

# Capalaba State College Parents & Citizens Association

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

## February General Meeting Minutes

**Date:** 22<sup>nd</sup> February 2020  
**Time:** 7:00pm  
**Where:** In-person and Online  
**Chair:** Desma Hsu

Agenda Item	ACTION
<b>1. Meeting Opening</b> <b>Welcome</b>  <b>Apologies</b>	<b>Quorum:</b> Yes <b>Meeting opened:</b> 7.02pm <b>Attendees:</b> Desma Hsu (Chair), Chris Webster, Rebecca Grugan, Karen Purdy, Cassandra Aldcroft, Cathy Howie, Trish Biggs, Lachlan Thatcher, Brad Aldcroft, Carlie Freeman, Lukas Spielmann, Karensa Gock, Michelle Martin, Celena Stephens, Lorraine Eggers. <b>Apologies:</b> Brian Gleeson
<b>2. Confirmation of minutes from previous meeting</b> <b>2.1</b> November 2020 Minutes	<b>Attachment 1</b> <b>Amendments:</b> Nil amendments to the minutes as tabled. <b>Approved:</b> Y
<b>3. Matters arising from previous meeting</b> <b>3.1</b> Plaques for buddy bench and water cooler  <b>3.2</b> Year 6 Community Spirit Award  <b>3.3</b> P&C Meetings as Facebook events	Rebecca asked if we do an Acknowledgement of Country at our meetings. Suggestion agreed to that we shall add Acknowledgement of Country for future meetings <b>(ACTION)</b> . Lachlan said he would add one to his report for this meeting.  <b>3.1 <u>Plaques for buddy bench and water cooler</u></b> Desma advised plaques installed this afternoon by Keith from Pacific Trophies. Desma will send out photos to members. Trish asked if we could add the photos to Facebook. <b>(ACTION)</b>  <b>3.2 <u>Yr 6 Community Spirit Award</u></b> Desma advised this award will be presented at the College Investiture Ceremony on 4 <sup>th</sup> March. P&C are not aware of who the recipient is.  <b>3.3 <u>P&amp;C Meetings as Facebook events</u></b> Desma advised this action from last meeting is complete.
<b>4. Correspondence</b> Refer to Register	<b>Attachment 2</b> Correspondence Register accepted as tabled.
<b>5. Table Executive Committee's Report and decisions (if any)</b>	<b>Exec Report Notes:</b> The following Executive Committee decisions tabled –  <b>5.1</b> 2nd Hand uniform shop back to school opening: 5.1.1 To purchase a box of disposable face masks for \$34.99 using the debit card. 5.1.2 Reimburse Desma Hsu \$23.75 for the urgent purchase of coat hangers for the 2nd hand uniform shop and paper for printing. Note debit card holder (Cass) unavailable to make the purchase.  <b>5.2</b> Increase fence advertising signage from \$68.75/month to \$73.50/month. <b>5.3</b> Approve the additional \$29 excl GST for plaque installations for buddy benches x 2 and water cooler (Total expense for cost of plaques and installation = \$92.40 incl GST).
<b>6. Treasurer's Report and Financial Statement</b>	
<b>7. Sub-Committee Reports and Financial Statements</b> Any business arising from Sub-Committee Reports and Financial Statements  Swim Club Subcommittee	<b>Treasurer Notes: Attachment 3</b> The closing of 2020 was worth mentioning, with the success in obtaining a Naidoc grant and the Volunteering Qld grant. Special thanks go to the grants team for this. As of 31 <sup>st</sup> October 2020, overall P&C Association closing balance \$46,115.77. Detailed in Treasurer's report. Report tabled.  Trish asked if we could change the name "Christmas Tree" for the graduation tree, it was a "NSW Christmas Bush", that might be confusing. Michelle said she would adjust.  Trish also asked about the debit card limit as she thought it was \$500. Michelle advised that the debit card limit balance is \$1,000 with a max \$500 per transaction as per our P&C procedure and the P&C Qld rulings.
<b>8. Other Reports</b>	

