



Capalaba State College Parents & Citizens Association

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

Annual General Meeting

Date: 18th March 2024

Time: 6:00pm

Where: In-person and Online

Chair: Cassandra Aldcroft & Lachlan Thatcher

AGENDA ITEM	ACTION																		
<p>1. Meeting Opening</p> <p>Welcome</p> <p>Apologies</p>	<p>Quorum: Y</p> <p>Meeting Opened: 6:34pm. <i>Catered meet & greet held from 6pm.</i></p> <p>Attendees (in-person): Lachlan Thatcher, Cassandra Aldcroft, Cassandra Wagstaff, Lauren Phillips, Karensa Gock, Michelle Martin, Katrina Hughes, Caitlin Taynton, Rebecca Grugan, Bradley Aldcroft, Elle Stewart, Catherine Howie, Karen Purdy, Danielle Fitzpatrick, Zoya Slavinskaya, Desma Hsu, Nicole Nicholls, Julia Delaforce, Georgie Roberts, Debra Cushing, Emily Johns, Student Representatives from the Student Management Team 'SMT', Student Captains, Leisa Smith (from 6:44pm)</p> <p>Attendees (teams report): Tina Stewart, Eric Low (staff member)</p> <p>Apologies: Leisa Smith (arrived later), Stuart Houliston (staff member), Tristan Baskerville (staff member) and Carlie Freeman (staff member).</p>																		
<p>2. Confirmation of minutes from previous Annual General Meeting</p> <p>2.1 20th March 2023 Minutes</p>	<p>Amendments: N</p> <p>Approved: Y</p>																		
<p>3. Matters arising from previous Annual General Meeting</p>	<p>There were no matters arising.</p>																		
<p>4. Reports</p> <p>4.1 Treasurer's Annual Report</p> <p>4.2 Annual Financial Statements</p> <p>4.3 President's Annual Report</p> <p>4.4 Principal's Annual Report</p>	<p>Treasurer's Report:</p> <p>Karensa took the opportunity to go through the main audited figures achieved for FY2023- especially congratulating the P&C, College, Volunteers and college families for collectively achieving a very successful year, through our fundraising efforts – SO WELL DONE TO EVERYONE. The main figures are:</p> <p><u>2023 PROFIT AND LOSS</u></p> <table data-bbox="655 1496 1182 1592"> <tr> <td>Total Income</td> <td>\$110,015.00</td> </tr> <tr> <td>Less Total Expenditure</td> <td>\$111,003.00</td> </tr> <tr> <td>NET (LOSS)</td> <td>(\$988.00)</td> </tr> </table> <p>NP This small loss may not read as an unsuccessful year, however I reassure you that it has been very successful. Our fundraising efforts from 2022 and 2023 afforded us the ability to provide for our students, college and community through the payment for the Red Area water bubblers installation, providing financial support to re-commence the Swim Club and funding the Connection Corridor progress costs.</p> <p><u>2023 BALANCE SHEET</u></p> <table data-bbox="655 1854 1182 2011"> <tr> <td>Cash on hand</td> <td>\$104,295.00</td> </tr> <tr> <td>Assets</td> <td>\$29,511.00</td> </tr> <tr> <td>Total Assets</td> <td>\$133,806.00</td> </tr> <tr> <td>Liabilities</td> <td>\$0.00</td> </tr> <tr> <td>NET ASSETS</td> <td>\$133,806.00</td> </tr> </table> <p><u>2023 CASH POSITION</u></p> <table data-bbox="655 2078 1166 2107"> <tr> <td>Main Account</td> <td>\$95,364.00</td> </tr> </table>	Total Income	\$110,015.00	Less Total Expenditure	\$111,003.00	NET (LOSS)	(\$988.00)	Cash on hand	\$104,295.00	Assets	\$29,511.00	Total Assets	\$133,806.00	Liabilities	\$0.00	NET ASSETS	\$133,806.00	Main Account	\$95,364.00
Total Income	\$110,015.00																		
Less Total Expenditure	\$111,003.00																		
NET (LOSS)	(\$988.00)																		
Cash on hand	\$104,295.00																		
Assets	\$29,511.00																		
Total Assets	\$133,806.00																		
Liabilities	\$0.00																		
NET ASSETS	\$133,806.00																		
Main Account	\$95,364.00																		

Swim Club \$8,931.00
TOTAL \$104,295.00

2023 cash position is enabling us to invest in several impactful projects scheduled for this year, including the Connection Corridor, Mural Artwork/Floor Paintings, and Toilet Transformations across both Junior and Senior campuses. Additionally, our commitment to the Wish List Funding program remains firm.

Audited Financial Statements:
 Audited reports were prepared this year with no issues raised.

