

Date & Time: Monday 18<sup>th</sup> November 2024 7:00 pm  
Chair: Cassie Wagstaff P&C Secretary  
Minutes: Cass Aldcroft P&C President & Otter.ai  
Location: Online via MS Teams

## Agreed Actions

1. **Wish List Funding Acquittals:** Lachlan to resolve outstanding acquittals for 2024 Wish List Funding and report progress at the next meeting.
2. **Senior Sports Uniform Policy (Aug-24 Mtg):**
  - a. Lachlan to explore the blocks and/or beliefs held by senior campus staff regarding the policy.
  - b. Lachlan to respond to parent requests for senior students to be allowed to remain in their sports uniform throughout the day, addressing concerns around equity since other student cohorts can travel to and from school in their sports uniform.
3. **Advanced Queensland Research Grant Opportunity (Oct-24 Mtg):** Lachlan to provide an update on the research grant opportunity at the next meeting or update via email out of session.
4. **Student Resource Scheme (SRS) (Oct & Nov-24 Mtg):**
  - a. Lachlan to prepare a spending breakdown for 2024 SRS for the first meeting of 2025.
  - b. Lachlan to continue SRS consultation for the first meeting of 2025. (P&C has not approved SRS details for 2025).
5. **Christmas Concert (Oct & Nov-24 Mtg):**
  - a. Cassie W to coordinate temporary tattoos and photo backdrops for P&C participation.
  - b. Stuart to follow up with Roxanne regarding event arrangements and provide a further update to the P&C outside of the meetings.
6. **Toilet Transformation Project (Nov-24 Mtg):**
  - a. Michelle to send the scope of work to Stuart for coordination with Carlie to finalise the WAAP.
  - b. Michelle and Stuart to oversee preparations for the working bee scheduled for 18th–19th January 2025.
7. **Mural Design Concepts (Nov-24 Mtg):** Cathy to confirm the WAAP details with Carlie and finalise a start date for the project during the school holidays.
8. **Junior Campus School Day Proposal (Nov-24 Mtg):**
  - a. Lachlan to investigate bus schedules and evaluate traffic impacts related to the proposed earlier finish time.
  - b. Lachlan to conduct staff surveys in Term 1, with feedback to be shared at a future P&C meeting.
9. **Dress Code Update (Nov-24 Mtg):** Lachlan to review and ensure the current dress code is uploaded to the school website.
10. **Year 6 Graduation Venue (Nov-24 Mtg):** Lachlan and Stuart to continue discussions about relocating the Year 6 Graduation to the new hall and advise ASAP.
11. **Camps and Excursions (Nov-24 Mtg):** Lachlan to finalise and share the 2025 excursions and camps list, including general dates, with the P&C.
12. **Second-Hand Uniform Shop Keys (Nov-24 Mtg):** School to facilitate the purchase of the approved set of keys and update the P&C committee to supply the keys before Week 11. Cass to follow progress against this on behalf of P&C.
13. **PCYC and Dental Clinic Demolition (Nov-24 Mtg):** Lachlan to finalise and coordinate the demolition approval forms for the PCYC and old dental clinic, securing P&C Executive approval. Cass to send signed form back.
14. **Capalaba Swimming Club Logo (Nov-24 Mtg):** Amie to finalise logo design options and coordinate a family vote on the preferred design.

## Meeting Minutes

### 1. Meeting Opening

Welcome and Acknowledgement of Country.

**Quorum:** Y

**Meeting opened:** 7:03pm

**Attendees:** Lachlan Thatcher, Caitlin Taynton, Amie Baldwin, Cassie Wagstaff, Stuart Houliston, Kat Huges, Cr Jason Colley, Brad Aldcroft, Deb Cushing, Cass Aldcroft, Deb Cushing, Desma Hsu, Nicole Nicholls, Michelle Martin (joined later)

**Apologies:** Carlie Freeman

### 2. Confirmation of Minutes

October GM 2024 minutes ratified.

### 3. Correspondence

Correspondence register accepted as tabled – **Att 1 Corro Register**.