<p><b>8.1</b> Grants Working Group</p> <p><b>8.2</b> Fundraising Working Group</p> <p><b>8.3</b> Second-Hand Uniform Shop</p> <p><b>8.4</b> Scholastic Book Club</p> <p><b>8.5</b> Student Banking</p>	<p><b>Swim Club Notes: Attachment 4</b> Particulars in Swim Club report. Report tabled.</p> <p><b>Principal Notes: Attachment 5</b> Particulars in attached report.</p> <ul style="list-style-type: none"> <li>• Lachlan welcomed the committee to 2021 including an Acknowledgement of Country. Lachlan noted that the College is incredibly busy already.</li> <li>• Hall refurbishment on senior will commence shortly with the Investiture the last event held before closing, the school has commenced working with the successful tenderer. School will be working with hall hirers on where they can/will be relocated.</li> <li>• No news on A/C, steps are taking longer than anticipated but it is progressing.</li> <li>• iPad roll out successful on both campuses with another 84 about to hit junior – Lachlan thanked the IT team and Carlie (BSM) for their work in tracking and rolling out so many iPads. Lachlan commented on the engagement by students in the iPad program as being positive.</li> <li>• There will be investment in deeper learning projects – enquiry-based learning with students trying to solve problems in the world. Working with Year 7 students prior to wider roll out.</li> <li>• For staff focusing on workload reduction – we will hear a lot from Lachlan about this, this year. Focusing on staff wellbeing as the holidays didn't really feel like the rest and reset, they normally would.</li> <li>• Developing our expert teacher team to make sure they are the best we have.</li> <li>• Signed on new partnership with READlands program – library program.</li> <li>• Signed on with Talking Families as well.</li> <li>• Reinvigorated relationship with Deadly Choices which dropped off last year due to restrictions for coming on site.</li> <li>• Performance wise there has been amazing growth of 8% (5% benchmark). Upward trend since 2017 and currently at 1016 enrolments. Really close to hitting top academic targets 46.3% A or B (50% target), 80.8% passing exceeded benchmark of 80%.</li> <li>• Ignoring attendance figures from last year due to COVID – looking at new ways this year including “working off site” for students who are up to date.</li> <li>• Great results for Year 12 students, first to go through external exams. The College doesn't get a list of results unless a student chooses to share them. Looking forward to announcing results at the investiture.</li> <li>• Karensa asked about numbers of students on campus – Lachlan said around 480 on junior and 530”ish” on senior. Biggest growth was on the junior campus with an increase in both the Montessori and flexible learning programs. School max capacity is 1100 each campus.</li> </ul> <p><b>Grants Notes: Attachment 7</b> Karen congratulated the team on \$35,000 in grant money awarded for the soft fall upgrade including removal of bark. Advised that the Executive Committee will be working with the school on this. Karen also detailed and discussed 3 x potential grants upcoming we could apply for and invited the committee to contact her offline if anyone had any ideas or wanted to contribute. Particulars in attached report. Lachlan to send through a list of groups/businesses in the community that hire the school facilities to assist with the grants application <b>(ACTION)</b>.</p> <p><b>Fundraising Notes:</b> The Fundraising Working Group has had a good increase in numbers mostly due to a group of new families to the college who are keen to be involved. Currently we have 39 members and hope to be able to create smaller groups out of that so people can take on different fundraising event and reduce the volunteer fatigue. Upcoming events to be talked about in later agenda items.</p> <p><b>2<sup>nd</sup> Hand Uniform Shop Notes:</b> Desma thanked Tina who opened the uniform shop each day in the 2 weeks leading up to school starting. The uniform shop is also open an additional day for first term to give families the chance to purchase. This has been well received.</p> <p><b>Book Club Notes:</b> Cass reported that Issue 1 was a roaring success with \$1,252 in sales generating \$250.40 in rewards for the junior campus. That's about 30% of the total rewards we received last year alone. Book fair: has been booked for delivery 18th May –</p>
--	---

