



Capalaba State College Parents & Citizens Association

P&C President: Cassandra Aldcroft
president@capalabascpandc.com.au

Annual General Meeting

Date: 20th March 2023

Time: 7:00pm

Where: In-person and Online

Chair: Cassandra Aldcroft & Lachlan Thatcher

**Agenda Item	ACTION
1. Meeting Opening Welcome Apologies	Quorum: Y Meeting Opened: 7:02pm Attendees (in-person): Lachlan Thatcher, Stuart Houliston, Don Brown MP, Cassandra Aldcroft, Cassandra Wagstaff, Cristy Manzano, Zoya Slavinskaya, Cathy Howie, Trish Castner, David Hughes, Michelle Martin, McKinley Swift, Amie Baldwin, Alisha Busoli, Niamh Cawley, Karen Purdy, Rebecca Hales, Karensa Gock, Desma Hsu, Julia Delaforce, Kevin Delaforce, Jill Burke, Rebecca Grugan. Attendees (teams report): Lauren Phillips, Brad Aldcroft, Eliana Puczkowski, Carlie Freeman, Tina Stewart, Trish Biggs Apologies: Melissa Bennett, Cr Adelia Berridge
2. Confirmation of minutes from previous Annual General Meeting 28 th March 2022 Minutes	Amendments: No amendments arising. Approved: Y
3. Matters arising from previous Annual General Meeting	Nil arising.
4. Reports 4.1 Treasurer's Annual Report	Tabled – see Attachment 1. Michelle summarised: Congratulations to the P&C, School, Volunteers and School families for collectively achieving a very successful year, through our fundraising efforts and grant success – WELL DONE TO EVERYONE. The main figures are: <ul style="list-style-type: none"> • 2022 PROFIT AND LOSS – Total Income: \$86,948.00 less total expenditure: \$70,773 = Net Profit - \$16,175 (Noting NP decreased from 2021 due to the payments made to the Softfall project acquittal and various payments made to Connection Corridor costs). • 2022 BALANCE SHEET – Cash on Hand: \$105,627, Assets: \$20,333, Total Assets: \$125,960, Liabilities: \$0.00, Net Assets: \$125,960 Noting net assets increased from \$109,785 in 2021 to \$125,960 this year. <p><i>Cass apologised for interrupting the agenda, but noted that the Acknowledgement to Country had been missed at the opening of the AGM. Acknowledgement to Country performed by junior school captain Emma Aldcroft & junior school vice-captain Sofia Manzano.</i></p>
4.2 Annual Financial Statements	Tabled – see Attachment 2. Michelle reported: Audited reports were prepared this year with no further investigations or with no issues raised, noted by the Auditor as very tidy work allowing him to download our Xero file as is!
4.3 President's Annual Report	Tabled – see Attachment 3.
4.4 Principal's Annual Report	Tabled- see Attachment 4.

Motion: To accept all reports presented and approve payment of regular bills in the Treasurer's report attached to the agenda.
Moved by: Cassie Wagstaff
Any objections: N
Approved: Y

5. Applications for Membership 2023

Applications received for new and renewing 2023 memberships:

Brad Aldcroft	Rebecca Hales	Zoya Slavinskaya
Cass Aldcroft	Kass Carter	Karensa Gock
Cassie Wagstaff	Tina Stewart	Caitlin Lau
Trish Biggs	Jeremy Downing	Eliana Puczkowski
Lauren Phillips	Stuart Houliston	Lukas Spielmann
Desma Hsu	Melissa Bennett	Nicole Nicholls
Michelle Martin	Amie Baldwin	Karen Purdy
Cathy Howie	Niamh Cawley	Celena Stephen
Rebecca Grugan	Leisa Smith	Don Brown
Julia Delaforce	David Hughes	Trish Castner
McKinley Swift	Sarah Gibson	Ruth Dyer
Alisha Busoli	Breanna Hall	Jill Burke
John Treuer	Beth Fishpool	Christine Manzano

Motion: To accept all new applications for Membership
Moved by: Cassie Wagstaff
Any objections: N
Approved: Y

Handed over chair to College Principal Lachlan Thatcher

6. Election of Officers and Executive Committee

Lachlan advised:

- At the AGM, all positions are vacated, as such all Executive Committee positions are now open for nomination.
- The Executive Committee plays a crucial role in shaping the direction of our P&C and supporting our school community. If you're passionate about making a difference and have skills and experience to contribute, we encourage you to consider nominating yourself or someone you know for a position.
- Each position is important and requires commitment and dedication to serving our school community.
- Nominations for the Executive Committee positions will be accepted from the floor, and we have also received nominations in writing prior to the meeting.
- We will go through the nominations one by one for each role. If we receive multiple nominations, we will move to vote. At the end of the nominations, we will move a motion to accept.

