

Minutes – General Meeting

Date & time: Monday 16th October 2023

Chair: Karensa Gock P&C Treasurer

Minutes: Cassie Wagstaff & Lauren Phillips - P&C Secretaries

Location: ONLINE ONLY [Meeting Link](#) Meeting ID: 493 538 152 691 Passcode: N9CFgW

Meeting Opening	
<p>1. Welcome</p> <p>Acknowledgement of Country Apologies</p>	<p>Quorum: Y Meeting opened: 7:05pm Attendees: Karensa Gock, Cassie Wagstaff, Lauren Phillips, Carlie Freeman, Cristy Manzano, Amie Baldwin, Cathy Howie, Lachlan Thatcher, Julia Delaforce, Michelle Martin, Desma Hsu, Stuart Houlston (logged in 7:12pm), Eli Puczkowski (logged in 7:12pm), Alisha Busoli (logged in 7:15pm). Guests: Kylie Bass, Deb Cushing, Zoe Cameron, Georgie Roberts (PCYC) Apologies: Cass Aldcroft, Hazel Woolnough, Karen Purdy, Tristan Baskerville.</p> <p>Karensa welcomed everyone and declared the meeting open for business at 7:05pm. Cassie confirmed quorum was met. Karensa showed respect and acknowledged the Quandamooka people, traditional owners of the lands, winds and waters we call the Redlands.</p>
The SUPER SPEEDY SECTION – ie. <u>READ</u> before the meeting please!	
<p>2. Confirmation of minutes from previous meetings August GM 2023 August Special Meeting 2023</p>	<p>Amendments: N Approved: Y</p>
<p>3. Correspondence Refer to Register – see Att 1</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>(Please note: Only actions completed or progressing to be noted. Some actions with updates may be noted in their respective sections later in the meeting.)</i></p>	<p>Questions/Discussion: N</p>
<p>5. Table Executive Committee’s Report and decisions</p> <p>Exec Decisions since last meeting:</p> <ul style="list-style-type: none"> Approval for Swim Club Debit Card to temporarily exceed \$500 balance to support payment of expenses approved at August GM. Approved expenses: -\$409.00 foam machine hire for Colour Fun Run (October 18th), -\$95.00 data recharge for P&C room, 	<p>Questions/Discussion : N</p>

<p>-\$37.30 keys cut for garden shed to assist volunteers with watering roster, -\$8194.93 BLC invoice payment for irrigation work scheduled over September school holidays (noting \$6,105.62 paid using remaining grant funds leaving a \$2,089.31 balance paid from main P&C account).</p>	
<p>6. Treasurer’s Report and Financial Statement See attached Treasurer report – <i>see Att 3</i> (includes the Connection Corridor Budget updates) and swim club allocations from the main account – <i>see Att 4</i> – noting these figures will not be read out at GM.</p>	<p>Karensa noted that this month’s attachments included both the August and September financials. Karensa then advised that a decision was made to move to a previous season’s reporting method from September for the Swim Club, so members may have noticed a difference between the two reports shared.</p> <p>Questions/Discussion : N</p>
<p>7. Sub-Committee Reports and Financial Statements Swim Club Update– <i>see Att 5</i> Any business arising from Sub-Committee Reports and Financial Statements</p> <ul style="list-style-type: none"> • Assistant Treasurer Role – Section 3 – Motion <ul style="list-style-type: none"> ○ Nominations welcomed before October 18th 2023 • Stroke Correction – Section 10 - Motion 	<p>Amie advised that, as per her report, Niamh will resign as Treasurer of the Swim Club Subcommittee, effective at the end of the 2023 calendar year. Consequently, the Swim Club would like to create an Assistant Treasurer role for an easier transition next year.</p> <p>Questions/Discussion: N</p> <p>Motion: To create an Assistant Treasurer role for the Capalaba Amateur Swimming Club. Moved by: Amie Baldwin Any objections: N Approved: Y</p> <p>Motion: To spend \$335 from money raised from sign on and canteen sales to buy equipment to be used by the Swimming Club for Stroke Correction. Moved by: Amie Baldwin Any objections: N Approved: Y</p>
<p>8. Second-Hand Uniform Shop – Coordinator <i>Caitlin Lau</i></p>	<p>Karensa noted that both Term 2 consignment payouts and Term 3 stocktake/payouts were now all complete.</p> <p>Questions/Discussion: N</p>
<p>9. Scholastic Book Club – Coordinator <i>Nicole Nicholls</i> - Issue 6</p>	<p><i>Nicole not online but an Issue 6 summary was shared:</i></p> <p>Sales - \$945.00 Rewards - \$141.75</p> <p>Questions/Discussion: N</p>

