

Agenda – General Meeting

Date & time: Monday 20th November 2023

Chair: Cass Aldcroft P&C President

Minutes: Cassie Wagstaff & Lauren Phillips - P&C Secretaries

Location: ONLINE ONLY [Meeting Link](#) Meeting ID: 493 538 152 691 Passcode: N9CFgW

ONLINE ETIQUETTE: Please join TEAMS with your Given Name and Surname visible, please turn your camera on.

Meeting Opening

1. Welcome

Acknowledgement of Country
Apologies

Quorum:
Meeting opened:
Attendees:
Guests:
Apologies:

The *SUPER SPEEDY* SECTION – ie. READ before the meeting please!

2. Confirmation of minutes from previous meetings

October GM 2023
October Special Meeting 2023

Amendments: Y/N
Approved: Y/N

3. Correspondence

Refer to Register – see Att 1

Questions: Y/N
Approved: Y/N

4. Matters arising from previous meeting

For more information refer to the Actions Register – see Att 2
(Please note: Only actions completed or progressing to be noted. Some actions with updates may instead be noted in their respective sections later in the meeting.)

- Yr 6 polo shirts preparations for 2024 are scheduled to proceed this term.
- 2024 booklists emailed by the College to families on 24th October.
- Athlete's Foot brochure for 2024 confirmed for distribution & physical brochures in both administrations and uniform shops.
- Repairs to the canteen roller door in the pool area are due to be completed over the coming Christmas holidays.

Questions/Discussion: Y/N

5. Table Executive Committee's Report and decisions

Exec Decisions since last meeting:

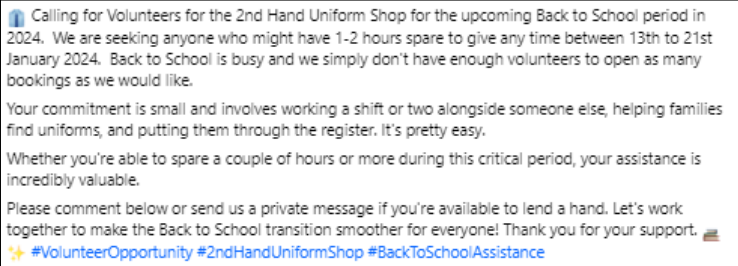
- Approved expenses:
 - \$419.35 Bunnings BBQ supplies for Swim Club
- Improving 2nd hand uniform shop processes:
 - Purchase of a **Honeywell 1250G Barcode Scanner Kit** for use with the P&C Square Terminal at a cost of \$120.78 inclusive of postage.
 - This will save time and effort when trying to look up items of clothing which is really needed especially for the back-to-school effort and reducing volunteer load.

Questions/Discussion : Y/N

6. Treasurer's Report and Financial Statement

See attached Treasurer report – see Att 3 (includes the Connection Corridor Budget updates) and swim club allocations from the main account – see Att 4

Questions/Discussion : Y/N

<p>7. Sub-Committee Reports and Financial Statements</p> <p>Swim Club Update– see Att 5</p> <p>Any business arising from Sub-Committee Reports and Financial Statements</p>	<p>Reports attached for discussion.</p> <p>Questions/Discussion: Y/N</p>
<p>8. Second-Hand Uniform Shop – Coordinator Caitlin Lau</p> <p>Facebook post published 09/11</p> <div data-bbox="135 477 876 741" style="border: 1px solid black; padding: 5px;"> <p> Calling for Volunteers for the 2nd Hand Uniform Shop for the upcoming Back to School period in 2024. We are seeking anyone who might have 1-2 hours spare to give any time between 13th to 21st January 2024. Back to School is busy and we simply don't have enough volunteers to open as many bookings as we would like.</p> <p>Your commitment is small and involves working a shift or two alongside someone else, helping families find uniforms, and putting them through the register. It's pretty easy.</p> <p>Whether you're able to spare a couple of hours or more during this critical period, your assistance is incredibly valuable.</p> <p>Please comment below or send us a private message if you're available to lend a hand. Let's work together to make the Back to School transition smoother for everyone! Thank you for your support. 🙌</p> <p>🌟 #VolunteerOpportunity #2ndHandUniformShop #BackToSchoolAssistance</p> </div> <p>Can you help? Even sparing half hour would be great to contribute towards this.</p> <p>Noting that the team will also be running shop open times in the last week of school, and the week after, to encourage donations/consignment drop offs. We hope to send the school an email that can go out to all families to advertise this and encourage bookings – the shop needs to increase stock before back-to-school period starts 2024.</p>	<p>Questions/Discussion: Y/N</p>
<p>9. Scholastic Book Club – Coordinator Nicole Nicholls</p> <p>Another great year of book club with the final issue out now. Issue 8 orders are due back November 22nd!</p> <p><u>Issue 7:</u> Sales - \$903 Rewards - \$135.45</p> <p>2023 totals: <u>Book Club</u> Sales - \$4602.00 \$690.30 in rewards</p> <p><u>Book Fair</u> Held in May, we had total sales of \$3515.92 over the 3 days! This gave our library \$878.00 in Scholastic rewards which Lesley was able to use at her leisure throughout the year to buy new books and resources.</p>	<p>Questions/Discussion: Y/N</p>

