

Att 1 Corro Register (Feb) _____ 2
Att 2 Actions Register (Feb+Mar) _____ 6
Att 3 Treasurer Report + Connection Corridor Report _____ 8
Att 5 202303 Grants Update _____ 11
Att 6 AOP 2023 _____ 12

PnC Correspondence Register Extract for Meeting

Date	From	To	Subject
2023-02-01T00:42:58+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Updates in capalabasc.eq.edu.au
2023-02-01T01:56:29+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Book Club Issue 1 2023 Email
2023-02-01T01:58:15+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Email Reminder + Volunteer Callout for Movie Night
2023-02-01T03:15:59+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Lachlan Thatcher
2023-02-01T04:08:39+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Lachlan Thatcher
2023-02-01T23:56:58+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Movie Night- additional requests (post site visit 27/01/23)
2023-02-02T04:53:59+00:00	media@volunteeringqld.org.au	president@capalabascpandc.com.au	VQ News - We're turning 40!
2023-02-02T05:42:18+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Approval for the use of Jumping Castles - Movie Night 4th Feb 2023
2023-02-02T06:30:47+00:00	Treasurer@capalabascpandc.com.au	president@capalabascpandc.com.au;vicepresident@capalabascpandc.com.au	Request for CommBiz approval
2023-02-02T10:08:04+00:00	vicepresident@capalabascpandc.com.au	Treasurer@capalabascpandc.com.au;president@capalabascpandc.com.au	Re: Request for CommBiz approval
2023-02-02T22:14:42+00:00	marms68@eq.edu.au	president@capalabascpandc.com.au	RE: Indigenous House Designs
2023-02-04T05:38:08+00:00	refunds@humanitix.com	nmms.92@gmail.com	Refund options for Under the Stars Movie Night *** POSTPONED DUE TO WEATHER
2023-02-04T05:39:01+00:00	refunds@humanitix.com	nmms.92@gmail.com	Refund for order AFEBGUQ7 for Under the Stars Movie Night *** POSTPONED DUE TO WEATHER
2023-02-04T06:21:22+00:00	refunds@humanitix.com	jadeawotherspoon@gmail.com	Refund for order GT6PI375 for Under the Stars Movie Night *** POSTPONED DUE TO WEATHER
2023-02-04T06:21:22+00:00	refunds@humanitix.com	orders@capalabascpandc.com.au	Refund for Under the Stars Movie Night *** POSTPONED DUE TO WEATHER
2023-02-13T20:15:13+00:00	corro@capalabascpandc.com.au	corro@capalabascpandc.com.au	Quotation Request - Capalaba State College P&C
2023-02-13T10:59:37+00:00	grants@capalabascpandc.com.au	assistantsecretary@capalabascpandc.com.au;secretary@capalabascpandc.com.au	Composting grant
2023-02-13T20:19:17+00:00	gdnatureplaygrounds@gmail.com	corro@capalabascpandc.com.au	away Re: Quotation Request - Capalaba State College P&C
2023-02-13T11:02:14+00:00	grants@capalabascpandc.com.au	secretary@capalabascpandc.com.au;zoya@capalabascpandc.com.au	Re: RE: Actions register updates
2023-02-13T07:27:39+00:00	grants@capalabascpandc.com.au	secretary@capalabascpandc.com.au;zoya@capalabascpandc.com.au	Re: RE: Actions register updates
2023-02-12T20:36:28+00:00	nicole@capalabascpandc.com.au	president@capalabascpandc.com.au;secretary@capalabascpandc.com.au	Re: Re: Request for Agenda items / Attachments for February GM - by 11 Feb.
2023-02-12T20:37:57+00:00	nicole@capalabascpandc.com.au	president@capalabascpandc.com.au;secretary@capalabascpandc.com.au	Re: Re: Request for Agenda items / Attachments for February GM - by 11 Feb.
2023-02-13T08:22:04+00:00	secretary@capalabascpandc.com.au	mckinley.swift@pcyc.org.au	RE: Membership
2023-02-10T05:53:22+00:00	Treasurer@capalabascpandc.com.au	Stacey.Tripp@cba.com.au	Credit Interest on our CSC P&C account
2023-02-10T08:10:38+00:00	secretary@capalabascpandc.com.au	geoffa@alacartemeats.com.au	Re: Sliced onions
2023-02-12T11:20:44+00:00	secretary@capalabascpandc.com.au	grants@capalabascpandc.com.au	Fwd: Re: Request for Agenda items / Attachments for February GM - by 11 Feb.
2023-02-12T11:23:21+00:00	grants@capalabascpandc.com.au	secretary@capalabascpandc.com.au	Re: Re: Request for Agenda items / Attachments for February GM - by 11 Feb.
2023-02-12T12:20:39+00:00	secretary@capalabascpandc.com.au	karensa@capalabascpandc.com.au	RE: Outstanding action
2023-02-09T07:58:12+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Michelle Martin- WAAP request for installation of new water chillers Redzone
2023-02-12T12:15:46+00:00	secretary@capalabascpandc.com.au	lthat4@eq.edu.au	RE: Student Resource Scheme
2023-02-12T11:22:48+00:00	secretary@capalabascpandc.com.au	nicole@capalabascpandc.com.au	Fwd: Re: Request for Agenda items / Attachments for February GM - by 11 Feb.
2023-02-09T07:58:12+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Michelle Martin- WAAP request for installation of new water chillers Redzone
2023-02-09T07:58:14+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Michelle Martin- WAAP request for installation of new water chillers Redzone
2023-02-10T11:17:45+00:00	grants@capalabascpandc.com.au	sales@paclifctrophies.com.au	FW: Request for Quote - Plaque - Capalaba State College Tree Planting
2023-02-09T07:58:12+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Michelle Martin- WAAP request for installation of new water chillers Redzone
2023-02-12T12:27:30+00:00	secretary@capalabascpandc.com.au	nicole@capalabascpandc.com.au	Re: Re: Request for Agenda items / Attachments for February GM - by 11 Feb.
2023-02-12T12:25:17+00:00	secretary@capalabascpandc.com.au	zoya@capalabascpandc.com.au;grants@capalabascpandc.com.au	RE: Actions register updates
2023-02-07T22:40:47+00:00	grants@capalabascpandc.com.au	zoya@capalabascpandc.com.au	Re: Landscaping Projects at Capalaba State College
2023-02-07T09:52:05+00:00	Treasurer@capalabascpandc.com.au	gwhite57@gmail.com	RE: Capalaba State College P&C Financials For 2022
2023-02-06T08:14:23+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Use of Senior College BBQ for movie night
2023-02-07T09:06:05+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Michelle Martin (movie night)
2023-02-06T22:49:52+00:00	president@capalabascpandc.com.au	jared-renee@hotmail.com	RE: 2nd hand uniforms
2023-02-06T00:45:48+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Michelle Martin (movie night)
2023-02-06T03:58:20+00:00	Treasurer@capalabascpandc.com.au	support@rafflink.com.au;president@capalabascpandc.com.au	RE: URGENT RAFFLE POSTPONED
2023-02-06T01:06:13+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Michelle Martin (movie night)
2023-02-06T02:18:54+00:00	president@capalabascpandc.com.au	jared-renee@hotmail.com	Re: 2nd hand uniforms
2023-02-05T07:05:26+00:00	Treasurer@capalabascpandc.com.au	david@jonesretail.com.au	Re: Capalaba State College Movie Night (4/02/23)
2023-02-06T04:29:20+00:00	Treasurer@capalabascpandc.com.au	support@rafflink.com.au;president@capalabascpandc.com.au	Re: URGENT RAFFLE POSTPONED
2023-02-06T03:44:00+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Michelle Martin (movie night)
2023-02-04T10:33:07+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Vikki Kelly
2023-02-13T20:27:12+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Michelle Martin- WAAP request for installation of new water chillers Redzone
2023-02-05T23:23:25+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Vikki Kelly
2023-02-07T09:05:00+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Michelle Martin (movie night)
2023-02-07T06:16:17+00:00	president@capalabascpandc.com.au	jared-renee@hotmail.com	RE: 2nd hand uniforms
2023-02-04T06:40:18+00:00	president@capalabascpandc.com.au	Treasurer@capalabascpandc.com.au;corro@capalabascpandc.com.au	Payment Details
2023-02-06T03:44:33+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Michelle Martin (movie night)
2023-02-06T03:16:01+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Movie Night- additional requests (post site visit 27/01/23)
2023-02-06T04:20:48+00:00	support@rafflink.com.au	Treasurer@capalabascpandc.com.au;president@capalabascpandc.com.au	RE: URGENT RAFFLE POSTPONED
2023-02-06T00:56:08+00:00	no-reply@asana.com	corro@capalabascpandc.com.au	Vikki Kelly
2023-02-04T07:51:08+00:00	support@rafflink.com.au	president@capalabascpandc.com.au	RE: URGENT RAFFLE POSTPONED
2023-02-05T04:42:04+00:00	president@capalabascpandc.com.au	corro@capalabascpandc.com.au	Raffle tickets transferred
2023-02-05T06:46:25+00:00	david@jonesretail.com.au	Treasurer@capalabascpandc.com.au	RE: Capalaba State College Movie Night (4/02/23)

