



CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION

P&C President: Cassandra Aldcroft
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Agenda – General Meeting

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

Location: Online – [Meeting Link](#)

Chair: Cass Aldcroft

A/Minute Taker: Cassie Wagstaff

Agenda Item	ACTION
1. Meeting Opening Welcome Acknowledgement of Country Apologies	Quorum: Meeting opened: Attendees: Apologies:
2. Confirmation of minutes from previous meeting July 2022 Minutes	Amendments: Approved: Y/N

3. Matters arising from previous meeting

(List only those items of business that have progressed or completed. If there's further discussion to be had on the topic, move it to general business.)

3.1 Actions Complete

ACTIONS COMPLETE – FOR NOTING AUGUST MEETING			
Approved purchase of a Deskmate Inkpad for Mini Dater for use on Scholastic Book Catalogues	Nicole	7/25/2022	Item ordered and received 16/08/22.
Mandatory Asbestos & Key Messages Training 2022 for P&C members due	Lauren	7/25/2022	Lauren to create a register of members who have completed training & forward list to Carlie. Action complete.
Motion approved for Bunnings BBQ allocation to be modified from the discretionary fund to Murals/Artwork Project for the current AOP. Michelle advised the discretionary fund can already fund up to & including R1 2023.	Michelle	7/25/2022	Motion approved 25/7/22. AOP updated. Action complete.
Containers for Change prize (from Term 2 drive) for Cycle 1. Karensa to liaise with Stuart to determine best date and campus location to set up prize for C1 students.	Karensa	20/06/22	Prize day delivered 12/08/22.

3.2 Actions for updating – *only items with an update or progression to be included. All others remain in the master file.*

UPDATES – FOR NOTING AUGUST MEETING

The hosting renewal for the Swim Club website is due 11th August.	Brad	7/25/2022	Agreement made that we should allow it to expire and transfer any swim club related content to P&C website instead. Update required.
Drop n Go Signs Michelle, Desma & Lauren to contact Main Roads & Police, looking at the other schools' campaign, looking at what we could do as a road safety blitz (flyers etc) and signs. (Lachlan to also possibly send an email)	Michelle, Desma & Lauren	23/05/22	16/08/22 - Lauren sent info through to Lachlan & Carlie to follow up on any new signage requests, as RCC has advised they need the school's direct involvement to proceed.
Junior Disco- Term 1 2023. Can we lock in a date by the end of Term 3 2022 so that planning can commence in Term 4. Lachlan recommended we speak with Deb Wall, re: older students may be able to incorporate ArtsFest assessments with our disco night.	Desma	7/25/2022	17/08/22 - Desma Emailed Mick and Debbie to start the conversation.
Cool water bubbler at Junior library. Michelle to organise quotes etc.	Michelle	7/25/2022	Other suggested areas to consider bubbler placement are in the Red Area or similar vicinity for students on the oval. Still waiting for reps from Civiq, Urban FF and Waterlogic to provide dates and times, they can come out - that matches my availability.
Cassie Wagstaff to be added as a signatory as P&C Secretary. JUNE GM UPDATE – Also include Lauren Phillips as a signatory.	Cassie, Lauren & Michelle	23/05/22	Michelle actioned her part in proceedings. Cassie has been to the bank for ID verification. Lauren still to visit branch to finalise.
To apply an \$800 contribution to Mick Quinn's request for the amplifier purchase as part of discretionary funding round 1 2022.	Cassie & Michelle	23/05/22	Waiting on confirmation of completion
To apply an \$800 contribution to Mel Armstrong's request for the flag poles for junior campus purchase as part of discretionary funding round 1 2022.	Cassie & Michelle	23/05/22	Waiting on confirmation of completion
Rewards from Book club . Lachlan to include this as a standard newsletter item to showcase what the College receives.	Lachlan	23/11/20	16/08/22 - Lauren emailed Nicole to query if photos of recent rewards could be collected and shared. Will share further update when received.
Motion approved to make changes to extend close of R2 discretionary funding and a change of name (to Wishlist Funding). Cass to log request to organise P&C rep to attend staff meetings to market the funding and increase awareness of availability .	Cass	7/25/2022	ASANA request submitted 16/8/22 for date listing - will liaise with P&C volunteers to nominate a date and attend.
Student Welcome Handbook- looking for a volunteer for Senior Booklet.	Cass	7/25/2022	In progress - email sent.

