

Minutes – General Meeting

Date & Time: Monday 22nd April 2024 7:00 pm

Chair: Cass Aldcroft P&C President

Minutes: Cassie Wagstaff & Caitlin Taynton - P&C Secretaries

Location: ONLINE

Meeting Opening	
<p>1. Welcome</p> <p>Acknowledgement of Country Apologies</p>	<p>Quorum: Y Meeting opened: 7:07pm Attendees: Cass Aldcroft, Cassie Wagstaff, Lachlan Thatcher, Michelle Martin, Lauren Phillips, Caitlin Taynton, Cr Jason Colley, Kat Hughes, Brad Aldcroft, Carlie Freeman, Kylie Thomas, Nicole Nicholls Guests: Stuart Houliston Apologies: Amie Baldwin, Cathy Howie, Elle Stewart</p>

The SUPER SPEEDY SECTION	
<p>2. Confirmation of minutes from previous meetings February GM 2024</p>	<p>Amendments: N Approved: Y</p>
<p>3. Correspondence Refer to Register – see Att 1 Feb & Mar 2024</p>	<p>Questions: N Approved: Y</p>
<p>4. Matters arising from previous meeting. For more information refer to the Actions Register – see Att 2 <i>For discussion:</i></p> <ul style="list-style-type: none"> Repairs to the canteen roller door in the pool area were due to be completed over the coming Christmas holidays – this has now been complete and is amazing!! Year 6 Polo Shirts – any updates regarding ETA? 	<p>Cass updated: included in the attachments is the actions register. The updates of note in the agenda are:</p> <ul style="list-style-type: none"> Repairs to the canteen roller door in the pool area were due to be completed over the coming Christmas holidays – this has now been complete and is amazing!! Especially that both doors were done. Year 6 Polo Shirts – Stuart advised that Amy rang the company last week, hoping to receive shirts by end of week 3 and will follow up again end of this week. <p>Questions/Discussion: N</p>
<p>5. Table Executive Committee’s Report and decisions Exec Decisions since last meeting:</p> <ul style="list-style-type: none"> Approved expenses: <ul style="list-style-type: none"> Capalaba Outpost \$203: Catering 1st 2024 general meeting to celebrate CSC new hall Wild Web Solutions \$109: CSC P&C pull up banner Reimbursements of \$560 for Mother’s Day purchasing Increasing debit card to \$1000 for Mother’s Day purchasing Expenditures \$456 for Election BBQ Wireless modem battery replacement \$24.95 	<p>Exec decisions since last GM were listed in the agenda.</p> <p>Questions/Discussion: N</p>

<ul style="list-style-type: none"> ○ AGM catering – contacted PCYC who kindly donated to cover the costs ○ Purchase of router for the room (wireless batteries keep swelling) \$143 	
<p>6. Treasurer’s Report and Financial Statement See attached Treasurer report (includes the Connection Corridor Budget updates) – <i>see Att 3</i></p>	<p>Treasurer’s reports will be included in the attachments sent with the minutes as noted in the agenda. Cass shared her screen and gave all attendees an opportunity to read over and asked if there were any questions.</p> <p>Please note attachment 3 sent with the minutes is split into 4 for ease of perusal.</p> <p>Questions/Discussion: N</p>
<p>7. Sub-Committee Reports and Financial Statements</p> <p>Swim Club Treasurer Report (Feb) – see Att 4</p> <p>Swim Club Treasurer Report (Mar) – see Att 5</p> <p>Swim Club Update (Mar) – see Att 6</p> <p>2024-25 Season Information Booklet – see Att 7</p> <p>Swim Club Budget – see Att 8</p> <p>Any business arising from Sub-Committee Reports and Financial Statements?</p> <ul style="list-style-type: none"> • BBQ at the Junior Athletics Carnival 13th June. Noting this has been approved by the school. A risk assessment will be completed closer to the time. The aim is to have this fully covered by donations however as submitted in the budget we have allocated a max of \$1000 to set up such BBQs if we are unable to get donations, this would then be repaid following the event; and • Bunnings Sausage Sizzle - 7th September. Noting the date of the 7th September has been locked in with Bunnings. The aim is to have this fully covered by donations however as submitted in the budget we have allocated a max of \$1000 to set up such BBQs if we are unable to get donations, this would then be repaid following the event. 	<p>Swim Club update was sent out with the agenda – Amie is an apology tonight so all discussions will be held over until next meeting, but a report, and Treasurers reports for February and March, were attached for review as well as a season information booklet. We will re-flag this next meeting. Attachment 8 is just an FYI with the Swim Club update; no motion is required as this was approved at the AGM.</p> <p>We do need to move the motions in relation to upcoming barbecues that the Swim Club will be holding.</p> <p>Reports attached.</p> <p>Motion: To approve the Swim Club hosting a fundraising BBQ at the Junior Athletics Carnival on the Junior Campus to raise funds for the Piranhas Swimming Club. If donations are unable to be secured in time, then a \$1,000 budget to be allocated, to be repaid with future raised funds.</p> <p>Moved by: Lauren Phillips</p> <p>Any objections: N</p> <p>Approved: Y</p> <p>Motion: To approve the Swim Club hosting a fundraising BBQ at Bunnings Capalaba to raise funds for the Piranhas Swimming Club. If donations are unable to be secured - \$1000 budget to be allocated, to be repaid from future raised funds.</p> <p>Moved by: Lauren Phillips</p> <p>Any objections: N</p> <p>Approved: Y</p> <p>Cass and Lauren made note to flag frozen sausages available to swim club – there are approx. 5 trays of 24 in deep freeze. Action.</p> <p>Questions/Discussion: N</p>

