024 Budget (see Table)

Strategic spending specified in this budget is **\$46,200**. This spending falls into three categories:

Initiative	Details	Lead	A/C	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget
Annual Support to College												
Junior School	Support for JS enhanced learning	Junior School		\$10,000	\$5,000	\$10,000	\$10,000	\$10,000	\$10,000			
Middle School	Support for MS enhanced learning	Middle School		\$20,000	\$10,000	\$20,000	\$20,000	\$20,000	\$20,000			
Senior School	Support for SS enhanced learning	Senior School		\$15,000	\$7,500	\$15,000	\$15,000	\$15,000	\$15,000			
Executive Principal Contribution	Support for College enhanced learning	College		\$10,000	\$0	\$10,000	\$10,000	\$10,000	\$10,000			
Emergency College Fund	To support at risk students - top up as necessary to \$5,000	College			\$0	\$5,000	\$5,000	\$2,500	\$2,500			
BYOx	Computer equity fund	College		\$10,000	\$0	\$10,000	\$10,000	\$10,000	\$10,000			
Library & Library Books	Junior and Senior	Libraries				\$3,000	\$3,000	\$3,000	\$3,000	\$4,000	\$3,702	
Instrumental Music	New and replacement instruments	MSG	MSG					\$2,500	\$2,500			
JSP&C (from 2022 onwards)	Projects identified by JS	JSP&C	JPAG						\$34,515	\$21,700	\$20,790	\$6,200
Subtotal Annual Support				\$65,000	\$22,500	\$73,000	\$73,000	\$73,000	\$107,515	\$65,700	\$27,014	\$26,200

Budgeted Line Items: \$46,200

- \$6,200 = JPAG Contributions
- \$20,000 = Chaplaincy
- \$20,000 = College Contributions

Recurring annual support for the College: These amounts were reviewed for the 2023 budget due to the negative financial position of the P&C in 2022. It is proposed that this spending be reviewed when the P&C reviews our policy on strategic spending and is in a stronger financial position.

Strategic Projects: There are no strategic projects included in the 2024 budget.



Treasurer's Report January 2024

The following report provides a summary of the financial performance of Kelvin Grove State College Parents & Citizens' Association (P&C) for the month ended 31 January 2024. You can find the Profit and Loss statement extract for January 2024 at the end of this Report.

Summarised Profit and Loss

Please refer to the detailed Profit and Loss Statement at the end of this report.

	Jan 2024 (\$)	Prior Year (\$)	Variance YTD (\$)
Income	320,561.85	289,393.28	31,168.57
<i>Cost of Goods Sold</i>	<i>102,358.24</i>	<i>93,009.64</i>	<i>9,348.60</i>
Gross Profit	218,203.61	196,383.61	21,820.00
<i>Total Expenses</i>	<i>113,524.42</i>	<i>127,915.66</i>	<i>14,391.24</i>
~ Payroll Expenses	88,701.39	100,889.42	12,188.03
Net Ordinary Income	104,679.19	68,467.98	36,211.21
<i>Other Expenses</i>		<i>2,581.45</i>	<i>2,581.45</i>
Net Income	104,679.19	65,886.53	38,792.66

Year-to-date Net ordinary income has increased 59% compared to the same period in 2023 (\$164,035.41) primarily driven by improved performance by the OSHC, SUBshop and Tuckshop in January 2024 compared to the prior year.

Individual Areas:	January 2024 (\$)	January 2023 (\$)	Variance (\$)
Net Income			
General Office	-8,297.88	-8,297.59	-0.29
OSHC	10,856.75	-7,100.18	17,956.93
Senior Events	-2,066.19	0	-2,066.19
SUBshop	102,738.00	86,243.17	16,494.83
Tuckshop	1,448.51	-4,844.35	6,292.86

Cash at Bank:

	31 January 2024 (\$)
KGSC P&C CBA Cheque Acc	78,976.59
KGSC P&C CBA Invest	160,012.25
KGSC P&C CBA OSHC Acc	248,224.03
KGSC P&C Visa Debit	2,711.90
KGSC P&C CBA JPAG	91,039.89
Total Chequing/Savings	580,964.66

Compliance Items

All compliance items have been completed with no issues arising.

