

## General Meeting Minutes – February 2025

Date & Time: Monday 17<sup>th</sup> February 2025 6:30 pm  
Chair: Cass Aldcroft P&C President  
Minutes: Cassie Wagstaff - P&C Secretary  
Location: Redlands Meeting Room, Snr Campus  
(and MS Teams)

### Agreed Actions

- a) **Wish List Funding Acquittals (COMPLETE):** – *Remove from list* Lachlan to resolve outstanding acquittals for 2024 Wish List Funding and report progress at the next meeting.
- b) **Senior Sports Uniform Policy (Aug-24 Mtg):** – *Lachlan mentioned almost complete, hold over*
  - a. Lachlan to explore the blocks and/or beliefs held by senior campus staff regarding the policy.
  - b. Lachlan to respond to parent requests for senior students to be allowed to remain in their sports uniform throughout the day, addressing concerns around equity since other student cohorts can travel to and from school in their sports uniform.
- c) **Junior Campus School Day Proposal (Nov-24 Mtg):** – *Lachlan mentioned still ongoing, hold over*
  - a. Lachlan to investigate bus schedules and evaluate traffic impacts related to the proposed earlier finish time.
  - b. Lachlan to conduct staff surveys in Term 1, with feedback to be shared at a future P&C meeting.
- d) **Dress Code Update (Nov-24 Mtg):** – *Lachlan mentioned almost complete, should be uploaded this week, hold over*  
Lachlan to review and ensure the current dress code is uploaded to the school website.
- e) **Camps and Excursions (Nov-24 Mtg):** – *Lachlan mentioned he had a further draft, will provide for Minutes*  
Lachlan to finalise and share the 2025 excursions and camps list, including general dates, with the P&C
- f) **PCYC and Dental Clinic Demolition:** Awaiting approval, expected Easter Holidays.
- g) **Potential Campus Finish Time Change (Nov-24 Mtg):** – *Lachlan mentioned he had more work to do on this one, this also ties in with item above with the pickup/drop off zones*  
The Junior Campus Teachers would like to finish the school day five minutes earlier (2:40PM). The start times would be the same, morning assemblies would be shortened. Lachlan to provide update.
- h) **Pool Paint Issue (Feb-25 Mtg):** Lachlan to follow up with QBuild.
- i) **Yarning Circle Project (Feb-25 Mtg):** Cass to follow up on grants and handprint maintenance on Jnr campus.
- j) **Yarning Circle Project (Feb-25 Mtg):** Cass to email Tristan re. firepit options.
- k) **Wish List Funding Applications (Feb-25 Mtg):** Due by 2nd May 2025.
- l) **Uniform Policy Review (Feb-25 Mtg):** Lachlan to research cost disparity in socks.
- m) **Meeting Locations (Feb-25 Mtg):** Explore Junior Library for in-person meetings.
- n) **Competition Participation (Feb-25 Mtg):** Deb Cushing to liaise with Lachlan and teachers.
- o) **DayMap Notifications (Feb-25 Mtg):** Parents encouraged to provide feedback to admin.

# Meeting Minutes

## 1. Meeting Opening

Welcome and Acknowledgement of Country.

**Quorum:** Y

**Meeting opened:** 6:33pm

**Attendees: In Person:** Lachlan Thatcher, Tristan Baskerville, Cr Jason Colley, Cassandra Aldcroft, Katrina Hughes, Caitlin Taynton, Cassandra Wagstaff, Christina McIntosh, Deb Cushing, Alice Li, Gyanendra Timelishna, Jiwan Kharal, Cathy Howie, Desma Hsu, Jill Burke, Dennis De Villa, Nina De Villa, Belinda Manewell, Bronwyn Tuesley, **Online via link shared:** Georgie Roberts (PCYC), Shayla Stevens (PCYC), Lauren Phillips, Carlie Freeman.

**Apologies:** MP Russell Field & Stuart Houlston

## 2. Confirmation of Minutes

November GM 2024 minutes ratified.

