

Agenda – General Meeting

Date & time: Monday 20th March 2023 6:00pm

Chair: Cass Aldcroft P&C President

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

Location: Met East Meeting Room & [Meeting Link](#) Meeting ID: 493 538 152 691 Passcode: N9CFgW

IF PLANNING TO ATTEND ONLINE – PLEASE RECONSIDER! – WE HAVE OUR MEET AND GREET SCHEDULED 6:30PM AND WOULD LOVE TO SEE YOU IN PERSON. RSVP [HERE](https://www.capalabascpandc.com.au/calendar)

Meeting Opening	
<p>1. Welcome</p> <p>Acknowledgement of Country Apologies</p>	<p>Quorum: Meeting opened: Attendees: Guests: Apologies:</p>
The <i>SUPER SPEEDY</i> SECTION – ie. <u>READ</u> before the meeting please!	
<p>2. Confirmation of minutes from previous meeting February 2023</p>	<p>Amendments: Y/N Approved: Y/N</p>
<p>3. Correspondence Refer to Register – <i>see Att 1</i></p>	<p>Questions: Y/N Approved: Y/N</p>
<p>4. Matters arising from previous meeting For more information refer to the Actions Register – <i>see Att 2</i> (Please note: Some actions with updates may be noted in their respective sections later in the meeting.)</p> <p>4.1 Actions of Note:</p> <ul style="list-style-type: none"> AGM 2023- AGM invite emailed to all college parents on 1/3/23, included membership form for new members. 2023 Memberships- email sent out 8/3/23 for renewing members – showcasing new online form. Easter fundraising not proceeding due to other activities happening and volunteer workloads 	<p>Questions/Discussion: Y/N</p>
<p>5. Table Executive Committee’s Report and decisions</p> <p>Exec Decisions since last meeting</p> <ul style="list-style-type: none"> Approved expenses: <ul style="list-style-type: none"> Commemorative Plaque and Post and Water Bubbler Plaque \$443 + \$143 Commemorative Ceremony (various stores) \$365 Movie Night/Jnr Disco (glow sticks, etc) \$413 Bunnings sausage sizzle (various stores) \$423 Stationery \$50 	<p>Questions/Discussion: Y/N</p>
<p>6. Treasurer’s Report and Financial Statement See attached treasurer report – <i>see Att 3</i> (includes the Connection Corridor Budget update) – noting these figures will not be read out at GM</p>	<p>Questions/Discussion: Y/N</p>
<p>7. Second-Hand Uniform Shop</p> <p>Term 4 consignments paid out 20th February. Seeking nominations at AGM for a second-hand uniform shop convenor.</p>	<p>Questions/Discussion: Y/N</p>

<p>8. Scholastic Book Club</p> <p>Issue 2 2023 - Closes 16th March 2023. Verbal update to occur at meeting.</p> <p>From Term 3 will be switching to online catalogues. Paper catalogues will be available in library and admin on junior. Try this for a term and see if it impacts orders. Will continue to ask the school to send out an email to families for each issue with the catalogue link.</p> <p>Reminder - Book Fair booked from Wed 17th –Fri 19th May 2023. Books to arrive on Tuesday 16th May. Nicole to do a callout for volunteers closer to the event.</p>	<p>Questions/Discussion: Y/N</p>
---	---

<p>The College and Campus Principals'</p>	
<p>9. College Principals' Report – see Att 4 (will be sent later)</p> <p>Includes standing agenda item of Anti-Bullying</p>	<p>Principal Notes:</p>

The FUN stuff – updates ahead of time for March General Meeting due to Meeting needing to finish by 6:30pm

