

Minutes – General Meeting

Date & time: Monday 20th February 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>**** <i>Icebreaker – Shoutouts!</i> **** – Come prepared with a shout out to a fellow P&C member!</p>	<p>Quorum: Y Meeting opened: 7:04pm Attendees: Cassandra Aldcroft, Desma Hsu, Michelle Martin, Cassandra Wagstaff, Lauren Phillips, Lachlan Thatcher, Stuart Houliston, Melissa Bennett, Trish Biggs, 7:19pm Eliana Puczkowski and Karen Purdy Guests: McKinley Swift Apologies: Don Brown, Karensa Gock, Tina Stewart</p> <p>Cass showed respect and acknowledged the Quandamooka people, traditional owners of the lands, winds and waters we call the Redlands.</p> <p><i>Cassie shouted out to Karen Purdy for the amazing work she does within the P&C and with grants!</i> <i>Lauren shouted out to John Treuer for being appointed a head coach!</i></p>
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The SPEEDY SECTION – ie. READ before the meeting please!

<p>2. Confirmation of minutes from previous meeting November 2022 (<i>emailed on 11/12/2022</i>)</p>	<p>Amendments: N Approved: Y</p>
<p>3. Correspondence Refer to Register – <i>see Att 1 & 2</i></p>	<p>Questions: N Approved: Y</p>
<p>4. Matters arising from previous meeting For more information refer to the Actions Register – <i>see Att 3</i></p> <p>4.1 Actions Complete</p> <ul style="list-style-type: none"> • 2022 SRS Annual Report - Lachlan to provide for the next GM – Lachlan sent documents through on 16/02/2023. Action now complete. Sent out with February agenda. • Decision was made not to move 2nd hand uniform shop to senior campus, as the P&C didn't have enough volunteers to man the shop for the same hours as the new uniform shop. • Senior Campus welcome booklet map - Trish emailed new map through to Lauren on 28/11/22, thankyou! Also thank you to Katy who helped compile a senior welcome booklet for new families. • Welcome Coffee Van held on Junior day 1. Thank you RACQ Bank! 	<p>Cass said: Number 4 is matters arising from the previous meeting, so that's around our actions register. We've included the updates where those actions were complete in the agenda and we've also included some other updates as 4.2. Highlighted in item 4.2 around the trees – 7 of the 9 trees were able to recover, the 2 that didn't recover but they must have dropped a lot of seeds in their distress, and they've got new plants growing at the base of them.</p> <p>Cass then asked if there was anything anyone wanted to talk about from the actions register at all.</p> <p>Comments / Questions: N</p>

<ul style="list-style-type: none"> • Reassigned Mel’s discretionary funding to indigenous artwork and vendor paid directly by P&C due to timing with end of school. • P&C BBQ Donation to the Junior Christmas Concert 2022 was a success. • School Photo action now complete with new vendor on board who offers sibling photos. • Female shirts - New uniforms with longer length/less transparency now available for purchase through uniform shop. • Christmas Raffle complete <p>4.2 Actions for updating – <i>only items with an update or progression to be included here. Some may be noted in their respective section later in the meeting). All others remain in the master file.</i></p> <ul style="list-style-type: none"> • QSA Sports aerobics – trial held in Wk2 this term. Pending Wk 3 success and conversions to paid enrolments. Cass to follow up with QSA re fence signage. • Donated trees organised through Debbie at Orterra –trees will be used as part of the Tree Planting pathway and revegetation creekline projects. 7 of the 9 trees have recovered, 2 have produced healthy offshoots. • C4C T4 email wrap up – no email done as FB post was sent out to share update with parents instead. 	
<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"> - Indigenous Digital Artwork due invoice - \$600 - Stationery (from various stores) - \$61.17 - Expenses for movie night from various stores, including IGA, Coles, Woolworths and Freeman Hire for the chafer dishes for the hotdogs. totally \$645.84 	<p>Cass said: Exec decisions since last GM were listed in the agenda, was there any questions?</p> <p>Questions: N</p>
<p>6. Treasurer’s Report and Financial Statement</p> <p>See attached treasurer report – <i>see Att 4 & 5</i> (includes the Connection Corridor Budget update) – noting these figures will not be read out at GM</p>	<p>Cass said: Michelle’s Treasurers report was included in the attachments. Any questions?</p> <p>Questions: N</p>
<p>7. Second-Hand Uniform Shop</p>	<p>Cass reported: We are in the process of paying out the consignments from term 4 stocktake and we have 2 new volunteers on board who have been opening up the bookings themselves – thanked our two newest 2nd hand uniform shop members!</p>
<p>8. Scholastic Book Club</p> <p><u>Issue 8 2022</u> \$589 in sales \$117.80 in rewards</p> <p><u>Issue 1 2023</u></p>	<p>Cass said: Nicole’s report was included in the agenda, made note about the rewards percentage change going down to 15% of sales. The catalogue has changed, not great feedback about the new newspaper format – was there any questions?</p> <p>Questions: N</p>

