



CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION

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

Minutes – General Meeting

Date & time: Monday 25th July 7:00pm

Location: ONLINE ONLY [Meeting Link](#)

Chair: Cass Aldcroft

Minute Taker: Cassie Wagstaff

| Agenda Item | ACTION |
|--|---|
| 1. Meeting Opening Welcome Acknowledgement of Country Apologies` | Quorum: Y Meeting opened: 7:04pm Attendees: Cassandra Aldcroft, Cassie Wagstaff, Lauren Phillips, Michelle Martin, Melissa Bennett, Stuart Houliston, Karensa Gock, Lachlan Thatcher Apologies: Desma Hsu, Karen Purdy, Tristan Baskerville, Tina Stewart, Paul Stewart, Rebecca Grugan, Brad Aldcroft, Carlie Freeman |
| 2. Confirmation of minutes from previous meeting June 2022 Minutes | Amendments: Nil Approved: Y |

3. Matters arising from previous meeting

3.1 Actions Complete

ACTIONS COMPLETE – FOR NOTING JULY MEETING

| | | | |
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| Payment of \$500 meeting expense and \$200 bus expense for the Elders visit on Stradbroke Island. | Michelle | 20/06/22 | Completed |
| Payment of \$308 for Orterra invoice 1163. | Michelle | 20/06/22 | Completed |
| Add General Business back in as an Agenda Item | Cassie | 20/06/22 | Completed |
| Dress Code Policy 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 | JUNE GM UPDATE – Noted Feb 2022 version contains the May GM endorsed changes. Carlie F confirmed this version wasn't published before endorsement. Action – Send copy out with June minutes Completed by Cassie on 03/07/2022 |
| Karensa to forward on information to Wave on Change to college (via Asana). | Karensa | 20/06/22 | 14/07/2022 Karensa forwarded information to College. Action Complete |
| 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 | Action Complete. Ferry was not included in the pricing. The College and P&C funded their ferry tickets respectively. |
| 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 | JUNE GM UPDATE – Lachlan to follow-up. P&C Exec have submitted ASANA request for update. OUT OF SESSION UPDATE – it was a December to February process, which would have been a very challenging time for us to manage a grant |

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| 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 | <p>JUNE GM UPDATE – 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.</p> <p>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.</p> |
| Jnr Campus – lunch boxes being left in Red Area | Lachlan & Stuart | 28/2/22 | <p>Lachlan to confirm with Stuart if lunch boxes are no longer left in the Red Area. Update Required</p> <p>JUNE GM UPDATE – Lachlan suggested Cass will reach out to Stuart for an out of session update.</p> <p>OUT OF SESSION UPDATE – 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.</p> |
| 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 | <p>Outstanding projects:</p> <ol style="list-style-type: none"> 3D printer for senior library – photos received. Final report pending. Payment pending Amplifier – R1 2022 granted due 23/11/22 Flag poles – R1 2022 granted due 23/11/22 |

3.2 Actions Update

UPDATES – FOR NOTING AT JULY MEETING

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| 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. | Karensa | 20/06/22 | 17/07/2022 Rebecca gave Karensa the voucher from The Hills Montessori. 25/07/2022 – confirmed receipt of wish voucher from Cascie. Action now complete. |
| Containers for Change prize (from Term 2 drive) for Cycle 1. Karensa to liaise with Stuart to determine best date and campus location to set up prize for C1 students. | Karensa | 20/06/22 | 21/06/22 – Karensa sent Asana request through. Update required from Stuart. |

