



**CAPALABA STATE COLLEGE**  
PARENTS & CITIZENS ASSOCIATION

**P&C President:** Cassandra Aldcroft  
[president@capalabascpandc.com.au](mailto:president@capalabascpandc.com.au)

## Minutes – General Meeting

Date & time: Monday 20<sup>th</sup> June 2022 7:00pm

Location: Online via MS Teams

Chair: Cass Aldcroft

Minute Taker: Cassie Wagstaff

Agenda Item	ACTION																																
<p><b>1. Meeting Opening</b></p> <p>Welcome Acknowledgement of Country Apologies</p>	<p><b>Quorum:</b> YES <b>Meeting opened:</b> 7:04pm <b>Attendees:</b> Desma Hsu, Cassandra Aldcroft, Lachlan Thatcher, Cassie Kambouris, Tristan Baskerville, Rebecca Grugan, Trish Biggs, Cassie Wagstaff, Michelle Martin, Lauren Phillips, Karensa Gock, Carlie Freeman (19:05 - 20:10), Karen Purdy (19:09 - 20:10), Brad Aldcroft (19:16 - 20:10) and Eliana Puczkowski (19:42 - 20:10) <b>Guests:</b> Sarah Dhaliwal <b>Apologies:</b> Melissa Bennett, Cathy Howie, and Stuart Houlston.</p>																																
<p><b>2. Confirmation of minutes from previous meeting</b> May 2022 Minutes</p>	<p><b>Amendments:</b> Nil <b>Approved:</b> Y</p>																																
<p><b>3. Matters arising from previous meeting</b></p> <p><b>3.1 Actions Update</b></p>	<p><i>(List only those items of business that have progressed or completed. If there's further discussion to be had on the topic, move it to general business. If item relates to a fundraising activity, it may be reported as part of the Fundraising Working Group Update)</i></p> <table border="1"> <thead> <tr> <th colspan="4">JUNE MEETING UPDATES</th> </tr> </thead> <tbody> <tr> <td>Rewards from Book club. Lachlan to include this as a standard newsletter item to showcase what the College receives.</td> <td>Lachlan</td> <td>23/11/20</td> <td>Lachlan to talk to Leslie about getting photos <b>JUNE GM UPDATE</b> – Lachlan supportive of Nicole reaching out directly to Lesley Davis to organise. <b>Nicole to follow up.</b></td> </tr> <tr> <td>Lachlan noted a new one for us to look at Together for Humanity has announced the launch of their Intercultural Understanding Partnership grants for 2022 – support initiatives that create a more connected school community and improve the wellbeing of students.</td> <td>Lachlan</td> <td>22/11/21</td> <td><b>JUNE GM UPDATE</b> – Lachlan to follow-up. P&amp;C Exec have submitted ASANA request for update. <b>OUT OF SESSION UPDATE</b> – it was a December to February process, which would have been a very challenging time for us to manage a grant application (with interviews etc involved). They had some good examples on their website of action plans to prompt for next rounds. If the grants team want to add the timeline to their calendar, we can be ready to go. Lachlan</td> </tr> <tr> <td><b>Positive Discipline Program</b> – if enough interest from 5/12/21 intro, then Lachlan will look at scheduling a course for 2022</td> <td>Lachlan &amp; Stuart</td> <td>22/11/21</td> <td>Was put on hold because of restrictions and we decided not to add back in to Term One (considering Term Two – but doing cyber safety first) <b>JUNE GM UPDATE</b> – Stuart has been working with Mark and 'Hemmy'. Lachlan suggested Cass will reach out to Stuart for an out of session update. <b>OUT OF SESSION UPDATE</b> – Stuart advised that he is looking into the program to discuss with the team and may implement as a staged approach. Will keep us updated.</td> </tr> <tr> <td>Jnr Campus – lunch boxes being left in Red Area</td> <td>Lachlan &amp; Stuart</td> <td>28/2/22</td> <td>Lachlan to confirm with Stuart if lunch boxes are no longer left in the Red Area. Update Required <b>JUNE GM UPDATE</b> – Lachlan suggested Cass will reach out to Stuart for an out of session update. <b>OUT OF SESSION UPDATE</b> – Stuart updated: Some Year groups are still leaving lunch boxes in the red area. We had a short trial of students returning to their rooms, but this did not work as it was unsupervised, and meant that the classroom doors could not be locked. The teachers have found it easier to collect boxes at the end of break. There is a teacher on duty in the area that the lunch boxes are kept. The boxes are collected in a class tub to return with them to class after the bell.</td> </tr> <tr> <td><b>Dress Code Policy</b> Carlie / CSC to make changes on pages 5, 6, 8 and 10 to the uniform brochure adding photos of the formal dress shorts which we are stocking and the section explaining the Montessori and High-Capacity program uniforms</td> <td>Carlie F</td> <td>23/05/22</td> <td><b>JUNE GM UPDATE</b> – Noted Feb 2022 version contains the May GM endorsed changes. Carlie F confirmed this version wasn't published before endorsement. <b>Action</b> – Send copy out with June minutes</td> </tr> <tr> <td>Carlie to follow up alternative uniforms per item 9.5 of the May 2022 GM *** includes senior girls shirts issues with transparency and length</td> <td>Carlie F</td> <td>23/05/22</td> <td><b>JUNE GM UPDATE</b> – Our uniform provider is now working on changing to longer length patterns for both the Women's' and girls' checked blouses, and the Women's' chambray blouses. This will apply to all sizes from y1 through to y12. They're also bringing in heavier GSM material for the senior chambray blouses and the boys' blue senior shirts. The school already has purchased material that must be used before the heavier fabric can be bought/used. These changes cannot affect our back to school 2023 delivery though. They will start to make blouses once the material is used up and after 2023 back to school stock supplies are met. Trish asked that if there was an instance where there was old and new stock in at the same time can they be labelled to identify – Carlie F advised she hadn't thought about that yet, but it is unlikely that we would have both in stock at the same time.