

Capalaba State College Parents & Citizens Association

P&C President: Desma Hsu
president@capalabascpandc.com.au

February General Meeting Minutes

Date: 22nd February 2020
Time: 7:00pm
Where: In-person and Online
Chair: Desma Hsu

Agenda Item	ACTION
1. Meeting Opening Welcome Apologies	Quorum: Yes Meeting opened: 7.02pm Attendees: Desma Hsu (Chair), Chris Webster, Rebecca Grugan, Karen Purdy, Cassandra Aldcroft, Cathy Howie, Trish Biggs, Lachlan Thatcher, Brad Aldcroft, Carlie Freeman, Lukas Spielmann, Karensa Gock, Michelle Martin, Celena Stephens, Lorraine Eggers. Apologies: Brian Gleeson
2. Confirmation of minutes from previous meeting 2.1 November 2020 Minutes	Attachment 1 Amendments: Nil amendments to the minutes as tabled. Approved: Y
3. Matters arising from previous meeting 3.1 Plaques for buddy bench and water cooler 3.2 Year 6 Community Spirit Award 3.3 P&C Meetings as Facebook events	Rebecca asked if we do an Acknowledgement of Country at our meetings. Suggestion agreed to that we shall add Acknowledgement of Country for future meetings (ACTION) . Lachlan said he would add one to his report for this meeting. 3.1 <u>Plaques for buddy bench and water cooler</u> Desma advised plaques installed this afternoon by Keith from Pacific Trophies. Desma will send out photos to members. Trish asked if we could add the photos to Facebook. (ACTION) 3.2 <u>Yr 6 Community Spirit Award</u> Desma advised this award will be presented at the College Investiture Ceremony on 4 th March. P&C are not aware of who the recipient is. 3.3 <u>P&C Meetings as Facebook events</u> Desma advised this action from last meeting is complete.
4. Correspondence Refer to Register	Attachment 2 Correspondence Register accepted as tabled.
5. Table Executive Committee's Report and decisions (if any)	Exec Report Notes: The following Executive Committee decisions tabled – 5.1 2nd Hand uniform shop back to school opening: 5.1.1 To purchase a box of disposable face masks for \$34.99 using the debit card. 5.1.2 Reimburse Desma Hsu \$23.75 for the urgent purchase of coat hangers for the 2nd hand uniform shop and paper for printing. Note debit card holder (Cass) unavailable to make the purchase. 5.2 Increase fence advertising signage from \$68.75/month to \$73.50/month. 5.3 Approve the additional \$29 excl GST for plaque installations for buddy benches x 2 and water cooler (Total expense for cost of plaques and installation = \$92.40 incl GST).
6. Treasurer's Report and Financial Statement	
7. Sub-Committee Reports and Financial Statements Any business arising from Sub-Committee Reports and Financial Statements Swim Club Subcommittee	Treasurer Notes: Attachment 3 The closing of 2020 was worth mentioning, with the success in obtaining a Naidoc grant and the Volunteering Qld grant. Special thanks go to the grants team for this. As of 31 st October 2020, overall P&C Association closing balance \$46,115.77. Detailed in Treasurer's report. Report tabled. Trish asked if we could change the name "Christmas Tree" for the graduation tree, it was a "NSW Christmas Bush", that might be confusing. Michelle said she would adjust. Trish also asked about the debit card limit as she thought it was \$500. Michelle advised that the debit card limit balance is \$1,000 with a max \$500 per transaction as per our P&C procedure and the P&C Qld rulings.
8. Other Reports	

