



**CAPALABA STATE COLLEGE**  
PARENTS & CITIZENS ASSOCIATION

**P&C President:** Desma Hsu  
[president@capalabascpandc.com.au](mailto:president@capalabascpandc.com.au)

## Minutes – General Meeting

Date & time: 22<sup>nd</sup> March 2021 6pm

Location: Online (due to weather conditions)

A/Chair: Cass Aldcroft

A/Minute Taker: Desma Hsu

| Agenda Item  | ACTION   |
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| <p><b>1. Meeting Opening</b></p> <p>Welcome<br/>Acknowledgement of Country<br/>Apologies</p>   | <p><b>Quorum:</b> Yes<br/><b>Meeting opened:</b> 6.01pm<br/><b>Attendees:</b> Cass Aldcroft (A/Chair), Desma Hsu, Michelle Martin, Chris Webster, Rebecca Grugan, Lorraine Eggers, Lauren Kusters, Cathy Howie, Trish Biggs, Carly Lougoon, Zoya Slavinskaya, Jill Burke, Lachlan Thatcher, Wanda Sprenger, Ruth Dyer, Jane Dyson, Brad Aldcroft, Julia Delaforce<br/><b>Apologies:</b> Celena Stephen, Carlie Freeman, Karen Purdy</p>  |
| <p><b>2. Confirmation of minutes from previous meeting</b></p> <p><b>2.1</b> February 2021 Minutes</p>   | <p><b>Attachment 1</b></p> <p><b>Amendments:</b> Nil amendments to the minutes as tabled.<br/><b>Approved:</b> Y</p>   |
| <p><b>3. Matters arising from previous meeting</b></p> <p><b>3.1</b> Term 1 Disco</p> <p><b>3.2</b> Volunteer Grant Spend</p> <p><b>3.3</b> Yr 6 Tash Simpson Community Spirit Award</p> | <p>Desma advised the date of the disco was moved to accommodate the senior staff and students who are assisting with the night. The 80's disco will be this Friday night 26<sup>th</sup> March. We are currently putting the finishing touches on the wet weather contingency plan to ensure we can all have a great night. Pre orders for tickets, meal deals, face painting and the photo booth close on 24<sup>th</sup> March. Please also continue to spread the word about the online easter raffle tickets as this will be drawn at the disco.</p> <p>Cass advised Volunteer Grant spend has been completed. We purchased new foldable 6ft tables, coin counter, square eftpos usb printer, PnC laser printer, 2 fans for the PnC room, and a new laptop.</p> <p>Desma advised unfortunately the award was not included in the investiture due to an oversight with communications and scheduling. We are working with the College on planned for a double award to be presented in Nov 2021 for the 2020 and 2021 recipients.</p> |
| <p><b>4. Correspondence</b></p> <p>Refer to Register</p>   | <p><b>Attachment 2</b></p> <p>Correspondence Register accepted as tabled.<br/>Acknowledgement of correspondence received at 4.07pm to be addressed at a later time.</p>  |
| <p><b>5. Table Executive Committee's Report and decisions (if any)</b></p>   | <p>Executive Committee decisions tabled –</p> <p><b>5.1</b> Approve expenses:</p> <p><b>5.1.1</b> \$39 rafflelink platform use for the Easter Raffle<br/><b>5.1.2</b> \$17.97 cord for USB printer and Flash Drive<br/><b>5.1.3</b> \$29 terminal printer paper – 20 rolls</p> <p>Nil questions.</p>   |