PnC Correspondence Register Extract for Meeting

2023-02-04T05:45:42+00:00	refunds@humanitix.com	bdunkleyhall@gmail.com	Refund for order H3GD34TK for Under the Stars Movie Night *** POSTPONED DUE TO WEATHER
2023-02-04T05:45:43+00:00	refunds@humanitix.com	orders@capalabascapandc.com.au	Refund for Under the Stars Movie Night *** POSTPONED DUE TO WEATHER
2023-02-03T00:13:33+00:00	secretary@capalabascapandc.com.au	members@capalabascapandc.com.au	Re. Request for Agenda Items / Attachments for February GM - by 11 Feb.
2023-02-04T06:05:48+00:00	refunds@humanitix.com	orders@capalabascapandc.com.au	Refund for Under the Stars Movie Night *** POSTPONED DUE TO WEATHER
2023-02-03T02:33:54+00:00	Treasurer@capalabascapandc.com.au	Division7Support@redland.qld.gov.au	RE: Cr McKenzie attendance Family night out
2023-02-03T03:47:19+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Movie Night- additional requests (post site visit 27/01/23)
2023-02-03T19:32:07+00:00	Treasurer@capalabascapandc.com.au	rowanne.mckenzie@redland.qld.gov.au	FW: Cr McKenzie attendance Family night out
2023-02-04T06:05:48+00:00	refunds@humanitix.com	debi.hill@live.com	Refund for order 3F9QU53L for Under the Stars Movie Night *** POSTPONED DUE TO WEATHER
2023-02-01T01:56:31+00:00	no-reply@asana.com	president@capalabascapandc.com.au	Book Club Issue 1 2023 Email
2023-02-03T01:32:50+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Movie Night- additional requests (post site visit 27/01/23)
2023-02-04T05:35:09+00:00	president@capalabascapandc.com.au	support@rafflelink.com.au	URGENT RAFFLE POSTPONED
2023-02-03T03:57:19+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Movie Night- additional requests (post site visit 27/01/23)
2023-02-01T01:58:18+00:00	no-reply@asana.com	president@capalabascapandc.com.au	Email Reminder + Volunteer Callout for Movie Night
2023-02-04T05:39:01+00:00	refunds@humanitix.com	orders@capalabascapandc.com.au	Refund for Under the Stars Movie Night *** POSTPONED DUE TO WEATHER
2023-02-13T22:28:10+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	First Aid course for Yr 7 cohort
2023-02-13T21:22:07+00:00	assistantsecretary@capalabascapandc.com.au	corro@capalabascapandc.com.au	ASA- Drop & Go signs, plan for 2023
2023-02-13T21:50:23+00:00	assistantsecretary@capalabascapandc.com.au	corro@capalabascapandc.com.au	ASA - First aid course for Year 7's 2023
2023-02-14T05:18:44+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Model P&C Constitution - New 2023 Version to be endorsed at next AGM
2023-02-14T01:45:06+00:00	assistantsecretary@capalabascapandc.com.au	corro@capalabascapandc.com.au	ASA - QLD School Library Week
2023-02-17T08:08:59+00:00	secretary@capalabascapandc.com.au	members@capalabascapandc.com.au;fundraising.wg@capalabascapandc.com.au;grants.wg@capalabascapandc.com.au	RE: Capalaba State College P&C February General Meeting - 20 February 2023 at 7pm
2023-02-16T11:05:20+00:00	secretary@capalabascapandc.com.au	julieevans260423@outlook.com	Re: Timetable Concerns
2023-02-17T07:01:12+00:00	secretary@capalabascapandc.com.au	lthat4@eq.edu.au;tbask4@eq.edu.au	RE: Correspondence received regarding timetable changes.
2023-02-17T06:10:07+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin- WAAP request for installation of new water chillers Redzone
2023-02-23T04:01:23+00:00	MicrosoftExchange329e71ec88ae4615bbc36ab6ce41	bush.worx@yahoo.com.au	Undeliverable: RE: Kristy Bushworx Email
2023-02-22T23:56:26+00:00	no-reply@asana.com	president@capalabascapandc.com.au	Room booking for March GM/AGM
2023-02-24T23:58:31+00:00	no-reply@asana.com	president@capalabascapandc.com.au	"Administration Requests" submission
2023-02-25T00:49:18+00:00	no-reply@asana.com	president@capalabascapandc.com.au	"Administration Requests" submission
2023-02-25T00:30:42+00:00	info@humanitix.com	president@capalabascapandc.com.au	Rescheduled: Under the Stars Movie Night and Disco (Order: FINBMD6)
2023-02-22T03:59:53+00:00	bush.worx@yahoo.com.au	president@capalabascapandc.com.au	Kristy Bushworx Email
2023-02-23T04:01:14+00:00	MicrosoftExchange329e71ec88ae4615bbc36ab6ce41	bush.worx@yahoo.com.au	Undeliverable: RE: Kristy Bushworx Email
2023-02-25T00:58:11+00:00	no-reply@asana.com	president@capalabascapandc.com.au	"Administration Requests" submission
2023-02-23T03:21:16+00:00	MicrosoftExchange329e71ec88ae4615bbc36ab6ce41	bush.worx@yahoo.com.au	Undeliverable: FW: Quotation Request - Capalaba State College P&C
2023-02-25T00:35:36+00:00	no-reply@asana.com	president@capalabascapandc.com.au	"Administration Requests" submission
2023-02-19T19:54:08+00:00	Treasurer@capalabascapandc.com.au	cfree2@eq.edu.au	Michelle Martin- WAAP request for installation of new water chillers Redzone
2023-02-19T22:53:09+00:00	mckinley.swift@pcyc.org.au	secretary@capalabascapandc.com.au	RE: RE: Membership
2023-02-24T03:19:38+00:00	mckinley.swift@pcyc.org.au	secretary@capalabascapandc.com.au	RE: Re. AGM platters
2023-02-20T00:47:01+00:00	Treasurer@capalabascapandc.com.au	geoffa@alacartemeats.com.au	Capalaba State College - Bunnings Sausage Sizzle
2023-02-18T00:08:33+00:00	zoya@capalabascapandc.com.au	corro@capalabascapandc.com.au;grants@capalabascapandc.com.au;president@capalabascapandc.com.au;cheyenne@bclandscapes.com.au	Re: Site Inspection - Capalaba State College
2023-02-20T05:57:47+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin
2023-02-24T06:43:34+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin
2023-02-19T20:34:56+00:00	Treasurer@capalabascapandc.com.au	angie@thecage.info	RE:
2023-02-20T05:57:48+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin
2023-02-20T05:57:50+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin
2023-02-20T05:57:46+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin
2023-02-20T04:37:36+00:00	karensa@capalabascapandc.com.au	secretary@capalabascapandc.com.au;corro@capalabascapandc.com.au	Capalaba State College P&C February General Meeting - 20 February 2023 at 7pm
2023-02-20T05:57:49+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin
2023-02-19T22:27:20+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Room booking for March GM/AGM
2023-02-19T21:18:37+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin- WAAP request for installation of new water chillers Redzone
2023-02-20T05:57:49+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin
2023-02-20T01:10:40+00:00	assistantsecretary@capalabascapandc.com.au	corro@capalabascapandc.com.au	ASA -Room booking for March GM/AGM
2023-02-20T05:57:48+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin
2023-02-20T05:57:49+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin
2023-02-20T05:57:46+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin
2023-02-20T05:57:49+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin
2023-02-20T05:57:47+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin
2023-02-17T20:36:02+00:00	grants@capalabascapandc.com.au	corro@capalabascapandc.com.au;zoya@capalabascapandc.com.au	Re: Quotation Request - Capalaba State College P&C
2023-02-19T06:58:24+00:00	secretary@capalabascapandc.com.au	trish@biggsfamily.com.au	Re: Capalaba State College P&C February General Meeting - 20 February 2023 at 7pm
2023-02-20T07:52:26+00:00	secretary@capalabascapandc.com.au	Capalaba@parliament.qld.gov.au	Re. Esky hire
2023-02-20T08:45:01+00:00	secretary@capalabascapandc.com.au	Kosmas.Notaras@theschoollocker.com.au	RE: P&C Team Capalaba State College - Kosmas New Balance
2023-02-20T07:00:01+00:00	secretary@capalabascapandc.com.au	rebecca.hales86@outlook.com	RE: Capalaba College P&C February GM - Tonight.
2023-02-20T05:57:50+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin
2023-02-20T10:28:52+00:00	grants@capalabascapandc.com.au	Joshua.Bull@aph.gov.au	Proposed date for commemorative event at Capalaba State College
2023-02-20T05:57:52+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin

