



LPSG General Meeting
MINUTES OF MEETING
5:00 PM Wednesday, 1 November 2023
Online

1. Meeting Open

Meeting Opened By Joana Kelly at 5:00 PM

The meeting was conducted via teams

2. Attendance & Apologies

Attended

Georg Lippold
Helen Nicholson-Setz
Joana Kelly
Murray Belkin
Theres Schulze

Apologies

Christine Krahforst
Jodi P&C Bus Ops Manager

Unfortunately Peta Kimball was unable to attend and therefore these minutes have been taken by members of the LPSG present

3. Confirmation of the minutes of the previous general meeting

Adjustments:

- Alcohol sold was Gluhwein, not Bluevine and 3-4lts, not 30-40lts
- Apr 23 open \$4224.17 income \$0, expense \$125, close \$4099.17 (incl \$300 float)
- HoD Report
 - Language Assistant: Carolin Diffenhard
 - Thanks to Theres for hosting
 - PASCH scholarships - Students are Zaisha Davies & Harriet Gow and they went to Bremen, not Brennan

Motions

231101-001 The minutes of the meeting held on 20 Jul 2023 were a true and accurate record noting the additional adjustments listed

Status: Carried **Mover:** Georg Lippold **Second:** Joana Kelly

Attachments

[2023-07-20 Minutes - LPSG General Meeting](#)

Action Items

231101-001 Sign page 6 of the July23 meeting minutes once accepted at the LPSG meeting this evening & return via email to P&C Business Manager

Due Date: Wednesday, 15 November 2023 **Assigned To:** Georg Lippold, Peta Kimball

4. Business arising from the minutes of the previous general meeting

4.1 Bunnings BBQ & Bake - 6th August 2023

- **Event:** Bunnings BBQ
- **Organisers:** Language department & LPSG
- **Date:** 6th August 2023 7am - 4pm
- **Details:** The working group has been meeting to organise the event and work through planning activities
- **Budget:** \$1200 for BBQ & Cake stall

- Volunteer sheet to Helen: <https://volunteersignup.org/WL4WR> - volunteers were slow to signup and we ended up having a couple of shifts not filled for the bake sale which Joana filled
- Comms needed to go out earlier. Suggest designing a combined BBQ & Bake image for future
- See attached excel spreadsheets for recommendations on softdrink purchase for future

2023 LPSG BUNNINGS BBQ & CAKE STALL

INCOME - \$ 3,766.97

- Cash takings 6/8/23 \$ 957.00
- Square Takings 6/8/23 \$ 2,443.97 (\$2491.50 less \$47.53 fee)
- CAN Buyback of drinks & sauces \$ 166.00
- Peta's extra sales - carmel slice \$ 200.00

EXPENSE - \$ 1,010.47

- Reimbursement to P Kimball for baking items \$ 100.60
- Reimbursement to B Hueglin for baking items \$ 68.51 - motion at July23 LPSG for approx up to \$150 for baking items - final total \$169.31
- Reimbursement to G Lippold for BBQ items etc \$ 841.36

PROFIT for event \$ 2,756.50

Attachments

[2023 LPSG Bunnings BBQ Bake Stall Fundraiser.pdf](#)

[Bunning BBQ 2023-08-06 Expenses.xlsx](#)

[Bunnings expenses August 2023.xlsx](#)

[BunningsBBQ.png](#)

[BunningsCake.png](#)

Action Items

230720-001 Discuss LPSG contribution to Languages department for 2023

Suggest matching previous amount unless the LPSG dept requires alternate funding arrangements

Due Date: Tuesday, 31 October 2023 **Assigned To:** Joana Kelly, Murray Belkin

5. Correspondence - inward and outward

None to record

6. Business arising from the correspondence

None to record

7. Treasurer's report and financial statement

7.1 Treasurer Reports

- July 23 open \$4761.17 income \$0, expense \$0, close \$4761.17 (incl \$300 float)
- August 23 open \$4761.17 income \$3766.97, expense \$1010.47, close \$7,517.67 (incl \$300 float)
- September 23 open \$7,517.67 income \$0, expense \$0, close \$7,517.67 (incl \$300 float)

October 23 (not presented) will reflect the following:

- Oktoberfest profits \$687
- Entertainment Book monies received 12/10/2023 of \$82

All 2023 parent reimbursements must be received please by Tuesday 5th December 2023 so that they are included in the P&C end of financial year records.