	<p>pickup 25th May to luckily coincide with National Simultaneous Story Time. Cass encouraged the college to think about how we might use the story time, possibly using the schools live streaming Black Magic Box, to participate and use the Book Fair decorations as a backdrop.</p> <p><b>Student Banking Notes:</b> School banking resumed in Week 3 with eager students and parents – slow start which is expected at the beginning of the year – 80 students registered with about 20 regular bankers. Small team of parents volunteering. Banking is on Tuesdays – we’ve got a new volunteer Grade 1 parent Xiumei, new CBA bank specialist has come on board who will be visiting the team tomorrow to talk about school banking this year.</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.</p> <p><b>Moved by:</b> Michelle Martin  <b>Any objections:</b> N  <b>Approved:</b> Y</p>
<p><b>9. Motions on Notice</b></p> <p><b>9.1</b> Mother’s Day 2021 Stall</p> <p><b>9.2</b> Term 1 Disco</p> <p><b>9.3</b> 2021 Strategic and Operational Plan</p> <p>9.3.1 2021 Fundraising events – incl. proposed budgets for approval</p> <p>9.3.2 2021 Fundraising projects - introducing the “walk”</p> <p>9.3.3 Review annual contributions</p> <p>9.3.4 Dates for 2021 Discretionary Fund applications</p>	<p><b><u>Mother’s Day Stall 2021</u></b></p> <p><b>Motion:</b> To approve \$1500 budget for the 2021 Mother’s Day Stall. This budget is consistent with previous years.  <b>Moved by:</b> Cass Aldcroft  <b>Any objections:</b> N  <b>Approved:</b> Y</p> <p><b><u>Term 1 Disco 2021</u></b></p> <p>Desma advised Term 1 Disco booked in for Friday 19<sup>th</sup> March 5.30-8.30pm, joined attendance for all P-6. Drumrolled announcement of 80s Disco Party as the successful theme from a Facebook poll. Trish queried why there wasn’t a split attendance like previous years and why preppies were in with the bigger Year 6 kids. Desma advised this is something to trial and is consistent with the College’s move for more community building.</p> <p><b>Motion:</b> To approve budget of \$800 for expenses for Term 1 Disco  <b>Moved by:</b> Cass Aldcroft  <b>Any objections:</b> N  <b>Approved:</b> Y</p> <p><b><u>2021 Strategic and Operational Plan – Attachment 6</u></b></p> <p>Draft plan was sent out to members prior to the meeting. We are focusing on increasing our volunteer base and minimising volunteer fatigue. Noted exciting boost to grants. Last year exceeded fundraising targets mostly due to grants. Explanatory notes for fundraising forecast and actual tables. We would like to open a position at AGM just for social media/marketing.</p> <p>Improvement priorities for 2021</p> <ul style="list-style-type: none"> <li>• Outdoor seating for the Junior and Senior Campus</li> <li>• Second water refill station for Junior campus</li> <li>• Soft fall for playgrounds</li> <li>• The walk</li> <li>• Mural Artwork</li> </ul> <p>Cathy mentioned that Dulux and Bunnings Capalaba may be willing to help provide paint for the murals. Cass mentioned that is something the fundraising group could help the school get.</p> <p>Lachlan added that “The Walk” also fits in beautifully with future plans for use of the area between the two campuses.</p> <p>Rebecca mentioned that there are a number of teachers who have asked for a yarnning circle over the years. This project can be broken down into stages and done bit by bit as we</p>

fundraise. The yarning circle and the outdoor classroom sections are the parts we will look at fundraising for first as these meet the needs of the whole school community. Rebecca asked if the school allows working bees where parents can come in and help. Lachlan confirmed that this can be done. We have had 2 landscape architects come out on site and have quoted approx. \$5000 to do up the plans that would then break the project into stages that we can sue for grant applications as well. Lachlan mentioned other community groups such as scouts will be able to also utilise this space when the new community hall facilities are built in the future.

Chris asked about security of the area. Lachlan noted that like any garden or school area that is not behind the black fence we rely on the community to do the right thing. Something to consider as part of the works.

The question was asked what the SMT was. Lachlan explained both campuses have Student Management Team made up of captains and class representatives. They do some fundraising and come up with ideas they would like to see happen in the school, like the murals.

Lachlan suggested having a thermometer showing progress towards the fundraising goals for a project. Lachlan to forward on a photo to the exec of one he has seen and liked from another school.

