

# Minutes – General Meeting

Date & time: Monday 21<sup>st</sup> August 2023 7:00pm

Chair: Cass Aldcroft P&C President

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

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

Meeting Opening	
<p><b>1. Welcome</b></p> <p>Acknowledgement of Country Apologies</p>	<p><b>Quorum:</b> Y <b>Meeting opened:</b> 7.10pm <b>Attendees:</b> Cass Aldcroft, Cassie Wagstaff, Lauren Phillips, Karensa Gock, Cristy Manzano, Sheena Larter, Brad Aldcroft, Amie Baldwin, Niamh Cawley, Stuart Houliston, Nicole Nicholls, Bianca Kemp, Rebecca Grugan <b>Guests:</b> Heather R. <b>Apologies:</b> Lachlan Thatcher, Carlie Freeman, Cathy Howie, Michelle Martin, Hazel Woolnough</p> <p>Cass welcomed everyone and declared the meeting open for business at 7:10pm. Cassie confirmed quorum was met. Cass 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><b>2. Confirmation of minutes from previous meeting</b> July 2023</p>	<p><b>Amendments:</b> N <b>Approved:</b> Y</p>
<p><b>3. Correspondence</b> Refer to Register – see Att 1</p>	<p><b>Questions:</b> N <b>Approved:</b> Y</p>
<p><b>4. Matters arising from previous meeting</b> 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><b>4.1.</b> Bike rack relocation. Confirmation required to proceed with work in Jnr YC area.</p>	<p>The bike rack relocation was queried with Stuart. To his knowledge the quote has been submitted to QBuild for it to be put in on the cemented area between the tuckshop and D Block. No date has been advised for this work to take place. P&amp;C to keep item on the AR to keep track and recommence plans for the YC once relocation complete.</p> <p>Nil further questions raised.</p> <p><b>Questions/Discussion:</b> N</p>
<p><b>5. Table Executive Committee’s Report and decisions</b> Exec Decisions since last meeting</p> <ul style="list-style-type: none"> <li>• Approved expenses: <ul style="list-style-type: none"> <li>- \$1580.00 Father’s Day Stall purchases</li> <li>- \$40.00 parking for P&amp;C state conference (+0.32c fee)</li> <li>- \$2671.00 Swim Club start-up purchases (logo polo shirts for main volunteer team + logo gear for welcome swim packs)</li> </ul> </li> </ul>	<p><b>Amie noted:</b> Swim purchases were expensed from new fundraising.</p> <p><b>Questions/Discussion :</b> N</p>
<p><b>6. Treasurer’s Report and Financial Statement</b></p>	<p>Discussion shared about Xero and their most recent price rise. Karensa advised that this means Xero works out to now be not much</p>

See attached treasurer report – *see Att 3* (includes the Connection Corridor Budget updates) and swim club allocations from the main account – *see Att 4* – **noting these figures will not be read out at GM.**

Kindly be informed the Xero accounting software price is changing from 13 September. Current monthly subscription cost is \$44.25 including a not-for-profit discount of 25%. New monthly subscription cost will be \$48.75 including a not-for-profit discount of 25%. \$4.50 increase per month, \$54 annual.

more than what MYOB would cost us. However, with the ease of using Xero software compared to the expense of moving all of our accounting over to MYOB, Karensa is not in favour of making the switch for the sake of a \$54 per year difference. No objections raised from meeting attendees. Cass noted we would monitor for future price rises and impacts on us.

**Questions:** N

**7. Sub-Committee Reports and Financial Statements**

**7.1. Swim Club Budget– update from Treasurer**

*Niamh Cawley– see Att 5*

**7.2. Swim Club Update– update from Chairperson**

*Amie Baldwin– see Att 6*

Any business arising from Sub-Committee Reports and Financial Statements

As per Amie’s report, approval is sought to proceed with the following expenses (quotes supplied in *Att 6*):

Purpose	Vendor	Cost	Funded From ( <i>see Att 6 for further info</i> ):
Launch Party	Woolworths/ Pattimore's Meats	\$332.00	Revised start-up costs, as per budget
Start Up of Canteen	Woolworths	\$929.10	Start-up costs, approved at June GM
	Pattimore's Meats	\$398.94	
	QCC Hospitality Supplies	\$165.33	
	Big W	\$555.40	
	Officeworks	\$37.92	
	Kmart	\$93.50	
To sell in Canteen (goggles/swim caps)	Vivi Capalaba	\$247.02	Start-up costs, approved at June GM. <i>Negotiated with this expense, Vici will donate new backstroke flags</i>
Square Terminal for swim nights	JB Hifi	\$329.00	Fundraising & any leftover EDB Training donations.
Data SIM card & prepaid data	Officeworks	\$30.00	
20 port USB charger	Catch.com.au	\$64.00	Revised start-up costs, as per budget
100 AA batteries	Jaycar	\$29.95	
Power boards/cords	Bunnings	\$100.44	
<b>TOTAL</b>		<b>\$3,312.60</b>	

