



**CAPALABA STATE COLLEGE**  
PARENTS & CITIZENS ASSOCIATION

**P&C President:** Cassandra Aldcroft  
[president@capalabascpandc.com.au](mailto:president@capalabascpandc.com.au)

## MINUTES – General Meeting

Date & time: Monday 22<sup>nd</sup> August 7:00pm

Location: Online – [Meeting Link](#)

Chair: Desma Hsu

A/Minute Taker: Cassie Wagstaff

Agenda Item	ACTION		
<b>1. Meeting Opening</b>  Welcome Acknowledgement of Country Apologies	<b>Quorum:</b> Y <b>Meeting opened:</b> 7:05pm <b>Attendees:</b> Desma Hsu, Cassandra Aldcroft, Cassie Wagstaff, Lauren Phillips, Karen Purdy, Melissa Bennett, Rebecca Grugan, Lachlan Thatcher and Stuart Houlston (logged in at 7:13pm) <b>Apologies:</b> Karensa Gock, Michelle Martin, Carlie Freeman, Brad Aldcroft and Tristan Baskerville		
<b>2. Confirmation of minutes from previous meeting</b> July 2022 Minutes	<b>Amendments:</b> N <b>Approved:</b> Y		
<b>3. Matters arising from previous meeting</b> <i>(List only those items of business that have progressed or completed. If there's further discussion to be had on the topic, move it to general business.)</i>  <b>3.1 Actions Complete</b>  <b>Desma said:</b> 3.1 list actions complete – we will close them off, did anyone want to discuss them before we do? No questions or comments.			
<b>ACTIONS COMPLETE – FOR NOTING AUGUST MEETING</b>			
Approved purchase of a Deskmate Inkpads for Mini Dater for use on Scholastic Book Catalogues	Nicole	7/25/2022	Item ordered and received 16/08/22.
Mandatory Asbestos & Key Messages Training 2022 for P&C members due	Lauren	7/25/2022	Lauren to create a register of members who have completed training & forward list to Carlie. <b>Action complete.</b>
Motion approved for Bunnings BBQ allocation to be modified from the discretionary fund to Murals/Artwork Project for the current AOP. Michelle advised the discretionary fund can already fund up to & including R1 2023.	Michelle	7/25/2022	Motion approved 25/7/22. AOP updated. <b>Action complete.</b>
Containers for Change prize (from Term 2 drive) for Cycle 1. Karensa to liaise with Stuart to determine best date and campus location to set up prize for C1 students.	Karensa	20/06/22	Prize day delivered 12/08/22. <b>Action complete.</b>
<b>3.2 Actions for updating – only items with an update or progression to be included. All others remain in the master file.</b>			

**Desma said:** 3.2 are the updates we've provided – I have some additional updates as well (and read out the yellow highlighted sections)