7.2 2023 Donation to Languages Department

LPSG have asked Murray to discuss with teaching staff on how to spend additional funds. One idea was to pay for an external provider (for German or Indonesian involvement) to come and do an interactive program on the Friday of Languages week, Helen suggested a movie night, which was received well and noted that it had also been a past suggestion.

Joana mentioned that students in the past the baton ceremony spoke fondly of their 'Zootage' experience, which Helen confirmed has been cancelled as the Goethe Institute was no longer funding it. It was suggested to use some of our money towards Zootage, but Helen and Murray would prefer not to take the cohort as there were behaviour issues when the group went to the movies and maybe base on behaviour / only AB students can go.

LPSG also discussed to maybe invest money towards an incursion for the mainstream German students.

Helen commented:

- Can we source Zootag, perhaps a joint Indo/German event for students with A/B results and effort of VG or higher
- Kaffeeklatsch requires staff to run and the Languages department are discussing how this may be possible in 2024 - potentially asking parents to assist, but will still require staff on grounds

7.3 LPSG Monies to be held for 2024 to be used for activities - discuss 2024 budget

From the Business Operations Manager: *We are required to ensure a motion is moved if any sub-committees have funds allocated to them @ at the end of the P&C financial year which is Jan-Dec. This is to cover the funds being kept for the sub-committee for activities in 2024 & not being transferred to the main P&C account as per the P&C accounting manual. If there are any further donations for 2023 to be made to the school please ensure these are motioned at your Sub-Committee meeting & then ratified at the last P&C meeting of the year which is being held Monday 4th December 2023.*

7.3.1 Proposed budget 2024 (discussion to be held over for first meeting of 2024)

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Activity	Income	Expenditure	Profit
Bunnings BBQ & Cake Stall	\$3500	\$1200	\$2300
Entertainment Books	\$52	\$0	\$52
Kaffeeklatsch	-	-	-
Pass the Baton (Cake & gift bags)	-	\$300	-
Languages Week	-	\$300	-
Oktoberfest	\$800	\$300	\$500
St Nikolastag	-	\$350	-
BBQ event		\$500	-
Donation to Languages		\$3000	
Other Items			
LPSG Sundry (e.g storage boxes, BBQ equipment)		\$200	

7.4 Entertainment Book monies received 12/10/2023 of \$82 will be reflected in the October EOM statement

Attachments

[LPSG Treasurer Report July23.pdf](#)

[LPSG Treasurer Report Aug23.pdf](#)

[LPSG Treasurer Report Sept23.pdf](#)

Motions

231101-002 The financial reports for July, August and September 2023 are adopted as presented

Status: Carried **Mover:** Joana Kelly **Seconder:** Theres Schulze

231101-003 To donate \$XXXX to the Languages department for 2023

Status: Unresolved

231101-004 That the 2023 LPSG funds be carried over into 2024 for LPSG activities discussed.

Status: Carried **Mover:** Joana Kelly **Seconder:** Georg Lippold

Action Items

231101-002 Prepare and review 2024 Budget in preparation for first meeting

Due Date: Thursday, 1 February 2024 **Assigned To:** Joana Kelly

8. Language HoD Report

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8.0 Languages HoD report attached and presented by Murray Belkin

This term we have had several events to bring an end to 2023.

- **Oktoberfest celebrations:** big thank you to Georg for all his work (thanks also received from Megan in her report) all the parent volunteers who assisted us with the event. Activities during second break were organised by Katherina Rosowski and Carolin Diffenhard (Language Assistant) - Murray thanked them for their contributions. From feedback received, next year hold the event on a day other than Thursday as year 11 and year 12 cohort are permitted to leave early and request staff offline lesson one to assist with the set-up for first break purchases.
- **Global Youth Summit:** 10 students across year nine German Immersion and mainstream year nine Indonesian participated.
- **Pass the Baton ceremony** was held on Tuesday 31st October, to welcome our year seven German Immersion class of 2024. I would like to thank Helen, Jen Corfield, Carolin and Tiana (Language Assistants) and other German teaching staff for their work in preparing the orientation program. Also congratulated our year 10 German Immersion group and wished our year 12 German Extension students all the very best. Thank you to the LPSG and Beatrix for their funding and organisation of the cake, thank you to Georg for coming to speak about LPSG, as well as Hannah Tischer, former student, for her speech at the event.
- **St Nikolaustag celebrations** occurring in week ten Tuesday. Chris Furniss and her team are putting together the schedule of events. Acknowledge the contribution of Malcolm McLeish, who has kindly donated, and made himself, wonderful ornaments to pass onto the German Immersion students this year. It is an item which will make each student reflect, and remember, their own involvement in the German Immersion program for many more years.
- **School trips**, both to Indonesia and Germany, are at the final stages of planning. Thank you to Helen, Rachel, and Karen for all the behind the scenes work

