

PnC Correspondence Register Extract for Meeting

Date	From	To	Subject
2021-05-08T10:30:09+00:00	president@capalabascpandc.com.au	lthat4@eq.edu.au	Special Meeting - Update
2021-05-05T05:36:20+00:00	president@capalabascpandc.com.au	lthat4@eq.edu.au	TIME SENSITIVE mday stall
2021-05-03T21:33:10+00:00	lthat4@eq.edu.au	secretary@capalabascpandc.com.au	RE: P&C Discretionary Funding - Round 1
2021-05-31T03:21:44+00:00	samantha.robyn01@gmail.com	secretary@capalabascpandc.com.au	Re: Volunteer needed to give update
2021-05-27T01:39:19+00:00	snaum13@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Fw: Pls fwd onto parent/fundraising committee re fathers day
2021-05-25T06:16:01+00:00	Treasurer@capalabascpandc.com.au	pandcexecutive@capalabasc.eq.edu.au;lthat4@eq.edu.au;presi	Re: Call for nominations to host a Homework Centre
2021-05-25T05:22:59+00:00	president@capalabascpandc.com.au	pandcexecutive@capalabasc.eq.edu.au;lthat4@eq.edu.au	Re: Call for nominations to host a Homework Centre
2021-05-25T04:31:41+00:00	lthat4@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	FW: Call for nominations to host a Homework Centre
2021-05-24T23:34:50+00:00	snaum13@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Fw: Invoice from Bayside Packaging (Aust) Pty Ltd
2021-05-24T08:47:10+00:00	secretary@capalabascpandc.com.au		Athletics Day BBQ - Organiser needed URGENTLY
2021-05-21T23:44:09+00:00	karen.bool@bigpond.com	secretary@capalabascpandc.com.au	Re: Postponement of May P&C General Meeting
2021-05-24T00:53:36+00:00	cfree2@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Capalaba SC - Financial Documents for P&C Meeting 24/5
2021-05-24T01:02:02+00:00	president@capalabascpandc.com.au	cfree2@eq.edu.au;pandcexecutive@capalabasc.eq.edu.au	RE: Capalaba SC - Financial Documents for P&C Meeting 24/5
2021-05-23T20:17:05+00:00	lthat4@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	RE: Postponement of May P&C General Meeting
2021-05-21T23:42:19+00:00	secretary@capalabascpandc.com.au		Postponement of May P&C General Meeting
2021-05-19T23:29:48+00:00	jdunlop@hotmail.com	secretary@capalabascpandc.com.au	School parking issue
2021-05-21T23:50:01+00:00	vicepresident@capalabascpandc.com.au	president@capalabascpandc.com.au;fundraising.wg@capalabas	Re: Fundraising for rest of 2021
2021-05-19T23:31:29+00:00	president@capalabascpandc.com.au	vicepresident@capalabascpandc.com.au;fundraising.wg@capala	Re: Fundraising for rest of 2021
2021-05-06T18:05:55+00:00	adorablehelga@hotmail.com	vicepresident@capalabascpandc.com.au;fundraising.wg@capala	Re: Fundraising for rest of 2021
2021-05-06T12:37:03+00:00	vicepresident@capalabascpandc.com.au	fundraising.wg@capalabascpandc.com.au	Fundraising for rest of 2021
2021-05-18T11:49:41+00:00	secretary@capalabascpandc.com.au	members@capalabascpandc.com.au	P&C May General Meeting - Agenda & Attachment
2021-05-19T05:57:42+00:00	c_scalvenzi@hotmail.com	secretary@capalabascpandc.com.au;members@capalabascpand	Re: P&C May General Meeting - Agenda & Attachment
2021-05-17T23:13:40+00:00	lthat4@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Discretionary funding
2021-05-19T00:31:28+00:00	Principal@capalabasc.eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	FW: Important activities to complete prior to the end of the term – Thank you and farewell
2021-05-17T23:18:48+00:00	president@capalabascpandc.com.au	pandcexecutive@capalabasc.eq.edu.au;lthat4@eq.edu.au	Re: Discretionary funding