</td> </tr> <tr> <td><b>Drop n Go Signs</b> Michelle, Desma &amp; Lauren to contact Main Roads &amp; Police, looking at the other schools' campaign, looking at what we could do as a road safety blitz (flyers etc) and signs. (Lachlan to also send possibly an email)</td> <td>Michelle, Desma &amp; Lauren</td> <td>23/05/22</td> <td><b>JUNE GM UPDATE</b> – Lauren advised that Capalaba Police Station referred us to Council as it's a council road. Police would be happy to help us with an education campaign though, should we want to run one in conjunction with the signs being put up. Redland City Council have submitted a request (#RCICI 04574) to their infrastructure dept to consider updating the signs at the school to more apparent drop &amp; go style signs. They advised we couldn't place our own signs up as it's a council road. Not sure how long the consideration process is but will update when they respond. Lachlan also advised that he has included info in his Welcome Back to Term 3 email about school crossing safety and the drop &amp; go zone. Cass queried if we should mock up some designs and get a costing done to still put our own sign up on the fence too, general agreement.</td> </tr> </tbody> </table>	JUNE MEETING UPDATES				Rewards from Book club. Lachlan to include this as a standard newsletter item to showcase what the College receives.	Lachlan	23/11/20	Lachlan to talk to Leslie about getting photos <b>JUNE GM UPDATE</b> – Lachlan supportive of Nicole reaching out directly to Lesley Davis to organise. <b>Nicole to follow up.</b>	Lachlan noted a new one for us to look at Together for Humanity has announced the launch of their Intercultural Understanding Partnership grants for 2022 – support initiatives that create a more connected school community and improve the wellbeing of students.	Lachlan	22/11/21	<b>JUNE GM UPDATE</b> – Lachlan to follow-up. P&C Exec have submitted ASANA request for update. <b>OUT OF SESSION UPDATE</b> – it was a December to February process, which would have been a very challenging time for us to manage a grant application (with interviews etc involved). They had some good examples on their website of action plans to prompt for next rounds. If the grants team want to add the timeline to their calendar, we can be ready to go. Lachlan	<b>Positive Discipline Program</b> – if enough interest from 5/12/21 intro, then Lachlan will look at scheduling a course for 2022	Lachlan & Stuart	22/11/21	Was put on hold because of restrictions and we decided not to add back in to Term One (considering Term Two – but doing cyber safety first) <b>JUNE GM UPDATE</b> – Stuart has been working with Mark and 'Hemmy'. Lachlan suggested Cass will reach out to Stuart for an out of session update. <b>OUT OF SESSION UPDATE</b> – Stuart advised that he is looking into the program to discuss with the team and may implement as a staged approach. Will keep us updated.	Jnr Campus – lunch boxes being left in Red Area	Lachlan & Stuart	28/2/22	Lachlan to confirm with Stuart if lunch boxes are no longer left in the Red Area. Update Required <b>JUNE GM UPDATE</b> – Lachlan suggested Cass will reach out to Stuart for an out of session update. <b>OUT OF SESSION UPDATE</b> – Stuart updated: Some Year groups are still leaving lunch boxes in the red area. We had a short trial of students returning to their rooms, but this did not work as it was unsupervised, and meant that the classroom doors could not be locked. The teachers have found it easier to collect boxes at the end of break. There is a teacher on duty in the area that the lunch boxes are kept. The boxes are collected in a class tub to return with them to class after the bell.	<b>Dress Code Policy</b> Carlie / CSC to make changes on pages 5, 6, 8 and 10 to the uniform brochure adding photos of the formal dress shorts which we are stocking and the section explaining the Montessori and High-Capacity program uniforms	Carlie F	23/05/22	<b>JUNE GM UPDATE</b> – Noted Feb 2022 version contains the May GM endorsed changes. Carlie F confirmed this version wasn't published before endorsement. <b>Action</b> – Send copy out with June minutes	Carlie to follow up alternative uniforms per item 9.5 of the May 2022 GM *** includes senior girls shirts issues with transparency and length	Carlie F	23/05/22	<b>JUNE GM UPDATE</b> – Our uniform provider is now working on changing to longer length patterns for both the Women's' and girls' checked blouses, and the Women's' chambray blouses. This will apply to all sizes from y1 through to y12. They're also bringing in heavier GSM material for the senior chambray blouses and the boys' blue senior shirts. The school already has purchased material that must be used before the heavier fabric can be bought/used. These changes cannot affect our back to school 2023 delivery though. They will start to make blouses once the material is used up and after 2023 back to school stock supplies are met. Trish asked that if there was an instance where there was old and new stock in at the same time can they be labelled to identify – Carlie F advised she hadn't thought about that yet, but it is unlikely that we would have both in stock at the same time.	<b>Drop n Go Signs</b> Michelle, Desma & Lauren to contact Main Roads & Police, looking at the other schools' campaign, looking at what we could do as a road safety blitz (flyers etc) and signs. (Lachlan to also send possibly an email)	Michelle, Desma & Lauren	23/05/22	<b>JUNE GM UPDATE</b> – Lauren advised that Capalaba Police Station referred us to Council as it's a council road. Police would be happy to help us with an education campaign though, should we want to run one in conjunction with the signs being put up. Redland City Council have submitted a request (#RCICI 04574) to their infrastructure dept to consider updating the signs at the school to more apparent drop & go style signs. They advised we couldn't place our own signs up as it's a council road. Not sure how long the consideration process is but will update when they respond. Lachlan also advised that he has included info in his Welcome Back to Term 3 email about school crossing safety and the drop & go zone. Cass queried if we should mock up some designs and get a costing done to still put our own sign up on the fence too, general agreement.
