



CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION

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

Minutes – General Meeting

Date & time: Monday 22nd November 7:00pm

Location: Met East Room and Online

Chair: Cass Aldcroft

A/Minute Taker: Desma Hsu and Cass Aldcroft

Agenda Item	ACTION										
<p>1. Meeting Opening</p> <p>Welcome Acknowledgement of Country Apologies</p>	<p>Quorum: Y Meeting opened: 7.03pm Attendees: Karen Purdy, Mel Bennet (guest), Cristy X, Desma Hsu, Lachlan Thatcher, Brad Aldcroft, Carlie Freeman, Michelle Martin, Ruth Dyer, Zoya, Karensa Gock, Rhys Halma (guest), Jane Dyson, Trish Biggs, Mark (brief guest to present positive discipline course) Apologies: Rebecca Grugan</p>										
<p>2. Confirmation of minutes from previous meeting October 2021 Minutes</p>	<p>Amendments: N Approved: Y</p>										
<p>3. Matters arising from previous meeting</p> <p>3.1 First Day 2022 – Coffee Van</p>	<p>Cass thanked Lachlan for organising RACQ BANK to sponsor the first day coffee van. Flyer shown to the meeting attendees. Cass to send college PDF/JPG version and Lachlan will email to all new families. Action.</p>										
<p>4. Correspondence</p> <p>Refer to Register – see Att 1</p>	<p>Accepted as tabled.</p>										
<p>5. Table Executive Committee's Report and decisions</p> <p><u>Exec Decisions since last meeting</u></p> <p>5.1 Approved expenses:</p> <p>Ink Station (toner for P&C printer in P&C room) \$143.69</p>	<p>Exec Report Notes:</p> <p>Also approved the purchase of the Year 12 graduation tree \$12.99. Nil questions.</p>										
<p>6. Treasurer's Report and Financial Statement</p> <p>6.1 Any business arising from Treasurer's Report and Financial Statement: See attached treasurer report – see Att 2</p>	<p>Treasurer Notes: Michelle reported</p> <p><u>31st October 2021</u></p> <table> <tr> <td><u>MAIN ACC</u></td> <td><u>DEBIT CARD</u></td> </tr> <tr> <td>Opening balance: \$81,540.16</td> <td>Opening balance: \$520.02</td> </tr> <tr> <td>Total Income: \$729.00</td> <td>Total Income: Nil</td> </tr> <tr> <td>Total Expenses: \$3,843.70</td> <td>Total Expenses: \$175.59</td> </tr> <tr> <td>Closing Balance: \$78,425.46</td> <td>Closing Balance: \$344.43</td> </tr> </table>	<u>MAIN ACC</u>	<u>DEBIT CARD</u>	Opening balance: \$81,540.16	Opening balance: \$520.02	Total Income: \$729.00	Total Income: Nil	Total Expenses: \$3,843.70	Total Expenses: \$175.59	Closing Balance: \$78,425.46	Closing Balance: \$344.43
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	<p>Overall Financial position of Association (sum of all P&C accounts-include sub-committee accounts)</p> <p>- As at 31ST October 2021: \$93,699.89</p>
<p>7. Sub-Committee Reports and Financial Statements Any business arising from Sub-Committee Reports and Financial Statements</p> <p>Swim Club Subcommittee – see Att 3</p>	<p>Swim Club Notes:</p> <p>Nothing to report except for change in canteen now doing a BBQ instead whilst Lorraine is absent. It is going well.</p>
<p>8. Other Reports</p> <p>8.1 College Principal Report – see Att 4 (<i>will be sent later</i>)</p> <p>8.2 Grants Working Group – see Att 5</p>	<p>Principal Notes:</p> <ul style="list-style-type: none"> • Yr 12 are finished 10 & 11 going to dreamworld as a reward trip • Ahead of schedule for 2022 planning • Fantastic awards and graduation ceremonies • Aircon only a few building left to be done • Teacher are starting to move into 2022 rooms • Teaching team having 2022 planning days soon • Professional Development days around literacy and case management • Book Week was amazing - Cross campus collaboration was impressive, Michelle Worthington author visit • Looking forward to air con workspaces in 2022 • Lockdowns always looming – particularly with borders open – will be receiving information about what schools will do if they have a lockdown – have been advised to always be prepared for lockdown • Welcoming a significant number of families next year, thankyou to everyone for their support and positively about the college within the community, positive ending to the year. <p>Grants Notes:</p> <ul style="list-style-type: none"> • Karen updated a few unsuccessful grants unfortunately including swim club ropes, first aid / food safety. Successful for \$10,000 conservation money for the water vegetation works. Lachlan to recheck schools plus flexible learning grant to see if we've heard of the outcome. • 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. Action. • Karen advised there were some more grants for next year, please get in touch if you hear of other grants (grants@capalabascpandc.com.au). • Lachlan – another one about sustainability guidelines – P&C happy to support Lachlan to write and support. Lachlan to get in touch if required. • Michelle asked about acquittal for the softfalls – Karen working with Carlie on this – we are on track. Karen advised meeting later this week between Karen, Carlie and exec team to review softfalls quotes. There will be some money left – Carlie has raised Year 7 playground to be upgraded, it is the same one as for the softfall is installed – equipment is limited and can be expanded. Carlie advised we can send out a variation to tender to add more on – will be discussed at out of session meeting. Action.