2021-05-19T00:50:33+00:00	snaum13@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Fw: SCHOLASTIC UNPAID INVOICES P19822 Capalaba State College Jnr BC
2021-05-18T02:23:27+00:00	mharr399@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	FW: Outside Banner for UCMAS Capalaba
2021-05-19T01:27:24+00:00	president@capalabascpandc.com.au	snaum13@eq.edu.au;pandcexecutive@capalabasc.eq.edu.au	Re: SCHOLASTIC UNPAID INVOICES P19822 Capalaba State College Jnr BC
2021-05-17T03:26:51+00:00	Treasurer@capalabascpandc.com.au	balloonsandweddingsbythebayau@gmail.com	RE: FW: Invoice 00001068; From Balloons by the Bay
2021-05-13T04:29:34+00:00	president@capalabascpandc.com.au	members@capalabascpandc.com.au	Call for Agenda Items
2021-05-16T10:51:17+00:00	president@capalabascpandc.com.au	swimclub.officers@capalabascpandc.com.au	RE: Brian Gleeson shared "Summary Report April 2021" with you.
2021-05-11T01:10:35+00:00	vicepresident@capalabascpandc.com.au	lthat4@eq.edu.au;secretary@capalabascpandc.com.au	Re: P&C Discretionary Funding - Round 1
2021-05-11T02:14:33+00:00	lthat4@eq.edu.au	vicepresident@capalabascpandc.com.au;secretary@capalabascp	RE: P&C Discretionary Funding - Round 1
2021-05-10T08:43:14+00:00	president@capalabascpandc.com.au	members@capalabascpandc.com.au	SPECIAL MEETING - NOTICE OF CANCELLATION
2021-05-10T03:15:39+00:00	secretary@capalabaswimmingclub.org.au	president@capalabascpandc.com.au;swimclub.officers@capalab	RE: March & April Reports?
2021-05-10T08:05:42+00:00	president@capalabascpandc.com.au	carlylougooon@outlook.com	Response to Allegations from 22/3/21
2021-05-10T03:59:17+00:00	president@capalabascpandc.com.au	swimclub.officers@capalabascpandc.com.au;treasurer@capalab	Re: March & April Reports?
2021-05-10T08:40:58+00:00	president@capalabascpandc.com.au	members@capalabascpandc.com.au	Canceled: P&C Special Meeting - NOTICE OF CANCELLATION
2021-06-27T13:26:40+00:00	karensa.gock@gmail.com	secretary@capalabascpandc.com.au	Asbestos Training and Mandatory Training Key Messages
2021-06-17T23:00:14+00:00	Lukas.Spielmann@bidfood.com.au	secretary@capalabascpandc.com.au	RE: Asbestos Training and Mandatory Training Key Messages
2021-06-17T23:33:19+00:00	adorablehelga@hotmail.com	secretary@capalabascpandc.com.au	Re: Asbestos Training and Mandatory Training Key Messages
2021-06-16T00:38:07+00:00	vicepresident@capalabascpandc.com.au	rebecca@iam.qld.edu.au;secretary@capalabascpandc.com.au;m	Re: Asbestos Training and Mandatory Training Key Messages
2021-06-15T05:41:45+00:00	rebecca@iam.qld.edu.au	secretary@capalabascpandc.com.au	Re: Asbestos Training and Mandatory Training Key Messages
2021-06-14T02:14:35+00:00	rebecca@iam.qld.edu.au	secretary@capalabascpandc.com.au;members@capalabascpand	RE: Asbestos Training and Mandatory Training Key Messages
2021-06-08T23:43:41+00:00	brad.aldcroft@ehiglobal.com.au	president@capalabascpandc.com.au	RE: Asbestos Training and Mandatory Training Key Messages
2021-06-08T10:53:06+00:00	karen.bool@bigpond.com	secretary@capalabascpandc.com.au	RE: Asbestos Training and Mandatory Training Key Messages
2021-06-08T10:27:53+00:00	secretary@capalabascpandc.com.au	members@capalabascpandc.com.au	Asbestos Training and Mandatory Training Key Messages
2021-06-29T07:26:44+00:00	secretary@capalabaswimmingclub.org.au	iris@bigpond.net.au	Re: Help with questions for Swim Club - Grant application
2021-06-29T06:33:26+00:00	iris@bigpond.net.au	secretary@capalabaswimmingclub.org.au	Re: Help with questions for Swim Club - Grant application

