



**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 23<sup>rd</sup> May 7:00pm

Location: Online and Met East Room

Chair: Cass Aldcroft

Minute Taker: Cassie Wagstaff

| Agenda Item   | ACTION  |
|---|---|
| <p><b>1. Meeting Opening</b></p> <p>Welcome<br/>Acknowledgement of Country<br/>Apologies</p>  | <p><b>Quorum:</b> YES<br/><b>Meeting opened:</b> 7:04pm<br/><b>Attendees (in-person):</b> Cassandra Aldcroft (chair), Desma Hsu, Cassie Wagstaff and Cathy Howie.<br/><b>Attendees (teams report):</b> Melissa Bennett (guest), Kass Carter, Trish Biggs, Carlie Freeman, Stuart Houliston, McKinley Swift (PCYC) (Left at 20:22), Michelle Martin, Brad Aldcroft, Tristan Baskerville (left at 19:43), Lachlan Thatcher, Lauren Phillips, Tina Stewart, Lorraine Eggers (left at 19:38, rejoined at 19:40) and Nicole Nicholls (joined at 19:39).<br/><b>Apologies:</b> Karen Purdy and Karensa Gock.</p>  |
| <p><b>2. Confirmation of minutes from previous meeting</b><br/>March 2022 Minutes</p>   | <p><b>Amendments:</b> Nil<br/><b>Approved:</b> Y</p>  |
| <p><b>3. Matters arising from previous meeting</b></p> <p><b>3.1</b> First aid courses for students update – Lachlan to provide numbers (Cristy's email notes that it would be great to advertise that the P&amp;C are covering the cost)</p> | <p><b>LACHLAN advised:</b> He is not currently pursuing the matter as the team are exhausted and it's not fitting in as neatly with the curriculum at this time.<br/><b>CASS asked:</b> Is it something we can offer as an extra and asked how long the course takes to do. Cass also mentioned that at the beginning of the year there are events (eg. Friendship Day) that might suit this course better.</p>   |
| <p><b>4. Correspondence</b><br/>Refer to Register – see <b>Attachment 1</b></p>   | <p><b>Questions:</b> Nil<br/><b>Approved:</b> Y</p>   |
| <p><b>5. Table Executive Committee's Report and decisions</b></p> <p><b>5.1</b> <u>Exec Decisions since last meeting</u></p> <p>(see <b>Attachment 2</b> for itemised expenses incurred in March/April)</p>                                   | <p><b>Exec Report Notes:</b><br/><b>CASS advised:</b> We have listed the Exec Decisions in the agenda, asked for questions/discussions. <b>No questions raised.</b><br/><b>MICHELLE reported:</b></p> <ul style="list-style-type: none"> <li>• Election Day BBQ stock and preparation \$445.92.</li> <li>• Disco. Items for showbags, photobooth and glow products to onsell \$1065.20.</li> <li>• Mother's Day additional stock from various suppliers &gt;\$1,000 (collating final figures with last minute purchases and refunds from suppliers still to come).</li> <li>• General Expenses: <ul style="list-style-type: none"> <li>Kaspersky Total Security (2 year plan) discounted \$95.97</li> </ul> </li> </ul> |

5.2 Accept discretionary fund application with one quote only – in line with Department of Education procurement guidelines instead of the guidelines within the application

## 6. Treasurer's Report and Financial Statement

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

Domain renewal (2 year plan) \$29.50  
Pricing Gun & Supply of Removable Tags \$99  
Square readers x 4 (1 replacement, 3 new) \$236  
Bulk packaging (amazon) \$18.99

**CASS advised:** The Executive team are aware of the Department of Education procurement guidelines, and we will cover this more in item 8.1. with the May applications.

