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CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION

Treasurer Report to P&C Meeting 17/02/2025

General Business

November 2024:

- ❖ November’s fundraising focus was the Election Day BBQ which was used to raise funds for the P & C and the Senior Basketball Team. Lots of hours of planning and execution by the team ensured this was a successful fundraising event.
- ❖ A lot of time setting up and preparing for the year 6 graduation party next month is taking place with Caitlin and Nicole taking lead and doing amazing.
- ❖ Our Gorgeous Fire Pit has been purchased and placed in the senior Yarning Circle as a lovely addition to the space.

Bank Reconciliation Statement for the Month of November

		\$76,837.9
Opening Balance (MAIN ACC)		5
RECEIPTS		
Sales	2nd Hand Uniform Shop	80.00
	Fencing Advertising	220.50
Fundraising		
	Election day BBQ Cash sales	546.75
	Refund from Rydges for cheese	24.00
	BBQ Election Day Float Return	250.00
	Book club issue 8	48.00
Other	Credit Interest- Commonwealth bank	186.45
	Donation for Swim Club	950.00
ADD: Total Receipts processed and presented		\$2,305.70
PAYMENTS		
2nd Hand Uniform Consignment Term		
3		564.90
Graduation Tree		15.99
Book Club Issue 7		34.00
Connection Corridor Yarning circle Fire		
Pit		110.00
Donation for swim club		950.00

Cookies for Yr 6 Graduation	210.00
Square fees- 2nd Hand Uniform	1.28
Bank Fees	0.17
Xero	52.50
LESS: Total Payments processed and presented	\$1,938.84
	\$77,204.8
Closing Balance (MAIN ACC)	1

Opening Balance (DEBIT CARD)	\$835.78
	-
ADD: Total Receipts	\$-
YR 6 GRADUATION SPENDS	
Go Dollars	17.00
Reject Shop	30.50
Kmart	56.25
Coles	126.25
Lincraft	15.00
Amazon	63.05
Bank Fees	10.00
LESS: Total Payments	\$318.05
Closing Balance (DEBIT CARD)	\$517.73

Overall Financial position of Association (sum of all P&C accounts)

- As at 30th November 2024: **\$94,104.59**



CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION

Treasurer Report to P&C Meeting 17/02/2025

General Business

December 2024:

- ❖ December's saw the year 6 graduation party taking place with Caitlin and Nicole taking lead and turning this into an amazing event which was enjoyed by both students and parents alike.

Bank Reconciliation Statement for the Month of December

			\$77,204.8
Opening Balance (MAIN ACC)			1
RECEIPTS			
Sales	2nd Hand Uniform Shop		562.00
	Fencing Advertising		1,102.50
	Yr 6 Graduation slushie hire bond return		100.00
Fundraising			
	GOFundraise		25.00
	Yr 6 Graduation Donation		330.00
Other	Credit Interest- Commonwealth bank		182.75
ADD: Total Receipts processed and presented			\$2,302.25
PAYMENTS			
Year 6 Graduation Pizza			364.00
Contribution for discretionary funds to CSC			4,813.93
Funds to CSC for Volleyball fundraiser error			148.16
Square fees- 2nd Hand Uniform			9.00
Transfer to Debit Card			280.65
Xero			52.50
LESS: Total Payments processed and presented			\$5,668.24
Closing Balance (MAIN ACC)			\$73,838.8 2

Opening Balance (DEBIT CARD)	\$517.73
Transfer from main Account	280.65
Cassie W Accidental Transfer return	24.02
ADD: Total Receipts	\$304.67
Year 6 GRADUATION EXPENSE	
Go Dollars	17.94
Costco	125.94
GC Factory Outlet	154.50
Temu Purchase - Personal Caitlin to be paid back - Accidental.	75.98
Cassie W Accidental Transfer	24.02
LESS: Total Payments	\$398.38
Closing Balance (DEBIT CARD)	\$424.02

Overall Financial position of Association (sum of all P&C accounts)

- As at 31st December 2024: **\$91,275.81**



CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION

Treasurer Report to P&C Meeting 17/02/2025

General Business

January 2025:

- ❖ January saw the start of the year kick off with great sales in our 2nd Hand Uniform Shop. And the pre preparation of the 2025 Mother's Day Stall.

Bank Reconciliation Statement for the Month of January

Opening Balance (MAIN ACC)		\$73,838.8
		2
RECEIPTS		
Sales	2nd Hand Uniform Shop	1,191.00
	Fencing Advertising	220.50
Fundraising		
Other	Credit Interest- Commonwealth bank	180.08
ADD: Total Receipts processed and presented		\$1,591.58
PAYMENTS		
Square fees- 2nd Hand Uniform		19.21
Xero		52.50
LESS: Total Payments processed and presented		\$71.71
Closing Balance (MAIN ACC)		\$75,358.6
		9

Opening Balance (DEBIT CARD)	\$424.02
Transfer from main Account	-
ADD: Total Receipts	\$-
New Labels 2nd hand uniform Shop	10.99
Mother's Day 2025 Puchases	246.00
LESS: Total Payments	\$256.99
Closing Balance (DEBIT CARD)	\$167.03

Overall Financial position of Association (sum of all P&C accounts)

- As at 31st January 2025: **\$92,019.50**



Swim Club Report 202501

CAPALABA STATE COLLEGE AMATUER SWIMMING CLUB January 2025 - Main Account	
Opening Balance @ 1 January 2025	\$16,093.68
Deposits	
Canteen Sales	\$76.00
Merchandise Sales	\$57.50
Total Deposits	\$133.50
Expenses	
Square Fees	\$2.14
Total Expenses	\$2.14
Closing Balance @ 31 January 2025	\$16,225.04

CAPALABA STATE COLLEGE AMATUER SWIMMING CLUB January 2025 - Debit Card Account	
Opening Balance @ 1 January 2025	\$919.29
Deposits	
Total Deposits	\$0.00
Expenses	
Bayside Packaging - Canteen Inventory	\$217.80
BIGW - Squad Training inventory	\$14.00
Woolworths - Canteen Supplies	\$207.20
Woolworths - Canteen Supplies	\$211.55
Total Expenses	\$650.55
Closing Balance @ 31 January 2025	\$268.74

Summary

The club continued to see positive movement in the main account balance and a decrease in the debit card account due to canteen and inventory restock expenses.