### 4. Matters arising from previous meeting

- **Recruitment Update – HoD for Montessori & High Capacity:**
  - A large number of applicants have applied, and the shortlisting process is ongoing.
  - External panel representative has been unwell, causing slight delays, but the process is progressing.
- **Yarning Circle – Senior Campus Update:** Updates are included under Item 11. The yarning circle is nearing completion, and attendees commended the quality and effort involved in the project.
- **Wish List Funding:**
  - Lachlan confirmed acquittals are on track for finalisation by 20 November 2024.
  - Most materials have been received, and communication with the College is ongoing to finalise payment arrangements.
  - Additional updates from Lachlan noted that task postings in the system have helped with progress.
- **Toilet Transformation Project (TTP):**
  - Michelle scoped the work and liaised with cleaners for feedback. Dates for the working bee were confirmed for 18th–19th January 2025, ensuring completion before the new school year.
  - The timing was chosen to maintain cleanliness until school resumes, as the toilets lack windows and require frequent cleaning.
- **Drop-off and Pick-up Zones:** Lachlan shared ideas from the previous meeting with the Transport Department. While grant deadlines were missed, they are pursuing the extension of the traffic island to address illegal U-turns as a separate project.
- **Mural Design Review:** Lachlan provided feedback on mural concepts and shared a restorative quote for inclusion: "Take care of yourself, take care of each other, take care of this place."
- **Christmas Concert:**
  - **Raffle:** No raffle will be held at this event.
  - **P&C Participation:** Cassie W will coordinate with Stuart to set up temporary tattoos and photo backdrops for P&C involvement.
  - **Marketing and Broadening of Event:** Lachlan passed responsibility to Stuart. Updates pending, with Stuart following up with Roxanne for further actions.
  - Collaboration with PCYC to minimise disruptions during the event was noted as a priority.
- Member asked whether the Senior Volleyball Girls could hold a barbecue during the Christmas concert to support their fundraising efforts for the 2024 Australian Volleyball Schools Cup.

- Cassie clarified that fundraising opportunities for the concert had already been allocated to other groups.
- Lachlan suggested the parent who inquired about fundraising be referred to the P&C for further discussions about alternative opportunities.

## 5. Executive Committee's Report and Decisions

- Clarification on support provided to Senior Volleyball girls to fundraise for 2024 Australian Volleyball Schools Cup – unintentional confusions around this.
  - Executive decision to forfeit 10% contribution (AOP) due to confusion when setting up the fundraiser / proposal by Michelle to provide in-kind support.
  - Working with school to redistribute profits from Bunnings BBQ where the Senior Girls volunteered. \$620 specific fees paid by students, \$1,739.21 to the school to be fairly distributed for the team participation.
  - Lachlan is awaiting the outcome of the restorative process, whole team meeting to discuss ideas for fair distribution amongst the team.
- Approved funding and 50/50 profit arrangement for election BBQ with Senior Basketball Team.
- Approved purchases for election BBQ \$883.15.
- Approved reallocation of surplus glow sticks from Movie Night, Zooper Doopers along with surplus soft drinks from Election Day BBQ for Year 6 Graduation.
- Approved \$68 for a lucky door prize for Year 6 Graduation.
- Approved 2x \$10 Kmart gift cards for game prizes for Year 6 Graduation.
- Approved \$273.05 for small gift (pencil case and a cookie) for students for Year 6 Graduation.
- Approved purchase \$110 Fire Pit cover for Senior Campus Yarning Circle.



## 6. Treasurer's Report and Financial Statement

**Att 2 Treasurer's Report.**

## 7. Sub-Committee Reports and Financial Statements (Swim Club)

**Att 3 Swim Club Treasurer Report.**

**Att 4 Swim Club Sub-Committee Report.**

**Motion:** The P&C endorses that the Capalaba Piranhas can re-launch their own dedicated website meeting all the requirements for the P&C).