### Treasurer Notes:

#### **MICHELLE reported:**

##### 31<sup>st</sup> March 2022

##### MAIN ACC

Opening balance \$88,196.06  
Total Income \$4,166.50  
Total Expenses \$3,528.89  
Closing Balance \$88,833.67

##### DEBIT CARD

Opening balance \$216.94  
Total Income \$936.40  
Total Expenses \$703.70  
Closing Balance \$449.64

##### 30<sup>th</sup> April 2022

##### MAIN ACC

Opening balance \$88,833.67  
Total Income \$3,224.90  
Total Expenses \$5,493.96  
Closing Balance \$86,564.61

##### DEBIT CARD

Opening balance \$449.64  
Total Income \$700  
Total Expenses \$532.87  
Closing Balance \$616.77

Would also like to provide last transactions for the Swim Club accounts to finalise the reconciliation:

##### 31<sup>st</sup> March 2022

##### MAIN ACC

Opening balance \$16,891.54  
Total Income \$169.50 (float and final deposit)  
Total Expenses \$0  
Closing Balance \$17,061.04

DEBIT CARD = NIL transactions

Overall Financial position of Association (sum of all P&C accounts-include sub-committee accounts):

- as at 31<sup>st</sup> March 2022: **\$106,390.05**

- as at 30<sup>th</sup> April 2022: **\$104,307.62**

## 7. Other Reports

7.1 College Principal Report – see **Attachment 3** (will be sent with minutes)

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

### Principal Notes:

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

**Grants Notes:** Nil further update – see **Attachment 4.**

### 7.3 Fundraising Working Group

#### Term 1 – 2022 update

- BTS Hair Accessories – financial report

#### Term 2 – 2022 update

- Mother's Day Stall (4-5 May)
- Mother's Day Raffle (Drawn 6 May @ 5pm)
- Book Fair (18-20 May)

#### Fundraising Notes:

**CASS reported:** We hosted our second Back to School hair accessory fundraiser in Term 1. Fundraising sales from Term 1 were \$113.41 in total from 5 orders. This giving us \$22.68 in contributions, postage then deducted, we earned a payment of \$12.84. In the future, we suggest we run the Back to School fundraiser in the first 2-3 weeks of Term 1 instead of the split sessions we had this time around.

**CASS reported:** The Mother's Day stall was a success and well received. Full financials will be reported at the next meeting, but we did around \$1900 in presales. We had courier issues with two suppliers, so we had to do three emergency dashes to the shops over the one and a half days to top up supplies. It was tough going volunteer wise, with only 3 of us running the Day 1 session when we need 6 volunteers, and the first class bringing another class with them – so it was extra madness for the first session but we survived! We look forward to reporting the final figures when we have them.

**CASS reported:** The Mother's Day Raffle was organised by Kass Carter and Karensa.

**KASS CARTER reported:** Financials from Michelle Martin provided to Kass on 16.05.2022: Financially: 769 tickets sold (from 75 sales) \$1150. Total profit with Rafflelink fees was \$1086.75. Less 10% P&C contribution = \$978.08 towards the Connection Corridor.

Cass confirmed that we are embedded using Rafflelink and our college community has responded well to online raffles.

**CASSIE advised:** Nicole has provided an update which I will read out.

Our annual Book Fair ran last week for 3 days and it was an amazing success!! Lots of students, teachers and parents came to the event and helped make it so successful.

We had total sales of \$4341 over the 3 days which exceeded our result from last year's book fair of \$3480. We have also since received 2 more online orders so we will have a final amount next meeting.

Book Fair will be finalised this week. Our school will have the opportunity to receive some great rewards from this event and will update on the final result, when the Fair is officially closed through Scholastic, but both our junior and senior campuses will benefit so thank you to our wonderful school community.

**TRISH asked:** For more publicity in the lead up to Book Fair next year.

**CASS confirmed:** It was Nicole's first year running Book Fair with little help. Cass' oversight to not look at the email marketing earlier.

**LACHLAN noted:** He is saving template emails for future years to help with advertising repeat events.

- Junior Disco (10 June)

- Krispy Kreme Fundraiser (June) \*\*\* move to early Term 3?

#### RE. Fundraising Christine's email

10.05.2022:

- Is Lachlan agreeable to advertising school fundraising raffles etc on community group Facebook pages? ie. Capalaba and Surrounds Community page.
- Any other suggestions on where to share fundraisers on socials or other community groups?
- Is Lachlan agreeable to keep messaging through Messenger the posts we want shared on the College Facebook Page?