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2021-06-29T05:55:26+00:00	stuartnsalli@gmail.com	secretary@capalabaswimmingclub.org.au;grants@capalabascpa	RE: Help with questions for Swim Club - Grant application
2021-06-29T05:56:51+00:00	grants@capalabascpandc.com.au	stuartnsalli@gmail.com;secretary@capalabaswimmingclub.org.a	RE: Help with questions for Swim Club - Grant application
2021-06-29T05:38:27+00:00	secretary@capalabaswimmingclub.org.au	grants@capalabascpandc.com.au;swimclub.subcommittee@cap	RE: Help with questions for Swim Club - Grant application
2021-06-29T05:23:22+00:00	secretary@capalabaswimmingclub.org.au	grants@capalabascpandc.com.au;swimclub.subcommittee@cap	RE: Help with questions for Swim Club - Grant application
2021-06-29T05:31:38+00:00	grants@capalabascpandc.com.au	secretary@capalabaswimmingclub.org.au;swimclub.subcommitt	RE: Help with questions for Swim Club - Grant application
2021-06-29T05:03:15+00:00	grants@capalabascpandc.com.au	swimclub.subcommittee@capalabascpandc.com.au	Help with questions for Swim Club - Grant application
2021-06-29T02:45:16+00:00	CarolP@rdscivil.com.au	secretary@capalabascpandc.com.au	FW: Asbestos AA Presentation & Man All-Staff Training
2021-06-24T12:56:53+00:00	wdfundraisinggifts@gmail.com	pandcexecutive@capalabasc.eq.edu.au	Attn: P&C - MEGA FATHER'S DAY CLEARANCE CATALOGUE
2021-06-23T23:50:18+00:00	president@capalabascpandc.com.au	secretary@capalabascpandc.com.au	Your Doughnuts are still here!
2021-06-22T20:21:29+00:00	grants@capalabascpandc.com.au	swimclub.subcommittee@capalabascpandc.com.au	Grant Opportunity for Swim Club
2021-06-22T20:42:18+00:00	grants@capalabascpandc.com.au	president@capalabascpandc.com.au;swimclub.subcommittee@	RE: Grant Opportunity for Swim Club
2021-06-22T21:31:04+00:00	grants@capalabascpandc.com.au	stuartnsalli@gmail.com	Re: Grant Opportunity for Swim Club
2021-06-22T21:17:48+00:00	stuartnsalli@gmail.com	grants@capalabascpandc.com.au	Re: Grant Opportunity for Swim Club
2021-06-22T20:39:38+00:00	president@capalabascpandc.com.au	grants@capalabascpandc.com.au;swimclub.subcommittee@cap	Re: Grant Opportunity for Swim Club
2021-06-21T00:27:36+00:00	president@capalabascpandc.com.au	cfree2@eq.edu.au	Access to P&C Room - Tuesday 15th June @6:30am
2021-06-22T05:46:38+00:00	cfree2@eq.edu.au	president@capalabascpandc.com.au	RE: Email Request - Time Sensitive
2021-06-21T06:33:56+00:00	cfree2@eq.edu.au	president@capalabascpandc.com.au	FW: Email Request - Time Sensitive
2021-06-21T00:19:35+00:00	lozza75@live.com.au	secretary@capalabascpandc.com.au	Please see attached Documents L.Eggers
2021-06-21T06:41:21+00:00	president@capalabascpandc.com.au	cfree2@eq.edu.au	RE: Email Request - Time Sensitive