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| <p><b>6. Treasurer’s Report and Financial Statement</b></p>   | <p>Tabled <b>Attachment 3</b></p> <p><u>Summary:</u><br/> As at 28<sup>th</sup> February 2021<br/> Opening balance: \$30,069.04<br/> Total Income: \$39,910.74<br/> Total Expenses: \$2,589.59<br/> Closing Balance: \$67,390.19<br/> Overall Financial position of Association (sum of all accounts) :<br/> As at 28<sup>th</sup> February 2021: \$84,759.06<br/> Nil questions.</p> <p>Business arising: Marsh Advantage Student Personal Accident Insurance 2021-22 Renewal<br/> Michelle advised, that as part of the year budget review, questions were raised as to the purpose for providing Student Personal Accident Insurance. P&amp;C Qld, stated that this insurance policy was optional and not mandated under legislation. In addition, noting that the Department of Education, does not have Accident insurance cover in place either for QLD State School students. With most parents having private insurance, and in conjunction with our reasonable public health system, we feel this Policy is not necessary for the P&amp;C to continue to financially support going forward. (The policy costs the P&amp;C \$3,918.28)</p> <p>Questions from Carly and Wanda – regarding what It covered, etc details of it. Michelle explained that it only covered the College students and it was similar to a health insurance policy. It is not public liability.</p> <p><b>Motion</b> – To not renew (effectively cancel) the Marsh Advantage Student Personal Accident Insurance.<br/> <b>Moved by:</b> Michelle Martin<br/> <b>Any objections:</b> N<br/> <b>Approved:</b> Y</p> |
| <p><b>7. Sub-Committee Reports and Financial Statements</b><br/> Any business arising from Sub-Committee Reports and Financial Statements</p> <p>Swim Club Subcommittee</p> | <p>Tabled <b>Attachment 4</b></p> <p>Nil questions.</p>  |
| <p><b>8. Other Reports</b></p> <p><b>8.1</b> College Principal Report</p>   | <p>Tabled <b>Attachment 5</b></p> <p><u>Summary:</u></p> <ul style="list-style-type: none"> <li>▫ Looking at including investiture ceremony into awards night</li> <li>▫ Hall refurbishment has kicked off completion pushed back to mid May.</li> <li>▫ No further news on Air conditioning</li> <li>▫ Focusing on workload reductions and simple approaches to teaching and learning in the classroom</li> <li>▫ Positive feedback about parent teacher interviews and reporting twice a year</li> <li>▫ Professional Development around calm classrooms and restorative processes, mentoring beginning teachers, profiling students triggers and engagement behaviours and incorporating some of the Montessori strategies</li> <li>▫ Positive Partnerships with PCYC and consultations for best outcome and design for new stadium to meet their needs and ours</li> <li>▫ Enrolment enquires coming in continuously new students starting every Monday.</li> <li>▫ Looking at a new system to handle volume of enquiries for enrolments.</li> </ul>   |

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| <p><b>8.2</b> Grants Working Group</p> <p><b>8.3</b> Fundraising Working Group</p> <p><b>8.4</b> Second-Hand Uniform Shop</p> <p><b>8.5</b> Scholastic Book Club</p> <p><b>8.6</b> Student Banking</p> | <p>Applied for Woolworths grant \$15000, Landcare grant includes Native (stingless) bees for connection. Mayor and Councilors community grant opens 1<sup>st</sup> July. Possible for high school community project. - Lorraine has ideas for a project, talk offline.</p> <p>Jane mentioned a \$10000 Heart Foundation grant for getting children exercising.</p> <p>Grants meeting planned in a week or so details to be sent out.</p> <p>Desma gave an update, working really hard on the disco this Friday – planning well underway for Mother’s Day Stall. Easter Raffle tickets – link on FB but we can send with minutes. Mothers Day mix of products – around half coming from local business this time round – variety of new items and old favourites. Raffle – draw first prize first. Michelle confirmed noted in working procedure.</p> <p>Desma gave update – things running along well. We are getting a lot of enquiries and a lot of people using the service for consignment as well. Tina and Desma have had a chat about continuing for an extra day – so Thursday afternoon and Friday morning. Send updated email to Carlie F.</p> <p>Issue 2 has been finalised with \$652 in sales and \$130.40 in rewards.</p> <p>This is the last week for Term 1 School banking. School banking will recommence in the first week of Term 2 on 20<sup>th</sup> April.</p> <p><b>Motion</b> – 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, Student Banking.<br/> <b>Moved by:</b> Michelle Martin<br/> <b>Objections:</b> N<br/> <b>Approved:</b> Y</p> |
| <p><b>9. Motions on Notice</b></p> <p><b>9.1</b> The Walk / Connection Corridor</p>  | <p>Zoya spoke to the information on the slide presentation <b>Attachment 6</b></p> <p>Lachlan flagged that Quadrant 3 is one of the preferred places for the stadium. Lachlan talked about all areas of the college wanting to be involved and meets nearly every area of curriculum. Ruth agreed that there are multiple links to both Montessori and Australian curriculum.</p> <p>Jane asked about overall budget for the project. Ruth explained that not definite yet, need the architect plan to be able to look at what grants and what the school community requires. Cass mentioned we had put a fundraising goal of \$75,000 in the strategic plan. Cass will connect with Jane with Ruth and Zoya re marketing.</p> <p>Trish asked about the parking allocation for new stadium. Lachlan advised this will come down to architect design and council requirements.</p> <p>Ideas presented are just to get the project started and look at how we can utilise the space more effective there will be further consultation with the whole school community to help create the ideas to be incorporated.</p> <p>Recommended architect from those who visited the site and quoted is Orterra due to the alignment of their vision with ours, their experience in similar projects and willingness to engage the staff and children in the planning process.</p> <p><b>Motion</b> – To approve \$6600 spend with Orterra to create the <i>Connection Corridor</i> masterplan.<br/> <b>Moved by:</b> Zoya Slavinskaya<br/> <b>Objections:</b> N<br/> <b>Approved:</b> Y</p>   |



