

Minutes – General Meeting


Date & time: Monday 17th July 2023 7:00pm

Chair: Cass Aldcroft P&C President

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

Location: ONLINE

Meeting Opening	
<p>1. Welcome</p> <p>Acknowledgement of Country Apologies</p>	<p>Quorum: Y Meeting opened: 7:05pm Attendees: Cass Aldcroft, Cassie Wagstaff, Lachlan Thatcher, Stuart Houliston, Brad Aldcroft, Lauren Phillips, Trish Biggs, Alisha Busoli, Amie Baldwin, Julia Delaforce, Nicole Nicholls, Jeremy Downing. Guests: Hazel Woolnough, Georgie Roberts. Apologies: Desma Hsu, Karen Purdy, Mel Bennett, Caitlin Lau, Karensa Gock.</p> <p>Cass welcomed everyone and declared the meeting open for business at 7:05pm. 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 – i.e.. <u>READ</u> before the meeting please!	
<p>2. Confirmation of minutes from previous meeting June 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.</p> <p>For more information refer to the Actions Register – see Att 2</p> <p><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>4.1. \$2500 Composting Grant – Can the college1 provide an update on this one? 4.2. 2nd Vice President Role for the P&C – nominations? 4.3. Breakfast Club – Volunteers wanted!</p> 	<p>Raised question on agenda regarding the status of the composting grant submitted last year. Stuart mentioned Ruth's organic waste grant, which included worm farms and composting. Some supplies have been delivered by Bunnings, but some are still awaited from another supplier. The grant was for under \$3000. Cass confirmed that it was likely the same grant. Action.</p> <p>Trish Castner resigned from the VP position and expressed interest in helping Nicole with the Colour Fun Run. This results in two VP vacancies and several other vacancies in the P&C. To address this, a college-wide email will be sent to encourage new volunteers to get involved. Action.</p> <p>Hazel gave a report on Item 4.3, discussing the volunteer drive. She plans to send an email to recruit volunteers, and interested individuals can contact her directly at hwool34@eq.edu.au to be added to the roster. The initiative has been successful so far, with a great turnout last week. The project has also secured funds through The Cage, indicating potential for further growth. Everyone present was encouraged to spread the word and attract more volunteers. Action</p> <p>Questions: 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"> • Approved expenses: <ul style="list-style-type: none"> - \$476.08 for watering equipment (<i>from grant funds</i>) - \$550.00 for P&C state conference expenses - \$17.40 for Swim Club Athletics Day BBQ - \$130.50 for Father’s Day purchases - \$5929.00 for Swim Club Wylas Timing Pack (<i>from sponsorship received from JB Electrical and Data and Precise Patios and Fencing</i>) 	<p>Questions: N</p>
<p>6. Treasurer’s Report and Financial Statement</p> <p>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></p> <p>– noting these figures will not be read out at GM</p>	<p>Questions: N</p>
<p>7. Sub-Committee Reports and Financial Statements</p> <p>Swim Club Update– <i>update from Chairperson Amie Baldwin– see Att 5</i></p> <p>Any business arising from Sub-Committee Reports and Financial Statements</p> <p>Vice-Chairperson resignation – for noting. New nominations will be called for at the next GM.</p> <p>Business Bank Accounts</p> <p>Swim Club finances are continuing to be recorded on the P&C main bank account. Appointment to be made with CBA with two Swim Club account authorities and any other authorities that are not a CBA customer when time and date is agreed upon.</p>	<p>Resignation of the Swim Club’s Vice-Chairperson flagged, and nominations will be called for at the next GM.</p> <p>Swim club report taken as read.</p> <p>Questions: N</p>
<p>8. Second-Hand Uniform Shop – Co-ordinator <i>Caitlin Lau</i></p>	<p>Cass advised Caitlin is still being onboarded into the coordinator role. The Term 2 stocktake has been slightly delayed because Caitlyn & Cass haven’t been able to work out a time where their diaries match. If they can’t get it done in the next week, Cass will just go in to get it done on her own and then hopefully sometime this term she can meet with Caitlyn to prep her for next terms stocktake instead. Action.</p> <p>Questions: N</p>
<p>9. Scholastic Book Club – Co-ordinator <i>Nicole Nicholls</i></p>	<p>Nicole and Cass advised there isn’t a book club update this month, but Issue 5 has gone out to students. Follow up and payment of the Book Fair invoice is required. Action Questions: N</p>