The College and Campus Principals’	
<p>10. College Principals’ Report – <i>see Att 6 (will be sent later)</i> Includes standing agenda item of Anti-Bullying</p>	<p>Principal Notes: Lachlan reported a busy start to term 4 with various events, including Story Dogs/Soft Toys Day and Mental Health Week at both campuses held self-regulation workshops. Impressed by the size of the hall in week one and the progress being made in its construction. Expressed excitement about the hall's completion.</p>

	<p>Swimming lessons have begun, but there have been challenges related to weather and the service provider.</p> <p>Awards night was beautiful with a high turnout. Very proud of our student's achievements and grateful for the school community for their support.</p> <p>Praised Meagan Harris and the Arts team for their work on the awards night.</p> <p>Questions/Discussion: Y</p> <p>Amie inquired about the readiness of the pool for use on the following night for Swim Club as the pool was closed on Friday. Stuart shared that the pool wasn't ready on Friday due to cold water and high chlorine levels. The pool company comes on Mondays for maintenance, and there should be no issue for Swim Club on Tuesday night. Staff will be putting covers on the pool at the end of each day to maintain temperature and a review of the College's swimming program will be held soon. Any swimming lessons that have been missed so far this term will be made up in Week 9.</p> <p>Kylie asked if more information regarding how awards are achieved could be communicated to students and parents. Lachlan mentioned that in future, hopefully parents will be able to track a child's progress towards receiving an award in DayMap.</p> <p>Julia asked about attending Awards Night even if your child is not receiving an award. Lachlan confirmed the event is open to all, but families with children not receiving awards are generally not interested in attending. He is certainly open to more communications going out about awards night in the future.</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 • Jubilee grant / Tree planting • Revegetation <p>11.2. Mural Artwork / Floor Paintings</p> <ul style="list-style-type: none"> • Containers for Change 	<p>Connection Corridor Notes:</p> <p>A watering roster has been set up in the Connection Corridor fb chat to help us keep the new trees healthy– please let us know if you can help.</p> <p>Regarding the bike rack relocation on the junior campus, Carlie shared that QBuild will not be involved, as QBuild only assist with maintenance. The work will have to be completed with school funding. A quote has been received, and it'll now need to go to tender. This quote includes removing the existing bike rack fencing & concrete surface, and building the fencing in a new location.</p> <p>The Jubilee Grant is close to acquittal now, with us just waiting for the plaque to be installed.</p> <ul style="list-style-type: none"> • Action: Carlie and Karen are in discussion about its placement to ensure safety of students. <p><i>Update as per agenda:</i></p> <ul style="list-style-type: none"> • No C4C drive in term 4 due to no volunteers. There will be green bins and bags placed outside the hall for anyone that brings in eligible containers. • The prize day was held on 4 October for the winners of T1, T2 and T3 – dubbed 'the best day EVER' by many. The adults had just as much fun.

- **Wave of Change Program**

- **Subgroup update – Coordinator**
Cathy Howie

11.3. Toilet Transformations Project – Coordinator Cristy Manzano

- **Working bee** – 11 & 12 November 2023
- Approval of a second vending machine in the Junior Campus Library toilet for the girls, Cristy is in the process of organising the installation with Carlie.

11.4. Wish List (Discretionary) Funding

- Acquittal of SMT Polo Shirts (J. Robinson - R1 2023)
- **Round 1 Acquittals pending due 8 December 2023:**
- B. Power - Robot Head Battery purchase - \$168.18 (excluding GST)

Just Wood Fun was very appreciative of the \$100 fuel voucher made possible thanks to Kmart, Coles and a college parent.

- Volunteer update: We are waiting for a volunteer or two to come forth and continue this fundraiser.

Update as per agenda:

- The 3 bins for the junior campus will be moved to B block as per discussions with Ms Jane Catlow for the Year 3 students to fill. They have taken the initiative to collect containers during their breaks. The change they are making was evident during Term 3's C4C drive, taking first place with 1673 containers! Total containers for the drive were 2565, that's 65%!
- The 3 replacement senior campus bins were delivered on Thursday 12/10. Mr Joe Robinson has confirmed receiving them and that the SMT are very excited to begin their sustainability process!

Cathy online but no update to report until we receive outcome of GCBF grant application, expected this month.

Questions/Discussion: Y

Discussion shared regarding the purposes of the Murals Project and how it relates to the days selected for fundraising for the project (ie. C4C drive days on the Day for Daniel). Michelle confirmed that the mural artworks that will eventually be painted around the campuses will have more of a focus on bringing colour to the College, with possible themes including celebrating our First Nations community, inclusion, wildlife, encouraging sporting achievements, etc.

