

Minutes – General Meeting

Date & Time: Monday 20th May 2024 7:00 pm

Chair: Cass Aldcroft P&C President

Minutes: Cassie Wagstaff & Caitlin Taynton - P&C Secretaries

Location: ONLINE ONLY [Meeting Link](#) Meeting ID: 481 541 846 046 Passcode: cXs4Ht

ONLINE ETIQUETTE: Please join TEAMS with your Given Name and Surname visible, please turn your camera on.

Meeting Opening

<p>1. Welcome</p> <p>Acknowledgement of Country Apologies</p>	<p>Quorum: Y Meeting opened: 7:08pm Attendees: Cass Aldcroft, Lauren Phillips, Cassie Wagstaff, Lachlan Thatcher, Stuart Houlston, Emily Johns, Alisha Busoli, Caitlin Taynton, Ruth Kent (7:45pm) Guests: Cr Jason Colley Apologies: Nicole Griffis, Michelle Martin, Amie Baldwin, Katrina Hughes, Carlie Freeman, Cathy Howie and Tristan Baskerville</p>
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The SUPER SPEEDY SECTION – i.e. READ before the meeting please!

<p>2. Confirmation of minutes from previous meetings April GM 2024</p>	<p>Amendments: N Approved: Y</p>
<p>3. Correspondence Refer to Register – see Att 1 April 2024</p>	<p>Questions: N Approved: Y</p>
<p>4. Matters arising from previous meeting. For more information refer to the Actions Register – see Att 2 <i>For discussion:</i></p> <ul style="list-style-type: none"> • Year 6 Polo Shirts – students that did not receive on Friday, got theirs today at school • The Athlete’s Foot rewards – any further thoughts re learn to swim equipment? • Sausages in P&C freezer will be transferred to Athletics Day BBQ. 	<p>Cass updated: included in the attachments is the actions register. The updates of note in the agenda listed.</p> <p>Questions/Discussion: Y</p> <p>Lachlan noted College team is on board with rewards going towards learn to swim equipment. Form should be ready to submit to Hart Sports this week. Action.</p>
<p>5. Table Executive Committee’s Report and decisions</p> <p>Exec Decisions since last meeting:</p> <ul style="list-style-type: none"> • Approved expenses: <ul style="list-style-type: none"> ○ Domain renewal for P&C website for 5 years at \$99.75 	<p>Exec decisions since last GM were listed in the agenda.</p> <p>Questions/Discussion: N</p>

<p>6. Treasurer’s Report and Financial Statement See attached Treasurer report (includes the Connection Corridor Budget updates) – see Att 3</p>	<p>Treasurer’s reports were included in the attachments. Questions/Discussion: N</p>
<p>7. Sub-Committee Reports and Financial Statements Swim Club Treasurer Report – see Att 4 Swim Club Update – see Att 5 2024-25 Season Information Booklet – see Att 6 (carried over from April GM for discussion) Any business arising from Sub-Committee Reports and Financial Statements?</p>	<p>Cass informed Swim Club update was sent out with the agenda – Amie is an apology tonight so all discussions will be held over until next meeting, but a report, and Treasurers reports for April were attached, as well as a season information booklet, Amie has advised that there is no need to re-flag this at this stage. Note the athletics day bbq coming up on 13 June – still seeking volunteers. Questions/Discussion: N</p>
<p>8. Second-Hand Uniform Shop – Coordinator Kass Carter</p>	<p>Nil update. Questions/Discussion: Y/N</p>
<p>9. Scholastic Book Club – Coordinator Nicole Nicholls Update from Nicole: <u>Issue 3</u> Annual Scholastic Book Fair - May 15th, 16th and 17th in the junior campus library.</p>	<p>Nicole reported issue 4 will come out this week. Issue 3: \$994.00 Book fair - \$2,934.00 Questions/Discussion: N</p>

<p>The College and Campus Principals’</p>	
<p>10. College Principals’ Report – see Att 7 (will be sent later) Includes standing agenda item of Anti-Bullying Re-writing the College’s mission and values (email sent 9th May 2024) – present options</p>	<p>Lachlan confirmed that he had collated responses from stakeholders regarding the new vision for the College, and asked Cassie to present the document sent earlier. Questions/Discussion: Y Whilst people were reviewing the document Lachlan mentioned the word ‘learners’ being applicable to both students and staff, they felt this was important. Stuart pointed out in point two of the first draft vision, he was unhappy with shaping. Cass mentioned the headings she feels should be switched in her opinion. Lauren said she likes both and can the dot points be swapped over – she likes them all but switching the last bullet points. Cassie agreed.</p>

