



**CAPALABA STATE COLLEGE**  
PARENTS & CITIZENS ASSOCIATION

**P&C President:** Cassandra Aldcroft  
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## Minutes – General Meeting

Date & time: Monday 28<sup>th</sup> March 6:00pm

Location: Online

Chair: Cass Aldcroft

A/Minute Taker: Cassie Wagstaff

Agenda Item	ACTION										
<p><b>1. Meeting Opening</b></p> <p>Welcome Acknowledgement of Country Apologies</p>	<p><b>Quorum:</b> YES <b>Meeting opened:</b> 6:03pm <b>Attendees (in-person):</b> Cassandra Aldcroft (chair), Desma Hsu, Michelle Martin, Lachlan Thatcher, Rebecca Grugan, Cathy Howie, Karen Purdy and Cascie Kambouris (guest), Cassie Wagstaff (guest) <b>Attendees (teams report):</b> Carlie Freeman, Lachlan Thatcher, CarrieLee Hess (guest), Stuart Houliston, Lorraine Eggers, Karensa Gock, Trish Biggs, Zoya Slanvinskaya, Emma Duckering (guest) (PCYC OSHC) (logged in 18:11), Paul Stewart, Tina Stewart, Jill Burke (guest) <b>Apologies:</b> Renee Pavlovic</p>										
<p><b>2. Confirmation of minutes from previous meeting</b></p> <p>February 2022 Minutes</p>	<p><b>Amendments:</b> Nil <b>Approved:</b> Y</p>										
<p><b>3. Matters arising from previous meeting</b></p>	<p>First aid courses for students update – Lachlan still to provide numbers for P&amp;C donation – see item 10.3 – held over until next meeting.</p>										
<p><b>4. Correspondence</b></p> <p>Refer to Register – <i>see Att 1</i></p>	<p><b>Questions:</b> Nil <b>Approved:</b> Y</p>										
<p><b>5. Table Executive Committee’s Report and decisions</b></p>	<p><b>Exec Report Notes:</b></p> <p>Cass reported: <u>Exec Decisions since last meeting</u> Approved expenses:</p> <ul style="list-style-type: none"> <li>Office works stationary for P&amp;C room \$48.49</li> <li>Coles – purchases for Swim Club sausage sizzle night \$48.</li> </ul> <p>Confirmed reimbursement from Swim to P&amp;C has been actioned</p> <p><b>Questions:</b> Nil</p>										
<p><b>6. Treasurer’s Report and Financial Statement</b></p> <p>Any business arising from Treasurer’s Report and Financial Statement: See attached treasurer report – <i>see Att 2</i></p>	<p><b>Treasurer Notes:</b></p> <p><u>28<sup>th</sup> Feb 2022</u></p> <table> <thead> <tr> <th>MAIN ACC</th> <th>DEBIT CARD</th> </tr> </thead> <tbody> <tr> <td>Opening balance \$85,876.57</td> <td>Opening balance \$341.43</td> </tr> <tr> <td>Total Income \$2,589.97</td> <td>Total Income \$203</td> </tr> <tr> <td>Total Expenses \$270.48</td> <td>Total Expenses \$327.49</td> </tr> <tr> <td>Closing Balance \$88,196.06</td> <td>Closing Balance \$216.94</td> </tr> </tbody> </table> <p>Overall Financial position of Association (sum of all P&amp;C accounts-include sub-committee accounts) - as at 28<sup>th</sup> February 2022: <b>\$105,321.43</b></p>	MAIN ACC	DEBIT CARD	Opening balance \$85,876.57	Opening balance \$341.43	Total Income \$2,589.97	Total Income \$203	Total Expenses \$270.48	Total Expenses \$327.49	Closing Balance \$88,196.06	Closing Balance \$216.94
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### 8.3 Fundraising Working Group

**Karen added:** One extra grant not included, closes 4 April 2022, national science week grant. Noted she and Lorraine did a lot of work previously.