2021-06-22T06:11:30+00:00	president@capalabascpandc.com.au	cfree2@eq.edu.au	Re: Email Request - Time Sensitive
2021-06-22T06:18:31+00:00	president@capalabascpandc.com.au	cfree2@eq.edu.au	Re: Access to P&C Room - Tuesday 15th June @6:30am
2021-06-22T06:15:36+00:00	cfree2@eq.edu.au	president@capalabascpandc.com.au	RE: Access to P&C Room - Tuesday 15th June @6:30am
2021-06-22T06:52:24+00:00	cfree2@eq.edu.au	president@capalabascpandc.com.au	RE: Access to P&C Room - Tuesday 15th June @6:30am
2021-06-22T03:20:04+00:00	secretary@capalabascpandc.com.au	members@capalabascpandc.com.au;fundraising.wg@capalabas	Doughnut Fundraiser - delivers tomorrow - some boxes available
2021-06-22T01:42:56+00:00	president@capalabascpandc.com.au	cfree2@eq.edu.au	Re: Email Request - Time Sensitive
2021-06-22T07:06:01+00:00	president@capalabascpandc.com.au	cfree2@eq.edu.au	Re: Access to P&C Room - Tuesday 15th June @6:30am
2021-06-21T04:05:22+00:00	president@capalabascpandc.com.au	lthat4@eq.edu.au;cfree2@eq.edu.au	Email Request - Time Sensitive
2021-06-18T09:31:47+00:00	Treasurer@capalabascpandc.com.au	pandcexecutive@capalabasc.eq.edu.au;jotee72@hotmail.com	Re: Second hand uniforms
2021-06-17T00:01:49+00:00	secretary@capalabascpandc.com.au	celena_stephen@yahoo.com.au	RE: PnC May Minutes 2021
2021-06-15T00:44:40+00:00	trish@biggsfamily.com.au	secretary@capalabascpandc.com.au	Re: PnC May Minutes 2021
2021-06-15T00:25:51+00:00	secretary@capalabascpandc.com.au	members@capalabascpandc.com.au	PnC May Minutes 2021
2021-06-16T21:48:39+00:00	aliyapenn1885@gmail.com	secretary@capalabascpandc.com.au	Forms
2021-06-15T00:48:58+00:00	adorablehelga@hotmail.com	president@capalabascpandc.com.au;fundraising.wg@capalabas	Re: Organiser needed - Father's Day Stall
2021-06-16T08:30:56+00:00	celena_stephen@yahoo.com.au	secretary@capalabascpandc.com.au	Re: PnC May Minutes 2021
2021-06-15T00:42:23+00:00	president@capalabascpandc.com.au	fundraising.wg@capalabascpandc.com.au	Organiser needed - Father's Day Stall
2021-06-15T09:21:00+00:00	president@capalabascpandc.com.au	trish@biggsfamily.com.au	Re: PnC May Minutes 2021
2021-06-15T01:58:19+00:00	president@capalabascpandc.com.au	adorablehelga@hotmail.com;fundraising.wg@capalabascpandc.	RE: Organiser needed - Father's Day Stall
2021-06-15T09:13:11+00:00	janeedyson@googlemail.com	president@capalabascpandc.com.au	Re: Organiser needed - Father's Day Stall
2021-06-10T23:07:44+00:00	webstercf@gmail.com	secretary@capalabascpandc.com.au	Asbestos and Mandatory Training
2021-06-11T02:07:20+00:00	lovely.liz@optusnet.com.au	president@capalabascpandc.com.au	Signed training forms

