



CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION

P&C President: Cassandra Aldcroft
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Minutes– General Meeting

Date & time: Monday 26th July 7:00pm

Location: Met East Meeting Room and online via Teams

Chair: Cass Aldcroft

A/Minute Taker: Cristy Manzano

Agenda Item	ACTION
1. Meeting Opening Welcome Acknowledgement of Country Apologies Request for minute taker	Quorum: Yes Meeting opened: 7.01pm Attendees: Lachlan Thatcher, Chris Webster, Lorraine Eggers, Rebecca Grugan, Cathy Howie, Cristy Manzano, Stuart Greenway, Cassandra Aldcroft, Desma Hsu, Trish Biggs, Michelle Martin, Karensa Gock Apologies: Jane Dyson, Carlie Freeman, Karen Purdy, Brad Aldcroft
2. Confirmation of minutes from previous meeting May 2021 Minutes	Amendments: Nil Approved: Y
3. Matters arising from previous meeting 3.1 Krispy Kreme Fundraiser 3.2 Mother's Day Raffle 3.3 P&C Conference 2021 – part-funded position	<u>Krispy Kreme Fundraiser</u> Total Sales: \$4836 Less payment to KK and fees leaving a Net Profit of \$1755.26 <u>Mother's Day Raffle</u> The total from ticket sales was \$290 Less fees and the registration for Rafflelink the net profit from the raffle was \$193.05 <u>P&C Conference 2021 – part-funded position</u> Application for 1-part funded position was successful and has been put through as Michelle.
4. Correspondence Refer to Register – see Att 1	No questions or comments, correspondence register accepted as tabled.
5. Table Executive Committee's Report and decisions (if any) <u>Exec Decisions since last meeting</u> 5.1 Approve expenses: 5.1.1 Domain Renewal \$14.75 5.1.2 Australia Wide First Aid (Treasurer)- CPR renewal \$45	Exec Report Notes: Nil Questions

<p>6. Treasurer's Report and Financial Statement Any business arising from Treasurer's Report and Financial Statement: See attached treasurer report – see Att 2</p>	<p>Treasurer Notes:</p> <p><u>31st May 2021</u> <u>MAIN ACC</u> Opening balance \$71,954.83 Total Income \$6,232.29 Total Expenses \$1,532.20 Closing Balance \$76,654.92</p> <p><u>DEBIT CARD</u> Opening balance \$173.29 Total Income \$0.00 Total Expenses \$14.75 Closing Balance \$158.54</p> <p><u>30th June 2021</u> <u>MAIN ACC</u> Opening balance \$76,654.92 Total Income \$6,640.55 Total Expenses \$3,963.86 Closing Balance \$79,331.61</p> <p><u>DEBIT CARD</u> Opening balance \$158.54 Total Income \$0.00 Total Expenses \$45.00 Closing Balance \$113.54</p> <p>Overall Financial position of Association (sum of all P&C accounts-include sub-committee accounts)</p> <ul style="list-style-type: none"> - As of 31st May 2021: \$89,448.73 - As of 30th June 2021: \$92,550.84
<p>7. Sub-Committee Reports and Financial Statements Any business arising from Sub-Committee Reports and Financial Statements</p> <p>Swim Club Subcommittee – see Att 3 & 4</p>	<p>Swim Club Notes:</p> <p>Working hard to get things sorted for the new season. Looking at ideas to build numbers back up target to get up to 90-100 swimmers this season. Looking at timing systems and line ropes. Will hear back about grant mid-August. Will need to talk to Carlie F to have hooks fitted by authorised person.</p> <p>Trish asked about the fraud transaction noted on the swim club account. Michelle explained that Commonwealth bank was targeted by an amazon scam and multiple transactions. Bank was notified and they had the funds refunded.</p> <p>Stuart asked Michelle to get another temporary pin code for CommBank.</p> <p>Motion – To approve payment of \$112.20 USD for hosting fees for the swim club website. Moved by: Lorraine Eggers Any objections: N Approved: Y</p> <p>Motion – To delay the transfer of funds from swim club bank accounts to the P&C main bank account until September 2021. Moved by: Lorraine Eggers Any objections: N Approved: Y</p>
<p>8. Other Reports</p> <p>8.1 College Principal Report – see Att 5</p>	<p>Principal Notes:</p> <ul style="list-style-type: none"> • Year 7 Camp at Emu Gully is going well and everyone enjoying it. • Old senior hall looks like a new hall and is being used a lot. Soundproofing has significantly reduced noise in the college.