- Payroll was paid fortnightly during the month and payslips emailed to staff.
- No insurance or legal incidents or claims to report.
- January 2024 IAS was approved for lodgement on 26 February and paid 4 March 2024 (due date was 21 February 2024).
- Superannuation (Jan & Feb) is now up to date and will be paid monthly again going forward (note minimum of 4 payments per year by the 28th of the month following the close of quarter).

Motions:

- *No out of session motions*

If you have any questions about the accounts, contact me directly at kgscptreasurer@gmail.com

Kristen Munro
 Treasurer
 Kelvin Grove State College Parents and Citizens Association
kgscptreasurer@gmail.com

Job profit and loss comparison report

Cash mode
 01 Jan 2024 - 31 Jan 2024

	Total					
	Gen: Office - Gen: Office	OSHC - OSHC	SeniorEvents - Senior Event Committee	Subshop - Subshop	Tuckshop - Tuckshop	Total
4-0000 Income						
4-2000 Fundraising	0.00	0.00	20.17	0.00	0.00	20.17
4-4000 Interest	67.92	0.00	0.00	0.00	0.00	67.92
4-5000 OSHC CCS	0.00	18,886.49	0.00	0.00	0.00	18,886.49
4-6000 OSHC Fees	0.00	84,314.12	0.00	0.00	0.00	84,314.12
4-7000 SUBshop Sales	0.00	0.00	0.00	194,309.30	0.00	194,309.30
4-8000 Tuckshop Sales	0.00	0.00	0.00	0.00	22,963.85	22,963.85
Total Income	67.92	103,200.61	20.17	194,309.30	22,963.85	320,561.85
5-0000 Cost Of Sales						
5-1200 Stock Purchases	0.00	2,024.34	0.00	86,409.03	8,148.71	96,582.08
5-2100 Art & craft supplies	0.00	818.16	0.00	0.00	0.00	818.16
5-2200 Excursions/Incursions	0.00	4,958.00	0.00	0.00	0.00	4,958.00
Total Cost Of Sales	0.00	7,800.50	0.00	86,409.03	8,148.71	102,358.24
Gross Profit	67.92	95,400.11	20.17	107,900.27	14,815.14	218,203.61
6-0000 Expenses						
6-1325 Bank Fees	60.78	2.50	0.00	0.00	0.00	63.28
6-1326 Rounding on Income	0.00	0.00	0.00	0.00	0.50	0.50
6-1350 Merchant Fees	0.00	0.00	0.00	347.59	316.70	664.29
6-1400 Bookkeeping	1,317.35	0.00	0.00	0.00	0.00	1,317.35
6-1600 Cleaning	0.00	3,240.74	0.00	0.00	0.00	3,240.74
6-2200 Postage Print and Stationery	0.00	530.77	0.00	0.00	125.34	656.11
6-2400 Repairs & Maintenance	0.00	0.00	0.00	0.00	345.00	345.00
6-2500 Subscriptions/Registrations	198.18	684.35	0.00	0.00	0.00	882.53
6-2501 Subscriptions - Digital	0.00	11.81	0.00	0.00	0.00	11.81
6-2600 Telephone and Internet	0.00	232.91	0.00	0.00	0.00	232.91
6-2700 Delivery Expense	0.00	15.25	0.00	990.84	50.12	1,056.21
6-2800 Uniforms / clothing	0.00	440.00	0.00	0.00	0.00	440.00
6-4000 General Expense	0.00	0.00	0.00	0.00	42.73	42.73
6-4100 Kelvin Grove State College Contributions	0.00	0.00	2,086.36	0.00	0.00	2,086.36
6-8110 Wages & Salaries Expenses	5,516.57	69,161.83	0.00	3,444.90	10,578.09	88,701.39
6-8175 Staff Training	0.00	2,345.00	0.00	0.00	0.00	2,345.00
6-8176 Staff Recruitment	0.00	295.00	0.00	0.00	0.00	295.00
6-8180 Superannuation	1,272.92	7,583.20	0.00	378.94	1,908.15	11,143.21
Total Expenses	8,365.80	84,543.36	2,086.36	5,162.27	13,366.63	113,524.42
Operating Profit	(8,297.88)	10,856.75	(2,066.19)	102,738.00	1,448.51	104,679.19