Debit account will be credited in February to rebalance the available cash funds to the standard running credit of \$500.00.

Actions outstanding:

- Reimburse P&C for the Bunnings Float (\$250)

Capalaba Piranhas Amateur Swimming Club

154-164 Mount Cotton Road Capalaba
chairperson@capalabaswimmingclub.org.au
0413 608 096

Capalaba Piranhas Amateur Swimming Club (Swim Club)- Season 2024/2025

Swim Club Report February 2025

1. Trophy Night

Trophy Night to be held at Alex Hills Hotel in the Fairway Beer Garden on Saturday 12th April kicking off at 2.30pm. Presentations will commence at 2.45pm - 3.30pm followed by Putt Putt and celebrations. All our swimmers will receive a game of Putt Putt, Little People Platter & Jugs of Cordial for \$25per child.

We will provide platters for the adults to graze across the afternoon however drinks and Putt Putt for adults and other family members will be at the cost of the families.

Trophy's will be supplied as per last years arrangements, everyone to receive a participation medal, highest points awards in each age group and gender, Encouragement & Sportsperson Award.

I would like us to source a sponsor for a gift for each of our swimmers. Open to suggestions on what the gift could be, maybe something with the new logo. I am happy to donate my time to make the items however the Club would need to fund the purchase of the products to use.

Discussion

2. Season 2025/2026 Fee Structure

- Early Bird (resign and pay prior to the end of the current season) \$100 for the first child and subsequent child/ren \$90
- Resign (following end of current season) \$120 for the first child and subsequent child/ren \$110
- New Participants \$150 first child and subsequent child/ren \$130

3. Branded Shirts & Swimmers to purchase

With the launch of our new Logo I propose that we do an order for Shirts and Swimmers whereby the families purchase these items and we put an order in following. I think we will need to look at a price structure that provides a certain dollar figure back to the club?

Open for discussion. Volunteer to start getting quotes?

4. Logo

As voted by our families the new Logo for the Piranhas;

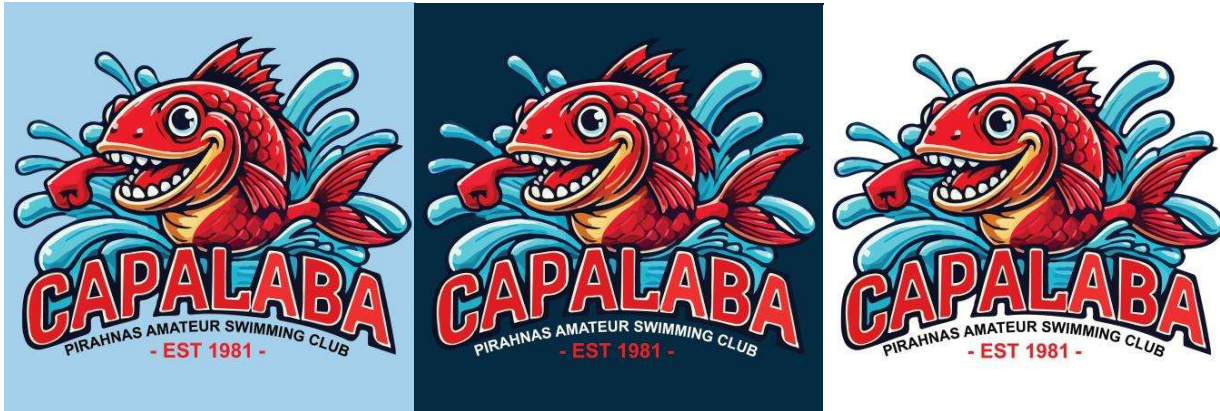


Capalaba Piranhas Amateur Swimming Club

154-164 Mount Cotton Road Capalaba

chairperson@capalabaswimmingclub.org.au

0413 608 096



5. Open Night

We saw an additional 8 children attend our open night, we have had 5 signs on so far. Unfortunately, the email that we wanted sent out across the schools to announce the open night was missed off the communications.

6. 11th Feb

The 11th February we will be down Kristina and myself, appreciate as many hands on deck as possible to help out those who are here.

7. Renominations

Nominations will need to be submitted for the New Season, would be good to understand who is staying on and get those nominations submitted.

8. Pool Resurfacing

An ASANA has been raised with the school regarding the resurfacing of the pool. Not sure they will have the budget to do. Something the Grants Committee may be in a position to bid for.



