

# Agenda – General Meeting

Date & Time: Monday 19<sup>th</sup> February 2024 6:30 pm – 8:00 pm

Chair: Cass Aldcroft P&C President

Minutes: Lauren Phillips - P&C Assistant Secretary

Location: Capalaba State College – BRAND **NEW Multipurpose Hall** School Rd, Capalaba

**In-person attendance is required as facilities for online meeting are not yet available at this new and exciting location!**  
**Please kindly RSVP BY CLICKING [HERE](#) for catering purposes.**

## Meeting Opening

<p><b>1. Welcome</b></p> <p>Acknowledgement of Country          Apologies</p>	<p><b>Quorum:</b>  <b>Meeting opened:</b>  <b>Attendees:</b>  <b>Guests:</b>  <b>Apologies:</b> Cassie Wagstaff</p>
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## The **SUPER SPEEDY** SECTION – i.e. **READ** before the meeting please!

<p><b>2. Confirmation of minutes from previous meetings</b></p> <p>November GM 2023          November Special Meeting 2023</p>	<p><b>Amendments:</b> Y/N  <b>Approved:</b> Y/N</p>
<p><b>3. Correspondence</b></p> <p>Refer to Register – <i>see Att 1</i></p>	<p><b>Questions:</b> Y/N  <b>Approved:</b> Y/N</p>
<p><b>4. Matters arising from previous meeting.</b></p> <p>For more information refer to the Actions Register – <i>see Att 2</i>  <i>For discussion:</i></p> <ul style="list-style-type: none"> <li>• Yr 6 polo shirts preparations for 2024 are scheduled to proceed this term **              Query College on progressing with early ordering?</li> <li>• Repairs to the canteen roller door in the pool area were due to be completed over the coming Christmas holidays – this still remains unfixed. Query College on progressing.</li> <li>• Plaque for Jubilee Grant – was the location finalised? – Karen/Carlie</li> </ul>	<p><b>Questions/Discussion:</b> Y/N</p>
<p><b>5. Table Executive Committee’s Report and decisions</b></p> <p>Exec Decisions since last meeting:</p> <ul style="list-style-type: none"> <li>• Approved expenses:             <ul style="list-style-type: none"> <li>○ Bunnings \$255.46: Connection Corridor irrigation for trees planted in 2023.</li> <li>○ Expenditures \$3,539.37 for Junior Disco. Including additional products with intent to sell at movie night.</li> <li>○ Bunnings \$467.22 towards P&amp;C Assets (lighting for events)</li> <li>○ \$36.60 reimbursement for Mother’s Day purchasing</li> </ul> </li> </ul>	<p><b>Questions/Discussion:</b> Y/N</p>
<p><b>6. Treasurer’s Report and Financial Statement</b></p> <p>See attached Treasurer report – <i>see Att 3</i> (includes the Connection Corridor Budget updates) – <i>see Att 4</i></p>	<p><b>Questions/Discussion:</b> Y/N</p>
<p><b>7. Sub-Committee Reports and Financial Statements</b></p> <p><b>Swim Club Treasurer Report</b>– <i>see Att 5</i>  <b>Swim Club Update</b>– <i>see Att 6</i></p>	<p><b>Reports attached for discussion.</b></p> <p><b>Questions/Discussion:</b> Y/N</p>

Any business arising from Sub-Committee Reports and Financial Statements	
8. <b>Second-Hand Uniform Shop – Coordinator Caitlin Lau</b>	Questions/Discussion: Y/N
9. <b>Scholastic Book Club – Coordinator Nicole Nicholls</b>  <u>Issue 1:</u> Sales - Rewards -	Questions/Discussion: Y/N

The College and Campus Principals'	
10. <b>College Principals' Report – see Att 7 (will be sent later)</b>  Includes standing agenda item of Anti-Bullying	Principal Notes:  Questions/Discussion: Y/N