**7.3. Vice-Chairperson role for swim club – 1 nomination received. Any other nominations?**

The following was discussed regarding Swim Club’s reports and attachments:

- The FY23/24 budget was revised to allow for fundraising, donations and expenses that were not included previously.
- The Square terminal expense was queried as the P&C already has a device that could be shared. It was ultimately determined that it was worthwhile, for the convenience it will provide and how frequently it will be used.
- The Swim Club will be run as a card-only service to avoid the need to regularly bank cash.
- The 23/24 swim season will open as planned despite there being some maintenance requests still not finalised by QBuild.
- Pool Party to launch on the 30<sup>th</sup> September.
- **Action:** Bianca to email Carlie to discuss if there’s a faster way to proceed with repairs, engaging our own professional contacts.
- **Action:** Karensa to check insurance for storage of devices etc in swim area.
- **Action:** Swim Team to check that the floodlights and lights in the grandstand are operational prior to opening.

**Motion:** To accept and approve the revised budget for the FY23/24 season of the Capalaba Piranhas Amateur Swimming Club  
**Moved by:** Niamh Cawley  
**Any objections:** N  
**Approved:** Y

**Motion:** To accept and approve the expenses outlined in Section 7.2, totalling \$3312.60, to cover start-up costs for the FY23/24 season of the Capalaba Piranhas Amateur Swimming Club  
**Moved by:** Amie Baldwin  
**Any objections:** N  
**Approved:** Y

**Motion:** To accept that Bianca Kemp be declared duly elected to the role of Swim Club Sub-Committee Vice-Chairperson.  
**Moved by:** Amie Baldwin  
**Any objections:** N  
**Approved:** Y

**8. Second-Hand Uniform Shop – Co-ordinator Caitlin Lau**

Karensa advised that all Term 2 stocktake payouts will be completed soon. Cass noted that unfortunately volunteers have been encountering the occasional no-show to appointments, which may mean we’ll need to move to confirming appts in the future. Noted

	<p>that the appointment system we use also has the ability to mark someone has no show and you can see in their appointment history if that's something that happens often.</p> <p><b>Questions/Discussion : N</b></p>
<p><b>9. Scholastic Book Club – Co-ordinator Nicole Nicholls</b></p> <ul style="list-style-type: none"> <li>- Issue 5 sales were great at \$886. This gave us \$132.90 in rewards.</li> <li>- Issue 6 catalogues will be heading home with students.</li> </ul>	<p>Book Club update was included in the agenda.</p> <p>Nicole added the Issue 6 catalogues went out last week with orders closing on the 28<sup>th</sup> August.</p> <p><b>Questions/Discussion : N</b></p>

**The College and Campus Principals'**

<p><b>10. College Principals' Report – see Att 7 (will be sent later)</b></p> <p>Includes standing agenda item of Anti-Bullying</p>	<p><b>Principal Report Highlights (see report for full details) :</b></p> <ul style="list-style-type: none"> <li>• 100 Days of Learning for Prep students</li> <li>• Breakfast Club</li> <li>• Enrolment interviews for 2024</li> <li>• Montessori</li> <li>• Science Week</li> <li>• Year 12 exam preparations</li> <li>• Health Academy</li> <li>• High Performance Sport</li> </ul> <p>Stuart delivered the report in Lachlan's absence, and further added:</p> <ul style="list-style-type: none"> <li>• A gold-coin fundraising day likely occurring in Week 2 T4 to raise money for the Story Dogs program.</li> <li>• Montessori would like to run a Christmas market this year and are looking to incorporate it with the Jnr Christmas Concert.</li> </ul> <p><b>Questions/Discussion: N</b></p>
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**The FUN stuff**

<p><b>11. Projects and Initiatives</b></p> <p><b>11.1. Connection Corridor</b></p> <ul style="list-style-type: none"> <li>• Yarning circles Junior and Senior Campuses</li> <li>• Jubilee grant / Tree planting</li> <li>• Revegetation</li> </ul> <p><b>11.2. Mural Artwork / Floor Paintings</b></p> <ul style="list-style-type: none"> <li>• <b>Containers for Change</b></li> </ul>	<p><b>Connection Corridor Notes:</b></p> <p>No CC update to share this month.</p> <p><i>All Mural updates as per agenda:</i></p> <ul style="list-style-type: none"> <li>• Next drive is booked for Book Week, 24 August. As agreed with the college, the drive will revert to junior campus participation only, and the senior campus will focus on their 3 permanent Wave of Change bins instead.</li> <li>• Drive bins have been booked for delivery 22 Aug and pickup 25 Aug. Same procedure, bins will be placed outside the hall canteen on Wednesday and then moved to outside the small fence near the swimming pool on Thursday for collection on Friday.</li> </ul>
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- **Wave of Change Program**

