

Kelvin Grove State College P&C Association Meeting Attendee List

DATE 5/2/24.

Name (Please Print)	Name (Please Print)
David Tran	JACQUI EDGAR
DAVID	
Cecilia (Sea) Chong Wah	
David Harreveld	
MAYOR OMARA	
Bee Foley	
Kristin Munk	
Angela Heck.	
Peta-lee Holt	
MATT MCCARTHY	
Craig Millis	
Apologies (Please Print)	Apologies (Please Print)
Christine Leslie	
Kim L	
Melena	

KGSC P&C General Meeting Minutes February 2024

5th of February 2024: 5.30pm-7:45pm Kelvin Grove State College

1. Welcome and Preliminary Business

- 1.1. Acknowledgement of Country
- 1.2. Commence meeting
- 1.3. Attendance and apologies (attendance register)
- 1.4. David Tran: Pedestrian Safety
 - discussed streets surrounding school
 - desire to install wombat crossings
 - reduce speed limits to 40km
 - slip lane is extremely dangerous; - close slip lane proposed
 - see attached presentation and submission letter
 - **Action** David Tran to send presentation and submission form; Secretary to distribute to the members
- 1.5. Uniform review - see presentation
 - uniform order to be placed at the end of April - back to school order deadline for 2025
 - extensive consultation with school leaders, parents, teachers and students from across the three college campuses, including representation from the Gender and Sexuality Alliance (GSA)
 - Guiding principles of Inclusivity, flexibility, safety, comfort, sustainability, durability and longevity, community, appearance and affordability
 - approved to move to school community consultation
- 1.6. Ratification of previous minutes - approved
- 1.7. Business arising from the P\previous meeting - N/A
- 1.8. Out of Sessions motions update - track dance event
 - Approve the purchase of up to \$1500.00 in beverages (alcohol and non alcohol) for sale at the track dance event, - approved by Bec and David (profit from beverage sales \$856)
 - Approve the payment invoice number 0273 for roaming events (beverage service at Trackdance event) for \$2295.00, - approved by David and Kirsten
- 1.9. Correspondence - Jonty Bush P&C Update, Applications open: Indigenous Governance Awards 2024 and Student Nominations for Rotary Youth Programs - **Action to forward email to all members**
- 1.10. Registration of new members - 2 new members

2. P&C Reports

- 2.1. President's Report
- 2.2. Treasurer's Report
- 2.3. BOM Report - attached
- 2.4. Junior School P&C Report
- 2.5. Uniform Review Working Group update - Amy Giblin to progress to the next stage of consultation; collaboration with school due to school policy on uniform

3. College Reports

- 3.1. Principal's Report
 - Strategic Leadership
 - Operational Leadership

- 2024 Action plan
- More detail is to be provided at the next meeting due to time constraints.

3.2. Chaplaincy Report - Nil

3.3. College Council Parent Representatives update

- College council has not yet yet this year

4. External Reports and Updates

4.1. Councillor/Minister update

- see attachment from Jonty Bush

5. Motions

5.1. **Motion: OSHC** - That the P&C approve the Autumn Vacation Care Program - approved

5.2. **Motion: General** - That the P&C approve in principle the proposed changes to the school uniform as presented by the Uniform Review Committee prior to feedback from the school community - approved by consensus

6. General Business

- Pedestrian safety - reviewed and sent out to members
- **Action:** Amy - to send call to action for executive member positions to school for distribution via newsletter

7. Next Meeting: 5.30pm 11th of March AGM

8. Close 7.45pm



Treasurer's Report November & December 2023

The following report provides a summary of the financial performance of Kelvin Grove State College Parents & Citizens' Association (P&C) for the period 1 November 2023 to 31 December 2023. You can find the Profit and Loss statement extracts for November & December 2023 at the end of this Report.

Summarised Profit and Loss

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

	Nov 2023 (\$)	Dec 2023 (\$)
Income	264,539.68	141,935.42
<i>Cost of Goods Sold</i>	<i>107,827.94</i>	<i>28,952.60</i>
Gross Profit	156,711.74	12,982.82
<i>Total Expenses</i>	<i>167,028.73</i>	<i>212,013.2,</i>
~ Wages & Salaries	<i>115,989.38</i>	<i>180,178.32</i>
Operating Profit	(10,316.99))	(99,030.45)
Net Profit/(Loss)	(10,316.99)	(99,030.45)

- I approximate that the P&L has made a net loss of \$46,121.16 for the year ended 31 December 2023. In the prior year the P&C had an operating loss of \$4,104.81 and a total net loss of \$414,060.05 including contributions to KGSC.
- P&L information for January to October 2023 has not been rolled into the new software to date. Budgets and prior year comparables have also not been added to the new software for 2023.