Treasurer Report to P&C Meeting 27/07/2021

General Business

- ❖ Mother's Day float \$450: Asset- cash on hand reported for transparency and cash movement.
- ❖ \$13.35 of coin collection for the Coin Challenge in 2020 was found by Senior Campus staff.
- ❖ Bayside Packaging invoice \$14.74 was paid twice in error. Was rectified immediately & returned.
- ❖ P&C Main reimbursed Swim main for purchases made by Lorraine's debit card, given her relationship with key suppliers and immediate availability to collect.
- ❖ Xero Accounting Subscription for June is full price- with our non-for-profit status not yet applied. Notified Xero to rectify this immediately, awaiting confirmation and follow-up this week
- ❖ Container for Change 1st contribution, from disco & swim club nights
- ❖ New Bank Statement format (below) to be used, as its in line with QLD P&C Financial reporting guidelines.

Bank Reconciliation Statement for the Month of May 2021

Opening Balance (MAIN ACC)		\$71,954.83
RECEIPTS		
Sales	Fencing Advertising	\$647.25
	Second-hand Uniform Income	\$187.00
Fundraising	Mother's Day Raffle	\$274.05
	Mother's Day Stall Sales	\$2,770.15
	Mother's Day Float (Asset- Cash on hand)	\$450.00
	Krispy Kreme Donut	\$635.00
	Scholastic Book Fair 2021	\$1,124.10
	Scholastic Book Club Issue 3	\$102.00
Returns	Bayside Packaging (Mother's Day stall) duplicate	\$14.74
	Balloons By the Bay refund (faulty light -Disco)	\$28.00
ADD: TOTAL RECEIPTS processed and presented		\$6,232.29
PAYMENTS		
Fundraising	Bayside Packaging (Mother's Day stall)	\$14.74
	Bayside Packaging (Mother's Day stall)- Duplicate	\$14.74
	Wax wraps (Mother's Day stall)	\$72.00
	Scholastic Book Fair 2021	\$1,124.10
	Scholastic Book Club Issue 1	\$177.00
Commbiz fees		\$10.67
MYOB (final account)		\$59.50
Xero Accounting Subscription		\$26.00
Square fees- Mother's Day Stall		\$15.91
Square fees- Second-hand Uniform Shop		\$3.57
Square fees- Krispy Kreme Donuts		\$13.97
LESS: TOTAL PAYMENTS processed and presented		\$1,532.20
Closing Balance (MAIN ACC)		\$76,654.92

Opening Balance (DEBIT CARD)	\$173.29
<i>Nil transactions</i>	\$0
ADD: Total Receipts processed and presented	\$-
Domain Renewal	\$14.75
LESS: Total Payments processed and presented	\$14.75
Closing Balance (DEBIT CARD)	\$158.54

Bank Reconciliation Statement for the Month of June 2021

Opening Balance (MAIN ACC)	\$76,654.92
RECEIPTS	
Sales	Fencing Advertising \$2,205.00
	Second-hand Uniform Income \$140.00
Fundraising	Fundraiser (coin challenge) \$13.35
	Container for Change \$29.20
	Krispy Kreme Donut (Cash \$146/Online \$4,035) \$4,181.00
	Scholastic Book Club Issue 4 \$72.00
ADD: Total Receipts processed and presented on Bank Statement	\$6,640.55
PAYMENTS	
Fundraising	Disco purchases -transfer to Swim Main Acc \$608.42
	Krispy Kreme Donut \$2,978.00
	Scholastic Book Club Issue 4 \$72.00
	Scholastic Book Club Issue 3 \$102.00
	Scholastic Book Club Issue 2 \$60.00
Xero Accounting Subscription	\$52.00
Square fees- Second-hand Uniform Shop	\$2.67
Square fees- Krispy Kreme Donuts	\$88.77
LESS: Total Payments processed and presented on Bank Statement	\$3,963.86
Closing Balance (MAIN ACC)	\$79,331.61

Opening Balance (DEBIT CARD)	\$158.54
<i>Nil Transaction</i>	\$0
ADD: Total Receipts processed and presented	\$-
Australia wide First Aid (Treasurer) - CPR annual renewal	\$45.00
LESS: Total Payments processed and presented	\$45.00
Closing Balance (DEBIT CARD)	\$113.54

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

- As at 31st May 2021: **\$89,448.73**
- As at 30th June 2021: **\$92,550.84**

**CAPALABA STATE COLLEGE AMATEUR SWIMMING CLUB
FINANCIAL REPORT FOR MAY 2021**

MAIN ACCOUNT

OPENING BALANCE @1st May 2021				\$11,742.07	eft/cash
Date	Invoice Number	Deposits	Notes		
		Nil Transaction			
		Total Deposits		\$0.00	
		Expenses			
		Nil Transaction			
		Total Expenses		\$0.00	
		Less outstanding cheques		\$0.00	
		Plus outstanding cheques presented		\$0.00	
		Book Balance @ 30th May 2021		\$11,742.07	