JUNE MEETING UPDATES																																	
Rewards from Book club. Lachlan to include this as a standard newsletter item to showcase what the College receives.	Lachlan	23/11/20	Lachlan to talk to Leslie about getting photos <b>JUNE GM UPDATE</b> – Lachlan supportive of Nicole reaching out directly to Lesley Davis to organise. <b>Nicole to follow up.</b>																														
Lachlan noted a new one for us to look at Together for Humanity has announced the launch of their Intercultural Understanding Partnership grants for 2022 – support initiatives that create a more connected school community and improve the wellbeing of students.	Lachlan	22/11/21	<b>JUNE GM UPDATE</b> – Lachlan to follow-up. P&C Exec have submitted ASANA request for update. <b>OUT OF SESSION UPDATE</b> – it was a December to February process, which would have been a very challenging time for us to manage a grant application (with interviews etc involved). They had some good examples on their website of action plans to prompt for next rounds. If the grants team want to add the timeline to their calendar, we can be ready to go. Lachlan																														
<b>Positive Discipline Program</b> – if enough interest from 5/12/21 intro, then Lachlan will look at scheduling a course for 2022	Lachlan & Stuart	22/11/21	Was put on hold because of restrictions and we decided not to add back in to Term One (considering Term Two – but doing cyber safety first) <b>JUNE GM UPDATE</b> – Stuart has been working with Mark and 'Hemmy'. Lachlan suggested Cass will reach out to Stuart for an out of session update. <b>OUT OF SESSION UPDATE</b> – Stuart advised that he is looking into the program to discuss with the team and may implement as a staged approach. Will keep us updated.																														
Jnr Campus – lunch boxes being left in Red Area	Lachlan & Stuart	28/2/22	Lachlan to confirm with Stuart if lunch boxes are no longer left in the Red Area. Update Required <b>JUNE GM UPDATE</b> – Lachlan suggested Cass will reach out to Stuart for an out of session update. <b>OUT OF SESSION UPDATE</b> – Stuart updated: Some Year groups are still leaving lunch boxes in the red area. We had a short trial of students returning to their rooms, but this did not work as it was unsupervised, and meant that the classroom doors could not be locked. The teachers have found it easier to collect boxes at the end of break. There is a teacher on duty in the area that the lunch boxes are kept. The boxes are collected in a class tub to return with them to class after the bell.																														
<b>Dress Code Policy</b> Carlie / CSC to make changes on pages 5, 6, 8 and 10 to the uniform brochure adding photos of the formal dress shorts which we are stocking and the section explaining the Montessori and High-Capacity program uniforms	Carlie F	23/05/22	<b>JUNE GM UPDATE</b> – Noted Feb 2022 version contains the May GM endorsed changes. Carlie F confirmed this version wasn't published before endorsement. <b>Action</b> – Send copy out with June minutes																														
Carlie to follow up alternative uniforms per item 9.5 of the May 2022 GM *** includes senior girls shirts issues with transparency and length	Carlie F	23/05/22	<b>JUNE GM UPDATE</b> – Our uniform provider is now working on changing to longer length patterns for both the Women's' and girls' checked blouses, and the Women's' chambray blouses. This will apply to all sizes from y1 through to y12. They're also bringing in heavier GSM material for the senior chambray blouses and the boys' blue senior shirts. The school already has purchased material that must be used before the heavier fabric can be bought/used. These changes cannot affect our back to school 2023 delivery though. They will start to make blouses once the material is used up and after 2023 back to school stock supplies are met. Trish asked that if there was an instance where there was old and new stock in at the same time can they be labelled to identify – Carlie F advised she hadn't thought about that yet, but it is unlikely that we would have both in stock at the same time.																														
<b>Drop n Go Signs</b> Michelle, Desma & Lauren to contact Main Roads & Police, looking at the other schools' campaign, looking at what we could do as a road safety blitz (flyers etc) and signs. (Lachlan to also send possibly an email)	Michelle, Desma & Lauren	23/05/22	<b>JUNE GM UPDATE</b> – Lauren advised that Capalaba Police Station referred us to Council as it's a council road. Police would be happy to help us with an education campaign though, should we want to run one in conjunction with the signs being put up. Redland City Council have submitted a request (#RCICI 04574) to their infrastructure dept to consider updating the signs at the school to more apparent drop & go style signs. They advised we couldn't place our own signs up as it's a council road. Not sure how long the consideration process is but will update when they respond. Lachlan also advised that he has included info in his Welcome Back to Term 3 email about school crossing safety and the drop & go zone. Cass queried if we should mock up some designs and get a costing done to still put our own sign up on the fence too, general agreement.																														

