



CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION

P&C President: Cassandra Aldcroft
president@capalabascpandc.com.au

Minutes – General Meeting

Date & Time: Monday 25th October 7:00pm

Location: Met East Meeting Room & Teams Online

Chair: Cass Aldcroft

A/Minute Taker: Shared between Cass Aldcroft & Desma Hsu

Agenda Item	ACTION
<p>1. Meeting Opening</p> <p>Welcome Acknowledgement of Country Apologies</p>	<p>Quorum: Y Meeting opened: 7.02pm Attendees: Rhys Halma (Guest), Melissa Bennett (Guest), Michelle Martin, Brad Aldcroft, Jane Dyson, Carlie Freeman, Trish Biggs, Aliya Chand, Jessica Kearney (Guest), Cass Aldcroft, Desma Hsu, Lachlan Thatcher, Karensa Gock, Rebecca Grugan, Stuart Greenway Apologies: Chris Webster, Zoya Slavinskaya, Cathy Howie, Ruth Dyer, Cristy Manzano</p>
<p>2. Confirmation of minutes from previous meeting August 2021 Minutes</p>	<p>Amendments: N Approved: Y</p>
<p>3. Matters arising from previous meeting</p> <p>3.1 Father's Day Stall 2021</p> <p>3.2 Father's Day Raffle 2021</p>	<p>Michelle reported an amazing Father's Day stall held this year!! We had a great variety of gift options, which were deemed very successful and popular. Items for the stall were a mixture of purchases as well as kind sponsorships from our local business community and school families. We thank everyone for their help in sourcing, organising, and volunteering on the stall days.</p> <p>Gross sales \$3,319, less COGS \$1,446.45 = Gross profit \$1,872.55. Less expenses (square fees) \$32.64, totals net profit of \$1,839.91</p> <p>Michelle reported that again, another huge success, which was with our Father's Day Raffle. Thank you again to all of those who helped with getting such amazing, sponsored prizes and packs from our local community businesses and school families. Results:</p> <p>A total of 863 out of 1,000 tickets were purchased giving us a total gross sale of \$1,193, with total expenses \$63.57 for Rafflelink and square fees- equated to \$1,129.43 Net Profit.</p>
<p>4. Correspondence</p> <p>Refer to Register – see Att 1</p>	<p>Accepted as tabled.</p>
<p>5. Table Executive Committee's Report and decisions (if any)</p> <p><u>Exec Decisions since last meeting</u></p> <p>5.1 Approved expenses:</p> <p>5.1.1 Safe keys cut and replacement batteries \$19.90 + \$12</p>	<p>Exec Report Notes:</p> <p>Cass highlighted the purchase of the all-in-one, easier to use slush puppie machine. P&C machine ended up at Jnr tuckshop by accident as school also changed providers. Slush Puppie provider will sort out a new machine for P&C – will be housed in swim club and used for events.</p>

