

Minutes – General Meeting - DRAFT

Date & time: Monday 20th March 2023 6:00pm

Chair: Cass Aldcroft P&C President

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

Location: Met East Meeting Room & Online

Meeting Opening	
<p>1. Welcome</p> <p>Acknowledgement of Country Apologies</p>	<p>Quorum: Yes Meeting opened: 6:07pm Attendees: (In person): Cass Aldcroft, Cassie Wagstaff, Stuart Houlston, Christine Manzano, Desma Hsu, Michelle Martin, Karensa Gock, Zoya Slavinskaya, Karen Purdy, Cathy Howie, Lachlan Thatcher, Rebecca Grugan. (Online): Lauren Phillips, Brad Aldcroft, Carlie Freeman, Trish Biggs, Tristan Baskerville, Tina Stewart (arrived 6:20 pm) Guests (In person): Don Brown MP, McKinley Swift, Trent Perry, Amy Cahill, Patricia Castner, David Hughes, Amie Baldwin, Niamh Cawley, Alisha Busoli, Rebecca Hales, Julia Delaforce, Kevin Delaforce, Jill Burke Apologies: Melissa Bennett</p> <p>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., READ before the meeting please!	
<p>2. Confirmation of minutes from previous meeting February 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 For more information refer to the Actions Register – see Att 2 <i>(Please note: Some actions with updates may be noted in their respective sections later in the meeting.)</i></p>	<p><i>Update as per agenda:</i> <i>Actions of Note</i></p> <ul style="list-style-type: none"> • AGM 2023- AGM invite emailed to all college parents on 1/3/23, included membership form for new members. • 2023 Memberships- email sent out 8/3/23 for renewing members – showcasing new online form. • Easter fundraising not proceeding due to other activities happening and volunteer workloads. <p>Questions/Discussion: N</p>
<p>5. Table Executive Committee’s Report and decisions</p>	<p><i>Update as per agenda:</i> <i>Exec Decisions since last meeting listed in the agenda:</i> <i>Approved expenses:</i></p> <ul style="list-style-type: none"> - Commemorative Plaque and Post and Water Bubbler Plaque \$443 + \$143 - Commemorative Ceremony (various stores) \$365 - Movie Night/Jnr Disco (glow sticks, etc) \$413 - Bunnings sausage sizzle (various stores) \$423 - Stationery \$50

	Questions/Discussion: N
<p>6. Treasurer’s Report and Financial Statement See attached treasurer report – see Att 3 (includes the Connection Corridor Budget update)</p>	<p><i>Update as per agenda Attachment 3.</i></p> <p>Questions/Discussion: N</p>
<p>7. Second-Hand Uniform Shop</p>	<p><i>Update as per agenda:</i></p> <p><i>Term 4 consignments paid out 20th February. Seeking nominations at AGM for a second-hand uniform shop convenor.</i></p> <p>Questions/Discussion: N</p>
<p>8. Scholastic Book Club</p>	<p>Issue 2 2023 - Closed 16th March 2023. Total sales for issue 2 were \$521.00 And gave us Rewards of \$78.15.</p> <p>Cassie reported on behalf of Nicole: As of next term we will be switching to online viewing of the catalogue. Some paper catalogues (approx. 100) will be available at Junior admin/library for anyone who would like to take one home. Otherwise, the catalogue link will be emailed school-wide, posted to the P&C fb page, and shared to individual grade fb groups. This will be a trial to see how we go not issuing catalogues to every student. We currently receive and distribute over 600 catalogues so trialling paperless will save on paper and volunteer time. We’ll see how it impacts orders over the course of the term and review.</p> <p>Our annual book fair is booked in for term 2 and will be arriving on the 16th of May. Sale days Wed 17, Thurs 18 and Friday 19th with open times before and after school. Advertising will be done closer to fair.</p> <p>Questions/Discussion: N</p>

