

Date & Time: Monday 21st October 2024 7:00 pm

Chair: Cass Aldcroft P&C President

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

Location: Redlands Meeting Room, Capalaba State College Senior Campus

## Agreed Actions

1. Lachlan to follow up with on the outstanding acquittals for wish list funding and resolve prior to next meeting.
2. Lachlan to provide an update on the advanced Queensland research grant opportunity at the next meeting.
3. Lachlan to provide a draft student resource scheme for discussion and endorsement at the next meeting.
4. Lachlan and P&C to explore options and ideas to improve the drop-off and pick-up zones at the school. Ideas to Lachlan via email.
5. Michelle Martin to organise a date for the next TTP working bee/s and organise a WAAP for this Term to be issued.

### Action items for murals:

6. Lachlan to review the mural design concepts and provide feedback by the 29th of October.
7. Lachlan to share restorative quote for potential inclusion.
8. Cathy to reach out to Stuart and Nerida (Koko handler) for collaboration.

### Action Items for the Christmas concert:

9. P&C to confirm plans for the event and whether to include a raffle. Cass to check if Kass C is wanting to do this.
10. Cassie W to coordinate with Stuart for Christmas Concert for P&C inclusion for temporary tattoos and photo opportunities.
11. Lachlan will discuss the marketing of the event with the team to ensure clear communication about who is involved. Lachlan to coordinate with school leadership around broadening the invite for the school Christmas concert.
12. Lachlan to work with PCYC to minimise impact to their operations during the concert.

## Meeting Minutes

### Meeting Opening

Welcome and Acknowledgement of Country.

**Attendees:** Lachlan Thatcher, Cassandra Aldcroft, Kat Hughes, Cassandra Wagstaff, Caitlin Taynton, Michelle Martin, Julia Delaforce, Deb Cushing, Desma Hsu, Cathy Howie, Rebecca Grugan (left at 8:10pm), Jill Burke, Lauren Phillips, Georgie Roberts. **Apologies:** Stuart Houliston, Belinda Manwell, Carlie Freeman.

Quorum established; meeting opened at 7:04 pm.

### Confirmation of Minutes *(See Att 1)*

August GM 2024 minutes were reviewed.

No amendments proposed.

No objections, minutes approved.

### Correspondence *(See Att 2)*

Correspondence for August and September 2024 reviewed.

No significant matters arose from previous correspondence.

No objections, correspondence approved.

## Matters arising from previous meeting

Lachlan recruiting to a new HOD (Head of Department) for Montessori and High Capacity programs to address gaps in supervision and staff retention. – update? – Ad went up today, recruiting uni students into being teacher aides, couple more things happening on the staffing front.

Yarning Circle – Junior Completed! – Senior Almost there 😊 Cass spoke to the outcome and how amazing they are and what an achievement it is. The senior campus yarning circle will feature artwork designed by First Nation senior students.



Snr Sports Uniform Policy – Has Lachlan spoken to leadership? – Lachlan not had time, will bring it up as soon as he can.

WOC bins on Snr Campus – Lachlan located one near the canteen, was going to do another look through. – Lachlan confirmed all accounted for. The team is working on redistributing the bins to more useful areas.

## Executive Committee's Report and Decisions

Approved funding for two BBQs to support Senior Girls Volleyball team.

Purchase of new sim data for internet for 2nd Hand Uniform Shop.

## Treasurer's Report and Financial Statement (See Att 3.1 & 3.2)

- Total funds at the end of September: \$102,215.

- Detailed breakdown will be available with the minutes.

## Sub-Committee Reports and Financial Statements (Swim Club) (See Att 4.1, 4.2 & 5)

- Bunnings BBQ fundraiser raised \$3,700.

- Redlands RSL grant received for stroke correction equipment and movable TV brackets.

## Second-Hand Uniform Shop

No major updates provided.

## Scholastic Book Club

- Issue 6: \$859 in sales, \$128.85 in rewards.

- Issue 7: \$697 in sales, \$104.55 in rewards.

## College Principals' Report (Nil Att 6 – not required, summary below)

Presented by Principal Lachlan Thatcher:

- Week 11 is coming up, which is unusual; waiting for proper direction from the department. Likely supervision-only, similar to COVID times with activities rather than normal schoolwork.
- Term 4 will be fast-paced; 39 days left.
- Awards night went well despite the storms. Meeting planned for Wednesday to confirm 2025 plans (whether to stay at Sleemans or use the new hall).
- Stationery lists are available on Daymap and the website, from the same supplier.