BOC Report

from KGSC P&C Association Business Operations Committee (BOC) meeting held on Thursday 7 March 2024

General

- Audit has been completed and is ready for the AGM next week on 11th March.
- Budgets have been prepared for businesses.
- January profit is up compared to same time last year across all businesses. Net income \$105k.
- Uniform Review – Feedback draft sent to College Executive 19/2/24. Executive made amendments to draft and will distribute to families via schoolzine this week with two-week deadline for families to give feedback. There will be a 3-4 week review of feedback before ordering can occur. Therefore, on track to complete back to school 2025 order at the end of April 2024.
- Vending machines – Repairs to the Brooker and Senior Hall machines have been finally been completed and both are currently operational.
- P&C POD used to distribute senior jerseys this year. This worked well and took two weeks to complete.
- JS P&C Disco was held on Friday 1/3/24 and was a huge success.
- P&C Conference this year will be held at the Gold Coast 17th and 18th May 2024.

Tuckshops

- New casual staff (Pip new to the P&C & 3 OSHC staff JP, Jazmin, Miriam) have started and are settling in well. It's been a busy time in the tuckshop with training and some staff off sick.
- Tuckshops have been abiding by the new rule of students not using mobile devices to pay.
- Tuckshop profit is down 5% at same time last year.
- Tahra has been doing an excellent job of keeping cost to approximately 50% of the takings.
- Next tuckshop management meetings are being held regularly.
- Junior Tuckshop old large drinks fridge (that broke down during term 4 last year) will be replaced soon and maintenance loaner fridge will be returned.
- Brooker Hive requires a teacher on duty Thursdays and Fridays for both breaks to help manage students.

SUB Shop

- February trading in line with 2023 sitting just over \$40k.
- Uniform Review is progressing well. Weareco have been approached to provide samples for KG cap and other items.
- Back-to-school orders need to be in at the end of April for the SUB shop to receive 10% discount from Weareco.
- Winter lines will be advertised to parents shortly. Most of this stock arrived early.
- Some families have been returning formal uniforms and exchanging them for an extra sports uniform. There appears to be some confusion from parents with regards to what days the sports uniform can be worn, and clarification has been requested so SUB shop staff can give out correct information to families.

OSHC

- OSHC Manager now back from annual leave. Thanks to Matt McK for doing a great job covering.
- 10 new casual staff have started to replace those that have left.
- All 3 air conditioners have been serviced.
- Vacation Care for the upcoming holidays is well underway.
- Meetings have occurred with KU Inclusion support on 4/3/24 to work on funding application for BSC and ASC for an additional educator. Currently OSHC have 38 children with known additional needs and over 50 with challenging and complex behaviours. With so many new educators OSHC are endeavouring to build knowledge and skills in inclusion through mentoring and on the floor support from management and senior staff.

Motions for P&C approval

- **Motion: General** - That the P&C approve for several Executive and/or P&C staff to attend the 2024 P&C Conference – (\$ limit and attendees to be discussed at P&C meeting). Attached are the cost details.

