

Minutes – General Meeting

Date & Time: Monday 19th February 2024 6:15 pm – 7:21 pm

Chair: Cass Aldcroft P&C President

Minutes: Lauren Phillips - P&C Assistant Secretary

Location: Capalaba State College – BRAND **NEW Multipurpose Hall** School Rd, Capalaba

Meeting Opening	
<p>1. Welcome</p> <p>Acknowledgement of Country Apologies</p>	<p>Quorum: Y Meeting opened: 6:19pm Attendees: Cass Aldcroft, Karensa Gock, Rebecca Grugan, Lachlan Thatcher, Amie Baldwin, Alisha Busoli, Julia Delaforce (until 6:40pm), Zoya Slavinskaya, Karen Purdy, Michelle Martin, Cathy Howie, Stuart Houliston, Brad Aldcroft, Caitlin Lau, Don Brown MP Guests (non-members): Carlie Freeman, Suzie Tafolo, Tristan Baskerville, Kevin Delaforce (until 6:40pm), Adelia Berridge (until 6:40pm), Jason Colley, Belinda Manewell, Elle Stewart, Deb Cushing, Scott Howie, Miesha Read (until 6:40pm), Nicole Sam, Danielle Fitzpatrick, Luao.L. P, Willy Talasoo Apologies: Cassie Wagstaff</p> <p>Cass welcomed everyone and declared the meeting open at 6:19pm.</p> <p>Lauren confirmed quorum was met.</p> <p>Junior students Owen, Wolfie, Ana & Val delivered the Childrens Acknowledgment to Country; showing respect to the Quandamooka people, traditional owners of the lands, winds and waters we call the Redlands.</p>
The SUPER SPEEDY SECTION	
<p>2. Confirmation of minutes from previous meetings November GM 2023 November Special Meeting 2023</p>	<p>Amendments: N Approved: Y</p>
<p>3. Correspondence Refer to Register – see Att 1</p>	<p>Questions: N Approved: Y</p>
<p>4. Matters arising from previous meeting. For more information refer to the Actions Register – see Att 2 <i>For discussion:</i></p> <ul style="list-style-type: none"> Yr 6 polo shirts preparations for 2024 are scheduled to proceed this term ** Query College on progressing with early ordering? Repairs to the canteen roller door in the pool area were due to be completed over the coming Christmas holidays – this still remains unfixed. Query College on progressing. Plaque for Jubilee Grant – was the location finalised? – Karen/Carlie 	<p>Questions/Discussion: Y</p> <p>Yr 6 Polo Shirts – College proceeding with purchasing now that all orders are in from families. Stuart confirmed efforts to ensure all students' names to be included on the shirts and all Yr 6 students have submitted an order.</p> <p>Canteen Roller Door – Carlie advised that the new door will be installed over the Easter holidays at the very latest. A manufacturer delay was behind the rescheduling. The door is a custom size and must be specially made.</p> <p>Jubilee Grant Plaque – Karen, Cass & Carlie to work towards a WAAP to cement rock into the grounds. Action.</p> <p>No further questions raised.</p>

<p>5. Table Executive Committee’s Report and decisions</p> <p>Exec Decisions since last meeting:</p> <ul style="list-style-type: none"> • Approved expenses: <ul style="list-style-type: none"> ○ Bunnings \$255.46: Connection Corridor irrigation for trees planted in 2023. ○ Expenditures \$3,539.37 for Junior Disco. Including additional products with intent to sell at movie night. ○ Bunnings \$467.22 towards P&C Assets (lighting for events) ○ \$36.60 reimbursement for Mother’s Day purchasing 	<p>Noting the exec decisions listed in the Agenda, Cass also shared that more purchases would be made before the next GM to prepare for our upcoming Movie Night & Election Day BBQ events.</p> <p>Questions/Discussion: N</p>
<p>6. Treasurer’s Report and Financial Statement</p> <p>See attached Treasurer report – <i>see Att 3</i> (includes the Connection Corridor Budget updates) – <i>see Att 4</i></p>	<p>Karena noted that attachments included reports from November, December and January.</p> <p>Questions/Discussion: N</p>
<p>7. Sub-Committee Reports and Financial Statements</p> <p>Swim Club Treasurer Report– <i>see Att 5</i></p> <p>Swim Club Update– <i>see Att 6</i></p> <p>Any business arising from Sub-Committee Reports and Financial Statements</p>	<p>Amie spoke of Swim Club’s upcoming Trophy Night on 21st April, as detailed in her report.</p> <p>Questions/Discussion: Y</p> <p>Query regarding the perpetual trophies from previous seasons. Will they be added to this year? Amie advised can look at the ones that are remaining (4), however they’re moving to a different model this season with swimmers each receiving a personal medal instead, as well as the opportunity to receive a take-home trophy in the categories of Most Improved, Encouragement Award, Sportsperson Award.</p> <p><i>No objections or further questions raised.</i></p> <p>Motion: To approve the End of Season Trophy Night to be held at Zone Bowling Capalaba at a cost of \$2274, providing each of our swimmers 2x games of bowling and a meal deal. This expense is fully covered by dedicated donations. Moved by: Amie Baldwin Objections: N Approved: Y</p> <p>Motion: To spend \$461.35 at Trophy Shop to purchase trophies for End of Season Trophy Night. This expense is fully covered by dedicated donations. Moved by: Amie Baldwin Objections: N Approved: Y</p> <p>Motion: To spend \$540 at JM Designs to purchase branded shirts with Harcourts logo to be provided to each swimmer of the Piranhas at the End of Season Trophy Night. This expense is fully covered by dedicated donations. Moved by: Amie Baldwin Objections: N</p>