8.3 Fundraising Working Group

Term 4 Fundraisers Update

- Christmas Raffle
- Fresh Berries
- BTS Hair Accessories – see Att 6

Term 1 – 2022 Planning

- Junior Disco
- School Photos

Fundraising Notes:

Christmas Raffle

Cass reported that we are in the final stages of our Christmas Raffle – lots of prizes have been donated. Hope to be launching that in the next couple of days – just waiting on confirmation on one more prize. We have things such as electronics from Harvey Norman and Officeworks, a portable pool from Clark Rubber, gift cards from Rebel Sports / Stratco / Bunnings / Sams Pizza / Costa's Seafood / Cabots Woodcare, Body Shop pamper packs, Lang's Gourmet giftbox, a couple of hampers and a super large rare Dulux plush dog. We've had an amazing group of people asking lots of business for donations – Thank you. Rhys advised that the plush dog is being delivered to him tomorrow.

Fresh Berries

Fresh Berries Fundraiser was launched a couple of weeks ago and ends this Thursday. This is the first time we've done this fundraiser so we are keen to see how it goes. Encourage every P&C family to place their order with proceeds going to the Connection Corridor.

Back to School Hair Accessories

The last fundraiser is a Back to School Hair Accessories one. Thank you to the College for providing feedback for compliance against the uniform policy – we have some small adjustments to make and then this one will be ready to launch. This is a BTS fundraiser but we can also keep the online shop open all year around and earn fundraising money from purchases throughout the year. The difference with the back to school is that it is a bulk order which will be delivered in the first week of school – this is also the first time we've run this type of fundraiser so we are keen to see how it goes.

Junior Disco

Planning for junior disco to commence. Looking for volunteers for someone to take this on – they can work on it over the summer break. Please contact us if you can help. Lachlan confirmed the college supports Term 1 and we can go head and start liaising with Mick Quinn regarding a date.

Motion – To approve a budget of \$1,650 and \$400 float for Term 1 2022 Junior Disco.

Moved by: Michelle Martin

Any objections: N

Approved: Y

School Photos

For the past few years, the P&C has received all sorts of feedback for School Photos, particularly around sibling photos. We have two parents who are happy to volunteer their time to make this happen and we are wondering what can we do to work with the College in this regard?