P&C Conference 17th (Friday) and 18th (Saturday) May 2024 Gold Coast Convention and Exhibition Centre

Registration Options	Full Registration inc SINGLE accommodation	Full Registration inc SHARED accommodation	2 Day Registration	1 Day Registration	We Love Locals Registration
General	\$1430	\$962.50	\$242	\$121	\$475
Part-Funded	-	\$600	-	-	

Registration Inclusions	Full Registration inc SINGLE accommodation	Full Registration inc SHARED accommodation	2 Day Registration	1 Day Registration	We Love Locals Registration
Accommodation *breakfast not included*	✓ (Single room for 2 nights 17+18 May)	✓ (Shared room for 2 nights 17+18 May)	✗	✗	✗
Access to conference sessions	✓	✓	✓	✓ On selected day	✓
Access to trade exhibition	✓	✓	✓	✓ On selected day	✓
Morning + afternoon teas + lunches	✓	✓	✓	✓ On selected day	✓
Conference satchel + handbook	✓	✓	✓	✓	✓
Welcome Reception	✓	✓	Additional cost \$132pp	Additional cost \$132pp	✓
Gala Dinner	✓	✓	Additional cost \$154pp	Additional cost \$154pp	✓

Accommodation P&Cs Qld State Conference 2024 are holding accommodation rooms at a number of venues surrounding the Gold Coast Convention & Exhibition Centre. All bookings are subject to availability, and credit card details are required to secure your booking. The closing date for accommodation bookings is Friday 19 April, 5pm AEST. Bookings made after this date will be on request with the hotel/s, subject to availability, and conference rates may not apply.

Kim Lovat

Business Operations Manager
KGSC P&C Association
8 March 2024



STRATEGIC LEADERSHIP



SENIOR MANAGEMENT TEAM PORTFOLIOS AND RESPONSIBILITIES



STRATEGY AND GOVERNANCE

College Executive
Principal

Providing visionary leadership that inspires, empowers and enables the college community to enact our Just Cause

- College strategic directions and planning
- P-12 governance and organisational structures
- Leadership capability development

- Departmental, governmental and sectoral partnerships and liaison
- College Council and P&C Association
- Enrolment management strategy
- Council of International Schools
- Queensland Ballet collaboration



STRATEGIC PILLAR 1: WELLBEING AND ENGAGEMENT

Junior School Principal

Nurturing a learning community of actively engaged, resilient, responsible and happy students

1.1 Student Wellbeing Deputy Principal Year 10

- College student wellbeing framework
- Student Wellbeing Centre
- Guidance services
- Career education
- Way Beyond Today

1.2 Holistic Education Deputy Principal Year 8

- College values framework
- Pastoral care (e.g. MyPB)
- Heads of Year alignment and development
- Student leadership and voice (e.g. SRC, Duke of Edinburgh)

1.3 Positive Engagement Deputy Principal Prep-Year 2

- Student behaviour processes and monitoring
- Student attendance processes and monitoring
- Restorative practices framework
- Student Code of Conduct
- Alternative engagement programs

Wellbeing and Engagement Governance Group
Principal and Deputy Principals above plus Deputy Principal Inclusive Education

Initial Focus Group Alignment:
Restorative Practices



STRATEGIC PILLAR 2: CURRICULUM AND PEDAGOGY

Middle School Principal

Empowering global learners through an engaging and responsive curriculum and collaborative, evidence-based teaching and learning

2.1 Curriculum and Assessment Deputy Principal Year 12

- College curriculum and assessment framework
- Curriculum offerings and learning pathways
- Curriculum planning and implementation
- Assessment design and alignment
- AARA systems and processes
- Moderation processes
- Academic data, reporting and learner feedback

2.2 Pedagogy and Capability Deputy Principal Year 9

- College pedagogical approach
- Signature pedagogical practices
- Essential Skills for Classroom Management
- Classroom profiling
- Collegial engagement processes
- Professional learning
- Teacher capability development

2.3 Teacher Enhancement Centre Director of TECE

- Pre-service teacher education
- University teacher education partnerships
- Teacher induction and mentoring

Curriculum and Pedagogy Governance Group
Principal and Deputy Principals above plus HOD Pedagogy and Learning, and HOD Junior School

Initial Focus Group Alignment: Pedagogical Approach, Collegial Engagement



STRATEGIC PILLAR 3: COMMUNITY AND PARTNERSHIPS

Senior School Principal

Forging innovative and meaningful connections with the local and global community to enhance student learning, opportunity and impact