Reflecting on the activities of 2023, it's evident that our P&C thrived thanks to the unwavering dedication of our Executive Team, P&C members, volunteers, and the wider college community.

As I transition from my role as Treasurer, I would like to thank our amazing executive team. The commitment and passion you have shown consistently throughout the year is inspiring and I carry that spirit with me as I embark on new endeavours. Serving as Treasurer of the P&C has been a rewarding journey filled with lessons learned and the memories forged. Thank you for allowing me the privilege to have collaborated with such an exceptional group of individuals.

Treasurer's Annual Report: *Tabled see Att 1*

Annual Financial Statements: *Tabled see Att 2*

President's Report: *Tabled see Att 3*

Principal's Report: *Tabled see Att 4*

Motion: To accept all reports presented and approve payment of regular bills.
Moved by: Cassie Wagstaff
Objections: N
Approved: Y

5. Applications for Membership 2024

All memberships lapsed. Receipt of new and renewed memberships for 2024. All attendees (except the Principal who is an ex officio member and students present) submitted membership forms.

Applications received for new and renewing 2024 memberships:

- | | | |
|--------------------------------|----------------------|--------------------------|
| 1. Cassandra (Cass) Aldcroft | 16. Annabel Clarke | 34. Karen Purdy |
| 2. Michelle Martin | 17. Desma Hsu | 35. Celena Stephen |
| 3. Lauren Phillips | 18. Shae Stewart | 36. Karensa Gock |
| 4. Katrina Hughes | 19. Catherine Howie | 37. Belinda Manewell |
| 5. Cassandra (Cassie) Wagstaff | 20. Nicole Nicholls | 38. Zoya Slavinskaya |
| 6. Caitlin Taynton | 21. Dawn Rawle | 39. Don Brown |
| 7. Leisa Westerman (Smith) | 22. Emily Johns | 40. Danielle Fitzpatrick |
| 8. Kristina Haynes | 23. Henry Poutu | 41. Nicole Sam |
| 9. Brad Aldcroft | 24. Meisha Read | 42. Deb Cushing |
| 10. Trish Biggs | 25. Melissa Brown | 43. Ruth Kent |
| 11. Niamh Cawley | 26. Bianca Kemp | 44. Rebecca Grugan |
| 12. Alisha Busoli | 27. Nicole Griffis | 45. Georgie Roberts |
| 13. Kylie Thomas | 28. Jill Burke | 46. Kassandra Carter |
| 14. Amie Baldwin | 29. Kimberley Blaney | 47. Julia Delaforce |
| 15. Elle Stewart | 30. Tina Stewart | 48. Georgie Roberts |
| | 31. Ruth Dyer | |
| | 32. Louise West | |
| | 33. Jenna Henshall | |

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

6. Election of Officers and Executive Committee

Lachlan advised:

- At the AGM, all positions are vacated, as such all Executive Committee positions are now open for nomination.
- The Executive Committee plays a crucial role in shaping the direction of our P&C and supporting our school community. If you're passionate about making a difference and have skills and experience to contribute, we encourage you to consider nominating yourself or someone you know for a position.
- The available positions are President, Vice President (2 roles), Secretary, Assistant Secretary and Treasurer. Each year we invite nominations against Assistant Treasurer prior to tonight, to consider the creation of another role, however we are yet to receive interest in this one.
- Each position is important and requires commitment and dedication to serving our school community.
- Nominations for the Executive Committee positions will be accepted from the floor, and we have also received nominations in writing prior to the meeting.
- We will go through the nominations one by one for each role. If we receive multiple nominations we will move to vote.
- At the end of the nominations we will move a motion to accept.

Executive Committee Nominations:

President: One nomination received: Cassandra Aldcroft, as nominated by Cassie Wagstaff. Additional nominations called for, nil received.

Vice President. Two nominations received: Lauren Phillips as nominated by Cassie Wagstaff and Michelle Martin as nominated by Cassandra Aldcroft. Additional nominations called for, nil received.

Treasurer One nomination received: Katrina Hughes, as nominated by Cassandra Aldcroft. Additional nominations called for, nil received.

Secretary One nomination received: Cassie Wagstaff, as nominated by Lauren Phillips. Additional nominations called for, nil received.

Assistant Secretary One nomination received: Caitlin Taynton, as nominated by Cassie Wagstaff. Additional nominations called for, nil received.

Motion: To accept those nominated to the Executive Committee be declared duly elected.