**Lorraine added:** The grant last time did not 'get up' but can re-jig and submit. Will discuss outside of meeting.

Fundraising Notes:

#### Term 1 – 2022

##### **BTS Hair Accessories:**

- **Cass advised:** Haven't heard back from the supplier yet so will hold over financial report to next meeting

##### **Easter – Homestyle Bake Fundraiser:**

- **Cass advised:** First one we have had. Orders raised \$312, plus we had the \$100 kick start bonus we won, so that totalled \$412;
- Pretty easy to host, just had to write fundraising material (now this is done, there's really not much more to be done to replicate it), be available for questions, then be available when it's delivered;
- Orders were online, prepackaged per family;
- Only problem was negotiating drop off times for the afternoon so that the products stay cool for pickup;
- *Would recommend this fundraiser again.*

#### Term 2 – 2022

##### **Junior Disco:**

- **Desma advised:** Either week 8 or week 9, haven't nailed down a date yet and not confirmed with Lachlan yet – will try to do that this week;
- Will be putting a call out for volunteers – we were short last time;
- It was suggested that we do a form, Karen did one recently for the Grants group;
- First big event since Covid;
- Have had a debrief after last disco.

##### **Mother's Day Stall (4-5 May)**

- **Cass advised:** Mother's day stall planning is in full swing. We will be sending the college the booking times at some point so that classes can start booking in. The online shop will be launched around two weeks before the physical stall date – the shop still needs to be built. We have many local suppliers this year and this is our first time using a consignment relationship with some of them. We will also start the call out sometime in the next couple of weeks for volunteers to help with pre-packing pre-orders and for volunteers to man the physical stall.

##### **Mother's Day Raffle**

- **Cass reported:** The Mother's day Raffle is being organised by Kass Carter and Karensa. Donations close next week Friday 8<sup>th</sup> April – after which prize packages will be decided upon and we will organise the Rafflelink to be put together. If either Kass or Karensa are online did you want to give an update at all?
- **Karensa replied:** Focused on containers for change, so not as much time to do raffle but will switch focus this week. There's been a few people come through with some confirmations that they will contribute to it. Will do

more follow-up with local businesses, mainly in the the two Capalaba Park and Capalaba Central businesses.

#### **Book Fair (18-20 May)**

- **Cass reported on behalf of Nicole:** Our annual May Book fair is in the organising stage with our fair to be delivered on Wednesday 18<sup>th</sup> of May. We will run the fair with some purchasing days from the Thursday. We are currently liaising with our Scholastic representative for all the finer details. This year's theme is Dive into reading. We are excited to make this our best fair yet.

#### **Krispy Kremes (June)**

- **Cass reported:** Flagging the Krispy Kremes fundraiser will be coming up in June. Through the volunteer EOI we've had a few people put their names down to help. Is there anyone here tonight who hasn't put their name down but would like to help? By help this could be physically collecting the donuts on the day, manning the stalls or helping with marketing.

#### **8.4 Second-Hand Uniform Shop**

#### **2<sup>nd</sup> Hand Uniform Shop Notes:**

- **Desma reported:** The 2<sup>nd</sup> hand uniform shop continues to do well, with sales achieved each week and many donations received from our school community. Last week was our last opening for the Term, of which we will now concentrate on the end of term stock take. Thanks to all the volunteers who have helped to keep this going each week.

#### **8.5 Scholastic Book Club**

#### **Book Club Notes:**

- **Cass reported on behalf of Nicole:** Issue 2 of book club was a great success with \$1040 total in sales. This generated an amazing \$208 in rewards for our library. All children's orders were packed and issued to teacher pigeon holes last Friday the 25th of March to be returned home before end of term.

