

Agenda – General Meeting


Date & time: Monday 28th November 7:00pm

Chair: Cass Aldcroft P&C President

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

Location: Online only – [Meeting Link](#)

Meeting Opening	
<p>1. Welcome</p> <p>Acknowledgement of Country Apologies</p> <p>**** Icebreaker **** Acknowledgements</p>	<p>Quorum: Y</p> <p>Meeting opened:</p> <p>Attendees: Cass Aldcroft, Michelle Martin, Cassie Wagstaff, Lauren Phillips, Melissa Bennett, Lachlan Thatcher, Trish Biggs, Karensa Gock, Tina Stewart.</p> <p>Guests: John Treuer</p> <p>Apologies: Desma Hsu, Cathy Howie, Karen Purdy, Stuart Houlston, Tristan Baskerville, Carlie Freeman.</p> <p>Cass welcomed everyone to the GM and declared the meeting open 7:01pm. Cassie confirmed Quorum met.</p> <p>Acknowledgement of country delivered by CSC Student Ayla Martin, pre-recorded video.</p> <p>Cass gave a shout out to Trish for preparing the map for the senior campus booklet.</p> <p>Lachlan shouted out for the number of containers the P&C has collected as part of C4C.</p> <p>Lauren shouted out to Niki H for her help in the uniform shop.</p>

The SPEEDY SECTION	
<p>2. Confirmation of minutes from previous meeting October 2022</p>	<p>Amendments: N Approved: Y</p>
<p>3. Correspondence Refer to Register – <i>see Att 1</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 2</i></p> <p>4.1 Actions Complete</p> <ul style="list-style-type: none"> Trees delivered in Wk 5(t4). P&C have taken photos. Unfortunately, some trees have perished due to nil care – the trees have now been moved to Cass’ home for looking after until they are ok for planting.  <ul style="list-style-type: none"> \$2500 composting grant – P&C available to support the college if required. Booklists 2023 distributed by college. 	<p>Cass reported that included in the attachments is the actions register and the agenda set out actions complete and actions for updating. She gave mentioned to the trees donated and that they were dying when the P&C went to check on them. They have been moved to her house to try and rehabilitate and hopefully ready for planting in March or April 2023 when it’s a bit cooler.</p> <p>Special shout out to Lauren for delivering the graduation plant as part of the graduation ceremony.</p> <p>Cassie mentioned the mural artwork and disco subcommittee EOI have been sent out, so let us know if you are keen to be involved in those. Action for members</p>

<ul style="list-style-type: none"> Yr. 12 graduation plant organised by Cathy and presented by Lauren at the graduation ceremony <p>4.2 Actions for updating – <i>only items with an update or progression to be included. All others remain in the master file.</i></p> <ul style="list-style-type: none"> Mural/Artwork Subgroup – EOI emailed 19/11/2022 Disco 2023 – EOI sent out. Seeking the College to share the P&C FB post asking for volunteers. Michelle working with Joe Robinson and senior students to host the BBQ during Christmas Concert. After School Sports Program – Oval approved for use in T1 2023. School Photos 2023 - Evaluation panel met on 09/11/22 to discuss tenders for 2023 photos onwards. Carlie to follow up with two of the vendors to clarify some queries before a final decision is made. Sibling photos will likely be available but will need to be by appt before school on photo day 2023. Free dress days 2023 - Cass has list of potential free dress days from College - shared with Karensa who has identified the container for change days. 											
<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"> Bunnings sausage sizzle purchases (from various stores) \$828.90 	<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 update) – noting these figures will not be read out at GM</p> <p><u>31st Oct 2022</u></p> <table border="0"> <tr> <td><u>MAIN ACC</u></td> <td><u>DEBIT CARD</u></td> </tr> <tr> <td>Opening balance \$ 97,775.02</td> <td>Opening balance \$ 1,000.00</td> </tr> <tr> <td>Total Income \$3,686.10</td> <td>Total Income \$ 906.30</td> </tr> <tr> <td>Total Expenses \$ 944.53</td> <td>Total Expenses \$ 1,108.20</td> </tr> <tr> <td>Closing Balance \$ 100,516.60</td> <td>Closing Balance \$ 798.10</td> </tr> </table> <p>Overall Financial position of the Ass, as of 31st October 2022: \$101,379.90[^] [^]Allocated funds of \$34,014.07 towards the Connection Corridor</p>	<u>MAIN ACC</u>	<u>DEBIT CARD</u>	Opening balance \$ 97,775.02	Opening balance \$ 1,000.00	Total Income \$3,686.10	Total Income \$ 906.30	Total Expenses \$ 944.53	Total Expenses \$ 1,108.20	Closing Balance \$ 100,516.60	Closing Balance \$ 798.10	<p>Questions: N</p>
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<p>7. Second-Hand Uniform Shop</p> <p>Planning for back to school required for 2023. Questions for the school:</p> <ul style="list-style-type: none"> What are the 2023 opening hours for the Uniform shop? Can the 2nd hand uniform stall be set up on Senior campus in conjunction with Uniform shop during the back-to-school period only? This is for two reasons: <ol style="list-style-type: none"> As a community service we believe it would be better for college families to have them both located next to each other It’s usually very hot during that period and the P&C room is really quite bad in the heat. We think it would be better for our volunteers and parents not to be using this room during the back to school period. Volunteers needed to assist with back-to-school trade 	<p>Michelle reported that as we are coming to end of Term 4 the uniform shop will soon be doing stocktake and paying consignments. She will work in conjunction with Niki to see if she is available to do this. P&C is trying to plan for 2023 and wanted to pose relocated the shop for the BTS period onto Senior campus to make it easier for families.</p> <p>Action</p> <p>Lachlan supported this by offering the math block. He also noted the main uniform shop has moved to left to the meeting room the maths block may be the ideal space for us to set up during back to school. In terms of hours of the main shop, Lachlan will provide hopefully tomorrow. Action</p> <p>Trish said she will note this on the map. Action</p> <p>Cass asked if we could open for outside of business hours for working families</p>										