<p><b>3.2 Actions Complete</b></p>	<table border="1"> <thead> <tr> <th colspan="4" style="background-color: yellow;">ACTIONS COMPLETE</th> </tr> </thead> <tbody> <tr> <td>P&amp;C Exec to modify the quote requirements for discretionary funding to be consistent with that of what is required by the Department.</td> <td>Cass</td> <td>23/05/22</td> <td>Complete – motion approved at meeting.</td> </tr> <tr> <td>To add Monday 20th June and Monday 12th September to the P&amp;C General Meeting Schedule.</td> <td>Cassie</td> <td>23/05/22</td> <td>Completed at meeting</td> </tr> <tr> <td>Brad to check P&amp;C website for any unauthorised photos of students and remove same if any</td> <td>Brad</td> <td>23/05/22</td> <td>Completed</td> </tr> <tr> <td>Payment of \$2,090 to Orterra for detailed drawing services relating to the drain vegetation works</td> <td>Michelle</td> <td>23/05/22</td> <td>Completed</td> </tr> <tr> <td>Lachlan centralising all requests as opposed to Facebook messaging, etc.</td> <td>Lachlan</td> <td>23/05/22</td> <td>Completed</td> </tr> </tbody> </table>	ACTIONS COMPLETE				P&C Exec to modify the quote requirements for discretionary funding to be consistent with that of what is required by the Department.	Cass	23/05/22	Complete – motion approved at meeting.	To add Monday 20th June and Monday 12th September to the P&C General Meeting Schedule.	Cassie	23/05/22	Completed at meeting	Brad to check P&C website for any unauthorised photos of students and remove same if any	Brad	23/05/22	Completed	Payment of \$2,090 to Orterra for detailed drawing services relating to the drain vegetation works	Michelle	23/05/22	Completed	Lachlan centralising all requests as opposed to Facebook messaging, etc.	Lachlan	23/05/22	Completed
ACTIONS COMPLETE																									
P&C Exec to modify the quote requirements for discretionary funding to be consistent with that of what is required by the Department.	Cass	23/05/22	Complete – motion approved at meeting.																						
To add Monday 20th June and Monday 12th September to the P&C General Meeting Schedule.	Cassie	23/05/22	Completed at meeting																						
Brad to check P&C website for any unauthorised photos of students and remove same if any	Brad	23/05/22	Completed																						
Payment of \$2,090 to Orterra for detailed drawing services relating to the drain vegetation works	Michelle	23/05/22	Completed																						
Lachlan centralising all requests as opposed to Facebook messaging, etc.	Lachlan	23/05/22	Completed																						
<p><b>4. Correspondence</b></p> <p>Refer to Register – <i>see Attachment 1</i></p>	<p><b>Questions:</b> Nil</p> <p><b>Approved:</b> Y</p>																								
<p><b>5. Table Executive Committee’s Report and decisions</b></p> <p><u>Exec decisions since last meeting</u></p> <p>5.1 Decisions re expenditure:</p> <ul style="list-style-type: none"> <li>• Approved Disco expenses- consumables (food) and packaging to on sell \$2,460.80</li> <li>• Equipment. Fischer Deep Fryer \$249.99</li> <li>• General Expenses <ul style="list-style-type: none"> <li>– First Aid items \$25.92</li> <li>– Total Tools gloves \$17.90</li> <li>– A3 and A4 laminate pouches \$28.00</li> <li>– CPR refresher (per AOP) for Michelle Martin \$59.00</li> <li>– Bayside Packaging \$16.54</li> </ul> </li> </ul>	<p><b>Exec Report Notes:</b></p> <p><b>CASS confirmed:</b> That in addition to the decisions re expenditure listed in the agenda, Exec also approved:</p> <ul style="list-style-type: none"> <li>• Decision to advertise and sell remaining 78 disco show bags. These were sold to Flagstone State School who purchased them at \$2.50ea minus any food products. Giving us slightly more than cost price back. We also spent \$10.85 to courier the bags to Flagstone State School P&amp;C.</li> <li>• \$107.10 to repair iPad screen which unfortunately was badly damaged during disco pack-down. We will purchase a hard sided box with a lid to transport iPads for future events to avoid this happening again and returned the repaired to the school today.</li> </ul> <p><b>CASS thanked</b> the school for allowing the P&amp;C the use of the iPads for Disco. It made an enormous difference, with transactions running smoothly on the night.</p> <p>No questions or issues raised regarding Exec decisions.</p>																								
<p><b>6. Treasurer’s Report and Financial Statement</b></p> <p>Any business arising from Treasurer’s Report and Financial Statement: See attached treasurer report – <i>see Attachment 2</i></p>	<p><b>MICHELLE reported</b> May was a whopping fundraising month!! We had a very successful Mother’s Day, amazing Election Day BBQ and the start of our Disco pre-sales.</p> <p>Mother’s Day results were huge!!! Our focus this Term was to source locally and support small business, with purchases of quality, variety, and luxury. This was indeed achieved!!</p> <p>Another winner was our Election Day BBQ. The wonderful volunteers braved the cold and rain and delivered hot sizzling sausages, yummy baked stall goods and plenty to drink. Thanks to all the fabulous school families who kindly donated to our bake stall. Special mention also to our major raffle sponsor Cake-Licious for donating a \$200 voucher. May was also a month for stock purchases for our Disco event.</p> <p><u>Finances at 30<sup>th</sup> May 2022:</u></p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>MAIN ACC</u></th> <th style="text-align: left;"><u>DEBIT CARD</u></th> </tr> </thead> <tbody> <tr> <td>Opening balance \$ 86,564.61</td> <td>Opening balance \$ 616.77</td> </tr> <tr> <td>Total Income \$ 11,467.49</td> <td>Total Income \$ 3,030.62</td> </tr> <tr> <td>Total Expenses \$ 8,060.74</td> <td>Total Expenses \$ 3,089.51</td> </tr> <tr> <td>Closing Balance \$ 89,971.36</td> <td>Closing Balance \$ 557.88</td> </tr> </tbody> </table>	<u>MAIN ACC</u>	<u>DEBIT CARD</u>	Opening balance \$ 86,564.61	Opening balance \$ 616.77	Total Income \$ 11,467.49	Total Income \$ 3,030.62	Total Expenses \$ 8,060.74	Total Expenses \$ 3,089.51	Closing Balance \$ 89,971.36	Closing Balance \$ 557.88														
<u>MAIN ACC</u>	<u>DEBIT CARD</u>																								
Opening balance \$ 86,564.61	Opening balance \$ 616.77																								
Total Income \$ 11,467.49	Total Income \$ 3,030.62																								
Total Expenses \$ 8,060.74	Total Expenses \$ 3,089.51																								
Closing Balance \$ 89,971.36	Closing Balance \$ 557.88																								