**CASS confirmed:** We are doing similar.

#### **DESMA reported:**

- Two weeks to go, lots of purchasing and organising, lots of businesses wanting to help in small ways, reworked the whole plan, bigger area, a lot less congested and a lot more fun for everyone.
- Hourly volunteers – minimum 22 per hour needed – there will be a number of different jobs: kitchen, cashier, supervising in the hall, set up/pack up etc.
- Volunteer sign up emails going to the President email, but there is also a Disco email – [disco@capalabascpandc.com.au](mailto:disco@capalabascpandc.com.au)
- Rather than sending out a Sign-Up Zone sheet, we are encouraging volunteers to directly contact us. This helps us ensure that specific jobs will be filled, volunteers will be recognised on the night as more than just a name on a sheet, plus it helps the P&C tick boxes beforehand such as vaccination requirements being met. Cass encouraged everyone to reach out to others to help.
- Not pre-ordering food this year.
- Show bags, superhero themed to make it fun and exciting – pre-orders have a chance to find golden note lucky door prizes in their bag, more will be available on the night.
- Cass hopes to launch the website ordering this weekend.
- Cass encouraged hyping up the event with the kids.
- Parade appearances – Kass Carter may organise.
- We are very excited for this huge event!

**CASS reported:** Because of all the fundraising activities on we would like to move the Krispy Kreme fundraiser from June to early Term 3 – wondering what everyone thought of this? This is a good fundraiser for someone new who hasn't done one before – is there anyone on the meeting tonight who might like to give it a go? **Nil objections – nil questions.**

#### **CASSIE read aloud the questions for Lachlan to answer:**

**Question:** Is Lachlan agreeable to advertising school fundraising raffles etc on community group Facebook pages? ie. Capalaba and Surrounds Community page. **LACHLAN confirmed:** He thinks it's ok, neither Carlie nor Stuart objected either. **Cassie** asked them to let us know if anything changes.

**Question:** Any suggestions on where to share fundraisers on socials or other community groups? **CASS suggested:** They can email them in.

**DESMA suggested:** A free table at a shopping centre to sell raffle tickets, etc. Just need volunteers – shopping centre staff newsletters. **Lachlan** also suggested Guides, etc.

**Question:** Is Lachlan agreeable to keep messaging through Messenger the posts we want shared on the College Facebook Page? **LACHLAN answered:** Yes, in the interim. But we're in the process of centralising all requests. Will talk between now and next meeting.

#### 7.4 Second-Hand Uniform Shop

#### **2<sup>nd</sup> Hand Uniform Shop Notes:**

**MICHELLE reported:** The Uniform shop has been closed for the past few weeks, due to lack of volunteers available, needing the space for the Mother's Day stall and the extreme wet weather just recently. One-on-one appointments have instead been arranged to help assist our school families.

#### 7.5 Scholastic Book Club

#### **Book Club Notes:**

**CASSIE reported on behalf of Nicole:** Issue 3 of book club had total sales of \$935 which gave us \$184.20 in rewards. Issue 4 catalogues are heading to classes this week. Student orders due in by the 7th of June.

#### 7.6 Containers for Change

#### **Containers for Change Notes:**

**CASS reported:** Lachlan's report already covered this; we have an event coming up on the 8<sup>th</sup> of June that is extending across both campuses. This time it is Year level vs Year level rather than individual classes competing. Montessori will work in Cycles. There's only one 3/4 class and they will put theirs in their respective year level (Lachlan confirmed). Rather than the bags like last time, bins will be at the hall to put bottles in, students won't need to take them to class.

#### 7.7 The Walk/Connection Corridor Project – see **Attachment 5** *Updated Budget*

#### **The Walk/Connection Corridor Notes:**

#### **CASSIE reported on behalf of Zoya:**

The budget is set aside for payment of Debbie's invoice which is in the amount of \$2,090.

**Motion** – To approve the payment of \$2,090 to Orterra for detailed drawing services relating to the drain vegetation works.

**Moved by** – Cassie Wagstaff

**Any objections:** N

**Approved:** Y

**MICHELLE confirmed:** She had sought clarification that grants don't cover it, but we have sufficient funds to cover the expense.

**LACHLAN suggested:** Further to the Hall meeting, holding off on doing anything in the section near the road as it sounds like there'll be a significant amount of earthwork to be completed there soon that may impact our own work.

