



**CAPALABA STATE COLLEGE**  
PARENTS & CITIZENS ASSOCIATION

**P&C President:** Cassandra Aldcroft  
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## Minutes – General Meeting

Date & time: Monday 28<sup>th</sup> February 7:00pm

Location: Online

Chair: Cass Aldcroft

A/Minute Taker: Desma Hsu

Agenda Item	ACTION
<p><b>1. Meeting Opening</b></p> <p>Welcome Acknowledgement of Country Apologies Request for minute taker</p>	<p><b>Quorum:</b> Yes <b>Meeting opened:</b> 7.01pm <b>Attendees:</b> Cassandra Aldcroft, Michelle Martin, Desma Hsu, Rebecca Grugan, Stuart Greenway, Trish Biggs, Karen Purdy, Lachlan Thatcher, Tristan Baskerville, Cristy Manzano, Zoya Slanvinskaya, Lorraine Eggers, Brad Aldcroft, Jane Dyson. <b>Guests:</b> Emma Duckering, Marc and Alisha, Tina and Paul Stewart <b>Apologies:</b> Cathy Howie, Carlie Freeman, Stuart Houlistan</p>
<p><b>2. Confirmation of minutes from previous meeting</b> November 2021 Minutes</p>	<p><b>Amendments:</b> Nil <b>Approved:</b> Y</p>
<p><b>3. Matters arising from previous meeting</b></p> <p><b>3.1</b> First Day 2022 – Coffee Van Welcome – Reschedule</p> <p><b>3.2</b> First aid courses for students update - Cristy</p>	<p>Cass thanked Lachlan for arranging the coffee van. Members discussed if we should reschedule for this term or maybe the start of Term 2? Members agreed to reschedule for Day 1 Term 2.</p> <p><b>ACTION:</b> Lachlan to contact RACQ bank to organise new date for coffee van.</p> <p>Lachlan has been chatting with the First Aid organisation directly. The school team have picked where in the curriculum this will fit and will organise directly with the company.</p> <p><b>ACTION:</b> Lachlan will come back to next meeting with details.</p> <p>Suggestion was made that possibly P&amp;C could pay the cost which is a gold coin donation per student. Members agreed to consider this when date and numbers advised at next meeting.</p>
<p><b>4. Correspondence</b> Refer to Register – see Att 1</p>	<p><b>Questions:</b> Nil <b>Approved:</b> Y</p>
<p><b>5. Table Executive Committee’s Report and decisions</b></p> <p><u>Exec Decisions since last meeting</u></p> <p><b>5.1</b> Approved expenses:</p> <ul style="list-style-type: none"> <li>Orterra Pty Ltd- Corridor Connection (Stage 1 Site Visit and Part Payment for Stage 3 Draft Concept) \$1,705</li> </ul>	<p><b>Exec Report Notes:</b></p> <p>Cass reported. Noted purchase of sausages for Swim Club sausage sizzle night \$15.50 charged to P&amp;C Debit card, with immediate reimbursement from Swim Club.</p> <p><b>Questions:</b> Nil</p>

- Reimbursement: Karensa Gock (purchase of Worlds Teachers Day cake) \$98.00
- Bayside Packaging – ribbon \$7.13
- Orterra Pty Ltd- Corridor Connection (Final Payment Stage 3 and 4 Concept design & report) \$4,345
- MMEIC Aboriginal Corporation- Connection Corridor \$160
- Coles (purchase on behalf of Swim Club - sausage sizzle nights) \$15.50
- 2<sup>nd</sup> Hand Uniform Consignments (9,15,68,126 &194) \$524.25
- Office Works (photocopy paper) \$19.75

## 6. Treasurer's Report and Financial Statement

Any business arising from Treasurer's Report and Financial Statement:

See attached treasurer report – see Att 2

### Treasurer Notes:

30<sup>th</sup> Nov 2021

MAIN ACC

Opening balance \$78,425.46  
 Total Income \$165.00  
 Total Expenses \$1,923.03  
 Closing Balance \$76,667.43

DEBIT CARD

Opening balance \$344.43  
 Total Income \$2448.50  
 Total Expenses \$152.30  
 Closing Balance \$2,640.63

31<sup>th</sup> Dec 2021

MAIN ACC

Opening balance \$76,667.43  
 Total Income \$4,279.00  
 Total Expenses \$6,742.98  
 Closing Balance \$74,203.45