Overall Financial position of the Association, as at 31st May 2022: **\$107,655.48<sup>^</sup>**  
*Allocated funds of \$50,724.17 is for: Connection Corridor (\$15,724.17) and Softfall Project (\$35,000).*

## 7. Other Reports

7.1 College Principal Report – see **Attachment 3**

**LACHLAN reported** the contents of **Attachment 3**.

7.2 Grants Working Group – see **Attachment 4**

**Karen** reported re the Gambling Grant. The softfall/sandpit contractor will be contacting Carlie again tomorrow. Carlie said she'd get in touch with him re getting the work done over the school holidays.

Also successful for the \$20,000 Planting Trees for The Queen's Jubilee Program.

*Post meeting addition, see more information here: <https://business.gov.au/grants-and-programs/planting-trees-for-the-queens-jubilee#:~:text=Invited%20applications%20will%20be%20assessed,ranging%20from%20%24%2C500%20to%20%2420%2C000>.*

7.3 Fundraising Working Group

Term 2 – 2022 updates:

- Mother's Day Stall - final
- Book Fair - final
- Election Day BBQ - final
- Junior Disco

### **Final update on Mother's Day Stall (4-5 May)**

**CASS reported** the Mother's Day stall figures:

Sales \$5,574  
Returns \$416.19  
COGS \$3,195.29  
SQ fees \$51.93  
Net Profit \$2,742.97

Leaving a sum of \$2,468.67 (less the P&C 10% general funds pool) attributed towards the CC. This is a 118% increase from last year MDS, \$1256.22 NP

### **Final update on Book Fair (18-20 May) – Nichole Nicholls**

**CASSIE reported on behalf of Nicole** that the final book fair was \$4,384 and this gave us \$815 worth of books. We also chose some for the senior campus library, so we all benefited. We also gained \$616 in Scholastic rewards. A total of \$1431 in rewards.

### **Final update on Election Barbeque (21 May)**

**DESMA reported** the Election BBQ figures:

Income: \$1,261.50  
Expenses: \$302.48

Net Profit: \$959.02 (Funds to be attributed towards P&C general expenses)  
For a last-minute throw-together, that is amazing. Thank you especially to our bakers, as that's where a lot of our extra income came from. Definitely a worthwhile day.

### **Junior Disco (10 June)**

**DESMA reported** A huge thank you to all the families and volunteers who braved the cold and made the Disco a fantastic success. It was really exciting to see that other parents were dressing up and joining in the fun. A totally different layout and system this year proved to be well received,

Term 3 – 2022 update:

- Krispy Kremes
- CSC Movie Cinema Experience
- CSC Paint & Sip

Term 4 – 2022 update:

- Bunnings Sausage Sizzle
- Movie Night Fundraiser

with so many positive comments from both parents and students. We would love any feedback about what you loved or things we could improve. Please email to the secretary ([secretary@capalabascpandc.com.au](mailto:secretary@capalabascpandc.com.au)), as we will be doing a debrief to reflect and improve again for the next one. Financials to be provided in next GM.

**CSC Movie Cinema experience (Date TBA)**

**MICHELLE proposed** we are constantly looking at other opportunities to fundraise and do something different. To create an experience, have some fun and to also bring together our school family community. Something being tabled now, and we're open to hearing any other ideas, is to host a movie cinema experience- where we would look to hire a local cinema (mainly Capalaba Event Cinemas or Victoria Point Cineplex) and offer a ticket package, which would include tickets and a small popcorn, for an example. Still getting quotes for prices/venues/dates,etc, but it's an opportunity for P&C to also enjoy the event with our own families too, without too much effort on the actual day.

**LACHLAN mentioned** that Capalaba Cinemas have always been very good to the College, helping us out with traineeships and apprenticeships and various reward days, so it would be nice to show them loyalty where we can.

**CSC Sip and Paint (Date TBA)**

**MICHELLE proposed** to host a sip and paint event. Still in planning stage- this would include having a parent facilitate the art session, hosted at a local venue, with light refreshments provided. This is still in planning stage, and if anyone wants to help with these events- please let us know. Already have a space in mind that has offered to host the event for free. Now just a matter of determining interest and working out pricing/dates again. Hoping to make it an affordable evening for parents to enjoy without the kids. It can be discussed in more detail at our upcoming planning day, and an update will be provided at the next GM.

**REBECCA indicated** she would be happy to assist with facilitating the evening.

**Bunnings Sausage Sizzle (Date TBA)**

**MICHELLE advised** discussions with Bunnings are underway for a CSC Sausage sizzle. Dates yet to be confirmed, as the original one offered (6<sup>th</sup> August 2022) by Bunnings was not ideal for the P&C. Currently trying to work with them on a different date, but it now won't be likely to run until Term 4. Will confirm back in next GM when have more information.

**CARLIE suggested** we might be able to give the date over to Katie and the senior campus to help the Year 12's with their formal fundraising.

**LACHLAN queried** if this would obstruct the P&C from securing a later date for themselves.

**MICHELLE confirmed** that it wouldn't, as it's for a separate fundraising goal, but they would have to put an application in for themselves first.

**LACHLAN will** check tomorrow to see if the College would be able to pull a team together for that date.

**Movie Night Fundraiser (*proposing 5 November*)**

**MICHELLE proposed** who doesn't like a movie night.... P&C is looking to host its very own movie night in Hanky Park, open to both campuses, pending school approval. What an exciting event, still in planning stage, however we are looking to include fun activities, food stalls (possible food

vans), family movie, lucky draw and more... This event would be in collaboration with sponsors - Community Connections. They will help support and fund the movie, the actual movie screen and some other activities, as well as providing the popcorn machine. The popcorn man at our Disco was Ed from Community Connections, and coincidentally a previous Treasurer of our P&C, who volunteered to stay and work at the machine for the night as well as delivering and setting it up. We seek approval from the school to host movie night on Saturday, 5<sup>th</sup> November? Any questions?

**LACHLAN said** he can't see anything in the calendar to say why 5th November wouldn't suit, also noting the school is thinking about moving the Christmas Concert to outdoors in Hanky Park this year, and this could be a test run to see how that event is mapped out.

**MICHELLE added** she had shown Ed around on Disco day and shared her mapping plans for Movie Night with him. He's agreed Hanky Park would be a great spot to hold it. They also have a jumping castle they're happy to loan for the night for free.

**CASS acknowledged** that the P&C does have the information around jumping castles and risk assessments that Carlie Freeman has previously distributed and confirmed appropriate risk assessments would be done before that activity was included on the night.

No further questions raised regarding any fundraising events.

#### 7.4 Second-Hand Uniform Shop

**MICHELLE reported** the 2<sup>nd</sup> hand uniform shop resumed operations last week, as we concluded Disco (and basically had to utilise the entire room for that purpose in the lead up). The booking system for appointments has proven to be successful, as it provides certainty for the volunteers of whether they must be there to open or not. This also helps the school families with knowing someone will be there to help them whilst they browse.

#### 7.5 Scholastic Book Club – Nicole Nicholls

**CASSIE provided update on behalf of Nicole** Book Club Issue 4 was a small one as we had just completed our annual Book Fair, where a lot of families purchased. We had total sales of \$405.99, which gave us \$81.20 in rewards.