#### **8.6 Containers for Change**

#### **Containers for Change Notes:**

- **Karena reported:** We had our first inaugural drive a week ago it was a success;
- We returned a total of 4966 containers, multiply that by 10 (\$496) that's a win;
- Parents also wanted to drop off bottles directly to the refund points;
- Account with *Containers for Change* at the moment is \$558.20 and if you include the donation we got last time with the \$871.90 we're sitting at \$1,430.10;
- Great first effort from every body;
- We have term 2, 3 and 4 dates locked in, term 2 corresponding with State of Origin, 3 with Book Week and 4 with day for Daniel;
- Will put out more notification and keep it open for a week, parents will be able to drop off directly again using our scheme ID;
- Winners for this first drive was Cycle 3, followed by Cycle 1A and Year 5.
- **Cass asked** is there any chance of extending it to across the whole campus;
- **Karena answered** yes, just needs to speak with Lachlan and *Advanced Metal Recyclers* regarding logistics;
- **Lachlan advised** Student council seem to be participating as well;
- **Cass advised** parents were appreciative of the scheme ID.
- Now we have feedback we can discuss a few things next term.
- **Trish asked** about general recycling, after noticing at the cross country, there was nowhere to put recycling.
- **Lachlan answered** on a daily basis, no. On junior campus, part of the curriculum in year four is around the environment. They pull out things for the kids at lunch times, mostly around soft plastics, so that's the main thing at the moment.

**8.7 The Walk/Connection Corridor Project – see Att 6 Updated Budget**

- **Trish suggested** a recycling bin near the tuckshop;
- **Lachlan replied** we are having conversations about sustainable ways of doing that, we have in the past put our hand up for one of those drop off points but we weren't successful. Now we have seen after containers for change how that worked, we need to work out day to day how to do that but also not have piles of garbage;
- **Trish mentioned** she just wanted somewhere to put her and her kids bottles and leave them at the school.
- **Lachlan mentioned** part of what came up the other day was having things specifically at events, also then what we have day to day to continue that work with learning, counting, sorting patterns, maths side of it and environment side too.
- **Cass advised** the P&C has an orange containers for change bin, we paid a deposit on if we need to roll that out for events it needs improved signage on it, it was used at swimming club;
- **Lachlan advised** one of the ideas that came up was having wheelie bins at each class, rather than bags at the hall as the process was overwhelming;
- **Desma congratulated** Karensa on a successful and fantastic effort;
- **Lorraine added** the recycling bins that we leased for the swim club are a \$50 deposit, kids cannot get hands in them, lockable, could put multiple throughout the school and they're safe;
- **Karensa confirmed** on drive days we get the full 10c.

**The Walk/Connection Corridor Notes:**

- **Zoya reported:** A bit of movement at the moment
- Focusing on two main areas, one the regeneration around the school because that's the one that we got the grant for for \$10,000, in conversation with Debbie to see what's going to come next. Talked to council and they have said that they're actually going to send someone to clean that space out of vegetation and prep for us.
- Waiting to hear from Council, Carlie confirmed no emails have been received, Zoya will follow up;
- We need another \$12,000 worth of funding, Bec was going to follow up;
- **Rebecca reported:** Don Brown sent her to Andrew Laming;
- We put in an EOI for the tree jubilee last week;
- Received a response saying it looks great;
- EOI has nominations around the first week of April;
- Federal member changed the grant to \$10,000 per suburb – used to be up to \$20,000;
- If our application is strong it will give us most of that \$12,000.
- **Zoya continued:** Other focus is the freeplay area closer to the montessori classrooms, the idea there was to plant some trees and start collecting some freeplay items by donation;
- Lachlan expressed desire to go see some schools, nature play offers a bus tour that takes you around nearby schools to see how they implemented outdoor play, it's \$270 per person, sent out an email asking for EOI, suggested Naomi and from a school perspective what would we like to see at the school for teaching resources;
- **Rebecca asked** is it schools or early learning centres? **Zoya confirmed** schools, such as Rochedale etc; **Lachlan confirmed** Roxanne has a really strong relationship with nature play, so we've hosted a number of professional development workshops for them and have others coming up, Stuart knows a couple of schools as well so I was thinking we might be able to put together our own tour for less than \$200 and something per person and just go around to a few schools ourselves that we know of and draw on Roxanne's connection with them rather than wait until they can put a bus together. We've done a lot of work with them and Both Naomi and Roxanne have worked with them, they might give us some names to get us started. **Zoya and Lachlan confirmed this aspect will be left with Lachlan.**

