



LPSG General Meeting  
MINUTES OF MEETING  
5:00 PM Thursday, 25 July 2024  
XG01

### 1. Meeting Open

Meeting Opened By Georg Lippold at 5:05 PM

### 2. Attendance & Apologies

#### Attended

Beatrix Hueglin  
Georg Lippold  
Jen Corfield  
Joana Kelly  
Peta Kimball  
Theres Schulze

#### Apologies

Anne Fonternel  
Cassandra Gow  
Jacqueline Van Alphen  
Marie Wittenhagen  
Marie Lyster  
Murray Belkin

### 3. Confirmation of the minutes of the previous general meeting

Georg noted that the MusicFest event was listed under both Correspondence and Business arising

#### Motions

240725-001 The minutes of the meeting held on 9 May 2024 were a true and accurate record.

**Status:** Carried    **Mover:** Georg Lippold    **Seconder:** Peta Kimball

#### Attachments

[2024-05-09 Minutes - LPSG General Meeting](#)

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

4.0 P&C endorsed increased in budget for Kaffeeklatsch

4.1 Indonesian Canteen day - volunteers. Jen will follow up with the canteen to see if the event is going to proceed.  
17/19 August Tuesday week 7

4.2 Movie night went ahead organised by the school

#### Action Items

240509-002 LPSG Report for P&C Meeting - July 22nd

Chair, Vice chair or Secretary to provide P&C reports as required.

**Due Date:** 21/07/2024    **Assigned To:** Peta Kimball    **Completed:** 21/07/2024

## 5. Correspondence - inward and outward

Entertainment Book income notification

## 6. Business arising from the correspondence

## 7. Treasurer's report and financial statement

Accept financials for May, June 2024

### 7.1 Treasurer Reports

- May 24 open \$8010.62 income \$0, expense \$30, close \$7980.62 (incl \$300 float)
- June 24 open \$7980.62 income \$24, expense \$101.91, close \$7902.71 (incl \$300 float)

### 7.2 2024 LPSG Budget (rolling update)

#### Activity Income Expenditure Profit

Bunnings BBQ & Cake Stall - Income: \$3500, Expense: \$1200, Profit: \$2300

Entertainment Books - Income:\$52, Expense: \$0, Profit: \$52

Kaffeeklatsch - Income: \$0, Expense: \$250. Profit: \$0

Pass the Baton (Cake & gift bags) - Income: \$0, Expense: \$300, Profit: \$0

Languages Week - Income: \$0, Expense: \$300, Profit: \$0

Oktoberfest - Income: \$800, Expense: \$300, Profit: \$500

St Nikolastag - Income: \$0, Expense: \$350, Profit: \$0

BBQ event (Yr 7 welcome/other) - Income: \$0, Expense: \$500, Profit: \$0

Donation to Languages - Income: \$0, Expense: \$3000, Profit: \$0

#### Other Items

LPSG Sundry (e.g storage boxes, BBQ equipment) \$200

#### Additional items:

- GI Easter egg hunt: \$100
- \$250 - Recognise language students - semester 1
- Indonesian Day

### 7.3 Additional budget request

- Indonesian canteen \$900 budget
- Oktoberfest canteen \$900 budget

## Attachments

[LPSG Treasurer Report May24.pdf](#)

[LPSG Treasurer Report June24.pdf](#)

## Motions

[240725-002 Treasurer reports for May & June be adopted as reported](#)

**Status:** Carried    **Mover:** Joana Kelly    **Second:** Beatrix Hueglin

#### [240725-003 Additional budget for Canteen event](#)

Indonesian canteen \$900 budget  
Oktoberfest canteen \$900 budget

**Status:** Carried    **Mover:** Georg Lippold    **Secunder:** Theres Schulze

## 8. Language HoD Report

Provided by Jen Corfield

- Farewelled staff: Tiana Constance, Carolin Diffenhard, Carolyn Henricks - all missed and thanked
- Welcome staff: ?Kiska Stojkovski, Dr Helen Nicolson Setz returned to backfill Julia Wilmer, Holly Pearce replace Tiana, all are greatly welcomed
- Welcome Matilda Belkin's arrival - congrats to Murray & family
- Jen acting HoD for 4 weeks while Murray is on leave
- Simon Poppelwell continues to backfill, thanks Joel Maher for taking an Indonesian year 8 class in term 2
- Had hoped to add a new staff member from term 4, however the difficulties in recognition of teacher qualifications have resulted in the prospective member withdrawing their application. Raising with respective governing bodies. Disappointment across the board.
- Kaffeeklatsch continues Wednesday lunchtimes, playing games and snacking. Hit with all year levels esp junior students
- Tutoring continues on Tuesday afternoons. Thanks to Julia and other teachers who help
- Thanks to our buddy program to enable learning opportunities. Aiming for two sessions per term for in class opportunities
- Met with GI partners in Kenmore SHS to discuss and celebrate programs (and challenges)
- Last term Year 6 Signature programs information night and visits from our feeder schools. Increase in attendance. Offers to GI students have been made
- Sunday 26th May - Students & parents attended movie night - positive response to the business. Thanks to Julia, Katherina, Rachel & Carolin for attending and connecting with families
- Activities across Languages week, Canteen, international student - great event
- News: Year 11 student Chase, travelled to Germany to use her PASCH scholarship. Three week tour. Amazing opportunity
- Congrats to Rachel Valent who travelled to NZ to present at the NZ Language Teachers Association Conference
- GI performance review for student underway with student, staff and students
- 2025 prep underway Mar-April Schiller students exchange, Rachel & Katherina organising return trip on Oct/Nov (Yr 11 & Year 10)
- Indonesian Independence Day in class & lunchtime activities in week 7, possible canteen event - Jen to follow up.
- Week 9 Conference, staff travelling - PASCH status and Geothe sponsored
- Thanks for support and celebrating all things languages