#### 7.6 Containers for Change

- Discussion on prize option of 'Just Wood Fun'
- Wave of Change Registration – see **Attachment 5**

#### **Discussion on C4C drive prize option of 'Just Wood Fun':**

**KARENZA reported** almost 4000 containers on our recent Containers for Change collection day (8<sup>th</sup> June). We included our seniors this time, however there wasn't as much participation there with only 1 bin filled on that campus out of the 14 provided. We did well with AMR; they collected 40 bins from us without requiring a deposit, and also did our dropoff/pickup when asked.

Cycle 1 were the winners on the day, followed by C3 and Y5. We did a pizza party for the winners after the first drive, with popsicle parties for the runners up classes. Being a year-based competition this time around instead of a class one, it's a bigger pool of students that we need to provide a prize for.

Karenza has discovered 'Just Wood Fun Games' who works with other community organisations and schools at rewards days/community events. He has what he calls 'woodfolk games' like putt putt/go fish/ball maze/etc. Old-school fun games that would appeal well to students. He can cater for different ages with different games. As a retired gentleman, he likes to be paid in fuel vouchers.

Karensa suggests \$150 in vouchers to Don for this prize event to account for the 2.5-3hrs of his time he would be providing towards setup/playtime for 61 students/packup. However, that would equate to 42% of the funds raised being used to fund the prize. Consider if this would be worthwhile is it may entice other classes to see the prize being rewarded and want to become more competitive for the next collection drive so that they might be the next prize recipients. Karensa would rather it not be a food-based reward, focussing on giving the winners a fun experience instead. If this shows itself to be a successful prize this time, in future drives we will approach local businesses to see if they would donate prize vouchers on our behalf. Asking for concerns/feedback?

**REBECCA asked** Is it tax-deductible?

**MICHELLE and CASS confirmed** that it isn't tax-deductible for our organisation and the prize would have to come straight out of the profit.

**REBECCA and CASCIE offered** for their businesses, The Hills Montessori and My Little Friends, to go halves in sponsoring the \$150 prize so that the prize doesn't come out of the funds that the kids raised.

**Action.** Karensa to liaise with Rebecca and Cascie to take receipt of vouchers. Proposed motion in relation to approving expense of \$150 fuel vouchers from P&C no longer required.

**Wave of Change Registration – see Attachment 5**

**KARENESA asked** if Lachlan had yet heard of Wave of Change. Run by Containers for Change, it was opened to 300 schools in Queensland last year, where they offer the school zero-cost container bins and collection infrastructure in line with local container refund points. Currently AMR (Advanced Metal Recyclers) have been helping us off their own back as we are not currently registered for Wave of Change. If we registered, AMR would also benefit from support from WoC, as Containers for Change would then be covering the associated costs. There is an education program that comes with the registration but it's not compulsory to implement into the curriculum of the school. This also means we could have collection bins on site permanently.

**CARLIE mentioned** that she and Karensa had had a chat about it and floated the idea that one permanent bin in a central point on each campus might be something the College could do. Also discussed were the potential issues of people putting rubbish in the bin instead and this perhaps causing them to become smelly due to not being emptied as frequently. Definitely lots of positives to parents being able to drop their recyclables at school whenever they drop their kids off though.

**LACHLAN advised** that on the junior campus at least, it's part of the curriculum to bring in recyclables to count and to categorise. His thinking is that the College would continue that but once those activities have been done, those items could be put in the designated recycling bins.

**CASS noted** that several kids were seen putting rubbish in the C4C bins at the Disco, as they didn't really understand the concept of them so good signage was important. It had also been observed that parents were opening the lids of the bins to look inside the unlocked bins at school pickup time, so lockable bins would be worth considering.

**Action: Karensa** to forward on information to Wave on Change to college (via Asana).

7.6 The Walk/Connection Corridor Project – see **Attachment 6 Budget**

- Visit to the Elders on Stradbroke Island – July 12<sup>th</sup> from 9am-1pm
- Orterra Expenses

**The Walk/Connection Corridor Notes:**

**Visit to the Elders on Stradbroke Island July 12th 9am-1pm:**

**Motion** – To approve \$500 meeting expense and \$200 bus expense for the Elders visit on Stradbroke Island

**To be moved by:** Michelle Martin

**Any objections:** N

**Approved:** Y

**Action.** Payment to be made

**Action.** Proposed motion in relation to ferry expenses not proceeded. Need to clarify requirements out of session. Cass asked Lachlan if the ferry expenses for staff attending would be covered by the College or if the expectation is that the P&C would cover it. Lachlan advised in the past when quoted by the Elders it was all inclusive. Cass to determine what is included and the subsequent actions required.

**Orterra Expenses:**

**CASS advised** this particular invoice (#1163) had to do with phoning the Elders on our behalf as we had found it extremely difficult to make contact with them ourselves. We weren't happy with the \$308 cost at first, just to get a hold of the Elders, so Zoya went back and asked for an itemised breakdown of the expenses. They're justified. Orterra went to a lot of effort and tried many other ways to contact them as well. Additionally, after telling Orterra that our budget could no longer cover their share of the visit expenses, after spending that much just to make contact, they offered to come along for free. With that knowledge, we can move onto the motion.

**Motion** – To approve payment of Orterra invoice 1163 of \$308

**To be moved by:** Michelle Martin

**Any objections:** N

**Approved:** Y

**Action.** – Payment to be made

**Motion** – To accept and approve all reports presented at the general meeting: Executive, Treasurer, Principal, Grants, Fundraising, 2<sup>nd</sup> Hand Uniform Shop, Book Club, Containers for Change and the Connection Corridor Project.

**To be moved by:** Michelle Martin

**Any objections:** N

**Approved:** Y

**8 Motions on Notice**

*(Present motions put forward by members prior to the meeting or motions deferred from the previous meeting.)*

- 8.1 P&C Assistant Secretary Lauren Phillips – adding as Bank Signatory

**MICHELLE sought** consideration to grant Assistant Secretary, Lauren Phillips, access to the P&C accounts as we look at ways to further enhance efficiency in our processes and within our team. No questions raised.