**Cass asked** if they'd like a p&c representative **Lachlan answered** if you like, once we've got some dates and places, I think we've got one pencilled in. **Stuart advised** 30 May 2022 Barimbura East State School Steve is the principal over there. They've got a nature play an outdoor specialist teacher and two loose part play and we booked in for the 30th of May. So I've said between 6 and 10 adults will be going over and I said I will confirm closer to the date how many we would be sending over. **Cass suggested** one or two, Zoya would be first pick as she is leading the project. **Zoya said** she would make time for it. **Cass confirmed** we will think about it and hand in some nominations;

- **Zoya continued reporting**, we need to start collecting the trees, gardening supplies, asked where onsite can we start storing things once we start collecting them, is there a designated spot **Lachlan said he will think about it and talk to Carlie.**
- **Zoya continued** out of fund raising funds available, which is around \$4800. proposing to spend \$5500. It's a little bit more than we have available, but in that is \$2000 set aside for Debbie's consultation so any creative design, any artwork, consultations, workshops, anything like that will be kind of drawn down from that \$2000 that I'm proposing to put aside for her.
- The other thing I've also gotten some quotes for poster printing and for about 2 indoor posters about 2 meters by 1 1/2 to go inside offices maybe one at senior campus one on Junior campus.
- And one outdoor, a larger poster about 5 by 3 meters for outdoor altogether is about \$500. Thought it was fairly reasonable.
- And then for tree purchases, gardening supplies, things like that would also be around \$2500 because trees would need to be established trees in order for them to grow quicker. We can use some tube stalks, so I'm out of the \$4800 that we have available. Just wondering, can we start tapping into that or does she need approval or what's process?
- **Cass confirmed** once you have quotes, you can do a motion to spend. So if you are after particular posters you would bring new designs to a meeting and send them out for people to look at. And then a motion to spend. If there's urgent spending that can't wait, so if Debbie had an invoice or something like that it just comes to the executive committee and we make that decision in between meetings. The funds that have been set aside for the project can be drawn down on, just the expenses need to be approved
- **Zoya asked** if anyone would like to help with the media/poster creation. **Trish said** she can help.
- **Karensa** asked about the video reel **Zoya said** she thinks we were going to get the senior students to be involved, but they were busy with exams or something. **It was discussed between members** that we should at least start taking snippets before the project gets too much further long. **Cass suggested** the next meeting re this project, to add this to the agenda. **Bec offered** to bring a camera.

**Motion** – To accept and approve all reports presented at the general meeting: Executive, Treasurer, Swim Club, Principal, Grants, Fundraising, 2<sup>nd</sup> Hand Uniform Shop, Book Club, Containers for Change and the Connection Corridor Project.

**Moved by:** Michelle Martin

**Any objections:** N

**Approved:** Y

## 9. Motions on Notice

*(Present motions put forward by members prior to the meeting or motions deferred from the previous meeting.)*

### 9.1 2022 Annual Operating Plan Amendments – see Att 7

**Cass reported:** We've made a couple of changes we would like approved tonight. The first one is the 10% contribution of all fundraisers towards the General Funds. This is because we've gone back and reviewed the P&C operating expenses and recommend this amount to help contribute back to this.

Secondly, we noted that the mural project works were mentioned to be only walls in some spots, not walls and floors. So we've made that correction.



