



**CAPALABA STATE COLLEGE**  
PARENTS & CITIZENS ASSOCIATION

**P&C President:** Cassandra Aldcroft  
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## Minutes – General Meeting

Date & time: Monday 23<sup>rd</sup> August 7:00pm

Location: Teams – online

Chair: Cass Aldcroft

A/Minute Taker: Desma Hsu

Agenda Item	ACTION
<p><b>1. Meeting Opening</b></p> <p>Welcome Acknowledgement of Country Apologies Request for minute taker</p>	<p><b>Quorum:</b> Yes <b>Meeting opened:</b> 7.01pm <b>Attendees:</b> Karensa Gock, Chris Webster, Stuart Greenway, Trish Biggs, Karen Purdy, Cass Aldcroft, Cathy Howie, Lorraine Eggers, Desma Hsu, Zoya Slavinskaya, Ruth Dyer, Rebecca Grugan, Lachlan Thatcher, Brad Aldcroft. <b>Apologies:</b> Michelle Martin, Carlie Freeman</p>
<p><b>2. Confirmation of minutes from previous meeting</b> July 2021 Minutes</p>	<p><b>Amendments:</b> No <b>Approved:</b> Y</p>
<p><b>3. Matters arising from previous meeting</b></p> <p><b>3.1</b> Father's Day Stall 2021</p> <p><b>3.2</b> Father's Day Event</p> <p><b>3.3</b> Trivia Night 2021</p>	<p>Desma reported that at this stage the stall is going ahead as scheduled next Wednesday and Thursday. The online stall will be launched tomorrow with families able to preorder for delivery to classrooms or local delivery for \$5. Because of the online stall we are prepared to continue with the stall should any lockdowns happen and we've done this in the past. We will be doing a call out for volunteers for manning the stall as well as packing orders and we already have a few volunteer names down to help which is great.</p> <p>Cass reported that our proposed Father's Day Event slot isn't going ahead. But we did quickly pull together a Father's Day Raffle at the last minute. After a quick discussion on Thursday night we thought we would try and then by Friday afternoon we had secured some amazing prizes thanks to our volunteers. Special thanks to Kass Carter and Karensa for securing many prizes. The raffle will launch tomorrow.</p> <p>Bec reported event cancelled due to covid restriction and not enough time to advertise. Soccer club (venue) happy to reschedule date. Group discussed do we host in Term 4? Consensus yes early in term – October. Bec will talk to the soccer club about dates.</p> <p>Cass asked the group if, starting from the October meeting, we should talk about the actions register in Section 3 as it covers off past actions and so on. Consensus yes.</p> <p><b>ACTION</b></p>
<p><b>4. Correspondence</b> Refer to Register – see Att 1</p>	<p><b>Amendments:</b> No <b>Approved:</b> Y</p>