Additional discussion around the speculation of The Gap State High running a German Immersion language program.

### [Attachments](#)

[2024Term3 - HOD LPSG Report Term 3.docx](#)

## 9. General Business

### 9.1 Movie Night

Movie night at The Palace went ahead and was well received. Organised by the Languages department.

### 9.2 Independence Day - August 19th

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August 19th: Independence day - canteen possibility - Jen to follow up

### 9.3 Oktoberfest - October 16th

- **Event:** Oktoberfest in the Canteen
- **Organisers:** Georg Lippold & Megan Towner
- **Date:** Wednesday 16th October 2024
- **Details:** Oktoberfest to be run the same as it was last year in conjunction with the canteen
- **Budget:** \$900
- **Volunteer signup:** TBC - Peta to create, Georg to confirm numbers and shift times, Peta - to send a volunteer request out, Week 10, Term 3 and reminder Week 1, Term 4 - send to Jen to approach GI families/and in the newsletter wrap up
  
- **Proposed Menu:** TBC
- **Communication:** Murray/Jen to facilitate the communication with volunteers
- **Advertising:** Holly to liaise with Eirryn
- **Setup:** Peta to supply tableclothes, Murray/Jen to provide flags & bunting, Jen to look into decorations and which budget should cover expense.
  
- **2023 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:** TBC
- **Expense:** TBC
- **Profit:** TBC

### 9.4 Bunnings BBQ

P&C Bus Ops Manager has advised MSG are taking on the Sept Bunnings date and has placed the school on a cancellation list

### 9.5 Kaffeeklatsch

Kaffeeklatsch increase in Budget has been rattified at the July P&C Meeting.



## 9.6 Pass the Baton

Beatrix to organise.

## 9.7 2024 Calendar

- 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 Japanese tour, followed by FEV tour
- AUGUST: Fit in Deutsch exams
- AUGUST 19th Monday: Indoonesian 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

## 9.8 2024 Mandatory All Staff Training Key Messages Guide + Declaration - for volunteers

### Attachments

[2024 MAST Declaration.pdf](#)

[2024 Mandatory All-Staff Training Key-Messages-Guide.pdf](#)

### Motions

[240725-004 Language assist support](#)

Requested an amount of \$100 for Language assistant support

**Status:** Carried    **Mover:** Jen Corfield    **Second:** Beatrix Hueglin

### Action Items

[240725-001 Oktoberfest - volunteers and decorations](#)

PK - to send a volunteer request out, Week 10, Term 3 and reminder Week 1, Term 4 - send to Jen to approach GI families/and in the newsletter wrap up

Peta to create volunteer sign up, Georg to confirm volunteers shifts and numbers.

Peta - Checkered tableclothes

**Due Date:** 25/09/2024    **Assigned To:** Peta Kimball    **Completed:** 24/10/2024

240725-002 Oktoberfest decorations & expenses

Jen to look into decorations and which budget should cover expense.

**Due Date:** 25/09/2024    **Assigned To:** Jen Corfield    **Completed:** 24/10/2024

## 10. Applications for membership

## 11. Meeting Close

Meeting closed at 5:58 PM

### Next Meeting

#### LPSG General Meeting

4:30 PM, Thursday, 24 October 2024

XG01

### Actions Summary

#	Title	Assigned To	Due Date	Completed
240509-002	LPSG Report for P&C Meeting - July 22nd	Peta Kimball	21/07/2024	21/07/2024
240725-001	Oktoberfest - volunteers and decorations	Peta Kimball	25/09/2024	24/10/2024
240725-002	Oktoberfest decorations & expenses	Jen Corfield	25/09/2024	24/10/2024

### Motions Summary

#	Title	Mover	Seconder	Status
240725-001	The minutes of the meeting held on 9 May 2024 were a true and accurate record.	Georg Lippold	Peta Kimball	Carried
240725-002	Treasurer reports for May & June be adopted as reported	Joana Kelly	Beatrix Hueglin	Carried
240725-003	Additional budget for Canteen event	Georg Lippold	Theres Schulze	Carried
240725-004	Language assist support	Jen Corfield	Beatrix Hueglin	Carried

Approved  
Lippold