PnC Correspondence Register Extract for Meeting

2023-02-20T05:57:51+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin
2023-02-20T05:57:51+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin
2023-02-20T06:56:19+00:00	secretary@capalabascapandc.com.au	mckinley.swift@pcyc.org.au	RE: [Capalaba College P&C] Membership - new submission
2023-02-20T07:49:01+00:00	secretary@capalabascapandc.com.au	Rebecca.hales86@outlook.com	Re: Capalaba College P&C February GM - Tonight.
2023-02-20T07:56:09+00:00	secretary@capalabascapandc.com.au	karensa@capalabascapandc.com.au;corro@capalabascapandc.com.au	Re: Capalaba State College P&C February General Meeting - 20 February 2023 at 7pm
2023-02-20T06:45:14+00:00	grants@capalabascapandc.com.au	executive@capalabascapandc.com.au	FW: Request for Quote - Plaque - Capalaba State College Tree Planting
2023-02-21T05:28:24+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin
2023-02-20T06:56:38+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Creekline Revegetation RFQ Panel (Cass Aldcroft)
2023-02-20T09:49:03+00:00	secretary@capalabascapandc.com.au	lth4t4@eq.edu.au	RE: Capalaba State College P&C February General Meeting - 20 February 2023 at 7pm
2023-02-21T03:36:32+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Lachlan Thatcher
2023-02-21T02:29:40+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Lachlan Thatcher
2023-02-20T06:59:54+00:00	secretary@capalabascapandc.com.au	henry_poutu@hotmail.com	RE: Capalaba College P&C February GM - Tonight.
2023-02-20T06:58:49+00:00	secretary@capalabascapandc.com.au	caitlinmlau@outlook.com	RE: Capalaba College P&C February GM - Tonight.
2023-02-20T06:52:24+00:00	grants@capalabascapandc.com.au	president@capalabascapandc.com.au	RE: Action required regarding your Planting Trees for The Queen's Jubilee grant agreement [SEC=OFFICIAL]
2023-02-20T06:39:39+00:00	grants@capalabascapandc.com.au	president@capalabascapandc.com.au;zoya@capalabascapandc.com.au	FW: Action required regarding your Planting Trees for The Queen's Jubilee grant agreement [SEC=OFFICIAL]
2023-02-20T05:57:51+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin
2023-02-21T06:24:26+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin- WAAP request for installation of new water chillers Redzone
2023-02-22T01:11:22+00:00	secretary@capalabascapandc.com.au	mckinley.swift@pcyc.org.au	Re. AGM platters
2023-02-21T02:10:59+00:00	refunds@humanitix.com	c29shamrock85@icloud.com	Refund for order EUPPOF65 for Under the Stars Movie Night and Disco
2023-02-21T23:41:27+00:00	president@capalabascapandc.com.au	corro@capalabascapandc.com.au	Plaque quotation
2023-02-21T09:37:46+00:00	Treasurer@capalabascapandc.com.au	Debbie.J.Youngs@marshadvantage.com	RE: Capalaba State College P&C Association - Food Spoilage Incident Notification
2023-02-22T00:15:11+00:00	grants@capalabascapandc.com.au	president@capalabascapandc.com.au	Re: Plaque quotation
2023-02-22T00:13:13+00:00	president@capalabascapandc.com.au	grants@capalabascapandc.com.au	FW: Plaque quotation
2023-02-22T23:56:25+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Room booking for March GM/AGM
2023-02-22T03:21:14+00:00	president@capalabascapandc.com.au	president@capalabascapandc.com.au;bush.worx@yahoo.com.au	FW: Quotation Request - Capalaba State College P&C
2023-02-23T22:43:09+00:00	grants@capalabascapandc.com.au	frank@tlcc.net.au	Fwd: Quotation Request - Capalaba State College P&C
2023-02-22T00:17:05+00:00	assistantsecretary@capalabascapandc.com.au	grants@capalabascapandc.com.au;president@capalabascapandc.com.au	RE: Plaque quotation
2023-02-23T04:53:14+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Nicole Nicholls
2023-02-24T23:54:16+00:00	president@capalabascapandc.com.au	lth4t4@eq.edu.au;tbask4@eq.edu.au;shoul16@eq.edu.au	Urgent review - wish list
2023-02-24T22:00:13+00:00	Treasurer@capalabascapandc.com.au	geoffa@alacartemeats.com.au	Re: Capalaba State College - Bunnings Sausage Sizzle
2023-02-25T00:59:10+00:00	president@capalabascapandc.com.au	Treasurer@capalabascapandc.com.au;assistantsecretary@capalabascapandc.com.au;secretary@capalabascapandc.com.au;vicepresident@capalabascapandc.com.au	Movie Night college emails
2023-02-22T08:39:04+00:00	pandcsqld@marshadvantage.com	Treasurer@capalabascapandc.com.au	RE: Capalaba State College P&C Association - Food Spoilage Incident Notification - DY 22.02.2023
2023-02-25T00:36:36+00:00	secretary@capalabascapandc.com.au	Treasurer@capalabascapandc.com.au;vicepresident@capalabascapandc.com.au;assistantsecretary@capalabascapandc.com.au;secretary@capalabascapandc.com.au	FW: Rescheduled: Under the Stars Movie Night and Disco (Order: FINBBM06)
2023-02-22T21:17:58+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Michelle Martin
2023-02-20T22:11:55+00:00	Capalaba@parliament.qld.gov.au	secretary@capalabascapandc.com.au	RE: Re. Esky hire
2023-02-24T02:47:17+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Bunnings BBQ (Cass Aldcroft)
2023-02-21T23:40:00+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Lachlan Thatcher
2023-02-24T00:32:16+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Bunnings BBQ (Cass Aldcroft)
2023-02-25T02:43:37+00:00	refunds@humanitix.com	lynette_k@msn.com	Refund for order RGYVD00 for Under the Stars Movie Night and Disco
2023-02-27T05:52:13+00:00	refunds@humanitix.com	mariekatrin.karlsson@gmail.com	Refund for order C560EDO7 for Under the Stars Movie Night and Disco
2023-02-27T03:13:35+00:00	Treasurer@capalabascapandc.com.au	gwhite57@gmail.com	RE: Completed 2022 audit
2023-02-28T00:49:14+00:00	president@capalabascapandc.com.au	info@earthmattersconsulting.com.au	RE: Fire Pit
2023-02-28T01:08:25+00:00	info@earthmattersconsulting.com.au	president@capalabascapandc.com.au	RE: Fire Pit
2023-02-28T00:42:53+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Upcoming RFQ Panel (Cass Aldcroft)
2023-02-27T23:49:25+00:00	info@earthmattersconsulting.com.au	president@capalabascapandc.com.au	RE: Fire Pit
2023-02-26T07:37:19+00:00	refunds@humanitix.com	josh.mannix@outlook.com	Refund for order 71IAJ1X for Under the Stars Movie Night and Disco
2023-02-27T22:14:06+00:00	president@capalabascapandc.com.au	corro@capalabascapandc.com.au	Quotation Request - 2 x yarning circles, pathway tree planting
2023-02-26T01:25:17+00:00	secretary@capalabascapandc.com.au	mckinley.swift@pcyc.org.au	RE: Re. AGM platters
2023-02-28T01:14:55+00:00	president@capalabascapandc.com.au	info@earthmattersconsulting.com.au	RE: Fire Pit
2023-02-27T02:57:02+00:00	grants@capalabascapandc.com.au	nigel@chandlerparklandscaping.com.au	FW: Quotation Request - Capalaba State College P&C
2023-02-27T21:55:25+00:00	president@capalabascapandc.com.au	info@earthmattersconsulting.com.au	Fire Pit
2023-02-27T10:28:29+00:00	secretary@capalabascapandc.com.au	members@capalabascapandc.com.au;fundraising.wg@capalabascapandc.com.au;grants.wg@capalabascapandc.com.au	RE: February GM Minutes and attachments
2023-02-25T06:22:37+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Notice of AGM (Cass Aldcroft)
2023-02-27T23:40:43+00:00	president@capalabascapandc.com.au	matt@prestigegroupaus.com.au	Quotation Request - 2 x yarning circles, pathway tree planting
2023-02-28T02:56:25+00:00	president@capalabascapandc.com.au	info@earthmattersconsulting.com.au	RE: Fire Pit
2023-02-28T03:09:20+00:00	info@earthmattersconsulting.com.au	president@capalabascapandc.com.au	RE: Fire Pit
2023-02-28T03:42:44+00:00	president@capalabascapandc.com.au	mmeic@bigpond.com	Capalaba State College - Yarning Circle features and design
2023-02-28T01:24:48+00:00	info@earthmattersconsulting.com.au	president@capalabascapandc.com.au	RE: Fire Pit
2023-02-28T01:28:58+00:00	president@capalabascapandc.com.au	info@earthmattersconsulting.com.au	RE: Fire Pit
2023-02-25T05:18:18+00:00	brad@capalabascapandc.com.au	corro@capalabascapandc.com.au	You received a Expression of Interest from Cassandra Aldcroft
2023-02-28T01:20:14+00:00	brad@capalabascapandc.com.au	corro@capalabascapandc.com.au	New P&C Membership Cassandra Wagstaff
2023-02-25T05:17:54+00:00	brad@capalabascapandc.com.au	corro@capalabascapandc.com.au	New P&C Membership Cassandra Aldcroft
2023-02-28T21:17:49+00:00	no-reply@asana.com	corro@capalabascapandc.com.au	Upcoming RFQ Panel (Cass Aldcroft)