<p>8. Second-Hand Uniform Shop – Coordinator Kass Carter</p>	<p><i>Nil update</i></p> <p>Questions/Discussion: N</p>
<p>9. Scholastic Book Club – Coordinator Nicole Nicholls</p> <p>Update from Nicole: Term one of Book Club was a successful one.</p> <p><u>Issue 1</u> Sales \$1079.50 Rewards \$161.92</p> <p><u>Issue 2</u> Sales \$661.00 Rewards \$99.15</p> <p>Thank you to everyone for the support. We'll be back term 2 with two more awesome catalogues!</p> <p>Also mark your diaries for our annual scholastic book fair - May 15th, 16th and 17th in the junior campus library. Morning and afternoon purchasing sessions. More information will come as the date gets closer.</p>	<p>Reports for Issues 1 & 2 were included in the Agenda, noting to mark your diaries for Book Fair.</p> <p>Nicole advised Issue 3 went into teachers pigeonholes today.</p> <p>Questions/Discussion: N</p>

<p>The College and Campus Principals'</p>	
<p>10. College Principals' Report – see Att 9</p> <p>Includes standing agenda item of Anti-Bullying</p> <p>- <i>see Att 10 2024 Annual Implementation Plan</i></p>	<p>Handed over to Lachlan for the Principal's report (see Att 9 for full details).</p> <p>Principal Notes:</p> <ul style="list-style-type: none"> • Been busy and productive this year, lots of events upcoming • One of the biggest parent teacher nights ever this year; Term 3's interviews will move location to the new hall • New Hall - Some repairs to the new hall need to be made before students can start using it; the meeting and teachers rooms are ready now. Sport and gym equipment for the new hall to arrive soon • Teacher Shortages - 6 pre-service teachers on site currently, with another 8 due Monday • Restorative Processes – a new fortnightly process commences this week, in response to the growing number of suspensions across QLD • Learning Walks & Curriculum – Principals and HOD's doing learning walks around both campuses to check in with students (1000 completed last term). After an external review, looking to switch up some teaching methods – cover less & assess less, which would allow deeper dives into topics. <p>Attachment 10 2024 Annual Implementation Plan :</p>

