

KGSC P&C General Meeting Minutes

February 2025

17 February 2025 - 5.30pm - Kelvin Grove State College SUB Shop Conference Room

Welcome and Preliminary Business

- Acknowledgement of Country
- Commence meeting: 5:40
- Attendance and apologies: Christine Leslie, Jessica Walker, Kerry Colen.
- Ratification of previous minutes: by consensus.
- Business arising from previous meeting
 - Early Childhood Education and Care Worker Retention Payment - overview and update by Craig as per correspondence. Amy set up as contact person and communication has occurred with impacted staff.
 - KGSC Active School Travel program 2025

Actions carried over:

1. Virtual P&C meetings: Email code of conduct with Agenda
As attached, action closed
2. Pedestrian safety - Consider possible actions including writing to Council and QPS about U-turns at pick-up time putting children at risk:
The College (via Workplace Health and Safety committee) capture and report staff and student related incidents and can include parent related incidents if informed. Primary focus going forward should be on education and enforcement. Arthur and David agreed to take this forward.
3. Tuckshop - Review Qkr to see how much of revenue is ordered via Qkr. Newsletter messaging regarding pricing and reasons pricing needs to be reviewed on a regular basis
37% of all tuckshop revenue is ordered through Qkr.
Amy has reviewed key items in relation to price adjustment. Supplier pricing changes rapidly therefore will need to review Tuckshop pricing ongoing.
4. Collecting sick children from Junior School - parking areas to be mapped out so details can be provided to new parents and existing parents to be advised via the school newsletter. Look at possible improvements for short-term parking.
Joel suggests focusing on two parking areas to simplify the message: along Kelvin Grove Road and along Lestrangle Tce.
Discussion around the letter that has been drafted to Paddington Office re parking times around the school. David T will redraft based on today's discussion.
5. Grants - provide a summary of potential grants and consider ideas for 'wish list'.
Joel expressed his appreciation for P&C support with services and support the College can't (ie staff wellbeing, Chaplaincy). He suggested that the P&C focus on grants for funding not available to the College, in addition to improvements to P&C business-related facilities. Joel and Kylie gave overview of school level projects and Departmental Projects, including improvements to indigenous garden, painting in Junior School, replacing JS campus windows, beach volleyball courts (tentative), K

block re-purpose. Other ideas discussed:

- i. Bike stands for Junior School (? funding from College or P&C - Kylie will investigate)
 - ii. Solar panels
 - iii. Sun shelter by tennis courts/over pool
 - iv. Junior School tuckshop expansion on P&C agenda
6. Engagement with new parents - P&C Executive to work with MS Principal to have P&C presence at Year 6 & 7 info session in Term 1, 2025 - 4/2/25.

Craig provided a brief overview of the P&C at the Info Night. Angela will do the same at upcoming Senior School info night.

- Out of Sessions motions updates
 - Nil
- Correspondence: as attached
- Registration of new members: as per member list

P&C Reports

- President's Report: as above
- Treasurer's Report: Busy working through audit with auditor. \$642,000 in the bank across all areas. Financial statements will be provided for AGM
- Business Operations Manager Report
 - Thank you to SUB Shop staff. \$55% of annual sales occurred in 7 weeks Nov-Jan, staff working extended hours.
 - Shortage of certain uniform items due to shipping issues with a key supplier. Amy will engage secondary suppliers for back to school for next year.
 - Tears and Cheers was a great way to start the year.
 - Tuckshop convenors thanked P&C for the new fridge/freezer.
 - Middle School change to advice for wearing sports uniform on days students have sport activities. Message has been interpreted that students wear sports uniform on any day they have sport. Policy to be clarified by the College.
 - OSHC enrolment numbers are down slightly this year. Staffing turnover due to key staff moving to other employment..
 - Notifiable incidents - identified potential issue with Tank Street gate left open.
 - Autumn Vacation Care Program
 - Uniform policy for OSHC to be reinstated
 - Calendar of events on website
- Junior School P&C Report: Minutes of AGM attached
 - Resigning Executives – Milena Babenko, Martin Fernandez, Chandan Taneja - Thank you to outgoing Executive.
 - Elected Executives
 - Chair - Trevor Omara (interim only)
 - Treasurer - Peter Marshall
 - Secretary - Jamie McGrath
- Strategic Working Group update: Priorities include expansion of Junior School tuckshop, longer term plan for expansion to Junior School hall for use by the OSHC.
- Uniform Review Working Group update: No further meetings. Colleague updating Uniform Policy to

reflect changes. Positive feedback on the gender neutral uniforms. Stock update posted daily on facebook page along with FAQ.

College Reports

- Principal's Report: attached
 - 2024 QCE and ATAR strong outcomes. Incredibly high achieving group of students.
 - Staggered start in Middle School this year was helpful for settling new students
 - A/HOD roles online this year. Stepping stone positions. Most are internal appointments.
 - Day 8 enrolment census informs funding for the year. Numbers down slightly since last year. Enrolments actively managed to reduce out of catchment enrolments.
 - School Strategic Infrastructure Plan - Stage 1 of Master Plan, smaller projects included.
 - College Council new appointments - Junior & Middle School staff reps.
 - Strategic Plan - KGSC identified for School-led review (9 domains as per attachment)
 - College Action Plan - Centred around the Pillars.
 - 150 years - branding on internal documents, building into social media and external documents. Key dates for planned events.
- Chaplaincy Report: as attached
 - Reintroducing to routines
 - Personal growth through scripture union
 - Rock and water facilitation and training
 - Social and emotional spiritual support - 3-4 formal appointments per day & 8-10 informal conversations per day
 - Community development and partnership
 - Aim to bring back breakfast club
- College Council update - nil update

External Reports and Updates

- Councillor/Minister update - nil update

Motions

- **OSHC:** That the P&C approve the new policy: 8.17 Educator Uniform and Personal Presentation Policy. Approved by consensus
- **OSHC:** That the P&C approve the activities listed in the Autumn Vacation Care program, with the understanding that the pricing listed on the flyer is subject to change after analysis. Approved by consensus
- **OSHC:** That the P&C approve to amend the OSHC policy to incorporate 10 annual enrolments for students attending Kelvin Grove Compass Independent School. This policy is to be reviewed annually at the P&C meeting before the commencement of re-enrolment process each September for the following year. Approved by consensus
- That the P&C approve the removal of the tree located near the music storage shed. Approved by consensus
- **JS P&C:** That the P&C approve spend of up to \$2500 for Junior School Disco. Approved by consensus.

