

Minutes – General Meeting

Date & time: Monday 24th October 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 SHOUTOUT!!!**** Come prepared! Are there any members you want to give a special shout out to?</p>	<p>Quorum: Y Meeting opened: 7:02pm Attendees: Cass Aldcroft, Desma Hsu, Michelle Martin, Cassie Wagstaff, Lauren Phillips, Lachlan Thatcher, Stuart Houlston, Cathy Howie, Brad Aldcroft, Trish Biggs, Zoya Slavinskaya, Karensa Gock, Karen Purdy, Tina Stewart, McKinley Swift, Sarah Mende (Guest), Rebecca Grugan. Apologies: Carlie Freeman</p> <p>Shoutouts:</p> <p>Cass shouted out to Rebecca to congratulate her on curating her first art exhibition.</p> <p>Desma shouted out to Cassie and Lauren for settling quickly into the exec team rhythm in their secretary roles (thanks Desma!! 🥰)</p> <p>Cassie shouted out to Michelle for coordinating a very successful Bunnings BBQ on the 15th October.</p> <p>Cathy shouted out to Desma to congratulate her on her Uni studies.</p> <p>Well done team!</p>

The SPEEDY SECTION – ie. <u>READ</u> before the meeting please!	
<p>2. Confirmation of minutes from previous meeting August 2022 Minutes sent out on 15 September 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"> • Volunteer is on board to design Senior Campus welcome book • R2 2022 Discretionary fund – changes marked for 2023 • 2nd hand uniform shop payout of completed and partially completed consignments processed. <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"> • School photos 2023 – school tender is underway – Lachlan has confirmed P&C rep will be on the panel – P&C has yet to be involved in the review. • Christmas concert booked in December 7th. • P&C after school sports program delayed to Term 1 2023. 	<p>No questions.</p> <p>Christmas concert still on track.</p> <p>No update on photo tender.</p>

<p>5. Table Executive Committee’s Report and decisions</p> <p>Exec Decisions since last meeting (August & September)</p> <ul style="list-style-type: none"> Approved expenses: <ul style="list-style-type: none"> Fathers Days stall total purchases of \$731.55 from various stores Aldi WIFI mobile plan - \$95.00 <p>P&C Conference 2022 takeaways – video (available to LinkedIn account holders)</p> <ul style="list-style-type: none"> Bullyproof Australia Strategic Planning – match the goals of P&C with College. Also set our intention and matching our activities to this. Volunteer engagement strategy – videos shared BECOME A GAME MAKER AND THANKYOU GAMES MAKERS Being a panellist – Cass representing our P&C! Cass on the panel! 	<p>CASS reported: One of the key highlights of the conference was around strategic planning and matching the goals of the P&C to the goals of the College. We have things that we’d like to do but we’ve never sat down with the College to figure out how the P&C can participate to help the College meet their own goals. Definitely a conversation we’d love to have in the future.</p> <p>Another takeaway was around volunteer engagement. What can our P&C do to entice more volunteers? Also how do we show our gratitude to volunteers for their efforts over the course of each year? Something for us to think about as we plan ahead.</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)</p> <p><u>31st Aug 2022</u></p> <table border="0"> <tr> <td><u>MAIN ACC</u></td> <td><u>DEBIT CARD</u></td> </tr> <tr> <td>Opening balance \$ 77,845.78</td> <td>Opening balance \$ 538.88</td> </tr> <tr> <td>Total Income \$ 21,379.82</td> <td>Total Income \$ 963.52</td> </tr> <tr> <td>Total Expenses \$ 6,299.78</td> <td>Total Expenses \$ 1,244.89</td> </tr> <tr> <td>Closing Balance \$ 92,925.82</td> <td>Closing Balance \$ 257.51</td> </tr> </table> <p><u>30th Sep 2022</u></p> <table border="0"> <tr> <td><u>MAIN ACC</u></td> <td><u>DEBIT CARD</u></td> </tr> <tr> <td>Opening balance \$ 92,925.82</td> <td>Opening balance \$ 257.51</td> </tr> <tr> <td>Total Income \$ 9,690.30</td> <td>Total Income \$ 1,203.22</td> </tr> <tr> <td>Total Expenses 4,841.10</td> <td>Total Expenses \$ 460.73</td> </tr> <tr> <td>Closing Balance \$ 97,775.02</td> <td>Closing Balance \$ 1,000.00</td> </tr> </table>	<u>MAIN ACC</u>	<u>DEBIT CARD</u>	Opening balance \$ 77,845.78	Opening balance \$ 538.88	Total Income \$ 21,379.82	Total Income \$ 963.52	Total Expenses \$ 6,299.78	Total Expenses \$ 1,244.89	Closing Balance \$ 92,925.82	Closing Balance \$ 257.51	<u>MAIN ACC</u>	<u>DEBIT CARD</u>	Opening balance \$ 92,925.82	Opening balance \$ 257.51	Total Income \$ 9,690.30	Total Income \$ 1,203.22	Total Expenses 4,841.10	Total Expenses \$ 460.73	Closing Balance \$ 97,775.02	Closing Balance \$ 1,000.00	<p>No questions raised.</p>
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<p>7. Second-Hand Uniform Shop</p>	<p>Nil to report this month. No questions raised.</p>																				
<p>8. Scholastic Book Club</p>	<p>Shared a photo of the most recent books purchased with rewards.</p> <p>Issue 6 - \$442.00 sales, \$88.40 rewards</p> <p>No questions raised.</p>																				