<p>8.1 Grants Working Group</p> <p>8.2 Fundraising Working Group</p> <p>8.3 Second-Hand Uniform Shop</p> <p>8.4 Scholastic Book Club</p> <p>8.5 Student Banking</p>	<p>Swim Club Notes: Attachment 4 Particulars in Swim Club report. Report tabled.</p> <p>Principal Notes: Attachment 5 Particulars in attached report.</p> <ul style="list-style-type: none"> • Lachlan welcomed the committee to 2021 including an Acknowledgement of Country. Lachlan noted that the College is incredibly busy already. • Hall refurbishment on senior will commence shortly with the Investiture the last event held before closing, the school has commenced working with the successful tenderer. School will be working with hall hirers on where they can/will be relocated. • No news on A/C, steps are taking longer than anticipated but it is progressing. • iPad roll out successful on both campuses with another 84 about to hit junior – Lachlan thanked the IT team and Carlie (BSM) for their work in tracking and rolling out so many iPads. Lachlan commented on the engagement by students in the iPad program as being positive. • There will be investment in deeper learning projects – enquiry-based learning with students trying to solve problems in the world. Working with Year 7 students prior to wider roll out. • For staff focusing on workload reduction – we will hear a lot from Lachlan about this, this year. Focusing on staff wellbeing as the holidays didn't really feel like the rest and reset, they normally would. • Developing our expert teacher team to make sure they are the best we have. • Signed on new partnership with READlands program – library program. • Signed on with Talking Families as well. • Reinvigorated relationship with Deadly Choices which dropped off last year due to restrictions for coming on site. • Performance wise there has been amazing growth of 8% (5% benchmark). Upward trend since 2017 and currently at 1016 enrolments. Really close to hitting top academic targets 46.3% A or B (50% target), 80.8% passing exceeded benchmark of 80%. • Ignoring attendance figures from last year due to COVID – looking at new ways this year including “working off site” for students who are up to date. • Great results for Year 12 students, first to go through external exams. The College doesn't get a list of results unless a student chooses to share them. Looking forward to announcing results at the investiture. • Karensa asked about numbers of students on campus – Lachlan said around 480 on junior and 530”ish” on senior. Biggest growth was on the junior campus with an increase in both the Montessori and flexible learning programs. School max capacity is 1100 each campus. <p>Grants Notes: Attachment 7 Karen congratulated the team on \$35,000 in grant money awarded for the soft fall upgrade including removal of bark. Advised that the Executive Committee will be working with the school on this. Karen also detailed and discussed 3 x potential grants upcoming we could apply for and invited the committee to contact her offline if anyone had any ideas or wanted to contribute. Particulars in attached report. Lachlan to send through a list of groups/businesses in the community that hire the school facilities to assist with the grants application (ACTION).</p> <p>Fundraising Notes: The Fundraising Working Group has had a good increase in numbers mostly due to a group of new families to the college who are keen to be involved. Currently we have 39 members and hope to be able to create smaller groups out of that so people can take on different fundraising event and reduce the volunteer fatigue. Upcoming events to be talked about in later agenda items.</p> <p>2nd Hand Uniform Shop Notes: Desma thanked Tina who opened the uniform shop each day in the 2 weeks leading up to school starting. The uniform shop is also open an additional day for first term to give families the chance to purchase. This has been well received.</p> <p>Book Club Notes: Cass reported that Issue 1 was a roaring success with \$1,252 in sales generating \$250.40 in rewards for the junior campus. That's about 30% of the total rewards we received last year alone. Book fair: has been booked for delivery 18th May –</p>
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	<p>pickup 25th May to luckily coincide with National Simultaneous Story Time. Cass encouraged the college to think about how we might use the story time, possibly using the schools live streaming Black Magic Box, to participate and use the Book Fair decorations as a backdrop.</p> <p>Student Banking Notes: School banking resumed in Week 3 with eager students and parents – slow start which is expected at the beginning of the year – 80 students registered with about 20 regular bankers. Small team of parents volunteering. Banking is on Tuesdays – we’ve got a new volunteer Grade 1 parent Xiumei, new CBA bank specialist has come on board who will be visiting the team tomorrow to talk about school banking this year.</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, Student Banking.</p> <p>Moved by: Michelle Martin</p> <p>Any objections: N</p> <p>Approved: Y</p>
<p>9. Motions on Notice</p> <p>9.1 Mother’s Day 2021 Stall</p> <p>9.2 Term 1 Disco</p> <p>9.3 2021 Strategic and Operational Plan</p> <p>9.3.1 2021 Fundraising events – incl. proposed budgets for approval</p> <p>9.3.2 2021 Fundraising projects - introducing the “walk”</p> <p>9.3.3 Review annual contributions</p> <p>9.3.4 Dates for 2021 Discretionary Fund applications</p>	<p><u>Mother’s Day Stall 2021</u></p> <p>Motion: To approve \$1500 budget for the 2021 Mother’s Day Stall. This budget is consistent with previous years.</p> <p>Moved by: Cass Aldcroft</p> <p>Any objections: N</p> <p>Approved: Y</p> <p><u>Term 1 Disco 2021</u></p> <p>Desma advised Term 1 Disco booked in for Friday 19th March 5.30-8.30pm, joined attendance for all P-6. Drumrolled announcement of 80s Disco Party as the successful theme from a Facebook poll. Trish queried why there wasn’t a split attendance like previous years and why preppies were in with the bigger Year 6 kids. Desma advised this is something to trial and is consistent with the College’s move for more community building.</p> <p>Motion: To approve budget of \$800 for expenses for Term 1 Disco</p> <p>Moved by: Cass Aldcroft</p> <p>Any objections: N</p> <p>Approved: Y</p> <p><u>2021 Strategic and Operational Plan – Attachment 6</u></p> <p>Draft plan was sent out to members prior to the meeting. We are focusing on increasing our volunteer base and minimising volunteer fatigue. Noted exciting boost to grants. Last year exceeded fundraising targets mostly due to grants. Explanatory notes for fundraising forecast and actual tables. We would like to open a position at AGM just for social media/marketing.</p> <p>Improvement priorities for 2021</p> <ul style="list-style-type: none"> • Outdoor seating for the Junior and Senior Campus • Second water refill station for Junior campus • Soft fall for playgrounds • The walk • Mural Artwork <p>Cathy mentioned that Dulux and Bunnings Capalaba may be willing to help provide paint for the murals. Cass mentioned that is something the fundraising group could help the school get.</p> <p>Lachlan added that “The Walk” also fits in beautifully with future plans for use of the area between the two campuses.</p> <p>Rebecca mentioned that there are a number of teachers who have asked for a yarning circle over the years. This project can be broken down into stages and done bit by bit as we</p>