Moved by: Lachlan Thatcher

Seconded by: Desma Hsu

Objections: N

Approved: Y

7. Confirmation of P&C Sub-Committee

7.1 P&C Swim Club Sub-Committee

Cass advised:

- The P&C currently has one sub-committee – swim club.
- The Swim Club Sub-Committee plays a crucial role in organising and running all operations associated with the swim club. At last year's AGM we welcomed back an active swim club committee after a twelve month break without one. We thank all previous subcommittee members for stepping into the role to revive the club.
- Attached with the Agenda pack in Attachment 5 is the refreshed subcommittee Terms of Reference. Let's move to the first subcommittee motion as per the agenda please.
- Confirmation of P&C Swim Club Sub-Committee Terms of Reference – see **Att 5**

Motion: To support the continuation of the P&C Swim Club Sub-Committee and confirm the Terms of Reference.

Moved by: Lauren Phillips

Objections: N

Approved: Y

Cass advised:

The available positions are Chairperson, Vice-Chairperson, Secretary and Treasurer. Each position is important and requires commitment and dedication.

Nominations for the positions will be accepted both from the meeting attendees tonight and as received in writing prior to this meeting. I'll go through the nominations one by one and call for additional nominations as we go.

At the end of the nominations we will move a motion to accept.

Sub-Committee Nominations:

Chairperson: Nomination in writing was received by Amie Baldwin. Additional nominations called for, nil received.

Vice-Chairperson: Nomination in writing received by Bianca Kemp. Additional nominations called for, nil received.

Secretary Nomination in writing received by Alisha Busoli. Additional nominations called for, nil received.

Treasurer Nomination in writing received by Nicole Griffis. Additional nominations called for, nil received.

Sub-Committee membership: Cassandra Aldcroft, Brad Aldcroft, Leisa Smith, Cassie Wagstaff, Caitlin Taynton, Niamh Cawley.

Additional nominations called for, nil received.

Motion: To accept that those nominated to the P&C Sub-Committees be declared duly elected.

Moved by: Lauren Phillips

Objections: N

Approved: Y

Cass advised:

I would also like to table and acknowledge Kristina Hayes who has put her name forward to operate as the swim clubs canteen organiser. Thank you Kristina.

7.2 Working Groups

7.2.1 Grants Working Group

Confirmation of Grants Working Group Terms of Reference – see **Att 6** Amendments called for, nil received.

Members are: Leisa Westerman; Cathy Howie; Rebecca Grugan; Cassandra Aldcroft; Brad Aldcroft; Zoya Slavinskaya; Michelle Martin; Julia Delaforce & P&C Executive Committee.

Additional nominations called for, nil received.

7.2.2 Year 6 Graduation Working Group

Confirmation of Year 6 Graduation Working Group Terms of Reference – see **Att 7**

Amendments called for, nil received.

Members are: Nicole Nicholls, Cathy Howie, Bianca Kemp, Desma Hsu, Belinda Dowel, Lara Matheson, Brad Aldcroft, Dawn Rawle, Caitlin Taynton, Cassandra Aldcroft, Belinda Manewell, Jill Burke & P&C Executive Committee.

Additional nominations called for, nil received.

Motion: To support the continuation of the P&C Working Groups as per Section 7.2, confirm their respective Terms of Reference and accept the members as tabled.

Moved by: Lauren Phillips

Objections: N

Approved: Y

7.3 Additional roles

7.3.1 All Additional roles are now open for nomination:

Book Club Coordinator
Social Media Marketing Coordinator
Containers for Change Coordinator
Sponsorships and Fence Advertising Coordinator
Grants Working Group Coordinator
2 nd Hand Uniform Shop Coordinator
Website Developer / Administrator
Fundraising Working Group Coordinator
Project Coordinator – Connection Corridor
Project Coordinator – Toilet Transformation
Project Coordinator – Mural & Artwork
Student Leadership Liaison Coordinator

Cass advised:

In 2023 we created the role of Student Leadership Liaison Coordinator which was held by Michelle Martin. Michelle has recommend this role be reabsorbed by the executive committee and we remove the role going forward. I'd like to open up for discussion.

Additional discussion called for, nil.

Motion: To remove the role of Student Leadership Liaison Coordinator.

Moved by: Lauren Phillips

Objections: N

Approved: Y

Cass advised:

All additional roles are open for nomination. I will call for nominations for each one and advise any nominations received prior in writing. We will accept nominations verbally from those attending tonight. At the end, we will move a single motion to accept.