Secondhand Uniform Shop Report

Date: 9/2/2025

Prepared by: Cassandra Carter

Shop Location: between back gate and tennis courts

Operating Hours: Via Booking

1. Current Status

- Number of items in stock: totalling 332 items approximately
- Gross Sales: Term 4 - \$543 Jan - \$1,191 Feb -(So far) \$64
- Recent trends: There is an increased demand for smaller sized Boys and Girls Check shirts as well as smaller sizes in Sports Polo and Mesh Shorts and Microfibre Jackets
- Any stock shortages: Smaller Sized Boys and Girls Checked Shirts, Smaller Sized Sports Polo and Mesh Shorts, Smaller Sized Microfibre Jackets

2. What We Need from the School

To improve the shop's efficiency and accessibility, we request:

- **Increased advertising support** - We need regular reminders (preferably scheduled to save time) via flyers (that includes QR code) and facebook page posts (with booking link) regarding both the location of the secondhand uniform shop and what we are about – selling secondhand uniforms for the budget conscious
- **Regular posts on socials to try and push the influx of prep shirts (64 in stock)**
- **Signage around the school advertising the uniform shop**
- **End of term & School Holidays Scheduled Posts requesting donations/ informing the school community of the option of sell on consignment**
- **Assistance from school staff** in directing new families to the shop
- **Options to gain funding to possibly revamp the Uniform Shop as we need better storage options, sturdier clothing racks** (due to the risk of safety) and a more professional and school proud building
- **Request to have at least end of term/ yearly maintenance to check the running of fridges/freezers/aircon/sink drainage & pest control**
- **Facebook Page Dedicated to the Secondhand Uniform Shop for advertising of uniforms and ability to post regularly with all Uniform Shop information.**

3. Advertising & Promotion Plan

To raise awareness and increase sales, we propose:

a. Frequent Promotion of Shop Location & Hours

- **Weekly Socials mention** (Include shop hours, location, and how to donate uniforms)
- **Regular social media updates** (Facebook groups, school Instagram, or website)
- **Posters around the school** (Especially in high-traffic areas like the front office and student drop-off zones)
- **Include in Prep Welcome Packets**

b. Flyers with Booking Link

- **Send home flyers with students** (Especially at the start of terms and uniform change seasons)
- **Include a QR code to a booking link** (Parents can scan and book an appointment easily)

c. Seasonal Promotions & Sales

- **Back-to-school sales** (Advertise in Term 4 for new students & Term 1 for returning families)
- **Winter/Summer uniform switch promotions** (Remind parents when uniform changes happen and what options are available such as dress pants, jumpers and jackets)

4. Next Steps & Recommendations

To hopefully implement the plan within the next month, and if anything is required of me or the P&C to inform us promptly so we can better assist in getting these ideas into action.

P and C Meeting

Monday, 17 February 2024

Principal's Report

Principal's Report

After an incredibly positive but busy and chaotic start to the year, I feel like I am coming up for a breath this week, maybe by Friday.

I actually spent time with children today! It was lovely.

We've had strong enrolments, down a tiny bit on last year, but that seems consistent across the Redlands.

We have our final SRS conversations this week - after some lengthy back and forth and a whole heap of new departmental resources to confuse us even more!

I have copies for us to review tonight if you'd like.

We are still wrapping up some over spending last year, and working on 2025 budgets, due next week.

We have had some beautiful events and excursions so far, with year seven attending freindship day; and our senior campus swimming carnival.

I did some enrolment tours this evening with nice new families, and I think we have our mainstream meet the teacher sessions this week, and montessori breakfast dates being set soon.

Year 7 parents have been invited to meet the teacher tomorrow night.

Lachlan Thatcher

Principal

Capalaba State College



Capalaba State College

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School Road
Capalaba QLD 4157
Australia



Annual Operating Plan 2024

March 2024 – March 2025

APPROVED 18 March 2024

AMENDMENTS _____

About CSC P&C

OUR PURPOSE: To support and work in partnership with Capalaba State College, with the school principals and the school community, to promote the best interests of the College, facilitate its development and further improvement, to achieve the best outcomes for students.

Capalaba State College Parents and Citizens Association (CSC P&C), as a statutory body, sets to achieve this through supporting the:

- provision of adequate resources and learning materials to all rooms/facilities to enhance our children's learning in a positive and productive way;
- enhancing the current use of infrastructure and facilities;
- communicating the fundraising needs based on the long-term plans for the school, detailing why the money is required and how it will be spent, and being accountable for the spend;
- providing a forum for school community issues to be raised; and
- providing opportunities for the school community to celebrate together.

The P&C determines its level of involvement and commitment to the school based on the College Principal's plan for the year and what the teaching staff would like to achieve. As well as availability of volunteers.

Focus areas

As a not-for-profit with a potentially enormous scope of work and finite resources, CSC P&C recognises the need to prioritise its efforts to ensure the most efficient and effective approach to its work. Therefore, in pursuing its purpose, P&C has identified the following Focus Areas as key priorities for the period of this Plan.

Learning resources and materials, Classroom projects
Objective: Build and harness the P&C collective capabilities, capacities, and contributions of members.

Infrastructure and facilities
Objective: Build and harness the P&C collective capabilities, capacities, and contributions of members.

Collective Viability (sustainability and resilience)
Objective: Build and harness the P&C collective capabilities, capacities, and contributions of members.