Minutes prepared by  
Desma Hsu  
P&C President

Certified true and correct by  
Cassandra Aldcroft  
P&C Vice-President (A/Chair)  
Ratified: TO BE RATIFIED 24<sup>th</sup> MAY 2020

### Actions Register

| Actions Register Updated 22 <sup>nd</sup> March 2021 Actions from the previous meeting and those outstanding:  | Action Initiated | Update  |
|--|------------------|---|
| Lachlan to follow up on the purchases of the items funded by the Discretionary Fund (arrange photographs) and update the P&C at the next meeting.              | 26/10/20         | Pending photographs   |
| College representatives to review their grants wish list for 2021.   | 26/10/20         | Pending   |
| To approve spending of \$98 to renew Lorraine's Food Safety Training through CTA Training Specialists.   | 23/11/20         | Pending – confirming a provider.  |
| Rewards from Book club. Lachlan to include this as a standard newsletter item to showcase what the College receives.   | 23/11/20         | Pending.  |
| Testing of School Video Conferencing Equipment to accommodate P&C Hybrid Meetings.   | 23/11/20         | Initial test complete. Ongoing – pnc generic login didn't work for Teams. Lachlan following up.   |
| Year 6 Community Spirit award. College to forward on award recipients details for the P&C exec to arrange certificate, purchase of frame and plaque engraving. | 23/11/20         | Ongoing. Advice received 1/3/21 that the award was not going to be included in the investiture due to oversight with scheduling. Planned for double award to be presented in Nov 2021 for the 2020 and 2021 recipients. |
| Michelle Martin to cancel the Marsh Advantage Student Personal Accident Insurance.   | 23/03/2021       | Complete  |
| Grants meeting details to be sent out.   | 23/03/2021       | Pending   |
| Desma to Email Carlie F re: updated Uniform shop hours   | 23/03/2021       | Complete  |

### 2021 Meeting Schedule

| Term 1   |                                     | Term 3    |                              |
|----------|-------------------------------------|-----------|------------------------------|
| January  | No Meeting (school holidays)        | July      | Monday 26 <sup>th</sup>      |
| February | Monday 22 <sup>nd</sup>             | August    | Monday 23 <sup>rd</sup>      |
| March    | Monday 22 <sup>nd</sup> (incl. AGM) | September | No Meeting (school holidays) |
| Term 2   |                                     | Term 4    |                              |
| April    | No Meeting (public holidays)        | October   | Monday 25 <sup>th</sup>      |
| May      | Monday 24 <sup>th</sup>             | November  | Monday 22 <sup>nd</sup>      |
| June     | No Meeting (school holidays)        | December  | No Meeting (school holidays) |