2023-02-28T01:21:53+00:00	brad@capalabaspandc.com.au	corro@capalabaspandc.com.au	You received a Expression of Interest from Cassandra Wagstaff
2023-02-28T09:17:16+00:00	Treasurer@capalabaspandc.com.au	tracey@buycarzaustralia.com.au	Fence Advertising enquiry - Capalaba State College P&C

Current Status	Actions from the meeting and those outstanding:	Resp Person	Initiated	March Meeting Update	February Meeting Update
3. PROGRESSING	Wave of Change registration	Lachlan/ Karensa	14/07/2022	No confirmation received as yet from Wave of Change on bin delivery dates for both campuses.	Karensa to book a date for 2023 for WoC bin delivery. Lauren emailed Karensa 13/02/23 to confirm if date is yet set. FEB GM UPDATE: Karensa advised still waiting on WoC to advise of bin delivery date to Jnr campus. She'll request Snr bins for the same time.
3. PROGRESSING	Discretionary Funding R2 2022 successful applications	Cassie	24/10/22	Receipt for robot battery has been submitted for acquittal. Second application for board games still pending.	B.Power advised by email on 15/02/2023 that she has submitted the purchase requisition. Will email us once it has been approved, and they receive the goods.
3. PROGRESSING	\$2500 Composting Grant - Zoya & Karen to link up and discuss with Ruth how to approach	Karen	24/10/22	No update as at 11/3/23	Ruth has advised Karen (on 13/02/23) that the outcome for this grant should be publicised very soon.
4. COMPLETE	Swim Club Re-opening: P&C has been approached by interested volunteers. Prospective volunteers to be connected so that they may discuss viability prior to nominating at AGM.	Cassie/Brad	20/02/2023	Cassie connected interested parties with each other and Brad.	N/A
4. COMPLETE	C4C Free Dress Drive Day- Term 1 2023. Set for Harmony Day 21/03/23. Karensa to email Lachlan reminder email a fortnight before (send by 07/03/23)	Karensa/ Lachlan	20/02/2023	Lachlan emailed families 10/03/23	N/A
4. COMPLETE	AGM 2023- Cass to forward email to Lachlan for distribution. RSVP's to be collected by 16/3/23 for catering purposes. P&C Exec to collaborate with PCYC regarding catering.	Cass/ Lachlan	20/02/2023	AGM email sent out by Lachlan on 1/3/23. Discussions happening with PCYC.	N/A
4. COMPLETE	Memberships 2023- new & renewing. To be collected prior to 2023 AGM on 20/3/23.	Cassie/ Lauren	20/02/2023	New form launched via website 25/02/2023. Included as part of AGM comms from Lachlan 1/3/23	N/A
4. COMPLETE	Summary of updates to the P&C Association Constitution- Link provided for members to read in Feb agenda. To be updated for the 2023 AGM.	Cassie	20/02/2023	Updates made. Action complete.	N/A
4. COMPLETE	Easter Fundraiser 2023- to run in Week 10. Lock in fundraiser type?	Cass	20/02/2023	Due to workload and focus on other activities (Movie Night/Disco, AGM and Grants) this action is no longer feasible.	N/A
4. COMPLETE	Movie Night/Inr Disco 2023 - Set for 25/03/23	Michelle/ Exec	20/02/2023	Movie Night set to be held on Snr Campus. All plans in place as per postponed 4/2/23 event. Now also incorporating Inr Disco to run just prior to movie time. Action complete	N/A
4. COMPLETE	Queens Jubilee Commemorative Event- must take place by end of March. installing plaque acknowledging Fed Govt + P&C. Invite Federal MP, school captains, but keep small and simple.	Karen	20/02/2023	Event set for 14/3/23. General invitation sent out to school community on 07/02/23. Plaque received from Pacific Trophies on 09/03/23 ready for unrolling. Karen has assembled group of volunteers to assist with setup on morning of.	N/A
4. COMPLETE	Sports Aerobics 2023- Cass working with QSA to deliver a before-school program in the hall for junior students.	Cass	28/11/2022	Program ongoing for T1	QSA held trial session in Week 2 of Term 1. Pending Week 3 success and conversions to paid enrollments Cass to follow up with QSA regarding fence signage.
4. COMPLETE	Yarning Circle - WAAP's to be completed, and landscapers engaged for Yarning Circle work to commence	Cass	28/11/2022	RFQs distributed, P&C reps have been meeting on site with contractors, Evaluation Panel members decided and Evaluations scheduled. Will continue updating as part of normal agenda updates moving forward.	Contractor was unable to supply white card and there was not enough time to go back to quote. Will be re-evaluated against other works ongoing. FEB GM UPDATE: Cass to do walkthrough with Stuart & Mel before beginning Jnr YC RFQ. Looking at Jun/Jul or Sep/Oct holidays for work TBC. Snr YC likely to be over Dec/Jan hols.
4. COMPLETE	Cool water bubbler at Junior campus Red Area. Michelle to organise quotes etc.	Michelle	25/07/2022	Electrician attended site in late February to install power. LH station now fully operational. Any additional updates to be included as part of normal agenda moving forward.	Michelle advised in previous meeting that quotes have been received. Motion was moved to progress with work in Term 1 2023. New filter to be fitted, plus replacement of existing filter and also 3 x bottle fillers. Michelle has submitted WAAP documentation to School to arrange vendor to go onsite and install. FEB GM UPDATE: Water refill stations are now installed, and kids have access to cold clean water. Michelle to send WAAP request through for electrician to install new power access switch for left hand bubbler to begin chilling. Also getting quotes for plaque to acknowledge swim club contribution.
4. COMPLETE	Second Hand Uniform Shop - Payout of completed and partially completed consignments to next occur during Term 4 holidays, as per our new policy to review each term end.	Michelle	28/11/2022	Payment authorised 20th February. Action now complete.	Exec team to reconfirm details put together by Michelle and then Michelle will generate payment.
4. COMPLETE	Donated tree delivery from Debbie at Orterra.	Zoya	24/10/22	N/A	Trees will be used as part of the Tree Planting pathway and revegetation creekline projects.
4. COMPLETE	C4C T4 email wrap up to be sent out to parents	Karensa/ Lachlan	24/10/22	N/A	Posted on Facebook on 25/11/2022
4. COMPLETE	2022 SRS Annual Report - Lachlan to provide for the next GM	Lachlan	28/11/2022	N/A	Lachlan sent documents through on 16/02/2023. Action now complete.
4. COMPLETE	To apply an \$800 contribution to Mick Quinn's request for the amplifier purchase as part of discretionary funding round 1 2022.	Cassie & Michelle	23/05/22	N/A	Action now complete.
4. COMPLETE	Second Hand Uniform Shop to be relocated to senior campus for the school holiday period so parents can have the convenience of both uniform shops close together prior to returning to school. Lachlan suggested Maths Block would be best option. Keys and codes for P&C access to be organised.	Cass	28/11/2022	N/A	Decision was made not to move 2nd hand uniform shop to senior campus, as the P&C didn't have enough volunteers to man the shop for the same hours as the new uniform shop. Action now complete.
4. COMPLETE	Trish to amend map in senior welcome booklet to reflect Uniform Shop's new location on senior campus.	Trish	28/11/2022	N/A	Trish emailed new map through to Lauren on 28/11/22. Action now complete.
4. COMPLETE	2023 Welcome event - coffee van	Cass	28/11/2022	N/A	Cass reached out to vendor/parent to organise. The location change to the Pool Gate area to attract more parents was discussed in last GM, however due to safety concerns this was considered not feasible and the van remained in the staff carpark. Unfortunately we received feedback parents had gone to the original location as advertised. Action now complete
4. COMPLETE	To apply an \$800 contribution to Mel Armstrong's request for the flag poles for junior campus purchase as part of discretionary funding round 1 2022.	Cassie & Michelle	23/05/22	N/A	Reassigned to indigenous artwork and vendor paid directly by P&C due to timing with end of school. Still working with the specific group on presenting them to the P&C and school community. Action now complete.
4. COMPLETE	Christmas Concert 2022 - Lachlan to advise us of anticipated date of event. Will P&C hold a BBQ on the night?	Lachlan/ Michelle	22/08/2022	N/A	As approved at November GM, P&C donated existing stock of sausages and drinks for BBQ, plus contributed another \$50 towards fresher stock so Concert BBQ could be free to attendees. Joe Robinson and SMT/SRC(?) team were in charge of the BBQ for the event, alongside Brad Aldcroft. P&C are very grateful for their awesome effort. Thank you! Action now complete.
4. COMPLETE	College to check with Silver Rose – we have one more year of the tender left. And will then go out to 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.	Carlie F & Lachlan	22/11/21	N/A	School photos scheduled for T1 Wk4. New school photography tender was accepted by MSP Photography. Sibling photos are now available in a before-school arrangement. Action now complete.
4. COMPLETE	Carlie to follow up alternative uniforms per item 9.5 of the May 2022 GM *** includes senior girls shirts issues with transparency and length	Carlie F	23/05/22	N/A	New uniforms with longer length/less transparency now available for purchase through uniform shop. Action now complete.
4. COMPLETE	Free Dress dates to Karensa	Lachlan	24/10/22	N/A	Completed
4. COMPLETE	Christmas Raffle- Karensa to send email to Lachlan to distribute to school community	Lachlan	28/11/2022	N/A	Email distributed 06/12/22. Action now complete.
4. COMPLETE	combined rewards day for T3 & T4 C4C drive winners	Karensa/ Stuart Cassie	24/10/22	N/A	Rewards day occurred Wk9 of T4 2022. Action now complete.
4. COMPLETE	Athlete's Foot reward brochures	Cassie	24/10/22	N/A	N/A
4. COMPLETE	Cassie Wagstaff to be added as a signatory as P&C Secretary. JUNE GM UPDATE – Also include Lauren Phillips as a signatory.	Cassie, Lauren & Michelle	23/05/22	N/A	N/A
4. COMPLETE	Booklists 2023	Lachlan	24/10/22	N/A	N/A
4. COMPLETE	Junior Disco- Term 1 2023. Can we lock in a date by the end of Term 3 2022 so that planning can commence in Term 4. Lachlan recommended we speak with Deb Wall, re: older students may be able to incorporate ArtsFest assessments with our disco night.	Desma	25/07/2022	Marking as complete. This item now incorporated with Movie Night in AR.	25 March 2023 is the confirmed date, we are also having our postponed movie night. Further discussions to be had.
5. ON HOLD	First Aid course for new Year 7 cohort. Lachlan to speak with PE team re: curriculum and get back to us if it's something we can organise	Lachlan/ Cass	28/11/2022	No update as at 11/3/23	Asana lodged for potential update prior to GM.
5. ON HOLD	Subgroup to be formed for Mural Artwork project	Cass	24/10/22	As per last month, will be revisited after AGM.	To be revisited after AGM
5. ON HOLD	Local landscaper to be engaged for tree planting. Zoya to speak with Carlie for work permits etc.	Zoya	24/10/22	N/A	Action cancelled due to condition of trees. Will be re-evaluated as part of ongoing project
5. ON HOLD	After School Sports Program - Karen and Anna have been discussing the possibility of running an afterschool sports program in Term 4 2022, initially targeting the Prep-Yr3 levels. Different sports will be delivered during the program's run and some local clubs have offered to donate free sessions at the College.	Karen/Lauren	22/08/2022	N/A	On hold for now. Delivery date will be revisited at a later time when Anna Rasmussen has more availability to assist with program.
5. ON HOLD	Before or after school language classes? (Lachlan) LCF Languages (arising from Christy's email 10.05.2022) moved to the actions register and progressed out of session for update at the July GM.	Lachlan	20/06/22	N/A	N/A
5. ON HOLD	Capalaba State College Instagram account (arising from Christy's email 10.05.2022) moved to the actions register and progressed out of session for update at the July GM.	Lachlan	20/06/22	N/A	N/A
5. ON HOLD	Positive Discipline Program – if enough interest from 5/12/21 intro, then Lachlan will look at scheduling a course for 2022	Lachlan & Stuart	22/11/21	N/A	N/A
5. ON HOLD	First Aid Course Scheduling for students	Michelle	22/11/21	N/A	N/A
5. ON HOLD	Drop n Go Signs Michelle, Desma & Lauren to contact Main Roads & Police, looking at the other schools' campaign, looking at what we could do as a road safety blitz (flyers etc) and signs. (Lachlan to also possibly send an email)	Michelle, Desma & Lauren	23/05/22	N/A	Asana lodged 13/02/23 to query when the best time to reopen this action might be. To remain on hold until update from school.