DEBIT CARD

Opening balance \$2,640.63  
 Total Income \$94.30  
 Total Expenses \$2,393.50  
 Closing Balance \$341.43

31<sup>th</sup> Jan 2022

MAIN ACC

Opening balance \$74,203.45  
 Total Income \$12,271.50  
 Total Expenses \$598.38  
 Closing Balance \$85,876.57

DEBIT CARD

Opening balance \$341.43  
 Total Income \$0  
 Total Expenses \$0  
 Closing Balance \$341.43

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

- As at 30<sup>th</sup> November 2021: **\$95,762.08**
- As at 31<sup>st</sup> December 2021: **\$91,114.00**
- As at 31<sup>st</sup> January 2022: **\$103,198.89\***

\*Allocated funds of \$49,975.18: Connection Corridor (\$14,975.18) and Softfall project (\$35,000)

Questions: Nil

**7. Sub-Committee Reports and Financial Statements**  
Any business arising from Sub-Committee Reports and Financial Statements

Swim Club Subcommittee – see Att 3

Financial Report only

Stuart advised of his intention not to renominate at the AGM and thanks to all, reflecting on his time with swim club over the last 27 years involved in P&C and swim club.

**Questions:** Nil

**8. Other Reports**

**8.1 College Principal Report – see Att 4**

**Principal Notes:**

- Thanked Stuart Greenway on behalf of the college, so thank you for his massive effort and for being one of the longest running volunteers.
- Welcomed leadership team, Stuart Houlston as the Junior Campus Principal, Tristan the Principal of the Senior Campus, Tristan was with us last year as a deputy principle and has stepped up into the Principal position. We welcome Amy and Trent to the Junior campus. Amy looks after P-2 and Trent looks after 3-6 and on the senior campus we continue to have Thomas McKenna looking after years 7 and 11. Elliott Duncanson joins us looking after year 7 and 10 and Vicki Kelly continues with us in year 9 and 12.
- Air conditioning program has finished.
- Junior campus well staffed. Senior campus has been working hard to top up staffing – not a great way to start the year – almost back at full staffing.
- We are talking about best practice teaching in schools. We've been talking about really good quality case management, quality use of data and how to make learning ideas really visible in the classroom. So we've been talking about what's called the third teacher, and that's the classroom space, making sure that all of that, all of the actual visuals, are meaningful and developing as a learner, not just pretty pictures. The inquiry program so scholars for example, is using it a teaching style called deep learning or inquiry based learning.
- We've been doing a lot of vocational education training, in particular, in year 10, 11 and 12 and then for the rest of the college, our focus for this year's professional development is really around training from within.
- One of our big focus is for capability building this year.
- Looking at new partnerships and speakers for student wellbeing this year. Will rotate speakers on subjects such as cyber safety.
- Wellbeing is a huge focus. Attendance has been great at over 90%
- The team are also working on our response to bullying, so we had taken a couple of steps there to start getting that that information from parents. So the parents could sit with their children and report the bullying together with the number of structured questions. Amy, on the junior campus was a former guidance officer. And so was Elliot on a senior campus. They're putting a little bit of education into a little bit of why. A lot of the focus is still on making things right, not necessarily just focusing on a consequence for the other kid. So repairing damage done, repairing relationships, things like that (restorative processes).
- The admin team as soon heading off to do some more training around working smarter with their admin officers and the goal of that is around firstly maintaining work life balance, but also around making sure that they're really visible in the classrooms.

**8.2 Grants Working Group – see Att 5**

**Grants Notes:**

Grants open at the moment: Council, the Regional Area Development Fund, \$10,000; and Indigenous languages and arts program for \$25,000.

Looking at the mural project which has been discussed by the P&C last year in February. The project will include workshopping ideas.

All P&C members invited to be involved, especially if have ideas or have contacts who are artists.

Lachlan supports the project, also suggested checking in with the elders MMEIC as well. Some of our murals that would desperately benefit from a nice refresh but may just need some permissions.