## 3. Correspondence

**Att 1 Corro Register.** Correspondence register accepted.

## 4. Matters arising from previous meeting

Agreed actions discussed at this item. The following noted as complete.

- a) **Christmas Concert (Oct & Nov-24 Mtg): (COMPLETE).**
- b) **Toilet Transformation Project (Nov-24 Mtg): (COMPLETE).**
- c) **Mural Design Concepts (Nov-24 Mtg): (COMPLETE).**
- d) **Year 6 Graduation Venue (Nov-24 Mtg) (COMPLETE).**
- e) **Second-Hand Uniform Shop Keys (Nov-24 Mtg) (COMPLETE).**
- f) **Capalaba Swimming Club Logo (Nov-24 Mtg) (COMPLETE).**

## 5. Executive Committee's Report and Decisions

- a) Approved Payment - Louan Walker Mural Artwork \$10,800.00 – *Cathy excitedly discussed the process behind the murals for the new faces in the room and everyone expressed a desire for more – see more in item 11. b)*
- b) Approved Purchases for Shop tags for the 2<sup>nd</sup> hand uniform shop \$10.99
- c) Purchases for Mother's Day Stall \$302.00
- d) Approved \$4,434.00 for P&C Room Infrastructure Improvement (air conditioning installed end of 2024) – *Cass again thanked the school for assisting and co-contributing, the room is much nicer to work in and volunteers have expressed deep gratitude for this instalment.*

## 6. Treasurer's Report and Financial Statement

**Att 2's (2.1, 2.2 & 2.3) Treasurer's Report.** – *Katrina gave an overview of the current position noting her report will be in the minute attachments.*

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

**Att 3 Swim Club Treasurer Report.**

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

Parents question, after week 1, pool bottom (blue) coming off on childrens feet, ASANA raised, Lachlan confirmed that the need for resurfacing has not brought up by QBuild who do a review of the whole school once a year – timeframe for the next was not given by Lachlan. **(ACTION)**

## 8. Second-Hand Uniform Shop

### **Att 5 2nd Hand Uniform Shop Report.**

Cass ran through it and mentioned the key items such as the school assisting with getting the word out re the shop and needing donations/consignments. Cass also mentioned the amazing work that Cass is doing in the role.

## 9. Scholastic Book Club

Issue 1 orders due back 13<sup>th</sup> February.

## 10. College Principals' Report

### **Att 6 Principals Report (to be provided at the meeting and sent later).**

## 11. Projects and Initiatives

- a) **Yarning Circle** – P&C Committee to discuss next steps, completing Art Work & Fire Pit on Senior Campus. Also, is there any interest in landscaping around the circles (potential Grants).

*Jnr complete – Snr working with Kylie Barrett, working with the elders & kids, working with to get artwork finished – Tristan to ask 'Chris Paterson' re the students making a base for the firepit. **(ACTION)** Cass to email Tristan. Carlie – mentioned handprints have come loose (Cass to check out – **(ACTION)** Cass flagged Grants for landscaping. Carlie mentioned Dunwich SS, maybe reach out to them re their design. Cass to look through historic emails **(ACTION)**. Cathy mentioned planting could soften the area.*

- b) **Mural Artwork/Floor Paintings**

Wall Art work is COMPLETE! – and they look AMAZING! Huge thank you to everyone involved and artist Louan Walker @ [Pencilhead](#)

P&C to discuss if there is interest in more artwork on Junior and preferred way of working to increase artwork on Senior

*Year 8 area is a focus area, Cathy suggested a year 7 & 12 – Tristan mentioned ok with logistics and P&C To help with supplies. Brooke Howett SMT – Tristan to delegate facility and deputies to help. Louann perhaps. Lachlan mentioned that the Arts team is busy with the musical. Maybe term 3 for murals. HC parents noted not being aware of the musical, brief discussion was had about the upcoming musical and getting more awareness out to parents.*



- c) **Toilet Transformation Project**

Another successful working bee was completed for our Junior Campus toilet facilities. With a very small but dedicated team of school family volunteers, we gave all the toilets a thorough scrub, a gurney clean, and a fresh touch of paint. Additionally, the Year 6 girls' block received a full refresh, including a deep clean and a complete coat of paint. A BIG weekend (and hot) but happy with getting the facilities looking (and smelling!) fresh, ready for the start 2025 year.