FUNDRAISING FORECAST 2024 with previous years comparative data

In 2023, the P&C achieved approximately \$109,594 in income comprising from all P&C operations and fundraising events. Total income was approximately \$109,594 as there were no successful grants applications. Forecast fundraising in 2024 is \$17,760 and grants target of \$35,000. A breakdown can be found in the table below:

Income Source	2018	2019	2020	2021	2022	2023	Target 2024
Parent Contributions	\$310.00	\$285.50	\$140.00	\$0.00	\$0.00	\$4,087.00	\$1,000.00
Fundraising & Social	\$10,955.26	\$4,232.07	\$2,396.33	\$15,700.15	\$37,764.75	\$62,648.82	\$14,285.00
Container for Change	N/A	N/A	N/A	N/A	\$2,717.50	\$1,490.70	\$500.00
2 nd Hand Uniform	\$2,249.80	-\$129.52	\$1,690.20	\$3,172.26	\$3,131.50	\$5,760.00	\$4,000.00
Swim Club	\$2,105.35	\$2,399.14	\$3,856.46	\$3,146.30	\$1,109.00	\$19,190.57	\$5,000.00
College Fete / Family Fun Day	\$0.00	\$21,242.23	N/A	N/A	N/A	N/A	N/A
Fence Advertising	\$9,487.50	\$11,344.75	\$3,506.25	\$7,148.25	\$11,466.00	\$11,686.50	\$11,000.00
Election BBQs	\$0.00	\$526.11	N/A	N/A	\$959.02	N/A	\$2,375.00
Commission on Booklists	\$2,078.46	\$2,342.66	\$2,611.17	\$2,483.99	\$2,637.40	\$2,592.92	\$2,600.00
Grants	\$0.00	\$0.00	\$40,958.00	\$35,000.00	\$30,000.00	\$0.00	\$35,000.00
Year 6 WG	N/A	N/A	N/A	N/A	N/A	\$421.40	\$400.00
Total	\$27,730.53	\$42,699.44	\$55,483.41	\$67,005.95	\$89,785.17	\$107,877.91	\$76,160.00

KEY GOALS & INITIATIVES 2023 Reflection

- Fundraising target of \$25,000 was exceeded.
- Our great fundraising results have been achieved through the extremely generous contributions from our school families and dedicated volunteers who stepped up to co-ordinate projects and fundraisers.
- The School Colour Fun Run was our highest profiting event since our last fete.
- Due to the unfilled position of Sponsorship and Fence Advertising Coordinator, there has not been an increase in fence advertising. We lost two clients this year. We have gained three new client signs however these are sponsorships signs in exchange for the timing system for the Swim Club.
- Increased utilisation of digital solutions, enabling the P&C to better streamline its processes, making dealings with the P&C more accessible for our school community e.g. Rafflelink for all our raffles, Square for all our events held, appointment booking system for the 2nd Hand Uniform Shop and recently, Humanitix for Movie Night.
- Introduction of a barcode scanning system in the 2nd Hand Uniform Shop to streamline tagging and selling processes.



- In progress: Increase P&C community engagement- increase average attendance at P&C meetings to 20 members, increased attendance of fundraising events
- Increased utilisation of the P&C website including events and blog posts throughout 2023.
- Continuation of a partnership with local signwriter Wild Web Print & Sign to assist on bringing in new fence advertisers and making the procedure smoother.
- Wish List (Discretionary) funding awarded to:
 - Mick Quinn for AV Equipment (Acquitted)
 - Bernadette Power for Refurbishment of Robot Battery (Acquitted)
 - Bernadette Power for New Board Games (Acquitted)
 - Amy Cahill for Yungaburra Room Supplies (yet to be Acquitted)
 - Yvonne Gee for Hospitality and Event Equipment (yet to be Acquitted)
 - Joseph Robinson for SMT Shirts (Acquitted)
 - Jasmine Quinn for Junior Library Furniture (yet to be Acquitted)
 - Stuart Houlston for Metal Signage for Jnr Common Areas (yet to be Acquitted)

KEY GOALS & INITIATIVES FOR 2024

- Fundraising target of \$17,760 and Grants target of \$35,000.
- Launch Toilet Transformation Project college wide to continue momentum after Stage 1 has been completed on Junior Campus.
- Continue the physical implementation of Connection Corridor initiatives including yarnning circles, peace poles and explore integrating more first nations culture through totem poles and storytelling (for example, through murals).
- Focus on one main raffle for the end of the school year with a 6 – 8 week ticket sales period to maximise ticket sales. This allows time to source donations without losing favour with our regular doners and to sales.
- Continue working with the Junior Student Management Team as an important stakeholder to feed into P&C activities.
- Increase the role of the P&C in providing opportunities for the Senior SMT for charitable and community give-back and leadership opportunities.
- Re-Launch the Campus welcome booklet for new families.
- Achieve Mural & Artwork outcomes through playground art and wall murals.
- Increase awareness and utilisation of the 2nd Hand Uniform shop, increasing donations and stock levels. Achieve stability of volunteers for the shop.
- Increase fence advertising revenue to cover operational expenses.
- Increased recognition of P&C volunteers in our school community.
- Increase P&C community engagement- increase average attendance at P&C meetings to 20 members, increased attendance of fundraising events.

IMPROVEMENT PRIORITIES FOR 2024 (not in order of priority)

See Attachment 1 for more information.

Project Description	P&C Funds Allocated	Project Status
Connection Corridor	\$25,000	Project initiated, scoped and landscape architect. Continuing engagements, planning, and fundraising.