**ACTION:** Karen to email Lachlan to organize a site walk through to scope out the project.

### 8.3 Fundraising Working Group

#### Term 4 Fundraisers outcomes

- Christmas Raffle
- Fresh Berries
- BTS Hair Accessories

#### Term 1 – 2022 update

- Junior Disco
- Hair Accessories
- Easter – Homestyle Bake Fundraiser

### 8.4 Second-Hand Uniform Shop

#### Fundraising Notes:

#### Figures for Fundraisers

- **Christmas Raffle:** We sold 1224 tickets, total revenue \$1909, less \$105 rafflelink fees = \$1804 total profit
- **Fresh Berries:** Sales \$2,375 less Berry purchases \$2,152 = profit \$223. We would recommend not running this fundraiser again as it was very high effort for low incoming.
- **BTS Hair Accessories:** CSC has earned \$93.88 from 9 orders totalling \$469.40 in sales. This is a low effort fundraiser which we think should continue and hopefully will become more popular over time.

#### Term 1 2022 update

- **Disco** – Desma is in discussions with Mick Quinn about a possible date, due to delays in the start of this term. Lachlan advised no Disco for Term 1 but support for another Term date.
- **Hair Accessories** – orders close Sunday.
- **Easter – Homestyle Bake Fundraiser** – will be advertising closer to the date. Pickup last week Term 1 on the Wednesday.

#### 2<sup>nd</sup> Hand Uniform Shop Notes:

Desma reported it was a very busy time at the 2<sup>nd</sup> hand uniform shop in the lead up to the start of school. Due to restrictions and volunteer availability, successfully operated a booking appointment only system. Booking system will continue. Niki will still be there as often as possible on Thursday afternoons from 2.20pm-3.30pm to allow for walk ins although we are still advertising as bookings only at this time. Each volunteer has access to the booking calendar so they are able to manage their own bookings and availability. If you are able to commit some time to helping out it would be greatly appreciated. You can be set up in the system and you can just commit to whatever days and times suit you, it doesn't need to be a weekly commitment.

Trish asked if we have considered doing the 2<sup>nd</sup> Hand uniform shop online. Desma explained that we have thought about it, but with the second hand, uniforms is really hard. As we would have to individually photograph and list every single item because there's the sizes aren't consistent because of different batches. There's things with marks or button missing etc. It's really time consuming laborers thing for us to do. We would love to, but with the second hand ones, it's a big job, unless somebody wants to take it on.

Trish suggested solution may be creating a facebook marketplace style of selling platform where parents can sell them and then parents can sell their own uniforms to take their own pictures or whatever. The idea could be considered however the P&C wouldn't get anything out it financially unless we could find a way to sell on consignment.

### 8.5 Scholastic Book Club

#### Book Club Notes:

Cass reported on behalf of Nicole. Issue 1 had \$744 total sales generating \$148.80. Issue 2 catalogues are scheduled to reach classrooms this week.

Considering there are pretty much no orders on senior campus, we're suggesting reducing their catalogues quite significantly and just put some in the library and then offer it online only.

### 8.6 Containers for Change

#### Containers for Change Notes:

Karena reported that she met with Leslie who mentioned that she's looking at passing C4C to another teacher or the Student Council. She spoke about the need to educate students on not wasting their poppers and drinks as the children that are currently collecting have to empty those, so waste of product, wastes of parent's money and then also the additional job to empty them out.

And also letting them know where the collection points are in, possibly making something more permanent as opposed to just putting it out and collecting it all the time.

We also spreading the message about the sustainability of the containers with change scheme.

Requested to announce at parades and also getting more of the Student Council involved in that, if that's possible. We also discussed the drive days and that drive days would be run as class competitions, with prizes going to the class with the highest container donations and the drive days would be In Sync with free dress dates. Drive days, assigned one per term with the schedule for when to email parents and carers for Facebook reminder, and also include the spiel for the email and the post. Confirmed this needs to be emailed through to Lachlan for approval.

The first free dress day coming up is Harmony Day, March 21st, followed by Epilepsy Awareness March 25th. So one of those two days could be the first.

Karena also that suggests that the PNC focused more on the drive days and that the environmental unit focus on the day to day, week to week collection.

A dedicated group of C4C champions that would like to remain anonymous deposited \$871.90 into the P&C account. For containers for change.

**ACTION:** Karena to email Lachlan re collection drive dates. Cass to add drive dates to welcome book and events calendar once approved.

## 8.7 The Walk/Connection Corridor Project – see Att 6 Updated Budget

### **The Walk/Connection Corridor Notes:**

Zoya reported the connection corridor meeting was last week and has been in contact with Debbie with a few of the actions that we came out of it and those actions would be that we're going to focus on using the grant money on regenerating that Creek area by the senior school.