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. **Action.**

<p>8.4 Second-Hand Uniform Shop</p> <p>8.5 Scholastic Book Club</p> <p>8.6 Containers for Change</p> <p>8.7 The Walk/Connection Corridor Project – see Att 7 Updated Budget Proposal – DRAFT discussion</p>	<p>2nd Hand Uniform Shop Notes: Looking for volunteers for back to school opening hours. Suggestion made to have an evening opening for new and 2nd hand. Unable to have school uniform shop on evening. School offered to loan us 1 of each size for parents to try on out of hours. Lots of discussion around accessibility. Action.</p> <p>Book Club Notes: Desma reported, on behalf of Nicole, that there is no update as Issue 8 closed today.</p> <p>Containers for Change Notes: Karensa reported. No update waiting on follow up from school. Lachlan will follow up. Lachlan has received information about EQ offering funding for sustainability projects. Lachlan will look into details and connect with grants and / or Karensa. Action.</p> <p>The Walk/Connection Corridor Notes: Zoya reported that Debbie has done up a draft proposal. Looks very promising with 4 different quadrants.</p> <p>Carlie has raised concerns about supervised vs unsupervised areas, eucalyptus trees with branches falling etc as far as risk. Debbie asked how much of a risk it is and if that will determine where the path will need to go. Carlie recommends the path does not go through the trees at all in area between two ovals.</p> <p>Lachlan suggested moving the path towards junior campus a little to avoid the problem.</p> <p>Shading and protection may need to be reviewed as the draft accounted for using trees for shading.</p> <p>Partnering with Michael from wildcare re: small animals etc. Zoya also asked if anyone has heard about anything recently about an endangered frog in the area.</p> <p>Debbie has been in contact with the Elders, they are on board and has lots of ideas. Idea to name the walk using an Aboriginal name for a “walk” or “connection” or something similar. Lots more ideas to come.</p> <p>Anymore feedback, Debbie will be doing her final draft in next week or two, would like to do some tree planting during school holidays.</p> <p>Jane Dyson – wanted to check if we wanted to ask some questions of council about paths under trees – parks manage a lot of paths under trees in a risk adverse environment and thought that this might help. Action. If paths are in open sun – it has been shown people won’t use it etc. Ruth advised council only uses Level 5 arborist to determine tree safety.</p> <p>Motion – To accept and approve all reports presented at the general meeting: Executive, Treasurer, Swim Club, Principal, Grants, Fundraising, 2nd Hand Uniform Shop, Book Club, Containers for Change and the Connection Corridor Project.</p> <p>Moved by: Desma Hsu</p> <p>Any objections: N</p> <p>Approved: Y</p>
<p>9. Motions on Notice</p> <p>9.1 P&C Website Hosting</p>	<p>Cass reported that over the summer break we would like to build a website for our P&C. The type of things we can put on the website are:</p> <ul style="list-style-type: none"> ● About our P&C and what we are about ● List of P&C meetings plus access to minutes ● Events and how to get involved ● Any news

	<p>Brad has offered to help build the website, as he has experience in this area. But we will need approval to spend money on an annual hosting fee. We see this as another way to communicate with our college families.</p> <p>Motion – To approve \$162 USD for annual website hosting fee for a P&C Website.</p> <p>Moved by: Desma Hsu</p> <p>Any objections: N</p> <p>Approved: Y</p>
<p>10. New and General Business</p> <p>10.1 Anti-Bullying (Standing Agenda Item)</p>	<p>Lachlan reported acknowledging presentation from last meeting – response is a long term response.</p> <ol style="list-style-type: none"> 1. Committed to funding additional 2 DP (1 for each campus) – need more people to roll things out well. Also acknowledging wellbeing across campus. 2. Extra day of existing Guidance Officer time on Jnr Campus requested – awaiting outcome. 3. Senior campus employed career counsellor and pathways person – traditionally 3 days A03, upgraded to full-time teacher to work solely on this – should help reduce workload of the guidance officer so he can continue focusing on teenage mental health. <p>To do things well there’s a lot of things for us to work on. Recommended book Restoring Teaching by Adam Voigt – wonderful book and also fits in well with what we were talking about with Mark. Some key points in the book was talking about in the community was how we manipulate the situation to get the lightest consequence, but more of the restorative justice approach. A number of people on the campus have been reading this, last week Rachel Evans gave Lachlan 18 month plan to develop the capacity of our staff – everyone needs to get on board to do this well. Whole heap of professional development to happen around use of language and strategies so it’s consistent room to room. Team developed plan to work within the community, leadership team (respond and effort) and then what each teacher has to work on as well. Also includes where they want the admin to focus on. Goes from this term to 2023. Includes actions and measures for success. Written with senior campus in mind to help that campus adopt this as well.</p> <p>Vikki Kelly has been working on a plan for Trauma informed practise development for the College. Research talks about even how children are spoken to daily and how families respond to them making mistakes can create traumatic moments which affect them at school. 3 year plan for the College for how they can respond to trauma.</p> <p>Few plans in place for positive capacity building across the College. Other things working on around reporting – think the system is right but needs to think about how to help people understand what is bullying and what is our consistent response and process for keeping things happening/reported that doesn’t rely on a single person. Also need to consider data security – where and what data is stored. Communication back to parents is the next part that needs design and include restorative justice principles.</p> <p>Lachlan reported happy with progress in red area. Bit of a plan around volunteering option (e.g. reading chair, come kick a ball with kids etc). Need to see who new leadership team will be next year (noting Brad French is taking next year off), and will be a number of new people – realistically not allowed to ask anyone to do anything before 8.30am. Once Lachlan knows his team, they can look at these processes which would include volunteering in the morning to keep these activities happening. Will chat to parents when this happening.</p>