3.1 Arts and Industry Pathways Deputy Principal Year 11

- Arts excellence partnerships and pathways
- Industry and employer partnerships
- Vocational education and training
- Instrumental music
- Queensland Ballet Academy

3.2 Sports and Global Pathways Deputy Principal Years 6-7

- Sports excellence partnerships and pathways
- Olympic Pathways School program
- Academic enrichment (e.g. debating, chess)
- High Achievers program
- Academic Achievers program
- Global competence and global citizenship
- International education

3.3 Local Impact and Pathways Deputy Principal Years 3-5

- Marketing and communication
- College events
- Alumni relations
- Community impact and activation
- First Nations engagement
- Healing Barrambin

Community and Partnerships Governance Group
Principal and Deputy Principals above plus Marketing and PR Manager

Initial Focus Group Alignment: Open Futures, First Nations Perspectives, Project-Based Learning



INCLUSIVE EDUCATION

Deputy Principal Inclusive Education

Creating an inclusive community in which all students are welcomed and empowered to achieve their personal best

- Inclusive education practices and capability
- Students with disabilities
- Students with barriers to learning
- EAL/D support
- Student health management
- Learning support and intervention

Initial Focus Group Alignment:
Inclusive Education



CORPORATE SERVICES

College Business Manager
Business Manager

Enabling a world-class educational experience through high quality facilities, services and support

- Facilities development and master planning
- Budget and finance
- Emergency management
- Workplace health and safety
- Support staff recruitment

Initial Focus Group Alignment:
Workplace Health and Safety



PEOPLE, INFORMATION AND CULTURE

Deputy Principal PIC

Developing a thriving workforce that is efficient, agile, responsive and sustainable

- Teacher recruitment
- Timetabling
- eLearning
- Information systems and platforms
- IT network and infrastructure development
- Staff wellbeing

Initial Focus Group Alignment:
Staff Wellbeing, Digital Transformation



OPERATIONAL LEADERSHIP



SENIOR MANAGEMENT TEAM RESPONSIBILITIES AND LINE MANAGEMENT



COLLEGE EXECUTIVE PRINCIPAL

Joel Buchholz

- Disciplinary decisions (exclusions and cancellations)
- P-12 enrolment management and complex enrolment decisions
- Critical incident management and media liaison
- Local Consultative Committee and QTU, QSPA, QACSL liaison

HOD ORGANISATIONAL REFORM AND GOVERNANCE
ENROLMENTS HUB TEAM



DEPUTY PRINCIPAL PEOPLE, INFORMATION AND CULTURE

Jamie Smyth

- Teaching HR – SBS, RAR, WSS-SLR
- Daily IRL, TRS, NCT, RESST, TOIL and teacher leave
- RRTWC lead coordinator for teaching staff
- Staff recognition and wellbeing initiatives
- MS/SS playground duty processes and roster
- MS/SS VSR processes and approval for line managed staff
- MS/SS exam block, NAPLAN timetables and rosters
- Timetabling and Years 5-11 subject selection
- OneSchool teacher access, data uploads and Day 8 enrolment collection
- Staff and student photos and ID cards
- College calendar, reporting and parent-teacher interview coordination
- IT infrastructure, digital platforms and website risk reviews

HOD EARNING

TEACHING STAFF HR HUB TEAM

IT HUB TEAM



COLLEGE BUSINESS MANAGER CORPORATE SERVICES

Kylie Richards

- Budget, finance processes, fees, debts and grants
- Facilities management, maintenance, security and parking
- Assets and parking, keys and stocktaking
- RRTWC lead coordinator for support staff
- Support staff recruitment, IR, PD and work shadowing
- WH&S, emergency procedures and drills

FINANCE/SUBSHOP HUB TEAM

FACILITIES HUB TEAM

BUSINESS MANAGER

Jodie Hilton

- Support staff management – workforce planning, recruitment, induction, ADO management, SBS, blue cards, and first aid and medical training
- Mandatory training register
- Cleaning areas management
- Support staff OneSchool and digital platform access