	<p>Lachlan said that the last bulletpoint of vision one links to the heading. Cass mentioned that is correct but maybe could be reworded.</p> <p>Cass agreed with the 'shaping' comment Stuart made earlier.</p> <p>Bottom bullet points to be switched. Reword the second bullet point on vision 1 with last of vision 2. Rename the heading to maybe include 'and'.</p> <p>Lachlan will refine and email out two visions for parents to also participate in choosing the vision for the College.</p>
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The FUN stuff	
<p>11. Projects and Initiatives</p> <p>11.1. Connection Corridor</p> <ul style="list-style-type: none"> • Yarning circles Junior and Senior Campuses <p>11.2. Mural Artwork / Floor Paintings</p> <ul style="list-style-type: none"> • Containers for Change – <i>Coordinators Julia Delaforce & Caitlin Taynton</i> • Wave of Change Program • Subgroup update – Coordinator Cathy Howie <p>11.3. Toilet Transformations Project – Coordinator Michelle Martin</p> <p>11.4. Wish List (Discretionary) Funding</p> <ul style="list-style-type: none"> • Round 1 Acquittals pending (was due 8 December 2023) extended due date 18 March 2024: <ul style="list-style-type: none"> - A. Cahill - Yungaburra Room Items purchase up to \$550.00 (excluding GST) – still awaiting correspondence as to where this is at April GM it was agreed this funding will be 	<p>Cass & Zoya will meet to progress – Peace poles through Rotary will be followed up. New fences will probably be done around the hall next holidays – confirmation next week Lauren asked to specify location, Lachlan specified around the back of the hall.</p> <p>Caitlin has no update. Hold over.</p> <p>Nil update</p> <p>Nil update</p> <p>Before discussing Round 1 2024, Cassie advised the group of an email received from Carlie regarding a requisition form submitted by Amy and Stuart in August 2023, which was unfortunately overlooked until recently:</p> <p>Yungaburra Room - purchase up to \$550.00 (excluding GST) – Amie has provided a shopping cart with items all from Kmart total incl. GST and shipping is \$548.25. It has been requested that the committee consider honouring this approved funding. Floor opened up for discussion.</p> <p>Lauren queried if it was the P&C who had overlooked the application. Lachlan clarified it had been lost in the College's email system during back & forth discussions about the oils and electrical components of the purchase. Cassie confirmed a \$50 Bunnings voucher had already been given to Amy as proposed in the original discussions for the application.</p> <p>Cass raised concerns over the quality of the oil being purchased and noted that a waterless diffuser will not be as economical to run as a water diffuser. She offered to donate higher quality oils and a better diffuser if the College approved them.</p> <p>Cassie to advise Carlie & Amy that we'll proceed with honouring the purchasing with a request to review items of concern first. Action.</p>

forfeited if purchases haven't already been made. Noting that Cassie secured a \$50 bunnings gift card for the project and provided it to Amy.

There are two rounds per calendar year 2024 dates are:

Round 1 2024 closed Term 2, Week 3,

Thursday 2 May – with successful applications determined at May GM on Monday 20 May – acquittal due by 20 November 2024.

Four applications received for this round – see **Att 8**:

- Junior Hall Freezer
- Dance Costumes
- Media Studio
- Sandpit Tools

Round 2 2024 closing Term 3, Week 4, Friday 2 August – with

successful applications determined at August GM on 19 August – acquittal due 19 February 2025. (Please note that the P&C has been advised that the College requires all purchasing plans to be completed by Week 9 of Term 3.)

Moving on to Round 1 2024, applications are as follows (see Att 8):

- Junior Hall Freezer
- Dance Costumes
- Media Studio
- Sandpit Tools

Queries were made regarding the chest freezer fitting in the canteen. Cass commented that it can fit as the P&C always transport one of their own chest freezers into the canteen as storage for discos. Stuart to measure the area this week to ensure it can fit as a permanent fixture; with PCYC moving into the Jnr Hall at present, we need to make sure it won't impede on their space too. **Action.**

All applications approved. The freezer is tentatively approved pending Stuart confirming it'll fit. Cassie mentioned she got a sales order from the good guys for \$397 total with delivery and installation – this may assist keeping within budget if still open when ordered. Total financial commitment to the P&C (excluding GST) is: \$360.91 *however* the application form does mention a figure of \$397 – no specification of tax.