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| <p>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 July GM.</p> | <p>Lachlan</p> | <p>20/06/22</p> | <p>28/06/2022 – Cassie emailed Lachlan. 17/07/2022 – Cassie followed up email to Lachlan. 25/07/2022 - Lachlan advised via email: We haven't started language classes before / after school. It has been low on the list of priorities at the moment, but we will get there. Move to hold.</p> |
| <p>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 July GM.</p> | <p>Lachlan</p> | <p>20/06/22</p> | <p>Cassie messaged Instagram page named 'Capalaba State College' on 14 May, 14 June and 17 July 2022 with no response. Emailed Lachlan on 28/06/22 and 17/07/2022. Update required. 25/07/2022 - Lachlan advised by email: We don't have media permissions for the Instagram account. We are hoping to collect them in February, so that we can start using it next year. Move to hold.</p> |
| <p>Drop n Go Signs 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)</p> | <p>Michelle, Desma & Lauren</p> | <p>23/05/22</p> | <p>18/07/22 - Redland City Council responded on 22/06/22 to let Lauren know that any requests for changes to road signs in those areas would have to come from either the School Principal or the School Business Manager directly; it's a Council requirement to ensure that the school supports any requests being made that will have an impact on the students and parents who attend the school. Lauren queried if we would retain the same request number moving forward but was told that it would have to be an entirely new submission from the school. Action – Lauren to send request through to Lachlan/Charlie with any relevant information.</p> |
| <p>4. Correspondence Refer to Register – <i>see Att 1</i></p> | <p>Nil questions or comments around corro register.</p> | | |
| <p>5. Table Executive Committee's Report and decisions</p> | <p>Exec Report Notes: <u>Exec Decisions since last meeting</u></p> <ul style="list-style-type: none"> ● Approved expenses: <ul style="list-style-type: none"> ○ Purchases for the Father's Day stall, with a combined total of \$1,995.05 (Stores include, Target, Anaconda, Ikea, Giftware Direct, Amazon and Rocky Road House) ○ Purchase battery for portable modem \$24.50 ○ Ferry for attendance to Elders Visit \$91 ○ Capalaba Sports Club Planning Day \$117.10 ● Change Krispy Kreme fundraiser allocation to Mural Project. ● Amendment made to AOP 2022 document to correct a typo- \$30,000 allocated to Mural Project, not \$30.00. ● Move the July General Meeting to online only, in-person meeting option removed. <p>General consensus happy with online meetings during winter. Nil issues or questions about the decisions listed.</p> | | |

6. Treasurer's Report and Financial Statement

Any business arising from Treasurer's Report and Financial Statement:
See attached treasurer report – see Att 2

Treasurer Notes: Michelle reported:

30th June 2022

MAIN ACC

Opening balance \$89,971.36
Total Income \$33,308.30
Total Expenses \$9,076.98
Closing Balance \$114,202.68

DEBIT CARD

Opening balance \$557.88
Total Income \$3,220.00
Total Expenses \$2,988.39
Closing Balance \$789.49

Overall Financial position of Association

- as at 30th June 2022: **\$132,118.41** (with \$35,095 allocated for CC and \$35K for Softfall Project).

7. Other Reports

7.1 College Principal Report – see Att 3

Principal Notes:

- Thanked P&C for Elders visit
- Struggling with COVID and flu on site, teaching staff / numbers, kids also unwell. Still feeling backlog
- Curriculum leadership team has started 18month journey – this is part of preparation for new Australian Curriculum which will take 3 years to roll out – so this is good timing for review.
- DayMap – timely that also looking at this – how we document and plan. Thursday will be a meeting to confirm use of system one way or another
- New partnerships – DayMap (LMS and operational options e.g. comms), working with Adam Voigt re: restorative teaching, and working with SE region and other schools on the 18mth journey (EOI), Mt Cotton News to talk about timelines for stationary lists Lyle is keen to have list by end of Term 3 – started reviewing today,
- Started hosting a series of Wellbeing workshops today; a few hiccups but well received by students.
- School Opinion Survey underway – 139 parents feedback so far which is good news and an improvement on pre-digital numbers. Another reminder will go out.
- Waiting for Naplan data to come back – provisional results received but hasn't been scaled so can't really be interpreted quite yet until final data is released. Hopefully have more the next meeting.
- Academic reporting at the end of last term – promising results. 79.4% passing across the college, just under 80% statewide target, great result for Semester 1. Have some work in upper 2 bands, 38% A/B result when target is 50%
- Attendance 84.9%, target is 92%, but not overly concerned when you consider so much absence from illness. Sad we are going through this as a community at the moment.

7.2 Grants Working Group – see Att 4

Grants Notes:

Lachlan and Karen had meeting with Schools Plus – recommended to reinvigorate last year's application, add more emotion and storytelling and resubmit the grant.

7.3 Fundraising Working Group

Fundraising Notes:

Term 2 – 2022 updates:

- Junior Disco

Term 3 – 2022 update:

- Krispy Kremes – 17 August 2022
- CSC Movie Cinema Experience
- CSC Paint & Sip

Term 4 – 2022 update:

- Bunnings Sausage Sizzle
- Movie Night Fundraiser

7.4 Second-Hand Uniform Shop

Michelle reported an incredible result as a result of all the hard work – well done to all.

Income: \$9,087.05
Less COGS: \$3,252.25
NP: \$5,711.82

*Presales = \$3200, sales on the night \$5000, other income \$780 (sponsorship & sale of bags). Compared to last year NP of \$3,844, we increased profits by 49%!!

Cass noted that we want to lock in a Term 1 date in 2023 before end of Term 3 2022– **will talk to Mick**. Lachlan recommended we talk to Deb Wall – Micks supervisor re older kids for their ArtsFest assessments may be able to incorporate somehow. **Action**.