UPDATES – FOR NOTING AUGUST MEETING			
The hosting renewal for the Swim Club website is due 11th August.	Brad	7/25/2022	Agreement made that we should allow it to expire and transfer any swim club related content to P&C website instead. <b>Update required.</b>
<b>Drop n Go Signs</b> Michelle, Desma & Lauren to contact Main Roads & Police, looking at the other schools' campaign, looking at what we could do as a road safety blitz (flyers etc) and signs. (Lachlan to also possibly send an email)	Michelle, Desma & Lauren	23/05/22	16/08/22 - Lauren sent info through to Lachlan & Carlie to follow up on any new signage requests, as RCC has advised they need the school's direct involvement to proceed.
Junior Disco- Term 1 2023. Can we lock in a date by the end of Term 3 2022 so that planning can commence in Term 4. Lachlan recommended we speak with Deb Wall, re: older students may be able to incorporate ArtsFest assessments with our disco night.	Desma	7/25/2022	17/08/22 - Desma Emailed Mick and Debbie to start the conversation.
Cool water bubbler at Junior library. Michelle to organise quotes etc.	Michelle	7/25/2022	Other suggested areas to consider bubbler placement are in the Red Area or similar vicinity for students on the oval. Still waiting for reps from Civiq, Urban FF and Waterlogic to provide dates and times, they can come out - that matches my availability. AUGUST GM UPDATE – Update provided below in Item 8.1
Cassie Wagstaff to be added as a signatory as P&C Secretary. JUNE GM UPDATE – Also include Lauren Phillips as a signatory.	Cassie, Lauren & Michelle	23/05/22	Michelle actioned her part in proceedings. Cassie has been to the bank for ID verification. Lauren still to visit branch to finalise.
666666To apply an \$800 contribution to Mick Quinn's request for the amplifier purchase as part of discretionary funding round 1 2022.	Cassie & Michelle	23/05/22	Waiting on confirmation of completion
To apply an \$800 contribution to Mel Armstrong's request for the flag poles for junior campus purchase as part of discretionary funding round 1 2022.	Cassie & Michelle	23/05/22	Waiting on confirmation of completion
Rewards from <b>Book club</b> . Lachlan to include this as a standard newsletter item to showcase what the College receives.	Lachlan/Nicole	23/11/20	16/08/22 - Lauren emailed Nicole to query if photos of recent rewards could be collected and shared. Will share further update when received. 19/08-22 – Nicole emailed Lesley to ask if the P&C could receive photos of any books/resources that bookclub rewards each issue brings to the library.
Motion approved to make changes to extend close of R2 discretionary funding and a change of name (to Wishlist Funding). Cass to log request to organise P&C rep to attend staff meetings to market the funding and increase awareness of availability .	Cass	7/25/2022	ASANA request submitted 16/8/22 for date listing - will liaise with P&C volunteers to nominate a date and attend. 18/08/22 – Lachlan sent through meeting schedule for P&C to plan off.

Student Welcome Handbook- looking for a volunteer for Senior Booklet.	Cass	7/25/2022	In progress - email sent.										
<p>For more information refer to the Actions Register – <i>see Att 1</i></p>													
<p><b>4. Correspondence</b> Refer to Register – <i>see Att 2</i></p>	<p><b>Questions:</b> N <b>Approved:</b> Y</p>												
<p><b>5. Table Executive Committee’s Report and decisions</b> <u>Exec Decisions since last meeting</u></p> <ul style="list-style-type: none"> <li>• Approved expenses: <ul style="list-style-type: none"> <li>○ Krispy Kreme Fundraiser Invoice - \$2,677.00</li> <li>○ Orterra- New re vegetation area drawings - \$990.00 (Jubilee Grant Spend)</li> </ul> </li> </ul>	<p><b>Exec Report Notes:</b> <b>DESMA said:</b> We have listed the Exec Decisions in the agenda, does anyone have any questions or items they want to discuss from the list? <b>Questions:</b> N</p>												
<p><b>6. Treasurer’s Report and Financial Statement</b> Any business arising from Treasurer’s Report and Financial Statement: See attached treasurer report – <i>see Att 3</i></p>	<p><b>Treasurer Notes:</b> <b><u>Cassie reported on behalf of Michelle:</u></b> <u>31<sup>st</sup> July 2022</u></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>MAIN ACC</u></td> <td style="width: 50%;"><u>DEBIT CARD</u></td> </tr> <tr> <td>Opening balance \$114,202.68</td> <td>Opening balance \$789.49</td> </tr> <tr> <td>Total Income \$402.20</td> <td>Total Income \$0</td> </tr> <tr> <td>Total Expenses \$36,759.10*</td> <td>Total Expenses \$250.61</td> </tr> <tr> <td>Closing Balance \$77,845.78</td> <td>Closing Balance \$538.88</td> </tr> </table> <p>* <i>Payment of \$35K for softfall was made</i></p> <p>Overall Financial position of Association - as at 31<sup>st</sup> July 2022: <b>\$95,510.90</b> (with \$35K of this allocated to the Connection Corridor)</p> <p><b>Questions:</b> N</p>			<u>MAIN ACC</u>	<u>DEBIT CARD</u>	Opening balance \$114,202.68	Opening balance \$789.49	Total Income \$402.20	Total Income \$0	Total Expenses \$36,759.10*	Total Expenses \$250.61	Closing Balance \$77,845.78	Closing Balance \$538.88
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<p><b>7. College Principal Report</b> – <i>see Att 4 (will be sent later)</i> Includes standing agenda item of Anti-Bullying</p>	<p><b><i>Lachlan reported the contents of Attachment 4.</i></b></p>												
<p><b>8. Projects and Initiatives – from AOP</b>  <b>8.1</b> Second Water</p>	<p><b><u>Cassie reported on behalf of Michelle:</u></b> We now have had both Civiq and Urban reps out to assess the three locations suggested- outside the library,</p>												