**Motion:** To add P&C Assistant Secretary Lauren Phillips as signatory to, and have CommBiz access to, the P&C Main Bank Account and P&C Debit Card Account.

**Moved by:** Michelle Martin

**Any objections:** N

**Approved:** Y

**Action Michelle** to add P&C Assistant Secretary Lauren Phillips as signatory to, and have CommBiz access to, the P&C Main Bank Account and P&C Debit Card Account.

<p><b>9. New and General Business (including Action Register)</b></p> <p>9.1 Anti-Bullying</p> <p>9.2 P&amp;C Conference 26 &amp; 27 August 2022. EOI for anyone who wishes to attend – <a href="https://pandcsqld.eventsair.com/state-conference-2022/">https://pandcsqld.eventsair.com/state-conference-2022/</a> – see <b>Attachment 7 Conference Program</b></p> <p>9.3 Action Register – any further updates or discussion?</p>	<p><b>CASS noted</b> that Item 9.1 is a standing Agenda item and has already been covered in Lachlan’s report.</p> <p><b>CASS advised</b> P&amp;C members that the conference program runs over 2 days, but members don’t have to attend both days in order to attend at all. We have been granted one part-funded place as well, which does help us to fund positions.</p> <p><b>Action.</b> Members asked to email <a href="mailto:secretary@capalabascpandc.com.au">secretary@capalabascpandc.com.au</a> if they are interested in attending.</p> <p>Nil additional discussions.</p> <p>Noted General Business missing from Agenda – Cassie W to add in for the next meeting. Nil further General Business raised by members. <b>Action.</b></p>
<p><b>10 Applications for membership and recording of new members</b></p>	<p>NIL</p>
<p><b>11 Date of next meeting</b></p>	<p>Monday, 25 July 2022 – 7:00pm</p>
<p><b>12 Close</b></p>	<p>8:08pm</p>

-----

**Minutes prepared by**

Cassie Wagstaff  
P&C Secretary

-----

**Certified true and correct by**

Cassandra Aldcroft  
P&C President

RATIFIED AT JULY GENERAL MEETING 25<sup>th</sup> July 2022.

**2022 Meeting Schedule**

Term 1		Term 3	
<b>January</b>	No Meeting (school holidays)	<b>July</b>	Monday 25 <sup>th</sup> – 7pm
<b>February</b>	Monday 28 <sup>th</sup> – 7pm	<b>August</b>	Monday 22 <sup>nd</sup> – 7pm
<b>March</b>	Monday 28 <sup>th</sup> (incl. AGM) – 6pm	<b>September</b>	Monday 12 <sup>th</sup> – 7pm
Term 2		Term 4	
<b>April</b>	No Meeting (public holidays)	<b>October</b>	Monday 24 <sup>th</sup> – 7pm
<b>May</b>	Monday 23 <sup>rd</sup> – 7pm	<b>November</b>	Monday 28 <sup>th</sup> – 7pm
<b>June</b>	Monday 20 <sup>th</sup> – 7pm	<b>December</b>	No Meeting (school holidays)

**Actions Register – Updated 20/06/2022**

Actions from the meeting and those outstanding:	Resp Person	Initiated	New Updates
<b>NEW ACTIONS FROM JUNE MEETING</b>			
Add General Business back in as an Agenda Item	Cassie	20/06/22	<b>Completed</b>
Karensa to liaise with Rebecca and Cascie to take	Karensa	20/06/22	<b>Update required</b>



receipt of vouchers. Proposed motion in relation to approving expense of \$150 fuel vouchers from P&C no longer required.			
Karena to forward on information to Wave of Change to college (via Asana).	Karena	20/06/22	<b>Update required</b>
Payment of \$500 meeting expense and \$200 bus expense for the Elders visit on Stradbroke Island.	Michelle	20/06/22	<b>Update required</b>
Payment of \$308 for Orterra invoice 1163.	Michelle	20/06/22	<b>Update required</b>
Proposed motion in relation to ferry expenses not proceeded. Need to clarify requirements out of session. Cass asked Lachlan if the ferry expenses for staff attending would be covered by the College or if the expectation is that the P&C would cover it. Lachlan advised in the past when quoted by the Elders it was all inclusive. Cass to determine what is included and the subsequent actions required.	Cass	20/06/22	<b>Update required</b>
Before or after school language classes? (Lachlan) LCF Languages (arising from Christy's email 10.05.2022) moved to the actions register and progressed out of session for update at the <b>July GM</b> .	Lachlan	20/06/22	<b>Update required</b>
Capalaba State College Instagram account (arising from Christy's email 10.05.2022) moved to the actions register and progressed out of session for update at the <b>July GM</b> .	Lachlan	20/06/22	<b>Cassie emailed Lachlan on 28/06/22. Update required.</b>
<b>JUNE MEETING UPDATES</b>			
Rewards from <b>Book club</b> . Lachlan to include this as a standard newsletter item to showcase what the College receives.	Lachlan	23/11/20	Lachlan to talk to Leslie about getting photos <b>JUNE GM UPDATE</b> – Lachlan supportive of Nicole reaching out directly to Lesley Davis to organise. <b>Nicole to follow up.</b>
Lachlan noted a new one for us to look at <b>Together for Humanity</b> has announced the launch of their Intercultural Understanding Partnership grants for 2022 – support initiatives that create a more connected school community and improve the wellbeing of students.	Lachlan	22/11/21	<b>JUNE GM UPDATE</b> – Lachlan to follow-up. P&C Exec have submitted ASANA request for update. <b>OUT OF SESSION UPDATE</b> – it was a December to February process, which would have been a very challenging time for us to manage a grant application (with interviews etc involved). They had some good examples on their website of action plans to prompt for next rounds. If the grants team want to add the timeline to their calendar, we can be ready to go. Lachlan
<b>Positive Discipline Program</b> – if enough interest from 5/12/21 intro, then Lachlan will look at scheduling a course for 2022	Lachlan & Stuart	22/11/21	Was put on hold because of restrictions and we decided not to add back in to Term One (considering Term Two – but doing cyber safety first) <b>JUNE GM UPDATE</b> – Stuart has been working with Mark and 'Hemmy'. Lachlan suggested Cass will reach out to Stuart for an out of session update. <b>OUT OF SESSION UPDATE</b> – Stuart advised that he is looking into the program to discuss with the team and may implement as a staged approach. Will keep us updated.
Jnr Campus – <b>lunch boxes being left in Red Area</b>	Lachlan & Stuart	28/2/22	Lachlan to confirm with Stuart if lunch boxes are no longer left in the Red Area. Update Required <b>JUNE GM UPDATE</b> – Lachlan suggested Cass will reach out to Stuart for an out of session update. <b>OUT OF SESSION UPDATE</b> – Stuart updated: Some Year groups are still leaving lunch boxes in the red