<p><b>5. Table Executive Committee's Report and decisions (if any)</b></p> <p><u>Exec Decisions since last meeting</u></p> <p><b>5.1</b> Approve expenses:</p> <p><b>5.1.1</b> Sendle Courier \$17.40</p> <p><b>5.1.2</b> Australia Wide First Aid (V.President)- CPR renewal \$45</p>	<p><b>Exec Report Notes:</b> Nil questions or comments.</p>
<p><b>6. Treasurer's Report and Financial Statement</b></p> <p>Any business arising from Treasurer's Report and Financial Statement: See attached treasurer report – see Att 2</p>	<p><b>Treasurer Notes:</b> Desma reported on behalf of Michelle.</p> <p><u>31<sup>st</sup> July 2021</u></p> <p><u>MAIN ACC</u></p> <p>Opening balance \$79,331.61 Total Income \$410.50 Total Expenses \$40.34 Closing Balance \$79,701.77</p> <p><u>DEBIT CARD</u></p> <p>Opening balance \$113.54 Total Income \$0.00 Total Expenses \$62.40 Closing Balance \$51.14</p> <p>Overall Financial position of Association (sum of all P&amp;C accounts-include sub-committee accounts) As at 31<sup>st</sup> July 2021: <b>\$92,996.60</b></p> <p>Nil Questions</p>
<p><b>7. Sub-Committee Reports and Financial Statements</b></p> <p>Any business arising from Sub-Committee Reports and Financial Statements</p> <p>Swim Club Subcommittee – see Att 3</p>	<p><b>Swim Club Notes:</b></p> <p>Two sign on days subject to COVID restrictions at the time. To be held at the pool.</p> <p>Saturday 11th at 12:00 – 2:00pm Tuesday the 14th from 2:45pm to 4:30pm.</p> <p>Official first night swim will be 5th of October 2021.</p> <p>We are still intending to replace the lane ropes prior to first swim night in October. We are currently waiting on the outcome of our submission to the Jeffery &amp; Geraldine Underhill Grants Program, which is expected to be announced early September. If we are unsuccessful, we intend to purchase the lane ropes at a cost of \$6,820.00 inc GST.</p> <p>Requested from the College:</p> <ul style="list-style-type: none"> <li>• An opportunity to place an advert within your digital sign boards facing the main roads for two weeks leading up to the above sign on days. Lachlan confirmed ok.</li> <li>• An opportunity for us to provide you with digital content regarding our sign on day, and for the school to email this communication to your junior parent's distribution mailing lists. Lachlan confirmed ok.</li> <li>• To confirm there are no issues with the current pump equipment or pool chemical balance that would stop us from starting on the 5th of October 2021. Lachlan confirmed there would be some staff over the holidays who would be able to check.</li> <li>• If we fail to win the Grant for the lane ropes, we will request that the college pay 50% (approx. \$3,500) and the Swim Club the other 50% for the lane ropes. Lachlan confirmed it should be ok but further discussion to be had.</li> <li>• Initial approval to acquire and install a swim club specific fence advertising sign of 2000mm W x 500mm H on the corner of the inner pool fence facing School Road. (Not to be confused with the exterior new black fence). Lachlan confirmed ok.</li> <li>• The ability to place A5-flyers within teacher pigeon-holes to distribute out to junior kids leading up to sign on day/s. Lachlan confirmed ok.</li> </ul>

- Approval to place 1 x laminated A3 poster at each entrance gate to the junior college. Lachlan confirmed ok. Cass advised that Carlie F has asked copies of all posters be emailed to her before they are put up. Lachlan asked that the signs are removed as soon as possible after they are no longer needed.
- We are currently updating our COVID Safe Plan to cater for recent changes in the last 6 month, including mandatory QLD Govt QR Code scanning (instead of our own) and improved 'safe distance' procedures.
- We are in the process of reviewing our key stakeholder's first aid training obligations and blue card renewals.
- We have chosen a replacement provider 'Wylas Timing', for our current swim club timing system, and have submitted quotes to the grants committee in the hope that a grant opportunity comes up prior to the 2022-2023 season.

**Motion:** To approve the Swim Club Budgets for 2021-2022 season:

- \$1,000 marketing
- \$1,000 canteen start up
- \$3,000 operational costs

**Moved by:** Stuart Greenway

**Any objections:** N

**Approved:** Y

Swim club and school will have a discussion about purchase arrangements and possible 50/50 split of cost of lane ropes if grant unsuccessful. Prior to purchase two written updated quotes required as part of P&C purchasing procedure. Swim Club Treasurer confirmed Swim Club accounts can cover the purchase. Stuart mentioned there may be supply issues with steel from COVID which may affect pricing, motion amended to reflect possible price rise. **ACTION**

**Motion:** If unsuccessful for lane ropes grant, request approval to purchase new lane ropes and reel up to a cost of \$7500.