General Business

- Asbestos Awareness - Kylie Richards. Carried over to next meeting.
- Tree Removal Approval Request - Weeping fig, dead wood fall hazard, roots lifting concrete, bat and bird droppings on surrounding area, moss growth.
- Mandatory All-Staff (including volunteers) Training - key-messages-guide 2025
- OSHC Autumn Vacation Care Program
- Compass Independent School - KGSC P&C has received an expression of interest in opening up 10 spots for after-school & vacation care for Compass kids. KGSC families will have priority for placements and 10 places for CIS was suggested based on review of previous years OHSC take-up. Discussed that clear communication that placements will be subject to annual review and no guarantee of places year to year needs to be disseminated by Compass Independent School to all families to avoid unintended risks. Review of CIS placements (casual v permanent bookings) to ensure sustainability of additional staffing required for pick up from CIS. Additional cost could be recovered as a levy on CIS placements.
- Comedy Night - Date to be confirmed in Term 2, venue to be advised (tentatively Broncos League Club)
- Disco - planning ongoing

Next Meeting: P&C Annual General Meeting 24 March 2025 5.30pm

Close: 7.52pm

Attendance P&C meeting 17/2/25

2/17/2025 17:22:29	College P&C - SUBshop conference room	Arthur Keyner		arts.keys@gmail.com
2/17/2025 17:22:29	College P&C - SUBshop conference room	David Tran		activetravelforkelvingrove@gmail.com
2/17/2025 17:24:02	College P&C - SUBshop conference room	Trevor Omara		tom72789@bigpond.net.au
2/17/2025 17:26:23	College P&C - SUBshop conference room	David Harreveld		DAVID@ASCERN.COM.AU
2/17/2025 17:30:55	College P&C - SUBshop conference room	Jacinta Kempin		jacinta2k@gmail.com
2/17/2025 17:32:18	College P&C - SUBshop conference room	Matthew McCarthy	Jess walker	mmcca47@eq.edu.au
2/17/2025 17:44:09	College P&C - SUBshop conference room	Angela Heck		thinknew@mail.com
2/17/2025 17:44:25	College P&C - SUBshop conference room	Jordan Burke		jburk86@eq.edu.au
2/17/2025 17:51:26	College P&C - SUBshop conference room	Peta-Lee Holt	Christine Leslie	jaspetalee@hotmail.co.uk
2/17/2025 20:12:06	College P&C - SUBshop conference room	Craig Millis	Kerryn Colen	craigmillis@hotmail.com
2/17/2025 17:51:26	College P&C - SUBshop conference room	Arthur Keyner		art.keyner@avadouglas.com.au
2/17/2025 17:51:26	College P&C - SUBshop conference room	Connie Guan		

Date	Incoming/Outgoing	Summary	Action required
05/12/2024	Incoming	Draft response to BCC Paddington Ward Office re: parent parking concern	TBA
07/01/2025	Incoming	100-Day Review of Olympic Games infrastructure and planning - request for P&C response	Executive discussion, NFA
24/01/2025	Incoming	Suggests to consider publishing an organisational chart for our P&C for 2025	TBA
04/02/2025	Incoming	Queensland Outside School Hours Care Enterprise Agreement (MEA). QIRC issued a decision refusing the application.	Information only
14/02/2025	Incoming	Early Child Care Retention Payment - Proposed variation to the Parents' and Citizens' Associations Award – State 2016 (Award) have been agreed and listed for hearing 11/3/2025	Information only

BOC Report

from KGSC P&C Association Business Operations Committee (BOC) meeting held on Thursday 6 February 2025

General

- Thank you to our amazing P&C team for their hard work during summer vacation care and back to school.
- Tears & Cheers, Tuesday 28th January. Great turn out. Thank you to Trevor for his assistance.
- Safety issues - staff parking on grass near the entrance to OSHC (off Tank Street).
- KGSC precinct parking map (draft attached).
- Uniform policy – Some parents confused regarding who can/how to wear new formal items.
- Second hand uniform policy has been changed. All consignment sales to end 2024 were paid 31/1/25.
- Confirmation required regarding the use of the science room for senior OSHC program.
- P&C Committee members to complete Mandatory All-Staff Training Key Message 2025. To be emailed to Secretary with BOC report for February P&C meeting.
- Asbestos awareness inclusion in P&C meeting.
- Reminder: P&C Conference dates for 2025 Friday 6th June and Saturday 7th June at the Gold Coast.