Then we're going to look into connecting with the elders about the Yarning circle and get that process started because we recognize it might take a little while.

Minutes will be sent out sometime this week with some follow up questions for Carlie and Lachlan, and budget proposed going forward once we have ironed out up the projects a little bit. Looking for anyone who might be interested in any of the projects going forward as maybe leads of the project for Multimedia and marketing poster creation.

If anyone has any idea who might want to sponsor or be part of the project too, just let me know.

Rebecca reported that we are waiting on the link from Andrew Lamming for the Jubilee grant to go for \$10,000. In his public post Andrew has stated that one school from every suburb that he covers in Bowman will be guaranteed the grant. We need to clarify if it is the P&C or the school that need to apply for the grant. Lachlan has today received information about this and will forward to the grants team **ACTION**.

Lachlan confirmed he is happy for this grant to go towards the connection corridor project.

**Motion** – To accept and approve all reports presented at the general meeting: Executive, Treasurer, Swim Club, Principal, Grants, Fundraising, 2<sup>nd</sup> Hand Uniform Shop, Book Club, Containers for Change and the Connection Corridor Project.

**Moved by:** Michelle Martin

**Any objections:** N

**Approved:** Y

## 9. Motions on Notice

### 9.1 2022 Annual Operating Plan – see Att 7

- 2022 Fundraising events – incl. proposed budgets for approval
- 2022 Fundraising projects - introducing the “toilet transformation project”
- Review annual contributions
- Dates for 2022 Discretionary Fund applications

Desma provided a brief summary of the Toilet Transformation. We're looking at a project in some ways similar to the mural project as in it's going to be a big project, but regenerating the bathroom spaces on both junior and senior campus, there's a lot of issues with kids not wanting to use the school toilets and for various reasons it's all sort of in the information we've put there. Where we're coming from is to try and make these spaces beautiful to make them uplifting and a place that the students can be proud of and then want to maintain and keep them clean and which basically solves a lot of some of the challenges that are going on there.

Trish asked what the what the regeneration would entail, clean up and paint or fixing such as toilet doors and having longer walls in between.

Desma advised there will be consultation with parents, students and the school to see what other issues that they want tackled so we can consider issues that are brought up to put in our proposal and it will depend on what funding we can get as this is a project will be completely funded by grants and donations. It's not something that's coming out of PNC funds.

Cass added we are looking at getting brushes and paints donated and we will work with the school to see if there's any infrastructure issues that perhaps they have a budget to pay for to incorporate in the whole project.

Lachlan added that each block is different as well and will have different needs. He and Carlie have an infrastructure plan that they hope to share with us next month. With the hope of eventually converting a number of toilets to not be like internal spaces, so that they're just like when you go to the parks and the toilets open up onto the wash area. So we'll need to work together so we don't want to waste money putting murals into those areas.

Lorraine asked if it will include the toilets around the pool area as well or just on the schools?

Desma advised if we can get funding to cover the pool area, then we would love to do that as well. So it will be an extensive consultation process. To make sure that we're doing what needs to be done

Cass reported on the discretionary fund - We've sent all the application forms early to Lachlan to let all the staff know we ahead of time. What the dates were so they can be prepared for those rounds.

Round one closing on the 10th of May, successful applicants determined at the meeting on the 24th of May.

Round two, closing on the 9th of August successful applicants determined at the meeting on the Monday 23rd of August.

P&C reviewed annual contributions. Trish asked if for our annual contributions everything was caught up from the Community Spirit award. Desma advised that we still need to add the plaques for the last 2 years to the shield.

**ACTION:** Lachlan to confirm school has the Community Spirit Award shield returned to them.

**Motion:** To endorse the 2022 Annual Operating Plan and the approved fundraising projects and budgets contained within.