<p>5.1.2 Reimbursement – Michelle Martin \$145.40 (Father’s Day Stall)</p> <p>5.1.3 Slush Puppie P/L - \$108.90</p> <p>5.1.4 Wix.com website annual renewal \$157.86</p>			
<p>6. Treasurer’s Report and Financial Statement</p> <p>6.1 Treasurer Reports</p> <p>Any business arising from Treasurer’s Report and Financial Statement: See attached treasurer report – see Att 2</p> <p>6.2 Issue of multiple cards to the P&C Debit Card Account – see Att 3</p>	<p>Treasurer Notes: Michelle reported</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><u>31st Aug 2021</u></p> <p><u>MAIN ACC</u></p> <p>Opening balance \$79,701.77</p> <p>Total Income \$1,873.90</p> <p>Total Expenses \$3,565.58</p> <p>Closing Balance \$78,010.09</p> <p><u>DEBIT CARD</u></p> <p>Opening balance \$51.14</p> <p>Total Income \$1,106.72</p> <p>Total Expenses \$1,028.73</p> <p>Closing Balance \$129.13</p> </td> <td style="vertical-align: top;"> <p><u>30th Sept 2021</u></p> <p><u>MAIN ACC</u></p> <p>Opening balance \$78,010.09</p> <p>Total Income \$5,165.79</p> <p>Total Expenses \$1,635.72</p> <p>Closing Balance \$81,540.16</p> <p><u>DEBIT CARD</u></p> <p>Opening balance \$129.13</p> <p>Total Income \$500.00</p> <p>Total Expenses \$109.11</p> <p>Closing Balance \$520.02</p> </td> </tr> </table> <p>Overall Financial position of Association (sum of all P&C accounts-include sub-committee accounts)</p> <ul style="list-style-type: none"> - As at 31st August 2021: \$91,225.05 - As at 30th September 2021: \$96,032.01 <p>With many of our P&C fundraising and events, the exec team are consistency challenged with only having one Debit Card amongst us especially for incidental expenses and for when we are in the swing of events. Section 4 of the Debit Card Procedure allows for multiple cards, where a valid reason is given. The rationale is to provide a more efficient and effective way of purchasing for the P&C, by allowing each Exec the ability to do so and hence, eliminate (for good) the need for personal reimbursements.</p> <p>No questions from anyone at the meeting.</p> <p>Motion: To approve the issuing of a Debit Card to Michelle Martin and Desma Hsu.</p> <p>Moved by: Lachlan Thatcher</p> <p>Objections: N</p> <p>Approved: Y</p> <p>ACTION Order Debit Cards</p> <p>Jane noted the P&C financial balances and suggested a celebration when bank balance reaches \$100 000. Michelle to let Jane know when we reach that amount. Group agreed to celebrate the achievement. ACTION</p>	<p><u>31st Aug 2021</u></p> <p><u>MAIN ACC</u></p> <p>Opening balance \$79,701.77</p> <p>Total Income \$1,873.90</p> <p>Total Expenses \$3,565.58</p> <p>Closing Balance \$78,010.09</p> <p><u>DEBIT CARD</u></p> <p>Opening balance \$51.14</p> <p>Total Income \$1,106.72</p> <p>Total Expenses \$1,028.73</p> <p>Closing Balance \$129.13</p>	<p><u>30th Sept 2021</u></p> <p><u>MAIN ACC</u></p> <p>Opening balance \$78,010.09</p> <p>Total Income \$5,165.79</p> <p>Total Expenses \$1,635.72</p> <p>Closing Balance \$81,540.16</p> <p><u>DEBIT CARD</u></p> <p>Opening balance \$129.13</p> <p>Total Income \$500.00</p> <p>Total Expenses \$109.11</p> <p>Closing Balance \$520.02</p>
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<p>7. Sub-Committee Reports and Financial Statements</p> <p>Any business arising from Sub-Committee Reports and Financial Statements</p> <p>Swim Club Subcommittee – see Att 4</p> <p>Call for nominations for vacated Swim Club Subcommittee Treasurer Role</p>	<p>Swim Club Notes:</p> <p>Brad reported that Chris has resigned as treasurer and that no swim club families have come forward to nominate for the position. Brad asked if anyone in the meeting would like to nominate. Nil nominations received.</p> <p>Brad reported that has talked to Michelle about taking on position in the absence of nominations. Michelle confirmed she would, thereby nominating to the position.</p> <p>Motion: To remove Chris Webster as Treasurer and therefore removing signatory and Commbiz access, on both the P&C Amateur Swimming Club Main Bank Account and Debit Card Account effective immediately.</p> <p>Moved by: Brad Aldcroft</p> <p>Objections: N</p> <p>Approved: Y</p>		

Motion: To accept the nomination for Michelle Martin to the Swim Club Treasurer role.