<p>Refill Station for Junior Campus</p> <p><b>8.2</b> Soft-fall for Playgrounds / Rubber (Complete!!!)</p> <p><b>8.3</b> Connection Corridor - see Att 5 Budget</p> <p><b>8.4</b> Mural Artwork / Floor Paintings</p> <p><b>8.5</b> Toilet transformations Junior and Senior campuses</p>	<p>redzone or 'red area' and school hall. Recommendation is to upgrade the existing redzone filter bubblers- and add water bottle fillers to each station. This enabling cold water for both drinking and filling water bottles. One of the stations already has filtration and cooler- how old is it? Does it still work?</p> <p><b>Lachlan said</b> Yes, it was there in 2014 when Lachlan came to the school. Ask Carlie? Michelle will log an ASANA request. <b>Action</b></p> <p>When was it last serviced and by who? Suggest getting a refrigerator rep out to assess its viability – if okay to utilise or if not, look to get it replaced. Quotes still to be provided.</p> <p><b>Desma said:</b> Cass sent an email last week thanking everyone involved. This action is now complete and looks amazing!</p> <p><b>Cass reported:</b> Yarning circles – weren't eligible for the Grant, now we're just going to get someone to co-ordinate that process, we have all the information from the school and one quote already but we've just got to move on it with the idea of possibility of doing it over the school holidays. Will update at another meeting.</p> <p>Karen can give more information regarding the grants.</p> <p><b>Desma said</b> we will hold this over until next meeting <b>Cass reported</b> Cathy sent some mock drawings to Cass. Following the P&amp;C strategy meeting in July, we realised we all had very different ideas/tastes on what we considered graphic artwork. Cathy said we should design all of the artwork at once so they're all consistent, then we proceed to a stage implementation for an idea of what designs would be acceptable, these are not final designs they are just ideas – we will send them out with the minutes and maybe have comments at the next meeting. <b>See attachment 6.</b></p> <p><b>Desma said:</b> This item we put on hold as we needed to wait for the plans from the college around works on the toilets – just wondering if the College had an update on this at all? Is there a toilet block we can start with?</p> <p><b>Lachlan advised</b> the builders didn't come back to us with a price, suggested prep/year 1 toilets, near 'the red area'.</p>
<p><b>9. Other Activities and Reports</b></p> <p><b>9.1</b> Grants Working Group – see Att 7 Grants Update</p>	<p><b>Grants Notes:</b></p> <p><b>Karen reported</b> Karen and Lachlan met with one of the schools plus coaches some weeks back, Grant coming up, closes 9 September for the school, so the school is eligible, we can just support, sounds like a really good project around the blended learning program, to see if the school can get extra funds to bring that program into the school. A couple of other grants we're still managing regarding connection corridor.</p> <p><b>Lachlan mentioned</b> we shifted the thinking a little bit, last year we applied for high-capacity funding just to boost that program up a little bit. We shifted the idea a little bit, the guidance counsellor on the senior campus Brandon approached the team a little while ago about replicating that for kids with</p>

significant anxiety or depression that just can't get to school but want to continue learning, normally we would refer those children to the school of distance ed, which is not what we like doing but it is the only avenue at the moment. Talked about starting the program for year 8 next year just to begin with and expand later, that's where the greatest need is next year and some have already been referred to distance ed, we would bring them back to blended learning, so there'd be a teacher for the core subjects and if they were able to come into electives they could. Either online or in person, comfortable rooms and smaller classes with the aim of eventually transitioning them back to school. We have reached out to the South-East region engagement team and they have a long list of people that they would like to enrol into the college, there's clearly a need for more personalised care than the school of distance ed.