	<p>Thirdly I would like to thank Trish who gave feedback – so we’ve updated the table to reflect some items we had left out of the fundraising figures – such as Fete and Tuckshop.</p> <p>And lastly, Michelle, whilst doing some updates did a complete review and found some variations that she has corrected.</p> <p><b>Motion:</b> To approve the amendments to the 2022 AOP, including 10% of all fundraisers to contribute to P&amp;C General Funds.</p> <p><b>Moved by:</b> Desma Hsu</p> <p><b>Any objections:</b> N</p> <p><b>Approved:</b> Y</p>
<p><b>10. New and General Business</b></p> <p><b>10.1</b> Anti-Bullying (<i>Standing Agenda Item</i>)</p> <p><b>10.2</b> Drop and Go Zone signs</p>	<p><b>Cass reported</b> Lachlan covered that in the principals report;</p> <p><b>Lachlan confirmed</b></p> <hr/> <p><b>Desma holding over 10.2</b></p> <p><b>Desma read Cristy’s questions via email regarding a Newsletter:</b></p> <ul style="list-style-type: none"> <li>• Has the college ever had a regular newsletter? Virtual one to save paper? And the suggestion is perhaps a year six mainstream class could be in charge of the section relating to like mainstream parts of the curriculum or what they're doing activities and perhaps cycle 3 do a Montessori section or other sections throughout the college, particular groups that might want to contribute. Updates on college progress, special mention of students who have excelled at something, parts of the newsletter of course done by the college office with updates on things like swimming or general housekeeping stuff, information for families, advertising events and calling for volunteers, things like that could also be in part of that.</li> <li>• <b>Lachlan responded</b></li> <li>• We have run a newsletter in the past for a very, very long time;</li> <li>• The workload on the admin officers is quite significant;</li> <li>• Only to get a 50%-ish open rate;</li> <li>• Single topic emails are around 80%;</li> <li>• Decided last year to have a break from the newsletters, quite labourious for such a low read rate, made the decision to stick with single topic emails;</li> <li>• Even putting the information into the newsletter, still got a significant number of calls saying ‘we didn’t know that was on’;</li> <li>• This year, trying to do an email matched with a facebook post at the same time, doubled engagement on facebook;</li> <li>• Taking advantage of facebook’s feedback and data, tells us the best time to post etc, so trying to send emails and post then by scheduling the same;</li> <li>• <b>Carlie mentioned</b> it was also a really significant workload on teaching staff too, having to prepare articles too.</li> <li>• <b>Cassie asked</b> about individual student achievements <b>Lachlan confirmed</b> these will be mentioned moving forward.</li> <li>• <b>Cass mentioned</b> that she liked Cristy’s idea about the spotlight or some way that we can educate our families what’s some of the classes might be up to;</li> <li>• <b>Lachlan said</b> something he’s been wanting to do for years are information emails like ‘what is naplan’ sent out last week another one coming up soon ‘internet safety’ information for parents not being dictated by dates helps this. Based on feedback from facebook groups too we have been mapping this correspondence out, we can see when there’s gaps in communication etc. Couple of support programs we run, Scholars program coming up soon so we speak about those.</li> </ul>

<p><b>10.3 Action Register</b> (Standing Agenda Item)</p>	<ul style="list-style-type: none"> <li><b>Lorraine suggested</b> a moderated 'page' for students to be able to post projects and 'what's on'. <b>Lachlan confirmed</b> he just has to be mindful it fits in with curriculum. <i>Student voice is the next step.</i></li> </ul> <p>Due to time and next meeting (AGM) starting soon any items for General Business needs to be held over until the next meeting.</p>
<p><b>11. Applications for membership and recording of new members</b></p>	<p><b>Cass reported</b> holding over the application for membership to the AGM. The agenda has the next date in it. Closed the meeting at 7:00 PM.</p>
<p><b>12. Date of next meeting</b> March 28<sup>th</sup> 7pm – AGM May 23<sup>rd</sup> 7pm – GM</p> <p><b>13. Close</b></p>	<p>7:00pm</p>

**Minutes prepared by**

Cassie Wagstaff  
P&C Secretary

*Note these minutes were written post AGM and utilising the General Meeting meeting video recording*

**Certified true and correct by**

Cassandra Aldcroft  
P&C President

RATIFIED AT MAY GENERAL MEETING 23<sup>RD</sup> MAY 2022.