	<p>Included in the plan are key things Lachlan is addressing with the team this year. This is a 1 year plan. There will eventually be a 4 year plan developed, in consultation with stakeholders.</p> <p>Questions/Discussion: Y</p> <p>Cass asked about the repairs to the new hall gate – Lachlan noted funding approvals were delayed, but approved now, working with the contractor regarding the gates and fences.</p> <p>Lauren asked about the questionnaires – Lachlan confirmed it is going to all stakeholders. Will work with the student captains to collate age-appropriate questions for students.</p>
<p>The FUN stuff</p>	
<p>11. Projects and Initiatives</p> <p>11.1. Connection Corridor</p> <ul style="list-style-type: none"> • Yarning circles Junior and Senior Campuses <p>11.2. Mural Artwork / Floor Paintings</p> <ul style="list-style-type: none"> • Containers for Change – Coordinators <i>Julia Delaforce & Caitlin Taynton</i> • Wave of Change Program • Subgroup update – Coordinator <i>Cathy Howie</i> <p>11.3. Toilet Transformations Project – Coordinator <i>Michelle Martin</i></p> <p>11.4. Wish List (Discretionary) Funding</p> <ul style="list-style-type: none"> • Round 1 Acquittals pending (was due 8 December 2023) extended due date 18 March 2024: <ul style="list-style-type: none"> - Y. Gee - Hospitality Equipment purchase up to \$800.00 (excluding GST) – forfeited funding - A. Cahill - Yungaburra Room Items purchase up to \$550.00 (excluding GST) – still awaiting correspondence as to where this is at - J. Quinn - Junior Library Furniture purchase up to \$650.00 (excluding GST) – Acquitted 	<p>Cass advised yarning circles need to be delayed until the June/July holidays to give landscaper more time.</p> <p>Wave of change is still ongoing, and we are working with the school and SMT to continue. Need to clarify how that will work in the future.</p> <p>Nil further update as Julia and Caitlin only took on roles last month and there is still handover to do.</p> <p>Floor paintings going in this weekend – can’t wait!</p> <p>Cathy is an apology for tonight’s meeting. Mural project progressing - have quotes and will sit down with exec to finalise artist. Will be working through children’s drawings to gather ideas. Cathy noted there weren’t many submissions, just wondering if it can be announced again.</p> <p>Stuart will give another push tomorrow at staff meeting.</p> <p>Nil update.</p> <p>Wishlist Funding updates were provided in the agenda, main things to take note of are:</p> <ul style="list-style-type: none"> -Hospitality Equipment purchase up to \$800.00 (excluding GST) – funding was forfeited -Yungaburra Room Items purchase up to \$550.00 (excluding GST) – still awaiting correspondence as to where this is at – will have to call this one soon as we have been patient and lenient. <p>Round 1 2024 is closing soon - Thursday 2 May - Term 2, Week 3, with successful applications determined at May GM on Monday 20 May – acquittal will be due by 20 November 2024.</p> <p>Form can be downloaded from our website using the link in the agenda and minutes.</p>

• **Round 2 Acquittal pending due 21 February 2024:**

- S. Houliston – Metal signage for Jnr campus purchase up to \$800.00 (excluding GST) – **Acquitted**

There are two rounds per calendar year 2024 dates are:

Round 1 2024 closing Term 2, Week 3, Thursday 2 May – with successful applications determined at May GM on Monday 20 May – acquittal due by 20 November 2024; and Round 2 2024 closing Term 3, Week 4, Friday 2 August – with successful applications determined at August GM on 19 August – acquittal due 19 February 2025. (Please note that the P&C has been advised that the College requires all purchasing plans to be completed by Week 9 of Term 3.)

[Download Round 1 Application Form](#)
- due Term 2, Week 3, Thursday 2 May 2024.

Cass flagged school leadership team to consider the timing of applications or communications, how can we improve the success of this program. Can the leadership team (Lachlan, Stuart and Tristan) gather some feedback for the P&C exec and gather some ideas to increase the success. Lachlan said he will mention it in communication with Head of Departments on 30 April 2024 at their meeting.

Lauren asked about the 2 weeks turnaround after Round 2 acceptance and whether it is too much of a push before school purchasing plans need to be in by. Lachlan confirmed this should be fine as if applied for, items should be ready to be ordered.

Cass mentioned funding possibly being used towards lunch clubs, eco marines, other clubs, etc. Cassie mentioned being in a meeting for Breakfast Club where Hazel and the team expressed desire for a new fridge in the Jnr hall and other things for breakfast club.

12. Other Activities and Reports

12.1. Grants – No Coordinator

Nil update. Grants team are still supporting each other via the Facebook messenger group in the absence of a Coordinator.

12.2. Yr 6 Working Group

- Pie Drive –
The year 6 working group has begun discussions for the end of year celebrations for our grade 6 cohort. There is a pie drive fundraiser planned for May/June (ordering and distribution over the course of 6 weeks.) To raise funds for the graduation.
- Forms set to be distributed for 29th April. – *Does this clash with anything?*
- Orders and money due back - Tuesday May 21st
- Email totals to Gisler - Friday May 24th
- Pie delivery day - Friday June 7th
2:00pm-4:00pm pick up times from New Hall – OSHC Room

Nicole reported per the agenda, confirmed forms are set to go out next week into teacher pigeonholes. Will hopefully do pick up out of the new hall pending fence repairs.

Questions/Discussion: N

12.3. Fundraising Calendar

Term 1 2024

- W3 Disco (Fri 9th Feb)
- W8 Election BBQ (Sat 16th March)
- W9 Movie Night (Sat 23rd March)

Mother’s Day Stall is 8th & 9th May and online orders are open now. Book Fair will be held 15-17 May. Unlikely to host Krispy Kremes as listed given we are already in Term 2.