**d) Wish list funding**

No outstanding acquittals. As discussed last year, in October 2024, the idea of the P&C holding a mega round at the start of next year was discussed.

*Discussion confirmed that it would be beneficial for all of us (P&C & school) to permanently move to holding just one round per year. End of Term 1/start of Term 2 would be most ideal time to do it. (ACTION) (update AOP 2025/26). April meeting discussed and it was discovered that it falls on a Public Holiday - Monday 21st – 7:00pm – will need to update this date – (ACTION)*

*Applications due in by 2 May.*

**Motion:** That super round applications for the wishlist funding for 2025 be due by 2 May.

**Moved by:** Katrina Hughes

**Objections:** N

**Accepted:** Y

**Connection Corridor** – No update at this time.

## 12. Grants

a) P&C Committee to discuss ideas for Term 1 & 2

*Swim club – Go for Gold*

*Tristan mentioned a rock climbing program*

*Traction program – issues discussed*

*Cass mentioned industrial design – blue edge / touchwood*

## 13. Fundraising

Fundraising to be discussed as part of AOP discussions.

*Disco – Tristan to investigate senior campus interest with the loss of Mick and other teachers in the Arts – perhaps term 4?*

*Mother's day and Father's day stalls to go ahead in some capacity.*

*Colour run – Coordinator and volunteer team required to make it happen, a date has been reserved.*

*Cass used this opportunity to mention that the executive team will be shifting and looking different in 2025/26 - President, Vice President x1/2, Secretary, stepping down – Treasurer & Assistant Secretary keen to renominate.*

*Krispy Kreme - easy but again needs a dedicated coordinator.*

*At this point in the meeting it was handed back to Lachlan to discuss totals of SRS fees – mentioned figures (Will email)*

*HC & Montessori – Lachlan working on Nerida started her role as lead HC & Montessori – both fee based - no SRS*

*Lachlan & Tristan mentioned 'subsidised / bulk rates' & private rate. Like for like, accountability, Lachlan can provide tracking report April / May meeting. (ACTION)*

**Motion:** To accept that we are continuing to be a SRS School for 2025.

**Moved by:** Lachlan Thatcher

**Objections:** N

**Accepted:** Y

## 14. Motions on Notice

Motion to accept and approve all reports and updates presented.