**Moved by:** Amie Baldwin

**Objections:** N

**Approved:** Y

**Motion:** The P&C approves to spend \$283 for a period of 2 years Wix hosting (includes discount)

**Moved by:** Amie Baldwin

**Objections:** N

**Approved:** Y

Proposed additional Logo



Additional Logo for Capalaba Swimming Club:

- The committee proposed introducing an additional, colourful logo to complement the original logo, which has been in use since the 1980s.
- The new logo aims to appeal to children, incorporating vibrant colours and a water splash design.
- Feedback was provided about improving text visibility, such as using lighter colours or larger white text to make the design more readable.
- Amie advised Brad had shared with them multiple design options for consideration. And that if the P&C was agreeable for the Swim Club to explore additional logos then the plan would be to put some design options to families to vote on the preferred option.

**Motion:** To endorse the creation of an additional logo for the Capalaba Swimming Club, allowing families to vote on their preferred design.

**Moved by:** Amie Baldwin

**Objections:** N

**Approved:** Y

Resignation of Vice Chair – Swim Club Committee:

- Bianca Kemp has stepped down from her position as Vice Chair of the Swim Club Committee due to personal commitments limiting her available time.
- The committee expressed gratitude for Bianca's contributions and noted that she is welcome to return when her circumstances allow.

8. [Second-Hand Uniform Shop](#)

No update provided. Motion moved by Cass Aldcroft and approved by P&C, without objection, to spend \$56 for the cost of a set of keys for the Second-Hand Uniform Shop.

9. [Scholastic Book Club](#)

Nicole has updated that issue 7 books purchased finally arrived today and will be packed up tomorrow morning and put in class pigeonholes for kids to bring home, Issue 8 also catalogue also went out last week with a due date of 21 November.

10. [College Principals' Report](#)

Year in Review:

- The College celebrated the graduation of Year 12 students on Friday, with a revamped ceremony format. Students joined their families in a graduation circle, which was well-received as a meaningful change.
- Reflecting on the year, significant progress has been made following the four-year review conducted last year. Notable improvements in teaching, learning, and staffing have been achieved.

Staffing and Recruitment:

- 2025 Staffing Update: Recruitment and transfers are nearly finalised, with one remaining panel for an instructional coach.
- The College anticipates starting 2025 with sufficient staffing, a positive change compared to prior years.

#### Facilities and Campus Updates:

- The Multi-Purpose Hall has revealed several defects but is expected to be ready for community rental by January 2025.
- Senior Campus Office: The senior campus team will relocate to a new office space adjacent to the uniform shop. This project has been in development since 2005.

#### High Performance (HP) Sport Program Integration:

- Efforts are underway to integrate the HP Sport Program with the Arts and Technologies departments to develop all-rounder athletes. Initiatives include:
  - Athletic diets in collaboration with the Food and Nutrition team.
  - Filming and editing training videos with the Media team.
  - A parent suggested expanding collaborations to include science for sports analytics. Lachlan noted that while the program is in its early stages, this idea could be considered for future development.

#### SRS (Student Resource Scheme) and Curriculum Updates:

- New curriculum planning has been a priority, with the team spending an additional 355 days beyond normal hours to refine it.
- Discussions on replacing current textbooks and incorporating digital resources are ongoing. A cost analysis is being conducted for new systems to ensure value.

Lachlan thanked the P&C and College staff for their contributions throughout the year, highlighting the collective effort in creating a positive and productive learning environment.

## 11. Projects and Initiatives

- **Yarning Circle:** No additional updates provided.
- **Mural Artwork/Floor Paintings:** Cathy is coordinating with Carlie to organise a WAAP and confirm a date for the project, currently targeting the school holidays.
- **Toilet Transformation Project:**
  - Michelle scoped out the required work and gathered feedback from cleaners regarding necessary improvements.
  - Decorating plans are still under consideration.
  - The primary focus is to ensure the toilets are clean and functional for the new school year.
  - Carlie Freeman has approved 18th and 19th January 2025 as the dates for the working bee.
  - Michelle will send the scope of work to Stuart, who will coordinate with Carlie to finalise the WAAP.
- **Wish List Funding Acquittals:**

2024 Acquittals progress, was due 8 December 2023, extended due date:

  - A. Cahill - Yungaburra Room Items purchase up to \$550.00 (excluding GST) - Carlie & Amy advised that we'll proceed with honouring the purchasing with a request to review items of concern first.