A suggestion was made by parents that students could benefit from increased education on days such as Day for Daniel, perhaps through guest speakers at the College, so they could better understand the significance of raising awareness for certain causes.

The vending machine for the junior campus, to be positioned in the unisex toilet in the library, has been approved by Share the Dignity. Carlie has consulted an electrician to make sure wiring is in the right place for the machine. Once confirmation is received, a date for the install can be booked, likely to be in late-January 2024.

Michelle encouraged extra volunteers to join the Working Bee on the 11th & 12th November. Carlie reported that QBuild have maintenance planned for the toilets, including asbestos removal. The College should receive confirmation by the end of this week about the date this work is due to take place.

- **Action:** Cristy and Michelle to meet with Carlie prior to the 11th November to ensure the P&C's TTP Working Bee plans can move ahead as scheduled.

Wishlist Funding notes:

The SMT's Polo Shirts look amazing, and they were worn proudly on the senior campus for the Day of Action Against Bullying and Violence on the 14th September.

- **Action:** Carlie to forward invoice for SMT shirts to Karensa for acquittal.

Questions/Discussion: N

<ul style="list-style-type: none"> - Y. Gee - Hospitality Equipment purchase up to \$800.00 (excluding GST) - A. Cahill - Yungaburra Room Items purchase up to \$550.00 (excluding GST) - J. Quinn - Junior Library Furniture purchase up to \$650.00 (excluding GST) <ul style="list-style-type: none"> • Round 2 Acquittal pending due 21 February 2024: - S. Houliston – metal signage for Jnr campus purchase up to \$800.00 (excluding GST) 	
<p>12. Other Activities and Reports</p> <p>12.1. Grants – see Att 7 Grants Updates – Coordinator Karen Purdy</p> <p>12.2. Year 6 Graduation Working Group – graduation party set for Dec 7th.</p> <p>12.3 Fundraising</p> <p><u>Term 3 – 2023 update</u></p> <ul style="list-style-type: none"> - Father’s Day Stall (30 – 31 August) - Father’s Day Raffle (18 Aug – 1 Sept) <p><u>Term 4 – 2023 update</u></p> <ul style="list-style-type: none"> - Crazy Colour Fun Run (18 October) – Organiser Nicole Nicholls Link to - Volunteer Sign Up Sheet - Krispy Kreme Drive 	<p><i>No updates for Working Groups this month, beyond what was shared in Karen’s grants report.</i></p> <p>The Father’s Day Stall and Raffle was a success again this year. Thank you to all involved who put time and effort in. Final figures will be provided in November’s meeting.</p> <p>Crazy Colour Fun Run still looking for extra volunteers to assist on the day. The excitement is building, and we have surpassed our fundraising goals for the event. Karensa commended the outstanding work of Nicole and Michelle for their efforts coordinating the event.</p> <ul style="list-style-type: none"> • Action: An urgent callout for fun run volunteers to be sent out via fb posts and emails to P&C members by 17/10/23. <p>The decision was made to not move ahead with Krispy Kreme this term after all. We’ll look to do this in Term 1 instead.</p> <p>Questions/Discussion: N</p>

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, and Fundraising.</p> <p>13.2. To approve the purchase of two World Teacher’s Day cakes at the expense of \$140</p>	<p>Motion: To accept and approve all reports and updates presented at the general meeting: Executive, Treasurer, Swim Club, 2nd Hand Uniform Shop, Book Club, Principal, Projects, Grants, and Fundraising.</p> <p>Moved by: Cassie Wagstaff</p> <p>Any objections: N</p> <p>Approved: Y</p> <p>With World Teachers’ Day fast approaching, the P&C traditionally contribute a cake to each campus to celebrate the work of our Capalaba State College teachers.</p>