	<p>Lachlan mentioned we would need to get keys and codes. Action</p> <p>Cass asked if everyone thinks moving for the back-to-school period is a good idea.</p> <p>Unanimous agreement.</p> <p>Michelle gave a shoutout a thank you to Niki for her volunteering in the 2nd Hand Uniform Shop and goodbye and good luck to her as she heads off to New Zealand.</p> <p>Cass mentioned we will be doing a call out for volunteers, and we will do our best to match the hours of the uniform shop.</p> <p>Action</p>
<p>8. Scholastic Book Club</p> <p><u>Issue 7</u> \$530 in sales \$106 in rewards</p> <p>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>	<p>Questions: N</p>

The College Principal

<p>9. College Principal Report – see Att 4</p> <p>Includes standing agenda item of Anti-Bullying</p>	<p>Principal Notes:</p> <ul style="list-style-type: none"> *Department still considering contractor for the school hall, 10-week process approx. hopefully will know in late December. *DayMap rolling out next year. *Preparation for the new uniform shop going well, hopefully going cashless. *Lachlan thanked Lauren for her assistance with graduation and school photo tender. *Still waiting on feedback from teaching team. *Thanked everyone for a great year.
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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>Michelle updated that she has received updated quotes from Urban.</p> <p>Quote pertains to Redzone existing bubblers. Insert one new chilled water filter + bottle fillers for both throughs (3 fillers per unit) = \$11.3K. Option 2: insert new filter (left) and replace existing filter (right) + the 3 bottle fillers = \$15.8K. All inclusive, except electrical work if required. This is in addition. Swim club profits allows for sufficient funds to finance both options.</p> <p>50% deposit, remaining paid once completed. Lachlan happy for this to occur next year. Michelle confirmed that there are enough swim club funds to cover this and it would be donation with a plaque from swim club.</p> <p>To insert new filter (left) and replace existing filter (right) + the 3 bottle fillers = \$15.8K. All inclusive, except electrical work if required.</p> <p>Moved by: Michelle Martin</p> <p>Any objections: N</p>
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10.2 Connection Corridor

- Yarning circle
- Jubilee grant
- Tree planting

10.3 Mural Artwork / Floor Paintings

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

10.4 Toilet transformations Junior and Senior campuses

Approved: Y

Action

Cass gave apologies to Lachlan for the multiple emails from different parties about the yarning circle. She wanted to clarify how involved the school wants to be. **Lachlan** said the WAAP was the most important part and that if the contractor or P&C wants that the contractor can come on site and reconfirm the location with either Lachlan or Stuart. **Cass** said she would prefer this confirmation before proceeding with the work. **Action**

Karensa hasn't received date from school but confirmed if the school is happy, she can just book a delivery date for next year re: wave of change bins – **Lachlan** ok with this. **Action**

College achieved 17,645 containers, huge effort for the first year from students – amazing.