STUDENT SERVICES/RECEPTION HUB TEAM

SUPPORT STAFF HR HUB TEAM

CLEANING HUB TEAM



DIRECTOR TEACHER ENHANCEMENT CENTRE

Linda Eager

- Pre-service teacher placement and support
- University initial teacher education engagement
- Induction, mentoring, HALT and career progression
- Delivery of targeted professional development

Strategic Lead: Teacher Enhancement Centre
TECe LEAD MENTORS AND HUB TEAM



DEPUTY PRINCIPAL INCLUSIVE EDUCATION

Elle Bullock

- Inclusion student management
- Inclusion and EAL/D teaching and support staff
- Student support coordinators
- NCCD data, funding, applications and allocations
- DDA/DSE training and capability development
- Inclusion AARA, adjustments and reporting
- ICPs and SWD specific curriculum
- Specialist and support programs (e.g. Lift, Elevate)
- Intensive literacy and numeracy intervention

HOD INCLUSION (MIDDLE/SENIOR)

HOD INCLUSION (JUNIOR)

HOY INCLUSION

INCLUSIVE EDUCATION HUB TEAM



JUNIOR SCHOOL

PRINCIPAL

Damien Greig

- JS strategic planning and priorities
- JS enrolment management and approvals
- JS achievement data
- JS disciplinary decisions (1-20 days)
- JS VSR approvals
- JS class composition
- JS student protection
- JS complex complaints management
- JS partnerships (City Collective, KidsMatter, QASSP)
- JS Library
- OSHC
- P-12 Strategic Lead: Wellbeing and Engagement Pillar

HOD JUNIOR SCHOOL

DEPUTY PRINCIPAL PREP-YEAR 2

Melinda Johnson

- Prep-Year 2 student management
- JS support staff HR – absences/contracts
- JS teacher aide and learning assistant deployment
- JS induction program
- JS values program
- JS SRC
- JS behaviour management processes
- JS class composition
- JS calendar management
- JS assessment scheduling
- P-12 Strategic Lead: Positive Engagement

POSITIVE ENGAGEMENT HUB TEAM

DEPUTY PRINCIPAL YEARS 3-5

Allan Tharenou

- Years 3-5 student management
- JS teaching staff HR – absences/contracts
- JS RRTWC
- JS timetabling
- JS NAPLAN processes
- JS IT and digital platform implementation
- JS pre-service teachers
- JS instrumental music
- JS emergency procedures and drills
- City Collective partnership
- P-12 Strategic Lead: Local Impact and Pathways

MARKETING AND EVENTS HUB TEAM



MIDDLE SCHOOL

PRINCIPAL

Jessica Walker

- MS strategic planning and priorities
- MS enrolment management and approvals
- MS achievement data
- MS disciplinary decisions (1-20 days)
- MS student protection
- MS complex complaints management
- VSR approvals for directly line managed staff
- P-12 Strategic Lead: Curriculum and Pedagogy Pillar

HOD MIDDLE SCHOOL

DEPUTY PRINCIPAL YEARS 6-7

Andrew Rhule

- Years 6/7 student management: enrolment, behaviour, academic, AARA, attendance, engagement, class composition, vaccinations, induction and transition processes (with HOYs)
- 6/7 MS assemblies (Terms 1&3 with HOY Year 7 and Terms 2&4 with HOY Year 6)
- VSR approvals for line managed staff
- P-12 Strategic Lead: Sports and Global Pathways

HOY YEAR 6

HOY YEAR 7

HOD HPE AND SPORTS EXCELLENCE

HOD GLOBAL ENGAGEMENT

DEPUTY PRINCIPAL YEAR 8

Kath Laurance

- Year 8 student management: enrolment, behaviour, academic, AARA, attendance, engagement, class composition and transition processes (with HOY)
- 8/9 MS assemblies (Terms 1&3 with HOY)
- MS SRC and student leadership processes
- VSR approvals for line managed staff
- P-12 Strategic Lead: Holistic Education

