



P&C President: Desma Hsu

president@capalabascpandc.com.au

Minutes – General Meeting

	Date & time: 22 nd March 2021 6pm Location: Online (due to weather conditions)				
A/	A/Chair: Cass Aldcroft A/Minute Taker: Desma Hsu				
Agenda Item ACTION					
	Meeting Opening Welcome Acknowledgement of Country Apologies	Quorum: Yes Meeting opened: 6.01pm Attendees: 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 Apologies: Celena Stephen, Carlie Freeman, Karen Purdy			
2.	Confirmation of minutes from previous meeting 2.1 February 2021 Minutes	Attachment 1 Amendments: Nil amendments to the minutes as tabled. Approved: Y			
3.	Matters arising from previous meeting				
	3.1 Term 1 Disco	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 th 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 th March. Please also continue to spread the word about the online easter raffle tickets as this will be drawn at the disco.			
	3.2 Volunteer Grant Spend	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.			
	3.3 Yr 6 Tash Simpson Community Spirit Award	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.			
4.	Correspondence Refer to Register	Attachment 2 Correspondence Register accepted as tabled. Acknowledgement of correspondence received at 4.07pm to be addressed at a later time.			
5.	Table Executive Committee's Report and decisions (if any)	Executive Committee decisions tabled – 5.1 Approve expenses: 5.1.1 \$39 rafflelink platform use for the Easter Raffle 5.1.2 \$17.97 cord for USB printer and Flash Drive 5.1.3 \$29 terminal printer paper – 20 rolls Nil questions.			

6.	Treasurer's Report and Financial Statement	Tabled Attachment 3
Statement		Summary: As at 28 th February 2021 Opening balance: \$30,069.04 Total Income: \$39,910.74 Total Expenses: \$2,589.59 Closing Balance: \$67,390.19 Overall Financial position of Association (sum of all accounts) : As at 28 th February 2021: \$84,759.06 Nil questions.
		Business arising: Marsh Advantage Student Personal Accident Insurance 2021-22 Renewa
		Michelle advised, that as part of the year budget review, questions were raised as to the purpose for providing Student Personal Accident Insurance. P&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 necessar for the P&C to continue to financially support going forward. (The policy costs the P&C \$3,918.28)
		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.
		Motion – To not renew (effectively cancel) the Marsh Advantage Student Personal Accident Insurance. Moved by: Michelle Martin Any objections: N Approved: Y
7.	Sub-Committee Reports and Financial Statements Any business arising from Sub- Committee Reports and Financial Statements	
	Swim Club Subcommittee	Tabled Attachment 4
8.	Other Reports	Nil questions.
0.	8.1 College Principal Report	Tabled Attachment 5
		 Summary: Looking at including investiture ceremony into awards night Hall refurbishment has kicked off completion pushed back to mid May. No further news on Air conditioning Focusing on workload reductions and simple approaches to teaching and learning in the classroom Positive feedback about parent teacher interviews and reporting twice a year Professional Development around calm classrooms and restorative processes, mentoring beginning teachers, profiling students triggers and engagement behaviours and incorporating some of the Montessori strategies Positive Partnerships with PCYC and consultations for best outcome and design for new stadium to meet their needs and ours Enrolment enquires coming in continuously new students starting every

school community project Lorraine has ideas for a project, talk offline.	e for high
Jane mentioned a \$10000 Heart Foundation grant for getting children exerc	cising.
Grants meeting planned in a week or so details to be sent out.	
8.3 Fundraising Working Group Desma gave an update, working really hard on the disco this Friday – planni underway for Mother's Day Stall. Easter Raffle tickets – link on FB but we ca minutes. Mothers Day mix of products – around half coming from local bus time round – variety of new items and old favourites. Raffle – draw first pri Michelle confirmed noted in working procedure.	an send with siness this
8.4 Second-Hand Uniform Shop Desma gave update – things running along well. We are getting a lot of end lot of people using the service for consignment as well. Tina and Desma hav about continuing for an extra day – so Thursday afternoon and Friday morn updated email to Carlie F.	ve had a chat
8.5 Scholastic Book Club Issue 2 has been finalised with \$652 in sales and \$130.40 in rewards.	
8.6 Student Banking This is the last week for Term 1 School banking. School banking will recommendation first week of Term 2 on 20 th April.	nence in the
Motion – To accept and approve all reports presented at the general meetin Treasurer, Swim Club, Principal, Grants, Fundraising, 2 nd Hand Uniform Shop Student Banking. Moved by: Michelle Martin Objections: N Approved: Y	
9. Motions on Notice	
9.1 The Walk / Connection Zoya spoke to the information on the slide presentation Attachment 6	
Corridor Lachlan flagged that Quadrant 3 is one of the preferred places for the stadiu talked about all areas of the college wanting to be involved and meets near of curriculum. Ruth agreed that there are multiple links to both Montessori Australian curriculum.	ly every area
Jane asked about overall budget for the project. Ruth explained that not de need the architect plan to be able to look at what grants and what the scho requires. Cass mentioned we had put a fundraising goal of \$75,000 in the st Cass will connect with Jane with Ruth and Zoya re marketing.	ol community
Trish asked about the parking allocation for new stadium. Lachlan advised t down to architect design and council requirements.	his will come
Ideas presented are just to get the project started and look at how we can u space more effective there will be further consultation with the whole scho to help create the ideas to be incorporated.	
Recommended architect from those who visited the site and quoted is Orte alignment of their vision with ours, their experience in similar projects and engage the staff and children in the planning process.	
Motion – To approve \$6600 spend with Orterra to create the <i>Connection Co</i> masterplan. Moved by: Zoya Slavinskaya Objections: N	ərridor
Approved: Y	