**Karen mentioned** will try and get something to Lachlan ASAP this week to keep that one going. Active grants - \$10,000 conservation grant and \$20,000 planting trees for the Queens jubilee grant – we need to host a commemorative / ceremonial event – potentially in the forest school area, will need to invite the minister suggested October/November. Karen and Lachlan will talk about planning this offline.

## 9.2 Fundraising Working Group

### Term 3 – 2022 update:

- Krispy Kremes – 17<sup>th</sup> August 2022

### **Fundraising Notes:**

**Cassie reported:** The Krispy Kreme fundraiser was finalised on the 17th August, with our pickup points running smoothly on the day. Special thankyou's go out to both PCYC OSHC and PCYC Redlands for accepting orders on behalf of their families for collection, and thank you also to Amy, Tristan and Stuart for popping down to say hi and assisting us on each campus too. Sales were definitely lower than last year's figures, however we still raised a significant amount towards our Mural Project.

Total boxes sold: 146 (with assorted followed by originals as the clear favourites)

Total Sales: \$3,922

Less Costs and SQ fees: \$2,762.72

Net Profit: \$1,159.28

- Father's Day Stall – 31<sup>st</sup> August to 1<sup>st</sup> September, Online Stall Open Now

**Cass reported** – We're on track with our Father's Day stall and raffle. Online stall has seen great sales already, and the physical stall has been set up in preparation for the 31<sup>st</sup>-1<sup>st</sup> September. We will also have a couple of little extra items to add. There's loads more bundles we've put together ourselves this year. Class booking sheet to Stuart last week to complete, hopefully that will be finalised by the end of this week. Still to do the volunteer booking sheet but we will need volunteers for Wednesday and Thursday. Cass would also like to draft a personalised email that the junior campus class teachers can send to their class with their visiting day and a reminder to BYO bag – class teacher emails can be quite impactful.

- Father's Day Raffle – Open until 31<sup>st</sup> August

**Cass reported:** The Father's Day raffle is now live until the 31<sup>st</sup> August. Huge thankyou to Karen and Cass Carter for their efforts in securing us so many amazing prizes from local businesses. They've both outdone themselves and it's a great prize pool this year. Families can either buy the raffle tickets from the website or add to their stall pre-order. Also thinking that perhaps we

- CSC Paint & Sip

might need a separate College communication about the raffle as well so we will need to send a draft to the college.

**Cass reported:** waiting for Father's Day stall to finish, before looking at further research of this to decide whether or not to host one.

- Colour Fun Run

**Cass reported:** We haven't had a volunteer nominated by the College to run this event so we won't be running it this term. The P&C doesn't have enough manpower to run it themselves.

#### Term 4 – 2022

##### update:

- Bunnings Sausage Sizzle – 15<sup>th</sup> Oct 2022

**Cass reported on behalf of Michelle:** waiting for Father's Day stall to finish, before looking at further planning for this.

- Movie Night Fundraiser – 5<sup>th</sup> Nov 2022

**Cass reported on behalf of Michelle:** waiting for Father's Day stall to finish, before looking at further planning for this.

- Christmas Raffle

**Desma reported:** Karensa and Kass Carter are happy to organise the Christmas Raffle so they will start planning for this one after the Father's Day Stall is finished. If any members have any items they wish to donate or contacts for businesses please email Karensa directly:  
[karensa@capalabascpandc.com.au](mailto:karensa@capalabascpandc.com.au)

- Christmas Concert P-3 BBQ / Santa fundraiser

**Desma reported:** Last year the college suggested we do a Santa fundraiser to coincide with the BBQ. We were wondering if the college had a date for this?

**Action Lachlan** will send dates, outdoor concert, picnic rugs around dusk, hanky park. Lachlan suggested a P&C barbecue.

- Booklists

**Desma reported:** No update for booklists as Lachlan advised last meeting this was on track.

- Parent End of Year Dinner

**Desma reported:** Last year there were a group of volunteers looking at a parent end of year dinner. Was there anyone in the meeting tonight who was involved in this and wanted to look at if we were hosting this in Term 4?

**Rebecca Grugan said** it's a possibility **Desma said** we will try and find the information about who else put their hand up.