Moved by: Brad Aldcroft

Seconder: Rebecca Grugan

Objections: N

Approved: Y

ACTION Update bank

8. Other Reports

8.1 College Principal Report – see Att 5

Principal Notes:

- Yr 12 small group exams start tomorrow
- Quality teachers are difficult to find. Lots of staff absences. Teachers are choosing short-term contracts.
- Challenges with training of short-term staff
- Supporting students with traumatic backgrounds
- Reading, writing and wellbeing partners and volunteers
- Problem solving with regional office re staffing
- Working on Yr12 graduation ceremony. With eased restrictions parents can currently attend
- Air con game of chess
- Busy schedule of events for college
- Recommended change back to campus principals next year
- Opinion survey data separated between campuses
- Development of new hall going well initial plans done
- Asking elders for a word for tournament and a word for north winds for possible naming of the hall. Deadline is meant to be January but saying early 2023 as a more realistic deadline.

8.2 Grants Working Group

Grants Notes: Nil

8.3 Fundraising Working Group

Fundraising Notes:

8.3.1 Term 4 Fundraisers Update

- **Bunnings BBQ** – Requested dates (Aug) were not available, with no other dates available until Feb 2022. It would be a great idea to apply for a spot now, to avoid missing out again and then we can finalise it when we review our fundraising commitments for 2022.
- **Berry Fundraiser** – aim for delivery in December Wed 1st then get the summer fruits as well. Close orders on Nov 23rd. Orders open Tuesday 9th NOV **ACTION**
- **Christmas Raffle** – Letter has been drafted. Next step is Cass and Lorraine to put together a list of business to approach. Rhys said he might also have connections and to keep in loop re: this. **ACTION**
- **School booklists** – sent to Lyle late last week asking for a few changes. Trish mentioned Lyle has posted the partnership on the newsagent Fb page.
- **Santa Photos** – what we had planned isn't going to work looking for other ways to make it work. Lachlan suggested tying it in with next year's Christmas concert, the group was receptive to this idea as it could work well. For this year, no volunteer to organise however Karensa may have a contact she will explore and get back to us. **ACTION**

8.4 Second-Hand Uniform Shop

2nd Hand Uniform Shop Notes: No updates.

8.5 Scholastic Book Club

Book Club Notes: Reported by Cass on behalf of Nicole.

Issue 6 sales were minimal due to a delay in receiving our catalogues. The delay meant they were not issued to students resulting in very few sales.

Issue 6 Totals Sales - \$191 Rewards - \$38.20

Issue 7 of book club was a great one with total sales of \$1055.00. This provided us with \$211 in rewards. We are now awaiting the orders arrival to be issued to students.

Issue 8 catalogues, which will be the final issue for 2021 are due to arrive in a couple of week time.

8.6 Containers for Change

Containers for Change Notes: Reported by Karensa.

- Another roadblock
- Received a response and conversation with Thomas.
- Checked with venders that information was still current, and it was.
- Spoke to other schools who are running it successfully.
- Went to containers for change forum.
- AMR offer best solution even though they don't have bins to leave on campus. Suggested to have donation drives throughout the year with free bags and container picks up etc. AMR offering a lot of support
- Thomas now moving to senior campus, so Vicki is taking it on.
- Can possibly do free dress days that they bring container donations instead of gold coins.

8.7 The Walk/Connection Corridor Project – see Att 6

The Walk/Connection Corridor Notes: Cass reported on behalf of Zoya.

- Debbie has been on site and is in conversation with Carlie addressing maintenance and groundskeeping questions
- Site survey has been completed
- Draft proposal of the CC will be ready Nov 6th
- Planning Draft Proposal meeting that is open for anyone involved with the CC to attend. This meeting will review each quadrant of the walk, outlining the vision and reasoning for the layout. This is a chance for the teachers to have a good feel of what the space can be used for. Inspiration for ideas is sure to follow. Final draft with revisions from this meeting will be available in the 2 weeks following the meeting. Proposed day Nov 9th in the evening. On school grounds with Ms Teams video. Fee: \$350. Asking the P&C to approve the cost and date.

Michelle reported on finances for CC.