Individual Areas: Net Profit	November 2023 (\$)	December 2023 (\$)
OSHC	12,240.73	(59,779.96)
Tuckshops	(27,188.34)	(33,147.52)
SUBshop	44,644.92	13,969.33

General	(\$5,310.95)	(\$1,612.62)
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Cash at Bank:

	30 November 2023	31 December 2023
KGSC P&C CBA Cheque Acc	\$113,159.72	\$32,721.45
KGSC P&C CBA Invest	\$159,767.05	\$159,944.33
KGSC P&C CBA OSHC Acc	\$143,214.15	\$203,742.97
KGSC P&C Visa Debit	\$759.50	\$2,621.21
KGSC P&C CBA JPAG	\$95,072.00	\$91,002.99
Total Chequing/Savings	\$511,972.42	\$490,0932.95

Compliance Items

The following compliance items have been completed:

- Payroll was paid fortnightly during the month and payslips emailed to staff.
- No insurance or legal incidents or claims to report.
- The November 2023 IAS was approved for lodgement and payment on 5 February 2024.
- The October to December 2023 BAS is currently being prepared for lodgment.
- Auditing of the financial statements is to begin in February 2024.

Motions:

- *No out of session motions*

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

Kristen Munro

Treasurer

Kelvin Grove State College Parents and Citizens Association

kgscpctreasurer@gmail.com

Profit and loss report

Accrual mode

01 Nov 2023 - 30 Nov 2023

	Total			
	Actual	Last Year	Variance \$	Variance %
4-0000 Income				
4-1500 Creative Expo Income	1,597.26	0.00	1,597.26	-
4-4000 Interest	184.08	0.00	184.08	-
4-5000 OSHC CCS	66,142.77	0.00	66,142.77	-
4-6000 OSHC Fees	43,093.69	0.00	43,093.69	-
4-7000 SUBshop Sales	105,252.22	0.00	105,252.22	-
4-8000 Tuckshop Sales	48,269.66	0.00	48,269.66	-
Total income	264,539.68	0.00	264,539.68	-
5-0000 Cost Of Sales				
5-1200 Stock Purchases	102,647.29	0.00	102,647.29	-
5-1400 S/hand Sale Proceeds	137.58	0.00	137.58	-
5-2100 Art & craft supplies	3,367.61	0.00	3,367.61	-
5-2200 Excursions/Incursions	1,675.46	0.00	1,675.46	-
Total Cost Of Sales	107,827.94	0.00	107,827.94	-
Gross Profit	156,711.74	0.00	156,711.74	-
6-0000 Expenses				
6-1325 Bank Fees	101.44	0.00	101.44	-
6-1326 Rounding on Income	(629.00)	0.00	(629.00)	-
6-1350 Merchant Fees	2,190.12	0.00	2,190.12	-
6-1400 Bookkeeping	2,950.00	0.00	2,950.00	-
6-1500 Catering P&C meetings/staff	492.73	0.00	492.73	-
6-1600 Cleaning	6,800.65	0.00	6,800.65	-
6-1700 Gifts and Donations	143.82	0.00	143.82	-
6-2100 Office Supplies	(308.65)	0.00	(308.65)	-
6-2200 Postage Print and Stationery	259.54	0.00	259.54	-
6-2300 Rent	1,585.24	0.00	1,585.24	-
6-2400 Repairs & Maintenance	743.00	0.00	743.00	-
6-2500 Subscriptions/Registrations	792.53	0.00	792.53	-
6-2501 Subscriptions - Digital	11.81	0.00	11.81	-
6-2600 Telephone and Internet	232.91	0.00	232.91	-
6-2700 Delivery Expense	851.64	0.00	851.64	-
6-2800 Uniforms / clothing	18,019.66	0.00	18,019.66	-
6-2900 Fund Raising Expenses	899.85	0.00	899.85	-
6-4000 General Expense	198.60	0.00	198.60	-
6-4100 Kelvin Grove State College Contributions	2,313.63	0.00	2,313.63	-
6-8110 Wages & Salaries Expenses	115,989.38	0.00	115,989.38	-
6-8175 Staff Training	350.09	0.00	350.09	-