**CASS asked:** Is it worth Zoya connecting with someone with that project?

**LACHLAN answered:** Once they get more details, we'll connect.

**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.

**Moved by:** Michelle Martin

**Any objections:** N

**Approved:** Y

|  |   |
|--|---|
| <p><b>8. Motions on Notice</b></p> <p><b>8.1</b> To modify the P&amp;C Discretionary Fund applications for Round 2 to be consistent with the Department of Education Minimum Quote requirements (ie. Purchases \$0-\$5,000 one quote required).<br/> <a href="https://ppr.qed.qld.gov.au/pp/purchasing-and-procurement-procedure">https://ppr.qed.qld.gov.au/pp/purchasing-and-procurement-procedure</a><br/> <i>see Attachment 6</i></p> <p><b>8.2</b> Modify the meeting schedule</p> <p><b>8.3</b> P&amp;C Secretary – adding as Bank Signatory</p> | <p><b>CASS reported:</b> We would like to modify the quote requirements to be consistent with that of what is required by the Department – a copy was included with the Agenda. Nobody had any questions.</p> <p><b>Motion:</b> To modify the quote requirements to be consistent with the Department of Education minimum quote requirements.<br/> <b>Moved by:</b> Cassie Wagstaff<br/> <b>Any objections:</b> N<br/> <b>Approved:</b> Y</p> <p><b>CASS advised:</b> Now that we have a full Executive committee, we would like to propose adding a June and September meeting to the schedule. What does everyone think?</p> <p><b>Motion:</b> To add Monday 20<sup>th</sup> June and Monday 12<sup>th</sup> September to the P&amp;C General Meeting Schedule.<br/> <b>Moved by:</b> Cassie Wagstaff<br/> <b>Any objections:</b> N<br/> <b>Approved:</b> Y</p> <p><b>MICHELLE advised:</b> now that we have a full executive team onboard, some tasks can now be shared amongst the exec team, to create more efficiency in our processes. Including adding our new secretary – Cassie to the accounts. <b>Nil questions.</b></p> <p><b>Motion:</b> To add P&amp;C Secretary Cassie Wagstaff as signatory to, and have Commbiz access to, the P&amp;C Main Bank Account and P&amp;C Debit Card Account.<br/> <b>Moved by:</b> Michelle Martin<br/> <b>Any objections:</b> N<br/> <b>Approved:</b> Y</p> |
| <p><b>9. New and General Business (including Action Register)</b></p> <p><b>9.1</b> Anti-Bullying (<i>Standing Agenda Item – Lachlan usually cover in Principal’s report</i>)</p>  | <p>Has been covered in Lachlan’s report and confirmed will continue to do so.</p>   |

**9.2 Discretionary Fund Applications**  
– review and award funds – see  
**Attachments 7 & 8**

*Brad Shared attachments 7 & 8 in the online meeting.*

**CASS noted:** That the school has supported both of those being that they are co-signed and most members agreed that the applications are suitable for the discretionary fund purpose.

**Motion** – To approve an \$800 contribution to Mick Quinn’s request for the amplifier purchase as part of discretionary funding round 1 2022.

**Moved by:** Cassie Wagstaff

**Any objections:** N

**Approved:** Y

**Motion** – To approve an \$800 contribution to Mel Armstrong’s request for the flag poles for junior campus purchase as part of discretionary funding round 1 2022.

**Moved by:** Cassie Wagstaff

**Any objections:** N

**Approved:** Y

**CASS mentioned:** We had someone apply for the discretionary fund this time around, but their application was incomplete, and they still hadn’t spent the money from the last round. Normally with grants you cannot apply unless you’ve acquitted the previous funds, asked to include wording in the discretionary fund to incorporate that.

**CARLIE asked:** If she needs to follow anyone up, **Cass to send** Carlie and Lachlan the status of the 2021 discretionary fund applications.

**TRISH suggested:** That recipients share photographs included in acquittal process. **Cass, Desma** and **Lorraine** confirmed it is already a requirement.

*Cass will do a stocktake of photos that have already been provided.*

**9.3 Drop and Go Signs** – Desma Hsu  
- see **Attachment 9**

**DESMA reported:** The drop off zone has been an ongoing issue and safety hazard, looking at some signage. Got some signs off the internet and drove around etc.

**CARLIE said:** The drop off zone is part of main road and policing, recommended the P&C contact local police to ask for some support around road safety. After speaking with Elliot last week regarding School Road and speeding around 40 zones, he said he was having difficulty getting the police to return his call. Perhaps phone calls from the P&C, as well as from the school, would be helpful. Contacting the officer in charge, asking about signage, as we can only put signage on the fence.