fundraise. The yarning circle and the outdoor classroom sections are the parts we will look at fundraising for first as these meet the needs of the whole school community. Rebecca asked if the school allows working bees where parents can come in and help. Lachlan confirmed that this can be done. We have had 2 landscape architects come out on site and have quoted approx. \$5000 to do up the plans that would then break the project into stages that we can sue for grant applications as well. Lachlan mentioned other community groups such as scouts will be able to also utilise this space when the new community hall facilities are built in the future.

Chris asked about security of the area. Lachlan noted that like any garden or school area that is not behind the black fence we rely on the community to do the right thing. Something to consider as part of the works.

The question was asked what the SMT was. Lachlan explained both campuses have Student Management Team made up of captains and class representatives. They do some fundraising and come up with ideas they would like to see happen in the school, like the murals.

Lachlan suggested having a thermometer showing progress towards the fundraising goals for a project. Lachlan to forward on a photo to the exec of one he has seen and liked from another school.

Annual donations to the school, noted absence of Yr 12 formals and Yr 6 shirts. Last year we invited the Yr12 to fundraise with us to generate the \$1000 formal donation and that was a better partnership. For the Yr6 shirts the amount divided between all families was such a small amount (<\$5/family) that it was not providing much of a discount and it needed to be considered if these funds may be better utilised in other areas. Lachlan also talked about the desire to create more leadership opportunities for the Yr5 students to show their leadership abilities and becoming captains the following year. Being a primary campus there are not always a lot of opportunities for this. The students will be looking at creating opportunities to fundraise and still offset the cost of their shirts by working in partnership with the P&C and the SMT. They also have the potential then to raise more than the \$500. Those fundraising groups could present their plans to the P&C for support.

Trish pointed out that when these were put into place it was so that every class would see the benefited as they moved through Yr 6 and Yr 12. Cass confirmed that we are still wanting to work with those students but in a different way. Lachlan pointed out that we need to remember that our budget is not going as far as we would like and have the potential to do even better working with the Yr5 and Yr12 students rather than competing against them for fundraising opportunities. This has the added bonuses of potentially raising more money and the learning and leadership opportunities that come with it as opposed to a handout and creates the partnership and relationships with the parents and students. This is in line with College plans.

Trish raised that as the previous donations were put in place by a motion that motion would need to be rescinded. Desma and Cass confirmed that if the Strategic Plan was approved and accepted tonight that would have the same effect and override the previous motion.