### 9.3 Second-Hand Uniform Shop

**Cassie reported on behalf of Michelle:** Payout of completed and partially completed consignments have been concluded. We will run this exercise again at the end of each term. Next being Term 3 holidays. The shop will be closed for the next two weeks as we are using the space for the set up Father's Day stall. **Action**

### 9.4 Scholastic Book Club

#### **Book Club Notes:**

Cassie reported on behalf of Nicole: Nicole, our wonderful School Book Club Co-ordinator has reported:

Issue 4 had total sales of \$405.99

Issue 5 had \$699.50

<p><b>9.5 Containers for Change</b>  <i>see Att 8 Wave of Change Registration</i></p>	<p>Combined this earned our school \$221.10 in rewards</p> <p><b>Containers for Change Notes: Cassie reported on behalf of Karensa:</b></p> <p>Karensa sent through a report to share</p> <p>Cycle 1 received their prize for the Term 2 drive on August 12. They thoroughly enjoyed their prize, the games were loved by both children and adults. Don was a pleasure to deal with. The children that came down from the red area during the setup also got to enjoy a couple of the games and found it hard to walk away. Thank you again to My Little Friends and I AM Montessori for donating fuel vouchers.</p> <p>AMR are following up the progress on the Wave of Change registration. We receive the full 10c refund from them as well as free bin hire (usually \$50/bin) and delivery and collection. Unlike other companies that charge up to 2c per containers as well as hire, delivery and collection fees. It is my understanding that Wave of Change would cover these costs for AMR if we were registered.</p> <p>The next drive day is this Thursday, 25 August. Bin delivery is booked for Wednesday, I will put them in the same location as the last drive unless advised otherwise. Collection is booked for 10:30am so please re-iterate to teachers to do container drops before going to parade/class.</p> <p><b>Motion</b> – To accept and approve all reports presented at the general meeting: Executive, Treasurer, Principal, Grants, Fundraising, 2<sup>nd</sup> Hand Uniform Shop, Book Club, Containers for Change and the Connection Corridor Project.</p> <p><b>Moved by:</b> Cassie Wagstaff  <b>Any objections:</b> N  <b>Approved:</b> Y</p>
<p><b>10. Motions on Notice</b>  <b>10.1 Nil</b></p>	<p>No motions on notice put forward this month</p>
<p><b>11. New and General Business</b></p> <p><b>11.1 Year 12 Graduation Plant</b></p> <p><b>11.2 Tree Removal</b> <i>see Att 9 Tree Removal Map</i></p>	<p><b>Desma reported:</b> We usually need to purchase a year 12 graduation plant around this time every year – we were wondering if the college was wanting us to do this again? And if so, what plant and when do you need it by?</p> <p>Lachlan will get back to us, Carlie has a particular plant. Graduation isn't until late October / November. <b>Action.</b></p> <p><b>Cass reported:</b> The College is seeking endorsement from the P&amp;C to progress the tree removal process for the New Multi-Purpose Hall project. Attachment 8 shows the 9 trees to be removed. (A tree removal approval form has also been submitted for the P&amp;C to co-sign).</p> <p>Karen noted the new vegetation we are working on. No objections. P&amp;C will sign off. <b>Action</b></p>

**11.3** Cluster Sports BBQ –  
21<sup>st</sup> October 2022

**Desma reported:** College PE teacher (Anna) spoke with Karen Purdy on the 18<sup>th</sup> August to ask if the P&C would like the opportunity to run a BBQ at the Cluster School Sport Day **Friday 21 October 2022 in Cleveland**. Anna said approximately 800 students from school's across the district attend this event which is at the Redland Showgrounds in Cleveland. A number of P&C's have rotated running the BBQ and Anna mentioned it would be great to have the P&C's support. If there is interest from volunteers, Anna will ask the event organisers about our P&C running the BBQ. Thoughts? \*\*\* would this be something someone in the meeting would be able to take on to run?

Karen and Lauren said they would be open to helping, but cannot coordinate. Karen may drop by the barbecue to add it as an idea for next year.

Lachlan expressed concern, given the struggle getting volunteers for smaller barbecues.