10.	New a	nd General Business	
	10.1	Code of Conduct - the way conflict is managed within meetings	Cass reminded everyone to keep focused on the issue at hand and respect the meeting rules, make use of the hands up function if you want to speak. Cass invited Rebecca, as the agenda item requester, to address the group.
			Rebecca wanted to address toxicity within the P&C, how it doesn't need to be there and does not feel like a safe space to discuss things we disagree with. It feels like there are people attacking each other and time taken up by things that are relatively historical and quite personal.
			As somebody who is new it is hard to want to contribute to the meetings in case something is said wrong or that there is going to be some type of harsh questioning on it. Agree with questioning and the people in the P&C has such great strengths to bring forward however we get stuck because of the toxicity and it is not really an enjoyable place to be in and is also a reason why we struggle to get new members who want to stay involved long term because it can get quite dramatic quite quickly.
			Carly responded a lot of old time members who are talking outside of the P&C saying they don't feel welcome anymore and feel the same things that Rebecca is saying due to the nature that the meetings are being conducted. They don't feel that when they do speak up they are being heard or are seen as problematic or argumentative when they asking questions. The nature of online unable to see expressions and things are taken the wrong way and you are fighting to be heard because the meetings are being rushed through so quickly as opposed to reading every report. That's the way it comes across to the old time members and membership and finding new members has always been something that has been an issue for a very very long time. When they were executives, they worked very hard to build relationships to then be shut out of decision or called argumentative when they ask questions is really toxic as well.
			Cass acknowledged and gave thanks to the contributors so far and highlighted that she hadn't witnessed any demonstrations in a meeting of shutting people out of decision making or calling people argumentative.
			Lorraine commented it is about the future now, what has happened in the past leave them there look at the massive things happening in the future with the College. We all care deeply and need to put it in the past as CSC is going to amazing places.
			Rebecca acknowledged achievements of previous exec. That they may feel that things they have put into place previously have now been taken off the table. They may feel like they are not being heard but need to acknowledge how hard it is for everyone and be supportive of whoever those people are who take on an executive position. Those in the roles should be supported by those who have previous experience and valuable skills. Look at answering questions from a growth perspective rather than as problems or accusatory. We have an amazing community and if we can start to look at it from a solutions-based questioning rather than the accusation fuelled space from everybody we can have a really productive future for our P&C and community.
			Cass thanked Rebecca for her bravery and courage in addressing the group on a sensitive topic.
	10.2	Other General Business	Lauren the New Chaplin introduced herself.
			Carly had a question for Lachlan about school pants for winter uniform. Lachlan said that they have looked into it and there were difficulties around pricing and asked if this item could be held hold over to next meeting due to time restraints.
11.		ations for membership cording of new members	To be held over to the AGM
		of next meeting ay 24 th May at 7pm	Meeting closed at 7.00pm

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 24th MAY 2020

Actions Register

Actions Register Updated 22 nd 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	Term 3	
January	No Meeting (school holidays)	July	Monday 26 th	
February	Monday 22 nd	August	Monday 23 rd	
March	Monday 22 nd (incl. AGM)	September	No Meeting (school holidays)	
Term 2		Term 4	Term 4	
April	No Meeting (public holidays)	October	Monday 25 th	
May	Monday 24 th	November	Monday 22 nd	
June	No Meeting (school holidays)	December	No Meeting (school holidays)	