Term 2 2024

- Y6 WG Pie Drive (29 April – 7 June)
- W4 Mother’s Day (8-9th May)
- W5 Book Fair (15-17th May)
- Bunnings BBQ (June TBA)
- W9 Athletics day BBQ (Swim Club) (13 June)
- Krispy Kremes (TBA)
- TBA Paint & Sip Tester (Carried over from T1)
- Paint & Sip

Term 3 – 2024

- W8 Father’s Day Stall (30 – 31 August)
- Father’s Day event ? (TBC)
- Bunnings BBQ (Swim Club 7th September)
- Disco P-6 (potentially) (TBA)

Term 4 – 2024

- Christmas Concert P-3 BBQ (TBA)
- Christmas Raffle (TBA)
- Santa Photos (TBA)
- Booklists (TBA)
- Parent End of Year Dinner

Other potential fundraising events include: Bake Sales, Trivia Night

Cass asked how to engage senior families with the Mother’s Day Stall. Lachlan confirmed correspondence goes out on Daymap and to P-12 parents via email.

More updates to come in May GM.

Questions/Discussion: N

Let’s wrap this up.....

13. Motions on Notice

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, Year 6 Working Group and Fundraising (General).

Motion: To accept and approve all reports and updates presented at the general meeting: Executive, Treasurer, Swim Club, 2nd Hand Uniform Shop, Book Club, Principal, Projects, Grants, Year 6 Working Group and Fundraising.

Moved by: Lauren Phillips

Objections: N

Approved: Y

14. New and General Business

14.1. The Athlete’s Foot rewards

The Athlete’s Foot have informed us that we have \$450 in rewards. We can claim our current rewards tally towards Hart Sports equipment; asked if there is anything needed for the new hall?

Lachlan mentioned learn to swim equipment would be great.

Cassie asked if anyone in attendance objects to that? No objections from attendees. Cassie will forward the Hart ordering form to Lachlan to peruse and consult with relevant school staff. **Action.**

14.2. Clarity on Sports Houses colours and names?

Cassie asked for some clarification around the sports houses - names and colours as there is quite some confusion!

Lachlan confirmed: **Students remain in the same house colour – just with a different name**, only the students house **name** has changed to indigenous names and upon consultation with an indigenous artist, the colours better suit the names. This applies to both campuses.

Stuart clarified and said he would send Cassie an image (included below):

School Sports Houses



14.3. Junior Campus grounds / buildings maintenance – discuss the idea of a once per term P&C general clean working group to help

Cass floated the idea around the P&C helping to do some general cleanup during school holidays, like the toilet cleanup and water pressure washing the concrete.

Lachlan said that should be fine – of course working around builders, asbestos removal etc. Also, Carlie has been working with MyHorizons and their clients giving them work experience doing work in the gardens and mowing etc. Win, win!

14.4. Any other General Business?

Jason asked how the election BBQ went – Cass confirmed we have not done final P&L with the AGM in the middle but we had a great day and even stayed an extra 3 hours until sausages sold out. Lauren confirmed we cooked and sold 50kg worth of sausages! Cassie said working out of the new hall was great.

15. Applications for membership and recording of new members

- B.Hall (parent of student)
- B.Morgan (parent of student) (EOI: FAO, 2nd Hand uniform shop help)
- S.Houliston (staff member of the school)
- J.Robinson (staff member of the school)
- L.Jorgensen (parent of student)

Motion: That applications for membership received from B.Hall, B.Morgan, S.Houliston, J.Robinson, L.Jorgensen be accepted.

Moved by: Cassie Wagstaff

Objections: N

Approved: Y

16. Date of next meeting

May GM on Monday 20th May from 7pm

Cass thanked all for attending, informed next meeting is to be held Monday 20th May at 7pm, and declared the meeting closed at 7:50pm.

17. Close

7:50pm

Minutes prepared by
 Cassie Wagstaff
 P&C Secretary

Certified true and correct by
 Cassandra Aldcroft
 P&C President (Chair)

RATIFIED AT THE MAY GENERAL MEETING 2024.

2024 Meeting Schedule – so you never have to miss another meeting again!!!

Term 1		Term 3	
January	No General Meeting	July	No General Meeting
February	Monday 19 th – 5:30pm Hall Welcoming	August	Monday 19 th – 7pm
March	Monday 18 th – 6pm meet & greet, 7pm AGM kick-off.	September	No General Meeting
Term 2		Term 4	
April	Monday 22 nd – 7pm	October	Monday 21 st – 7pm
May	Monday 20 th – 7pm	November	Monday 18 th – 7pm
June	Monday 17 th – 7pm	December	TBD – Volunteer lunch celebration

RATIFIED