**CAPALABA STATE COLLEGE AMATEUR SWIMMING CLUB
FINANCIAL REPORT FOR May 2021**

DEBIT CARD ACCOUNT

OPENING BALANCE @1st May 2021				\$1,000.00	eft/cash
Date	Invoice Number	Deposits	Notes		
		Nil Transaction			
		Total Deposits		\$0.00	
		Expenses			
1/5/2021		Domino	Pizza for trophy night	\$172.00	eft
		Expenses Total		\$172.00	
		Book Balance @ 30th May 2021		\$828.00	

**CAPALABA STATE COLLEGE AMATEUR SWIMMING CLUB
FINANCIAL REPORT FOR JUNE 2021**

MAIN ACCOUNT

OPENING BALANCE @1st June 2021				\$11,742.07	eft/cash/tfr
Date	Invoice Number	Deposits	Notes		
30/06/21		Tfr from P&C Main Account	Reimbursement for Disco expenses	\$608.42	TFR
		Total Deposits		\$608.42	
		Expenses			
		Nil Transaction			
		Total Expenses		\$0.00	
		Less outstanding cheques		\$0.00	
		Plus outstanding cheques presented		\$0.00	
		Book Balance @ 30th June 2021		\$12,350.49	

**CAPALABA STATE COLLEGE AMATEUR SWIMMING CLUB
FINANCIAL REPORT FOR JUNE 2021**

DEBIT CARD ACCOUNT

OPENING BALANCE @1st June 2021				\$828.00	eft/cash
Date	Invoice Number	Deposits	Notes		
		Total Deposits		\$0.00	
		Expenses			
22/06/21		Amazon Fraud Transaction	Fraud on card xx2541	\$119.60	EFT
30/06/21		Amazon Fraud Transaction	Fraud on card xx2541	\$17.70	EFT
		Expenses Total		\$137.30	
		Book Balance @ 30th June 2021		\$690.70	

P and C Meeting

Monday, July 26th 2021

Principal's Report

Acknowledgement of country

I would like to begin by acknowledging the Traditional Custodians of the land on which we all meet on today, both here and at home, and pay my respects to their Elders past and present.

Nice to see everyone following restrictions!

Operational

The old hall that looks like a new hall is being used quite heavily now! Some of the training that we couldn't do because of glare is now not a problem. The sound proofing has significantly reduced the volume of activities outside the hall as well.

We should have preliminary designs of the new hall in term four, however we still have an estimated completion date of early 2024!

Air conditioning seems to be on track for week five start date.

Restrictions are causing us a little grief. Whenever any restrictions are in place, schools operate under a different guideline, currently level two. Even though masks are the main component in the community, we have a significant list of things to follow. This is why we haven't been having assemblies, which we miss.

Teaching

Kylie Barrett is working through our documented curriculum and has achieved quite a lot in her one term in the role so far.

Her next steps are around consistent unit planning documentation.

Kylie is also leading some work done as part of a regional program for author Lyn Sharratt (Clarity) and Michael Fullen (Deep Learning).

We are really feeling the difference in reduced reporting and the missed parent teacher evening. While the workload reduction was welcomed, we are feeling the lack of communication with parents.

Capability

Spending professional development budget very quickly.

Topics include neuroplasticity and crisis intervention and prevention training.

Partners

Our full-time therapy dog Koko has been transitioning in to the school, starting off with one day per week for a little bit. She is absolutely gorgeous!

Wellbeing

We are investing some of our I4S and spending some of next year's I4S on staffing, just to help with staff AND student wellbeing around class sizes and workloads. The class sizes aren't oversized, but if we can make life easier, we will. We have put another Teacher on the Senior Campus already; and looking for another one on Junior Campus.

Performance

Our preliminary NAPLAN data has been released. We still can't seem to nail paragraphing for some reason! Why??? We are waiting until the final results and moderation has been released before completing any major analysis.