**Round 1 2024 – Acquittal is due 20 November 2024**

  - Dance Costumes: partial funding of \$800.00
  - Media Studio: \$768.90
  - Sandpit Tools: \$522.80

Nil questions or further updates

- **Year 6 Graduation Party:** The working group reported that planning is on track, with only a few more purchases required for the event.
- **Grants and Other Fundraising:** No further updates at this time.

## 12. Motions on Notice

Motion to accept and approve all reports and updates presented by Caitlin Taynton and approved with nil objections.

## 13. New and General Business

### Student Resource Scheme

Lachlan presented the Student Resource Scheme (SRS) via screenshare, highlighting minor changes and areas still under review:

- Some items are being updated (e.g., replacing one textbook with another at a comparable price).
- The College is exploring a potential replacement for Education Perfect, focusing on whether it offers better value. If it is not demonstrably better, it will not proceed for 2025.
- Montessori Costs: Lachlan confirmed that Montessori-related expenses can now be charged as a subject levy rather than through SRS. This levy will cover additional costs for the Montessori program across the entire College.
- Transparency and Spending Reports: Lachlan acknowledged that families would like to see a breakdown of how funds are spent and aims to provide this information at the first meeting of 2024.
- Clarifications and Questions:
  - Textbooks and Resources: Lachlan explained that textbooks in the SRS are provided on a hire basis, not as purchases, and the resources purchased for the program function as a bank of items loaned to students when needed. Cost savings come from bulk purchasing.
  - Non-SRS Participation: Lachlan clarified that families opting out of the SRS commit to providing their own resources, receiving a detailed list of required items for each subject. Teachers cannot provide additional items outside the list unless the family purchases them independently.
  - Digital vs Physical Textbooks: The College is investigating the use of digital textbooks as an alternative to physical ones. A cost analysis is underway to assess feasibility and value.
  - Comparison with Non-SRS Schools: Lachlan explained the differences between SRS and non-SRS schools. In non-SRS schools, parents often need to supply all resources directly. Some schools rely on P&C fundraising to subsidise resources, but this places a significant financial burden on the P&C. Lachlan noted that few schools fully absorb the costs of resources, and in rare cases, teachers have self-funded items—a practice he strongly discourages. Stuart shared positive experiences in SRS schools, noting that students can participate in more hands-on activities, such as craft, which are often not feasible in non-SRS schools due to resource limitations.

**Queensland research grant opportunity** Nil update.

**Snr Sports Uniform Policy** Lachlan hasn't been able to progress yet.

**Council Christmas Events:** Cr Jason Colley shared some information about upcoming events. Including **Att 5**. Jason noted some events occurring specifically in Capalaba also. Asked if there is an opportunity to promote this. Augmented reality Christmas trail also coming into Capalaba. There are also some interactive colouring in competitions with prizes. Capalaba library has the colouring in entries. Loads of more info on the council website <https://www.redland.qld.gov.au/christmas>. Also updated that Council has awarded grants for local groups that are inputting into Christmas season. Question asked if Council not having carols this year – Jason confirmed no carols this year – flagship event this year is the lighting of the Christmas Tree – this is one year of doing this and seeing how it works, so please provide feedback.

### Proposed Change to Junior Campus School Day

- Proposal: Junior Campus teachers proposed finishing the school day five minutes earlier at 2:40 PM, while maintaining the same school start time 8:35am. Morning assemblies would be shortened to accommodate this change.
- Key Points Discussed:
  - Stuart confirmed that instructional time would begin at 8:40 AM instead of 8:45 AM.