Annual donations to the school, noted absence of Yr 12 formals and Yr 6 shirts. Last year we invited the Yr12 to fundraise with us to generate the \$1000 formal donation and that was a better partnership. For the Yr6 shirts the amount divided between all families was such a small amount (<\$5/family) that it was not providing much of a discount and it needed to be considered if these funds may be better utilised in other areas. Lachlan also talked about the desire to create more leadership opportunities for the Yr5 students to show their leadership abilities and becoming captains the following year. Being a primary campus there are not always a lot of opportunities for this. The students will be looking at creating opportunities to fundraise and still offset the cost of their shirts by working in partnership with the P&C and the SMT. They also have the potential then to raise more than the \$500. Those fundraising groups could present their plans to the P&C for support.

Trish pointed out that when these were put into place it was so that every class would see the benefited as they moved through Yr 6 and Yr 12. Cass confirmed that we are still wanting to work with those students but in a different way. Lachlan pointed out that we need to remember that our budget is not going as far as we would like and have the potential to do even better working with the Yr5 and Yr12 students rather than competing against them for fundraising opportunities. This has the added bonuses of potentially raising more money and the learning and leadership opportunities that come with it as opposed to a handout and creates the partnership and relationships with the parents and students. This is in line with College plans.


Trish raised that as the previous donations were put in place by a motion that motion would need to be rescinded. Desma and Cass confirmed that if the Strategic Plan was approved and accepted tonight that would have the same effect and override the previous motion.

After discussions, adjustments were made live on screen to the Additional Fundraising section of the plan as follows

“The P&C will engage (contingent on volunteers) with the Year 5 and Year 12 cohorts in ways to assist with the 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.”

Discussion was had about including floats in the budget section. It was agreed to include floats in a separate column.

	<p>Trish pointed out an error showing the graduation plant was entered in expenses twice.</p> <p><b>Motion:</b> To endorse the 2021 Strategic Plan and the approved fundraising budgets contained within, pending the removal of the duplicate graduation plant entry in the expenses and the removal of references to the floats in the budget.</p> <p><b>Moved by:</b> Cass Aldcroft</p> <p><b>Any objections:</b> N</p> <p><b>Approved:</b> Y</p>
<p><b>10. New and General Business</b></p> <p><b>10.1</b> AGM 22<sup>nd</sup> March 2021 7pm</p> <p>10.1.1 Do we need to hold a General Meeting at 6pm or not required?</p> <p>10.1.2 All positions vacating on 22<sup>nd</sup> March 2021 for the AGM</p> <p><b>10.2</b> New motion – debit card increase for spending the volunteer grant</p>	<p>Cass summarised an email received from Chris suggesting holding a General Meeting before the AGM as per past meetings due to a long gap between the February meeting and the next one if we did decide not to hold it. Better for management and continuity if we kept the March meeting scheduled for the same date as the AGM.</p> <p>There was some discussion around the group if the General Meeting should be before or after the Annual General Meeting. In the end, the group agreed by consensus that the GM should be held before the AGM. Time agreed 6pm GM, 7pm AGM. Noted that there would need to be strict adherence to the timeslots for March.</p> <p>There was a reminder that all positions became vacated at the AGM. Membership forms and nomination forms delayed at this time due to the Department of Education’s expected release of a new constitution. However, if this wasn’t available soon the P&amp;C Executive Committee would just need to release the membership forms in their current format <b>(ACTION)</b>.</p> <p>Cass asked for one off permission for the P&amp;C debit card account to exceed the \$500 per transaction and \$1000 card limit for the purpose spending the remaining volunteer grant which included the purchase of a laptop &gt;\$1000.</p> <p><b>Motion:</b> To exceed the debit card \$1000 balance limit and \$500 spend limit to expend the volunteer grant money.</p> <p><b>Moved by:</b> Cass Aldcroft</p> <p><b>Any objections:</b> N</p> <p><b>Approved:</b> Y</p>
<p><b>11. Applications for membership and recording of new members</b></p>	<p>Nil applications for membership received.</p>
<p><b>12. Date of next meeting</b></p> <p><b>13. Close - 8.26pm</b></p>	<p>Monday 22<sup>nd</sup> March – online and in-person</p> <p>General Meeting – 6pm</p> <p>Annual General Meeting – 7pm</p>