**Moved by:** Stuart Greenway

**Any objections:** N

**Approved:** Y

## 8. Other Reports

### 8.1 College Principal Report – see Att 4 (will be sent later)

#### Principal Notes:

- Acknowledgement of country
- It is a shame that we can't meet in the meeting room; the walls are currently decorated with Year 12 artwork for assessment. Some stunning art.
- Thank you to everyone for support with the restrictions. It was definitely a different vibe walking in this morning.
- Air Conditioning Update: Air conditioning is going in to the second week of work being done. Senior Campus has started. Junior Campus won't start until 9th September. The work will take until Christmas holidays to be completed. The air conditioning units aren't turned on upon installation -it's all done at the end of the project.
- New Hall Update: The Sports Team sat down with me to look at the designs of other school halls; and picked out the best and worst aspects of them. The next step is to provide the wish list to the project manager. We are still looking for a 2024 completion date. We are putting a preference on sporting space; over ceremonial and performing spaces
- Teaching: Kylie is working with the Teachers in our growing High Capacity and Montessori programs to plan next steps.
- Capability: We continue with our work in professional development for literacy skills and case management; Topics include neuroplasticity and crisis intervention and prevention training. We also have training around vocal care. A number of Teachers are losing their voice, more than usual this year.
- Partners: Koko is settling in well, and will soon be working on the Senior Campus. We unfortunately had to cancel our Science Week activities and

visitors. We have postponed book week until later in the year as it was a little risky to host it this week.

- In terms of our biggest partnership; parents -a big thank you to everyone for being so respectful with the restrictions imposed. It is challenging on both sides of the fence. I am hoping that the increased communication flowing from the College has been noticed this year. The goal for consistency is: information posted on our website; with Parents texted a link to the information on the website (limited to residential parents), Information emailed home (going to both residential and non-residential parents)
- Wellbeing: We are one of the few schools in the Redlands that is providing paid time to go and get vaccinations done. It's very difficult to find appointments outside of school hours. The cost of releasing everyone is offset by the reduction in events and excursions requiring relief staff.
- We will soon be announcing that we have decided to reduce the significance of the award ceremony again. The venue restrictions around seating (ticketed, pre-determined seating) is a major component of the workload. Brad French and Meagan Harris have the ceremony planned down to the minute; but we aren't prepared to invest that much effort, venue hire, truck hire, staff released, seating plans, relocate musical equipment etc; with such a high level of cancellation risk attached. We are working on a smaller, nice ceremony at school; recipients and staff only; streamed to classrooms for siblings; and an edited, polished copy available for parents.
- Performance: Some very preliminary data around where students go to once they've finished High School. Interestingly high numbers going into health, which may be because of the Health Academy.

Trish asked Lachlan for an update on the Yr 6 shirts. Lachlan advised they have been ordered just waiting for them to arrive.

## 8.2 Grants Working Group

### Grants Notes:

- Applied for Council Conservation grant \$10000 for the Connection Corridor
- Looking at a grant to provide training in First Aid/CPR for 10-15 people as well as Food Safety and next years P&C Conference
- Applied for Schools Plus Smart Giving grant of \$30000 for enhancements to Flexible Learning Program in 2022
- Going to apply for Children's week grant \$500 for Mural projects/ school beautification
- Karen to talk to Carlie and Lachlan about using the grant received for Softfall.

**ACTION**

## 8.3 Fundraising Working Group

**Fundraising Notes:** Desma reported.

### 8.3.1 Term 3 Fundraisers Update

**Bunnings BBQ** – Michelle is liaising with Bunnings to secure a date and then we will go from there.

**Berry Fundraiser** – Cass will look into the Berry Fundraiser and then do a call out on the Fundraising Working Group for someone to help organise.

**Other** than what we've already discussed we don't have any more Term 3 fundraisers.

For Term 4 we have:

- School Booklists
- Santa Photos – we will need an organiser, Bec pass on details for Santa and Mrs Claus. Cass and Desma to talk to P&C Qld about possible % of rather than hold event ourselves. **ACTION**
- Christmas Raffle. Consensus support. Lorraine and Cass to run point.