Book Club Coordinator	Nicole Nicholls
Social Media Marketing Coordinator	Kylie Thomas
Containers for Change Coordinator	Caitlin Taynton, Julia Delaforce
Sponsorships and Fence Advertising Coordinator	Amie Baldwin
Grants Working Group Coordinator	<i>Nil</i>
2nd Hand Uniform Shop Coordinator	Kass Carter
Website Administrator	Brad Aldcroft
Project Coord – Connection Corridor	Zoya Slavinskaya
Project Coord – Toilet Transformation	Michelle Martin
Project Coord – Mural & Artwork	Cathy Howie

<p>10.3 Endorsement of the Code of Conduct (no change)</p> <p>10.4 Honorary life memberships nomination(s)</p> <p>10.5 Review and confirmation of P&C Policies: 10.5.1 Debit Card Procedure 10.5.2 Video Conference Procedure 10.5.3 2nd Hand Uniform Shop Procedure 10.5.4 Honorary Life Membership Policy</p>	<p>Code of Conduct (no change) – see Att 10</p> <p>Motion: To endorse the Code of Conduct. Moved by: Michelle Martin Objections: N Approved: Y</p> <p>Cass advised: No nominations were received, therefore we can move onto the next item.</p> <p>Cass advised: There were four policies and procedures, as listed in the agenda, distributed with tonight’s documents. Does anyone have any questions or want to discuss these? If not, we will move to endorse.</p> <p>Debit Card Procedure – see Att 11 Video Conference Procedure – see Att 12 2nd Hand Uniform Shop Procedure – see Att 13 Honorary Life Membership Policy – see Att 14</p> <p>Nil discussion, moved to motion.</p> <p>Motion: To endorse the P&C Policies listed in 10.5. Moved by: Lauren Phillips Objections: N Approved: Y</p>
<p>10.6 Confirmation of P&C Annual Operating Guidelines</p>	<p>P&C Annual Operating Guidelines – see Att 15</p> <p>Cass advised: P&C Annual Operating Guidelines are now tabled for acceptance. Before opening the floor to discuss I’d like to note some key items from the guidelines:</p> <ul style="list-style-type: none"> • In 2023, the P&C achieved approximately \$109,594 in income comprising from all P&C operations and fundraising events. Total income was approximately \$109,594 as there were no successful grants applications. Fundraising target of \$25,000 was exceeded. • The School Colour Fun Run was our highest profiting event since our last fete. • Forecast fundraising in 2024 is \$17,760 and grants target of \$35,000. • Fundraising goals remain the same with the continuation of our major projects – Connection Corridor, Mural and Artwork Paintings including floor paintings, and Toilet Transformation across both campuses. • Fundraising Events are tabled on pages 4 and 5. These events only take place should there be the volunteers available to both lead and help. Our next event is this Saturday 23rd March with Movie Night. • All events proposed have a suggested budget and float amount attached to them for approval as part of the AOP. • Yearly Targeted School Donations remain the same with one exception. School Rep policy donation per individual suggested increasing to \$100 per student, instead of \$50. The cap of \$600 per year still remains. Approving the AOP will in turn approve this change. • Proposed Budgets for both P&C General and P&C Swim Club are within the AOP. Approving the AOP will approve these budgets. <p>Nil discussion, moved to motion.</p>

	<p>Motion: To endorse the P&C Annual Operating Guidelines. Moved by: Lauren Phillips Objections: N Approved: Y</p>
<p>10.7 Confirmation of P&C Swim Club Sub-Committee Operating Guidelines</p>	<p>Cass advised: Swim-Club subcommittee operating guidelines were tabled for acceptance. see Att 16</p> <p>Accepted with the following minor amendments.</p> <ol style="list-style-type: none"> 1. Remove reference to cheque in Section 8 sub sections (e) and removing subsection (f) 2. Change the term “swim club member” in Section 9 Volunteers to read “swim club participating swimmer”. Parents of children who are swimmers do not require a blue card. 3. Change the term “club registrar” in Section 12 subsection (b) to read Sub-Committee Officer Bearer. 4. Section 21 subcommittee awards, subsection (c) correction to type “his” should read “this”. <p>Nil discussion, moved to motion.</p> <p>Motion: To endorse the P&C Swim Sub-Committee Operating Guidelines. Moved by: Lauren Phillips Objections: N Approved: Y</p>
<p>11. Close of Meeting</p>	<p>Cass said: In closing the AGM I would first like to thank you all for attending. We appreciate your time and participation. From an executive committee perspective, AGMs are always quite the effort to prepare for and includes quite a lot of behind the scenes work to make sure the formalities of tonight run smoothly.</p> <p>We would like to thank all who attended our pre-AGM meet and greet and the College staff who volunteered their time tonight to show their support and come and mingle with our College Community.</p> <p>And remember, despite tonight’s formalities, not all meetings are quite like this. We have formal meetings, informal meetings, online chats – it all depends on what event it is or what we are meeting for. We have so many opportunities for members to join us, in whatever way suits you. We hope to see you all at our future meetings or fundraising events.</p> <p>If you haven’t already, please follow our Facebook page and bookmark our website.</p> <p>Thank you and enjoy the rest of your evening.</p> <p>Meeting closed at 7:19pm</p>

Minutes prepared by
Cassandra Wagstaff
P&C Secretary

Certified true and correct by
Cassandra Aldcroft
P&C President

Ratified: TO BE RATIFIED AGM 2025