	Total			
	Actual	Last Year	Variance \$	Variance %
6-8176 Staff Recruitment	285.00	0.00	285.00	-
6-8180 Superannuation	12,754.74	0.00	12,754.74	-
Total Expenses	167,028.73	0.00	167,028.73	-
Operating Profit	(10,316.99)	0.00	(10,316.99)	-
Net Profit	(10,316.99)	0.00	(10,316.99)	-

Profit and loss report

Accrual mode

01 Dec 2023 - 31 Dec 2023

	Total			
	Actual	Last Year	Variance \$	Variance %
4-0000 Income				
4-2000 Fundraising	626.89	0.00	626.89	-
4-4000 Interest	177.28	0.00	177.28	-
4-5000 OSHC CCS	60,253.12	0.00	60,253.12	-
4-6000 OSHC Fees	42,963.81	0.00	42,963.81	-
4-7000 SUBshop Sales	31,013.16	0.00	31,013.16	-
4-8000 Tuckshop Sales	6,901.16	0.00	6,901.16	-
Total Income	141,935.42	0.00	141,935.42	-
5-0000 Cost Of Sales				
5-1200 Stock Purchases	20,374.22	0.00	20,374.22	-
5-1400 S/hand Sale Proceeds	617.25	0.00	617.25	-
5-2100 Art & craft supplies	209.36	0.00	209.36	-
5-2200 Excursions/Incursions	7,751.77	0.00	7,751.77	-
Total Cost Of Sales	28,952.60	0.00	28,952.60	-
Gross Profit	112,982.82	0.00	112,982.82	-
6-0000 Expenses				
6-1325 Bank Fees	79.55	0.00	79.55	-
6-1350 Merchant Fees	2,392.55	0.00	2,392.55	-
6-1400 Bookkeeping	2,015.00	0.00	2,015.00	-
6-1500 Catering P&C meetings/staff	25.00	0.00	25.00	-
6-1600 Cleaning	3,240.74	0.00	3,240.74	-
6-2100 Office Supplies	46.92	0.00	46.92	-
6-2200 Postage Print and Stationery	1,158.37	0.00	1,158.37	-
6-2300 Rent	1,585.24	0.00	1,585.24	-
6-2400 Repairs & Maintenance	113.64	0.00	113.64	-
6-2500 Subscriptions/Registrations	709.89	0.00	709.89	-
6-2501 Subscriptions - Digital	11.81	0.00	11.81	-
6-2600 Telephone and Internet	296.92	0.00	296.92	-
6-2700 Delivery Expense	179.68	0.00	179.68	-
6-8110 Wages & Salaries Expenses	180,178.32	0.00	180,178.32	-
6-8175 Staff Training	160.00	0.00	160.00	-
6-8180 Superannuation	19,819.64	0.00	19,819.64	-
Total Expenses	212,013.27	0.00	212,013.27	-
Operating Profit	(99,030.45)	0.00	(99,030.45)	-
Net Profit	(99,030.45)	0.00	(99,030.45)	-

BOC Report

from KGSC P&C Association Business Operations Committee (BOC) meeting held on Thursday 1 Feb 2024

General

- Pancake breakfast and coffee cart held at Junior School, 1st day of the year was well received by parents and carers.
- There have been some issues during the transition to the new bookkeeper that have been getting worked through.
- Auditor is awaiting reports from the new bookkeeper so the audit can be done. AGM may need to be delayed if not completed in time.
- P&C Facebook page has been extremely valuable for recruiting new OSHC educators & Tuckshop employees. It has also been used for promoting P&C meetings and events.
- Need to move to P&Cs Qld for HR services from 1st March this year as QCAN no longer provides this.
- Uniform Review – P&C Director to present at P&C Meeting 5/2/24.
- Business Manager has reduced work hours to 20 per week from 30 from the start of term 1.
- Ongoing issues with vending machines. Currently one at Brooker and the one at Senior Hall are both leaking water. Repeated jobs have been reported however repairs are often delayed or are awaiting parts.
- P&C Conference this year is to held at the Gold Coast 17th and 18th May 2024.
- Tuckshops have been abiding by the new rule of not using mobile devices to pay.