**DESMA mentioned:** Another local school have added their own signs to the council signs using laminated paper.

**KASS informed:** During school hours it’s a loading zone for workers. Suggested bigger, brighter signs for clarity.

**LORRAINE informed:** At senior campus there are only 2 spots, and it’s the bus stop, two drop off zones and then disability one, right near the crossing. Not enough to get two cars in there, tricky where it’s located and quite dangerous.

**STUART advised:** Signs aren’t going to change people’s behaviour, but it could be looked at.

**CASS mentioned:** A Brisbane school advertising campaign that held the kids accountable.

**TRISH suggested:** Signage on the fence for new families.

**STUART suggested:** Marketing campaign, flyers at the start of each term, organise volunteers going out first week of each term.

**Agreed actions:** 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. Michelle, Desma & Lauren.

#### 9.4 Website Update – Brad Aldcroft

*Brad shared his screen showing the P&C website:*

- Key features section – swapped out and updated regularly
- Blog articles
- Fence advertising
- Landing pages
- Upcoming events
- Search capabilities
- Facebook links
- Who we are
- Services we run – Second Hand Uniform Shop, Book Club, Containers for Change
- Current projects – Disco, Connection Corridor, How Can You Help Out, Donate etc;
- Membership – What's Involved, Code of Conduct, Application for Membership, Training, Minutes once they're ratified, etc;
- News articles;
- Calendar of events;
- Behind the scenes things that aren't live yet, like groups (similar to Facebook groups but Education QLD members and the general public could jointly participate).

**BRAD invited:** Review and feedback.

**LACHLAN mentioned Tristan had noted via message before he left the meeting:** Leading all fundraising back to the P&C website so it looks more legitimate.

**BRAD mentioned:** That QR codes on posters, etc. link to the P&C website.

**CARLIE pointed out:** That we need to be careful with students in the photos, with media release policy etc. **Brad** to review.

**LAUREN asked:** If it was possible that the schools' consent information could be shared with the P&C, so they could share photos from events without breaching privacy.

**LACHLAN clarified:** That in future forms for new enrolments it might be possible, but for right now it's not. Probably best to use consenting volunteers / P&C members children's photos in the meantime.

**CASS mentioned:** It looks great, and we are excited to use it. We are using it for the first time as a landing page with disco purchasing.

**TINA said:** She couldn't find it, she tried to google it and it's not coming up.

**BRAD clarified:** It's a new website so Google will take a while to prioritise it, but the address is [capalabascpandc.com.au](http://capalabascpandc.com.au). It will probably take a few weeks before you see it.

**CASS mentioned:** It's linked from our Facebook page.

*Carlie will send the details after the meeting*

#### 9.5 Changes to the Dress Code Policy – Carlie Freeman

**CARLIE advised:** The school have made some changes to the uniform booklet which are:



- A section about High Capacity and Montessori program uniforms which specifies what they are to wear, (so just changes to the booklet not the uniform);
- Years 1-6, some formal girls' shorts, they were previously on the price list but as a pre-order item, we now have them in stock – so again a change just to the booklet;
- Same for years 7-9 formal girls' shorts; and
- Updated the price list.

**CARLIE asked:** The P&C to ratify the changes on pages 5, 6, 8 and 10 adding photos of the formal dress shorts which we are stocking, and the section explaining the Montessori and High Capacity program uniforms, and asked to move a motion.

**CASS asked:** If everyone is comfortable with the motion with just the verbal updates or if anyone has a requirement to see the photos/changes. Nil issues raised.

**Motion:** To approve the changes to the uniform booklet.

**Moved by:** Carlie Freeman

**Any objections:** N

**Approved:** Y

**LORRAINE asked:** Touching base with where we're at with tracksuit pants to match the jacket. Request 2 years running, the kids are cold and they're wearing leggings that aren't uniform and it looks bad.

**CARLIE mentioned:** That the jacket is a sports jacket, long pants have been approved to match the jacket, but they can only be worn with the jacket on sports days – so that outfit would not solve the problem of the children being cold on other days. Have discussed that as a school group and it poses behaviour issues with students wearing incorrect uniforms on incorrect days.

**LORRAINE asked:** For clarification that the students cannot wear the sports jacket and would have to wear the V-neck jumper on non-sports days.