<p>The College Principal – you get your own section 😊</p>	
<p>9. College Principal Report – <i>see Att 4 (will be sent later)</i></p> <p>Includes standing agenda item of Anti-Bullying</p>	<p>Principal Notes: Lachlan discussed the contents of attachment 4. <i>*note the additional document now in attachments.</i></p> <p>Karen asked about the Director General visit.</p>

	<p>Lachlan said: two key takeaways for him that go hand in hand are more online & hybrid learning at all year levels, and working smarter with our neighbours – eg. working with Alex Hills, Cleveland etc. to pool teacher resources instead of going to School of Distance Ed to fill gaps in subjects we can offer to our students and the way it's delivered to them.</p> <p>Stuart added: that his takeaways from the visit were equity for all: students from lower socio-economic areas not being disadvantaged in what they have access to in their schools; that any student should have any access they want to desired subjects and working with other schools in our area could facilitate this more effectively. And also being innovative; if you have ideas and you can make it work, do it.</p>
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The FUN stuff	
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<p>10. Projects and Initiatives</p> <p>10.1 Second Water Refill Station for Junior Campus</p> <p>10.2 Connection Corridor – see Att 5 Connection Corridor Update</p> <ul style="list-style-type: none"> • Yarning circle • Jubilee grant • Tree planting 	<p>Michelle reported: we are awaiting revised quote, due to increases in prices. We will then further review. Action</p> <p>Zoya reported: We had a strategy meeting in July and put a pause on most things, apart from getting quotes as we weren't sure when we were going to do the tree planting. Debbie (from Orterra) has been in contact to say that she is receiving donated trees and she wanted to know if CSC wanted them. Delivery would be in the next two weeks. She is trying to figure out what kind of tree they will be and how many. Also have \$750 funding from Indigiscapes which we can incorporate into the planting at the same time. Action</p> <p>A local landscaper has delivered some decent quotes and is available on the weekends. He is available over the next month to get these trees in the ground. Once Debbie has advised us of the specific tree details, the landscaper will be able to let us know more details of how much work getting them in the ground will entail. The other option is to just look after the trees somehow and plant them over the Christmas period while the yarning circle work is done. Action</p> <p>Zoya asked about costs under \$5k and tenders not being required for these works. Landscaper would need to talk to Carlie/Lachlan because its infrastructure-based work.</p> <p>Zoya to chat to Carlie about work access permit and keys etc. Asana request sent to begin conversation. Lachlan to expedite request the following day (25/11/22). Action</p> <p>CASS said: this tree planting may also have to work around how big the trees are and if they may end up obstructing the yarning circle work. In this case we would need to temporarily care for some unplanted trees.</p> <p>ZOYA added: Yarning Circle has also been quoted under \$5,000 including the limestone rocks. The biggest part of the yarning circle work will be those rocks as they'll require an A10 excavator to be placed. The holes could be dug for the trees at the same time potentially depending on how large they need to be. And then up to another \$1,500 (depending on soil/mulch/etc) for the tree planting. The funding for the trees is coming from the Jubilee Grant. All of this will also then tie in with the event we will hold for the Jubilee Grant too, which ideally would be held this year, but we may be able to postpone until after the Christmas work is completed.</p> <p>For now, Zoya will wait to her back from Debbie regarding the trees.</p> <p>LACHLAN queried: if we've determined where the fibre optic cable is that goes from campus to campus. Debbie was doing a lot of surveying earlier on in the project, can she confirm its location to know if it'll impact the planting or the eventual rejuvenation of the bank?</p>
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ZOYA replied: that she didn't think that there was any underground infrastructure discovered during Debbie's scope, that it was more the topography and tree locations that were recorded.