**Minutes prepared by**  
Cassandra Aldcroft  
P&C Vice-President



Desma Hsu (Apr 17, 2021 15:12 GMT+10)

**Certified true and correct by**  
Desma Hsu  
P&C President  
Chair

**Ratified: 22ND MARCH 2020**

## Actions Register Updated 4<sup>th</sup> March 2021

Actions from the previous meeting and those outstanding:	Action Initiated	Update
Issue debit card for the Capalaba State College Amateur Swimming Club debit card bank account to <del>Lorraine Eggers</del> and <u>Brian Gleeson</u> .	22/6/20	COMPLETED Brian no longer requires debit card as he is vacating the Swim Club Treasurer role at the upcoming AGM
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
Cass to follow up with quotes, and should further information be required about the materials, or a visit on site required, Carlie F is happy to liaise with the plaque maker.	26/10/20	COMPLETED Desma met with plaque installer twice to finalise. Additional installation cost organised as an exec decision.
To approve spending on \$98 to renew Lorraine's Food Safety Training through CTA Training Specialists.	23/11/20	Pending – confirming a provider.
To approve the issuing of a \$15 canteen credit per paid registered swimmer to be used by the end of season. This is to compensate for the swim nights missed this season due to pool maintenance issues.	23/11/20	COMPLETED 2/3/21. Families issued with square gift cards via email. Families presented with codes at the swim club on the same night – confirmed successful. Using gift card option to allow for accounting to attribute the gift card as a membership expense not canteen expense.
2 <sup>nd</sup> Hand uniform shop: Desma to send more information about dates and times where help is required, in a separate email.	23/11/20	Complete. Email not required as Tina volunteered to cover all opening dates and times.
P&C executive to arrange a Facebook post for old uniform donations to the second-hand uniform shop.	23/11/20	Complete.
2 <sup>nd</sup> hand uniform shop free items. Desma to work with the college to look at moving this box to the College to use as part of their donatable items.	23/11/20	Complete. Decision to keep at the 2 <sup>nd</sup> hand uniform shop as this worked well during BTS period.
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.
P&C exec to arrange P&C General meetings to be added to FB events.	23/11/20	Complete
P&C exec to add Acknowledgement of Country to future agendas	22/02/21	COMPLETE - <a href="#">LINK</a> added to Agenda template. This video was prepared by the Department of Education and features students.
P&C exec to post buddy bench and water cooler photos on Facebook and email to members.	22/02/21	COMPLETE
Lachlan to send through a list of groups/businesses in the community that hire the school facilities to assist with the grant application.	22/02/21	COMPLETE
P&C Executive Committee release the membership forms in their current format soon if the new constitution / forms don't become available.	22/02/21	PENDING








# 2021\_PC\_Feb\_Agenda\_Minutes\_SIGNED

Final Audit Report

2021-04-17

Created:	2021-04-16
By:	Cassandra Aldcroft (caldcroft@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAszFKwBOC4NYOOe6ILAiGP2fs86fPYuzF

## "2021\_PC\_Feb\_Agenda\_Minutes\_SIGNED" History

-  Document created by Cassandra Aldcroft (caldcroft@gmail.com)  
2021-04-16 - 8:48:08 PM GMT- IP address: 110.174.123.79
-  Document emailed to Desma Hsu (vicepresident@capalabascpandc.com.au) for signature  
2021-04-16 - 8:48:41 PM GMT
-  Email viewed by Desma Hsu (vicepresident@capalabascpandc.com.au)  
2021-04-17 - 4:43:31 AM GMT- IP address: 120.88.125.75
-  Document e-signed by Desma Hsu (vicepresident@capalabascpandc.com.au)  
Signature Date: 2021-04-17 - 5:12:50 AM GMT - Time Source: server- IP address: 120.88.125.75
-  Agreement completed.  
2021-04-17 - 5:12:50 AM GMT