For more information refer to the Actions Register – *see Att 1*

<p>4. Correspondence</p> <p>Refer to Register – <i>see Att 2</i></p>	
<p>5. Table Executive Committee’s Report and decisions</p> <p><u>Exec Decisions since last meeting</u></p> <ul style="list-style-type: none"> • Approved expenses: <ul style="list-style-type: none"> ○ Krispy Kreme Fundraiser Invoice - \$2,677.00 ○ Orterra- New re vegetation area drawings - \$990.00 (Jubilee Grant Spend) 	<p>Exec Report Notes:</p>
<p>6. Treasurer’s Report and Financial Statement</p> <p>Any business arising from Treasurer’s Report and Financial Statement: See attached treasurer report – <i>see Att 3</i></p>	<p>Treasurer Notes:</p>
<p>7. College Principal Report – <i>see Att 4 (will be sent later)</i></p> <p>Includes standing agenda item of Anti-Bullying</p>	<p>Principal Notes:</p>
<p>8. Projects and Initiatives – from AOP</p> <p>8.1 Second Water Refill Station for Junior Campus</p> <p>8.2 Soft-fall for Playgrounds / Rubber (Complete!!!)</p> <p>8.3 Connection Corridor - <i>see Att 5 Budget</i></p> <p>8.4 Mural Artwork / Floor Paintings</p> <p>8.5 Toilet transformations Junior and Senior campuses</p>	
<p>9. Other Activities and Reports</p> <p>9.1 Grants Working Group – <i>see Att 6 Grants Update</i></p> <p>9.2 Fundraising Working Group</p> <p><u>Term 3 – 2022 update:</u></p> <ul style="list-style-type: none"> • Krispy Kremes – 17th August 2022 • Father’s Day Stall – 31st August to 1st September, Online Stall Open Now • Father’s Day Raffle – Open until 31st August • CSC Paint & Sip • Colour Fun Run <p><u>Term 4 – 2022 update:</u></p> <ul style="list-style-type: none"> • Bunnings Sausage Sizzle – 15th October 2022 • Movie Night Fundraiser – 5th November 2022 • Christmas Raffle • Christmas Concert P-3 BBQ / Santa fundraiser 	<p>Grants Notes:</p> <p>Fundraising Notes:</p>

<ul style="list-style-type: none"> • Booklists • Parent End of Year Dinner <p>9.3 Second-Hand Uniform Shop</p> <p>9.4 Scholastic Book Club</p> <p>9.5 Containers for Change <i>see Att 7 Wave of Change Registration</i></p>	<p>2nd Hand Uniform Shop Notes:</p> <p>Book Club Notes: Issues 4 and 5</p> <p>Containers for Change Notes:</p> <p>Motion – To accept and approve all reports presented at the general meeting: Executive, Treasurer, Principal, Grants, Fundraising, 2nd Hand Uniform Shop, Book Club, Containers for Change and the Connection Corridor Project. To be moved by: Michelle Martin Any objections: Y/N Approved: Y/N</p>
<p>10. Motions on Notice</p> <p><i>(Present motions put forward by members prior to the meeting or motions deferred from the previous meeting.)</i></p> <p>10.1 Nil</p>	
<p>11. New and General Business</p> <p>11.1 Year 12 Graduation Plant</p> <p>11.2 Tree Removal <i>see Att 8 Tree Removal Map</i></p> <p>11.3 Cluster Sports BBQ – 21st October 2022</p> <p>11.4 After School Sports Program</p> <p>11.5 General Business</p>	
<p>12. Applications for membership and recording of new members</p>	
<p>13. Date of next meeting September 12th 7pm</p> <p>14. Close</p>	

2022 Meeting Schedule

Term 1		Term 3	
January	No Meeting (school holidays)	July	Monday 25 th – 7pm
February	Monday 28 th – 7pm	August	Monday 22 nd – 7pm
March	Monday 28 th (incl. AGM) – 6pm	September	Monday 12 th – 7pm
Term 2		Term 4	
April	No Meeting (public holidays)	October	Monday 24 th – 7pm
May	Monday 23 rd – 7pm	November	Monday 28 th – 7pm
June	Monday 20 th June – 7pm	December	No Meeting (school holidays)