Tuckshops

- Mini Hive at the Junior School took over \$5,300 weeks 6 and 7 of Term 4 2024.
- Mini Hive bins weren't emptied last day of school 2024. This has been followed up by College business manager who supervisors the cleaners.
- At Hive - new upright freezer working well and much appreciated by staff.
- Two new casual staff have been employed (Stacey and Vina) and they are settling in well.
- Staff are being trained across all tuckshops to ensure team is skilled and flexible to meet operational needs.
- Tuckshop team were kept busy with catering in term 4 2024: Blue Edge, Year 12 breakfast, staff wellbeing breakfast, Middle School Mural Project plus other requests.
- Issue with only Junior and Senior listed on Qkr to place orders, and this creates a problem with orders going to the wrong tuckshop. Request made to change labels on Qkr to "Junior Tuckshop (Prep to Year 5)" and Senior Tuckshop (Year 6 to 12)" or "Middle/Senior Tuckshop (Year 6-12)".
- Sushi – changed to online orders only due to supplier price increases and wastage when not sold.
- Meatball Sub and Chicken Parmy Sub prices are being increased from \$5.00 to \$5.20.
- Many teachers and college staff asking for coffee. Convenors to consider options.
- Supervision of students by college staff at Brooker Hive an ongoing issue. Thursday and Fridays are especially an issue. Awaiting an update by College BM regarding rostering for this duty.
- Theft by students at the Hive (not disclosing all items they wish to purchase) has been highlighted. Students now have to put all items on the counter.
- Air-conditioner at Brooker Hive still has ongoing issues with keeping the kitchen cool.
- Missing items from Hive. Usually have several pairs of scissors in each section of the hive and have returned from holidays to only find 1 pair in the office and 1 pair in the kitchen space.
- Concern that several teachers are entering the Hive over the holiday using their own keys.
- Convenors have been advised where to find details of upcoming college events and activities that impact the amount of food required and rostering of staff due to less students on campus.

SUB Shop

- BTS trading has been extremely busy with January sales sitting at \$182,867.95. All fitting appointments were fully booked and some slots had to be double booked to fit in all the new enrolments and international students.
- Some shipping issues occurred for the white uniform items, but SUB shop staff ensured all families were provided with loaner items to commence the school year.
- Some parents confused with regards to the formal shirt and the uniform policy.

- Huge thanks to our SUB shop team and also tuckshop staff (Christina, Nicki and Julie) who worked hard during this very busy period to provide service to our college community.
- Thank you to marketing and P&C Director for the social media notifications sent out as these greatly assisted parents.
- SUB shop were advised by parents that Yr 6 & 7s could wear PE uniforms 4 days a week. This had a big impact on uniform supplies and many parents not happy having purchased enough formal uniforms. Any changes need to be communicated to SUB shop manager as soon as possible as uniform orders are placed a year in advance. Excellence uniforms in short supply for same reason.
- **Areas for review following BTS 2024/2025 period:** continue with extended BTS fitting appointments in the Nov period to compensate for SUB shop closure on the Wed and Fri Jan BTS week. Book pergola with grounds team, ?water cooler for parents, need to book 3rd room as an extra collection point for prepaid uniforms, utilise social media more to keep parents updated, college marketing to remove regular open hours from college website and instead have BTS hours, currently working with IT to introduce an electronic process to replace paper version of 'backorder' items. Adjustment to some staff members availability.

OSHC

- Numbers as of 3/1/25 - BSC: 52, 59, 59, 48, 46 and ASC: 146, 158, 148, 157, 109.
- Staffing: Assistant Coordinator Eve Timmins has been appointed replacing Matt. Kaitlyn has stepped down as Ed Leader but will continue to work vacation care. Ollie Moulson is her replacement. 6 casuals have resigned and 4 new casuals plus one PPT staff have been employed. Recruitment is still open to fill the extra positions needed as Uni placements will be starting soon.
- Child Protection was hosted on 28/1/25. Staff have been scheduled for CPR and First Aid training.
- **Policy NEW** – P&C: 8.17 Educator Uniform and Personal Presentation Policy (attached).
- **Reportable Incidences:**
 - Notifiable from 2025 reporting:**
 - Department notification 28/1/24 a complaint received from a parent.
 - AO called 31/1/25 asking to follow up questions. HR process coming to an end.
 - This item is still ongoing
 - Department notification 20/1/24 a child falling from the junior playground while playing a game.
 - Outcome – Case closed - No further investigation at this time. 20/1/24
 - Department notification 8/1/24 a child falling from the junior playground while playing a game. NOT-00107611
 - Outcome – Case closed - No further investigation at this time. 9/1/24
 - Notifiable from 2024 reporting:**
 - Department notification 13/12/24 child fell over a bench seat while trying to retrieve a ball. Chipped tooth.
 - Outcome – Case closed - No further investigation at this time. 17/12/24
 - Department notification 04/12/24 Child Leaving school grounds NOT-00098218
 - Outcome – Case closed - There will be no further investigation at this time.
 - AO called to discuss the matter. Advised that regulatory authority is quiet concerned about the time between two cases so close together and involving the same theme and same gate. See Appendix 1 for more information.
 - Department notification 24/08/24 head injury and parent complaint - NOT-00067106
 - More information requested on the 25/10/24 – Info supplied on 29/10/24
 - Outcome Letter received 18/12/24 – No breach identified – Investigation finalised
 - Parent feedback from vacation care survey suggested breakfast finish at 8.30am rather than 8am. OSHC Manager is considering but will depend on staffing ratios and extra cost involved if more staff need to be on shift.

Motions for P&C approval

- **Motion: OSHC** - That the P&C approve the new policy: 8.17 Educator Uniform and Personal Presentation Policy.

Kim Lovat

Business Operations Manager

KGSC P&C Association

06 February 2025

KGSC P&C Association BOC Report

AUTUMN VACATION CARE 2025

APR 07 -
APR 11

MONDAY

07 APR 2025

Pirate Day

All hands on deck!



Chart ye course to OSHC - ye be invited fer some pirate adventures today!

Come dressed in your pirate best and set sail with us as we discover the secrets of sandy shores, decipher mysterious maps, and engage in thrilling scavenger hunts!



TUESDAY

08 APR 2025

Intergalactic Explorers

3... 2... 1... Blast off!

Join us for a space-tacular day that is going to be out of this world!



**Laserforce
Excursion Year 4 - Year 7**

We are off on a fun packed day of Laserforce & arcade games!

**ADDITIONAL FEES APPLY
\$54**

WEDNESDAY

09 APR 2025

Wizards, Witches & Warlocks

Hocus pocus, alakazam!

You are invited to attend the Kelvin Grove school of magic!