	Raised \$27,715 Spent \$22,924	2024 focus: Completed creekline vegetation and pathway planning. Yarning circle plans for both campuses complete, installation unable to progress at 2023 due to costing of suppliers, new supplier chosen to progress in 2024. Explore integrating more first nations culture through totem poles and storytelling (for example, through murals).
Mural Artwork / Floor Paintings	\$30,000 Raised \$11,460 (mural) \$12,650 (floor) Spent \$0	Scoping project and how to support SMT Jnr Campus. This initiative is about supporting SMT-Jr to complete their goal of artwork. Funding to be via Containers for Change, fundraising, grants and volunteer commitment. Mural artwork scoped – some finer scoping refinements required for example the relocation of the junior yarning circle gives the opportunity for a new mural. Need to decide which mural/s to start with. Aim to complete mural project 2024 starting with the Gambling Community Benefit fund application. Installation of floor paintings over summer holidays 23/24 delayed due to rain and rebooked for Easter school holidays. Floor painting \$11,500 (ex GST).
Toilet transformations Junior and Senior campuses	\$10,000 Raised \$750 Spent \$274.31	Scoping project on how to improve the toilets on both senior and junior campus. Will be subject to grant applications / sponsorships / donations / fundraising. PM taken on the role – stage 1 complete on junior campus. Need to scope further and continue.

FUNDRAISING FOR 2024

10% P&C Contribution: 10% of all profits from each fundraiser should be allocated to P&C general funds to assist with the general running of the P&C (e.g. payment of insurance and annual targeted donations)

REMINDER: The following compilation of events will only take place if individuals or groups are willing to take on the responsibility of planning and coordinating them. All members of the P&C are encouraged to consider taking on roles for events as they not only have great fundraising potential, but potential to bring our community together and support the College in many ways.

Fundraising Event	Fundraising Connection	Date	Budget	Float
Term 1				
Junior Disco	Major Projects & Wishlist Funding	9 th February	\$1500	\$1700
Election Day BBQ	Major Projects & Wishlist Funding	16 th March	\$1000	\$250
Movie Night	General	23 rd March	\$1000	\$450
Term 2				
Mother' Day Stall	Connection Corridor	8-9 th May (Week 4)	\$3500	\$450
Book Fair	School resources	15 – 17 th May	Nil	\$200

Fundraising Event	Fundraising Connection	Date	Budget	Float
	through scholastic	(Week 5)		
Bunnings BBQ	Major Projects & Wishlist Funding	June (TBA)	\$1000	\$100
Athletics Carnival BBQ	Swim Club	June (TBA)	\$1000	\$100
Krispy Kremes	General	TBA	Nil	Nil
Paint & Sip	TBD	TBA	Nil	Nil
Term 3				
Father's Day Stall	Connection Corridor	27-28 th August	\$3500	\$450
Bunnings BBQ	Swim Club	7 th September	\$1000	\$100
Disco P-6 or 7-12 (potentially) <i>or efforts towards Christmas concert</i>	TBD	TBA	\$3000	\$1700
Term 4				
Christmas Concert P-3 BBQ	Mural and Art Project	TBA	\$500	\$150
Christmas Raffle	Major Projects & Wishlist Funding	TBA	Nil	Nil
Santa Photos	General	TBA	\$500	\$100
Booklists	General	TBA	Nil	Nil
Parent End of Year Dinner	Connection Corridor	TBA	\$1500	Nil

Other potential fundraising events include: Bake Sales, Trivia Night, Pie Drive

GRANTS

Strategy: Grants as they become available/Grant Working Group members

Outcome: Obtain additional funds for identified projects or items from the wish list (Attachment 2)

2023 Grant Outcomes

Funding Program	Outcome	Project Scope	Status
Gambling Community Benefit Fund	Unsuccessful	Murals	n/a

YEARLY TARGETED DONATIONS TO SCHOOL

See Attachment 3 for more information.

Item	Area of School	Timeframe	Cost
Student Representative Policy	Representative Sport	Ongoing	\$600
WISH LIST (Discretionary) Funding	All	Term 2 & 3	\$6000
Year 12 Graduation Plant	Year 12	Term 4	\$25 Budget
Community Spirit Award	Year 6	Term 4	\$50 Budget
Staff appreciation events	All	All Terms	\$200 Budget
Additional Fundraising	SMT Shirts	Volunteer dependent	Collaboration with school



TRAINING AND SUPPORT FOR 2024

VOLUNTEERS

Strategy	Outcome	Timeframe	Cost
Strategic plan and AOP	To ensure that each volunteer is aware of the P&C Strategic Plan and AOP	As required for new volunteers	\$0
Volunteer sign on forms and student protection risk management strategy factsheet	After each event, volunteers have signed the volunteer form, which includes the student protection factsheet	As required	\$0
Mandatory training program – read document and complete Record of Completion section to give to P&C Executive Committee member for records	Volunteers must complete this process annually to present the Record of Completion when visiting a departmental site.	Annually	\$0

P&C EXECUTIVE

Strategy	Outcome	Timeframe	Cost
First Aid training	Provide First Aid & CPR	April 2024	\$120ea up to 4 attendees
P&C training as available	Attend training where available	When applicable	Usually free
2024 P&C Conference	Provide strategy change and input back to P&C	August 2024	\$600-\$800 per delegate x 4 (apply for P&C grant to supplement cost)

P&C SWIM CLUB SUBCOMMITTEE

At the time of authoring the AOP the swim club subcommittee is not operating. Costs below are still documented and accounted for in the case that the subcommittee reconvene.