- Total raised so far ~~\$9,105.33~~ \$7,183.18 (correction to reflect Disco profits shared 50/50 with Discretionary Fund)
- Budget (approved GM March 2021) for P&C contribution \$6,600
- Payments made: \$4,625, remaining balance \$1,975

Motion: to pay \$350 towards the consultation evening with Debbie (Orterra)

Moved By: Michelle Martin

Objections: N

Approved: Y

ACTION

Motion: To accept and approve all reports presented at the general meeting: Executive, Treasurer, Swim Club, Principal, Grants, Fundraising, Book Club, Containers for Change, and the Connection Corridor Project.

To be moved by: Michelle Martin

Any objections: N

Approved: Y

9. Motions on Notice

Motion: To approve the expense of \$98 for 2 x half slab cakes for World Teacher's Day Cakes.

<p>9.1 World Teacher’s Day – Friday 29th Oct – P&C funding cake</p>	<p>To be moved by: Desma Hsu Any objections: N Approved: Y</p> <p>Karensa has volunteered to collect the cakes on Friday morning and deliver to each campus admin office by 9.30am. Cass to contact Karensa outside of meeting to organise payment of cakes. ACTION</p>
<p>10. New and General Business</p> <p>10.1 Discretionary Fund (one application received – Att 7)</p> <p>10.2 Connecting with new families</p>	<p>Cass reported we have only received one application, which has been awarded two of our fundings in the past. Expressed concern that we don’t seem to be generating interest or applications from our staff and asked the college if we can look at how to improve this. Lachlan reported that the issue could be that it is coinciding with setting budgets for next year and will provide P&C some idea of more appropriate dates for 2022 for inclusion in P&C AOP.</p> <p>Motion: To approve the grant application by Bernadette Power for the senior campus library project to purchase 3D printer, funding of \$800 from the discretionary fund.</p> <p>To be moved by: Desma Hsu Any objections: N Approved: Y</p> <p>ACTION</p> <p>Desma reported asking for the support of the committee to host a “tears and tissues” type event. On the first day of the new school year, particularly for Prep parents but all would be welcome. We would like to have a coffee van or something available with P&C representatives there to chat with Parents. Other ideas or suggestions for this event are welcome.</p> <p>The group discussed the idea. Trish suggested to make sure it was out of view of the preps on the day. Lachlan suggested of hosting it on the grassed area in from of the admin office and that there may be a possible partnership opportunity with RACQ Bank as a sponsor for the event. ACTION</p> <p>Desma asked Lachlan about any upcoming kindy visits that a P&C rep could attend to give info about P&C and the first day event? These is only one left on Wednesday this week and Lachlan will send the information through to Desma. ACTION</p> <p>Other opportunities would be up day with Prep families on Wednesday of week 10 and stationary drop of days before school starts next year.</p>
<p>10.3 School families’ experiences with Bullying for open discussion with P&C members and college representatives</p>	<p>Presentation by Rhys Halma on retelling his story – experiences with his child being bullied at school. Rhys covered the following:</p> <ul style="list-style-type: none"> • gave some background on himself • talked about how his child is expressing what is happening to her and what sort of experiences she has had • general observations him and Melissa have seen • the College’s Action plan against Bullying • suggested Actions that the College could take, including actions partnering with families • acknowledged the role that families also have in addressing the issues <p>Post presentation there was discussion amongst the group which included sharing of experiences amongst parents – their own children either being subjected to or witnessing bullying. The group discussed thoughts on suggested actions and how it is necessary that addressing bullying is a collective effort and part of the change needs to be open honest conversations – the topic should not be taboo.</p>

	<p>Everyone was thanked for their heartfelt sharing and Rhys especially thanked for such a courageous and considered presentation to the P&C.</p> <p>The group decided to add Bullying as a standing agenda item to keep the conversation. Not to have a working group right now, but reconsider this before the 2022 AGM.</p> <p>The group acknowledged the desire and need for parents to connect however and provide support for each other, Cass to organise a catch up “Parent Connect” outside of the meeting as a way of parents and caregivers getting this connection with each other and identifying how we can support one another. ACTION</p> <p>Michelle mentioned her connection and offer from Kids Help Line and Parent line to do a Parent training on support children through these issues before the next meeting at 6 pm. The group agreed that this was a good idea. ACTION</p>
10.4 Action Register	Cass quickly ran over any items in the action register not already covered off. Notes updated within register itself.
11. Applications for membership and recording of new members	Nil received
12. Date of next meeting Monday 22 nd November 2021 - 7pm	Last meeting for 2021
13. Close	8.57pm