Today is your chance to learn to brew potions and cast spells.

Join us as we study the mystic arts!



THURSDAY

10 APR 2025

Minecraft Mania

Attention all master builders!

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



**Make + Meld Incursion -
Create your own Beyblades**

**ADDITIONAL FEES APPLY
\$21**

FRIDAY

11 APR 2025

Wheels Day

Bring your bike, scooter, skateboard or rollerskates to OSHC today for a wheely good time!

IMPORTANT NOTES

- Helmets and enclosed shoes must be worn at all times.
- Wrist and knee guards are recommended
- Children must have their own wheels.



AUTUMN VACATION CARE 2025

APR 14 -
APR 18

MONDAY

14 APR 2025

Make a Splash!

Make a splash today at OSHC!

The juniors are off to Jump Up, for a day of hunting for turtles, building dams and planting a flag on Jump Up Island.

Our seniors back at school will be having fun in the sun with water balloons, water guns sprinklers and hoses!

Please bring water play clothes, a towel and a change of clothes, as we will be getting wet!

Jump Up Kids
Excursion Prep - Year 3
ADDITIONAL FEES APPLY
\$70



TUESDAY

15 APR 2025

International Day of the Arts

Join us for a day of boundless fun and artistic expression!

It's a celebration of creativity, imagination and expression.

Explore all different forms of art from different corners of the world!



WEDNESDAY

16 APR 2025

The Great Easter Hunt

Join us for day packed with Easter-themed crafts, from painting your own eggshell designs to basket weaving.

Keep your eyes peeled for the elusive Easter Bilby, and follow the clues to find the delicious presents left behind!

EGG HUNT



THURSDAY

17 APR 2025

Run Away with the Circus!

Come one, come all!

Immerse yourself in a world of wonder and excitement as we bring the magic of the circus to life.

We will be visited by Flipside Circus for a circus games and skills workshop packed full of acrobatics.



Flipside Circus Incursion
ADDITIONAL FEES APPLY
\$22

FRIDAY

18 APR 2025

Good Friday Public Holiday

We are closed for the Public Holiday.

We will reopen on Tuesday 22nd of April.

Enjoy the long weekend!



8.17 Educator Uniform and Personal Presentation Policy

Policy Statement

The Kelvin Grove State Collage P&C Executive Committee, as the Approved Provider, requires that educators and other staff working with children at Kelvin Grove Outside School Hours Care present themselves and wear a standard of dress appropriate to the circumstances and environment in which they will be working. In administering this policy, consideration will be given to any work, health and safety requirements and the need to ensure that clothing worn by educators is neither offensive nor hazardous while being appropriate for the setting.

Related Policies

- *4.7 Sun safety*
- *8.1 Role and Expectations of educators*
- *8.3 Recruitment and employment of educators*
- *8.5 Volunteers*
- *8.6 Employee and Volunteer Grievance*
- *8.9 Code of conduct*
- *8.10 Employee Orientation and induction*

Roles and Responsibilities

Approved Provider	<ul style="list-style-type: none">• Ensure that policies are equitable and fair.• Ensure that policies take workplace health and safety procedures, cultural and professional aspects into consideration at all times.• Support the Nominated Supervisor in accessing adequate stock of uniforms to support the needs of the service.
Nominated Supervisor	<ul style="list-style-type: none">• Ensure that staff have access to the correct uniforms that are appropriate and professional within the guidelines of this policy.• Ensure that the budget allows for the allowances and guidelines outlined in the QLD State P&C award (2016).• Provide staff with opportunities to order uniforms throughout the year.
Management Team	<ul style="list-style-type: none">• Role model the standard for all staff• Assist the educators in following this policy by reminding educators of appropriate wear and how to access the work uniform.

Procedures

Dress Code

Educators' appearance and attire should be professional, appropriate, and support active engagement with children while considering workplace health and safety requirements, including sun safety. Clothing that complies with cultural or religious standards is welcomed, provided it does not pose a foreseeable risk to health, safety, or sun protection in the workplace.

Upon employment, educators and staff will receive a Kelvin Grove Outside School Hours Care uniform shirt, which must be laundered and kept in good condition. A daily laundry allowance will be provided as per the relevant industrial award.

On their start date, all employees will either be provided with or have a uniform shirt ordered for them, depending on their working requirements. Each year, educators may request one replacement shirt at the service's expense to ensure uniforms remain in good condition.

While on duty, all educators and staff must wear the Kelvin Grove Outside School Hours Care shirt or an approved alternative (e.g., OSHC vest). The uniform may also be worn

before and after designated shifts. However, educators must conduct themselves in a manner that does not harm the reputation of the service when in public view.

Until their allocated service uniform is provided, educators must avoid wearing clothing that is:

- Tight or revealing (e.g., midriff tops, clothing that exposes undergarments, spaghetti straps, or low-cut tops).
- Displaying inappropriate images or words.
- Damaged, including ripped or torn clothing.

If an educator is not in uniform, they must wear a Kelvin Grove Outside School Hours Care vest over their non-uniform shirt or jumper.

Educators are responsible for supplying their own shorts or pants, which must be appropriate for active work with children. These items must meet the following standards:

- Shorts or pants should be at least mid-thigh in length.
 - Clothing that may ride up or down or expose parts of the body is discouraged.
- The Service Manager or Approved Provider will use their discretion to make reasonable adjustments or provide guidance based on individual circumstances, stakeholder feedback, and emerging fashion trends.

For special events, conferences, courses, or seminars, the Kelvin Grove Outside School Hours Care uniform policy remains in effect unless the Service Manager or Approved Provider states otherwise.

Educators will be issued a name badge, which must be worn at all times while on duty. Badges should be kept clean and clearly visible.

If wearing the standard uniform is impractical due to pregnancy or religious requirements, educators should comply with general presentation standards and seek approval from the Service Manager or Approved Provider.