**Moved by:** Desma Hsu

**Any objections:** N

**Approved:** Y

## 10. New and General Business



<p><b>10.1</b> Anti-Bullying (<i>Standing Agenda Item</i>)</p> <p><b>10.2</b> Vaccinate mandate – what does it mean for P&amp;C volunteers?</p>	<p>Already covered in principal report. Nothing to add by members</p> <hr/> <p>P&amp;Cs Qld has sought clarification from the State Government regarding meetings. They stated that P&amp;C Executives and P&amp;C Members do not need to be fully vaccinated in order to attend P&amp;C meetings held on the school grounds, outside of school hours. However, if they are intending to volunteer for the P&amp;C or School on school grounds then they will need to be vaccinated under the mandate.</p> <p>COVID-19 vaccination is mandatory for workers, including volunteers, in education settings and is required as part of school operations. This does not extend to community groups using school facilities outside school hours.</p> <p>Proof of vaccination status The onus is on the person entering the premises to show proof of their vaccination status. Only one dose of the vaccine does not count as being fully vaccinated. Volunteers can show proof of their COVID-19 vaccinations by the following:</p> <ul style="list-style-type: none"> <li>• Check In Qld app linked to digital verification</li> <li>• A COVID-19 digital certificate</li> <li>• Your immunisation history statement</li> <li>• An International COVID-19 Vaccination Certificate for overseas travel.</li> </ul> <p>It is recommended that P&amp;C Associations maintain a register of employees and volunteers who have received their COVID-19 vaccinations in those business operations where it is a requirement to be fully vaccinated.</p> <ul style="list-style-type: none"> <li>• You do not need to be vaccinated to be a member of the P&amp;C.</li> <li>• You do not need to be vaccinated to attend a P&amp;C meeting held on school grounds after hours.</li> <li>• You must be vaccinated to volunteer at or for the school.</li> <li>• You must be vaccinated to volunteer at events held on school ground and events or activities involving children eg. Mother's Day stall, disco.</li> </ul> <p>Lorraine asked for clarification on Swim Club. Cass advised because children are the main audience, are present, volunteering during the actual swim club night you need the vaccination. If you were there beforehand setting up or cleaning up when children aren't there, then you wouldn't need the vaccination.</p>
<p><b>10.3</b> Senior Campus – review of excursion process (non-assessment) – Tristan – <i>see Att 8</i></p> <p><b>10.4</b> Senior Campus – consultation – policy supporting gender diverse students – Tristan – <i>see Att 9</i></p>	<p>Tristian reported that he has a few items for consultation and proposals through the P&amp;C. The first one - policy leading up to excursions or camps transparent around how we handle students with risky behaviours that have led up to that camp.</p> <p>Nil Questions or feedback from the group</p> <p>The proposed policy for supporting gender diverse students at the school, It's really just formalizing the school's policy and make it transparent on supporting students who are gender diverse. It outlines how we can adjust the school environment to support all students and to ensure that we're removing any barriers to education for students who identify as LGBTQ. I plus.</p> <p>Feedback: Need to make sure dress code reflects this policy.</p> <p>Tristain: Currently our uniform policy is that we don't dictate which uniform a student wears, but they just must pick one of the uniform. So it's one complete set. So if they're in the male uniform they wear the male uniform completely, it's not mixing and matching between the two uniforms.</p> <p>Lachlan: We do have that in the uniform in the dress code, but what we've what we've worked with families on is you choose the set up, so it's not mixing and matching from the unisex with the girls or the boys. It's actually whatever is in one of the photos, regardless of whether it's considered male, female or unisex, you're wearing the uniform in its entirety.</p> <p>Question: Has that worked for students that have opted for that?</p> <p>Tristain: In the majority of cases it does. There's one or two isolated instances where we have to negotiate with this student and with the family in terms of</p>

working with them, sometimes it's around having enough time to purchase a particular uniform item.

Feedback: The unisex uniform, the male shorts don't fit the female body shape. Is there an alternate fitting that still looks the same? Likewise, the female.

Lachlan: Carlie Freeman did a whole heap of consultation, and no matter what she put in front of the students, there was criticism around fashion and things like that, so it was a working progress in terms of what would work and what is suitable for a school uniform as well.

Tristan: In cases like that, we would definitely work with the families. That's the intent of this policy is to have. It's a collaborative approach. So if there are barriers, we would work with that family in terms of removing that barrier where possible.

## 10.5 Uniform policy – clear studs – Tristan

Refers specifically to nose piercings and ear piercings outside of what the school uniform allows. It is school uniform policy, and senior campus does not allow nose piercings and it doesn't allow ear piercings beyond our just some simple ones on the lower lobe.

Some of the feedback from the teaching and the admin team around enforcement, this is that a lot of students are getting nose and additional ear piercings during school holidays, and then they're coming to school expecting to wear them while they they're stopping the hole from closing up.