HOY YEAR 8

HOY TEAM (YEARS 6-12)

DEPUTY PRINCIPAL YEAR 9

Terry Rudder

- Year 9 student management: enrolment, behaviour, academic, AARA, attendance, engagement, class composition and transition processes (with HOY)
- 8/9 MS assemblies (Terms 2&4 with HOY)
- MS investiture
- Maiwar meetings and subject selection night (with Year 10 DP and Years 9/10 HOYs)
- VSR approvals for line managed staff
- Strategic Lead: Pedagogy and Capability

HOY YEAR 9

HOD PEDAGOGY AND LEARNING

HOD BUSINESS AND HUMANITIES

HOD ENGLISH



SENIOR SCHOOL

PRINCIPAL

Matthew McCarthy

- SS strategic planning and priorities
- SS enrolment management and approvals
- SS achievement data
- SS disciplinary decisions (1-20 days)
- SS complex complaints management
- SS student protection
- VSR approvals for directly line managed staff
- QCAA principal contact
- P-12 Strategic Lead: Community and Partnerships Pillar

HOD SENIOR SCHOOL

DEPUTY PRINCIPAL YEAR 10

Angelique Salisbury

- Year 10 student management: enrolment, behaviour, academic, AARA, SETP, attendance, engagement, class composition, vaccinations and transition processes (with HOY)
- SS SRC
- Year 10 exam processes
- SS assemblies (Term 3 with HOY)
- Maiwar meetings and subject selection night (with DP Year 9 and Years 9/10 HOYs)
- VSR approvals for line managed staff
- P-12 Strategic Lead: Student Wellbeing

HOY YEAR 10

GUIDANCE OFFICERS X 5

STUDENT WELLBEING CENTRE TEAM

DEPUTY PRINCIPAL YEAR 11

Julia Collins

- Year 11 student management: enrolment, behaviour, academic, AARA, attendance and engagement (with HOY)
- Year 11 exam processes
- SS assemblies (Terms 2&4 with HOY)
- Year 11 leadership programs and 10-12 QATSIF
- VSR approvals for line managed staff
- P-12 Strategic Lead: Arts and Industry Pathways

HOY YEAR 11

HOD PERFORMING ARTS

HOD VISUAL ARTS

HOD TECHNOLOGY AND DESIGN

DEPUTY PRINCIPAL YEAR 12

Angie Kelso

- Year 12 student management: enrolment, behaviour, academic, AARA, attendance, engagement and reduced load (with HOY)
- QCAA and QTAC processes
- Year 12 exams and lead EA coordinator
- Year 12 leadership programs and investiture
- Year 12 graduation and end-of-year events
- SS assemblies (Term 1 with HOY)
- VSR approvals for line managed staff
- P-12 Strategic Lead: Curriculum and Assessment

HOY YEAR 12

HOD MATHEMATICS

HOD SCIENCE

AARA HUB TEAM

KEY

COLLEGE EXECUTIVE TEAM (& SMT & LT)

SENIOR MANAGEMENT TEAM (& LT)

