

Minutes – Special Meeting

Date & time: Wednesday 30th August 7pm

Chair: Cass Aldcroft P&C President

Minutes: Cassie Wagstaff P&C Secretary

Location: Snr Campus Redlands Meeting room [google map link](#) & [online via teams link](#)

IN-PERSON ATTENDANCE WAS HIGHLY ENCOURAGED.

Constitution Section 21.5

A Special Meeting may only be convened for:

- the tabling of actions of the Executive Committee in dealing with matters of urgency
- proposed amendments to the Constitution
- proposed removal of a member of the Association
- proposed removal of an Officer of the Association
- proposed dissolution of the Association
- business determined by resolution of members of the Association at a general meeting to be dealt with at a special meeting
- business determined by the Officers of the Association to be dealt with at a special meeting
- business determined by written request to the Secretary of a majority of Association members to be dealt with at a special meeting

This meeting was called to address the urgent matter of the Year 6 post-graduation event. Recent actions and occurrences within the Year 6 parent and caregiver cohort had been raised with the P&C Executive due to concerns about escalating tensions within the group and the potential impact on the post-graduation event experience.

Notice of this meeting was initially distributed Tuesday 22nd August 2023 to comply with the minimum requirement of 7 days’ notice. Quorum for this meeting was 7 members of the P&C.

Meeting Opening

1. Welcome

Acknowledgement of Country
Apologies

Quorum: Y

Meeting opened: 7:10pm

Attendees In-person: Cassandra Aldcroft (Cass), Cassandra Wagstaff (Cassie), Michelle Martin, Kass Carter, Christine Manzano, Jill Burke, Sheena Larter, Rebecca Grugan, Heather Peat, Jodie Moore, Nadia Taylor, Alisha Bond, Tamika Buckley
Year 6 Student Captains: Emma & Sophia,

Attendance Online: Karensa Gock, Lauren Phillips, Cathy Howie, Trisha Vaccarino (Guest), Eliana Puczkowski (joined at 7:34pm after item 2).

Apologies: Nil

Emma & Sophia, year 6 captains, delivered the Acknowledgement of Country.

Item/s for which the meeting was called

2. Year 6 Graduation Event Working Group

Proposal to stand up a Year 6 Graduation Event Working Group under the P&C

Cass welcomed all attendees and invited Emma and Sophia, year 6 captains, to join the meeting.

Cass introduced the purpose of the meeting, which was to discuss and hopefully gain support for the formation of a working group to manage the year 6 graduation event this and for years to come.

A Working Group was discussed effective immediately if voted upon and the option of a working group or sub-committee 2024 onwards.

Cass explained that the proposal aimed to address the challenges faced by year 6 parents each year in organizing the graduation event. These challenges often included

last-minute preparations and uncertainty about event details this year in particular due to the growing tension amongst the parents witnessed by the P&C Executive members.

Cass clarified that the P&C would not and never be directly organising the event but would support the creation and continuation of a working group. This year's working group will be formed immediately, and future working groups would be formed at the AGM in March and consist of interested parents and guardians who would collaboratively plan and execute the event.

She outlined the benefits of having such a working group, including early notice for year 6 parents, access to P&C resources like public liability insurance, good relationship with the school, possible fundraising opportunities and payment platforms and options, and the opportunity for the P&C to provide guidance and support. The working group would operate informally under the guidance of the P&C and be held liable to report back to the P&C with their progress – to formalise and move motions etc. - an actual governance structure to make decisions. Cass reiterated that in no way was it suggesting that the P&C would organise it, they would just be pulling together an applicable cohort yearly.

A working group format is really best for 2023, but the P&C may look at a subcommittee more formally next year. To be a member of a working group, you don't have to be P&C member, you can report back quite informally to the P&C, but next year, if it were to continue, a sub-committee may be more appropriate with an executive team and if they decide they deal with money, they'd have a treasurer.

Cass mentioned that this approach could enhance transparency, accountability, and communication between the school, the P&C, and parents. The intention was to create a smoother and more organised post-graduation event.

Attendees were encouraged to share their thoughts on the proposal. The floor was open for questions and opinions.

Q&As were:

- Q. Would the Working Group need to attend P&C Meetings?
- A. No, they would meet regularly in say 15-minute intervals every two weeks via teams or in person and follow somewhat of a 'to-do list'. The group will nominate a 'spokesperson' to report to the P&C at general meetings.
- Q. Would members of the Working Group need to be P&C Members?
- A. No – just people willing to dedicate time and effort to the group and purpose, generally aiming at current year 5 & 6 parents for the year, hoping that all going well, eventually hoping there will be a flow of year 5 parent volunteers step up so that when their child graduates in year 6, they get the same sort of arrangement.
- Q. Can students be members?
- A. In regards both the Working Group and Subcommittee options, we believe that they can attend meetings/be involved but not vote.
- Q. How would fundraising work?
- A. Cass explained that any P&C fundraising initiatives should align with the overall campus objectives. Fundraising activities should either have a broad impact across the campus or be designed to support multiple cohorts of students over consecutive years.