<p>8.2 Grants Working Group</p>	<ul style="list-style-type: none"> • Preliminary designs of new hall on Junior campus with expected completion in 2024. • Air conditioning installation will start in 3 weeks. • Covid restrictions causing issues still e.g., no assemblies Teachers feel they are missing that connection with parents due to no parent teacher nights because of restrictions. Trying to work out communications for happy medium with parent feedback. • Lachlan met with Central office about some of our college programmes which they have described as inspirational and a space to watch. • Personal development bringing in speakers to the college around neuroplasticity, in particular children in foster care and crisis intervention. • Applying for an in-house GP to work at school/ particular target on mental health support for children • Koko is fitting in well / only works 4 days a week maximum and will be visiting other classes in the future once settled in • Government working on a 3-year program to put Psychologists in schools for mental health support • NAPLAN Data- don't have all the results yet however need to work on paragraphing. <ul style="list-style-type: none"> • Investing on staffing for wellbeing and workloads. Staff are feeling the fatigue around restrictions etc. • The college was unsuccessful in application for after school homework program. <p>Grants Notes:</p> <ul style="list-style-type: none"> • Invest in QLD women \$10000 due 31/7/21 Karen • Received country gambling grant must be honoured by p&c • \$10000 Grant Council Conservation due 16/8/21 • \$5000 children's week grant in motion • Woolworths Landcare grant \$500 for bees \$1000 for garden. Money for grant is in school's account, grant working group to advise school what it needs to be spent on.
<p>8.3 Fundraising Working Group</p> <p>8.3.1 Term 3 Fundraisers Update</p> <p>8.4 2nd Hand Uniform Shop</p>	<p>Fundraising Notes:</p> <ul style="list-style-type: none"> • Father's Day stall – Cristy and Kass Carter will do a stocktake and help with organisation. • Father's Day Event – No one has offered to organise something, so it is looking like this event won't happen • Bunnings BBQ – Michelle has agreed to organise this fundraiser as she has done it before. She will investigate a booking with bunnings or waitlist for any cancellations. Yr 10 and 11 students to help and possibly hospitality students - contact person is Heidi Elliot • Berry Fundraiser – someone to coordinate this is needed before any further planning can begin. Looking for volunteers • Term 3 Disco – At this stage we have been unable to find a date that is suitable for the senior students to be able to participate and help with this event. After discussions, it was decided by the members to leave disco for this year as the seniors very busy and will look to do a welcome disco in term one next year and every year after that • Trivia night to be organised in September as the next fundraising event for the Connection Corridor. Cristy and Rebecca are organising this event. • Discussions around what kind of event, members agreed should be an informal event and to hold in term 3. • Parent Dinner will be postponed to Term 1 2022 <p>2nd Hand Uniform Shop Notes:</p> <p>The ladies in the uniform shop have advised that they are being asked about the unisex options and have requested further information and a visual representation of what is acceptable to assist parents purchasing correct uniforms.</p> <p>We are still investigating options to maximise the usefulness of the P&C room while making the uniform shop presentable and functional.</p>