<p>\$1044 in sales \$156.60 in rewards</p> <p>Issue 2 catalogues will be arriving sometime from the 15th of February and will be issued to classes when stamped.</p> <p>Also just to mention, the rewards percentage change. We now only receive 15% of sales in rewards not the 20% we did last year. Scholastic have cut back the rewards.</p> <p>Reminder - Book Fair booked from Wed 17th –Fri 19th May 2023. Books to arrive on Tuesday 16th May. Nicole to do a callout for volunteers closer to the event.</p>	
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The College Principal – you get your own section 😊

<p>9. College Principal Report – see Att 6</p> <p>Includes standing agenda item of Anti-Bullying</p>	<p>Principal Notes:</p> <ul style="list-style-type: none"> • Welcome to 2023! Lots of hard work put in and lots to go! • Increased +30 students this year – through networking is discovering that we are one of the only schools in the Redlands which seem to be growing not reducing, which is great for our community. • Welcomed a number of new staff to the College – too many to name, new teachers, teacher aides, administration officers and cleaners. • Secondary staffing shortages are an issue – there was something in the correspondence register regarding that. This issue has created partly because of the ongoing shortages, the Queensland College of Teachers has predicted we are halfway through the shortages. • The team is working really, really, really hard to resolve them and the focus is on ensuring that year 12 students have access to what they need in their most crucial year of schooling and then working backwards. So the team have been thinking outside the box a lot and using study lessons, sport lessons and period 5. Usually it's only periods one to four in the secondary campus they they're doing after school lessons to try and make sure that everybody has access to learning. All of these arrangements are flexible and interim. As we recruit, the timetable gets done again and things try and return step by step to normal. • On Friday afternoon we met with the regional team just to see if they had some ideas on what other schools were doing, however our ideas were just taken to perhaps be shared with other schools. Working with them to see if they can help in any way. • Hopefully the difficult decisions Tristan on the senior campus is making now should make things a little bit easier in the future. My conversation with the regional team on Friday was full of praise for Tristan, so he comes from an incredibly complex school in terms of timetabling, he joined us from the School of Distance Ed and the School of Distance Ed expands dramatically throughout the year. Confident that if Tristan can't do it, then noone else could either. Very blessed to have Tristan in our corner.
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	<ul style="list-style-type: none"> • On School Rd, there's fencing inside the fencing – the hall is starting! We have an official turnover of soil on March 8 – state member Don Brown will be in attendance. The team are still saying it'll be ready for the start of 2024 – fingers crossed we start a new year with a beautiful new hall. • Great feedback on new uniform shop location and extra dressing rooms and space. • Have a heap of enrolments for next year – hoping to start processing these in the next few weeks to relieve the pressure on the uniform shop in the first few weeks of 2024. • Restorative justice update – standing agenda item, had an amazing day with Sheila from Adam Voigt's team (the author that we've been reading and working with). So we closed down for one of the student free days in January on a Friday and all of the administration officers, all of the teacher aides, all of the teachers, all of the Deputies, the heads of school and Principal were all there for a full day of training. • Still have a three-year journey ahead and some readings to share with parents. Sheila, the coach is visiting us early in term two and she'll show us a number of things in classes, she'll also hold a parent session on the same day so we'll be inviting parents to come in and listen to what are some of the shifts that we're working on over the next couple of years and what are those readings that you're getting in your inbox? What's that all about? • Will be sharing the Principal's report with the Deputies from now on – Lachlan will do a couple of little operational things and highlight things from each phase of learning that the Deputies oversee.
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The FUN stuff	
<p>10. Projects and Initiatives</p> <p>10.1 Second Water Refill Station for Junior Campus</p> <p>10.2 Connection Corridor</p> <ul style="list-style-type: none"> • Yarning circle • Jubilee grant / Tree planting • Revegetation 	<p>Michelle reported: Water refill stations have been installed in the red area on the weekend with a new filter. The right bubbler flowing with crisp clean cold water. The left one is working and usable, however does not yet have cold water, until we get an electrician in to install another power switch. We are getting quotes now for this. Will order plaque to acknowledge swim club's contribution – just like the bubbler near the tuckshop. Cass mentioned Karen is ordering a plaque for the Jubilee grant – may work together to obtain quotes – Michelle will work on drafts. Cass asked how often we should replace the filter? Michelle said every 6 months is ideal but some schools do it yearly. Desma suggested we ask if he can service the bubbler near the tuckshop at the same time for convenience. Michelle will add the tuckshop bubbler into the quote for maintenance. Action</p> <p>Cass and Karen reported:</p> <p>Jnr Yarning circle – Cass will make a time with Mel Armstrong and Stuart to walk around the school and have a clearer idea of location before beginning RFQ. Looking at June/July or September/October holidays. Action</p>