**Motion:** 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 (General).

**Moved by:** Katrina Hughes

**Objections:** N

**Approved:** Y

## 15. New and General Business

- a) Parent suggestion forwarded to Lachlan - Dave Kramer come to the school (for free) to discuss healthy relationships with the kids. Lachlan mentioned completing an EOI. – *Confirmed, can do it, just need to choose when. Lovebites and mini love bites – tie in. Respectful relationships as a part of Small Steps for Hannah (Insert link?) year 7 – 12. Q from floor – HC involved, Lachlan confirmed yes.*
- b) Parent email to P&C & School on 3 February - Review of Uniform Policy – Cost Disparity in Socks. - concerned about the cost difference in the school's uniform policy, where male students must buy \$15 "school navy" socks, while female students can get plain white socks for \$5. They urge the school to allow boys to wear cheaper plain navy or black socks.- *Lachlan confirmed that research would take place. Parent mentioned quality of boys socks from uniform shop isn't great and there aren't smaller sizes. ACTION*
- c) P&C Meeting times – see draft schedule at the end of this document. Do we want to keep these dates? Do we want to regularly review meeting dates / times. How do we increase attendance? – *No problems raised, no further discussion.*
- d) P&C Meeting location – is it possible to explore using the Junior Library or a Classroom for in-person meetings? Seeking something less formal than a meeting room and something that gives us more exposure to the same environments our kids frequent. – *Lachlan will explore twice a year in a different location.*
- e) College calendar of events – draft at the end of this document. Can we please have some more dates from the College? – *Lachlan will send dates.*
- f) Parent email to P&C - opportunities for students across both senior and junior school to participate in competitions such as ICAS, International Chemistry competition, math olympiad, science olympiad, big science competition, and others - some competitions are individual, others are teams. Parent am happy to provide a list of competitions that schools can participate in. – *The parent, Deb mentioned reaching out to multiple teachers for misc. competitions, Deb is happy to liaise with the teachers – Deb to send list to Lachlan, he will reply with contacts for Deb to reach out to.*
- g) AOP Discussion – **see Att 7** (Expiring AOP) – *Already discussed*
- h) Positions for AGM – all positions and memberships elapse – *Already discussed*
- i) *Parent from the floor DayMap – re notifications – late notices etc today re swimming carnival – week 10 – Daymap Q&A parent teacher maybe an opportunity. Parents to send examples ie. Screenshots etc. to [info@capalabasc.eq.edu.au](mailto:info@capalabasc.eq.edu.au) so that the admin team can organise and collate.*
- j) *PCYC – Georgie Roberts spoke to the handover Shayla Stevens. Georgie is going back to Uni to study midwifery, Georgie was thanked for her time with us by Lachlan and parents.*
- k) *Carlie Freeman from the floor – Tuckshop is moving to 4 days a week announcements coming soon, both senior and junior campus tuckshops are looking for volunteers – Yola (Jnr) or Heli (Snr) – reach out to [cfree2@eq.edu.au](mailto:cfree2@eq.edu.au) Cass mentioned that maybe P&C could advertise on fb?*
- l) *Caitlin – tuckshop prices inconsistent with munch monitor and in person, mentioned that the price increase is quite high Lachlan mentioned that it is relevant and justified with rise of costs. Carlie mentioned being a College owned business, the profits go to staff wages and to the College, Carlie will investigate Munch Monitor. ACTION*

## 16. New Members

Cr Jason Colley (Blue Card), Bronwyn Tuesley (Parent of Student), Christina McIntosh (Parent of Student)

**Motion:** That all new applications for membership be accepted and automatically resubmitted at the 2025 March AGM.

**Moved by:** Cassie Wagstaff

**Objections:** N

**Approved:** Y

## 17. Date of Next Meeting

Next General Meeting: Monday 17th March– 6:00pm **GM** Break for meet & greet and food. 7:00pm **AGM** kick-off.

*P&C hosting this as an in-person event only. School Staff / Leadership are and will be warmly invited.*

Close: Meeting closed at 8:06pm.

**P&C General Meetings 2025**

<b>Term 1</b>	
<b>January</b>	No General Meeting
<b>February</b>	Monday 17 <sup>th</sup> – 6:30pm
<b>March</b>	Monday 17 <sup>th</sup> – 6:00pm GM.
<b>Term 2</b>	
<b>April</b>	Monday 21 <sup>st</sup> – 7:00pm – to be rescheduled, public holiday
<b>May</b>	Monday 19 <sup>th</sup> – 7:00pm
<b>June</b>	Monday 16 <sup>th</sup> – 7:00pm
<b>Term 3</b>	
<b>July</b>	Monday 21 <sup>st</sup> – 7:00pm
<b>August</b>	Monday 19 <sup>th</sup> - 7:00pm
<b>September</b>	Monday 15 <sup>th</sup> - 7:00pm
<b>Term 4</b>	
<b>October</b>	Monday 20 <sup>th</sup> – 7:00pm
<b>November</b>	Monday 17 <sup>th</sup> – 7:00pm
<b>December</b>	Nil meeting – TBC informal event