The College and Campus Principals'	
<p>10. College Principals' Report – see Att 6 (will be sent later)</p> <p>Includes standing agenda item of Anti-Bullying</p>	<p>Principal Notes:</p> <p>Questions/Discussion: Y/N</p>

The FUN stuff	
<p>11. Projects and Initiatives</p> <p>11.1. Connection Corridor</p> <ul style="list-style-type: none"> • Yarning circles Junior and Senior Campuses 	<p>Connection Corridor Notes:</p>

- Jubilee grant / Tree planting
- Revegetation

11.2. Mural Artwork / Floor Paintings

- **Containers for Change** - URGENTLY NEED A NEW COORDINATOR. Consider moving to a basic drive on junior campus not a class competition?

There was no C4C drive on Day for Daniel however the bins were utilised. Initially for rubbish from the breakfast club despite the labels on the bins and then for eligible containers. At the end of the day, there was 1.25 bins full of containers and a couple of parents querying why there was no C4C drive.

Jane Catlow and the Year 3 change makers deposited 2205 containers direct to the depot, banking \$220.50 in November. Their dedication to a clean school environment, recycling and seeing the monetary reward for their efforts is inspiring. I hope their good work continues and spreads to include the rest of the campus.

- **Wave of Change Program**

Junior campus: The bins have been handed over to Jane Catlow and Y3. They have moved the bins to monitor it more closely for incorrect use (general rubbish).

Senior campus: SMT have their three bins.

- **Subgroup update – Coordinator Cathy Howie**

11.3. Toilet Transformations Project – see Att 7 Coordinator Cristy Manzano, & Michelle Martin assisting

- **Working Bee Postponement**– 13 & 14 January 2024
- **Motion on Notice:** to approve \$750 budget for working bee weekend, noting expenses listed in *Attachment 1*.
 - Further noting that actual costs will need to be approved by executive prior to incurring due to nil General Meeting in January 2024 and that PowerPass will be used to reduce costs where possible.

Questions/Discussion: Y/N

To be moved by: Cristy Manzano or Michelle Martin

Any objections: Y/N

Approved: Y/N

11.4. Wish List (Discretionary) Funding

- **Round 1 Acquittals pending due 8 December 2023:**
 - J. Robinson - SMT Polo Shirts purchase up to \$800 (excluding GST) - *acquitted pending invoice reimbursement*
 - B. Power - Robot Head Battery purchase - \$168.18 (excluding GST)
 - Y. Gee - Hospitality Equipment purchase up to \$800.00 (excluding GST)
 - A. Cahill - Yungaburra Room Items purchase up to \$550.00 (excluding GST)
 - J. Quinn - Junior Library Furniture purchase up to \$650.00 (excluding GST)
- **Round 2 Acquittal pending due 21 February 2024:**

<ul style="list-style-type: none"> - S. Houlston – Metal signage for Jnr campus purchase up to \$800.00 (excluding GST) 	
<p>12. Other Activities and Reports</p> <p>12.1. Grants – see Att 8 Grants Updates – Coordinator Karen Purdy</p> <p>12.2. Year 6 Graduation Working Group – graduation party set for Dec 8th generous parents are donating \$ to ensure it’s a free event.</p> <p>12.3 Fundraising</p> <p><u>Term 3 – 2023 update - FINAL</u></p> <ul style="list-style-type: none"> - Father’s Day Stall (30 – 31 August) <p>Father’s Day Stall returned a profit of \$1798.97. Pre-stall online sales proved to be popular again this year. Having an online stall and a physical stall is so inclusive, providing parents and carers across both campuses options to participate to their capacity. Many thanks to the many hands that made the Father’s Day stall an enjoyable, accessible and affordable experience for our students.</p> <ul style="list-style-type: none"> - Father’s Day Raffle (18 Aug – 1 Sept) <p>We would like to thank Kass Carter for securing the raffle prize pool of \$997.00. Father’s Day Raffle returned a profit of \$387.45. We are appreciative of the support through ticket sales and donations from our local businesses.</p> <p><u>Term 4 – 2023</u></p> <ul style="list-style-type: none"> - Crazy Colour Fun Run (18 October) – Organiser Nicole Nicholls <p>Update from Nicole: October 18th we held our very successful colour run. Our first since 2017. After raising \$34,707 online after we paid our invoice the total profit from the event was \$24,000. Our most successful fundraiser to date.</p> <p>The whole day went well, there are small things to change for when we run another one such as smaller course, less obstacles and smaller time slots but overall the day went smoothly and kids and adults all had a blast. For complete novices to be running an event like this it was a big success with only minor things to learn from.</p> <p>All prizes arrived promptly and were packed by a few volunteers to get them out to children as quickly as possible. School Fun Run have been an incredible company to deal with.</p> <p><u>2024 preparations:</u></p> <p>Welcome Disco – 9th February 2024 (date claimer) Motion on Notice: To approve a budget of \$3000 to support disco preparations.</p> <p>Mother’s Day Stall 2024 – 8th & 9th May Motion on Notice: To approve a budget of \$3000 to support Mother’s Day Stall 2024 preparations.</p> <p><u>Potential events for 2024</u> P&C members should discuss what potential events should be included for 2024 so that the AOP can be drafted. Thoughts around the following: Term 1</p>	<p>Questions/Discussion: Y/N</p> <p>Discussion of ideas for distribution of funds – noting current projects underway.</p> <p>To be moved by: Cassie Wagstaff Any objections: Y/N Approved: Y/N</p> <p>To be moved by: Cassie Wagstaff Any objections: Y/N Approved: Y/N</p>