Dance Costumes: partial funding of \$800.00

Media Studio: \$768.90

Sandpit Tools: \$522.80

Acquittal will be due by 20 November 2024.

12. Other Activities and Reports

12.1. Grants – No Coordinator – any updates?

Nil update but Cass mentioned she sends them through to the school and/or the grants group when they come up. And Swim club have applied for some.

Questions/Discussion: N

12.2. Yr 6 Working Group

- Pie Drive – Orders and money due back - Tuesday May 21st
- Pie delivery day - Friday June 7th
2:00pm-4:00pm pick up times from New Hall – OSHC Room
4:30pm-6:00pm pick up from P&C room

12.3. Fundraising Calendar

Term 1 2024

- *W3 Disco (Fri 9th Feb)*
- *W8 Election BBQ (Sat 16th March)*
- *W9 Movie Night (Sat 23rd March)*

Term 2 2024

- *W4 Mother's Day (8-9th May)*
- *W5 Book Fair (15-17th May)*
- *Bunnings BBQ (June TBA)*
- *W9 Athletics day BBQ (Swim Club) (13 June)*
- *TBA Paint & Sip Tester (Carried over from T1)*
- *Paint & Sip*

Term 3 – 2024

- *W8 Father's Day Stall (30 – 31 August)*
- *Father's Day event ? (TBC)*
- *Bunnings BBQ (Swim Club 7th September)*
- *Disco P-6 (potentially) (TBA)*

Term 4 – 2024

- *Christmas Concert P-3 BBQ (TBA)*
- *Christmas Raffle (TBA)*
- *Santa Photos (TBA)*

Orders open until Wednesday.

Cass queried if Nicole and Katrina are matching up bank transfers and order forms. Cass confirmed we are still okay to use the new hall. Lachlan said the kitchen would be nice to use! Cass mentioned needing refrigeration for the pies, otherwise we need the 'OSHC' room so we can have the air con super cold. Lachlan said if there's a fridge, we are welcome to use the new hall kitchen and people can come look inside the hall while picking up – might be nice.

Questions/Discussion: Y

Jason Colley asked about the time of the athletics day bbq.

Cassie and Alisha confirmed from 7am – around 2pm.

<ul style="list-style-type: none"> • Booklists (TBA) • Parent End of Year Dinner <p>Other potential fundraising events include: Bake Sales, Trivia Night</p>	<p>Questions/Discussion: Y</p>
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Let's wrap this up.....	
<p>13. Motions on Notice</p> <p>13.1. To accept and approve all reports and updates presented at the general meeting: Executive, Treasurer, Swim Club, 2nd Hand Uniform Shop, Principal, Projects, Grants, Year 6 WG, and Fundraising (General).</p>	<p>To be moved by: Lauren Phillips Any objections: N Approved: Y</p>
<p>14. New and General Business</p> <p>14.1. Any other General Business?</p>	<p>Nil</p>
<p>15. Applications for membership and recording of new members</p>	<p>Nil</p>
<p>16. Date of next meeting June GM on Monday 17th June from 7pm</p>	<p>Discussed in person, meeting room being used for mental health training. The meeting room in the new hall may be an option, although not sure about connectivity for hybrid meeting, although we may just be able to use 'conference call' type setup too. Will explore options closer to the time.</p>
<p>17. Close</p>	<p>7:49pm</p>

Minutes prepared by
 Cassie Wagstaff
 P&C Secretary

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 Certified true and correct by
 Cassandra Aldcroft
 P&C President (Chair)
 RATIFIED AT THE AUGUST GENERAL MEETING 2024.

2024 Meeting Schedule – so you never have to miss another meeting again!!!			
Term 1		Term 3	
January	No General Meeting	July	No General Meeting
February	Monday 19 th – 5:30pm Hall Welcoming	August	Monday 19 th - 7pm
March	Monday 18 th – 6pm meet & greet, 7pm AGM kick-off.	September	No General Meeting

Term 2		Term 4	
April	Monday 22 nd – 7pm	October	Monday 21 st – 7pm
May	Monday 20 th – 7pm	November	Monday 18 th – 7pm
June	Monday 17 th – 7pm	December	TBD – Volunteer lunch celebration

RATIFIED