This is becoming a bit of a barrier for some of our students. We ask them to take it out and it just provides a point where there's conflict or there's escalation for students. We're looking for some middle ground or some approach we can use with students to compromise with them where it's not necessarily hard and fast rules, but it's a way that we work forward with students collaboratively. And one suggestion there was to allow the use of clear studs.

At the school in terms of the nose piercings and the other ear piercings in place of the actual piercings, with the expectation that they would still be taken out for school photos. So for those periods of time where we still, want them to present their best and look their best, we're asking students to take those out.

The proposal from our admin team is to just allow that slight modification to uniform policy. We are looking for feedback on this. But it is also proposal to the P&C.

Feedback: It shows maturity to have those discussions with the children

Feedback: (After discussion with Teens) They were just discussing why can't the school just let us wear clear? They just said it would make such a difference because it really was disturbing them. Clear would be an option because there is a big lot of teenagers that are really finding they'd rather not go to school if they have to take their piercings out. And that's not a good thing either.

Question: Is it just the piercing needs clear studs if it would be over and above the two they're allowed in the ears at the moment?

Tristan: We wouldn't be modifying what they're currently allowed in terms of the, the two ear rings that they are. But if they a lot of students getting those upper lobe piercings, so anything outside of what's allowed, that's a clear stud.

Feedback: I think it's completely reasonable. Back in my younger years, when these were just becoming a thing, I had to wear the clear ones to be employed. I wasn't able to have a job. So I think it's completely reasonable for a school to be saying yes, you can have it, but it needs to be clear.

Questions: Just a curiosity, in keeping the current rule in place and not having any more than what's already stipulated. What is the reason behind that, why do we not allow nose piercings and any other additional piercings? Why can we not change that rule?



Tristan: The uniform policy is set by the P&C. We are open to discussion, may need to be at another meeting.

Feedback: I've seen educators onsite that have nose piercings and other additional piercings.

Lachlan: Some of it is around work health and safety, so some of the piercings at the students wear are just are not are not compliant or safe. Some of it is also around developing a young person for a workplace where they might get told that they can't wear the piercings. Some places like McDonald's or Kmart, even Woolworths and some of the major employers of young people won't allow those piercings. So it's around setting them up for those sorts of workplaces to be in line with that. It's also about removing fashion from the school as well, so that it's not a competition as to who's got the most or who's got the best.

Feedback: Working with employers, their number one is do not send them down If they've got piercings, they're out. Hundreds of employers that just will not employ them. Hospitality is health and safety risks. I have to agree completely with you, Lachlan, it's a real problem. If they want to get jobs. So it is better to set them up.

Lachlan: The clear piercings is around letting a student express themselves at the right time at the right place. in the school environment or potentially in the workplace environment, the clear piercings means that quite often we don't even see them. It's a great negotiation tool when a student is struggling with how they express themselves, then we're helping them shape that in the right time, right place, right way. There is a time and place for most things.

Question: Would there be a limit on how many piercings they could have? For example 30 versus 5 or on their face? Given a loose rein, it could go a bit wild.

Tristan: That's part of feedback here for this team, is it saying that yes, you're allowed a nose piercing, lets you actually add an additional three or five? Wherever you draw the line there's going to be students that want to go across it. And there's definitely students that won't want to go across it. To some extent it is a family responsibility in terms of limiting that kind of thing if that is desirable, but I am open to that feedback as well.

Feedback: Would have to write in a way that sets those limitations on a case by case scenario. You couldn't put an arbitrary number on it.

Consensus from the members that there is an overwhelming support for the clear studs.

**10.6 Junior Campus – lunch bags left in red area – Michelle**

Michelle reported that it has been raised by several school families, their great concerns about their children's lunches were being rummaged through and/or food taken out of them during break 1 and break 2. Some classes are leaving their lunchboxes at Redzone between these breaks and thus providing opportunity for other students. It was suggested for classes (noting, some classes already do this) but for those that are not- to get their students to take back their lunchboxes to the classroom, to stop this issue of theft, void the health risk of food contamination, help with over heated lunches and reduce the presence of crows. Happy to report, this week one of those classrooms has now implemented this, and hope that other classes follow.