<ul style="list-style-type: none"> • Junior Disco – 9th Feb • Bunnings BBQ • Containers 4 Change free dress (need a new volunteer/team!) <p>Term 2</p> <ul style="list-style-type: none"> • Mother’s Day stall – 8th & 9th May • Mother’s Day raffle • Book Fair – 15th-17th May • Containers 4 Change free dress (need a new volunteer/team!) • Krispy Kremes <p>Term 3</p> <ul style="list-style-type: none"> • Father’s Day stall – 27th & 28th August • Father’s Day raffle • Containers 4 Change free dress (need a new volunteer/team!) • Trivia Night <p>Term 4</p> <ul style="list-style-type: none"> • Christmas Concert P-3 BBQ • Christmas Raffle • Containers 4 Change free dress (need a new volunteer/team!) • Booklists <p>Unallocated – highlighting for discussion at meeting</p> <ul style="list-style-type: none"> • Movie night? 	
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Let’s wrap this up.....	
<p>13. Motions on Notice</p> <p>13.1. To accept and approve all reports and updates presented at the general meeting: Executive, Treasurer, Swim Club, 2nd Hand Uniform Shop, Principal, Projects, Grants, Year 6 Graduation Working Group, and Fundraising.</p> <p>13.2. Student Resource Scheme</p> <ul style="list-style-type: none"> • Approval to run SRS 2024 • SRS fees 2024 • Annual SRS Report 2023 	<p>To be moved by: Cassie Wagstaff Any objections: Y/N Approved: Y/N</p> <p>Motion: TBA To be moved by: Lachlan Thatcher or Carlie Freeman Any objections: Y/N Approved: Y/N</p>
<p>14. New and General Business</p> <p>14.1. Christmas Concert and Raffle Sales – We are looking for volunteers who possibly don’t have P-3 children attending who can volunteer for a minimum of 1 hour walking around with the square reader and selling Christmas raffle tickets – please. Kass Carter has also secured a table at 3 local shopping centres to sell tickets over the period 29thNov-8thDec if anyone can help on any of these days too?</p> <p>14.2. Fundraising idea for 2024 – School Pool Solar Heating.</p> <p>14.3. P&C General Meeting Calendar for 2024 – <i>see Att 9 with proposed dates</i> Query: Should Agenda’s be emailed out by the school before every meeting? Encouraging more families to attend?</p>	

<p>14.4. First Day 2024 – Welcome Event – Coffee van or something else? Having it in the staff car park like the last two years doesn’t really work – can it go somewhere else?</p> <p>14.5. TCT discussion – see Att 10 - Tristan Baskerville</p> <p>14.6. Voluntary Contribution Scheme – currently P&C asks for a contribution, looking for ideas to contribute uptake, should we advertise this for a fundraising initiative? Other schools have reported this has increased uptake.</p> <p>14.7. Any other General Business?</p>	
<p>15. Applications for membership and recording of new members</p>	
<p>16. Date of next meeting As noted in Item 14.2., full 2024 date planner (<i>Att 9</i>) attached for review. Excerpt also included below. Proposing to hold our first 2024 GM on Monday 19th February.</p>	
<p>17. Close</p>	

Proposed 2024 Meeting Schedule – so you never have to miss another meeting again!!!			
Term 1		Term 3	
January	No General Meeting	July	No General Meeting
February	Monday 19 th – 7pm ONLINE ONLY	August	Monday 19 th – 7pm ONLINE ONLY
March	Monday 18 th (incl. AGM) - 6pm	September	No General Meeting
Term 2		Term 4	
April	No General Meeting	October	Monday 21 st – 7pm ONLINE ONLY
May	Monday 20 th – 7pm ONLINE ONLY	November	Monday 18 th – 7pm ONLINE ONLY
June	Monday 17 th – 7pm ONLINE ONLY	December	TBD – Volunteer lunch celebration