Tuckshops

- The Ministers visited on Wednesday 31st January and the tuckshop staff did a fantastic job adjusting prep work to cater for this to occur. Great work team!
- Two tuckshop casuals have found other work over the holidays, so currently recruiting via our P&C fb page and the JS newsletter for replacement staff. Have had a large number of applicants.
- Many prices across the menus have had to be increased because of the ongoing price increases from suppliers. Tuckshop Manager was advised just this week that milk is going up another 5%.
- P&C Director updated class lists in Qkr so parents were prompted to insert the correct class for their child when they make their first order of the year.
- Parents are being encouraged to use the Qkr app instead of filling in paper bags as this assists with prep work for the day.
- Meatball sub has been added to the junior tuckshop menu as Monday's special.
- Next tuckshop management meeting to be held next Wednesday 10/2/24.
- Junior Tuckshop old large drinks fridge (that broke down during term 4 last year) will be replaced this term and maintenance loaner fridge will be returned.

SUB Shop

- Sub Shop sales at around \$215k so far for the month! Amazing back-to-school period for the SUB shop this year. Great work team!
- Back-to-School period went very well and the SUB shop team did a fantastic job with the workload and customer service running as smoothly as possible. It worked very well to have the extra change rooms and classroom to process more try-ons at the same time. Wearco did a great job of supplying the majority of the BTS stock early. This allowed staff to process Qkr orders in advance.
- Brown paper bags with handles have been purchased and will be sold to parents and carers for .50c each should they require one when they make their uniform purchases.
- House Polo shirt orders have arrived and parents have been notified.
- Winter lines have been received early and many prepaid orders have been prepared and contact with parents made to arrange collection.

OSHC

- ASC numbers are nearing capacity (averaging 190-208 each afternoon) for term 1. BSC are between 50-60 students each morning. Senior program has increased considerably with 40-50 seniors compared to 15-20 last year.
- Several other educators resigned over the holidays so a SEEK add was placed 22/1/24 advertising for new staff. It was also advertised on FB and in the Junior School Newsletter. Recruitment will be on going over the next few weeks to fill the vacancies.
- Summer vacation care program went well, however there was a high number of staff illnesses and maintaining ratio was challenging at times but the OSHC team managed well.
- Coordinator and Director have continued to meet regularly.
- College painters have painted the reception and main office area during the Christmas break when OSHC were closed for 2 weeks. Thanks to Julie Oram (College) for arranging this.
- OSHC Manager is currently on annual leave for 3 weeks until 27/2/24.
- There is a leak in the main OSHC staff office that comes from the guttering outside (it runs down the wall inside over the pin board). This has been an issue for many years and has been inspected several times but no solution found as appears to be design fault.
- Vacation Care program for autumn requires approval.

Motions for P&C approval

- **Motion: OSHC** - That the P&C approve the Autumn Vacation Care Program.
- **Motion: General** - That the P&C approve in principle the proposed changes to the school uniform as presented by the Uniform Review Committee prior to feedback from the school community.

Kim Lovat

Business Operations Manager

KGSC P&C Association

2 February 2024

**BOOKINGS OPEN VIA THE XPLOR HOME APP
7:00AM, MONDAY 4TH MARCH 2024**



FEES

Daily Rate:

\$60.00 per child per day

plus additional excursion and incursion charges as shown on the program

CANCELLATION POLICY

Any requests to cancel bookings require **seven (7) days notice prior to day of care.**
All cancellations must be made through the Xplor Home App.

If you are outside the cancellation period, you will be charged and an absence will be marked. Please make any cancellations or absences as early as possible to allow spaces for other families.



MENU & FOOD

Breakfast and afternoon tea are provided by the service every day. Please pack morning tea and lunch for your child each day. The weekly menu can be seen on the Xplor Home App and in the OSHC foyer.



We have children attending our Service that are anaphylactic to certain foods. We kindly ask that children do not bring food with nuts. This includes peanut butter, Nutella, nut bars, etc.



MEDICATION ADMINISTRATION

If children require any form of medication to be administered while in our care (including Ventolin and Epipens), the medication must be stored in the OSHC office in the original packaging and have a pharmacy label with the child's name and dosage details attached.