The College and Campus Principals’	
<p>9. College Principals’ Report – see Att 4 Includes standing agenda item of Anti-Bullying</p>	<p>Principal’s Report Highlights:</p> <ul style="list-style-type: none"> Introduction of College Leadership Team present at GM this evening. Easter Hat parade for Prep-Yr 3’s on the 30th March. Trent Perry has been working hard behind-the scenes with NAPLAN being done in March (traditionally done in May) so lots to juggle earlier in the year. First version of the student-designed Yr 6 shirts which will soon to be approved and sent out to families for orders. Students have been able to incorporate their ideas, which is a new process, and it's been really welcomed. Congratulations to Anna Rasmussen, who has achieved district and Met sport organisation roles, which allows students to participate in higher levels because of our expertise as well. On the senior campus, we wanted to acknowledge our new teacher Yvonne Gee. She's been incredible, taking on the work of two teachers (in hospitality and home ec), coordinating work for teachers that don't usually teach food design, and is also starting new subjects. She has hit the ground running, and she’s a really welcome addition to the team. Still feeling some crunch on the senior campus with staffing, and junior campus will have a bit of a crunch next week when a few

	<p>people are out for medical or personal reasons, but we're well below the leave figures being used last year, so that's really welcomed.</p> <ul style="list-style-type: none"> You may have seen the fencing pop up around the new hall space a few weeks ago. Captains from both campuses joined state member Don Brown and the DoE's John Norfolk, to turn sod, so progress should kick in pretty quickly now. The construction team have spoken about supplies not being a bigger issue anymore, but there are still significant labour shortages in the construction industry. The start of 2024 should still see the Hall completed. In terms of restorative processes, readings will be shared with parents towards the end of the term. And the guest speaker that we've been working with for training will do a parent session as well to talk about what RP is and what it means, and some of the language differences that we might be using at the College. Last week we celebrated our progress with the Connection Corridor with the P&C. Captains on the junior campus joined federal member head Henry Pike and Cr Adelia Berridge to plant the first tree for the Corridor. Thank you to the team for a beautiful ceremony. The Cycle 3 class that actually contributed to the corridor designs enjoyed themselves too. Acknowledging Trent's work again, and Vikki and Kylie on the senior campus. They've had two pretty significant events early on in the year- NAPLAN and our first senior secondary exam blocks. There is a lot of work that goes into both of these things and doing them both at the same time makes them significantly more complex. Our Daymap rollout has been welcomed by nearly 400 families with several excursions on senior campus in particular just using Daymap now to do the permissions and manage communication. Many parents have done their parent teacher interview bookings through here as well. So at stage one of about 8 stages, teachers are developing their comfort, and the content will increase each term, so you'll start seeing more and more things popping in there from the teachers as well. <p>No questions raised.</p>
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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 circles Junior and Senior Campuses 	<p>Due to planned short GM (due to AGM later), all items wont be discussed as updates were provided in writing prior to the meeting. Some items of note will be pointed out.</p> <p>Shout out to Michelle for organising this installation from start to finish – donating this item on behalf of swim club and P&C. We look forward to sharing photos when all the final bits and pieces are complete.</p> <p>The two new water chillers have been installed and electrician work completed. The bubblers are now providing our students with fresh, clean, cold water. We have received quote for the plaque to commemorate Swim Club's kind donation to the school = \$143.00</p> <p>Lastly, we have received a parent donation to install front covers for the bubblers, which will be installed over the coming weeks.</p> <p>Yarning circle RFQ deadline has been extended to April 14th to allow more time for quoting, and the evaluations will now be scheduled for after the school holidays.</p>