Looking forward to really understanding what is happening with students in more depth to look at targeted interventions to make a bigger impact – e.g. understanding that different staff see different things and how do we share this across the team to really understand what is happening to the students.

Karen asked Lachlan how we work with the college and support the bit about how the College engages with families. Lachlan mentioned how the college could share what teacher professional developments are happening in case families want to engage with the same for example. Guidance officers have also been looking for good materials for parents that could be shared.

Rhys thanked Lachlan for his feedback, acknowledging how helpful it is to understand what is happening and College response. Asked how the P&C can support this – let’s look at blue cards, do we need shirts for example to represent a volunteer to make this identifiable (Rhys can help with this). Cass and Desma confirmed volunteers no cost for blue card – we can send the information out with the minutes to help members/volunteers to apply. Rhys mentioned about the continuity plan, suggest / encouraged the College to think about how they publicise this process acknowledge that the College may already be thinking about how to manage these expectations from families as this goes a long way. Lachlan confirmed yes looking at all of these processes and emails and how we are managing these processes and then how these set expectations and communicate to families. Also considering how we embed this across the campus – and how senior campus students can engage in this process.

Rhys asked how can the P&C play more of a proactive role in this campaign, how can we contribute and assist to put this issue in the face of the community and children more and more. Would like to do more – positive antibullying activities. Lachlan will need to consider, has prompted other questions – for example capacity of volunteers to speak on the same page. Karen raised that a working group that Rhys mentioned could support this and this group could be supported in that training.

10.2 Sustainability Working Group – Samantha

Samantha not online nil report.

10.3 First Aid Course for Students - Cristy

Cristy reported St John ambulance run free First Aid training in course (gold coin donation). Module 1 P-yr 2, Module 2 years 3-4, Module 3 years 5-6. Diff is years 5 & 6 learn how to do CPR. Session is 45min, up to 60 students per module at a time. Lachlan asked if they cater for high school – Cristy said she will go back and ask. Year 7 go on a friendship day on the first day, leaves an issue on the first day with the other kids – they are looking at that day as a day of alternative activities for the senior school. Lachlan will look at timetabling it for next year. **Action.**

10.4 Positive Discipline Program – Karen – see Att 8

Mark Powell guest speaker online to talk about Positive Discipline Program. Experienced Montessori teacher background who gave us a intro into the program. Intro online December 5th. Karen spoke about her experiences with the course, need minimum of 20 participants to do the full program to make it viable, would like support to promote the intro, Karen has done the full program and spoke highly of it and is passionate about advocating for the program. Mark identified that it co-incides with antibullying cultures – it can help shift culture. There are programs for parents and educators plus it's also used in prisons in some part of the words as it's based on dignity and respect and building connections. Jane Neilson is the founder of the program, he cited examples of where it has reduced DV and it is known to have a high success rate.

Lachlan noted it is not just for Montessori and Mark will be delivering a program called Sheep, Cat and Wolf with college staff. Very experiential, hands on and participants. Marks connection to the college precedes Montessori.

P&C is being asked to help promote free online intro via socials and amongst members. Possible intro session face to face in the new year if there is interest.