**ACTION:** Lachlan to confirm with Stuart that this has been done.

**10.7 Summary of updates to the Parents and Citizens' Association Model Constitution - – see Att 10**

Cass reported that the Dept has released a new constitution for this year which we will ratify at the AGM. But just some important changes for members to note are:

- No longer needing to attend a General meeting to submit your membership form
- Inclusion of blue card details on the membership form
- Clarification in regards to when current members can vote at the AGM

Nil Questions.

**10.8 Action Register (Standing Agenda Item)**

Will update outside of meeting and send with minutes.

<b>11. Applications for membership and recording of new members</b>	Christine Manzano, Paul Stewart, Tina Stewart,
<b>12. Date of next meeting</b> March 28 <sup>th</sup> 2022 6pm – General Meeting 7pm – Annual General Meeting –	Reminder that all positions vacate at the AGM. Please send your membership forms in. Highlighted meeting agenda included in documents. Also noted that we have less meetings but longer meetings – this way until we have a secretary and then can re-evaluate.
<b>13. Close</b>	<b>Close 8:31pm</b>

## 2022 Meeting Schedule

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

## Actions Register

Actions Register Updated 20/02/22 Actions from the meeting and those outstanding:		Initiated	New Updates
To approve spending of \$98 to renew Lorraine's Food Safety Training through CTA Training Specialists.	Swim Club	23/11/20	ITEM CLOSED
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	UPDATE REQUIRED – Lachlan
Follow up college staff re Containers for Change	Lachlan	31/5/21	UPDATE REQUIRED – Lachlan
Add images to uniform catalogue / dress code as per minutes	Carlie	31/5/21	UPDATE REQUIRED – Lachlan
Start a college working group around sustainability / recycling etc	Lachlan	31/5/21	UPDATE REQUIRED – Lachlan
Swim Club – updating COVID safe plan	Brad	23/8/21	ITEM CLOSED
Christmas Raffle 2021	Cass & Lorraine	23/8/21	ITEM CLOSED
Debit Cards – order Debit Cards	Michelle & Desma	25/10/21	Executive Team Cards Received and activated
Bank account \$100k –let Jane know when reached	Michelle	25/10/21	Targeted balance reached- however, this is inclusive of the \$49,975 allocated funds for the Connection Corridor (\$14,975.18) and Softfall project (\$35,000). Item to be closed.
Update Swim Club Bank Account signatories	Michelle	25/10/21	UPDATE paperwork created, awaiting for all members to be available.
Santa Photos – Karensa to follow up an idea and get back to exec team	Karensa	25/10/21	ITEM CLOSED
First Day of School connection event – Exec team to start looking at	Exec Team	25/10/21	Date to be postponed
Parent Connect – Cass to chat to Rhys and organise a parent get together to support families	Cass & Rhys	25/10/21	Pending
Lachlan noted a new one for us to look at Together for Humanity has announced the launch of their Intercultural Understanding Partnership grants for 2022 – support initiatives that create a more connected school community and improve the wellbeing of students.	Lachlan	22/11/21	UPDATE REQUIRED – Lachlan
College to check with Silver Rose – we have one more year of the tender left. And will then go out to	Carlie F and Lachlan	22/11/21	Photos have taken place – nil follow-up made. ** Mark for 2023 and new tender.

Actions Register Updated 20/02/22 Actions from the meeting and those outstanding:	Initiated	New Updates
tender after that. We talked about sibling photos – not keen on doing it cross campus or during school but there might be other models of offering such as weekend or before school – Lachlan and Carlie to look into it and get back to P&C with what the supplier offers.		
Jane Dyson – wanted to check if we wanted to ask some questions of council about paths under trees – parks manage a lot of paths under trees in a risk adverse environment and thought that this might help. Action. If paths are in open sun – it has been shown people won't use it etc.	Jane Dyson	22/11/21
Update required – Jane Dyson	First Aid Course Scheduling to be included as part of Friendship Day – Lachlan to look at timetabling for next year.	Lachlan
22/11/21	22/11/21	<b>UPDATE REQUIRED – Lachlan</b>
Positive Discipline Program – if enough interest from 5/12/21 intro, then Lachlan will look at scheduling a course for 2022	Lachlan	22/11/21
<b>UPDATE REQUIRED – Lachlan</b>	P&C Voluntary Contribution – P&C to give bank account details and wording to Carlie F	Michelle Martin
22/11/21	22/11/21	No longer required.