Staffing:

- **German Immersion Coordinator position** - Jen Corfield was the successful applicant. As Jen is part time and not here on Friday's, she will be assisted by Julia Wilmer who will help oversee the data collation, marketing and general enquirers about the program.
- Languages Assistant, Carolin Differhard passed her IELTS test, meaning she can proceed with her Queensland College of Teacher registration to teach at Ferny Grove next year.
- **German Immersion Science/Maths teacher** advertised on various platforms, currently unable to cover Yr 7 German Immersion Maths and Yr 9/10 German Immersion Science. Chasing a promising lead.
- **Maternity leave:** Chris Furniss, departing at the end of the year. We wish Chris all the very best next year and thank her for all her work in the German Immersion program this year.
- **Retirement:** Dr Helen Nicolson Setz. Helen has made the decision to retire at the end of the year. Many students have benefited from Helen's teaching, and her dedication to the German Immersion program at our school has enabled students to forge life-long friendships and love of learning languages.

The Helen Nicolson Setz Prize

- Helen's contribution to the German Immersion program was recognised at the Pass the Baton ceremony with former student Jake Sullivan introducing 'The Helen Nicolson Setz Prize in German Immersion Mathematics' to be awarded to a year nine German Immersion Maths student who has shown exceptional progress across their study of Mathematics in the German Immersion program.
- This includes a \$500 prize.
- The recipient doesn't necessarily have to be the student with the highest academic score across their study of German Immersion Maths, but a student who has shown a level of improvement in the areas of effort or achievement over the course of their study.
- This will be determined by a panel consisting of the Head of Department (Languages and ISP), German Immersion Coordinator and year nine German Immersion Mathematics teacher and will be presented at our Junior Awards Ceremony from 2024.

- This award is to ensure students are reminded of Dr Setz contribution to the German Immersion program, especially in the teaching of German Immersion Mathematics, over many years.

On behalf of all the Languages staff, I would like to thank all members of the LPSG for their continual support of our programs at Ferny Grove State High School. We are very appreciative of all the time and effort you have put in across the year in promoting the study of Languages at our school. We wish you all the best for a safe and festive summer break.

From Helen:

I really want to thank you all for your wonderful support over the years - especially the 20th Anniversary. It wouldn't have happened without it. Your work is really valued and appreciated. Vielen Vielen dank.

Attachments

[20231101 LPSG Languages Update Term 4.docx](#)

9. General Business

9.1 Oktoberfest in Canteen - 12th October 2023

- **Event:** Oktoberfest in the Canteen
- **Organisers:** Georg Lippold & Megan Towner
- **Date:** 12th October 2023
- **Details:** Oktoberfest to be run the same as it was last year in conjunction with the canteen
- **Budget:** \$1000 for canteen - budget, increase to accomodate pre payment
- **Volunteer signup:** <https://volunteersignup.org/RYJBY> (We would need volunteers from 945-11 and then again 12.45-2) If we are unable to get many volunteers we will drop the waffles.