Regarding Bore? Not operational since before 2014. **Cass** will look at including semi-removal into RFQ.

Snr Yarning Circle – will be a separate RFQ but probably won't be scheduling this one in until the end of the year/Xmas break.

Karen reported: Lost some momentum getting contractors to quote. We have 4 RFQ's to achieve- creekline, Jnr YC, Snr YC, & treeline. Getting more traction now at the start of the year. Will do an evaluation on what comes back from the quotes for creekline revegetation and tree planting with the hopes this work can be accomplished during the Easter holidays.

Lachlan advised that the fence line that has been partitioned for the school hall should be the extent of their workzone so work for the nearby parts of the CC can likely be done without concerns about being impacted by that construction. The only possible issue could be the gully under School Rd- all of the fill is going to the bottom part of that gully and is potentially going to be 5m high.

Cassie reported on behalf of Karensa:

Brief update:

- Waiting for Wave of Change to come back with their bin delivery date for Jnr campus. Will organise for senior campus bins at the same time.
- Would like Containers for Change drive day dates included on the free dress day info, like last year
- This term's drive is booked for Harmony Day. Karensa will email Lachlan a reminder a fortnight before.
- Michelle reported \$2600 from C4C in total from 2022.
- Cass mentioned we're going to keep an eye out for other grants to utilise the work that already been done trying to get the Artwork project happening. Not going to lose momentum. Also going to put another call out for the subgroup as only a few EOI's were returned.

Cass reported: We would like it to be student led. Similar to the Yr6 shirts where students would submit their own designs, they would do the same thing for the toilets and we could get the designs printed, perhaps on a vinyl material. That way if its ever damaged, we could more easily replace it, rather than needing to call artists in to repaint.

10.3 Mural Artwork / Floor Paintings

- Containers for Change update
- Wave of Change Program update
- Subgroup update –*to be involved email Cass @ president@capalabascpandc.com.au*

10.4 Toilet transformations Junior and Senior campuses

11. Other Activities and Reports

11.1 Grants – see Att 7 Grants Update

Karen reported:

Jubilee event must take place by end of March/this term.

Installing a plaque with acknowledgement for the Federal government & P&C's name as co-contributor. Invite Henry Pike Federal Member. Keep it small and ceremonial. Involve school captains. Put plant in the ground.

Lachlan mentioned the celebratory shovels are coming out to dig the ground for the hall, with both campus captains, happy to do something similar. Will look at calendars and availabilities and work something out. **Action**