			area. We had a short trial of students returning to their rooms, but this did not work as it was unsupervised, and meant that the classroom doors could not be locked. The teachers have found it easier to collect boxes at the end of break. There is a teacher on duty in the area that the lunch boxes are kept. The boxes are collected in a class tub to return with them to class after the bell.
<b>Dress Code Policy</b> Carlie / CSC to make changes on pages 5, 6, 8 and 10 to the uniform brochure adding photos of the formal dress shorts which we are stocking and the section explaining the Montessori and High Capacity program uniforms	Carlie F	23/05/22	<b>JUNE GM UPDATE</b> – Noted Feb 2022 version contains the May GM endorsed changes. Carlie F confirmed this version wasn't published before endorsement. <b>Action</b> – Send copy out with June minutes
Carlie to follow up alternative <b>uniforms</b> per item 9.5 of the May 2022 GM <i>*** includes senior girls shirts issues with transparency and length</i>	Carlie F	23/05/22	<b>JUNE GM UPDATE</b> – Our uniform provider is now working on changing to longer length patterns for both the Womens' and girls' checked blouses, and the Womens' chambray blouses. This will apply to all sizes from y1 through to y12. They're also bringing in heavier GSM material for the senior chambray blouses and the boys' blue senior shirts. The school already has purchased material that must be used before the heavier fabric can be bought/used. These changes cannot affect our back to school 2023 delivery though. They will start to make blouses once the material is used up and after 2023 back to school stock supplies are met. Trish asked that if there was an instance where there was old and new stock in at the same time can they be labelled to identify – Carlie F advised she hadn't thought about that yet, but it is unlikely that we would have both in stock at the same time.
<b>Drop n Go Signs</b> Michelle, Desma & Lauren to contact Main Roads & Police, looking at the other schools' campaign, looking at what we could do as a road safety blitz (flyers etc) and signs. (Lachlan to also possibly send an email)	Michelle, Desma & Lauren	23/05/22	<b>JUNE GM UPDATE</b> – Lauren advised that Capalaba Police Station referred us to Council as it's a council road. Police would be happy to help us with an education campaign though, should we want to run one in conjunction with the signs being put up. Redland City Council have submitted a request (#CRCI 04574) to their infrastructure dept to consider updating the signs at the school to more apparent drop & go style signs. They advised we couldn't place our own signs up as it's a council road. Not sure how long the consideration process is but will update when they respond. Lachlan also advised that he has included info in his Welcome Back to Term 3 email about school crossing safety and the drop & go zone. Cass queried if we should mock up some designs and get a costing done to still put our own sign up on the fence too, general agreeance from members.
<b>ACTIONS PROGRESSING</b>			
Cassie Wagstaff to be added as a signatory as P&C Secretary. <b>JUNE GM UPDATE</b> – Also include Lauren Phillips as a signatory.	Cassie, Lauren & Michelle	23/05/22	Working on it, paperwork to be signed and taken to the bank in due course with ratified May and June minutes.
To apply an \$800 contribution to Mick Quinn's request for the amplifier purchase as part of discretionary funding round 1 2022.	Cassie & Michelle	23/05/22	Cassie emailed recipient on 08/06/22 and 13/06/22 to advise success and how to claim funds. Michelle to pay when appropriate.

To apply an \$800 contribution to Mel Armstrong's request for the flag poles for junior campus purchase as part of discretionary funding round 1 2022.	Cassie & Michelle	23/05/22	Cassie emailed recipient on 08/06/22 and 13/06/22 to advise success and how to claim funds. Michelle to pay when appropriate.
Cass to follow up on the purchases of the items funded by the Discretionary Fund in 2021 and send Carlie and Lachlan the status of the 2021 discretionary fund applications. Cass also to arrange or find provided photographs of same and update the P&C at the next meeting.	Cass	23/05/22	Lauren assisting Cass to collate
<b>ACTIONS ON HOLD</b>			
Start a college working group around sustainability / recycling etc	Lachlan	31/5/21	No action yet.
Parent Connect – Cass to chat to Rhys and organise a parent get together to support families	Cass & Rhys	25/10/21	On Hold
First Aid Course Scheduling for students	Lachlan	22/11/21	On Hold until beginning of 2023
College to check with Silver Rose – we have one more year of the tender left. And will then go out to tender after that. We talked about sibling photos – not keen on doing it cross campus or during school but there might be other models of offering such as weekend or before school – Lachlan and Carlie to look into it and get back to P&C with what the supplier offers.	Carlie F & Lachlan	22/11/21	Photos have taken place – nil follow-up made. ** Mark for 2023 and new tender.
<b>ACTIONS COMPLETE</b>			
P&C Exec to modify the quote requirements for discretionary funding to be consistent with that of what is required by the Department.	Cass	23/05/22	<b>Complete – motion approved at meeting.</b>
To add Monday 20th June and Monday 12th September to the P&C General Meeting Schedule.	Cassie	23/05/22	<b>Completed at meeting</b>
Brad to check P&C website for any unauthorised photos of students and remove same if any	Brad	23/05/22	<b>Completed</b>
Payment of \$2,090 to Orterra for detailed drawing services relating to the drain vegetation works	Michelle	23/05/22	<b>Completed</b>
Lachlan centralising all requests as opposed to Facebook messaging, etc.	Lachlan	23/05/22	<b>Completed</b>