The FUN stuff	
<p>11. <b>Projects and Initiatives</b></p> <p>11.1. <b>Connection Corridor</b></p> <ul style="list-style-type: none"> <li>• Yarning circles Junior and Senior Campuses</li> <li>• <i>To be discussed during AOP discussions</i></li> </ul> <p>11.2. <b>Mural Artwork / Floor Paintings</b></p> <ul style="list-style-type: none"> <li>• <b>Containers for Change – see Att 8 - 2023 fundraising breakdown. NEED A NEW COORDINATOR.</b></li> <li>• <b>Wave of Change Program</b> 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). Potentially may need more bins. Senior campus: SMT have their three bins.</li> <li>• <b>Subgroup update – Coordinator Cathy Howie</b></li> </ul> <p>11.3. <b>Toilet Transformations Project – Coordinator withdrawn - Michelle Martin assisting.</b>  <b>SUCCESS! Working Bee– 13 &amp; 14 January 2024 – watch the video <a href="#">here</a></b> What's planned next?</p> <p>11.4. <b>Wish List (Discretionary) Funding</b></p> <ul style="list-style-type: none"> <li>• <b>Round 1 Acquittals pending (was due 8 December 2023) extended due date 18 March 2024:</b> <ul style="list-style-type: none"> <li>- J. Robinson - SMT Polo Shirts purchase up to \$800 (excluding GST) – <i>acquitted.</i></li> <li>- B. Power - Robot Head Battery purchase - \$168.18 (excluding GST) <i>acquitted.</i></li> <li>- Y. Gee - Hospitality Equipment purchase up to \$800.00 (excluding GST)</li> <li>- A. Cahill - Yungaburra Room Items purchase up to \$550.00 (excluding GST)</li> </ul> </li> </ul>	<p>Connection Corridor Notes:</p> <p>Questions/Discussion: Y/N</p>

<ul style="list-style-type: none"> <li>- J. Quinn - Junior Library Furniture purchase up to \$650.00 (excluding GST)</li> <li>• <b>Round 2 Acquittal pending due 21 February 2024:</b></li> <li>- S. Houliston – Metal signage for Jnr campus purchase up to \$800.00 (excluding GST)</li> </ul>	
<p><b>12. Other Activities and Reports</b></p> <p><b>12.1. Grants</b> – Coordinator Karen Purdy</p> <p><b>12.2 Fundraising</b></p> <p><i>To be discussed during AOP discussions</i></p>	<p><b>Questions/Discussion:</b> Y/N</p>

Let's wrap this up.....	
<p><b>13. Motions on Notice</b></p> <p><b>13.1.</b> To accept and approve all reports and updates presented at the general meeting: Executive, Treasurer, Swim Club, 2<sup>nd</sup> Hand Uniform Shop, Principal, Projects, Grants, and Fundraising.</p> <p><b>13.2.</b> To approve a \$1000 budget for Movie Night scheduled Saturday 23<sup>rd</sup> March 2024.</p>	<p><b>To be moved by:</b> Lauren Phillips  <b>Any objections:</b> Y/N  <b>Approved:</b> Y/N</p> <p><b>To be moved by:</b> Michelle Martin  <b>Any objections:</b> Y/N  <b>Approved:</b> Y/N</p>
<p><b>14. New and General Business</b></p> <p><b>14.1.</b> AOP Discussion – <i>see Att 9 (Expiring 2023 AOP – see Att 10)</i></p> <p><b>14.2.</b> Positions for AGM – all positions and memberships elapse  <i>Confirm which positions are currently vacant.</i>  <i>Confirm which positions people know they are not renominating</i></p> <p><b>14.3.</b> Any other General Business?</p>	
<p><b>15. Applications for membership and recording of new members</b></p> <ul style="list-style-type: none"> <li>• E. Johns (parent of student)</li> <li>• K. Hughes (parent of student)</li> </ul> <p><i>** these memberships will also be carried over to be submitted at the AGM.</i></p>	
<p><b>16. Date of next meeting</b>  AGM to be held in-person and online on Monday 18<sup>th</sup> March from 6pm</p> <p><b>17. Close</b></p>	

2024 Meeting Schedule – so you never have to miss another meeting again!!!			
Term 1		Term 3	
<b>January</b>	No General Meeting	<b>July</b>	No General Meeting
<b>February</b>	Monday 19 <sup>th</sup> – 5:30pm Hall Welcoming	<b>August</b>	Monday 19 <sup>th</sup> - 7pm

<b>March</b>	Monday 18 <sup>th</sup> - 6pm meet & greet, 7pm AGM kick-off.	<b>September</b>	No General Meeting
<b>Term 2</b>		<b>Term 4</b>	
<b>April</b>	No General Meeting	<b>October</b>	Monday 21 <sup>st</sup> – 7pm
<b>May</b>	Monday 20 <sup>th</sup> – 7pm	<b>November</b>	Monday 18 <sup>th</sup> – 7pm
<b>June</b>	Monday 17 <sup>th</sup> – 7pm	<b>December</b>	TBD – Volunteer lunch celebration