Minutes prepared by

Desma Hsu
P&C Vice-President

Certified true and correct by

Cassandra Aldcroft
P&C President

Actions Register

Actions Register Updated 26th October 2021 Actions from the meeting and those outstanding:		Initiated	Update
To approve spending of \$98 to renew Lorraine’s Food Safety Training through CTA Training Specialists.	Swim Club	23/11/20	UPDATE Grant unsuccessful, swim club to proceed with booking the training as required.
Rewards from Book club. Lachlan to include this as a standard newsletter item to showcase what the College receives.	Lachlan	23/11/20	Lachlan to talk to Leslie about getting photos
Testing of School Video Conferencing Equipment to accommodate P&C Hybrid Meetings.	Lachlan & P&C Exec	23/11/20	Initial test complete. Ongoing – P&C generic login didn’t work for Teams. Lachlan following up. UPDATE Will retest after new sound equipment installed (expected before November meeting)

Year 6 Community Spirit award. College to forward on award recipient's details for the P&C exec to arrange certificate, purchase of frame and plaque engraving.	Lachlan	23/11/20	UPDATE School have advised they have located the perpetual plaque. This needs to be updated with plaques from the last 2 recipients.
Connection Corridor masterplan. - begin engagement of Orterra	Zoya	22/03/21	UPDATE Surveyor work complete
Follow up college staff re Containers for Change	Lachlan	31/5/21	Pending
Add images to uniform catalogue / dress code as per minutes	Carlie	31/5/21	Pending
Start a college working group around sustainability / recycling etc	Lachlan	31/5/21	Pending
Trivia Night 2021	Bec	23/8/21	UPDATE 2021 event not going ahead. Planning to begin for a 2022 event
Swim Club – updating COVID safe plan	Brad	23/8/21	Pending
Swim Club – lane rope replacements, working with school	Swim Club	23/8/21	UPDATE Carlie F recommend in getting new reel as well – new wheels, brakes etc – speaking to companies reels and lane ropes etc recommend new reel. Would prefer to get a new reel than try to fix it with parts – new ones are lighter (made aluminium), new wheels and brakes. Up to total \$7,500 total expense combined (Swim club to contribute up to \$3,750).
Bunnings BBQ	Michelle	23/8/21	UPDATE Unable to get date until Feb 2022. Michelle to lock in a date
Berry Fundraiser 2021 – Cass to call out to Fundraising Group for help	Cass	23/8/21	UPDATE Cass to book in date, request has been sent to vendor 26/10/21
Christmas Raffle 2021	Cass & Lorraine	23/8/21	Pending
Debit Cards – order Debit Cards	Michelle & Desma	25/10/21	Pending
Bank account \$100k –let Jane know when reached	Michelle	25/10/21	Pending
Update Swim Club Bank Account signatories	Michelle	25/10/21	Pending
Santa Photos – Karensa to follow up an idea and get back to exec team	Karensa	25/10/21	Pending
World Teachers' Day Cakes – Karensa and Cass to chat about payment. Karensa to collect and deliver a half slab to each campus Friday 29/10/21 before 9:30am.	Cass & Karensa	25/10/21	Pending
Discretionary Fund –notify successful recipient	Cass	25/10/21	Complete – emailed 27/10/21
First Day of School connection event – Exec team to start looking at	Exec Team	25/10/21	Pending
Kindy Visits – Lachlan to organise with Desma for P&C to attend	Lachlan & Desma	25/10/21	Pending
Parent Connect – Cass to chat to Rhys and organise a parent get together to support families	Cass & Rhys	25/10/21	Pending
Kids/Parent Helpline –organise a Parent session at 6pm – 1hr before the next GM 22 nd Nov.	Michelle	25/10/21	Pending