<p>8.5 Scholastic Book Club</p> <p>8.6 Student Banking</p> <p>8.7 Containers for Change</p> <p>8.8 The Walk/Connection Corridor</p>	<p>Book Club Notes: nil report</p> <p>Student Banking Notes: School banking has now concluded, with all CommBank merchandise, marketing material, stationary etc returned to the bank, by the school banking coordinator. Many thanks go to School Banking coordinator and the school parents for volunteering their time and efforts, in helping our children save. Noting, children can continue to regularly save, it will just now be directly through the bank.</p> <p>Containers for Change Notes: No new information, waiting for the correct contact person to return to work.</p> <p>The Walk/Connection Corridor notes:</p> <ul style="list-style-type: none"> • Lachlan met with Debbie talked about naturally interactive walkway through the college and issues in the grounds like drainage and making it low maintenance. Talked about workshops with students for input about the space. Debbie needs to get survey done has a quote for \$3800. • Zoya has agreed to be the main point of contact for the connection corridor • All agreed to give the go ahead for the surveyor to survey the area cost is \$3800 • Workshops with students to design the space will be organised with Lachlan and Naomi Whitehead <p>Motion: To approve the amount of \$3800 to be paid to Debbie from Oterra for the initial land survey for the connection corridor. Moved by: Desma Hsu Any objections: N Approved: Y</p> <p>Motion – To accept and approve all reports presented at the general meeting: Executive, Treasurer, Swim Club, Principal, Grants, Fundraising, 2nd Hand Uniform Shop, Student Banking, Containers for Change and The Walk/Connection Corridor. Moved by: Michelle Martin Any objections: N Approved: Y</p>
<p>9. Motions on Notice</p> <p>9.1 P&C EFT data plan</p> <p>9.2 Father’s Day Stall Dates & Float</p>	<p>Motion – To approve SIM card recharge \$95 Aldi data plan. Moved by: Desma Hsu Any objections: N Approved: Y</p> <p>Motion – To approve the dates of Wednesday 1st and Thursday 2nd September for the Father’s Stall and approve a float of \$450 for the Stall Moved by: Desma Hsu Any objections: N Approved: Y</p>
<p>10. New and General Business</p> <p>10.1 Winter uniform – pants <i>College update from May Meeting</i></p> <p>10.2 Asbestos Training</p> <p>10.3 Secretary and Assistant Secretary Position vacancies</p>	<p>New dress code booklet to be approved including new options. The college went through the process of showing the long formal pants samples to senior students, they seem to like them. Sizes 6-22 on the way and when they arrive will take photos and add them to uniform booklet to be run past the P&C and be ready for sale. Shorts are on sale, but girls aren’t liking them as they feel they are too long and too formal. Discussions ongoing as they a uniform item not a fashion item. Skirts are not selling at all culottes are selling more. Working on the winter long pants still.</p> <p>Cass will send through signed forms to the college for their records.</p> <p>We still have vacancies for Secretary and Assistant-Secretary. Whilst they are vacant, we will continue to keep asking for help for minutes. If there is anyone else that can help with any of the role, even if you don’t want to, put you’re your hand up, we would really appreciate the help. Volunteer Burn-out is a big deal, particularly when we have the same</p>

	people showing up for the same roles. So please, if you have capacity or know of someone who can help, please shout out.
11. Applications for membership and recording of new members	Nil received
12. Date of next meeting Monday 23 rd August 7pm	
13. Close	8.19 pm

Actions Register

Actions Register Updated 19th July 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	Some feedback received – pending Exec Committee to review.
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 recipient’s 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.
Connection Corridor masterplan. - begin engagement of Orterra - Zoya Slavinskaya	22/03/21	Ongoing – initial survey to be completed
Swim Club to email Carlie F safety concerns with Pool equipment	31/5/21	Pending
Carlie F to add images to uniform catalogue / dress code as per minutes	31/5/21	Pending
Cass/Jane to review Discretionary fund application forms and process	31/5/21	Pending
Lachlan to start a college working group around sustainability / recycling etc	31/5/21	Pending
The Exec team talk with Lachlan about ways to have more of a personal P&C presence.	31/5/21	Pending
Carlie F to put together new Dress Code booklet	26/07/21	Pending
Book in Connection Corridor initial land survey – Zoya, Lachlan, Carlie F	26/07/21	Pending
Book Student/staff workshops for Connection Corridor input - Zoya	26/07/21	Pending

2021 Meeting Schedule – current and remaining Terms

Term 3		Term 4	
July	Monday 26 th – 7pm	October	Monday 25 th – 7pm
August	Monday 23 rd – 7pm	November	Monday 22 nd – 7pm
September	No Meeting (school holidays)	December	No Meeting (school holidays)