<p>13.3. To approve the purchase of either a grass tree or native rosemary tree for Year 12 graduation garden for the 2023 graduates at a budget of \$30.</p> <p><i>***Can the College please clarify when the ceremony for presenting the plant will be held please?</i></p>	<ul style="list-style-type: none"> • Action: Lauren to pick cakes up on Friday morning (27/10/23) & deliver to the College. <p>Motion: To approve the purchase of two World Teachers’ Day cakes from the Meridale Park Bakery at the total expense of \$140.</p> <p>Moved by: Carlie Freeman</p> <p>Any objections: N</p> <p>Approved: Y</p> <p>The P&C also contributes a native rosemary tree each year for the Year 12 graduation garden, to be presented at the Year 12 graduation ceremony.</p> <ul style="list-style-type: none"> • Action: Cathy to deliver the tree to the senior campus prior to the graduation ceremony, held on the 17th November. <p>Motion: To approve the purchase of a native rosemary tree for the Year 12 graduation garden up to the value of \$30.</p> <p>Moved by: Cassie Wagstaff</p> <p>Any objections: N</p> <p>Approved: Y</p>
<p>14. New and General Business</p> <p>14.1. Breakfast club on senior campus.</p> <p>14.2. Back to school/booklists/packs/prep bags? <i>***Can the College please provide an update for 2024 preparation?</i></p> <p>14.3. School Rewards program at The Athlete's Foot Capalaba – (see Att 8)</p> <p>14.4. Any other General Business?</p>	<p>14.1. The Breakfast Club kicked off last Friday on the senior campus, thanks to the Cage Youth Foundation and senior student volunteers; this is wonderful and deserves a mention! It will be back every Friday for Term 4.</p> <p>14.2. No update on booklists for 2024 from the College yet.</p> <ul style="list-style-type: none"> • Action: Lachlan will share information as soon as it becomes available. <p>14.3. Athlete’s Foot rewards brochure for 2024 attached for College review.</p> <ul style="list-style-type: none"> • Action: The College will review the Athlete’s Foot brochure and let the P&C know if all information is still accurate. <p>Questions/Discussion: Y</p> <p>Cassie mentioned a get-together that was held in September outside of the P&C and gave a heartfelt thank you to P&C members Julia and Kevin for hosting at Cotton Corner. It was an opportunity to meet other college parents that perhaps we wouldn’t normally cross paths with to establish some strong connections within the College community – Jos Mitchell also attended and found out some wonderful initiatives and programs that the College offers. Thank you again Julia and Kevin.</p> <p>The possibility of collaborating with Community Connections Redlands to host another Movie Night at the College in 2024 was raised. Lachlan confirmed the P&C could use the school grounds for the event if volunteers are available to assist on the night.</p> <ul style="list-style-type: none"> • Action: P&C to confer with Michelle on best dates to propose to CC for consideration. <p>Parents are still having issues accessing student information on DayMap. There are also some problems with how DayMap delivers information to parents, re. invoices for camps shared before camp details, and it not always being apparent what notification relates to which student. Lachlan to take feedback to the developer to see how the issues can be resolved, and also advised that more guides will be delivered in January to inform parents of how to access notifications from the College and why certain information is delivered in a particular format. It was also suggested that less specific information regarding particular events could be shared on the College’s website- ie. dates/locations of school camps, etc.</p>

	<p>A suggestion was made to install more shade around the playgrounds and basketball courts. Something for the College and the P&C to consider for next year when mapping out the 2024 AOP.</p> <p>Year 6 Polo Shirts were raised, with a query to the College about having Year 5 students design their shirts this term so they're ready for students to purchase and wear much earlier in 2024. Stuart to follow up with Trent to get that ball rolling.</p> <p>The canteen roller door in the Swim Club was also discussed. Carlie reported that QBuild have received a quote and should process the contract soon for the work to take place.</p>
<p>15. Applications for membership and recording of new members</p> <p>3 applications received:</p> <ul style="list-style-type: none"> • Kristina Haynes – swim club (current blue card) • Kylie Bass – parent of student (current blue card) • Nicole Griffis – swim club (current blue card) 	<p>Motion: That applications for membership received from Kristina Haynes, Kylie Bass and Nicole Griffis be accepted.</p> <p>Moved by: Cassie Wagstaff</p> <p>Any objections: N</p> <p>Approved: Y</p>
<p>16. Date of next meeting Monday 20th November 2023 at 7:00pm</p> <p>17. Close</p>	<p>Karensa thanked all for attending and declared the meeting closed at 08:17pm.</p>

Minutes prepared by
 Lauren Phillips
 P&C Assistant Secretary

Certified true and correct by
 Karensa Gock
 P&C Treasurer (Chair)

Note these minutes were written post GM and utilising the General Meeting video recording

RATIFIED AT THE NOVEMBER GENERAL MEETING 20TH NOVEMBER 2023.

2023 Meeting Schedule – so you never have to miss another meeting again!!!

Term 1		Term 3	
January	No Meeting (school holidays)	July	Monday 17 th – 7pm
February	Monday 20 th – 7pm	August	Monday 21 st – 7pm
March	Monday 20 th (incl. AGM) – 6pm	September	No Meeting (school holidays)
Term 2		Term 4	
April	Monday 17 th – 7pm	October	Monday 16 th – 7pm
May	Monday 15 th – 7pm	November	Monday 20 th – 7pm
June	Monday 19 th – 7pm	December	No Meeting (school holidays)