After discussions, adjustments were made live on screen to the Additional Fundraising section of the plan as follows

“The P&C will engage (contingent on volunteers) with the Year 5 and Year 12 cohorts in ways to assist with the Formal fundraising and Year 6 shirt fundraising. With a large focus on student ownership as facilitated by the Student Management Teams on both campuses. It is recommended that the Student Management Teams propose how the support will look and how to engage the P&C for assistance. This concept encourages co-collaboration and student leadership.”

Discussion was had about including floats in the budget section. It was agreed to include floats in a separate column.

	<p>Trish pointed out an error showing the graduation plant was entered in expenses twice.</p> <p>Motion: To endorse the 2021 Strategic Plan and the approved fundraising budgets contained within, pending the removal of the duplicate graduation plant entry in the expenses and the removal of references to the floats in the budget.</p> <p>Moved by: Cass Aldcroft</p> <p>Any objections: N</p> <p>Approved: Y</p>
<p>10. New and General Business</p> <p>10.1 AGM 22nd March 2021 7pm</p> <p>10.1.1 Do we need to hold a General Meeting at 6pm or not required?</p> <p>10.1.2 All positions vacating on 22nd March 2021 for the AGM</p> <p>10.2 New motion – debit card increase for spending the volunteer grant</p>	<p>Cass summarised an email received from Chris suggesting holding a General Meeting before the AGM as per past meetings due to a long gap between the February meeting and the next one if we did decide not to hold it. Better for management and continuity if we kept the March meeting scheduled for the same date as the AGM.</p> <p>There was some discussion around the group if the General Meeting should be before or after the Annual General Meeting. In the end, the group agreed by consensus that the GM should be held before the AGM. Time agreed 6pm GM, 7pm AGM. Noted that there would need to be strict adherence to the timeslots for March.</p> <p>There was a reminder that all positions became vacated at the AGM. Membership forms and nomination forms delayed at this time due to the Department of Education’s expected release of a new constitution. However, if this wasn’t available soon the P&C Executive Committee would just need to release the membership forms in their current format (ACTION).</p> <p>Cass asked for one off permission for the P&C debit card account to exceed the \$500 per transaction and \$1000 card limit for the purpose spending the remaining volunteer grant which included the purchase of a laptop >\$1000.</p> <p>Motion: To exceed the debit card \$1000 balance limit and \$500 spend limit to expend the volunteer grant money.</p> <p>Moved by: Cass Aldcroft</p> <p>Any objections: N</p> <p>Approved: Y</p>
<p>11. Applications for membership and recording of new members</p>	<p>Nil applications for membership received.</p>
<p>12. Date of next meeting</p> <p>13. Close - 8.26pm</p>	<p>Monday 22nd March – online and in-person</p> <p>General Meeting – 6pm</p> <p>Annual General Meeting – 7pm</p>