<p>11.2 Fundraising</p> <p><u>Term 4 – 2022 results:</u></p> <ul style="list-style-type: none"> • Christmas Raffle <p><u>Term 1 – 2023 update:</u></p> <ul style="list-style-type: none"> • Bunnings Sausage Sizzle – 25th February 2023 (P&C General funds)* • Movie Night Fundraiser –rescheduled to Saturday 25th March (Wk9) • Term 1 2023 Disco date – Saturday 25th March (week 9) – EOJ Junior Disco T1 2023 Subgroup - https://forms.office.com/r/kEhhK4bDn2 • Easter fundraiser (week 10) <p><u>Term 2 – 2023 update:</u></p> <ul style="list-style-type: none"> • TBA/Discussed 	<p>Cass reported:</p> <p>Total proceeds \$1,893 minus 10% towards P&C funds \$1,704, towards the Connection Corridor.</p> <p>Desma noted: Correction, funds raised from Bunnings is for the Art Mural Project, not general funds. As per the planning doc 2023. Rosters are sorted.</p> <p>Desma reported: Movie night – rescheduled to 25 March to be held in conjunction with the Jnr disco prior to the movie. Still looking for EOJ for people to help.</p> <p>Looking at an Easter fundraiser in week 10, more info to be given at a later date.</p>
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Let's wrap this up.....	
<p>12. Motions on Notice</p> <p>12.1 To accept and approve all reports and updates presented at the general meeting: Executive, Treasurer, 2nd Hand Uniform Shop, Book Club, Principal, Projects, Grants, and Fundraising.</p>	<p>Moved by: Michelle Martin Any objections: N Approved: Y</p>
<p>13. New and General Business</p> <p>13.1 Summary of updates to the Parents and Citizens Association Model Constitution. Go to https://www.pandcsqld.com.au/the-info-place/pc-constitutionaccounting-manualpc-guideblue-card/pc-constitution/</p> <p>13.2 Draft AOP 2023 – <i>to be distributed/discussed</i></p> <p>13.3 Talk of re-opening swim club? <ul style="list-style-type: none"> • EOJ for swim club committee form here: https://forms.office.com/r/a5D8BmyU4g </p> <p>13.4 EOJ's for Exec Committee + all other Committee positions for next AGM (20/3/23) – <i>to be distributed/discussed</i></p> <p>13.5 P&C Membership Forms for 2023 (both new and renewing) – <i>to be distributed/discussed</i></p> <p>13.6 PCYC Update – McKinley Swift (OSHC Co-Ordinator)</p>	<p>Link provided for members to read. Will be updated for the AGM.</p> <p>Still drafting. Draft will be distributed for review next meeting. If anyone has any ideas of events or fundraising that they would like to do this year, please let us know ASAP.</p> <p>P&C has been approached by interested volunteers. Form opened to take EOIs and prospective volunteers can be connected with each other prior to the AGM to discuss.</p> <p>EOJ form being worked on. Cass mentioned all positions become vacated at the AGM, Treasurer and VP are not re-nominating.</p> <p>Membership forms currently being updated to reflect the changes to the Constitution.</p> <p>McKinley Swift reported:</p> <p>Preppy's settling in, gained a lot of enrolments – 16 families waiting for permanent spots.</p> <p>Licensed for 50 children only currently enrol at 45 – ratio 1 A to 15 C. Mentioned Casual bookings and noted – licencing requires 3.25m2 per child in an indoor space - wanting to survey school about if there is enough interest to make this option viable. Service is running really</p>

<p>13.7 Any other General Business?</p>	<p>smoothly – found their footing. Just really wanting to know the needs of school families prior to their governing authority coming out soon to do an assessment rating.</p> <p>Desma asked about catering options/opinions for the AGM for a meet and greet. Asked for approval for approx. \$70 for a few platters.</p> <p>Cass and Lachlan discussed the staff attending. Lachlan confirmed he has encouraged them.</p> <p>McKinley offered that PCYC may be able to assist with catering costs – P&C Exec team will discuss with her and thanked her for the offer and will talk outside of meeting to arrange.</p> <p>Cass mentioned the Bunnings BBQ email and AGM email will be drafted and sent to Lachlan by the end of the week. Action.</p> <p>Lachlan mentioned sibling photos went well.</p> <p>Trish asked if there was a group photo as that was what was advertised. Consensus from the group of the same interpretation.</p> <p>Lachlan confirmed that there was not a group photo – just the class photo with individual student photos.</p>
<p>14. Applications for membership and recording of new members</p>	<p>Nil – Expressions of interest held over to GM due to updating the membership forms.</p>
<p>15. Date of next meeting Monday 20 March 2023 at 6:00pm Followed by AGM at 7:00pm</p> <p>16. Close</p>	<p><u>7:56pm</u></p>

Minutes prepared by

Cassie Wagstaff
P&C Secretary

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

Certified true and correct by

Cassandra Aldcroft
P&C President

RATIFIED AT MARCH GENERAL MEETING 20TH MARCH 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)