In instances where an educator's dress or appearance is considered inappropriate, the Management Team will assess whether the educator may continue working or needs to leave to change. If changing is necessary, this will be considered unpaid time. In such circumstances, the Management Team will ensure compliance with educator/child ratios.

Employees leaving the service must return all uniform shirts in a clean and laundered condition. Old or unwanted uniform items must not be donated or repurposed but instead returned to the service for proper disposal.

For themed days or special events, educators are encouraged to participate in fancy dress while adhering to the above dress code requirements.

Swim Wear

As a part of the Vacation Care program educators may be expected to go swimming with the children to maintain educator to child ratios. Educators' swimwear will follow the same provisions as everyday workwear in that it is sun-safe, appropriate and complies with personal safety. Educators are expected to adhere to the following:

- No bikinis or speedo or briefs type wear.
- Rash shirts or sun-safe shirts that cover shoulder and tops of arms are required.
- Shorts and/or boardshorts are to be worn at all times.
- Broad brimmed hats are to be worn at all times.

Personal Protection Clothing

Kelvin Grove Outside School Hours Care management will ensure that uniform shirts and hats supplied comply with recommended SunSmart guidelines and include a collar and mid-length sleeves.

To align with Policy 4.7 Sun Safety, all Kelvin Grove Outside School Hours Care educators and staff are required to wear a sun-safe hat when outdoors. Staff may choose to purchase their own sun-safe hat or opt for one provided by the service. Hats must meet the Cancer Council Australia guidelines, which recommend a wide brim of at least 7.5 cm for adults, legionnaire-style flaps, or a bucket hat with a brim size of at least 6 cm.

The service will also supply educators with a sun-safe hat and uniform shirt to ensure compliance and consistency. Staff are responsible for ensuring these items are available and worn during outdoor activities.

Educators are required to always wear enclosed and protective footwear to ensure workplace health and safety and to support active participation with children. The standard footwear requirement is a sandshoe or jogger. Other types of enclosed footwear may be considered if they fully enclose the foot and are not strap-on styles, such as sandals or open-toe shoes.

All footwear must meet the workplace health and safety requirements of Kelvin Grove Outside School Hours Care, providing adequate protection and support for physical activities and minimising the risk of injury.

Personal Safety

Educators or other staff with long hair must secure their hair and tie it back when working with the children and/or handling and preparing food.

Work, health and safety requirements must be considered when determining if excessive jewellery, body piercings and/or other accessories worn by educators are appropriate when working with children.

The Service Manager or Approved Provider will use their discretion to make reasonable adjustments or provide guidance based on individual circumstance and workplace health and safety.

Educators should ensure fingernails are kept safe and practical for their role. If wearing false nails or embellishments, additional measures such as wearing gloves may be required to prevent food contamination and ensure safety when working with children.

Personal Appearance

Educators are expected to maintain a high standard of personal care, ensuring that their :

- Hair is clean and tidy.
- Personal hygiene includes deodorant and/or antiperspirant.
- Choice of clothing is laundered and kept in good repair.

Kelvin Grove Outside School Hours Care acknowledges the educator's right to individual cultural and creative expression through piercings (facial, tongue or body) and/or tattoos. There is an expectation for educators to ensure that:

- All piercings comply with Kelvin Grove Outside School Hours Care work, health and safety requirements; and
- Tattoos visible to children and families are non-offensive.

The above is subject to the discretion of the Service Manager or Approved Provider.

Relevant Laws and Provisions

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Work Health and Safety Act 2011 and Regulations 2011*
- *Fair Work Act 2009(Cth) / Industrial Relations Act 2016 (Qld)*

- *Anti-Discrimination Act 1991 (Qld)*
- *National Quality Standard, Quality Areas: 4 - Staffing arrangements; and 7 – Governance and leadership.*

Policy Controls			
Endorsed by:		Date Endorsed:	Enter Date
Date implemented:	Enter Date	Date families notified	Enter Date
Version:		Date of review	Enter Date



Kelvin Grove State College

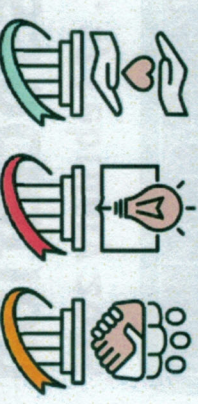
College Executive Principal Report to P&C Association

The Pursuit of Excellence With All Our Might

Monday, 17 February 2025

Good News & Celebrations:	Australian Volleyball Schools Cup	2024 Year 12 QCE and ATAR Outcomes	Schools Premier League Cluster Day	Prix de Lausanne Finals
Recent Events:	Middle/Senior School Staggered Start	Meet-and-Greet and Information Evenings	Year 12 Student Leadership Camp	Middle/Senior School Swimming Carnival
Upcoming Events:	Taiwanese School Visit	Student Leader Induction Ceremony	Clubs and Committees Expo	NAPLAN Testing
Facilities, Finance & HR:	Associate Head of Department Roles	New College Bus and Fleet Renewal	Day 8 Enrolment Census	School Strategic Infrastructure Plan (SSIP)
Strategy, Policy & Partnerships:	College Council Appointments	Revised Leadership and Mentoring Program (LAMMP)	School-Led Review 2026-2027	150 th Anniversary Planning and Dates

150 YEARS of state education at Kelvin Grove





Kelvin Grove State College

College Executive Principal Report to P&C Association

The Pursuit of Excellence With All Our Might

Monday, 17 February 2025

Associate Heads of Department

Business – Amanda Evans
eLearning – Bianca Pretorius
English – Francesca Whittaker
English – Susan Andrews (Pine Rivers SHS)
Global Engagement and Languages – Jasmijn Singleton
Humanities – Katrina Beck-Harris (Brisbane SHS)
HPE and Sports Excellence – Jeremy Crighton (Everton Park SHS)
Junior School – Amie Smith
Mathematics – Jaymie King
Mathematics – Keith Walker
Performing Arts – Sophie Collis (Queensland Academy of Creative Industries)
Senior School – Lucy Heywood
Science – Michael Tomlin
Science – Kanika Chopra (Shailer Park SHS)
Technology and Design – Gary Paxton
Visual Art – Tegan Mayes (Woodridge SHS)

Day 8 Census

P	1	2	3	4	5	6	7	8	9	10	11	12	T
96	101	114	130	154	151	192	447	472	449	429	455	431	3621
746 (↓48)										1560 (↑42)		1315 (↓73)	(↓79)

1

Driving an explicit improvement agenda
explicit • coherent • context appropriate • measurable
What is the school's big focus? What is the school working hard to improve?