S. ON HOLD	Parent Connect – Cass to chat to Rhys and organise a parent get together to support families	Cass & Rhys	25/10/21	N/A	N/A
S. ON HOLD	Start a college working group around sustainability / recycling etc	Lachlan	31/5/21	N/A	N/A

General Business

- ❖ Great fundraising and sales efforts this morning, with the Bunnings sausage sizzler, 2ndhand uniform shop, fencing advertising and Bookclub.
- ❖ We completed the installation of the new water chiller bubblers.
- ❖ And had some major expenses due – Marsh Insurance, and audit fees.
- ❖ Movie night float \$450- cash on hand

Bank Reconciliation Statement for the Month of February 2023

Opening Balance (MAIN ACC)		\$ 107,795.54
RECEIPTS		
Sales	2ndhand Uniform Shop	\$ 324.00
	Fencing Advertising	\$ 661.50
Fundraising		
	Bookclub Issue 1	\$ 108.00
	Container for change	\$ 3.50
	Bunnings Sausage Sizzler fundraiser	\$ 1,363.45
Other	Credit Interest- Commonwealth bank	\$ 144.34
	Movie Night bakestall buyback	\$ 54.50
ADD: Total Receipts processed and presented		\$2,659.29
PAYMENTS		
	Movie Night Float	\$ 450.00
	Funds transfer to Debitcard account for movie night purchases	\$ 700.00
	Discretionary Funds payment- Mick Quin	\$ 750.90
	Marsh Insurance P&C QLD	\$ 3,234.39
	Metro Audit Services	\$ 990.00
	Urban FF Water Chillers	\$ 15,765.20
	Term 4 2022 Consignment payments	\$ 222.75
	Square fees- 2ndhand Uniform	\$ 6.11
	Commbiz rejection fee	\$ 2.50
	Xero	\$ 44.25
LESS: Total Payments processed and presented		\$ 22,166.10
Closing Balance (MAIN ACC)		\$88,288.73

Opening Balance (DEBIT CARD)	\$	531.15
Tfr from Main Account	\$	700.00
Office works printing card buyback	\$	25.00
Office works purchase return	\$	37.34
ADD: Total Receipts	\$	762.34
Officeworks- Stationary	\$	62.52
Bunnings- Stationary	\$	42.00
Amazon- stationary files	\$	18.99
Woolworths - movie night		
Plaque for Connection Corridor	\$	442.33
Bunnings Sausage Sizzle purchases		
7Eleven (ice)	\$	36.80
Woolworths	\$	9.90
IGA	\$	258.54
Coles	\$	183.20
Bookclub Issue 1	\$	108.00
Office works - printer card later purchased back		
LESS: Total Payments	\$	1,162.28
Closing Balance (DEBIT CARD)		\$131.21

Overall Financial position of the Association, as at

- 28th February 2023: **\$88,485.14**

^ Allocated funds of \$39,099.42 towards the Connection Corridor

CONNECTION CORRIDOR BUDGET 2023

CONNECTION CORRIDOR SUMMARY	Open Balance	Balance \$	
P&C Approved Contribution	\$6,600.00		
Less: Payments made		\$6,600.00	\$0.00
P&C Fundraising (FY2021 + FY2022)	\$18,121.17		
Less: Payments made		\$8,544.08	\$9,577.09
Successful Grants Applications	\$30,000.00		
Less: Payments made		\$990.00	\$29,010.00
Total Amount Remaining			\$38,587.09

P&C Approved Contributions			
Budget (approved GM March2021)			\$6,600.00
16.09.21	(Inv 1085) Orterra Pty Ltd- Stage 2 Consultation Fees	\$825.00	
08.10.21	(Inv 3991) Site Surveys Pty Ltd - Partial Site Plan - survey of part	\$3,800.00	
12.11.21	Payment for Stage 3 Draft Concept Design	\$1,705.00	
04.12.21	(Inv 228) MINJERRIBAH MOORGUMPIN ELDERS-IN-COUNCIL	\$160.00	
13.05.22	(Part payment Inv 1156) Orterra-consultation	\$110.00	
Total Expenses			\$6,600.00
Balance Remaining			\$0.00