The College and Campus Principals'

10. College Principals' Report – see Att 6 (will be sent later)

Includes standing agenda item of Anti-Bullying

Principal Report Highlights:

- Thank you to those who participated in the Swim Club Working Bee. The photos of the pool were awesome.
- Exciting progress with the new Hall – hopefully we start seeing the tilt panels arrive in the next few weeks and we should actually see the external shape of the hall taking shape by the end of August. We may see some traffic impacted (hopefully minimal) as those panels arrive. They're huge and they can't be delivered before a certain time because of our neighbours being residential.
- Currently reviewing our Semester 1 academic data and our preliminary NAPLAN data to see what we did well and where we can improve. More detailed information will be available to share at the next meeting.
- A huge event at the College for the Leadership Team today (17/07/23) as we hosted about 40 principals from around the Redlands. Also present was the new Regional Supervision Team, who are the people Tristan, Stuart, Carlie & myself work with. The new team is located at Mt Gravatt, compared to Hope Island, so it will be really nice to have local support.

Questions: N

The FUN stuff

11. Projects and Initiatives

11.1. Connection Corridor

- Yarning circles Junior and Senior Campuses

Connection Corridor Notes:

Cass inquired with College re: relocation of bike rack to accommodate new location for Jnr yarning circle and the ETA on progress. Lachlan advised Carlie would need to update outside of the meeting. **Action.**

Cass advised Snr yarning circle quote came to around \$40k, which is way more than we expected for that area. Need to find time to look at how we might reduce the costs. It's a fairly level area where not a lot of work has to be done so it's hard to feel that that kind of expenditure is justified. Perhaps we can instead consider a working bee and see if we have any families at the College with landscaping experience who could assist us. If we had enough volunteers with connections, it's a project we could manage on our own with parent expertise.

Amie asked if the scope of the YC work be shared if her as she might have connections she can see if they can assist. **Action.**

- Jubilee grant / Tree planting
- Revegetation

Cass shared that Karen has been watering the plants during the school holidays. Photos will be shared with the minutes.



Stuart added that the mature trees all look like they're going really well, with a few of them currently flowering. There are two shrubs however- behind G Block and also just as you walk into the school from Moorshead St- that look like they're not going to make it. Amber Phillips has also been going down and watering them in the afternoons.

Karen has purchased a watering cart and hose with the grant money to help with the watering, as we looked at the price of a water truck and it was far too expensive.

11.2. Mural Artwork / Floor Paintings

- Containers for Change update

Karensa's C4C update as per agenda:

- June 21st was a bustling day for everyone involved, given that it marked the final week of the term with numerous activities taking place simultaneously. This could potentially explain why the drive was not as successful as the drives prior. Nevertheless, we managed to collect 2920 containers.
- We extend our gratitude to Desma, Lauren, and Eliana for their time and assistance during this drive. Your support is very much appreciated.

ID#C10174266 CSC C4C Drive - State of Origin 21/06/2023		
Year Name	Number of containers - AMR	Year TOTAL (containers per student)
Prep	226	4.1
1	329	5.4
2	192	4.0
3 incl 3/4	422	6.8
4	128	2.8
5	123	2.6
6 incl 5/6	86	1.8
C1	687	7.2
C2	134	1.5
C3 incl C4	485	4.8
7	14	0.1
8	17	0.3
9	21	0.3
10	26	0.6
11	17	0.4
12	13	0.3
2920		

Winner
5 or more containers
Less than 5 containers

- Wave of Change Program update

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

11.3. Toilet Transformations Project – Co-ordinator
Cristy Manzano

*** Need to determine what infrastructure works are planned for the College Toilets from the College’s plans

11.4. Wish List (Discretionary) Funding

- Note incorrect date for R1 acquittal announced at June GM – it is not 15 November 2023 – it is 8 December 2023. Successful applicants have been notified accordingly.