Executive Committee Nominations:

President: Cassandra Aldcroft, as nominated by Cassie Wagstaff. Additional nominations called for, nil received.
Vice-President: Nil nominations received prior to AGM. Call for nominations, one received. Trish Castner, as nominated by Cassie Wagstaff
Treasurer: Karensa Gock, as nominated by Cassandra Aldcroft. Additional nominations called for, nil received.
Secretary: Cassie Wagstaff, as nominated by Cassandra Aldcroft. Additional nominations called for, nil received.

	<p>Assistant Secretary: Lauren Phillips, as nominated by Cassie Wagstaff. Additional nominations called for, nil received.</p> <p>All nominations accepted by nominees.</p> <p>Motion: To accept those nominated to the Executive Committee be declared duly elected.</p> <p>Moved by: Lachlan Thatcher</p> <p>Seconded by: Zoya Slavinskaya</p> <p>Any objections: N</p> <p>Approved: Y</p>
<p>Handed over chair to P&C President, Cass Aldcroft</p>	
<p>7. Confirmation of P&C Sub-Committee</p> <p>7.1 P&C Swim Club Sub-Committee</p>	<p>Cass advised:</p> <ul style="list-style-type: none"> • The P&C currently has one sub-committee – swim club. The Swim Club Sub-Committee plays a crucial role in organising and running all operations associated with the swim club. We have been without an active swim club subcommittee for the last twelve months. • The available positions are Chairperson, Vice-Chairperson, Secretary and Treasurer. Each position is important and requires commitment and dedication. • Nominations for the positions will be accepted both from the meeting attendees tonight and as received in writing prior to this meeting. I'll go through the nominations one by one and call for additional nominations as we go. At the end of the nominations, we will move a motion to accept. <p><u>Swim Club Committee Nominations:</u></p> <p>Chairperson: Amie Baldwin</p> <p>Vice-Chairperson: McKinley Swift</p> <p>Secretary: Alisha Busoli</p> <p>Treasurer: Niamh Cawley</p> <p>All nominations received in writing prior to AGM. Call to the meeting attendees for any additional nominations. Nil additional nominations received.</p> <p>Cass added: Congratulations and welcome to our newest P&C members who have put their names up to revive our swim club.</p> <p>Motion: To accept that those nominated to the P&C Sub-Committee be declared duly elected.</p> <p>Moved by: Cassie Wagstaff</p> <p>Any objections: N</p> <p>Approved: Y</p> <p>Cass noted: No Swim-Club subcommittee guidelines can be moved at the AGM due to the fact the swim club wasn't operational in 2022. Suggested that the newly elected Swim Club subcommittee aim to author and submit the updated swim club sub-committee guidelines at the May 2023 General Meeting of the P&C.</p> <p>Nil objections. Brad Aldcroft offered his assistance if required.</p>

7.2 Working Groups

7.2.1 Grants Working Group

Confirmation of Grants Working Group Terms of Reference – see **Attachment 5**.
Confirmation of Members: Desma Hsu, Karen Purdy, Cathy Howie, Michelle Martin, Karensa Gock, Rebecca Grugan, Zoya Slavinskaya, Jill Burke, Julia Delaforce & members of the executive committee.

7.2.2 Fundraising Working Group

Confirmation of Fundraising Working Group Terms of Reference – see **Attachment 6**.

Cass mentioned: that we are considering disbanding the Fundraising Working Group due to lack of nominated interest; there were no objections.

Motion: To disband the Fundraising Working Group in 2023.

Moved by: Cassie Wagstaff

Any objections: N

Approved: Y

Motion: To support the continuation of the P&C Grants Working Group as per Section 7.2.1, confirm the Terms of Reference and accept the members as tabled.