P&C FUNDRAISING			
Total Fundraising contribution			
	Fundraising Contributions 2021		\$9,210.18
	Fundraising Contributions 2022		\$8,910.99
			<u>\$18,121.17</u>
04.12.21	(Inv 1103) Orterra - Final Concept design & report	\$4,345.00	
27.04.22	(Inv 1146) Orterra: Consultation fees	\$236.50	
13.05.22	(Part payment Inv 1156) Orterra-consultation	\$261.25	
27.05.22	(Inv 1162) Orterra	\$2,090.00	
26.06.22	(Inv 1163) Orterra. Organisation of First Nations Elders meeting	\$308.00	
08.07.22	(Inv 2406) MINJERRIBAH MOORGUMPIN ELDERS-IN-COUNCIL	\$700.00	
12.07.22	Ferry Trip to Stradbroke Island	\$91.00	
27.02.23	Pacific Trophies commemorative plaque	\$442.33	
06.03.23	Commemorative celebration cake	\$70.00	
Total Expenses			\$8,544.08
Balance Remaining			\$9,577.09

Successful Grant Applications			\$
12.01.22	CS-211-009 Round 1 Conservation Grant		\$10,000.00
	Connection Corridor – Revegetate Drainage Channel		
30.06.22	Planting Trees for the Queen's Jubilee		\$20,000.00
14.08.22	(Inv 1195) Orterra. New re vegetation area drawings	\$990.00	
TOTAL			\$29,010.00



CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION

Grants Update – March 2023

Active grant-funded projects

Project	Grant	Status	Acquit by	Things we need help with
Connection Corridor – Revegetate Forest school creekline	Redland City Council Conservation Grant \$10,000	Preparing to procure for works to commence over Easter holidays.	13.06.23	
Connection Corridor – Tree planting	Planting Trees for the Queen’s Jubilee \$20,000	Planning to procure for works to commence over June/July holidays. Commemorative event 14/03/23	29.09.23	

Upcoming grant opportunities

Grant	Purpose of Grant	Due Date
BMD’s Community Assistance \$5k	Guidelines	31.03.23
School playground and tuckshop upgrades \$500,000	Playground improvements in disadvantaged areas. Enhancements to healthy food options. (Note information available through schools portal only).	Not yet open (expected Term 1 2023)



Annual Operating Plan 2023

February 2023 – February 2024

APPROVED _____

AMENDMENTS _____

About CSC P&C

OUR PURPOSE: To support and work in partnership with Capalaba State College, with the school principals and the school community, to promote the best interests of the College, facilitate its development and further improvement, to achieve the best outcomes for students.

Capalaba State College Parents and Citizens Association (CSC P&C), as a statutory body, sets to achieve this through supporting the:

- provision of adequate resources and learning materials to all rooms/facilities to enhance our children's learning in a positive and productive way;
- enhancing the current use of infrastructure and facilities;
- communicating the fundraising needs based on the long-term plans for the school, detailing why the money is required and how it will be spent, and being accountable for the spend;
- providing a forum for school community issues to be raised; and
- providing opportunities for the school community to celebrate together.

The P&C determines its level of involvement and commitment to the school based on the College Principal's plan for the year and what the teaching staff would like to achieve. As well as availability of volunteers.

Focus areas

As a not-for-profit with a potentially enormous scope of work and finite resources, CSC P&C recognises the need to prioritise its efforts to ensure the most efficient and effective approach to its work. Therefore, in pursuing its purpose, P&C has identified the following Focus Areas as key priorities for the period of this Plan.

Learning resources and materials, Classroom projects
Objective: Build and harness the P&C collective capabilities, capacities, and contributions of members.

Infrastructure and facilities
Objective: Build and harness the P&C collective capabilities, capacities, and contributions of members.

Collective Viability (sustainability and resilience)
Objective: Build and harness the P&C collective capabilities, capacities, and contributions of members.

FUNDRAISING FORECAST 2023 with previous years comparative data

In 2022, the P&C achieved approximately \$57,067 income comprising from all P&C



operations and fundraising events. Total income, including grants was approximately \$87,067. Forecast fundraising in 2023 is \$25,000, and grants target of \$10,000. A breakdown can be found in the table below:

Income Source	2018	2019	2020	2021	2022	Target 2023
Parent Contributions	\$310.00	\$285.50	\$140.00	\$0.00	\$0.00	\$1,000.00
School Banking	\$544.16	\$456.50	\$325.00	\$355.00	\$0.00	N/A
Fundraising & Social	\$10,955.26	\$4,232.07	\$2,396.33	\$15,700.15	\$37,764.75	\$25,000.00
Container for Change	N/A	N/A	N/A	N/A	\$2,717.50	\$3,000.00
2 nd Hand Uniform	\$2,249.80	-\$129.52	\$1,690.20	\$3,172.26	\$3,131.50	\$3,000.00
Swim Club	\$2,105.35	\$2,399.14	\$3,856.46	\$3,146.30	\$1,109.00	\$0.00 ¹
College Fete	\$0.00	\$21,242.23	N/A	N/A	N/A	N/A
Fence Advertising	\$9,487.50	\$11,344.75	\$3,506.25	\$7,148.25	\$11,466.00	\$11,000.00
Election BBQs	\$0.00	\$526.11	N/A	N/A	\$959.02	N/A
Commission on Books	\$2,078.46	\$2,342.66	\$2,611.17	\$2,483.99	\$2,637.40	\$2,600.00
Grants	\$0.00	\$0.00	\$40,958.00	\$35,000.00	\$30,000.00	\$10,000.00
Total	\$27,730.53	\$42,699.44	\$55,483.41	\$67,005.95	\$89,785.17	\$55,600.00

1. Swim Club is currently not in operation.

KEY GOALS & INITIATIVES 2022 Reflection

- Fundraising target of \$21,000 was exceeded.
- Our great fundraising results have been achieved through the enormous contributions from our school families and those that are part of the working groups- Grants and Fundraising.
- In progress: increased local business community awareness through our fence advertising and successfully on-boarding 4 new clients.
- Increased utilisation of digital solutions, enabling the P&C to better streamline its processes, making dealings with the P&C more accessible for our school community e.g. Rafflelink for all our raffles, Square for all our events held, appointment booking system for the 2nd Hand Uniform Shop and recently, Humanitix for Movie Night.
- In progress: Increase P&C community engagement- increase average attendance at P&C meetings to 20 members, increased attendance of fundraising events
- Launched the P&C website with increasing utilisation throughout 2022.
- Introduction of a partnership with a local signwriter to assist on bringing in new fence advertisers.
- Discretionary funding awarded to:
 - Mick Quinn for AV Equipment (Acquitted)
 - Mel Armstrong for Indigenous Digital Artwork for sports houses (Acquitted)
 - Bernadette Power for Refurbishment of Robot Battery (Acquitted)
 - Bernadette Power for New Board Games (yet to be Acquitted)



KEY GOALS & INITIATIVES FOR 2023

- Fundraising target of \$25,000 and Grants target of \$10,000.
- Launch Toilet Transformation Project campus wide – find a volunteer to lead this.
- Commence the first physical implementation of Connection Corridor initiatives including the creekline revegetation, yarning circles and pathway planting.
- Complete the second water refill station on Junior Campus.
- Launch an annual plan for raffle planning to maximise the potential for donations and introduce raffle themes to assist with marketing.
- Continue working with the Junior Student Management Team as an important stakeholder to feed into P&C activities and introduce a working relationship with the Senior Student Management Team.
- Launch the Senior Campus welcome booklet for new families.
- Increase awareness and utilisation of the 2nd Hand Uniform shop, increasing donations and stock levels. Achieve stability of volunteers for the shop.
- Increase fence advertising revenue to cover operational expenses.
- Increased recognition of P&C volunteers in our school community.
- Increase P&C community engagement- increase average attendance at P&C meetings to 20 members, increased attendance of fundraising events.

IMPROVEMENT PRIORITIES FOR 2023 (not in order of priority)

See Attachment 1 for more information.

Project Description	P&C Funds Allocated	Project Status
Second Water Refill Station for Junior Campus	\$15,300	Installation Completed February 2023.
Connection Corridor	\$25,000	Project initiated, scoped and landscape architect. Continuing engagements, planning and fundraising. 2023 focus: completion of creekline vegetation, yarning circles for both campuses, pathway planting
Mural Artwork / Floor Paintings	\$30,000	Scoping project and how to support SMT Jnr Campus. This initiative is about supporting SMT-Jr to complete their goal of artwork. Funding to be via Containers for Change, fundraising and volunteer commitment.
Toilet transformations Junior and Senior campuses	\$10,000	Scoping project on how to improve the toilets on both senior and junior campus. Will be subject to grant applications / sponsorships / donations / fundraising. Seeking a project manager to undertake this initiative.

FUNDRAISING FOR 2023

10% P&C Contribution: 10% of all profits from each fundraiser should be allocated to P&C

general funds to assist with the general running of the P&C (e.g. payment of insurance and annual targeted donations)

REMINDER: The following compilation of events will only take place if individuals or groups are willing to take on the responsibility of planning and coordinating them. All members of the P&C are encouraged to consider taking on roles for events as they not only have great fundraising potential, but potential to bring our community together and support the College in many ways.