Strategy	Outcome	Timeframe	Cost
First Aid training	Provide First Aid & CPR	April 2024	\$120ea up to 2 attendees
Food Safety Certificate	Canteen Manager to attend	As required	\$100



BUDGET FOR 2024

Account Name	Forecast 2024
Income	
2nd Hand Uniform Sales	\$3,000.00
Containers for Change	\$500.00
Donation/Gift Income	\$1,000.00
End of Year Parent Dinner	\$1,000.00
Fence Advertising Income	\$11,000.00
P&C Bunnings BBQ	\$3,500.00
P&C Christmas Raffle	\$2,000.00
P&C Disco Night x 2	\$8,000.00
P&C Election BBQ	\$3,500.00
P&C Father's Day Raffle Sales	n/a
P&C Father's Day Stall Sales	\$5,000.00
P&C Krispy Kreme Fundraiser	\$4,500.00
P&C Mother's Day Raffle	n/a
P&C Mother's Day Stall	\$5,000.00
P&C Movie Night	\$4,000.00
P&C Paint & Sip	\$1,000.00
P&C Santa Photo	\$1,000.00
School Book Lists Commission	\$2,600.00
Swim Club - Canteen (Drinks)	\$1,160.00
Swim Club - Canteen (Hot food)	See Other Food
Swim Club - Canteen (Other food)	\$2,840.00
Swim Club – Donations, Fundraising, Sponsorships	\$9,250.00
Swim Club Memberships	\$7,905.00
Swim Club Merchandise Sale	\$300.00
Total Income	\$78,055.00
Gross Income	\$78,055.00
Expenses	
General and Office Expenses	\$200.00
2nd Hand Consignment Uniform	\$3,000.00
2nd Hand Uniform Expenses	\$300.00
2nd Hand Square Fee	\$120.00
Accounting/Bookkeeping Fees	\$990.00
Book Club Fair Float	\$200.00
CommBiz Fees	\$30.00
Donation to Capalaba State College	\$0.00
First Aid Course/Supplies	\$480.00
P&C Bunnings BBQ Float	\$100.00
P&C Bunnings BBQ SQ fees	\$25.00



P&C Bunnings BBQ Supplies	\$1,000.00
P&C Disco Night Float	\$3,400.00
P&C Disco Night Humanitix Fee	\$300.00
P&C Disco Night Square Fee	\$100.00
P&C Disco Night Supplies	\$6,000.00
P&C Election BBQ Float	\$250.00
P&C Election BBQ SQ fees	\$25.00
P&C Election BBQ Supplies	\$1,000.00
P&C Father's Day Stall Float	\$450.00
P&C Father's Day Square Fee	\$40.00
P&C Father's Day Stall Supplies	\$3,000.00
P&C Krispy Kreme	\$3,000.00
P&C Krispy Kreme Square Fee	\$120.00
P&C Mother's Day Stall Float	\$450.00
P&C Mother's Day Square Fee	\$40.00
P&C Mother's Day Stall Supplies	\$3,000.00
P&C Movie Night Float	\$1,050.00
P&C Movie Night Humanitix Fee	\$150.00
P&C Movie Night Square Fee	\$90.00
P&C Movie Night Supplies	\$1,000.00
P&C P-3 Xmas BBQ Float	\$150.00
P&C P-3 Xmas BBQ Supplies	\$300.00
P&C P-3 Xmas BBQ SQ fees	\$25.00
P&C Santa Photo Float	\$100.00
P&C Santa Photo Costs	\$500.00
P&C Santa Photo SQ fees	\$25.00
P&C State Conference	\$3,200.00
Parent End of Year Dinner Costs	\$1,000.00
Prep Orientation Day Supplies	\$200.00
Printing & Stationary	\$320.00
Rafflelink Subscription (per raffle basis)	\$39.00
Swim Club Awards Night Expense	\$550.00
Swim Club Canteen	\$4,000.00
Swim Club Coaching (if outsourced)	\$800.00
Swim Club Float	\$100.00
Swim Club Supplies	\$4,478.00
Swim Club Trophies	\$2,950.00
Swim Club Web Expense	\$840.00
Swim Square Fee	\$250.00
Total General Expenses	\$49,737.00
Other Expenses	

Community Spirit Award	\$50.00
Other Staff appreciation events	\$60.00
Request for Wish List Funding (Discretionary)	\$6,000.00
Student Representative Policy	\$600.00
World Teachers Day expense (cakes or platters)	\$140.00
Year 12 Graduation Plant	\$25.00
Total Other Expenses	\$6,875.00
Insurance Expenses	
Public Liability Insurance	\$3,390.00
Total Insurance Expenses	\$3,390.00
TOTAL EXPENSES	\$60,002.00
OPERATING PROFIT	\$18,053.00
Total Other Income (Grants)	\$35,000.00
Addback: Total Floats (Cash at hand)	\$6,150.00
Total Other Expenses (grant acquittals, allocated funds eg Connection Corridor)	\$65,000.00
Net Profit/(Loss)	(\$5,797.00)

SUBCOMMITTEE BUDGET BREAKDOWN 2024 (included in main budget):

CAPALABA AMATEUR SWIMMING CLUB 2024/2025 Swim Season	
Item	Forecast
INCOME	
<i>Participations</i>	
<i>New Participation - Full Season</i>	
New Participation - Half Season	\$2,100.00
Existing Participants - earlybird re-sign	\$375.00
Existing Participants – re-sign:	\$5,430.00
<i>Fundraising Opportunities</i>	
Bunnings BBQ (7th September 2024)	\$3,000.00
Raffles - Swim Club	\$500.00
Jnr campus BBQ Athletics Carnival	\$500.00
<i>Volunteer</i>	
Dollar Matching hours	\$2,000.00
<i>Sponsorship</i>	
EDB Training	\$750.00
Trevor	\$1,250.00
Harcourts Property Centre	\$1,250.00
<i>Canteen</i>	
Sales turnover (20 weeks @ \$200)	\$4,000.00
TOTAL INCOME	\$21,155.00
EXPENSES	