**College Dates 2025 (known to P&C – should be regularly updated)**

<b>Term 1</b>	
<b>January</b>	Fri 31 <sup>st</sup> – Year 7 Friendship Day
<b>February</b>	Fri 7 <sup>th</sup> – Senior Swimming Carnival Wed 19 <sup>th</sup> – School Photos Thu 27 <sup>th</sup> make up photo day
<b>March</b>	Fri 7 <sup>th</sup> – Senior Cross Country Fri 21 <sup>st</sup> – Harmony Day (dress in Orange) Wed 12 <sup>th</sup> – Mon 24 <sup>th</sup> NAPLAN Fri 28 <sup>th</sup> – Junior Cross Country Yr 11 & 12 Interschool Gala Sports Day/s? Year 7 & 8 Interschool Sports Day/s? Mozart to Metallica Concert date? Mon 31 <sup>st</sup> March to Wed 2 <sup>nd</sup> April Year 9 Camp
<b>Term 2</b>	
<b>April</b>	Tue 1 <sup>st</sup> Parent Teacher Interviews Thu 3 <sup>rd</sup> Easter Hat Parade 7 <sup>th</sup> – 18 <sup>th</sup> – School Holidays Cluster Sports dates?
<b>May</b>	Fri 2 <sup>nd</sup> Senior Campus Cross Country Thu 8 <sup>th</sup> – Fri 9 <sup>th</sup> – Mother’s Day Stall Fri 23 <sup>rd</sup> – P&C Day – celebrate your school volunteers
<b>June</b>	Fri 20 <sup>th</sup> – Senior Athletics Carnival Tue 24 <sup>th</sup> Artsfest Mon 30 <sup>th</sup> – School Holidays Commence (ends Fri 11 <sup>th</sup> July)
<b>Term 3</b>	
<b>July</b>	Leaders Parliament House Tour? Year 11 Leadership Camp dates? Wed 9 <sup>th</sup> – Fri 11 <sup>th</sup> Year 11 Leadership Camp Junior Cluster Sports Dates?

<p><b>August</b></p>	<p>Mon 4<sup>th</sup> to Wed 6<sup>th</sup> – Year 7 Camp                  Mon 11<sup>th</sup> – Redlands Show Holiday (No School today)                  Mon 11<sup>th</sup> to Fri 15<sup>th</sup> – Science Week, theme “Decoding the Universe – Exploring the unknown with nature’s hidden language”                  Wed 13<sup>th</sup> to Fri 15<sup>th</sup> – Book Fair held in Junior Campus Library                  Mon 18<sup>th</sup> to Fri 22<sup>nd</sup> – Book Week, theme “Book an Adventure”                  Wed 28<sup>th</sup> to Thu 29<sup>th</sup> – Father’s Day Stall</p>
<p><b>September</b></p>	<p><b>Mon 1<sup>st</sup> Co-Curricular Photos</b>                  Fri 5<sup>th</sup> – Student Free Day                  Thu 11<sup>th</sup> – R U OK? Day                  Mon 22<sup>nd</sup> – School Holidays Commence (ends Fri 3<sup>rd</sup> Oct)                  College Awards nights date?</p>
<p><b>Term 4</b></p>	
<p><b>October</b></p>	<p>Fri 31<sup>st</sup> – Day for Daniel (dress in Red)                  Fri 31<sup>st</sup> – Qld celebrate’s World Teacher’s Day                  Year 5 camp dates?</p>
<p><b>November</b></p>	<p><b>Mon 17<sup>th</sup> School Formal</b>  <b>Fri 21<sup>st</sup> Final Day for Year 12</b></p>
<p><b>December</b></p>	<p>Junior Swimming Carnival dates?                  “Up Day” Meet your 2026 Teacher date?                  College Christmas Concert date?                  Year 6 White Water World trip?                  Year 6 Graduation date?                  Mon 15<sup>th</sup> Dec – School Holidays Commence</p>