<ul style="list-style-type: none"> • Jubilee grant / Tree planting <ul style="list-style-type: none"> • Revegetation <p>10.3 Mural Artwork / Floor Paintings</p> <ul style="list-style-type: none"> • Containers for Change update <ul style="list-style-type: none"> ○ Free Dress Day reminder 21st March. ○ Volunteer/s needed. • Wave of Change Program update • Subgroup update <p>10.4 Toilet Transformations Project</p> <p>10.5 Wish List (Discretionary) Funding – for noting only</p>	<p>Commemorative event went well. blog post to be referenced in the minutes.</p> <p>Also updated that the Nature Play RFQ was extended to 26th March to allow a little more time – this one is directly related to the jubilee grant tree planting, and is for along the pathway near the Moorshead St entrance to Jnr campus.</p> <p><i>No further update at GM. Update as per agenda: RFQs distributed, contractors met with, Evaluation Panel convened 07/03/23 to review and award contract. Contractor notified, pending acceptance. Work scheduled for April school holidays.</i></p> <p><i>Update as per agenda. Email sent out by Lachlan, authored by P&C, on 10/03/22 notifying of combined Harmony Day & C4C Term 1 Drive. Included in email was a call out for assistance. Can anyone from the P&C lend a hand – email karena@capalabascpandc.com.au If you are available on the morning of the 20th (9:30am - 11:30am) and 21st March (8am-11:30am), we would love to hear from you.</i></p> <p><i>Update as per agenda. Karensa still awaiting confirmation from WoC regarding delivery date for the new bins on both campuses. Update as per agenda. Subgroup will kick off post AGM. Online EOI form capturing names of interested people.. Needing keen people to push forward actioning the mural/floor painting project.</i></p> <p><i>Update as per agenda. Nil update – pending a volunteer post AGM. Included in Online EOI form to capture interested names.</i></p> <p>Moving forward discretionary funding will be a regular item on the agenda to help communicate progress against.</p> <p><i>Update as per agenda.</i></p> <p>R2 2022 Approved 24th October – funding expires 24th April 2023</p> <ul style="list-style-type: none"> • Refurbishment of Robot Battery - Bernadette Power, Teacher Librarian acquitted • Replace chess boards and pieces. Purchase additional games - Bernadette Power, Teacher Librarian pending acquittal <p>R1 2023 Open Now – closes 2nd May – acquittal due by 15th November 2023</p> <p>R2 2023 – closes 7th August – acquittal due by 21st February 2024</p>
<p>11. Other Activities and Reports</p> <p>11.1 Grants – see Att 5 Grants Update</p> <p>11.2 Fundraising</p> <p><u>Term 1 – 2023 update</u></p> <ul style="list-style-type: none"> • Bunnings Sausage Sizzle • Movie Night Fundraiser • Easter Fundraiser 	<p>Movie Night/Disco is this Saturday. We’d appreciate as many friendly faces as possible coming along to join us.</p> <p><i>No further update at GM. Update as per agenda.</i></p> <ul style="list-style-type: none"> • Bunnings Sausage Sizzle – 25th February 2023. NP \$2,378.30 with all funds raised to go towards the Mural and Art Project. • Movie Night Fundraiser –rescheduled to Saturday 25th March (Wk9) and to combine with the Term 1 2023 Junior Disco <p><i>Easter fundraiser (wk 10)- see update in actions register – decision made not to proceed.</i></p>

<u>Term 2 – 2023 update</u>	<i>No further update at GM. Update as per agenda. To be accepted as part of the AOP.</i>
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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>12.2 To accept and approve the 2023 Annual Operating Plan – <i>see Att 6</i></p>	<p>Moved by: Michelle Martin Any objections: N Approved: Y</p> <p>Moved by: Cassie Wagstaff Any objections: N Approved: Y</p>
<p>13. New and General Business</p> <p>13.1 Marsh Insurance claim on spoilt frozen goods</p> <p>13.2 PCYC Update – McKinley Swift (OSHC Co-Ordinator)</p> <p>13.3 Any other General Business?</p>	<p>Michelle reported an insurance claim on some frozen goods (sausages and hotdogs from the postponed Feb 4th movie night) that had spoiled in a chest freezer that had short-circuited during a recent electrical storm. Fortunately, the loss is covered under our insurance and doesn't affect premiums moving forward.</p> <p>No update.</p> <p>Nil raised.</p>
<p>14. Applications for membership and recording of new members</p>	<p>All new memberships received are being held over until 2023 AGM later tonight.</p>
<p>15. Date of next meeting</p>	<p>Monday 17 April 2023 at 7:00pm</p>
<p>16. Close</p>	<p>Meeting closed 6:21pm.</p>

Minutes prepared by
 Cassie Wagstaff
 P&C Secretary

Certified true and correct by
 Cassandra Aldcroft
 P&C President

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

RATIFIED AT MAY GENERAL MEETING 15TH MAY 2023.

2023 Meeting Schedule – so you never have to miss another meeting!!!			
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)

R A T I F I E D