Minutes prepared by
Cassandra Aldcroft
P&C Vice-President

Certified true and correct by
Desma Hsu
P&C President
Chair

Ratified: 22ND MARCH 2020

Actions Register Updated 4th March 2021

Actions from the previous meeting and those outstanding:	Action Initiated	Update
Issue debit card for the Capalaba State College Amateur Swimming Club debit card bank account to Lorraine Eggers and <u>Brian Gleeson</u> .	22/6/20	COMPLETED Brian no longer requires debit card as he is vacating the Swim Club Treasurer role at the upcoming AGM
Lachlan to follow up on the purchases of the items funded by the Discretionary Fund (arrange photographs) and update the P&C at the next meeting.	26/10/20	Pending photographs
College representatives to review their grants wish list for 2021.	26/10/20	Pending
Cass to follow up with quotes, and should further information be required about the materials, or a visit on site required, Carlie F is happy to liaise with the plaque maker.	26/10/20	COMPLETED Desma met with plaque installer twice to finalise. Additional installation cost organised as an exec decision.
To approve spending on \$98 to renew Lorraine's Food Safety Training through CTA Training Specialists.	23/11/20	Pending – confirming a provider.
To approve the issuing of a \$15 canteen credit per paid registered swimmer to be used by the end of season. This is to compensate for the swim nights missed this season due to pool maintenance issues.	23/11/20	COMPLETED 2/3/21. Families issued with square gift cards via email. Families presented with codes at the swim club on the same night – confirmed successful. Using gift card option to allow for accounting to attribute the gift card as a membership expense not canteen expense.
2 nd Hand uniform shop: Desma to send more information about dates and times where help is required, in a separate email.	23/11/20	Complete. Email not required as Tina volunteered to cover all opening dates and times.
P&C executive to arrange a Facebook post for old uniform donations to the second-hand uniform shop.	23/11/20	Complete.
2 nd hand uniform shop free items. Desma to work with the college to look at moving this box to the College to use as part of their donatable items.	23/11/20	Complete. Decision to keep at the 2 nd hand uniform shop as this worked well during BTS period.
Rewards from Book club. Lachlan to include this as a standard newsletter item to showcase what the College receives.	23/11/20	Pending.
Testing of School Video Conferencing Equipment to accommodate P&C Hybrid Meetings.	23/11/20	Initial test complete. Ongoing – pnc generic login didn't work for Teams. Lachlan following up.
Year 6 Community Spirit award. College to forward on award recipients details for the P&C exec to arrange certificate, purchase of frame and plaque engraving.	23/11/20	Ongoing. Advice received 1/3/21 that the award was not going to be included in the investiture due to oversight with scheduling. Planned for double award to be presented in Nov 2021 for the 2020 and 2021 recipients.
P&C exec to arrange P&C General meetings to be added to FB events.	23/11/20	Complete
P&C exec to add Acknowledgement of Country to future agendas	22/02/21	COMPLETE - LINK added to Agenda template. This video was prepared by the Department of Education and features students.
P&C exec to post buddy bench and water cooler photos on Facebook and email to members.	22/02/21	COMPLETE
Lachlan to send through a list of groups/businesses in the community that hire the school facilities to assist with the grant application.	22/02/21	COMPLETE
P&C Executive Committee release the membership forms in their current format soon if the new constitution / forms don't become available.	22/02/21	PENDING

PnC Correspondence Register Extract for Meeting

Date	From	To	Subject
2021-02-21T10:47:17+00:00	secretary@capalabaswimmingclub.org.au	secretary@capalabascpandc.com.au	report
2021-02-19T04:43:15+00:00	mharr399@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	FW: Simon Salm - Capalaba State College Fete 2021?
2021-02-18T08:31:30+00:00	president@capalabascpandc.com.au	Treasurer@capalabascpandc.com.au;vicepresident@capalabascpandc.com.au;secretary@capalabascpandc.com.au	P&C QLD Insurance Renewal
2021-02-17T00:43:17+00:00	trish@biggsfamily.com.au	president@capalabascpandc.com.au	Re: 150th Anniversary booklet
2021-02-17T00:05:06+00:00	trish@biggsfamily.com.au	president@capalabascpandc.com.au	Re: 150th Anniversary booklet
2021-02-16T23:44:52+00:00	president@capalabascpandc.com.au	barry@biggsfamily.com.au;trish@biggsfamily.com.au;carlylougou@outlook.com	150th Anniversary booklet
2021-02-14T22:09:59+00:00	vicepresident@capalabascpandc.com.au	swimclub.officers@capalabascpandc.com.au	REPLY TODAY
2021-02-12T00:33:39+00:00	president@capalabascpandc.com.au	cheras@gjames.com.au	Fence Advertising - Capalaba State College
2021-02-11T03:12:58+00:00	president@capalabascpandc.com.au	greyn2@eq.edu.au;pandcexecutive@capalabasc.eq.edu.au	Re: 2 Messages from Senior Campus
2021-02-11T01:34:07+00:00	greyn2@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	2 Messages from Senior Campus
2021-02-09T23:49:26+00:00	president@capalabascpandc.com.au	secretary@capalabascpandc.com.au	Fw: Partner Offer - Expressions Fundraising Directory
2021-02-09T22:19:44+00:00	mharr399@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Capalaba State College 2021 Investiture Ceremony
2021-02-09T01:48:29+00:00	mharr399@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	FW: Pls Fwd onto Fundraising Team re Mothers Day 2021
2021-02-08T11:06:54+00:00	president@capalabascpandc.com.au	secretary@capalabascpandc.com.au	Fw: Request your FREE Fundraising Planner! Term 1 Fundraising eMag
2021-02-08T10:55:59+00:00	president@capalabascpandc.com.au	secretary@capalabascpandc.com.au	Fw: \$5000 For Your Local Schools
2021-02-07T22:22:25+00:00	mharr399@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	FW: Mother's Day Stall catalogue
2021-02-07T22:22:21+00:00	mharr399@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	FW: Mother's Day Stall catalogue
2021-02-04T10:26:48+00:00	feedback@messaging.squareup.com	secretary@capalabascpandc.com.au	A customer left you positive feedback (#z5oK)
2021-02-02T23:32:57+00:00	cfree2@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Free tickets for Moscow Circus
2021-02-01T02:35:00+00:00	vicepresident@capalabascpandc.com.au	secretary@capalabaswimmingclub.org.au;treasurer@capalabaswimmingclub.org.au;chairperson@capalabaswimmingclub.org.au;vice-chairperson@capalabaswimmingclub.org.au;secretary@capalabascpandc.com.au	Swim Club Financials November
2021-02-01T00:44:43+00:00	no-reply@containersforchange.com.au	pandcexecutive@capalabasc.eq.edu.au	The Exchange
2021-12-02	Bentley Towels	Capalaba State College P&C	Maketing Material
2021-12-02	Bear and Moon	Capalaba State College P&C	Mother's Day Catalogue
2021-12-02	Autstalian Fundraising	Capalaba State College P&C	Fun Run Marketing
2021-12-02	Smart Gift Ideas	Capalaba State College P&C	Mother's Day Catalogue
2021-12-02	Entertainment Books	Capalaba State College P&C	Marketing Material
2021-12-02	P&C QLD	Capalaba State College P&C	Parent Talk Magazines
2021-05-02	Blue Card Services	Capalaba State College P&C	Withdrawal of Blue Card Application
2021-05-02	Crown Concepts	Capalaba State College P&C	Mother's Day Catalogue
2021-02-18	P&C QLD	Capalaba State College P&C	Insurance Renewal



**CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION**

Treasurer Report to P&C Meeting 22/03/2021

General Business

❖ Nil

Decision to pay outstanding bills

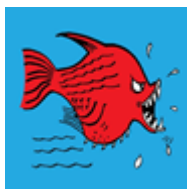
❖ Nil

Treasurer's Report (February 2021)

Opening balance	\$30,069.04
Total Incoming (Credit)	\$ 39,910.74
2nd Hand Uniform Sales Cash	\$ 86.00
2nd Hand Uniform Sales EFT	\$ 512.00
School Banking Contribution	\$ 100.00
Fencing Advertising	\$ 1,443.75
Booklist	\$ 2,483.99
Fete Account Closing balance	\$ 100.00
Book Club	\$ 185.00
Softfall Grant	\$ 35,000.00
Total Outgoing (Debits)	\$ 2,589.59
MYOB Monthly	\$ 59.50
Tfr funds to Main Debit card acc xx3064 (remainder of Volunteer grant funds)	\$ 2,427.44
Pacific Trophies for plaques + install	\$ 92.40
2ndhand uniform square fees	\$ 10.25
Closing Balance	\$67,390.19

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

- As at 28 February 2021 : **\$84,759.06**



Capalaba State College Swim Club Sub-Committee

Report to P and C Meeting 22/03/21

Report

Reviewing a swim club report, we wrote in February 2020 prior to last year's AGM, we were ready to take the club to next level, grow it, improve facilities, the works.

Then COVID-19 hit, and the pause button was pressed. At the start of this season, when COVID was still very active in the community, we started the season with only 30 kids. Since then, its grown it to 46 active swimmers without little to no marketing or awareness campaigns.

We held a Swim Club Committee on Tuesday 10th of March at 7.30pm, actively promoting and inviting all members of the club, and P&C community. We discussed.

- our overall goals and plans for the upcoming 2021/2022 season, including.
 - *grow to 100 active swimmers by 2024.*
 - *work with the school and P&C to offer coaching in the way of learning to swim programs, stroke correction training, and actively advertise this leading up the 2021/22 season.*
 - *Reintroduce club to club carnivals. (once coaching is established)*
 - *Upgrade and improve swimming assets prior to 2021 season (timing system software, lane rope ends, diving blocks, improve speaker cabling etc)*
 - *Reach out and capture sponsorship, and grant opportunities (swim wear etc)*
- Add new members to our subcommittee, which we have started.
- Create an open, and ongoing discussion forum in lead up to the next season.
- Discuss office-bearer positions available.