- **Subgroup update – Co-ordinator Cathy Howie**

**11.3. Toilet Transformations Project – Co-ordinator Cristy Manzano**

*Cristy had a meeting with Carlie last month please see below points as an outcome of that meeting:*

- Government funding for the toilets will not be available for at least 18 months. Although Carlie has advocated for replacement floors, we cannot confirm a timeline. Carlie has recently met with the regional Infrastructure Manager and discussed what facility improvements need to take place at our college (which includes a number of roof replacements). She advised that she'll do everything possible to advocate on our behalf with Central Office for funding for improvements (including the flooring) to the Junior Campus Amenities. Carlie advised we need to wait for this process to be progressed and will provide updates when available.
- Carlie advised we not spend money on paint as this would be part of the programme.
- Cristy asked Carlie if we could replace the junior campus bins as they are quite small and overflowing at the end of the day, this has been addressed with the cleaners and will be replaced in due course.
- Carlie has also replaced soap dispensers and toilet roll holders, which will hopefully reduce waste and mess in the toilets.
- Cristy did address with Carlie possibly using one of the toilets as a dedicated year 6 girls' toilets and decorating it for the girls with a vending machine and colourful artwork, Cristy has since contacted Share the Dignity and shown interest in becoming part of the

- The prize will be booked for closer to end of Term 3 for the winners of T1, T2 and T3 as per the request to minimise interruption to class timetable.
- Volunteer update: We are waiting for an eco-warrior or two to come forth and unlock the full lucrative potential of this fundraiser.
- The 3 WOC bins for senior campus were left outside the admin office on June 21 for the SMT via Joe and Ash. Joe contacted me at the beginning of this month and advised that the bins are not at reception. I have asked they be searched for on campus, possibly check with the cleaners before I ask for another 3 bins.
- The 3 bins for the junior campus are in the P&C room pending information posters and location placement – hoping to have these in place by the end of Term 3.

*Cathy not online to share further update.*

Cristy recapped her meeting with Carlie, as shared in the agenda, and reiterated that Carlie has warned that any efforts we may make now could end up being wasted if an amenities upgrade is provided with government funding in the future. At this stage there is no set date for any upgrades so it's hard to say how long that wait may be. Bec noted that Bristol Paints had agreed to donate paint for this project months ago, so consensus was that if it was just a case of members donating their time to give the toilets a small update while we wait for larger renovations to be done by the school then it was still worth forging ahead with. Cristy raised her concerns that paint alone won't be enough to fix some of the structural issues in the toilets; and that 18 months is a long wait for the extra funding if they don't get fixed until that funding is released. Discussion also shared regarding a designated toilet for Yr6 girls that could have a sanitary product vending machine installed. Karensa suggested it would be ideal to also allow girls from Yr4 & above access to this toilet, in which case it was confirmed that Carlie's suggestion of using the unisex toilet in the library would be the best solution.

- **Action:** A scope of work to be completed focussing on 1 x girls toilet plus 1 x boys toilet to see what the P&C can gain approval to fix to make some headway with this project.
- **Action:** Lauren to forward Kylie Barrett's details to Cristy regarding the Yr 8's toilet block project on the senior campus.

programme. Carlie has suggested this machine go in the unisex toilet in the library.

**11.4. Wish List (Discretionary) Funding**

*R2 2023 – closed 7<sup>th</sup> August – acquittal due by 21<sup>st</sup> February 2024*

- **Request for funding received on 10 August 2023 – see Att 8**

One Wishlist Funding application for Round 2 2023 has been received for funding to purchase 5 x metal signs displaying expectations for different areas of the school (tuckshop, eating time, assembly, undercover play and outdoor play). Whilst Stuart’s quote totalled \$525.00, it was discussed amongst the group that approving up to \$800.00 was appropriate so the leadership team had the option to eventually purchase additional signs to be installed in other areas of the school (e.g. there is more than one eating area in the school).

No objections were raised.

**Motion:** To approve up to \$800 excluding GST *total* contribution to Stuart Houliston’s request to purchase (600x900mm) ACM metal signs as part of Wishlist Funding Round 2 2023.

**Moved by:** Karensa Gock

**Any objections:** N

**Approved:** Y

**12. Other Activities and Reports**

**12.1. Grants – see Att 9 Grants Updates – Co-ordinator Karen Purdy**

Update as per Karen’s attached report. Karensa further reported that the irrigation can be installed in place and once that connection is in, the school plumber will install a tap. Plants will be going in soon, but they are yet to be ordered, and a revised quote is expected this week for planting work starting this coming weekend.