LACHLAN said: hopefully when the Hall works get going, we may be able to get those maps from them to know where it runs.

ZOYA mentioned: that there is also an old bore in that area and from her understanding it isn't operational. During her walk-around with the school gardener, he told her they tried to get it going again. Maybe there's an opportunity while the Connection Corridor work is done that the bore can be buried.

KAREN added: On the point of the commemorative event as part of our 20k Jubilee funding agreement with the government, we were ideally supposed to hold it this year. However there looks to be an opportunity that we can postpone until the New Year, which allows us to focus solely on getting the planting work done on the project that we can before then. Reminder too that any work over \$5000 that we would like to expedite over the Christmas period really should be getting considered now to get the ball rolling so the evaluation panel can assess before the school year ends.

ZOYA said: there are three projects all occurring at the same time. There's the Jubilee Grant and the trees along the pathway, there's the Yarning Circle, and then there's the revegetation of the creek area. All of which we have quotes for. Also have a grant for the creek revegetation. The above-mentioned landscaper has now also quoted for that job too as Eureka can no longer carry out the work. The problem we're encountering with landscapers is that they come quote but then their prices/availability change when we don't get the work done immediately. Consequently, it may be best to get these works done in chunks over weekends to break it up into quicker tasks. It might be the only way we get momentum. The landscaper who is available now is from CreateScape in Alex Hills. Happy to support local business.

CASS mentioned: that it's also part of the QLD government's priority procurement too to support local providers.

LACHLAN said: so far, it's been a bit more productive to be supporting smaller local businesses too as the bigger companies sometimes have too big a workload to complete jobs quickly.

10.3 Mural Artwork / Floor Paintings

- **Containers for Change update:**
 - Term 4 Containers 4 Change drive day - 28 October. Karensa has asked the College to assist with marketing including email and Facebook communications. For direct drop offs Container ID is C10174266.
 - Term 3 reward date for Cycle 1 needs to be booked – require date from Stuart.
- **Wave of Change Program update:** Karensa has emailed Lachlan asking for additional information including date to commence, number of bins required and support for signage.

Containers for Change notes:

KAREN SA reported: Thank you to Lachlan for sending out emails to advertise the next drive happening this Friday 28th October. If possible, could there be a Facebook reminder also sent out.

Could the wrap-up that will be written up also be sent out to parents after the event, so that there is a further awareness of how the drive went/what class won, etc, as the final details don't always make it out to a large audience. **Action**

Thank you to Stuart for the email today regarding the Term 3 reward day. Suggestion to hold off on that reward day until the Term 4 winners have also been declared, so that we might do a combined reward day instead. **Action**

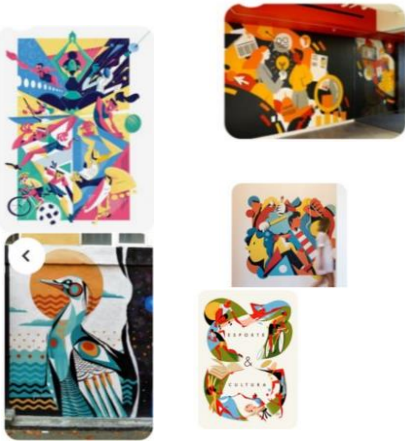
STUART said: that would be fine.