	Approved: Y
8. Second-Hand Uniform Shop – <i>Coordinator Caitlin Lau</i>	Confirmation that processes in the shop are much faster now that the barcode scanner is in use. Stock is running low this term so a callout for uniforms would be beneficial. Action. Questions/Discussion: N
9. Scholastic Book Club – Coordinator <i>Nicole Nicholls</i> <u>Issue 1:</u> Sales - Rewards -	Nicole submitted a report for Cass to share: Issue 1 2024: Sales \$1079.50 Rewards \$167.03 Orders are on board to arrive this week and will be packed promptly and sent to classes. Questions/Discussion: N

The College and Campus Principals'	
10. College Principals' Report – see Att 7 Includes standing agenda item of Anti-Bullying	Principal Report Highlights: <ul style="list-style-type: none"> Exciting to see new and old faces this year. Beautiful cohort of preps who will be our 2036 graduates. Great investiture ceremony earlier this month Lots of excursions happening Improvements to swim lessons on Jnr campus 8 new pre-service teachers welcomed today. 'P-12ness' increasing in 2024. Taking advantage of our opportunity to share cross-campus experiences. Looking at recommendations from last year's School Review. Priority will be confirming a new vision for the College. <p>Questions/Discussion: Y</p> <p>Lachlan elaborated on the role of pre-service teachers; they're completing two weeks of practical learning & graduating in 2 years. 8 pre-service teachers at the school this term, 9-10 expected next term.</p>

The FUN stuff	
11. Projects and Initiatives 11.1. Connection Corridor <ul style="list-style-type: none"> Yarning circles Junior and Senior Campuses 	Connection Corridor Notes: Snr Yarning Circle – looking at two possible locations, currently working with landscaper on which is the best one. Will decide and send through required WAAP info with aim to complete works over school holidays. Looking at cultural centre today also as per college suggestions. Contractor is available over the holidays. Jnr Yarning Circle – have asked College to review if putting the yarning circle behind a toilet block really is the best spot. If we can get a few options ASAP, then this may be able to be included at the same time the Snr Yarning Circle is constructed. Cass asked Lachlan to suggest up to 4-5 alternate locations. Leadership have time on Wednesday to confer and review.

Peace Poles – Rotary were interested in installing Peace Poles in the past. The College has already approved this, Cass has reached out to reignite conversation to see if this is still an option. Two reserved for College- one for each campus.

First Nations totem/yuri – in 2023 Cass reached out to the Quandamooka Yoolooburrabee Aboriginal Corporation based in Wynnum to talk to them about the animal for Capalaba as recognised by First Nations people. She was put in touch with Josh Walker a local Quandamooka man who said that the Totem animals from Quandamooka are the Carpet Snake- Kabool and the Dolphin-Buangan any of these names will do. They also talked about using the image of a possum and what that meant for Capalaba. Josh told Cass that The Ba suffix on the end of the word means place and Capala is the Ring-Tailed Possum. This is the red possum that we see, not the grey bush – although both possums we see are in the area. Because of this we are looking at ways we can integrate the possum into the yarnning circle design – possibly through art and the fire pit. We would also like to look at totems, where they will be installed. Morayfield State School had a similar project, so Cass has reached out to their Principal to ask a few questions as to how they put that project together. Once these projects are installed, we would like to invite Josh Walker to come see them as he was so incredibly helpful as part of our design phase.