- Budgets have been submitted but not reviewed yet.
- Student resource scheme is in draft form and will be finalised after the budget review.
- Significant progress in writing the new curriculum (Version 9) for 2025-2027, focusing on less assessment. Year 7 curriculum is being revisited to reduce the number of exams.
- Work on how subjects are taught is ongoing and will be a big focus for next year.
- Year 12 exam block has started, and Year 11 students are having mock exams.
- Several sporting competitions and camps are scheduled, including Biology and Year 5 camps.
- Recruitment for the Head of Department for Montessori and High Capacity has begun.
- Transition project with Hilliard and Vienna State Schools is in progress, aimed at strengthening prep transitions.
- The High Capacity team is excelling in planning incursions and excursions with shorter planning times.
- They are participating in various activities, including workshops at Griffith University, excursions to Coochie, and visits to The Cube in the city.
- Night of the Notables on December 12th—open invitation to attend.
- Parallel curriculum structure allows students in Years 3-9 to progress based on their learning level (novice, apprentice, practitioner, expert).
- Deputy principals and Heads of Department are attending training on respectful relationships education.
- Looking for expressions of interest for restorative practices/processes from the teaching team for 2025.
- The aim is to expand responsibility for restorative practices across junior and senior campuses, moving beyond the admin team.
- Plans to create a committee to manage parent communication, junior and senior campus responsibilities for restorative practices.

#### **Q&A section – Answers to questions from the floor**

- Advanced Queensland Research Grant: No updates yet, follow-up required.
- Senior campus has long-standing issues with the reticulation system, causing slippery and flooded areas, which have been reported regularly.
- Reticulation system is not a budget priority for the department despite safety concerns.
- High-pressure cleaning is used but doesn't fully solve the issue.
- The cadet unit running out of the school is at risk of closure due to a search for a new CEO. The unit has been given two years' notice to find a new venue due to space constraints.
- Information requested on the significant state funding received by Victoria Point State High School for a STEM program; research will be conducted on this.

#### **Projects and Initiatives**

Yarning Circle: Junior campus completed, Senior campus nearing completion.

Mural Artwork/Floor Paintings:

- Mural project for the junior campus has progressed.
- A quote was provided to complete four walls, approved by the P&C Committee.
- Design concepts have been sent by the artist for review, incorporating ideas from the students regarding images, wording, and school mottos.
- The murals will be located at key entrance points, including:
  - School Road entrance (back of junior campus).
  - Entrance near the tuck shop and Moorhead Road.
  - Another entrance wrapping around the senior/junior toilet block.
  - The half wall near the tuck shop.

- Key mural themes focus on nature, community, and student support.
- Main concept for the junior toilets: "Choose to be kind," featuring bold lettering and natural elements like gum trees.
- Other concepts incorporate the school's mottos, nature scenes, and community-focused imagery.
- The mural artist is planning to include "Koko," the school's therapy dog, as part of the mural. This addition is meant to highlight Koko's role in supporting students.
- Suggestion to include Koko's name and position as a small detail, possibly in cursive writing.
- The project is scheduled to be completed by the end of November, pending final approvals.
- The artist will collaborate with an Indigenous artist for parts of the mural.
- Feedback on the concepts is being collected from the school community and will be finalised in the coming weeks.
- Lou, the artist, has experience in public spaces and schools, providing valuable insights on mural visibility and design.
- Coordination with the maintenance schedule (repainting of buildings) will occur on 29th October to finalise dates and logistics.
- Discussion about ensuring restorative practices are represented in the murals, possibly by including a relevant quote. Lachlan will find a restorative quote to include.

Toilet Transformation Project: plans for a working bee to clean and freshen up the facilities. Use Christmas Holiday time for this – will need to get a WAAP in soon. Year 5/6 girls priority as they were missed last time. Include Junior Secondary this time.

Wish list funding: Acquittals outstanding regarding the room & sand pit. Lachlan to follow up. The school might consider a statutory declaration if receipts are not located, but it's expected that school will have the receipts. Noting there was a previous agreement to revisit some items on the wish list, like essential oils. Junior Hall freezer: The freezer was forfeited due to lack of space, and the PYC has since moved into that area.