Term 4 congratulations to Grade 2 winners. We collected a total of 4256. We didn't do a reward day yet for Term 3 Cycle 1 winners, so this is going to be a combined rewards day this Friday with the wooden games again from Don. The children really enjoyed this last time with good old fashion games, no technology and the teachers seemed to enjoy it to. Hopefully school will put a word out to parents so they can come along too. **Action**

Karensa thanked Lachlan for confirming the free dress days for 2023 and she will get the ball rolling for an even better year next year, and hopefully we can get some artwork on college grounds.

Cass reconfirmed the EOI that went out to see who wanted to be part of deciding where we go with the murals so we can get some preliminary designs in place. She confirmed she will post it more widely soon to a wider audience. **Action**

Nil update – on hold until 2023 as discussed in Oct GM.

11. Other Activities and Reports

11.1 Grants – see Att 5 Grants Update

11.2 Fundraising

Term 3 – 2022 update:

- Father's Day Fundraising (proceeds to go to the Connection Corridor)

Term 4 – 2022 update:

- Christmas Raffle
- Christmas Concert P-3 BBQ / Santa fundraiser 07/12/22

Questions: N

Father's Day Stall		Father's Day Raffle	
SALES	\$5,395.68	SALES	\$1,893.00
Less COGS	\$3,348.95	Less Expenses	\$100.03
Gross Profit	\$2,046.73	NET PROFIT	\$1,792.97
Less Expenses	\$41.12		
NET PROFIT	\$2,005.61		

Cass confirmed raffle has opened but asked if an email has gone out to families yet. **Karensa** confirmed she has done Facebook but not email. **Lachlan** confirmed not to late he can send it out. Karensa to send to Lachlan. **Action** **Cass** confirmed the theme this year for the raffle was experiences, things you can do over the holidays and the prizes this year are excellent.

Re: concert, **Michelle** reported that Joe (teacher) from Senior Campus will be assisting and P&C just helping with setup etc. Michelle asked what the P&C committee thinks of donating barbecue items for a free sausage sizzle Karensa and Tina agreed. P&C has a lot of pre-existing stock that was going to be allocated to movie night, which has been postponed, so it would make sense to move the stock out. Michelle reported that by donating the P&C

will be approximately \$60 out of pocket as we need to buy fresh bread and a couple of sauces.

Lachlan confirmed the location for the BBQ will be the red area. Cass suggested our donation tin to be put on counter. Karensa suggested maybe promoting the raffle at the BBQ instead.

For the P&C to donate the existing stock of sausages and drinks, with an approximately \$60 outlay for fresh bread and sauces, for the Junior Campus Christmas Concert.

Moved by: Michelle Martin

Any objections: N

Approved: Y

Action

Questions: N

Term 1 – 2023 update:

- Hair accessories (weeks 1-2)
- Term 1 2023 Disco date - Friday 24 March (week 9) – EOI Junior Disco T1 2023 Subgroup - <https://forms.office.com/r/kEhhK4bDn2v>
- Movie Night Fundraiser –rescheduled to 04/02/23
- Easter fundraiser (week 10)

Let's wrap this up.....

12. Motions on Notice

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.

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.

Moved by: Lachlan Thatcher

Any objections: N

Approved: Y

12.2 Student Resource Scheme

- Approval to run SRS 2023
- SRS fees 2023
- Annual SRS Report 2022

Motion: That we continue with the student resource scheme with fees the same as 2022.

Moved by: Lachlan Thatcher

Any objections: N

Approved: Y

Karensa asked if we have access to reading eggs.

Lachlan confirmed it is at a class teacher discretion and to ask their class teachers.

Lachlan reported the 2022 SRS Annual Report has not been completed but will provide this for the next GM. **Action**

12.3 Discretionary Fund Application Approved for Mel Armstrong during R1 2022 – Variation request to amend the reason for funding as the flagpoles will not be proceeding at this time. Variation is indigenous designs for our sports houses. At a cost of approximately \$600.