Carlie shared that the red possum was originally the logo on senior campus.

Questions/Discussion: Y

Will indigenous students at the College be invited to be involved? Lachlan and Cass both agreed they'd like to find ways to have them participate. Also, a query on locations - could the second YC install be the one situated in the dual campus/Connection Corridor area instead of in the junior area? Prompting a reminder that our original plans for the CC include 3 YC's not two, so one will eventually be installed in that area.

(See attachment 9/ Item 14.1)

Summary of CoC breakdown for 2023:

- We collected 12,184 containers & raised \$1.22K

We're still seeking a coordinator to help with our CoC efforts. Staff & students have now taken over the collecting efforts on both campuses, however a P&C volunteer is required to assist with coordinating the collection of the bins when they're full. Without a coordinator, the P&C has scaled back our own involvement and we won't be manning a bigger collection drive in Term 1 in conjunction with the Free Dress Day like we did last year.

- *To be discussed during AOP discussions*

11.2. Mural Artwork / Floor Paintings

- **Containers for Change** – see Att 8 - 2023 fundraising breakdown. NEED A NEW COORDINATOR.

- **Wave of Change Program**
Junior campus: The bins have been handed over to Jane Catlow and Y3. They have moved the bins to monitor it more closely for incorrect use (general rubbish). Potentially may need more bins.
Senior campus: SMT have their three bins.

- **Subgroup update – Coordinator**
Cathy Howie

Cathy advised that requests for quotes have been sent out. Once they're received back, they'll be reviewed and discussed with the committee. She will be finalising the ideas info-gathering sheet this week, which will then be sent to the school for approval before forwarding to the Jnr students so they can be a part of the design planning process in the future.

11.3. Toilet Transformations Project –
Coordinator withdrawn - Michelle
Martin assisting.

Michelle reported that thanks to our amazing volunteers from our school families and community, and with the sponsorship from Bunnings Capalaba and Dulux, we were able to successfully complete our TTP working bee which saw:

SUCCESS! Working Bee– 13 & 14
January 2024 – watch the video
[here](#)
What's planned next?

- Day One- activation clean: We scrubbed, cleaned, sprayed, scrapped, swept, prepped and gurni all the JNR toilets.
- Day Two- activation paint: We gave all the walls, and some of the cubicles a nice fresh coat of paint, kindly donated by Dulux.

Although we had a massive task ahead, our small bunch of volunteers gave their all. Unfortunately, though, this did mean some toilets were not able to be completed, either due to lack of volunteer time and/or access into the toilet blocks.

Some minor repairs were also done with new locks on doors, new toilet seat, new smelling pads for the urinals, soap dispensers fixed – there were a few things that we couldn't do, and have reported these to School, who have noted as a job.

Now that the Jnr toilets have had a refresh, we will look into working with the school and its students to see how and what other easy improvements the students might like to see. This could be murals inside the blocks, positive affirmation posters, replacement of ALL toilet seats, coloured doors for the preps etc. As we progress this, we will keep the school well informed and involved in the process. Happy to report that we already have Bunnings Capalaba and Taubman's sponsorship, to assist with the cost involved with this!! 😊

Update from Carlie Freeman soon after the Working Bee (as per corro register):

Thank you, Michelle,

I visited the toilets last week and you and the Team have done a wonderful job. Our Cleaners also greatly appreciated the work. They have now been able to spend more time cleaning our classrooms during last week.

I have logged the maintenance issues you have reported via QBuild and we expect Contractors to complete the repairs asap.

Thank you once again, we greatly appreciate the efforts of our P&C and volunteers.

Questions/Discussion: Y

SMT's on the senior campus would like to be involved in the improvements process for the junior secondary toilets. **Action.**

11.4. Wish List (Discretionary) Funding

- **Round 1 Acquittals pending (was due 8 December 2023) extended due date 18 March 2024:**

Dates for discussion:

Round 1 2024 suggest Term 2, Week 3, Thursday 2nd May. Allow enough time to review and distribute with Agenda for 20th May meeting.

Round 2 2024 closing Term 3 Week 4 Friday 2nd August. Allow enough time to review and distribute with Agenda for 19th August meeting.