Year 6 Graduation Party:

- Agenda update given: We have been given the go ahead for the new multi purpose hall for the event on Friday 6th December for a dinner/dance celebration. We have already secured a DJ/Entertainer plus a slushy machine for the night, we are looking into catering options probably pizza along with other snacks and supplying kids with a drink as well. We have budget to include a small gift for each student, We have already purchased a keyring and some items to make up a "Emergency high school kit" for each child as a little bit of a fun gift going forward. School has advised us that we are able to us a P&C representative to be on stage at the ceremony to be able to give our gift to students to make sure all receive.

Meeting discussion: Thanks were given for help with the location, as the situation has been stressful for the team. Discussions about the gate near the event location continued. Lachlan suggested using a witch's hat to block access, as done previously for parent-teacher events. Concerns raised about where residents park near the pedestrian gate and the potential impact on event logistics. Lachlan to revisit options for limiting car access while ensuring safety – provide update closer to date if gate is operational/more controllable.

## Fundraising

### Calendar

#### Term 4 – 2024

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

The fundraising calendar is reviewed, with the Christmas concert and barbecue events discussed. The Christmas concert is traditionally for Prep to Year 3. Discussion around expanding it to include older years, as some older students and parents expressed interest. The need for a photographer parent to take photos at the disco is discussed, with temporary tattoos and face painting

considered as additional activities. The importance of keeping the event simple and enjoyable for the organisers is emphasised. Identified will impact PCYC operations – Lachlan to work with PCYC to minimise.

### Motions on Notice

Motion to accept and approve all reports and updates presented. No objections, motion approved.

### New and General Business

- SRS Fees Consultation: Draft SRS fees document discussed. **(See Att 7.1 – 7.6)** The draft excludes Montessori fees, which are of particular interest and will need to be discussed once Carlie returns. The fees listed represent what the school pays in bulk for student resources. If parents opt out of the Student Resource Scheme (SRS), they are responsible for purchasing all required materials independently. Most parents opt back into the scheme once they realise the convenience and cost savings compared to purchasing items themselves. Textbooks are typically included in the scheme, with costs spread over several years, reducing the burden on families. Online resources are also procured in bulk, providing further savings. Further review required, final draft to be presented at November meeting. No objections, consultation deferred.
- Road Safety: Grant Opportunity for Revitalising Pick-Up/Drop-Off Zones. Lachlan is exploring a Queensland Government grant aimed at improving school zones. Discussion around extending the pick-up area due to safety concerns and congestion, particularly around bus stops. Ideas include a longer area for pick-up and drop-off and potentially adding a physical traffic island for better flow. Lachlan will investigate what is in scope for the grant and will come back with more information. Proposal to seek funding for additional safety measures. No objections, further investigation supported.
- P&C President Announcement: Cass advised that she will not be re-nominating for the role next year. She would like to shift her focus to P&C projects and move away from P&C administration.

### New Members

Membership application received from Sierra Herbet. No objections, membership approved.

### Date of Next Meeting

Next General Meeting: Monday, 18th November 2024, at 7:00 pm. A decision on whether it will be hybrid or face-to-face will be made closer to the date.

### Close

Meeting closed at 8:34 pm.

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**Minutes prepared by**

Cassie Wagstaff

P&C Secretary

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**Certified true and correct by**

Cassandra Aldcroft

P&C President (Chair)

RATIFIED AT THE NOVEMBER 2024 GENERAL MEETING.

2024 Meeting Schedule – so you never have to miss another meeting again!!!			
Term 1		Term 3	
<del>January</del>	<del>No General Meeting</del>	<del>July</del>	<del>No General Meeting</del>
<del>February</del>	<del>Monday 19<sup>th</sup> – 5:30pm Hall Welcoming</del>	<del>August</del>	<del>Monday 19<sup>th</sup> – 7pm</del>
<del>March</del>	<del>Monday 18<sup>th</sup> – 6pm meet &amp; greet, 7pm AGM kick-off.</del>	<del>September</del>	<del>No General Meeting</del>
Term 2		Term 4	
<del>April</del>	<del>Monday 22<sup>nd</sup> – 7pm</del>	<del>October</del>	<del>Monday 21<sup>st</sup> – 7pm</del>
<del>May</del>	<del>Monday 20<sup>th</sup> – 7pm</del>	<del>November</del>	<del>Monday 18<sup>th</sup> – 7pm</del>
<del>June</del>	<del>Monday 17<sup>th</sup> – 7pm</del>	<del>December</del>	<del>TBD – Volunteer lunch celebration</del>

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