ELECTRONIC DEVICES

Children are permitted to bring electronic devices each day. Usage is restricted to scheduled times of our program and is subject to acceptable behaviour. Tablets and handheld gaming consoles are the only permitted devices. **Please do not bring mobile phones and/or smart watches** to Vacation Care. Please ensure all electronic devices are labelled with a name.



HOW TO BOOK

Please make all bookings as a casual booking using the Xplor Home app.

On the bookings tab of the Xplor Home App:

1. Click '(+) new' in the top right hand corner and select 'Booking' in the pop up.
2. Select a day
3. Sessions for that day will be viewable (drag up to see all sessions).
4. Select the 'Vacation Care' session for your child's year level.
5. Drag back down to get back to the calendar, click the pram icon in the top right-hand corner to move to the summary screen.
6. Click 'Request'.
7. The next screen will show a 'confirmed' status for the booking.

Please ensure that you are booking your child into the correct year levels.

All excursions are optional for specified year levels. If you wish your child to attend the planned excursion, you **MUST** book them into the excursion roll for this day.



WHAT TO BRING

Please send your child each day with the following items:

- A bag to hold belongings
- Sun safe clothing (no singlets)
- Hat (wide brimmed recommended)
- Closed in shoes (no thongs or slip ons)
- A spare pair of clothes
- A lunchbox including morning tea and lunch
- Refillable water bottle

We ask that children do not bring expensive items from home or any toys from home.

Kelvin Grove State College OSHC takes no responsibility for any lost or damaged items as per our policies. Children should clearly label all their belongings, including clothes and electronic devices and bring at their own risk. Lost property can be found in the OSHC Office and any unclaimed lost property may be donated at the end of the Vacation Care period.

**AUTUMN
VACATION
CARE
2024**



APR 02 -
APR 05

MONDAY

01 APR 2024

Easter Monday Public Holiday

We are closed for the Public Holiday.

We will reopen on Tuesday 9th April.

Enjoy the long weekend!



TUESDAY

02 APR 2024

Treasure Hunters

Calling all treasure hunters, to come if ye dare!

There is hidden treasure and no time to spare!

Set sail with us as we discover the secrets of sandy shores, decipher mysterious maps, and engage in thrilling scavenger hunts!



WEDNESDAY

03 APR 2024

Anime Day

Today is for the anime enthusiasts! From Pokemon trainers to Beyblade battlers, and Miyazaki admirers alike!

Today we will explore the enchanting worlds, the vibrant characters and epic adventures of anime!



Aussie World

Excursion Prep - Year 2

Prep - Year 2 children are off to Aussie World for a massive day of rides and attractions!

ADDITIONAL FEES APPLY
\$64.00

THURSDAY

04 APR 2024

Cosmic Explorers

Join us as we chart the vast expanse of the universe and uncover the wonders that lie beyond the stars.

We will be visited by **It's Rocket Science** who will guide us through creating and launching bottle rockets!



It's Rocket Science Incursion
am to pm

ADDITIONAL FEES APPLY
\$19.00

FRIDAY

05 APR 2024

When I Grow Up

What do you want to be when you grow up? An astronaut, doctor, or maybe a chef?

Join us for a day of inspiration and exploration as we dive into the limitless possibilities of the future.

Don't miss out on a day to dream big and reach for the stars!



**AUTUMN
VACATION
CARE
2024**



APR 08 -
APR 12

MONDAY

08 APR 2024

It's Game Time!

Lace up your sneakers and don your favorite team colors because today is all about sports and active play!

We will be visited by Brisbane Active Football Program who will be providing a fun football skills clinic!



**Brisbane Active Football Program
Incursion**
9:00am to 12:00pm
ADDITIONAL FEES APPLY
\$10.00

TUESDAY

09 APR 2024

Pixar Party

We are bringing the enchanting world of Pixar to life, where imagination knows no bounds!

Today will be filled with magic, laughter, and creativity!



Don't miss out on our magical Pixar Party!

Movie World

Excursion Year 3 - Year 7

Year 3 - Year 7 children are off to Movie World for a massive day of rides and attractions!

ADDITIONAL FEES APPLY
\$66.00

WEDNESDAY

10 APR 2024

Play & Create

Join us for a day of boundless fun and artistic expression! It's a celebration of creativity, imagination and expression.