2

Analysing and discussing data
learning • engagement • wellbeing • achievement
How is the school monitoring data over time to improve learning?

3

Promoting a culture of learning
positive • caring • trusting • orderly
Does everyone in the school feel like an important part of the school? Is learning the main game?

4

Targeting school resources
targeted • flexible • prioritised • effective
Does the school allocate time, money and staff to best help individual learners?

5

Building an expert teaching team
professional • highly capable • collaborative • reflective
How does the school help teachers improve their teaching?

6

Leading systematic curriculum implementation
coherent • comprehensive • consistent • clear
How do teachers plan learning experiences to challenge and engage every learner?

7

Differentiating teaching and learning
supported • engaged • challenged • extended
How does the school support all students to access, participate and progress through their learning?

8

Implementing effective pedagogical practices
highly effective • evidence-informed • engaging • clear
Are the school's teaching methods engaging, challenging every student to learn successfully?

9

Building school-community partnerships
strong • strategic • integral • embedded
Who does the school partner with and how does this benefit students?

Strategic Review - Domains



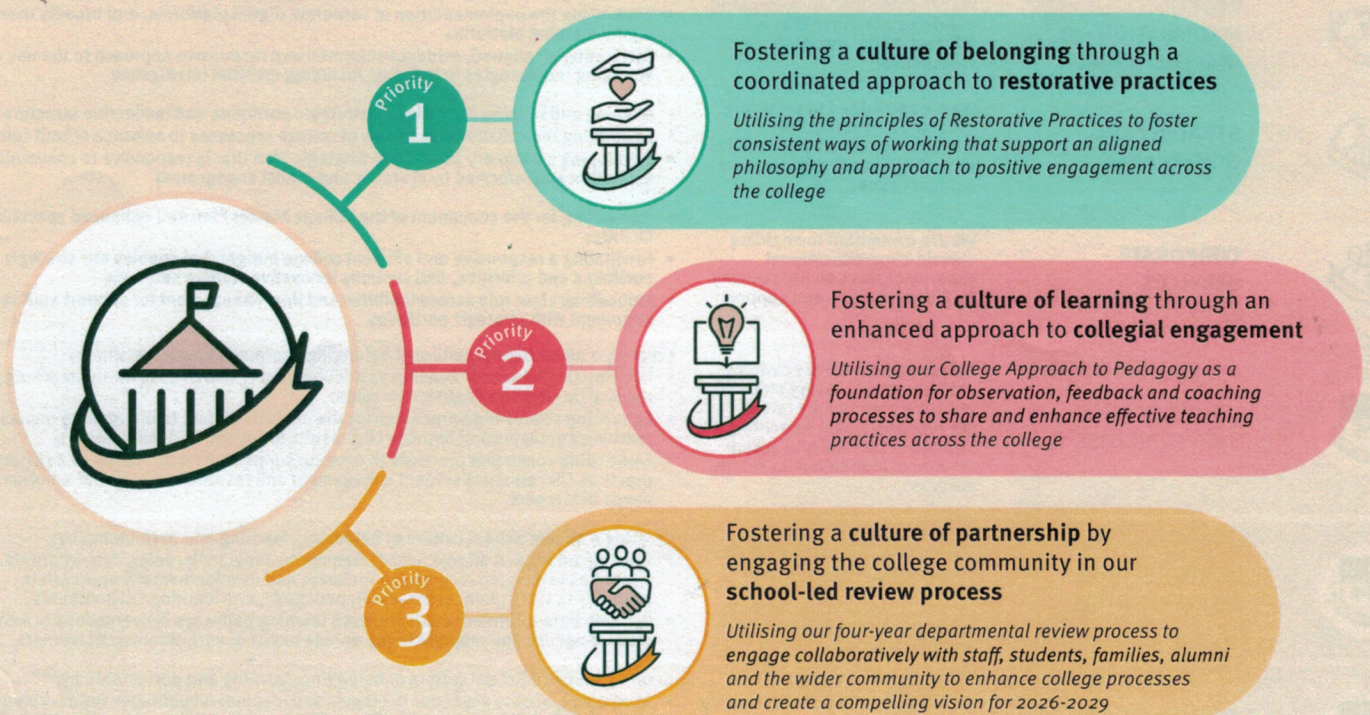
Kelvin Grove State College
The Pursuit of Excellence With All Our Might

2025 COLLEGE ACTION PLAN











2025 is an important year for Kelvin Grove State College. We celebrate 150 years of state education at Kelvin Grove, which began with the establishment of the Kelvin Grove Road Provisional School in 1875. While acknowledging our past, in 2025 we also look to the future of our college through the completion of our quadrennial school review and the development of our new College Strategic Plan for 2026-2029. Our school-led review provides the opportunity to work collaboratively to develop a powerful and shared vision for how we can further enhance our mighty college in the years ahead. Our 2025 College Action Plan outlines the work we will be undertaking throughout the year across our strategic pillars and portfolios and within each of our sub-schools. It also identifies three overarching key priorities that will focus our work together across the college in 2025.