Other items:

- At time of writing this, we have 46 active swimmers in the club.
- Trophy night is planned for the first Tuesday back of term 2 (20/04/21)
- We have introduced electronic ticketing system in canteen, which has dramatically helped the canteen crew.
- Celena Stephens and Brian Gleeson will not be renominating for office-bearer positions for the 2021/22 season due to other commitments.

Motions

N/A

Treasurer Report:

Main Account

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

OPENING BALANCE @1st February 2021				\$14,181.37	eft/cash
Date	Invoice Number	Deposits	Notes		
2/03/2021	Square	Swim Club Night 02/02/2021	Canteen (\$210)	\$237.88	eft
			Membership (\$60)		
			Merchandise (\$38)		
			Credit Voucher (-\$15)		
			Square Fee (-\$)		
2/05/2021	Cash deposit	Swim Club Night 2/2/21		\$50.50	cash
2/10/2021	Square	Swim Club Night 9/2/21	Canteen (\$)	\$580.25	eft
			Membership (\$)		
			Merchandise (\$)		
			Square Fee ()		
16/02/2021	Cash Deposit	Swim Club Night 9/2/21		\$72.00	cash

17/02/2021	Square	Swim Club Night 16/02/2021	Canteen (\$210)	\$210.92	eft
			Membership (\$60)		
			Merchandise (\$38)		
			Credit Voucher (-\$15)		
			Square Fee (-\$)		
17/02/21	Trans. Monique Williams		Membership	\$60.00	transfer
19/02/21	Cash deposit	Swim Club Night 16/2/21		\$54.50	cash
24/02/2021	Square	Swim Club Night 23/02/2021	Canteen (\$)	\$158.92	eft
			Membership (\$)		
			Merchandise (\$)		
			Square Fee ()		
		Total Deposits		\$1,424.97	
		Expenses			
16/02/21		Transfer to Operating Account		\$967.48	
23/2/21	Cold Display Solutions	Fridge		\$1,130.80	transfer
		Total Expenses		\$2,098.28	

		Less outstanding cheques		\$0.00	
		Plus outstanding cheques presented		\$0.00	
		Book Balance @ 28/02/21		\$13,508.06	

DEBIT Account

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

DEBIT CARD ACCOUNT

OPENING BALANCE @1st February 2021				\$550.16	eft/cash
Date	Invoice Number	Deposits	Notes		
16/02/2021		Transfer from Main Account		\$967.48	
		Total Deposits		\$967.48	
		Expenses			
2/01/2021	Aldi	Consumables		\$166.96	
2/01/2021	Coles	Consumables		\$66.95	
2/08/2021	Woolworths	Consumables		\$5.00	
15/02/2021	Coles	Consumables		\$32.50	
16/02/2021	Aldi	Consumables		\$69.42	
23/2/21	Coles	Consumables		\$65.20	
25/2/21	Randall	Consumables		\$64.16	
27/2/21	The Bread Corner	Consumables		\$14.00	
27/2/21	Go Dollars Capalaba			\$5.99	
		Less outstanding cheques		\$0.00	
		Plus outstanding cheques presented			
		Expenses Total		\$768.91	
		Book Balance @ 17/02/2021		\$748.73	

BUDGET

Operating Budget Consumable	\$	3,000.00
Less Utilised October	\$	793.50
Less Utilised November	\$	343.03
Less Utilised December	\$	45.06
Less Utilised January	\$	61.75
Less utilised February	\$	768.91
Balance as of 28/02/2021	\$	987.75

P and C Meeting

Monday, March 22nd 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.

Operational -

Thank you for working with us in these difficult times; even tonight being kept home by the weather.

Since our last meeting, we have had our investiture since the last meeting; which was lovely. We are working to combine our Investiture with awards night so that we have less events, and when we have them, can have capacity!

The Senior Campus Hall refurbishment has begun.

- Construction fencing has gone in.
- Expected completion date is May.

Air conditioning

- No news yet, it is slowly progressing
- It has been 12 days since my last please speak to me email!

Teaching

We are really focussing on workload reduction and simplest approaches.

We have had positive feedback about parent teacher twice a year and reporting twice a year. I was going to text parent teacher information home this afternoon, but the College website seemed to be having problems.