KAREN SA asked: if the drives will continue next year.

LACHLAN said: that yes, they could. Free Dress Day dates haven't yet been confirmed for 2023 but it'd be good to align the C4C drive days with free dress days again like we've done this year. Once those dates have been confirmed that information will be sent to Karensa to plan around. **Action**

Karensa also thanked the College for registering for Wave of Change. They've come back with a suggestion of 4 bins but need to decide when we'd like them delivered and what locations we'd like them placed in. Also planning on better signage and covers made for the bins so they're easier to distinguish from the normal garbage bins.

- **Design Ideas** Pictures sent out with August minutes – feedback?



10.4 Toilet transformations Junior and Senior campuses

Mural Artwork notes:

CASS reported: Cathy has submitted some design pics for consideration as we work to decide on the styling for the murals. How would we like to proceed with this project? Should we have a meeting outside of this forum where interested parties collect design ideas? Does everyone want to be involved? When we had a strategy meeting in July, we agreed we'd like to get started on at least one of the murals soon but realised we first need to decide on the style because we can't have a mismatch across the entire College that may end up looking too unusual once they're all complete. As a collective, we need to decide on a style and then come back to the school to see if they also approve.

KAREN SAID: she felt it would be more productive having a meeting separate to the GM so that those that are more invested in it can show up to that meeting to have their say.

Consensus agreed that a subgroup will be formed for the murals. Details to follow later for those members who would like to participate. **Action**

CASS reported: The toilet transformation project has been on hold. Lachlan had recommended a toilet block that we could start on, however life got busy, so we're going to have to pick this up again next year unless it may be something that we can do over the Christmas holidays. It's not a difficult project.

However, we did discuss engaging students who would like to be involved too, so that means it will need to be held over until next year. We had thought to get student ideas and student designs so that they might feel like they'd contributed to their own spaces.

11. Other Activities and Reports

11.1 Grants – see Att 5 Grants Update

KAREN mentioned: the composting grant for \$2500. Zoya and Karen to link up and discuss, potentially with Debbie as well. Ruth would also be good to connect with if the composting site is best placed near the Montessori gardens. **Action**

11.2 Fundraising
Term 3 – 2022 update:

- Father's Day Fundraising (Cass)



CASS reported: No Father's Day final update yet while we wait to finalise a couple of small things in the spreadsheet. Perhaps we'll include an update in the minutes. If it's a healthy number though, we may wait to tell you in person at the GM next month.

Term 4 – 2022 updates:

- Bunnings Sausage Sizzle – completed 15/10/22
- Movie Night Fundraiser – rescheduled to 19/11/22 (trailer with all out for volunteers)
- Christmas Raffle



MICHELLE reported: Bunnings sausage sizzle was an amazing day. Thank you to volunteers for helping. Happy to say we made net profit of \$2,046.36.

MICHELLE advised: regarding Movie Night, the school kindly agreed to reschedule to 19th November, which allows the P&C more planning time. Trailer post to come out shortly on FB, including the call out for volunteers to assist on the evening. Watch this space!

CASS advised: We're having a look offline to see if it's feasible to run a Christmas raffle this year, and if we'd like to include it with the Movie Night raffle

<ul style="list-style-type: none"> Christmas Concert P-3 BBQ / Santa fundraiser Booklists Parent End of Year Dinner <p><u>Term 1 – 2023 update:</u></p> <ul style="list-style-type: none"> Hair accessories (weeks 1-2) Proposed Term 1 2023 Disco date - Friday 24 March (week 9) Easter fundraiser (week 10) 	<p>DESMA reported: The P&C are still considering the feasibility of running a BBQ at the Christmas concert. The P&C exec team aren't able to take it on at this stage unless more volunteers are available to help.</p> <p>LACHLAN advised: Mount Cotton News are now ready to accept 2023 booklist orders. The school will try to email copies of those lists out this week. Action</p> <p>Cassie to follow up with the Athletes Foot re brochures to be sent with booklists, Cassie will forward e-copy to Lachlan in the meantime. Action</p> <p>CASS reported: After checking through previous minutes, no concrete names were found that had shown interest in coordinating a Parent End of Year Dinner so that idea will need to be shelved unless anyone has a desire to proceed with organising it.</p> <p>CASS advised: We'll go ahead and do the hair accessories fundraiser again but we've agreed to only do it for the first two weeks of the new school year.</p> <p>CASS asked: Proposed disco date is Friday 24th March. Was this date ok with the school?</p> <p>LACHLAN advised: that he's queried with his team if it suits as it's also the last day of NAPLAN. Will let P&C know this week once he know if it's good to go. Action</p> <p>CASS said: We need to do a call out for volunteers before the end of term so we have ample time to start organising it before the start of the 2023 school year.</p> <p>No additional info to share on this yet.</p>
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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, Book Club, Principal, Projects, Grants, and Fundraising.