10.5 Student Resource Scheme
– Carlie

- Approval to run a Student Resource Scheme 2022
- Student Resource Scheme fees 2022
- Annual Student Resource Scheme Report 2021

Also if there is enough interest from the online intro course 5th December could look at an in-person course in the new year hosted at the College. Lachlan advised yes we would look at that. **Action.**

SRS provides a lot of resources for the College, eg. Year 11 they pay \$330 for 2022, have access to over \$50k resources. They don't need to buy textbooks for the students for example. Includes Ed Perfect, Cars for Stars, Literacy Planet, Reading Eggs, Mathletics, Language Perfect, student diaries, ID cards, musical instruments (supply and service of), drama costumes, craft and art supplies etc

Motion: For Capalaba State College to run a student resource scheme for 2022.

Moved by: Carlie Freeman

Any objections: N

Approved: Y

FEES FOR 2022 noting it didn't go up last year.

P-6 \$110

7-8 \$190

9-10 \$290

11-12 \$330

Montessori remains \$1400

Last year fees as a reminder (screenshare):

YEAR LEVEL	AMOUNT
PREP	\$80
YEAR 1	\$80
YEAR 2	\$80
YEAR 3	\$80
YEAR 4	\$80
YEAR 5	\$80
YEAR 6	\$80
YEAR 7	\$150
YEAR 8	\$150
YEAR 9	\$250
YEAR 10	\$250
YEAR 11	\$300
YEAR 12	\$300
SPECIALIST/ADDITIONAL PROGRAMS	
Montessori Program	\$1400

Don't include excursion, High performance sport, health academy, instrumental music program. Music program for instrumental remains the same. All other fees are remaining the same although High performance sport and dance fees are currently under review and if they go up it won't be by much at all.

Motion: To increase the year level contribution fees for 2022 as noted.

Moved by: Carlie Freeman

Any objections: N

Approved: Y

Trish mentioned that previously the P&C were going to put their bank details on the sheet against the P&C contribution request – Carlie happy to do this. **ACTION:** Michelle to provide the bank details to Carlie to add to the form. Comments around is it too much \$? Advertise it – how much, what it was used for etc. Look at advertise it for the \$50 for 2022 and then revisit end of 2023 and maybe reduce it. Recommend donation \$50 but leave it a bit open so people can decide, we could suggest some wording - \$50 appreciated, but we understand everyone is in different situations. Carlie strongly encouraged us to advertise it – for example if it's going to the connection corridor talk about this on our forums and all the different fundraising we have done. Trish advised it was started many years ago

before we did a lot of different fundraising, it could potentially be obsolete as we do a lot of things during the year.

2021 SRS report (screenshare)

High uptake – over the years there’s been a lot of work to make sure the scheme works well

+		
Revenue		
108000	Student Resource Scheme	\$132369.00
Expenditure		
205311	Textbooks Junior & Senior	\$ 20901.00
	All other cost centres as listed on the SRS inclusions list for 2021*	\$109460.00
	Online Learning Subscriptions **	\$ 30185.00
	ID Cards and Student Diaries	\$ 8 908.00
Expenditure Sub total		\$169454.00
PROFIT LOSS		\$ 37085.00

*Includes:

Senior – All items listed in the 2021 SRS scheme eg. Dance, Drama, Instrumental Music, Music, Media, Art, Visual Arts, Industrial Technology & Design, HPS, Dance Team/Crew.

Junior - All items listed in the 2021 SRS scheme eg. HPE, Science, craft and special celebrations, The Arts, English, Maths, RE Books, Technology

**includes

Reading Eggs, Typing Tournament, Mathletics, Jolly Phonics, Cars & Stars, Stepping Stones, Literacy Planet, Education Perfect

Govt allowance also helps make up the shortfall.

Motion – To endorse 2021 SRS report.

Moved by: Carlie F

Any objections: N

Approved: Y

For noting.

10.6 Meeting Dates & AGM 2022

Feb 28th 7pm

Mar 21st 6pm AGM, 7pm GM

May 23rd 7pm

July 25th 7pm

August 22nd 7pm

October 24th 7pm

November 28th 7pm

10.7 Strategic Planning Meeting – Monday 6th Dec 6-8.30pm

Cass invited all members to attend. Likely will be held at Sports Club and will look at planning for next year, events etc. Please email team if you are attending so we know in case plans change.

10.8 P&C Welcome Book – New Families Junior Campus
[DRAFT LINK HERE](#)

Cass introduced the Welcome Book acknowledging this was a passion project of Sam (previous assistant secretary) who had come into the college when her child was past prep and had felt there was a gap in information. Recently Greenslopes State School released their new welcome book. So the exec team took the information from both and put together a welcome book.