**Confirmed we cannot do this year. Karen will let Anna know.**

**11.4** After School Sports  
Program

**Cass reported:** Karen has been discussing the idea of an after-school sports program with Anna, which I personally think is a great idea. I would like to invite Karen at this point to give us an overview and lead any discussion or decisions to be made.

**Karen reported:** Targeting prep – year 3. Thursday afternoon in term 4 under the P&C banner. Anna reaching out to local groups, Redlands United have offered a free session.

Lachlan said we would need a hire agreement, liabilities etc. sign up process and plan. Hanky park and Courts booked by the PCYC, the hall, oval etc are still open.

Implications regarding a PE teacher being involved.

Stuart mentioned problems regarding supervision and suggested 3 weeks per sport rather than 1 week of each sport.

Cass mentioned she asked hockey for max 3 weeks.

Lachlan will check if soccer x is on next term.

PCYC OHSC Capalaba children can be dropped off and picked up.

Stuart said probably make it 8 weeks rather than 9.

**Karen will investigate further and speak with Anna. Action**

**11.5** General Business

**Desma asked :** Is there Any other general business to raise?

**Stuart said:** that a member of public came to see him this morning, she lives across the road on the cnr of school and mount cotton road on one of the top apartments, there was a car accident on Friday afternoon out there, she just raised that she is communicating with the council regarding trying to get something changed on that intersection because apparently she's been there for 10 years and there's lots of accidents and she said that it's going into the council carpark where cars come around the corner turning left and they're stopping and trying to turn right really quickly. She is writing to the council and



	<p>has taken some photos, she was asking what we as a school thought needed to happen out there, they tend to come around the corner quite quickly, the police have said that when the light goes amber people tend to go faster to get through. Stuart mentioned he thinks it should probably be a no right turn into that point, if there was a turn left only somewhere down the other end near where the bus exit it, probably about half way down.</p> <p><b>Lachlan said</b> 'turn left' is the only thing he can think of, but in 8 years, since 2014, he is not aware of any other accidents there.</p> <p><b>Stuart said</b> the woman said the police advised the council should be aware of accident history. Just wanted to raise this with the P&amp;C in case this comes across us.</p> <p><b>Desma suggested</b> we try to address the bus zone and our Drop'n'Go.</p> <p><b>Desma said:</b> I have one item to talk about. I have made the decision that I will not be re nominating for an Executive position at the next AGM and would like to invite members to begin thinking about their suitability to step into a more formal role. The reason I am mentioning it now is to offer the opportunity for members to come alongside myself and the exec team and learn more about what we do to support your P&amp;C. Desma announced that she will be leaving the <b>executive team next AGM</b></p>
<b>12. Applications for membership and recording of new members</b>	<b>Cassie reported:</b> No new membership applications have been received this month
<b>13. Date of next meeting</b> September 12 <sup>th</sup> 7pm	<b>Desma said:</b> Thanks everyone for attending. The next meeting is September 12 <sup>th</sup> at 7pm We should be able to resume the hybrid meeting format from September.
<b>14. Close</b>	<b>8:06pm</b>

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**Minutes prepared by**

Cassie Wagstaff  
P&C Secretary

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**Certified true and correct by**

Desma Hsu  
P&C Vice President

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

RATIFIED AT OCTOBER GENERAL MEETING 24<sup>th</sup> October 2022.

**2022 Meeting Schedule**

Term 1		Term 3	
<b>January</b>	No Meeting (school holidays)	<b>July</b>	Monday 25 <sup>th</sup> – 7pm
<b>February</b>	Monday 28 <sup>th</sup> – 7pm	<b>August</b>	Monday 22 <sup>nd</sup> – 7pm

<b>March</b>	Monday 28 <sup>th</sup> (incl. AGM) – 6pm	<b>September</b>	Monday 12 <sup>th</sup> – 7pm
<b>Term 2</b>		<b>Term 4</b>	
<b>April</b>	No Meeting (public holidays)	<b>October</b>	Monday 24 <sup>th</sup> – 7pm
<b>May</b>	Monday 23 <sup>rd</sup> – 7pm	<b>November</b>	Monday 28 <sup>th</sup> – 7pm
<b>June</b>	Monday 20 <sup>th</sup> – 7pm	<b>December</b>	No Meeting (school holidays)

RATIFIED