<ul style="list-style-type: none"> - J. Robinson - SMT Polo Shirts purchase up to \$800 (excluding GST) – <i>acquitted.</i> - B. Power - Robot Head Battery purchase - \$168.18 (excluding GST) <i>acquitted.</i> - Y. Gee - Hospitality Equipment purchase up to \$800.00 (excluding GST) - A. Cahill - Yungaburra Room Items purchase up to \$550.00 (excluding GST) - J. Quinn - Junior Library Furniture purchase up to \$650.00 (excluding GST) <ul style="list-style-type: none"> • Round 2 Acquittal pending due 21 February 2024: <ul style="list-style-type: none"> - S. Houliston – Metal signage for Jnr campus purchase up to \$800.00 (excluding GST) 	<p>Questions/Discussion: Y</p> <p>Confirmation from the College that all pending acquittals from 2023 are on track to be completed by March 18th.</p> <p>Carlie & Lachlan advised that the College requires all purchasing plans to be completed by Week 9 of Term 3. The P&C will amend paperwork to make these guidelines clear to applicants & will review if projected Round 2 dates allow adequate purchasing time within this deadline. Action.</p>
<p>12. Other Activities and Reports</p> <p>12.1. Grants – Coordinator Karen Purdy</p> <p>12.2 Fundraising <i>To be discussed during AOP discussions</i></p>	<p>Notes from Karen:</p> <ul style="list-style-type: none"> • Jubilee \$20k Grant - acquitted. Needed to repay \$3483 to funding body based on being funded a percentage of total expenditure. • Brisbane Airport Community Giving Fund open- \$5k - closes 25 February. • Gambling Community Benefit Fund open - \$35k - closes 29 February. <p>Questions/Discussion: Y</p> <p>Karen also added the Council’s Community Grant (\$5000-\$10,000) that she’d shared with the grants group this week. Cass suggested that grant could be aimed towards swim club improvements. Action.</p> <p>Discussed as part of Agenda 14.1</p>

Let’s wrap this up.....	
<p>13. Motions on Notice</p> <p>13.1. To accept and approve all reports and updates presented at the general meeting: Executive, Treasurer, Swim Club, 2nd Hand Uniform Shop, Principal, Projects, Grants, and Fundraising.</p> <p>13.2. To approve a \$1000 budget for Movie Night scheduled Saturday 23rd March 2024.</p>	<p>Moved by: Lauren Phillips Objections: N Approved: Y</p> <p>Moved by: Michelle Martin Objections: N Approved: Y</p>

14. New and General Business

14.1. AOP Discussion – *see Att 9*
(Expiring 2023 AOP – *see Att 10*)

AOP discussion points–

- No questions raised for proposed improvement priorities.
- Election Day BBQ, need more volunteers to help. Will be a larger group of voters with the school only offering the one voting location- the new hall.
Action.
- Movie Night – Michelle outlined event plans. SMT to run the bake stall for their own fundraising goals. Vegan Van is back as it was popular last year. Planning comms/WAAP to go to school soon. Lots of volunteers required.
Action.
- Paint & Sip – to be held at Colour my Pot. A couple of ideas to consider now to make sure it runs efficiently on the night, so a tester will be run this term in preparation for a larger event in Term 2.
- Handball & Hamburgers as a potential Father’s Day initiative. Something to offer as a family experience rather than just as a fundraiser.
- All additional fundraising/event ideas for consideration in 2024 must be submitted by 8th March for inclusion in the official AOP. **All members Action.**
- Representative Sport – keeping budget the same but funding less students with a larger cut.
- Community Spirit Award, work with the College to include in the Awards Ceremony this year. An award on its own, or with a gift certificate? **Action.**
- SMT shirts added in additional fundraising. The P&C wishes to support the seniors participating in leadership, in return for SMT involvement in P&C events, to be agreed upon together. **Action.**

14.2. Positions for AGM – all positions and memberships lapse
Confirm which positions are currently vacant.
Confirm which positions people know they are not renominating

Cass took the opportunity to remind everyone that all memberships and positions become vacated at the start of the AGM in March and that everyone needs to complete new membership forms and any nominations for roles. Anyone that has completed a membership form this Calendar year 2024 so far will automatically be put forth as a new membership form at the AGM. The roles that we will be advertising:

Executive Committee:

1. President
2. Vice President x 2 – these roles have remained unfilled for some time.
3. Secretary & Assistant Secretary – it is very likely that one, if not both of these roles will not have nominees at the AGM.
4. Treasurer – Karensa will be vacating this position at the AGM. Whilst her own kids no longer go to Capalaba Karensa has been still an active volunteer and for that we are so grateful. Despite advertising, this position has not yet received any interest – we want to stress the importance of this role, without it, despite our good intentions for events there will be fundraisers we just can’t do as it becomes too much to put this on the existing positions.