R2 2023 – closes 7th August – acquittal due by 21st February 2024

- Congratulations to Cycle 1 for taking first place followed closely by Year 3 including 3/4 combined and Year 1. The students per year numbers from Term 1 were used. Figures are included (left) if anyone is interested in the breakdown.
- Next drive is booked for book week, 24 August. We may be doing bags for this drive as per previous advice from AMR regarding meeting minimum collection quantities of 7000 containers to continue receiving bins for the drive.
- Volunteer update: We are waiting for an eco-warrior or two to come forth and unlock the full lucrative potential of this fundraiser.

Cass added on to that volunteer callout that she thought it was unreasonable as a P&C group that expect Karensa to continue to fill this C4C coordinator role on top of her duties as our Treasurer, so if anyone is interested, or knows someone who might be keen to give it a try, please do get in touch with us.

Tasks for the role include coordinating marketing with the College and making sure you’re available on Drive Days (or organise other volunteers to be there to help). Karensa would be happy to help with the handover. **Action.**

Karensa’s WoC update as per agenda:

- The 3 bins for senior campus were left outside the admin office on June 21 for the SMT via Joe and Ash.
- The 3 bins for the junior campus are in the P&C room pending information posters and location placement. **Action.**

Cathy not online to share further update.

Cristy not online to share an update.

Lachlan advised that Cristy and Carlie did meet to discuss what infrastructure works have already been planned for the toilets and the meeting was productive. There has been some work done over the holidays, including bigger bins and new soap dispensers.

Cristy to be asked if she can email an update that can be shared with the minutes. **Action.**

As per the agenda.

12. Other Activities and Reports

12.1. Grants – see Att 7 Grants Updates – Co-ordinator Karen Purdy

July Grants report was included in the attachments. Nil Questions but group invited to email Karen directly if they wish at grants@capalabascpandc.com.au.

Questions: N

12.2 Fundraising

Term 2 – 2023 update

- Krispy Kremes (or other) (TBC) – are we happy to go with this again this year, or are there any other suggestions for us to consider? Still looking for a volunteer to run this fundraiser.

Krispy Kreme moving to T3 to decide if go ahead with it. Lauren confirmed Eli has expressed an interest in running it with her assistance. Group discussed timing perhaps after Father’s day stall. Earlier date might work too. Unsure if Father’s day raffle proceeding. Lauren to forward KK fundraising kit to Eli and work on confirming date for next GM. **Action.**

Term 3 – 2023 update

- Father’s Day Stall (30 – 31 August)
- Father’s Day Raffle or event (TBC)
- Bunnings BBQ (TBA)
- Disco P-6 (potentially) (TBA)

No update on Father’s Day stall this month. Father’s Day raffle isn’t confirmed at this stage. No Bunnings BBQ this term anymore, as we don’t have enough volunteers to help run it. No Disco scheduled for this term anymore either.

Term 4 – 2023 update

- Colour Fun Run (20 October) – **Organiser Nicole Nicholls**
- **To be decided:** Sunglasses for every student **or** a prize to giveaway to use as an incentive for raising money? The options are a spacetalk watch or a bike.