Cassie reported that the Krispy Kreme fundraiser opened on 19th July for orders up until the 2nd August. So far orders have been trickling in, hoping the next week picks up a little more. **Lachlan confirmed** that he will send out the college-wide email this week. **Action**. Cassie acknowledged that we did send that request through on short notice, as we had to confirm some details with the two PCYC's prior to including them as collection points). We'll be putting out a call in the next couple of days for volunteers to assist us on collection day.

Michelle reported that the movie cinema experience has been put on hold, after a review of the requirements to host a cinema. Unfortunately, it was deemed not a viable fundraising option, given the costs involved. Also had a minimum sale ticket of 120 at a price of \$9/ticket might not be achievable – have to pay regardless of whether you sell them or not. Might revisit the idea at a later date.

Michelle reported Paint & Sip – still exploring what venues would allow us to have it there.

Michelle reported that we are happy to say we have secured a new fundraising date of 15th October for our Bunnings Sausage sizzle. Bunnings rules have relaxed, permitting now a min of 3 volunteers at a time (previously was 5) and you are allowed to have as many shifts. So could have a 2hr shift of 3 ppl for example. Previously they only allowed 2 shifts – morning and afternoon. Still need to be there from 7am to 4pm.

Michelle reported movie night fundraiser - with a confirmed change of date of Saturday, 5th November – we are still in the process of finalising details with Community Connections- who have kindly offered to sponsor the event. Once we have these details we will be looking at establishing a working group to work on the finer details.

2nd Hand Uniform Shop Notes: **Michelle reported** a major overhaul of the 2ndhand uniform shop was undertaken in school holidays gone, to improve the shops appearance, offerings and procedures. The changes made included:

- Adding all consignment items into square for better tracking
- Digitalising the onboarding process of new consignments
- Review of all Consignment contracts- identifying expired agreements, items sold but not yet paid, and returned items. A change has been

made to how we pay out consignments too- previously all items in a consignment would need to be sold before a contract was paid out, it will now be paid per Term for items sold.

- Assessment of the condition of ALL items, to ensure they meet the requirements of the agreement (neat, tidy, ironed). Where items that did not meet these standards, have been offered instead as 'free' items to any family in need.

7.5 Scholastic Book Club

Book Club Notes: Cass reported that we don't have an update from Nicole but note that there is a current issue out at the moment which Nicole can update next meeting.

Motion – To approve purchase a Deskmate Ink Pad for Mini Dater \$21.17.

Moved by: Cassie Wagstaff

Any objections: N

Approved: Y

Action.

7.6 Containers for Change

Containers for Change Notes:

Karena reported

- Wave for Change registration, Lachlan received via ASANA
- Next drive day is 25 August 2022
- Karensa asked if we should do both campuses or just junior, Lachlan advised we could go down to one bin per year level for senior
- Montessori classes came down in the afternoon last time, luckily the cans got picked up at 1pm and not the usual time of 10am or their cans wouldn't have been included
- Lachlan queried details for the email out to parents to advise them of the drive day.
- Stuart will confirm the C1 rewards day details very soon and asked Karensa to confirm the prize, Karensa confirmed it's a man with wooden folk games coming out (Just Wood Fun)
- Karensa asked for teacher/teacher aides assistance on the prize day - looking at holding it on a Friday to fit into class schedule
- Cass suggested perhaps the classroom teacher could do a call out for Parent volunteers to assist for the day
- Cass raised that the prizes run across the combined campuses. Rather than separate prize pools per campus.

7.7 The Walk/Connection Corridor Project – see Att 5 Updated Budget

The Walk/Connection Corridor Notes:

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

Moved by: Michelle Martin

Any objections: N

Approved: Y

8 Motions on Notice

8.1 To modify the Discretionary Fund application form for Round 2 2022 – see Att 6

Cass reported per Attachment 6

Motion – To approve amendments to discretionary funding application for Round 2 2022