Carlie asked about making it a P-12 book. Cass acknowledge the team had talked about this but want to start with Junior campus as this is what they intimately

<p>10.9 Action Register (Standing Agenda Item)</p>	<p>know. Lachlan and the exec team can work together over next year to get to know the senior campus a bit more and look at producing one for senior campus.</p> <p>Karensa asked for another format to provide editing comments, Cass to send her a PDF. Karensa also asked about including first aid – spoke about including this in next year’s version after we see how first aid goes and if it is something the college will keep on.</p> <p>Trish asked if we wanted to include the map she previously put together, Cass said yes please! Trish to send it over.</p> <p>Cass asked Lachlan if we can use the College’s name to claim some of the printing as a donation from Officeworks. Karensa explained that Officeworks only give one donation per organisation per year and the P&C have used theirs for the Christmas raffle. Lachlan happy to support.</p> <p>Nil updates to discuss.</p>
<p>11. Applications for membership and recording of new members</p>	<p>Nil</p>
<p>12. Date of next meeting February 28th 2022 7pm</p> <p>13. Close</p>	<p>9.41pm</p>

Minutes prepared by

Desma Hsu
P&C Vice-President

Certified true and correct by

Cassandra Aldcroft
P&C President

Actions Register

Actions Register Updated 22nd November 2021 Actions from the meeting and those outstanding:		Initiated	Update
To approve spending of \$98 to renew Lorraine’s Food Safety Training through CTA Training Specialists.	Swim Club	23/11/20	Grant unsuccessful, swim club to proceed with booking the training as required.
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
Testing of School Video Conferencing Equipment to accommodate P&C Hybrid Meetings.	Lachlan & P&C Exec	23/11/20	Initial test complete. Ongoing – P&C generic login didn’t work for Teams. Lachlan following up. UPDATE Will retest after new sound equipment installed (still pending – on backorder)
Follow up college staff re Containers for Change	Lachlan	31/5/21	Update 22/11 – Lachlan to followup staff to connect with Karensa
Add images to uniform catalogue / dress code as per minutes	Carlie	31/5/21	Pending
Start a college working group around sustainability / recycling etc	Lachlan	31/5/21	Pending
Swim Club – updating COVID safe plan	Brad	23/8/21	UPDATE 22/11 – closed no longer required
Christmas Raffle 2021	Cass & Lorraine	23/8/21	Prizes gathered – putting into prize categories and launch Week of 22 nd Nov.

Actions Register Updated 22 nd November 2021 Actions from the meeting and those outstanding:		Initiated	Update
Debit Cards – order Debit Cards	Michelle & Desma	25/10/21	Ordered- awaiting delivery
Bank account \$100k –let Jane know when reached	Michelle	25/10/21	Target balance not yet reached
Update Swim Club Bank Account signatories	Michelle	25/10/21	Paperwork created, awaiting for all members to be available.
Parent Connect – Cass to chat to Rhys and organise a parent get together to support families	Cass & Rhys	25/10/21	Pending
Cass to send Lachlan a flyer for first day coffee to new families only	Cass & Lachlan	22/11/21	Complete
Together for Humanity has announced the launch of their Intercultural Understanding Partnership grants for 2022	Karen	22/11/21	Pending
Tender for softfall review	Karen	22/11/21	Mtg with college Thu 25 th to review
Disco 2022 Term 1	Exec Team	22/11/21	Begin planning – reach out to Mick Quinn to confirm a date
School Photos 2022	Lachlan and Carlie	22/11/21	Update P&C what the models are for sibling photos
2 nd hand uniform shop BTS opening 2022	Desma	22/11/21	Update College on P&C opening hours for BTS – need to confirm volunteers – then look a the weekend or evening date where we can offer “fittings”
Jane to feedback to Zoya about how Redland city council manage trees along pathways	Jane and Zoya	22/11/21	
Cristy to find out if St Johns will offer first aid training to senior campus and then connect with Lachlan	Cristy	22/11/21	
Advertise positive discipline course on socials	Jane	22/11/21	
BSB and wording to be provided to Carlie F for P&C voluntary contribution	Michelle	22/11/21	