Nicole reported that a meeting is scheduled for this week with Bianca who is our fundraising organiser through School Fun Run. As an extra incentive to help maximise student’s efforts to fundraise for the colour run, we have the option of a single ‘major’ prize for the student who raises the most money in the leadup to the event, or we could instead choose a pair of novelty sunglasses for every student, whichever selection we make, it would be provided by School Fun Run at no expense to the P&C. If we choose to go with the single prize, we have the added options of it being a Spacetalk watch or a bike. It might be hard to manage the prize option though; what size bike do we get so it’s available to giveaway on the day when it could be won by either a preppie or an older student?

Trish B advised that a box of sunglasses should already in the P&C room with a qty that would at least cover the majority of the junior campus, and asked if the students also get individual prizes for fundraising. Nicole will check but if both campuses it might not be enough. Nicole confirmed all students start to earn prizes of increasing value when they raise \$10 or more. The ‘major’ prize is essentially an added bonus to make students want to fundraise even more for their run. Trish suggested that parents would likely find it a concern if their kids didn’t have eye protection. That was raised the last time a colour fun run was run at the College.

Consensus in the meeting was that sunglasses were the better choice, that students be allowed to keep the sunglasses, but that we supply some small bins on the day to collect any unwanted sunglasses. Event to be added to the school calendar now to start building interest.

Cass will work with Stuart to complete the ID verification required to complete registration. **Action.**

Anyone interested in getting involved with this event, please contact Nicole at nicole@capalabascpandc.com.au. **Action.**

No further fundraising questions raised.

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>Moved by: Cassie Wagstaff Any objections: N Approved: Y</p>
<p>14. New and General Business</p> <p>14.1. Proposal for positive behaviour for learning expectations. – see Att 8</p> <p>14.2. NAIDOC week 2 – 9 July – repurposing the hands laid on the oval in September 2022 to create a piece of art on junior campus</p> <p>14.3. Capalaba State College Awards Night - Wednesday 11th October 2023 – award/gift from the P&C?</p> <p>14.4. Any other General Business?</p>	<p>Stuart reported school expectations reduced from 5 to 3: We are Safe, We are Respectful, We are Learners. The team have adjusted the matrix to match, and they want to get some feedback from the P&C. If members would like to review Attachment 8 and send it back to Stuart within the next couple of weeks, it can be delivered back to the team. Action.</p> <p>Cassie updated that Mel Armstrong would like to repurpose the hands that were created by students and laid on the oval late last year to create a mural. Are the College happy for this to go ahead? Stuart to speak with Mel directly to move ahead with this.</p> <p>This item was in relation to an email that we received regarding the P&C donating an award/gift to be presented at the Awards Night. P&C haven't donated gifts for Awards Night before so not sure what the College has in mind or if the email was intended for us. Lachlan said it might have been a bulk email and will review and get back to Cass. Action.</p> <p>A certificate of recognition had been sent to the school for Cass from P&Cs Qld to acknowledge Cass reaching 6 years of service supporting our P&C. Cassie had the certificate framed and enlisted Brad's help to present it to Cass, along with a bottle of wine at the end of the meeting.</p> <p>Thank you Cass for your hard work and dedication! We appreciate you and all that you do; it's a pleasure to volunteer alongside you.</p>
<p>15. Applications for membership and recording of new members</p> <p>15.1. Bianca Kemp</p>	<p>One new membership application has been received from Bianca Kemp, a local citizen who would like to be heavily involved in our swim club. As a non-school parent, Bianca's blue card has been put through for renewal as it expired in March this year, however, would the P&C be agreeable to provisionally approving her application, pending her successful blue card renewal. <i>No objections raised.</i></p> <p>Motion: That application for membership received from Bianca Kemp be accepted upon successful receipt of a current blue card. Action.</p> <p>Moved by: Cassie Wagstaff Any objections: N Approved: Y</p>
<p>16. Date of next meeting Monday 21st August 2023 at 7:00pm</p> <p>Close</p>	<p>Next meeting to be held Monday 21 August 2023 at 7pm.</p> <p>July's meeting declared closed at 07:37pm.</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 AUGUST GENERAL MEETING 21ST AUGUST 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)