We will be visited by Raw Art who will guide us through a workshop where we will create awesome clay sculptures!



Raw Art Incursion
am to pm

ADDITIONAL FEES APPLY
\$13.00

THURSDAY

11 APR 2024

Minecraft Mania

Attention all master builders!

Step into the realm of Minecraft and let your imagination run wild as we craft, mine, and explore!

Will you be bravely venturing into survival mode or unleashing your creativity in creative mode? The choice is yours!



FRIDAY

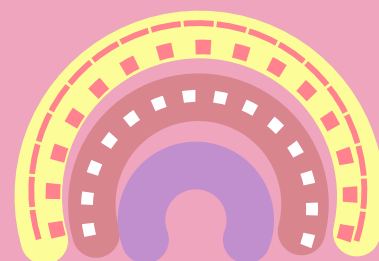
12 APR 2024

Feel Good Friday

Embrace the joy with Feel Good Friday!

Get ready to kick off your weekend with positivity, laughter, and all-around good vibes.

Join us for a day dedicated to lifting spirits and spreading smiles!



Hi everyone and welcome back to a new year!

In the event I don't make it to this month's P&C meeting, would you please table the below correspondence as my update for August.

Gambling Community Benefit Fund Grants CLOSING SOON!

Round 120 of the Gambling Community Benefit Funds are open until **29 February**. While schools cannot make an application to these grants, the P&Cs can on their behalf. I'd encourage you to do this, if you haven't applied for these grants before, or haven't been successful please get in touch with me and I can help. Remember I can also write a letter of support.

Assistance with funding

A reminder that any budget requests for schools (submitted to me) really need to be priority areas identified by the school on the SSIP's. If you have an urgent budget priority can you please get it to me urgently. Our office can always assist schools with fundraisers, through for example the donation of hampers or prizes to raffle or sponsorship requests.

Queensland Government's Phones Away Policy

Queensland's previous Education Minister, Grace Grace, announced a ban on mobile phones and select electronic devices in state schools to take effect as of Term 1, 2024. Over 95% of schools already prohibit phone use during classes, with about 15% extending the ban to break times. This recent move brings the state into line with recommendations from the Anti-Cyberbullying 2018 Taskforce. An independent review led by Cheryl Vardon supports statewide restrictions, with specific implementation strategies varying based on school size and location. Minister Farmer now aims to collaborate with other Education Ministers for consistent national guidelines on device restrictions during school hours. Queensland remains at the forefront of anti-cyberbullying efforts, with ongoing initiatives and recognition for its cybersafety team's achievements.

The Ashgrove McDonald's Development Update

While many would know about the proposed Ashgrove McDonald's development on Waterworks Road, for those who are unaware, an application for development was put forward last year which did not require community consultation. After a back-and-forth between the BCC's appointed city planner and the applicant, the development is on hold until further advice can be obtained from the applicant. If you would like further information and/or believe that this development would negatively impact the Cooper area then you can make an official comment and read through the most recent documents at the following links:

Deadline for Comments: 15 February.


Application Code: A006331069.

Website: <https://developmenti.brisbane.qld.gov.au/>

Thanks everyone, have a wonderful month.

Jonty Bush MP



 (07) 3445 9100

 COOPER@PARLIAMENT.QLD.GOV.AU

 SHOP 2, 230 WATERWORKS ROAD, ASHROVE QLD 4060

 WWW.JONTYBUSH.COM





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 ELEARNING

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>	<p>We are committed to nurturing a learning community of actively engaged, resilient, responsible and happy students</p>	<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>	<p>We are committed to empowering global learners through an engaging and responsive curriculum and collaborative, evidence-based teaching and learning</p>	<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>	<p>We are committed to forging innovative and meaningful connections with the local and global community to enhance student learning, opportunity and impact</p>	<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>	<p>We are committed to creating an inclusive community in which all students are welcomed and empowered to achieve their personal best</p>	<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>	<p>We are committed to developing a thriving workforce that is efficient, agile, responsive and sustainable</p>	<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>	<p>We are committed to providing visionary leadership that inspires, empowers and enables the college community to enact our Just Cause</p>	<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>	<p>We are committed to enabling a world-class educational experience through high quality facilities, services and support</p>	<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 	<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 	<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 	<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