THINKGLOBAL

2025 WHOLE-OF-COLLEGE KEY PRIORITIES



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

Strategic Focus Area	Our Commitment	Our 2025 Priority Actions
 <p>STRATEGIC PILLAR 1: CULTURE OF BELONGING</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 Enhancing career development initiatives and strengthening programs to support diverse pathways for all students <p>1.2 Holistic Education</p> <ul style="list-style-type: none"> Embedding Heads of Year roles and processes within the college Strengthening student voice and student leadership practices <p>1.3 Positive Engagement</p> <ul style="list-style-type: none"> Embedding Restorative Practices within college ways of working Aligning college-wide processes for tracking and responding to student engagement and transitions
 <p>STRATEGIC PILLAR 2: CULTURE OF LEARNING</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 Strengthening student learning pathways with an explicit focus on learner feedback and academic data processes <p>2.2 Pedagogy and Capability</p> <ul style="list-style-type: none"> Developing teacher capability through engagement with the College Approach to Pedagogy Developing and embedding evidence-informed collegial engagement processes that foster consistent, high-impact professional practices to elevate student learning outcomes <p>2.3 Teacher Enhancement Centre</p> <ul style="list-style-type: none"> Providing targeted career progression support (New and Beginning Teachers to Highly Accomplished/Lead Teachers) Deepening partnerships with university schools of education
 <p>STRATEGIC PILLAR 3: CULTURE OF PARTNERSHIP</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"> Refining the college model of Arts Excellence, and establishing signature pathways that enhance student engagement through innovative programs and external partnerships Creating distinctive industry pathways aligned with workforce needs and leveraging partnerships to unlock future pathway opportunities <p>3.2 Sports and Global Pathways</p> <ul style="list-style-type: none"> Refining Sports Specialisation programs and establishing a vision for KG as a Queensland 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 Collaborating with the wider community to celebrate 150 years of state education at Kelvin Grove
 <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 learning environments to further enhance the learning experiences of all students, and especially those with barriers to learning Developing staff capability across the college to build confidence in making reasonable adjustments to improve student outcomes Strengthening partnerships and programs for students with barriers to learning to support outcomes that extend beyond the school gates
 <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, and broadly used digital learning platforms Facilitating an aligned, evidence-informed and responsive approach to the use of emerging technologies in learning, including artificial intelligence
 <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"> Aligning and refining the college's strategic portfolios and leadership structures Facilitating the collaborative review of college processes to enhance school culture Developing a visionary 2026-2029 Strategic Plan that is responsive to community aspiration and informed by systemic and global engagement
 <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"> Advocating for the enactment of the College Master Plan and enhanced specialist facilities Facilitating a responsive and efficient college budget that enables our strategic portfolios and priorities, and sustains innovative staffing solutions Embedding clear role accountabilities and line management for support staff in alignment with strategic portfolios
 <p>JUNIOR SCHOOL 2025 PRIORITIES</p>	We are committed to providing the best start for every student, ensuring their unique talents are realised, whilst cementing a strong educational and social-emotional foundation for future success.	<p>Creating a Junior School culture of belonging, learning and partnership by:</p> <ul style="list-style-type: none"> Utilising the Science of Reading as a foundation research base for the teaching of reading through the English curriculum Enhancing school-wide processes for the analysis of data to inform high impact teaching strategies and improve LOA results in English and Mathematics Embedding consistent practices to develop supportive relationships and restorative practices that enhance student engagement and respond to the social-emotional needs of learners
 <p>MIDDLE SCHOOL 2025 PRIORITIES</p>	We are committed to igniting the spark within every student, empowering them to be their best, and fostering resilience for a successful future through adaptable learning and positive relationships.	<p>Creating a Middle School culture of belonging, learning and partnership by:</p> <ul style="list-style-type: none"> Creating an explicit Middle School Transitions Program by using data-informed strategies to develop responsive, inclusive and developmentally appropriate practices in curriculum, assessment, pedagogy, and learning environments Refining data-informed, student-driven learning pathways conversations to enhance student agency and respond to the unique needs of early adolescent learners
 <p>SENIOR SCHOOL 2025 PRIORITIES</p>	We are committed to empowering our students to pursue pathways that build upon their passions, and encourage performance.	<p>Creating a Senior School culture of belonging, learning and partnership by:</p> <ul style="list-style-type: none"> Maximising quality academic outcomes and meaningful pathways for all students through QCE/QCIA attainment, VET qualification completion and post school offers Embedding pathway coaching and learning pathway conversations and the enhancement of belonging through community building and positive culture activities.

Tree Removal Approval Form

School Kelvin Grove State College

Date 07/02/2025

The P&C of the above school hereby accept that the tree between SH and STA Block on the Middle/Senior Campus needs to be removed as the deadwood represents a fall hazard. Significant volumes of bat and the bird excrement is being shed on the path, adjacent building and handrail. Shade is being cast on the adjacent building stimulating the development of sooty mould. Sooty mould is linked to respiratory issues in a sensitive population.

A portion of the site is protected by the Queensland Heritage Act 1992, the subject is located outside the heritage boundary.