We are having some challenges around

Capability

Significant amount of work this term around developing Teacher Capacity in classroom management, as well as Montessori skills

Partners

I have been working with PCYC to design the best Outside Hours School Care possible for the new stadium.

Wellbeing

A huge push for me has been staff wellbeing this year. We didn't reset over the holidays and people are already heightened, and when staff are heightened, students become heightened too.

We have so much happening, my reminder for our team is to stop wanting or responding to instant gratification. Take the time to stop, look the information up, get the right answer, and then proceed.

Performance

Our enrolment enquiries continue to come in, with students starting every Monday.

I recently went to Brisbane SHS to see how they handle all of their enquiries, and we are buying the same system.



1

Some ideas – link to curriculum



01 – Behind Montessori classrooms

- Edible garden/Lunch area
- Meditation/reflection space
- Wood working shed
- Under cover outdoor classroom/performance space

02 – Forest School

- Yarning circle / aboriginal artwork and carvings
- Sensory focus – vegetation, walkways, rocks, logs, sandstone materials
- Musical instruments from natural materials

03 – Tree escape

- Water play – creek/bridges/muddy puddles
- Free play area – cubbies, teepees and treehouses
- Natural and regenerative spaces

04 – Connection Corridor to Senior Campus

- Behind new hall – boggy and wet
- Mostly for senior campus uses – tie into senior projects
- Outdoor working kitchen

Each quadrant will have seasonal vegetation planted to emphasize the natural earth cycles

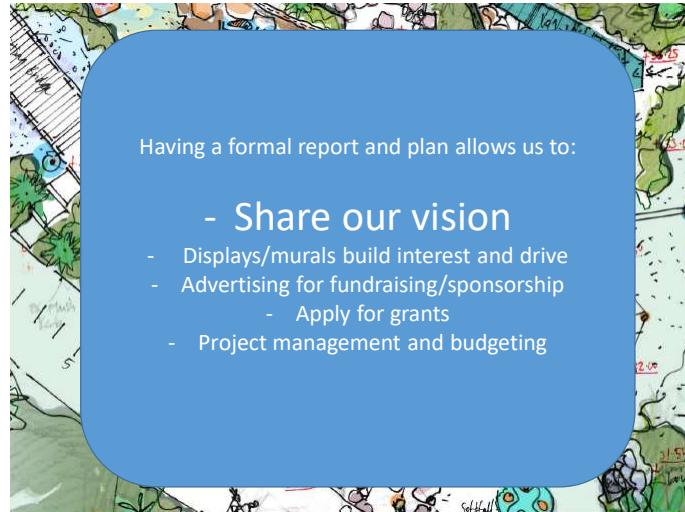
2

The Journey...Part 1

1. Landscape Architect Site visits and scope proposal - **completed**
2. Workshops with Architect (collaboration with students, teachers, indigenous reps, and wider school community to access needs)
3. Site analysis and draft concept diagram (images and proposed layouts of the areas)

OUTCOME Q1 2021:

- Concept Plan and Bubble Map of the Corridor complete with school needs analysis



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The Landscape Architects



ORTERRA



Lat27 Studios - 23rd February 2021

- Multidisciplinary design studio offering services in urban design & strategic planning - ~\$9600

MODE Studios – 12th February 2021

- With 10 studios and over 140 staff, MODE is an international design practice, delivering world-class multidisciplinary outcomes for clients and partners throughout Australia, New Zealand and Asia ~ \$4800

Orterra – 12th March 2021

- Orterra is a Brisbane based Landscape Architecture practice creating spaces where the community and individuals can feel connected to place - ~\$6600

P&C Recommendation: Orterra

“Landscape Architecture has the ability to establish an identity for a community. It enables greater access to the natural spaces around them and creates memorable experiences for all who interact with it. We work across a variety of projects from large to small, with our clients and projects including:

- Schools, kindergarten’s and childcare centres - through our close working relationship with Nature Play Queensland

Our team is agile and we collaborate with our clients through an open and engaged process. We have the ability to pivot and adjust with the evolving needs of a project to achieve big results and make your vision a reality. For all of our projects, the goal has been to deliver not only a landscape that integrates seamlessly with the overall planning and design, but also to enhance biodiversity in a way that our communities embrace. Bringing these projects to life enhances, engages and conserves our culture and environment, and above all, creates Places People Love.”

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