**2022 Meeting Schedule**

Term 1		Term 3	
<b>January</b>	No Meeting (school holidays)	<b>July</b>	Monday 25 <sup>h</sup> – 7pm
<b>February</b>	Monday 28 <sup>th</sup> – 7pm	<b>August</b>	Monday 22 <sup>nd</sup> – 7pm
<b>March</b>	Monday 28 <sup>th</sup> (incl. AGM) – 6pm	<b>September</b>	No Meeting (school holidays)
Term 2		Term 4	
<b>April</b>	No Meeting (public holidays)	<b>October</b>	Monday 24 <sup>th</sup> – 7pm
<b>May</b>	Monday 23 <sup>rd</sup> – 7pm	<b>November</b>	Monday 28 <sup>th</sup> – 7pm
<b>June</b>	No Meeting (school holidays)	<b>December</b>	No Meeting (school holidays)

**Actions Register**

Actions Register Updated 20/03/22 Actions from the meeting and those outstanding:		Initiated	New Updates
Rewards from Book club. Lachlan to include this as a standard newsletter item to showcase what the College receives.	Lachlan	23/11/20	Lachlan to talk to Leslie about getting photos <b>UPDATE REQUIRED – Lachlan</b>
Testing of School Video Conferencing Equipment to accommodate P&C Hybrid Meetings.	Lachlan & P&C Exec	23/11/20	<b>UPDATE REQUIRED – Lachlan</b> *** Lachlan advised may need to consider purchasing something
Follow up college staff re Containers for Change	Lachlan	31/5/21	<b>Complete</b>
Add images to uniform catalogue / dress code as per minutes	Carlie	31/5/21	<b>UPDATE REQUIRED – Lachlan</b>
Start a college working group around sustainability / recycling etc	Lachlan	31/5/21	No action yet.
First Day of School connection event – Exec team to start looking at	Exec Team	25/10/21	Lachlan has confirmed new date Day 1 Term 2 for coffee van.



Actions Register Updated 20/03/22 Actions from the meeting and those outstanding:		Initiated	New Updates
Parent Connect – Cass to chat to Rhys and organise a parent get together to support families	Cass & Rhys	25/10/21	Pending
Lachlan noted a new one for us to look at Together for Humanity has announced the launch of their Intercultural Understanding Partnership grants for 2022 – support initiatives that create a more connected school community and improve the wellbeing of students.	Lachlan	22/11/21	<b>UPDATE REQUIRED – Lachlan</b>
College to check with Silver Rose – we have one more year of the tender left. And will then go out to tender after that. We talked about sibling photos – not keen on doing it cross campus or during school but there might be other models of offering such as weekend or before school – Lachlan and Carlie to look into it and get back to P&C with what the supplier offers.	Carlie F and Lachlan	22/11/21	Photos have taken place – nil follow-up made. ** Mark for 2023 and new tender.
First Aid Course Scheduling for students	Lachlan	22/11/21	<b>UPDATE REQUIRED – Lachlan</b> to come to May meeting with numbers of students participating – P&C to determine if sponsoring gold coin donation
Positive Discipline Program – if enough interest from 5/12/21 intro, then Lachlan will look at scheduling a course for 2022	Lachlan	22/11/21	was put on hold because of restrictions and we decided not to add back in to term one (considering term two – but doing cyber safety first)
Grants WG – Junior Campus Murals – Arts Grant	Lachlan & Karen	28/2/22	Karen to email Lachlan to organize a site walk through to scope out the project.
Containers 4 Change Collection Days	Lachlan & Karensa	28/2/22	Karensa to email Lachlan re collection drive dates. Cass to add drive dates to welcome book and events calendar once approved. First collection held 21 <sup>st</sup> March 2022.
Connection Corridor – Jubilee Grant	Lachlan & Karen	28/2/22	Lachlan to send Karen details of grant once this is open. <b>Action complete.</b>
Community Spirit Award Shield	Lachlan	28/2/22	Lachlan to confirm if shield has been returned.
Jnr Campus – lunch boxes being left in Red Area	Lachlan	28/2/22	Lachlan to confirm with Stuart if lunch boxes are no longer left in the Red Area.