Moved by: Michelle Martin
Any objections: N
Approved: Y

12.2 To approve the purchase of two World Teacher's Day cakes at the expense of \$140.

Moved by: Michelle Martin
Any objections: N
Approved: Y

12.3 To approve the purchase of a native rosemary tree for Year 12 graduation garden at the expense of \$24.99

Moved by: Michelle Martin
Any objections: N
Approved: Y

12.4 Discretionary Fund Applications R2 2022 – Closed 7th Oct. Two applications were received from Bernadette Power

See Att 6 Refurbishment of Robot Battery \$527.90

See Att 7 Replace chess boards and pieces. Purchase additional games \$667.24

Motion – To accept and approve the two discretionary fund applications received for Round 2 2022 total expenditure at \$1,195.14

CASS advised: Two applications were received for R2 funding from Bernadette. All were submitted with correct paperwork and co-signed. Both applications fit within the intention of discretionary funding and both of them are less than the \$800 ceiling. Any questions/feedback?

Bernadette has also acquitted her purchases from R1. At the end of the year we'll do a spotlight on all acquitted discretionary funding items so members can see how the money was spent.

Purchase to made by the school in term 1 and the P&C will then reimburse the approved funds.

Action – to advise of successful applications.

	<p>Moved by: Cassie Wagstaff Any objections: N Approved: Y</p>
<p>13. New and General Business</p> <p>13.1 Handprints from oval September 14 – for discussion Each primary student was invited to ‘lay their hand’ on the oval representing the pledge we take at Capalaba State College to do our part in reconciliation and embedding the culture of our First Nations peoples.</p> <p>13.2 Any other General Business?</p>	<p>CASSIE shared: At the end of Term 3, it was suggested during a discussion with Mel Armstrong that we could repurpose the hands made by students to create a mural or permanent piece of art somewhere on the junior campus (perhaps on the wall in the Hall), now that they were no longer on display on the oval. Would this be possible?</p> <p>LACHLAN said: that the College would be happy to accommodate this.</p> <p>CASS offered: if volunteers are required to help hang them, then please let us know.</p> <p>Michelle sought to move a motion related to Movie Night that hadn’t been included in the October Agenda.</p> <p>Motion: To approve budget for upcoming Movie Night of \$1500 for expenses. Moved by: Michelle Martin Any objections: N Approved: Y</p>
<p>14. Applications for membership and recording of new members</p>	<p>NIL new applications received this month.</p>
<p>15. Date of next meeting 16. Close</p>	<p>Our next meeting will be held 28th November 7pm. Meeting closed at 7:51pm.</p>

Minutes prepared by

Cassie Wagstaff & Lauren Phillips
 P&C Secretaries

Certified true and correct by

Cassandra Aldcroft
 P&C President

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

RATIFIED AT NOVEMBER GENERAL MEETING 28th November 2022.

2022 Meeting Schedule – so you never have to miss another meeting again!!!

Term 1		Term 3	
January	No Meeting (school holidays)	July	Monday 25 th – 7pm
February	Monday 28 th – 7pm	August	Monday 22 nd – 7pm
March	Monday 28 th (incl. AGM) – 6pm	September	CANCELLED
Term 2		Term 4	
April	No Meeting (public holidays)	October	Monday 24 th – 7pm
May	Monday 23 rd – 7pm	November	Monday 28 th – 7pm
June	Monday 20 th – 7pm	December	No Meeting (school holidays)