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| <p>8.2 To modify Bunnings BBQ fundraising allocation from the Discretionary Fund to Murals / Artwork Project</p> | <p>Moved by: Cassie Wagstaff Any objections: N Approved: Y</p> <p>Changes made to extend close of Round 2 of discretionary funding and a change of name, to refer to it also as Wishlist Funding. Cass to log ASANA to organise a P&C rep to come to campus staff meetings to market the discretionary funding to teachers. Junior campus meeting next week or the week after. Senior campus next meeting is Tuesday 12th August (wk6).</p> <p>Action.</p> <p>Motion – To approve modifying the Bunnings BBQ allocation from the discretionary fund to Murals / Artwork Project for the current AOP. Moved by: Michelle Martin Any objections: N Approved: Y/N</p> <p>Michelle advised that discretionary fund already has enough allocation to include Round 2 2022 and Round 1 2023. Action.</p> |
| <p>9 New and General Business</p> <p>9.1 Anti-Bullying</p> <p>9.2 Jnr Cool Water Bottle Filter not operational? (ASANA logged)</p> <p>9.3 Cool Water Bubbler at Junior Library</p> <p>9.4 Student Welcome Handbook – looking for a volunteer for Senior Booklet</p> <p>9.5 Suggest change to agenda – focus on current initiatives and projects, and then events.</p> <p>9.6 Mandatory Training (Key Messages and Asbestos)</p> <p>9.7 Vaccine mandate for volunteers lifted from 30 June 2022.</p> | <p><i>(Standing Agenda Item – covered in Principal report)</i></p> <p>Lachlan and Stuart confirmed Jnr water bottle filter is fixed and operational again.</p> <p>Michelle reported An idea was put forth by a junior campus teacher, who continues to see the ongoing challenge of students and teachers, especially in our hot summers. The idea was really more of a NEED to provide more cold water facilities throughout the school. An ideal area then suggested was to have a water bottle filter station by Junior library. If the school supports this notion, we would be happy to get the appropriate trades out to make an assessment and provide P&C with a quote. Ultimately if implemented, the water bubbler would be a donation to the college by the Swim Club, with recognition of their kind contribution, being a plaque.</p> <p>Stuart and Lachlan support the initiative and happy for Michelle to go ahead and organise quotes etc. Stuart also asked if we could look at the Red Area or in that vicinity as an alternative location to support kids on the oval as well.</p> <p>Action.</p> <p>Cass will send an email out to P&C parents – hoping that an experienced senior parent will put their hand up to help edit a senior welcome handbook. Action.</p> <p>Cass spoke about some ideas for changing the way we might structure the agenda and asked if people were ok if we tried to change it up to also include progress towards current initiatives and goals. Attendees were happy for restructure to go ahead.</p> <p>Reminders sent last week to members with training requirements outstanding. 22 members fully compliant, waiting on a further 10 members to complete. Will send a further reminder this week.</p> <p>Lachlan confirmed sending the table to Carlie through ASANA would be great. Lauren will email the remaining 10 members to complete. Action.</p> <p>Cass confirmed that the vaccine mandate has been lifted for our volunteers.</p> |

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| 9.8 General Business | <p>Our sponsorship & fence advertising position has been vacated, if any members might be interested in stepping into the spot, let us know. Michelle informed the meeting that Cath from Wildcat Sign & Print offers her clients a bundle price. Group discussed offering Cath a free sign spot on senior campus School Rd fence as a thankyou whilst she still has her paid sign positioned on Mt Cotton Rd.</p> <p>Motion – To approve a secondary free sign on senior campus for Wildcat Sign & Print as a thank you for her support. Moved by: Michelle Martin Any objections: N Approved: Y</p> <p>The hosting autorenewal for our Swim Club website is due on the 11th August. Suggesting we let the hosting costs expire and transfer any swim club related content to our main P&C website instead. Everyone in agreeance. Action.</p> |
| 10 Applications for membership and recording of new members | Nil |
| 11 Date of next meeting August 22 nd 7pm | |
| 12 Close | Meeting closed at 7.56pm |

Minutes prepared by

Cassie Wagstaff
P&C Secretary

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 AUGUST GENERAL MEETING 22nd August 2022.

2022 Meeting Schedule

| 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 | Monday 12 th – 7pm |
| 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 June – 7pm | December | No Meeting (school holidays) |

Actions Register – Updated 18/07/2022 for July General Meeting

| Actions from the meeting and those outstanding: | Resp Person | Initiated | New Updates |
|---|--------------------------|-----------|--|
| UPDATES – FOR NOTING AT JULY MEETING | | | |
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ACTIONS PROGRESSING

| | | | |
|---|---------------------------|----------|---|
| Cassie Wagstaff to be added as a signatory as P&C Secretary. JUNE GM UPDATE – Also include Lauren Phillips as a signatory. | Cassie, Lauren & Michelle | 23/05/22 | Paper work signed. Michelle trying to set up a time during working week to visit the branch for actioning |
| 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. |
| Positive Discipline Program – 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) JUNE GM UPDATE – Stuart has been working with Mark and 'Hemmy'. Lachlan suggested Cass will reach out to Stuart for an out of session update. OUT OF SESSION UPDATE – 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. |
| 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 JUNE GM UPDATE – Lachlan supportive of Nicole reaching out directly to Lesley Davis to organise. Nicole to update |
| ACTIONS ON HOLD | | | |
| 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. |