LEADERSHIP TEAM

SUPPORT HUBS

Our Just Cause: Nurturing globally competent learners, leaders and citizens

Strategic Focus Area	Our Commitment	Our 2024 Priority Actions
<p>STRATEGIC PILLAR 1: WELLBEING & ENGAGEMENT</p>	We are committed to nurturing a learning community of actively engaged, resilient, responsible and happy students	<p>1.1 Student Wellbeing</p> <ul style="list-style-type: none"> Aligning a coordinated P-12 approach to student wellbeing <p>1.2 Holistic Education</p> <ul style="list-style-type: none"> Embedding Heads of Year roles and processes within the college Refining a responsive and holistic pastoral care program <p>1.3 Positive Engagement</p> <ul style="list-style-type: none"> Identifying and refining alternative engagement pathways Embedding Restorative Practices within college ways of working
<p>STRATEGIC PILLAR 2: CURRICULUM & PEDAGOGY</p>	We are committed to empowering global learners through an engaging and responsive curriculum and collaborative, evidence-based teaching and learning	<p>2.1 Curriculum and Assessment</p> <ul style="list-style-type: none"> Aligning evidence-based assessment practices and expectations Undertaking curriculum revision and implementation <p>2.2 Pedagogy and Capability</p> <ul style="list-style-type: none"> Identifying agreed whole-college pedagogical approach Reinvigorating and aligning collegial engagement processes <p>2.3 Teacher Enhancement Centre</p> <ul style="list-style-type: none"> Growing reach and impact of university partnerships and pre-service teacher engagement pathways Enhancing mentoring to support teacher career progression
<p>STRATEGIC PILLAR 3: COMMUNITY & PARTNERSHIPS</p>	We are committed to forging innovative and meaningful connections with the local and global community to enhance student learning, opportunity and impact	<p>3.1 Arts and Industry Pathways</p> <ul style="list-style-type: none"> Developing an overarching arts excellence model to establish signature innovative arts pathways and connections <p>3.2 Sports and Global Pathways</p> <ul style="list-style-type: none"> Embedding Sports Specialisation programs and attaining accreditation as Queensland's first Olympic Pathways School Enhancing the Academic Achievers program through an applied focus on global competence and global citizenship <p>3.3 Local Impact and Pathways</p> <ul style="list-style-type: none"> Refining and aligning communication platforms and processes used with families
<p>INCLUSIVE EDUCATION</p>	We are committed to creating an inclusive community in which all students are welcomed and empowered to achieve their personal best	<ul style="list-style-type: none"> Refining processes and roles to build consistent structures of identification and support for students with barriers to learning Developing staff capability across the college to build confidence in making reasonable adjustments to improve student outcomes
<p>PEOPLE, INFORMATION AND CULTURE</p>	We are committed to developing a thriving workforce that is efficient, agile, responsive and sustainable	<ul style="list-style-type: none"> Developing a comprehensive whole-of-college framework to support staff wellbeing Supporting the implementation of corporate digital platforms, including QLearn
<p>STRATEGY AND GOVERNANCE</p>	We are committed to providing visionary leadership that inspires, empowers and enables the college community to enact our Just Cause	<ul style="list-style-type: none"> Embedding and refining the college's revised strategic portfolios and leadership structure Identifying enhanced mechanisms to support more sustainable workloads for Heads of Department Attaining Council of International Schools membership
<p>CORPORATE SERVICES</p>	We are committed to enabling a world-class educational experience through high quality facilities, services and support	<ul style="list-style-type: none"> Developing a College Master Plan and advocating for enhanced specialist facilities Aligning budget and financial processes to the college's revised strategic portfolio structure Developing clear role accountabilities and a customer service commitment for support staff
<p>JUNIOR SCHOOL 2024 PRIORITIES</p>	<ul style="list-style-type: none"> Preparing for Australian Curriculum V9 implementation through engagement in a comprehensive whole-school moderation strategy Analysing assessment data to collaboratively identify and employ effective pedagogical approaches aligned to the Junior School's signature practices 	
<p>MIDDLE SCHOOL 2024 PRIORITIES</p>	<ul style="list-style-type: none"> Enhancing student connection, identity and spirit through meaningful, student-led initiatives that promote a culture of leadership, inclusion, active participation and collaboration Igniting a spark in every learner through the exploration of self and a culture of curiosity, improvement and reflection using data-informed pathways conversations and reflection cycles 	
<p>SENIOR SCHOOL 2024 PRIORITIES</p>	<ul style="list-style-type: none"> Ensuring high quality outcomes and meaningful pathways through 100% QCE/QCIA attainment, VET qualification completion and QTAC offers Building a strong sense of student belonging, connection and positive engagement, with > 90% of students attending > 85% of the time 	