- **Proposed Menu:**

	2023 Proposed Prices	Proposed Amounts	Back up
GERMAN HOT DOG With the option of mustard, sauerkraut and/or tomato ketchup	\$5	164	41
APFELSCHORLE Apple juice Spritzer served over ice.	\$4	80	40
GERMAN WAFFLES W ice-cream and toppings	\$4	96	-
Chocolate Mousse Cups with Black Forrest Cherries	\$3.50	1 batch 75?	-
APFELSTRUDEL Apple filled pastry served with ice-cream	\$4.00	48	48

- \$5 German Frankfurts, Sauerkraut etc)
- \$4 Apfelschorle (Apple spritzer)
- \$4 German Waffles,
- \$3.50 Black Forrest Mousse with cherry compote
- \$3.50 Apfelstrudel (Apple pastry)
- **Communication:** Murray to facilitate the communication with volunteers

- **Advertising:** Peta to follow up with Jodi
- **Setup:** Peta to supply tableclothes, Murray/Helen to provide flags & bunting, Jodi to confirm if she has mini flags
- **Reflection (post event):**
 - Needed more volunteers for the morning session
 - Year 11/12 students aren't at school on Thursday afternoons? Could we chose a different day?
 - Recommend purchase of fabric for future events - can we confirm the length of tables, number of tables?
 -
 - More volunteers required to help with set-up (from 9.45). Massive thanks to Georg.
- [From Megan]
 - More volunteers required for first break- need to be here by 10:15 so it can be worked out who is doing what job, how to use the EFTPOS square etc otherwise it is too chaotic. I understand this is impossible for teachers who have period 1 classes, so we need parents (or students to have permission to leave period 1 a little early).
 - Thankyou to the parent volunteers for 2nd break. It did make everything run more smoothly.
 - The Canteen staff can completely run the event in the future if required. No profits would be donated to the LPSG but the event would still raise awareness for the German Program.
 - Second break was a little quite as Yr 11&12 had permission to leave school. Look at holding the event on a different day as next year all students will be able to leave instead of attending AIM.
 - More advertising required- many students said they were unaware it was happening
 - Thanks to Georg (who volunteered for the whole day) and the other volunteers for their assistance.
- [From Murray]
 - Thanks to Georg and the volunteers for helping and suggested for the event to be held on a different day (so that Grade 11 & 12 could participate)
 - Volunteers were stretched a bit thin during first break and more volunteers / teaching staff were needed.
- **Income:** \$1430
- **Expense:** \$743
- **Profit:** \$687
- **Promotion:**



9.2 Pass the Baton Ceremony

- **Details:** Pass the Baton

- **Organisers:** Beatrix Hueglin
- **Date:** Tuesday 31 October , times 3.30-4.30pm
- **Location:** Auditorium
- **Communication:** N/A
- **Budget:** \$300 (Cake and gift bags), Cake \$160, **proposed 2023 budget:** \$300
- **Review:** Cake organised by Beatrix via email
- **Cost:** \$
- Thank you to the LPSG and Beatrix for their funding and organisation of the cake, thank you to Georg for coming to speak about LPSG

9.3 2024 LPSG Meeting Dates

From the Business Operations Manager: 2024 Sub-Committee Meeting dates are needed for the School calendar so please ensure you set some dates – some HoD's look at doing this so confirmation by members is needed please. If there are any clashes I will endeavour to advise once all dates have been received as we try not to have Sub-Committee's meet on the same days

1st Sub-Committee meetings of the year – 2 meetings are held in February for Sub-Committees being the normal General meeting & then the Election of Office Bearers meeting where the Execs positions become vacant & re-nomination takes place. Please discuss at your last meeting so all members are aware. There are a number of requirements at those meetings being the 2024 Sub-Committee budgets based on 2023 figures etc. but I will provide further information closer to the time.

The group had a discussion about suitable dates for the 2024 calendar. It was noted that Tuesdays & Thursday suit Murray, however don't suit Georg. Wednesdays are not an option for Murray and therefore Monday was suggested. The discussion is on hold for next year, however the first meeting date was set for 06 Feb 2024 @ 5pm, due to the change in format around the information night.

Peta has advised via email that future meetings cannot be held online until further investigation can occur with the P&C regarding the options as an online option is not available to all P&C Committees.

9.4 2024 Calendar

Murray has provided a draft calendar with the following dates highlighted.