Moved by: Cassie Wagstaff

Any objections: N

Approved: Y

7.3 Additional roles

7.3.1 Motion to accept the following new and modified roles:

Cass said: To support the wellbeing of the P&C volunteers and help distribute the volunteer workload, the outgoing 2022 exec team, prior to this AGM, suggested that the following additional roles be created:

NEW - Project Coordinator – Connection Corridor (*previously filled from fundraising working group coordinator*)

NEW - Project Coordinator – Toilet Transformation

NEW - Project Coordinator – Mural & Artwork

NEW - Student Leadership Liaison Coordinator

MODIFIED - 2nd Hand Uniform Shop Coordinator (*previously known as 2nd Hand Uniform Shop Convenor*)

Motion: To create the additional roles and one role name amendment as per Section 7.3.1.

Moved by: Cassie Wagstaff

Any objections: N

Approved: Y

7.3.2 All Additional roles are now open for nomination:

Cass advised: All additional roles are open for nomination. Nominations called for each one at the meeting as well as notifying of interest received prior to the meeting as below.

Book Club Coordinator	Nicole Nicholls
Social Media Marketing Coordinator	Eliana Puczkowski
Containers for Change Coordinator	Nil nominations received
Sponsorships and Fence Advertising Coordinator	Nil nominations received
Grants Working Group Coordinator	Karen Purdy
2 nd Hand Uniform Shop Coordinator	Caitlin Lau & Kass Carter
Website Developer / Administrator	Brad Aldcroft
Project Coordinator – Connection Corridor	Zoya Slavinskaya
Project Coordinator – Toilet Transformation	Nil nominations received
Project Coordinator – Mural & Artwork	Cathy Howie
Student Leadership Liaison Coordinator	Michelle Martin

<p>10. General Business</p> <p>10.1 Adoption of the Student Protection Risk Management Strategy</p> <p>10.2 Adoption of New Constitution (2023)</p> <p>10.3 Endorsement of the Code of Conduct</p> <p>10.4 Honorary life memberships nomination(s)</p> <p>10.5 Review and confirmation of P&C Policies:</p> <p>10.5.1 Debit Card Procedure</p> <p>10.5.2 Video Conference Procedure</p> <p>10.5.3 2nd Hand Uniform Shop Procedure</p> <p>10.5.4 Honorary Life Membership Policy</p>	<p>See Attachment 7.</p> <p>Motion: To adopt the Student Protection Risk Management Strategy as presented. Moved by: Cassie Wagstaff Any objections: N Approved: Y</p> <p>See Attachment 8.</p> <p>Motion: To Adopt 2023 Constitution. Moved by: Cassie Wagstaff Any objections: N Approved: Y</p> <p>See Attachment 9.</p> <p>Motion: To Endorse the Code of Conduct. Moved by: Cassie Wagstaff Any objections: N Approved: Y</p> <p>Nil nominations for honorary life membership received.</p> <p>See Attachments 10, 11, 12 & 13 respectively.</p> <p>Cassie reported: There were four policies and procedures, as listed in the agenda, distributed with tonight’s documents. Cassie invited questions and discussion. Nil received from the meeting attendees.</p> <p>Motion: To endorse the P&C Policies listed in 10.5. Moved by: Cassie Wagstaff Any objections: N Approved: Y</p>
<p>11. Close of Meeting</p>	<p>Cass said: In closing the AGM, I would first like to thank you all for attending. We appreciate your time and participation. From an executive committee perspective, AGMs are always quite the effort to prepare for and include quite a lot of behind-the-scenes work to make sure the formalities of the night run smoothly. We would like to thank all who attended our pre-AGM meet and greet and the College staff who volunteered their time tonight to show their support and come and mingle with our College Community. Looking forward to the next twelve months, we are excited to continue working together supporting the College and making a difference in the educational experience of our students. And remember, despite tonight’s formalities, not all meetings are quite like this. We have so many opportunities for members to join us, in whatever way suits you. We hope to see you all at our future meetings. If you haven’t already, please follow our Facebook page and bookmark our website. Thank you and enjoy the rest of your evening.</p> <p>Meeting closed at 7:59pm</p>

Minutes prepared by
Lauren Phillips
P&C Assistant Secretary

Certified true and correct by
Cassandra Aldcroft
P&C President

Ratified at 2024 AGM 18 March 2024

RATIFIED