Agenda item originally pending resubmission of grant paperwork from Mel Armstrong.

- **Cassie** reported that Mel Armstrong applied for discretionary funding in round 1 2022 for flagpoles with some indigenous flags. Unfortunately that's just not coming to pass at this time, but Mel has spoken to Cassie about exciting artwork and putting in a variation to allow the money to be spent on indigenous designs for our sports houses. Cassie reported that Mel has currently got something in the works and the funding is necessary to keep moving forward with it. Believe she's corresponded with Stuart and Lachlan in regards to this. Cassie has received some rough designs today but too late to distribute as part of this meeting.
- **Cassie** reported that the new cost would be approximately \$600.00. So, noting that her original application was for the full \$800 to go towards the flagpoles. So, she just wants a to accept and approve a variation to

that funding to move it over to the artwork there. So, if there's any questions I'll try and ask them.

- **Lachlan** provided a quick summary that Mel is our indigenous champion, so she works with a number of people across the Redlands, including the elders, to try and just increase awareness of our heritage. The house names are after the islands are Coochie, Peel, Russell and Morton. Coochie would stay the same but from memory the three other islands we would go back to the traditional names.
- **Cassie** reported that they are:
Coochiemudlo – red – redstone
Moorgumpin – yellow – sand
Canaipa – green - ironbark spear
Jercuraba – blue – shells
- **Cassie** reported that Mel has sent her an image but the artists is hesitant to release anymore until obviously the work has been paid for.
- **Lachlan** reported that Mel's been working on this for about 2 years, so it's finally coming to fruition for her, which is awesome.
- **Cassie** agreed that it was really great. But we don't have an amended form to review at this meeting. Cassie has an invoice but no form. Cassie wanted to move a motion to accept and approve a variation to the approved funding request for Mel Armstrong for round 1 2022 discretionary funding from flagpoles to indigenous designs for our sports houses.
- **Cass** asked do we make it subject to receiving the form we need this for our audit trail.
- **Tina** asked about doing the variation, was it extra funding or less? Cassie confirmed it was a change from flagpoles to the digital art and less money.
- **Tina** iterated the change of scope and asked if the flagpoles were going ahead at all and what happens to them.
- **Lachlan** reported that they have found another funding source to do that. Something needs to happen to the area they were planned to be installed first.
- **Tina** stated there'll be other funding to be able to utilise for the flagpole which is the original purpose of original scope of the money of the funding. And then does Mel have any indication of what she thinks the next cost will be? If this is just the initial cost?
- **Cass** said from what we know this is the cost for the digital design concepts based on the quote. But also on the quote was murals so she wanted to flag to the college that this might intersect with the P&C mural project.
- **Lachlan** only received the information today so couldn't comment on the mural side as he hadn't gotten a chance to look at it closely yet.
- **Lachlan** confirmed the key part for Mel's request at this point was getting the digital design so that we can start using them in communication and marketing and things like that as well, more so than anything else. And if there's murals coming, then I'm wondering whether, you know, it would be complementing each other. But here's the designs for our houses. Does it somehow fit into the mural? If not, you know?
- **Cassie** reported that looking at the invoice, with regards to the digital content, there are 4 digital design concepts, including three overview edits at a cost of \$600.00. So that could be what Mel's being referring to when she's been speaking with me. Just that first step to get the ball rolling to get those designs in our hands so that we can get them out there.
- **Tina** thought to her it sounded like it's a concept design, so it's not a final design, it's a concept. So there potentially could be additional costs. She loves the idea, fully supportive, but trying to understand the detail. Sounds like you might pay the \$600 but then there is more.