Swim Club Subcommittee:

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Treasurer

We understand there have been nominations coming in for all four roles so far. In addition, Swim Club will need to put the call out to gather names to put forth for their general subcommittee membership. These names will need to be tendered as part of the AGM.

Grants Working Group

1. Coordinator
2. General membership of the grants group

Other Roles

1. Connection Corridor Coordinator
2. Toilet Transformation Project Coordinator – currently vacant
3. Mural and Artwork Coordinator
4. Student Leadership Liaison Coordinator
5. 2nd Hand Uniform Shop Convenor
6. Book Club Coordinator
7. Social Media Marketing coordinator – currently vacant, with one possible interest
8. Containers for Change Coordinator – continuing vacancy
9. Sponsorship and Fence Advertising Coordinator – continuing vacancy
10. Website Developer / Administrator

No questions raised.

14.3. Any other General Business?

- Montessori family support – moved as an item to next GM. **Action.**
- AGM Catering – could we ask PCYC if they would be open to catering for the AGM like they did last year? **Action.**
- Query regarding the official opening of the hall. Official opening a couple of weeks ago with only 24hrs notice with the Minister of Education- the visit was originally slated to be an unofficial walk-through. School captains were present to cut the ribbon.
- Jnr assemblies will remain on Jnr campus, whole school assemblies will take place in the new hall.
- PCYC will not be moving into the new hall but will instead use the Jnr hall as their base when the College PE staff relocate their offices to the new hall. This transition will happen once the new hall is properly fitted out with the furniture and equipment that is due to arrive soon.
- Vacation care will still not be an available option at the College. The holidays are the least disruptive time for the College to plan renovations on campus. Replacing windows, repainting etc. Hard to do when vacation care is on campus, when taking into consideration how old many of the buildings are and the safety precautions required before works can be completed.
- College planning improvements for 2024: Lighting to pathways, adding heating to the hall and possibly to the pool.
- Query regarding students using the new hall for practice after school/school holidays. Lachlan and Carlie provided information regarding this. Hirers need to have valid liability insurance as it's a government building. Hiring is available to organised groups with agreements with the dept, i.e. Red City Roar, Crusaders, other community groups, etc. The College has so far received enquiries from clubs involved with netball, volleyball, futsal, pickleball, badminton. The College is being careful to balance lease agreements with the

	<p>CSC HPS teams, so they don't lose out on quality time - the hall was constructed for our students to benefit from access to better facilities.</p> <ul style="list-style-type: none"> • Communication and Daymap improvements also moved to the next GM agenda. Action.
<p>15. Applications for membership and recording of new members</p> <ul style="list-style-type: none"> • E. Johns (parent of student) • K. Hughes (parent of student) • H. Poutu (parent of student) • M. Read (parent of student) <p><i>**these memberships will also be carried over to be submitted at the AGM.</i></p>	<p>No objections raised; new membership forms accepted. As they were received in this calendar year, they'll remain current when new members are sworn in at the 2024 AGM next month.</p> <p>QR codes were provided at the meeting to encourage new and renewing membership forms to be completed early.</p>
<p>16. Date of next meeting AGM to be held in-person and online on Monday 18th March from 6pm</p> <p>17. Close</p>	<p>AGM to be held in-person and online on Monday 18th March from 6pm.</p> <p>Meeting closed at 7:21pm. In closing, Cass thanked everyone for attending. Thank you to the College and Don Brown for helping us put this evening on and allowing us the opportunity to view the new hall. Our exec team is looking forward to another wonderful year of collaboration.</p>

Minutes prepared by
 Lauren Phillips
 P&C Vice President

Certified true and correct by
 Cassandra Aldcroft
 P&C President (Chair)
 RATIFIED AT THE APRIL GENERAL MEETING 2024.

2024 Meeting Schedule – so you never have to miss another meeting again!!!

Term 1		Term 3	
January	No General Meeting	July	No General Meeting
February	Monday 19 th – 5:30pm Hall Welcoming	August	Monday 19 th - 7pm
March	Monday 18 th - 6pm meet & greet followed by AGM kick-off.	September	No General Meeting
Term 2		Term 4	
April	No General Meeting	October	Monday 21 st – 7pm
May	Monday 20 th – 7pm	November	Monday 18 th – 7pm
June	Monday 17 th – 7pm	December	TBD – Volunteer lunch celebration