- Morning drop-off times remain unchanged.
- Afternoon Coordination: Senior students are often on site at the Junior Campus well before 2:40 PM to assist with pick-up. The current 2:45 PM finish allows a small buffer for traffic management between the two campuses.
- Parent Concerns: A parent raised concerns about the pickup lane, as buses use the area around 2:35 PM. Parents waiting in the bus section have reportedly been fined. Shortening the buffer between the two campuses could exacerbate traffic issues.
- Next Steps:
  - Lachlan will investigate the impact of bus schedules and evaluate how the proposed change would affect traffic and safety.
  - Lachlan outlined the consultation process for Term 1 as a staff survey will gather input. Feedback from the survey will be shared with the P&C for discussion.
- Clarifications and Additional Questions:
  - Lachlan confirmed that as Principal, he will make the final decision, but he will consider all factors, including traffic, safety, and feedback from staff and families.
  - On the question of providing supervised afternoons for students, Lachlan and Stuart clarified that this would require staff approval and is currently unlikely.
- **PCYC Demolition:** Lachlan - Follow up - Demolition Approval Form. Old PCYC building is scheduled for demolition in school holidays. Department has pinpointed the old dental clinic as well, it's full of asbestos. Lachlan said it could be remodelled maybe, something a bit nicer. Nil objections or questions raised by P&C Committee. P&C Executive will sign off on it as requested from Lachlan.
- **General Business (Additional):**

**Camps and Excursions for Next Year:** A question was posed about the organisation of camps for the upcoming year. Lachlan advised that a list of excursions and camps, including general dates, is being finalised and should be available by the next day. He plans to share the list with the P&C soon.

**Dress Code Currency on Website:** It was noted that the website currently displays the 2022 dress code. Lachlan committed to reviewing the dress code and ensuring the updated version is uploaded.

**Participation in External Academic Tests:** A question was raised about increasing student participation in external academic tests. Lachlan noted that the College relies on passionate educators to drive involvement in these activities and will explore options to reinstate and expand participation.

**Primary School Assemblies in the New Hall:** A question was flagged via Facebook regarding why the primary school is not using the new hall for weekly assemblies. Stuart explained that timing and logistics are the primary challenges, as moving younger students to the hall and back can take significant time away from instructional activities. Lachlan added that once the corridor in that area is completed, the hall may become more accessible for primary assemblies.

**Year 6 Graduation Venue:** A question was raised about moving the Year 6 Graduation from the cultural hall to the new hall. Lachlan and Stuart confirmed they are in discussions about this option, particularly after the success of the Year 12 graduation. Further discussions are required before a final decision can be made.

#### 14. New Members

Two applications received from Anna Rogers (parent of student) & Nicole Farr (an adult interested in the school's welfare (no children at the school)). Blue card provided & child is in swimming club. Motion moved by Caitlin Taynton, approved with no objections.

15. Date of Next Meeting

Next General Meeting:

**Suggested General Meeting Dates 2025**

<b>Term 1</b>		<b>Term 3</b>	
<b>January</b>	No General Meeting	<b>July</b>	Monday 21 <sup>st</sup> – 7:00pm
<b>February</b>	Monday 17 <sup>th</sup> – 6:30pm	<b>August</b>	Monday 19 <sup>th</sup> - 7:00pm
<b>March</b>	Monday 17 <sup>th</sup> – 6:00pm GM Break for meet & greet and food. 7:00pm AGM kick-off.	<b>September</b>	Monday 15 <sup>th</sup> - 7:00pm
<b>Term 2</b>		<b>Term 4</b>	
<b>April</b>	Monday 21 <sup>st</sup> – 7:00pm	<b>October</b>	Monday 20 <sup>th</sup> – 7:00pm
<b>May</b>	Monday 19 <sup>th</sup> – 7:00pm	<b>November</b>	Monday 17 <sup>th</sup> – 7:00pm
<b>June</b>	Monday 16 <sup>th</sup> – 7:00pm	<b>December</b>	Nil meeting – TBC informal event

Feedback – Online Meetings in Term 3 particularly are really good being winter.

16. Close

Meeting closed at 8:15 pm.

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**Minutes prepared by**

Cassandra Aldcroft

P&C President

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**Certified true and correct by**

Cassie Wagstaff

P&C Secretary (Chair)

RATIFIED AT THE FEBRUARY 2025 GENERAL MEETING.