**CARLIE confirmed:** That the jacket can be worn every day with formal pants, but sports pants can only be worn on sports days. Formal pants are available on senior campus. Sports pants can only be worn on sports days. Bringing those in could pose issues with not being formal uniform.

**CARLIE clarified:** Navy leggings, tights or tracksuit pants may be worn (not provided by the College) for Years Prep - 6. On Senior campus there are winter long pants, but there was an issue where the girls didn't like the pants that are currently available in the Uniform shop. Carlie obtained some new samples and presented them to the Year 12's but they didn't like them either, so no changes have been made as of yet.

**CARLIE asked:** If anyone else has anything they'd like Carlie to take back to the uniform committee/College with regards to the uniforms.

**TRISH mentioned:** The length of the girls' formal shirts aren't long enough. Even going into a women's size, they go an inch or two wider but only 1cm longer and she cannot mend the shirts herself. The boys' shirts seem to fit better, length vs width wise, while the girls seem midriffed.

**CARLIE said:** She will take that back to the supplier to see if we can get them lengthened a little bit.

**TRISH mentioned:** The senior girls' shirt is almost transparent and they're not very comfortable.

|   |   |
|---|---|
| <p><b>9.6</b> Before or after school language classes? (Lachlan) LCF Languages (arising from Christy's email 10.05.2022)</p> <p><b>9.7</b> Capalaba State College Instagram account (arising from Christy's email 10.05.2022)</p> | <p><b>TRISH asked:</b> To investigate a slightly thicker fabric to stop the see-through and midriff issues.</p> <p><i>Items 9.6 &amp; 9.7 held over until next meeting.</i></p>   |
| <p><b>10. Applications for membership and recording of new members</b></p>  | <p><b>CASS advised:</b> We need to amend the Agenda. We only have the one membership form now and that is for Melissa Bennett. Do we have any other membership forms from anyone here tonight? <b>No additional forms submitted.</b></p> <p><b>Motion:</b> That applications for membership received be accepted.<br/> <b>Moved by:</b> Cassie Wagstaff<br/> <b>Any objections:</b> N<br/> <b>Approved:</b> Y</p> |
| <p><b>11.</b> Date of next meeting</p> <p><b>12.</b> Close</p>  | <p>20<sup>th</sup> of June 2022</p> <p>8:36pm</p>   |

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**Minutes prepared by**

Cassie Wagstaff  
P&C Secretary

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**Certified true and correct by**

Cassandra Aldcroft  
P&C President

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

RATIFIED AT JUNE GENERAL MEETING 20<sup>th</sup> JUNE 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> June              | <b>December</b>  | No Meeting (school holidays)  |

**Actions Register**

| Actions Register Updated 23/05/22 Actions from the meeting and those outstanding:   |                                   | Initiated | New 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>UPDATE REQUIRED – Lachlan / Nicole?</b>   |
| Add images to uniform catalogue / dress code as per minutes   | Carlie                            | 31/5/21   | <b>UPDATE REQUIRED – Lachlan</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   |
| 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>UPDATE REQUIRED – Lachlan</b>  |
| 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 and Lachlan              | 22/11/21  | Photos have taken place – nil follow-up made. ** Mark for 2023 and new tender.  |
| Positive Discipline Program – if enough interest from 5/12/21 intro, then Lachlan will look at scheduling a course for 2022   | Lachlan                           | 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) |
| Jnr Campus – lunch boxes being left in Red Area   | Lachlan                           | 28/2/22   | Lachlan to confirm with Stuart if lunch boxes are no longer left in the Red Area. Update Required   |
| 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  | Lachlan and Cass to update P&C at June GM.  |
| 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  | Cass to provide update <a href="#">@Cassandra Aldcroft</a>  |
| 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.               |
| Cassie Wagstaff to be added as a signatory as P&C Secretary.  | Cassie Wagstaff & Michelle Martin | 23/05/22  | MM and CMW working on it.   |

| <b>Actions Register Updated 23/05/22 Actions from the meeting and those outstanding:</b>   |                          | <b>Initiated</b> | <b>New Updates</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         | Update Required                               |
| Carlie to follow up alternative uniforms per item 9.5 of the May 2022 GM   | Carlie F                 | 23/05/22         | Update Required                               |
| Brad to check P&C website for any unauthorised photos of students and remove same if any   | Brad                     | 23/05/22         | <b>Completed</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         | Update Required                               |
| 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>                   |