The importance of adhering to P&C Guidelines was stressed. A Year 6 subcommittee approach would help ensure that fundraising efforts are consistent year on year, in line with these guidelines.

Cass noted that not all P&C fundraising opportunities that arise during the year can be pursued and, in such cases, these opportunities may be able to be offered to raising funds for the event.

	<p>Cass sought feedback on whether attendees believed it was a good idea and if they had any concerns or suggestions.</p> <p>It was unanimously agreed upon that the working group would be formed effective immediately.</p> <p>Motion: To approve the Year 6 Graduation Event Working Group for the P&C to commence immediately. Moved by: Cassie Wagstaff Votes: Y 11 /N 0 Approved: Y</p>
<p>3. Terms of Reference Refer to <i>Att 1</i></p>	<p>Cass ensured that everyone had access to the ‘terms of reference’ to refer to during discussions. Cassie mentioned that there’s not really mention of ‘students voice’. Cass pointed out point 5 under ‘purpose’ and proceeded to suggest another heading – and a point that says something more along the lines of ‘there is an expectation that the working group will make endeavours to represent the year 6 student cohort.’ Sheena suggested this be a 4th point under membership – this was agreed upon.</p> <p>Cass wrote out the amendment and Cassie moved the motion.</p> <p>Amendments: Y - made Motion: To adopt the Year 6 Graduation Event Working Group Terms of Reference with the amendment a fourth bullet point under membership ‘there is an expectation that the working group will make endeavours to represent the year 6 student cohort.’ Moved by: Cassie Wagstaff Votes: Y 12 /N 0 Approved: Y</p>
<p>4. Call for membership Members will be called for and tabled during the meeting. Noting there is an expectation that with membership will come a requirement to actively participate in the organisation and execution of the event.</p>	<p>Cass called for members and the following people nominated – noting that there is an expectation that members will be actively involved in organising the event:</p> <ol style="list-style-type: none"> 1. Kass Carter 2. Nadia Taylor 3. Heather Peat 4. Sheena Larter 5. Christine Manzano 6. Alicia Bond 7. Rebecca Grugan 8. Cassandra Aldcroft 9. Tamika Buckley <p>As a collective – this was declared the members of the working group. Members can be added later if interest is expressed.</p>
<p>5. Meeting Schedule Time to determine the meeting schedule for the WG.</p>	<p>TBC – Tentatively, Fortnightly on a Wednesday evening in person or online via teams.</p> <p>Questions/Discussion: Y</p>
<p>Meeting Close</p>	
<p>6. Close</p>	<p>Time: 7:52pm.</p>

Minutes prepared by

Lauren Phillips
P&C Assistant Secretary

Certified true and correct by

Cassandra Aldcroft
P&C President (Chair)

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

RATIFIED AT OCTOBER GENERAL MEETING 16TH OCTOBER 2023.

RATIFIED



**CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION**

YEAR 6 GRADUATION EVENT WORKING GROUP

PURPOSE

- To operate within the delegations of the Parents & Citizens Association (P&C).
- Develop the plan for a Year 6 graduation event.
- Be actively involved in organising and executing the graduation event's various aspects.
- Participate in decision-making regarding event details and budget allocation.
- Act as the liaison between the Year 6 parent body, Junior Campus School Principals, and Junior Campus Student Leaders.

MEMBERSHIP

- Persons who participate in the group should have an affiliation and/or interest in the College, preferably parents of Year 6 students or those with a vested interest in the event.
- Volunteers should have dedicated to contributing to the success of the graduation event and be prepared to take an active role.
- The Chair/Spokesperson of the Working Group should be selected from the members and agreed upon collectively.
- There is an expectation that the Working Group will make endeavours to represent the Year 6 student cohort.

DELEGATION

- The P&C determines the scope of the working group at recommendation from the working group.

MEETINGS

- The Working Group will meet on a regular basis as required to implement the plan for the event and any associated activities.

MINUTES / REPORTS

- Formal minutes or reports are not required. The group should keep notes after meetings to document agreed actions or important points. These notes can be summarised and forwarded to the P&C at a General Meeting to keep the P&C updated. These notes may also be shared with school administration or Year 6 parents for updates.

ROLES

- **Chair/Spokesperson:** chair meetings, act as spokesperson if required, send updates to the P&C
- **Members:** attend meetings, attend events, work with other members of the group.

Post 2023 event the P&C shall give consideration to whether this working group be disbanded and replaced by a sub-committee at the 2024 AGM.