- **Action:** Check with Karen if we should do a watering roster to be created to keep new plants healthy over the holiday break.

Questions/Discussion: N

**12.2 Fundraising**

Term 3 – 2023 update

- Father’s Day Stall (30 – 31 August)
- Father’s Day Raffle (18 Aug – 1 Sept)

Father’s Day Stall is on track with online orders coming in. Callouts going out in the next couple of days asking for volunteer support to help man the stall.

Term 4 – 2023 update

- Crazy Colour Fun Run (18 ~~20~~ October) – **Organiser Nicole Nicholls**
  - o Online Fundraising has been launched and we have received all products for the day.
  - o Launch day is Thursday 31st August at assembly. Nicole has provided the assembly script to Stuart, and he is going to inform everyone then. I'm unsure how we will approach this with senior as we don't yet have a contact email. But if they can also launch at assembly that day it would be great.
  - o Teachers will give each student their letters and books on this day to go home so fundraising profiles can be started. Nicole will be finalising all the printed material this week.

Karensa commended Kass Carter for putting the Father’s Day raffle prize together. Prize is valued at over \$900 and closes Friday 1<sup>st</sup> September at 9pm.

Colour Fun Run update is as per agenda.

- **Action:** Cassie to attend school staff meetings on 29/08/23 to give teachers the booklets to hand out to students.
- **Action:** P&C to request Save the Date post be shared to school FB page for wider exposure.
- **Action:** Colour Fun Run committee to be created to assist Nicole with the planning in the lead up to the event.

The Krispy Kreme drive will now be in the second half of Term 4. It would have been too busy to add it to Term 3 alongside the Father’s Day events, and then the launch of the fundraising campaign for the Colour Run.

No further questions raised.

<ul style="list-style-type: none"> <li>○ We need assistance with creating a committee to help with this event. Email <a href="mailto:nicole@capalabascpandc.com.au">nicole@capalabascpandc.com.au</a> for more info and to get involved!</li> <li>- Krispy Kremes – Suggesting we move this fundraiser to late T4 to avoid clashing with other events in T3/early T4.</li> </ul>	
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<b>Let's wrap this up.....</b>	
<p><b>13. Motions on Notice</b></p> <p><b>13.1.</b> To accept and approve all reports and updates presented at the general meeting: Executive, Treasurer, Swim Club, 2<sup>nd</sup> Hand Uniform Shop, Principal, Projects, Grants, and Fundraising.</p>	<p><b>Motion:</b> To accept and approve all reports and updates presented at the general meeting: Executive, Treasurer, Swim Club, 2<sup>nd</sup> Hand Uniform Shop, Book Club, Principal, Projects, Grants, and Fundraising.</p> <p><b>Moved by:</b> Cassie Wagstaff</p> <p><b>Any objections:</b> N</p> <p><b>Approved:</b> Y</p>
<p><b>14. New and General Business</b></p> <p><b>14.1.</b> P&amp;C State Conference Summary – Cassie Wagstaff</p> <p><b>14.2.</b> Meet &amp; Greet/Catchup planned at Cotton Corner</p> <p><b>14.3.</b> Any other General Business?</p>	<p>Cassie shared that the P&amp;C conference had been a valuable experience again this year, and she will collate more information to present to the group later.</p> <p>Cassie also advised that a social meeting has been organised for the 9<sup>th</sup> September at Cotton Corner. An opportunity for P&amp;C members to connect and enjoy a kid-free afternoon/evening together. Please get in touch with Cassie at <a href="mailto:secretary@capalabascpandc.com.au">secretary@capalabascpandc.com.au</a> or via FB if you'd like to join us.</p> <p>The Breakfast Club is still looking for volunteers to help out on Thursday mornings. Please contact Hazel on <a href="mailto:hwool34@eq.edu.au">hwool34@eq.edu.au</a> if you can lend a hand.</p> <p>No further questions/discussion.</p>
<p><b>15. Applications for membership and recording of new members</b></p> <p>No applications received this month.</p>	<p>No new memberships this month.</p>
<p><b>16. Date of next meeting</b></p> <p>No meeting in September - Monday 16<sup>th</sup> October 2023 at 7:00pm</p> <p><b>17. Close 8.29pm</b></p>	<p>Next meeting to be held Monday 16<sup>th</sup> October 2023 at 7pm.</p> <p>August's meeting declared closed at 08:29pm.</p>

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**Minutes prepared by**  
 Lauren Phillips  
 P&C Assistant Secretary

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**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 16<sup>TH</sup> OCTOBER 2023.

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

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

DRAFT FILED