Software/Subscriptions	
Wylas Timing software 6mth Licence Oct - March (Inclusive)	\$420.00
Swimtopia Software Licence	\$240.00
Swimtopia User Fee (\$2.28 per member - assume 80mbr)	\$180.00
Square Fees	\$250.00
Canteen	
Canteen Reset Beginning of Season (<i>Non-perishables ie paper towel, serveware etc</i>)	\$500.00
Canteen Reset Beginning of Season (<i>Perishables</i>)	\$500.00
Canteen weekly restock perishables (<i>20 weeks @ max of \$150/w</i>)	\$3,000.00
Safety & First Aid	
First Aid Training	\$238.00
First Aid Kits and Supplies	\$100.00
Marketing & Promotion	
Club Promotion signage (<i>Coreflute & designed to be reused each season</i>)	\$160.00
Marketing (<i>sign on flyers (info booklets online only) etc</i>)	\$500.00
Equipment	
Kickboards	\$200.00
Leg Floats	\$360.00
Mobile TV Stand Cart including mountable bracket	\$300.00
Scoreboard adapter	\$180.00
Merchandise	
Merchandise - Caps	\$140.00
Merchandise - Goggles	\$200.00
Coaching (potential outsource)	
Swimming Coach (<i>20 weeks @ \$40/hr 1hr /week to assist Bianca</i>)	\$800.00
Fundraising	
BBQ Fundraising start up (<i>Drinks, snags, onions, napkins, sauces etc</i>)	\$1,000.00
Raffle Prizes (<i>meat trays etc</i>)	\$300.00
Events	
Mid season Christmas gift per swimmer (<i>assume 80mbr</i>)	\$800.00
End of Year breakup event and trophy presentation	\$3,500.00
TOTAL EXPENSES	\$13,868.00
CAPALABA AMATEUR SWIMMING CLUB NET PROFIT/(LOSS)	\$7,287.00

*Comments:

- Forecast figures are based on historic actual revenue from previous years (pre-Covid), market research, and/or Executive decision.
- The fundraising targets/events remain subject to Government directive; therefore, these figures may need to be adjusted if unprecedented restrictions are imposed.



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PARENTS & CITIZENS ASSOCIATION

Attachment 1 – Fundraising Projects 2024 – Additional Information

"Connection Corridor" - Fundraising Goal: \$75,000 (fundraising, sponsorships and grants)

There has been an increase in the use of outdoor spaces as an alternative to classroom learning. This has coincided with the introduction in 2020 of the Montessori classes. Current outside learning areas are now also being used by mainstream classes across both the primary and secondary campuses.

The proposed walk links senior to junior campus, with the walk to start/end from behind the Montessori classroom block where the new shed has been built and to run along the side, behind houses, towards where the current Schools Officer shed is and then follow it around to where the current forest school area is.

The walk will continue onto the senior campus ending at the car park. This is a great opportunity to plant this area up with appropriate native plants and create a safe walking area between the campuses. Students already use this area to walk between the campuses and in wet weather, the ground can become very muddy and slippery.

The Schools Officers have highlighted that it becomes hard to mow this area as it is very muddy even with a little bit of rain. Hence, planting up the area with appropriate plants, would help make this area more user friendly and cut out the need to mow some of the area that is causing an issue.

The 'walk' will have various stops along the route where you can stop and:

- use the space as an outdoor classroom – seating of some sort eg. wooden stumps or sandstone
- have various Aboriginal and Torres Strait Islander artworks integrated throughout the walk
- enjoy a sensory garden area
- play musical instruments made of natural materials
- free play in areas (e.g. building cubbies)
- safeguard areas that are left 'natural' and allow for weeding and regeneration and revegetation work only
- provide a reflective area for artwork; reading; quiet work; meditation etc
- highlight seasonal sections for the vegetation
- prepare food in an outdoor working kitchen / wood working shed
- host a yarnning circle in an undercover gazebo



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"Mural Artwork" - Fundraising Goal: \$30,000 (fundraising, grants and volunteer time)

Both the Junior Campus Student Management Committee and the P&C Fundraising Working Group have separately expressed interest in working towards painting murals on the grounds of the junior campus ([walls](#)). It is suggested both groups work together towards this common goal. Discussions have occurred with the Junior Campus Principal who is keen to work together, creating a linkage between the P&C Fundraising Activities and the goals of the students. Some finer scoping refinements required for example the relocation of the junior yarning circle gives the opportunity for a new mural. Need to decide which mural/s to start with. Aim to complete mural project 2024 starting with the Gambling Community Benefit fund application.

The motivation behind the murals would be a symbol of connectivity between the students, school and the wider school community; and to inspire students. Mural artworks invite bland and underutilised space within school grounds to be transformed into active and inviting places for both learning and play. The joint venture would be one where the students are actively involved in the planning and execution of the work, leveraging the ideas and values of the wider community and the skills of the P&C volunteers (i.e. artistic skills, obtaining funding / donations).

Playground floor paintings/stencils was requested by 2022 Junior Campus Principal. Eight stencils will be installed over the Easter school holidays, weather pending, including the college logo on both junior and senior campuses.

"Toilet Transformation Project" - Fundraising Goal: \$10,000 (fundraising, grants and volunteer time)

Research conducted by Enlighten Education has shown that school toilets that are not clean, pleasant, and safe can impact children's short and long-term physical and mental health, as well as their learning outcomes.

The impact of poor design, maintenance and sanitation can cause a range of problems for students such as:

- Sub-standard toilets (with inadequate cleaning schedules) are making children feel they are not respected or valued at school.
- Poor sanitation, along with restricted access, is creating health problems.
- The poor condition of school toilets is deterring children from drinking sufficient water during the day (to avoid having to urinate). The associated dehydration is impacting on concentration and learning.
- School toilets are being used as a site for hiding out, crying, self-harm and suicide.
- Lack of privacy in school bathrooms is associated with misbehaviour.