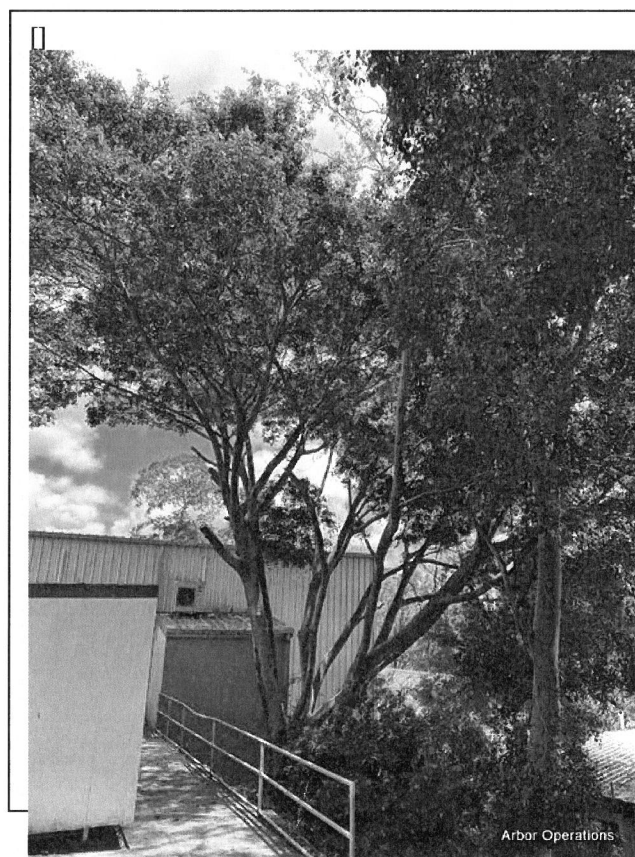
Signed _____

P&C President

Signed _____

School Principal

PLEASE SCAN A COPY TO YOUR INFRASTRUCTURE ADVISOR
IF YOU HAVE ANY QUERIES PLEASE CONTACT



Kelvin Grove State College P&C Association's Code of Conduct for Hybrid Meetings 2025



Purpose

This Code of Conduct aims to establish clear standards and guidelines for the behaviour and participation of all Kelvin Grove State College Parents and Citizens' Association (KGSC P&C) members at in-person and virtual meetings. The purpose of this code of conduct is to promote an atmosphere that is courteous, welcoming, and productive and that advances the goals of the P&C.

Applicability

This Code of Conduct applies to all members, officers, and guests who attend P&C meetings, whether in person or virtually. Annual General Meetings will be held in person only.

General Conduct

- All participants are expected to treat each other with respect, dignity, and courtesy.
- Discriminatory, harassing, or offensive behaviour or language will not be tolerated.
- Members should contribute constructively to discussions, allowing all voices to be heard.

Meeting Participation

- Members are encouraged to attend meetings in person whenever possible. However, virtual attendance is permitted for those who have attended a meeting in person at least once previously.
- Once the agenda has been issued by the Secretary members wishing to attend the meeting virtually should email the Secretary for the meeting link.
- Virtual attendees must ensure they have the necessary technology (microphone, camera, internet connection) to participate effectively. Microsoft teams will be the program of choice for KGSC P&C.
- All members should strive to be punctual. Late arrivals should minimise disruption.

Confidentiality and Privacy

- Sensitive agenda items may be discussed in a closed session, with virtual participation restricted. The President will announce when such sessions are in effect.
- The Secretary will utilise AI to record the meetings solely for the purpose of generating the minutes. These recordings will not be retained.
- The recording of meetings by any other member or guest is strictly prohibited unless prior approval is obtained from the Executive Committee.

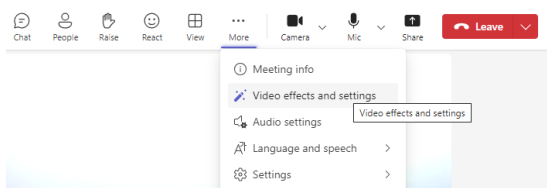
Meeting Etiquette

For All Attendees:

- Silence mobile devices and minimize background noise.
- Address all comments and questions to the Chairperson or the appropriate officer.
- Avoid interrupting others while they are speaking.
- To ensure that meetings are kept within a reasonable duration, suggested time limits will be assigned to the agenda.

For Virtual Attendees:

- Mute your microphone when not speaking to prevent background noise.
- The use of headphones is encouraged if you are in a shared space.
- Be mindful of your video background; use a plain, virtual or blurred background.



- Use the 'raise hand' function or the chat to indicate a desire to speak.



- Cameras should be turned on for the duration of the meeting, unless connection issues or personal circumstances require otherwise.

Voting

- Voting procedures will be consistent for all attendees, regardless of how they are participating.
- Virtual attendees may vote using the designated online platform features (raise hand).
- For sensitive matters, electronic surveys or secure voting methods may be employed to maintain privacy.

Quorum and Decision-Making

- A quorum must be maintained throughout the meeting, and the President will monitor attendance to ensure this.
- If attendance numbers drop below a quorum (5 for general meeting) the meeting will be suspended until numbers return to acceptable numbers of voting members.
- All motions must be clearly stated and understood before a vote is called.

Handling Connectivity Issues

- If a participant experiences connectivity issues, they should attempt to rejoin the meeting using the same link.
- If connectivity issues persist, participants should notify the Secretary via email or text to notify that they are not able to rejoin the meeting.

Support for Members

- Members who lack the technology or experience to participate online are encouraged to join the meetings in person.

Breaches of Conduct

- Any breach of this Code of Conduct will be addressed promptly by the President or a designated officer.
- Serious or repeated breaches may result in a member being asked to leave the meeting or being suspended from future meetings, subject to the Association's dispute resolution process.

Review and Amendments

This Code of Conduct will be reviewed annually in line with The Constitution. Amendments must be presented for voting at a General Meeting of the Association.



Your P&C Association

Who are we?

- We are a volunteer committee that works to improve the school experience for students, parents & carers and staff. For anyone that can spare a few hours per term I encourage you to get involved.

What do we do?

- We support the College community through **advocacy** to government for key projects such as the building master plan and improvements to pedestrian and cyclist safety in the College precinct.
- We provide **financial support** to worthy causes at the College, including staff wellness initiatives and the College chaplaincy program.
- We organise **social events** for parents & carers to network and **fundraise** for special projects.
- We oversee the operation of tuckshops in the Junior and Senior Schools, the SUB Shop and Out of School Hours Care (OSHC).

When do we meet?

- The P&C Committee meets twice per term. Our next meeting is on **17th February at 5.30pm** in the SUB Shop conference room.

To find out more, please find us on Facebook, see our website www.kgscpac.org or contact us at kgscpandc@gmail.com.