Fundraising Event	Fundraising Connection	Date	Budget	Float
Term 1				
Coffee Welcome	Sponsored Event	21 st January	Nil	Nil
Bunnings BBQ	Mural and Art Project	25 th February	\$1000	\$100
Hair Accessories	General – ongoing ordering link available all the time		Nil	Nil
Family Movie Night & Junior Disco	Connection Corridor	25 th March	\$1500	\$450
Containers for Change Free Dress Collection	Mural and Art Project	31 st March	Nil	Nil
Term 2				
Mother’s Day Stall	Connection Corridor	10 – 11 May	\$3000	\$450
Mother’s Day Raffle	Connection Corridor		Nil	Nil
Book Fair	School resources through scholastic	17 – 19 May	Nil	\$200
Bunnings BBQ	Discretionary Funding	21 st May	\$1000	\$100
Containers for Change Free Dress Collection	Mural and Art Project	23 rd June	Nil	Nil
Krispy Kremes (or other)	General		Nil	Nil
Term 3				
Father’s Day Stall	Connection Corridor	30 – 31 st August	\$3000	\$450
Father’s Day Raffle or event	Connection Corridor		Nil or \$1500 for event	Nil for raffle. \$450 for event if held.
Containers for Change Free Dress Collection	Mural and Art Project	15 th September	Nil	Nil
Bunnings BBQ	General	TBA	\$1000	\$100
Disco P-6 (potentially)	TBD	TBA	\$3000	\$400
Colour Fun Run	TBD	TBA (Volunteer dependent)	\$2000	Nil
Term 4				
Christmas Concert P-3 BBQ	Mural and Art Project		\$500	\$150

Fundraising Event	Fundraising Connection	Date	Budget	Float
Containers for Change Free Dress Collection	Mural and Art Project	8 th December	Nil	Nil
Christmas Raffle	Mural and Art Project		Nil	Nil
Santa Photos	General		\$500	\$100
Booklists	General		Nil	Nil
Parent End of Year Dinner	Connection Corridor	TBA	\$1500	Nil

Other potential fundraising events include: Bake Sales, Trivia Night, Pie Drive.

GRANTS

Strategy: Grants as they become available/Grant Working Group members

Outcome: Obtain additional funds for identified projects or items from the wish list (Attachment 2)

2022 Grant Outcomes

Funding Program	Outcome	Project Scope	Status
Regional Arts Development Fund	Unsuccessful	Art murals	n/a
Planting Trees for The Queen's Jubilee	Successful for \$20,000	Planting Trees for The Queen's Jubilee	Part A – pending contractor acceptance Part B - Seeking quotes

YEARLY TARGETED DONATIONS TO SCHOOL

See Attachment 3 for more information.

Item	Area of School	Timeframe	Cost
Student Representative Policy	Representative Sport	Ongoing	\$600
Discretionary Funding	All	Term 2 & 3	\$6000
Year 12 Graduation Plant	Year 12	Term 4	\$25 Budget
Community Spirit Award	Year 6	Term 4	\$50 Budget
Staff appreciation events	All	All Terms	\$200 Budget
Additional Fundraising	Yr 6 Shirts Yr 12 Formal	Volunteer dependent	Collaboration with school

TRAINING AND SUPPORT FOR 2023

VOLUNTEERS

Strategy	Outcome	Timeframe	Cost
Strategic plan and AOP	To ensure that each volunteer is aware of the P&C Strategic Plan and AOP	As required for new volunteers	\$0



Volunteer sign on forms and student protection risk management strategy factsheet	After each event, volunteers have signed the volunteer form, which includes the student protection factsheet	As required	\$0
Mandatory training program – read document and complete Record of Completion section to give to P&C Executive Committee member for records	Volunteers must complete this process annually to present the Record of Completion when visiting a departmental site.	Annually	\$0

P&C EXECUTIVE

Strategy	Outcome	Timeframe	Cost
First Aid training	Provide First Aid & CPR	April 2023	\$120ea up to 4 attendees
P&C training as available	Attend training where available	When applicable	Usually free
2023 P&C Conference	Provide strategy change and input back to P&C	August 2023	\$600-\$800 per delegate x 4 (apply for P&C grant to supplement cost)

P&C SWIM CLUB SUBCOMMITTEE

At the time of authoring the AOP the swim club subcommittee is not operating. Costs below are still documented and accounted for in the case that the subcommittee reconvene.

Strategy	Outcome	Timeframe	Cost
First Aid training	Provide First Aid & CPR	April 2022	\$120ea up to 2 attendees
Food Safety Certificate	Canteen Manager to attend	As required	\$100

BUDGET FOR 2023

Account Name	Forecast 2023
Income	
2nd Hand Uniform Sales	\$3,000.00
Containers for Change	\$3,000.00
Donation/Gift Income	\$1,000.00
End of Year Parent Dinner	\$1,000.00
Fence Advertising Income	\$11,000.00
Grant Income	\$10,000.00
P&C Bunnings Sausage	\$3,500.00
P&C Christmas Raffle	\$1,900.00
P&C Disco and Movie Night	\$4,000.00
P&C Father's Day Raffle Sales	\$1,200.00
P&C Father's Day Stall Sales	\$5,000.00
P&C Krispy Kreme Fundraiser	\$4,500.00
P&C Mother's Day Raffle	\$350.00
P&C Mother's Day Stall	\$5,000.00
P&C Santa Photo	\$1,000.00
School Book Lists Commission	\$2,600.00
Swim Club - Canteen (Drinks)	\$0.00
Swim Club - Canteen (Hot food)	\$0.00
Swim Club - Canteen (Other food)	\$0.00
Swim Club Memberships	\$0.00
Swim Club Merchandise Sale	\$0.00
Total Income	\$58,050.00
Gross Profit	\$58,050.00
Expenses	
General and Office Expenses	\$200.00
2nd Hand Consignment Uniform	\$1,000.00
2nd Hand Square Fee	\$120.00
Accounting/Bookkeeping Fees	\$990.00
Book Club Fair Float	\$200.00
CommBiz Fees	\$30.00
Donation to Capalaba State College	\$0.00
First Aid Course/Supplies	\$480.00
P&C Bunnings Sausage Float	\$100.00
P&C Bunnings Sausage SQ fees	\$25.00
P&C Bunnings Sausage Supplies	\$1,000.00
P&C Disco and Movie Night Float	\$450.00
P&C Disco and Movie Night Square Fee	\$90.00
P&C Disco and Movie Night Supplies	\$1,500.00
P&C Father's Day Stall Float	\$450.00
P&C Father's Day Square Fee	\$40.00
P&C Father's Day Stall Supplies	\$3,000.00

P&C Krispy Kreme	\$3,000.00
P&C Krispy Kreme Square Fee	\$120.00
P&C Mother's Day Stall Float	\$450.00
P&C Mother's Day Square Fee	\$40.00
P&C Mother's Day Stall Supplies	\$3,000.00
P&C P-3 Xmas BBQ Float	\$150.00
P&C P-3 Xmas BBQ Supplies	\$300.00
P&C P-3 Xmas BBQ SQ fees	\$25.00
P&C Santa Photo Float	\$100.00
P&C Santa Photo Costs	\$500.00
P&C Santa Photo SQ fees	\$25.00
P&C State Conference	\$3,200.00
Parent End of Year Dinner Costs	\$1,000.00
Prep Orientation Day Supplies	\$200.00
Printing & Stationary	\$320.00
Rafflelink Annual Subscription	\$120.00
Santa Photo Cost	\$500.00
Swim Club Awards Night Expense	\$0.00
Swim Club Canteen	\$0.00
Swim Club Float	\$0.00
Swim Club Supplies	\$0.00
Swim Club Trophies	\$0.00
Swim Club Web Expense	\$0.00
Swim Square Fee	\$0.00
Total General Expenses	\$22,725.00
Other Expenses	
Community Spirit Award	\$50.00
Other Staff appreciation events	\$100.00
Request for Discretionary Funding	\$6,000.00
Student Representative Policy	\$600.00
World Teachers Day expense (platters)	\$140.00
Year 12 Graduation Plant	\$25.00
Total Other Expenses	\$6,915.00
Insurance Expenses	
Public Liability Insurance	\$3,234.39
Total Insurance Expenses	\$3,234.39
TOTAL EXPENSES	\$32,874.39
OPERATING PROFIT	
Total Other Income (Grants)	\$10,000.00
Addback: Total Floats (Cash at hand)	\$1,900.00
Total Other Expenses (grant acquittals eg Connection Corridor)	\$15,000.00
Net Profit/(Loss)	\$22,075.61



*Comments:

- Forecast figures are based on historic actual revenue from previous years (pre-Covid), market research, and/or Executive decision.
- The fundraising targets/events remain subject to Government directive; therefore, these figures may need to be adjusted if Covid restrictions are imposed



CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION

Attachment 1 – Fundraising Projects 2023 – Additional Information

"Connection Corridor" - Fundraising Goal: \$75,000 (fundraising, sponsorships and grants)

There has been an increase in the use of outdoor spaces as an alternative to classroom learning. This has coincided with the introduction in 2020 of the Montessori classes. Current outside learning areas are now also being used by mainstream classes across both the primary and secondary campuses.