- **Lachlan** suggested holding this over as only receiving it today, plus only nine days left of school there might not be much more that progresses. The school wont progress any purchasing in this time and won't be signing off any authorisations until the new yar anyway. So unfortunately with all of this we may not be able to make a decision tonight. And then we need the application.
- **Cass** supported this and that the P&C supports in principle. Tina and Lachlan verbalised agreement.
- **Cass** reiterated that we need the remaining paperwork to actually formalise the decision. But we want Mel to feel supported because we do support in principle, but just need those final issues resolved.
- **Tina** agreed and said it would be good to understand when the artist needed payment by. If they've already done the work perhaps? So, we need an understanding from Mel about when payments are expected and so forth.
- **Lachlan** reported that technically the school doesn't do any spending in Term 4 other than essential purchases like ongoing bills, they don't initiate new purchases. Challenging if there's been a commitment to payments for this. The College will need to follow this up.
- **Tina** asked if there any avenues at all to make a payment if Mel has committed to this?
- **Lachlan** reported that if it's been something that somebody's committed to, then we have to.
- **Cass** reported that wasn't her email. Her email doesn't sound like that, there's no discussion on payment timing. Maybe she is just eager to see the designs and it's more that the artists wont release them without payment. That's quite normal for someone dealing with digital art anyway.
- **Cass** checked with the team if where we arrived everyone was comfortable with. Nil issues reported.
- **Motion** not proceeded with due to lack of paperwork and details to support the variation request. **Action**

13. New and General Business

13.1 Meetings for 2023 – Does the committee want to keep it at Monday nights 7pm or mix between daytime and night time meetings? - *see Att 6 with pending proposed dates for 2023 meetings*

Everyone agreed 7pm Mondays is good. 2023 Meeting list confirmed.

13.2 First Day 2023 – Welcome Event – Coffee van again?

Cass asked Lachlan, if Lachlan would like her to reach out, he said yes. Think about another location, perhaps near the hall, between the swimming pool and hall, near the PCYC. **Lachlan** agreed. Cass will send an email and CC Lachlan. **Action**

13.3 First Aid Course for Students – revisit for incoming Year 7s?

Cass asked about offering the course, we tried last year. **Lachlan** to go back to PE team re curriculum. **Cass** said just let us know if there's a date and time and we can organise it. **Action**

13.4 Sports Aerobics – after school activity proposal for T1 2023

Cass reported that two ex-students keen to run the program in 2023, Cass mentioned Hall Hire, **Lachlan** said we can check in regarding that. Cass and Lachlan to talk offline about the logistics and organising this. He may need to check in with the PCYC as its part of their hire agreement they can use it for overflow. **Action**

13.5 Any other General Business?

Melissa asked Lachlan how many days left of school, **Lachlan** confirmed **NINE!!!**

Lauren reported that she received an email from Karen just before coming into the meeting who said you've been talking to Anna about Anna's availability to be a part of it. She's advised that she's really quite busy in term one, probably better term three or four. So it looks like potentially we might

	<p>not be able to progress with that. Lachlan will check if soccer x need the oval now, Lachlan didn't think they did anything from the start of the year.</p> <p>Tina wanted to thank all the committee members. She said you guys are just amazing at all the work that you do. She has been observed this year, it is her first year, and she can see that they are at every event and doing so much. She thanked the team for very much leading the ship. The exec team thanked Tina for her kind words – really appreciated.</p> <p>Michelle stated that she wanted to thank everyone for their hard work through the year and had some news that she has already told the other exec members. She will not be renominating for Treasurer next year at the AGM as with all her commitments and her new business venture she needs to depart. She will remain as a member and help where she can and will be available to do a great handover for whoever is keen to jump into the role. Cass told Michelle she will be very much missed but jokingly reminded the committee there will be two more meetings before the AGM so Michelle cant run away yet. Cass acknowledged the great work Michelle has done as treasurer and has run the ship amazingly. We will be sorry to say goodbye to her in that role but we are really excited for her about her new plans.</p>
<p>14. Applications for membership and recording of new members</p>	<p>One membership request from John Treuer.</p> <p>Motion: That the application for membership received be accepted. Moved by: Cassie Wagstaff Any objections: N Approved: Y</p> <p>John thanked the committee for having him on tonight and that he was looking forward to it.</p>
<p>15. Date of next meeting 2023 – date planner to be released 16. Close</p>	<p>Cass closed the meeting with a Merry Christmas and New Year to everyone and hoped that everyone was excited as Lachlan was that there were only nine days left of school. Sorry to all we couldn't have an end of year shindig for our volunteers but perhaps we can have a gathering for the AGM.</p> <p>Meeting closed at 8:05pm.</p> <p>Our next meeting will be held Monday 20th February 7pm.</p>

Minutes prepared by

Cassie Wagstaff & Lauren Phillips
 P&C Secretaries

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 FEBRUARY GENERAL MEETING 20th February 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)

RATIFIED