Feedback from parents and children at the school identifies that students are unhappy with the current toilet situation. This results in them 'holding on', drinking less water, being



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unable to focus in class because they need to go, bringing illnesses home more easily, and being anxious about going to the toilet at school.

Our Toilet Transformation Project aims for students to work together to keep clean, friendly toilet spaces allowing them to feel comfortable and happy to go to the toilet at school. The project can consist of student, parent and staff collaboration, perhaps even a design competition, redecorating the toilets to make them fun, vibrant and inviting.

P&C will provide project management. Students will need to have ownership over the change and will be the main body leading the design with assistance from the College and the P&C. Students and parents will be invited to volunteer to help with the practical work of painting or fundraising with local businesses. Already a number of parents are keen to support the initiative in whichever way they can to improve the situation for their children.

Timeline – ***This will need to be revised by the Project Manager.***

Stage 1 – Junior Campus Working Bee (two days of scrubbing, cleaning, sweeping, and painting)

Stage 2 – Project Manager to confirm the following

Further scoping the project on how to improve the toilets on both senior and junior campus.

Student engagement College approved – May 2024

College to pull together student design committees – June 2024

Student design committee meetings – July-August 2024

Design Activities to occur during Term 3 – finalise a few weeks before Term 3 finishes 2024

P&C to assist with concept design, donations and sponsorship – Finalise early Term 3 2024

Stage 2 Working Bee to take place – propose Term 4 school holidays 2024

Projects like this are taking place all over the country, in recognition of the important role a clean, inviting toilet space plays on the education of our children.



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Attachment 2 – Grants 2024 – Wish List

IDEA
Outdoor area outside library to create an emotional wellbeing space for children with emotions needing to escape from classroom
Lighting and Sound System upgrades in both Junior and Senior Halls (with projectors).
Seating on Senior Campus – Aluminium Picnic Benches.
Grand-Stand seating for Junior Campus oval and Senior Campus Ovals
Water Tanks
Shade Sails for Junior and Senior campus over Playgrounds and outdoor equipment
Under Cover walkways on Junior Campus linking the Hall and Admin buildings to existing covered walkways so students and staff can get around without getting wet.
Heating for the Swimming Pool
Tuckshop Re-fit Junior and Senior campus
Extra TA time for all classroom, across college
Marketing / Branding school – attract
Multicultural support
New Basketball and Volleyball courts – Shade
Supporting families into school
Orchard
Outdoor place to connect, classroom and amphitheatre for the arts
Yarning circle project
Mental health and wellbeing programs - support to bring in external providers to deliver to more students
Rock Climbing program (or additional mental health programs run by school staff)
STEM and robotics programs – resources
Healthy Harold program
Fans in the Senior Campus Hall
Signage supporting PBL expectations
Guest speaking for senior development – tax, kids entrepreneur
Solar power for Senior and Junior campus
Soft fall rubber to replace the bark on Junior campus playground (1 remains)
Solar heating for swimming pool

Attachment 3 – College Targeted Donations 2024 – Additional Information

Student Representative Policy

Allocation: up to \$600

An annual contribution of \$600 made available for up to 6 students who represent the college in state or national competition. Students must have achieved this level of competition through an initial involvement at a school level to qualify. An amount of \$100.00 per student is available. If there is any portion of the \$600.00 left over at the end of a calendar year, this amount will not roll over to the following year. All students must apply using the relevant paperwork and be endorsed by a teacher at the College.

Request for Wish List (Discretionary) Funding

Allocation: up to \$6000

Round 1 2023 closing Tuesday 2nd May with successful applications determined at Monday 15th May General Meeting

Round 2 2023 closing Monday 7th August with successful applications determined at Monday 21st August General Meeting.

- Purpose to make funding available to for initiatives that promote the interests and provide benefit to the College students.
- Teachers and non-teaching staff are welcome to apply for wish list funding. Each round will consist of \$3000, with a limit of up to \$800 per project or resource.
- Applications will be received and reviewed by P&C Executive in consultation with the College Principal with successful applications announced at the corresponding General Meeting.

Year 12 Graduation Plant

Allocation: up to \$25

The P&C purchase and donate a shrub that is low allergen, low scent and low pollen to add to the Year 12 Graduation Garden annually. This plant is purchased and presented in November.

Community Spirit Award

Allocation: up to \$50

An annual award honouring the late P&C life member Natasha Simpson. In 2018, the P&C resolved to present an award annually to a Year 6 student in Natasha's honour. "The Natasha Simpson Memorial P&C Community Spirit Award" will continue to be presented annually in the presence of a member of the P&C Executive and an invitation for a member of Natasha's family to present. Allocation of up to \$50 for the purchase of a trophy with a frame, and the printing and framing of a certificate.

Staff appreciation events

Allocation: up to \$200

A budgeted annual allocation for \$200 to be used for staff appreciation events such as

purchasing a cake for world teacher's day, schools officers barbeque, and other staff appreciation events. This budget will cover any of the College's requests for such use.

Additional Fundraising

The P&C will engage (should a volunteer put their hand up to do so) with the Year 5 and Year 12 cohorts in ways to assist with Formal fundraising and Year 6 shirt fundraising. With a large focus on student ownership as facilitated by the Student Management Teams on both campuses. It is recommended that the Student Management Teams propose how the support will look and how to engage the P&C for assistance. This concept encourages co-collaboration and student leadership.