The proposed walk links senior to junior campus, with the walk to start/end from behind the Montessori classroom block where the new shed has been built and to run along the side, behind houses, towards where the current Schools Officer shed is and then follow it around to where the current forest school area is.

The walk will continue onto the senior campus ending at the car park. This is a great opportunity to plant this area up with appropriate native plants and create a safe walking area between the campuses. Students already use this area to walk between the campuses and in wet weather, the ground can become very muddy and slippery.

The Schools Officers have highlighted that it becomes hard to mow this area as it is very muddy even with a little bit of rain. Hence, planting up the area with appropriate plants, would help make this area more user friendly and cut out the need to mow some of the area that is causing an issue.

The 'walk' will have various stops along the route where you can stop and:

- use the space as an outdoor classroom – seating of some sort eg. wooden stumps or sandstone
- have various Aboriginal and Torres Strait Islander artworks integrated throughout the walk
- enjoy a sensory garden area
- play musical instruments made of natural materials
- free play in areas (e.g. building cubbies)
- safeguard areas that are left 'natural' and allow for weeding and regeneration and revegetation work only
- provide a reflective area for artwork; reading; quiet work; meditation etc
- highlight seasonal sections for the vegetation
- prepare food in an outdoor working kitchen / wood working shed
- host a yarning circle in an undercover gazebo



CAPALABA STATE COLLEGE PARENTS & CITIZENS ASSOCIATION

"Mural Artwork" - Fundraising Goal: TBD (fundraising, grants and volunteer time)

Both the Junior Campus Student Management Committee and the P&C Fundraising Working Group have separately expressed interest in working towards painting murals on the grounds of the junior campus (walls and floors). It is suggested both groups work together towards this common goal. Informal preliminary discussions have occurred with the Junior Deputy Principal who is keen to work together, creating a linkage between the P&C Fundraising Activities and the goals of the students.

The motivation behind the murals would be a symbol of connectivity between the students, school and the wider school community; and to inspire students. Mural artworks invite bland and underutilised space within school grounds to be transformed into active and inviting places for both learning and play. The joint venture would be one where the students are actively involved in the planning and execution of the work, leveraging the ideas and values of the wider community and the skills of the P&C volunteers (i.e. artistic skills, obtaining funding / donations).

"Toilet Transformation Project" - Fundraising Goal: TBD (fundraising, grants and volunteer time)

Research conducted by Enlighten Education has shown that school toilets that are not clean, pleasant, and safe can impact children's short and long-term physical and mental health, as well as their learning outcomes.

The impact of poor design, maintenance and sanitation can cause a range of problems for students such as:

- Sub-standard toilets (with inadequate cleaning schedules) are making children feel they are not respected or valued at school.
- Poor sanitation, along with restricted access, is creating health problems.
- The poor condition of school toilets is deterring children from drinking sufficient water during the day (to avoid having to urinate). The associated dehydration is impacting on concentration and learning.
- School toilets are being used as a site for hiding out, crying, self-harm and suicide.
- Lack of privacy in school bathrooms is associated with misbehaviour.

Feedback from parents and children at the school identifies that students are unhappy with the current toilet situation. This results in them 'holding on', drinking less water, being unable to focus in class because they need to go, bringing illnesses home more easily, and being anxious about going to the toilet at school.

Our Toilet Transformation Project aims for students to work together to keep clean, friendly toilet spaces allowing them to feel comfortable and happy to go to the toilet at school. The project can consist of student, parent and staff collaboration, perhaps even a design



CAPALABA STATE COLLEGE PARENTS & CITIZENS ASSOCIATION

competition, redecorating the toilets to make them fun, vibrant and inviting.

P&C will provide project management. Students will need to have ownership over the change and will be the main body leading the design with assistance from the College and the P&C. Students and parents will be invited to volunteer to help with the practical work of painting or fundraising with local businesses. Already a number of parents are keen to support the initiative in whichever way they can to improve the situation for their children.

Timeline – *below is the previous 2022 dates. This will need to be revised once a Project Manager has volunteered to take on this project. Leaving dates as is until a review occurs. Commitment from P&C and College to proceed – February 2022 however there is no volunteer yet to Project Manage.*

Student engagement College approved – February 2022

College to pull together student design committees – ~~March-April-May~~ 2022

Student design committee meetings – ~~March-May-June~~ 2022

Design Activities to occur during Term 2/3 – finalise a few weeks before Term ~~2-3~~ finishes 2022

P&C to assist with concept design, donations and sponsorship –~~End of Term 2~~, Finalise early Term 3 2022

Actual redecoration to take place – propose Term 3 school holidays 2022

Projects like this are taking place all over the country, in recognition of the important role a clean, inviting toilet space plays on the education of our children.



CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION

Attachment 2 – Grants 2023 – Wish List

IDEA
Outdoor area outside library to create an emotional wellbeing space for children with emotions needing to escape from classroom
Lighting and Sound System upgrades in both Junior and Senior Halls (with projectors).
Seating on Senior Campus – Aluminium Picnic Benches.
Grand-Stand seating for Junior Campus oval and Senior Campus Ovals
Water Tanks
Shade Sails for Junior and Senior campus over Playgrounds and outdoor equipment
Under Cover walkways on Junior Campus linking the Hall and Admin buildings to existing covered walkways so students and staff can get around without getting wet.
Heating for the Swimming Pool
Tuckshop Re-fit Junior and Senior campus
Extra TA time for all classroom, across college
Marketing / Branding school – attract
Multicultural support
New Basketball and Volleyball courts – Shade
Supporting families into school
Orchard
Outdoor place to connect, classroom and amphitheatre for the arts
Yarning circle project
Mental health and wellbeing programs - support to bring in external providers to deliver to more students
Rock Climbing program (or additional mental health programs run by school staff)
STEM and robotics programs – resources
Healthy Harold program
Fans in the Senior Campus Hall
Signage supporting PBL expectations
Guest speaking for senior development – tax, kids entrepreneur
Solar power for Senior and Junior campus
Soft fall rubber to replace the bark on Junior campus playground (1 remains)

Attachment 3 – College Targeted Donations 2023 – Additional Information

Student Representative Policy

Allocation: up to \$600

An annual contribution of \$600 made available for up to 12 students who represent the college in state or national competition. Students must have achieved this level of competition through an initial involvement at a school level to qualify. An amount of \$50.00 per student is available. If there is any portion of the \$600.00 left over at the end of a calendar year, this amount will not roll over to the following year. All students must apply using the relevant paperwork and be endorsed by a teacher at the College.

Request for Discretionary Funding

Allocation: up to \$6000

Round 1 2023 closing Tuesday 2nd May with successful applications determined at Monday 15th May General Meeting

Round 2 2023 closing Monday 7th August with successful applications determined at Monday 21st August General Meeting.

- Purpose to make funding available to for initiatives that promote the interests and provide benefit to the College students.
- Teachers and non-teaching staff are welcome to apply for discretionary funding. Each round will consist of \$3000, with a limit of up to \$800 per project or resource.
- Applications will be received and reviewed by P&C Executive in consultation with the College Principal with successful applications announced at the corresponding General Meeting.

Year 12 Graduation Plant

Allocation: up to \$25

The P&C purchase and donate a shrub that is low allergen, low scent and low pollen to add to the Year 12 Graduation Garden annually. This plant is purchased and presented in November.

Community Spirit Award

Allocation: up to \$50

An annual award honouring the late P&C life member Natasha Simpson. In 2018, the P&C resolved to present an award annually to a Year 6 student in Natasha's honour. "The Natasha Simpson Memorial P&C Community Spirit Award" will continue to be presented annually in the presence of a member of the P&C Executive and an invitation for a member of Natasha's family to present. Allocation of up to \$50 for the purchase of a plaque for the perpetual trophy, and the printing and framing of a certificate.

Staff appreciation events

Allocation: up to \$200

A budgeted annual allocation for \$200 to be used for staff appreciation events such as

purchasing a cake for world teacher's day, schools officers barbeque, and other staff appreciation events. This budget will cover any of the College's requests for such use.

Additional Fundraising

The P&C will engage (should a volunteer put their hand up to do so) with the Year 5 and Year 12 cohorts in ways to assist with Formal fundraising and Year 6 shirt fundraising. With a large focus on student ownership as facilitated by the Student Management Teams on both campuses. It is recommended that the Student Management Teams propose how the support will look and how to engage the P&C for assistance. This concept encourages co-collaboration and student leadership.