<p>10. Projects and Initiatives</p> <p>10.1 Second Water Refill Station for Junior Campus</p> <p>10.2 Connection Corridor</p> <ul style="list-style-type: none"> • Yarning circles Junior and Senior Campuses • Jubilee grant / Tree planting • Revegetation <p>10.3 Mural Artwork / Floor Paintings</p> <ul style="list-style-type: none"> • Containers for Change update <ul style="list-style-type: none"> ○ Free Dress Day reminder 21st March. ○ Volunteer/s needed. • Wave of Change Program update • Subgroup update 	<p>The two new water chillers have been installed and electrician work completed. The bubblers are now providing our students with fresh, clean, cold water. We have received quote for the plaque to commemorate Swim Clubs kind donation to the school = \$143.00</p> <p>Lastly, we have received a parent donation to install front covers for the bubblers, which will be installed over the next weeks.</p> <p>RFQs sent out, closing date 17th March. Evaluation panel convening 21st March to review responses. Will update more at next GM.</p> <p>Commemorative event scheduled 14th March as part of the Jubilee funding. Tree planting in part will occur as part of Revegetation RFQ. Other part of tree planting planned as part of Nature Play RFQ closing date 17th March. Panel scheduled to convene 21st March to review.</p> <p>RFQs distributed, contractors met with, Evaluation Panel convened 07/03/23 to review and award contract. Contractor notified, pending acceptance. Work scheduled for April school holidays.</p> <p>Email sent out by Lachlan, authored by P&C, on 10/03/22 notifying of combined Harmony Day & C4C Term 1 Drive. Included in email was a call out for assistance. Can anyone from the P&C lend a hand – email karensa@capalabascpandc.com.au If you are available on the morning of the 20th (9:30am - 11:30am) and 21st March (8am-11:30am), we would love to hear from you.</p> <p>Karensa still awaiting confirmation from WoC regarding delivery date for the new bins on both campuses.</p> <p>Subgroup will kick off post AGM. Online EOJ form capturing names of interested people.. Needing keen people to push forward actioning the mural/floor painting project.</p>
---	--

<p>10.4 Toilet Transformations Project</p> <p>10.5 Wish List (Discretionary) Funding – for noting only</p>	<p>Nil update – pending a volunteer post AGM. Included in Online EOI form to capture interested names.</p> <p>R2 2022 Approved 24th October – funding expires 24th April 2023</p> <ul style="list-style-type: none"> Refurbishment of Robot Battery - Bernadette Power, Teacher Librarian acquitted Replace chess boards and pieces. Purchase additional games - Bernadette Power, Teacher Librarian pending acquittal <p>R1 2023 Open Now – closes 2nd May – acquittal due by 15th November 2023</p> <p>R2 2023 – closes 7th August – acquittal due by 21st February 2024</p>
<p>11. Other Activities and Reports</p> <p>11.1 Grants – <i>see Att 5 Grants Update</i></p> <p>11.2 Fundraising</p> <p><u>Term 1 – 2023 update</u></p> <p><u>Term 2 – 2023 update</u></p>	<ul style="list-style-type: none"> Bunnings Sausage Sizzle – 25th February 2023. NP \$2,378.30 with all funds raised to go towards the Mural and Art Project. Movie Night Fundraiser –rescheduled to Saturday 25th March (Wk9) and to combine with the Term 1 2023 Junior Disco Easter fundraiser (wk 10)- see update in actions register – decision made not to proceed. To be accepted as part of the AOP. Nil update.

Let's wrap this up.....	
<p>12. Motions on Notice</p> <p>12.1 To accept and approve all reports and updates presented at the general meeting: Executive, Treasurer, 2nd Hand Uniform Shop, Book Club, Principal, Projects, Grants, and Fundraising.</p> <p>12.2 To accept and approve the 2023 Annual Operating Plan – <i>see Att 6</i></p>	<p>To be moved by: Michelle Martin Any objections: Y/N Approved: Y/N</p> <p>To be moved by: Cassie Wagstaff Any objections: Y/N Approved: Y/N</p>
<p>13. New and General Business</p> <p>13.1 Marsh Insurance claim on spoilt frozen goods</p> <p>13.2 PCYC Update – McKinley Swift (OSHC Co-Ordinator)</p> <p>13.3 Any other General Business?</p>	
<p>14. Applications for membership and recording of new members</p>	<p>Held over to 2023 AGM</p>
<p>15. Date of next meeting Monday 17 April 2023 at 7:00pm</p> <p>16. Close</p>	

2023 Meeting Schedule – so you never have to miss another meeting again!!!			
Term 1		Term 3	
January	No Meeting (school holidays)	July	Monday 17 th – 7pm
February	Monday 20 th – 7pm	August	Monday 21 st - 7pm
March	Monday 20 th (incl. AGM) – 6pm	September	No Meeting (school holidays)
Term 2		Term 4	

April	Monday 17 th - 7pm	October	Monday 16 th - 7pm
May	Monday 15 th - 7pm	November	Monday 20 th - 7pm
June	Monday 19 th - 7pm	December	No Meeting (school holidays)