- FEBRUARY 6th Tuesday 3.15pm - 4.15pm: GI Information Evening (Year 7 2024 Meet the Teacher), XG11
- **FEBRUARY 6th Tuesday 5pm: LPSG General Meeting**
- **FEBRUARY 6th Tuesday 5.30pm: LPSG Election of Office Bearers**
- **MARCH 02-10: Study Tour - Jumonji**
- MARCH 8th Thursday: Karnivale - no need to do anything
- **MARCH 18-23: Study Tour - Utsunomiya**
- APRIL: Fundraiser: Entertainment Books
- **MAY 2nd Thursday 5.00pm: LPSG General Meeting**
- MAY ?? 5.30-7.00pm: Signature programs information night (managed by Luke FERDINANDS) in SPC (Y Block)
- MAY 20-24: Languages week
- MAY 24th: Language Activity (Film night) 6.00-8.00pm (LPSG to organise)
- **JULY 25th, Thursday 5.00pm: LPSG General Meeting**
- **JULY 27 - AUGUST 8: Study Tour - Meidan**
- AUGUST: Fit in Deutsch exams

- AUGUST 17th Friday: Indonesian Independence day (Activities first/second break)
- OCTOBER 11th Friday: Oktoberfest in partnership with the canteen (LPSG Volunteering)
- **OCTOBER 24th Thursday 5.00pm: LPSG General Meeting (agenda item: budget)**
- OCTOBER 29th Tuesday 3.30-4.30pm: Pass the Baton (LPSG organise the cake)
- **NOVEMBER 30-DECEMBER 08: Outbound study tour Indonesian**
- NOVEMBER End of year LPSG dinner
- DECEMBER 10th: St Nikolaustag celebration

LPSG group discussed adding an event to the end of Languages week, Ideas suggested include:

- Movie Night
- Alpenrosen Schuhplattler dance (<https://en.wikipedia.org/wiki/Schuhplattler>)
- Food and entertainment
- Gamelan (an Indonesian orchestra)
- Kaffeeklatsch Club - looking to include one session per term - will ask LPSG to fund

9.5 Returning executives

LPSG briefly discussed if any current executives would like to continue and all members were happy to be available for re-election.

Also members of the P&C thanked Helen specifically for her wonderful contributions to the GI program over the many years.

Georg mentioned that current discussions are in place for 'members for life' for P&C parents, but not currently for staff members (as we suggested that Helen would always be welcome at our meetings as a guest and that we value her input)

Attachments

[20231012 wrap up Oktoberfest in the Ferny Grove SHS Canteen.pdf](#)

10. Applications for membership

From the Business Operations Manager: *2024 P&C Membership application/renewal – attached to Process PA & available via the P&C page of the school website is the new P&C membership form for 2024. All 2023 memberships will lapse in March 2024*

Attachments

[2024 P&C Membership Application Renewal.pdf](#)

Action Items

[231101-003 Email 2024 Membership form to all 2023 LPSG Members](#)

Due Date: Wednesday, 15 November 2023 **Assigned To:** Peta Kimball **Completed:** Thursday, 2 November 2023

11. Meeting Close

Meeting closed at 9:00 PM

Next Meeting

Last modified: 5/02/2024 8:34 PM

LPSG General Meeting

5:00 PM, Tuesday, 6 February 2024

XG01

Actions Summary

#	Title	Assigned To	Due Date	Completed
230720-001	Discuss LPSG contribution to Languages department for 2023	Joana Kelly, Murray Belkin	Tuesday, 31 October 2023	
231101-001	Sign page 6 of the July23 meeting minutes once accepted at the LPSG meeting this evening & return via email tp P&C Business Manager	Georg Lippold, Peta Kimball	Wednesday, 15 November 2023	
231101-002	Prepare and review 2024 Budget in preparation for first meeting	Joana Kelly	Thursday, 1 February 2024	
231101-003	Email 2024 Membership form to all 2023 LPSG Members	Peta Kimball	Wednesday, 15 November 2023	Thursday, 2 November 2023

Motions Summary

#	Title	Mover	Seconder	Status
231101-001	The minutes of the meeting held on 20 Jul 2023 were a true and accurate record noting the additional adjustments listed	Georg Lippold	Joana Kelly	Carried
231101-002	The financial reports for July, August and September 2023 are adopted as presented	Joana Kelly	Theres Schulze	Carried
231101-003	To donate \$XXXX to the Languages department for 2023			Unresolved
231101-004	That the 2023 LPSG funds be carried over into 2024 for LPSG activities discussed.	Joana Kelly	Georg Lippold	Carried

Approved

2024-02-29

Chippold