## 8.4 Second-Hand Uniform Shop

**2<sup>nd</sup> Hand Uniform Shop Notes:** Nil

## 8.5 Scholastic Book Club

**Book Club Notes:** Cass reported

<p><b>8.6</b> Containers for Change</p> <p><b>8.7</b> The Walk/Connection Corridor Project</p>	<p><u>Issue 4 totals</u> Sales - \$424 Rewards - \$84.80</p> <p><u>Issue 5 totals</u> Sales - \$1069 Rewards - \$214.20</p> <p>We are currently awaiting arrival of issue 6 catalogues to be issued to students.</p> <p>Cass acknowledged the good work of Nicole as it can be stressful managing book club through lockdown.</p> <p><b>Containers for Change Notes:</b> Karensa reported</p> <p>Only just received a response today need to discuss with Desma.</p> <p>They don't want to do the murals</p> <p>Income from containers for change what to use it for games stencils on the concrete. Would need wear and tear maintenance. The members agreed this was in line with our goal of beautifying the college.</p> <p><b>The Walk/Connection Corridor Notes:</b> Zoya reported</p> <p>We had a meeting with Debbie and some interested Parents last week.</p> <p>Also putting together a survey for all the teachers for ideas on how they would like to use the space.</p> <p>Indigenous contacts needed for Debbie – Lachlan will work on a contact and liaise with Zoya <b>ACTION</b></p> <p>Debbie (teacher) to start capturing the before images</p> <p>Lachlan - Surveyor coming in over the holidays</p> <p>Some of the classes have also been booked in to do workshops with Debbie to do workshops with Debbie around design.</p> <p>Sports team on senior campus are keen to give ideas as they use the oval a lot.</p> <p>Karensa - Gardens in front of Montessori, need to have a working bee or find out how we can contribute. Cass also mentioned looking at the raised garden beds near tuckshop. Having a meeting with Naomi this week.</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, Containers for Change and the Connection Corridor Project.</p> <p><b>Moved by:</b> Desma Hsu <b>Any objections:</b> N <b>Approved:</b> Y</p>
<p><b>9. Motions on Notice</b></p>	<p>Nil.</p>
<p><b>10. New and General Business</b></p> <p><b>10.1</b> Discretionary Fund – postpone August due date until end of Term</p>	<p>Cass reported that Round 2 was meant to close on 9th August but she hasn't updated our forms yet. Asked if we could extend the due date to Monday 11<sup>th</sup> October – two weeks before the next meeting. Aim to have updated forms by the end of the week and then can send over to Lachlan to distribute to staff. Should give staff time to put together their applications. <b>ACTION</b></p>
<p><b>11. Applications for membership and recording of new members</b></p>	<p>None received</p>
<p><b>12. Date of next meeting</b> <b>13. Close</b></p>	<p>Monday 25<sup>th</sup> October 7pm 7.57pm</p>

## Actions Register

<b>Actions Register Updated 12<sup>th</sup> September 2021 Actions from the previous meeting and those outstanding:</b>	<b>Action Initiated</b>	<b>Update</b>
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 – waiting outcome of grant before proceeding.
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 August 2021 that the school awarded a medallion to last year’s recipient. P&C was unaware of this. School to look into the communication issues and the location of the perpetual plaque.
Connection Corridor masterplan. - begin engagement of Orterra - Zoya Slavinskaya	22/03/21	Pending - waiting on procuring surveyors
Swim Club to email Carlie safety concerns with Pool	31/5/21	Pending
Lachlan and Carlie will contact the architect direct within 2 weeks to confirm what requirements	31/5/21	Complete
Lachlan to follow up college staff re Containers for Change	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	Complete. Lachlan posted to Teams for staff 9/9/21.
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
Swim club and school will have a discussion about purchase arrangements and possible 50/50 split of cost of lane ropes if grant unsuccessful	23/08/21	Pending
Swim club to provide two written updated quotes prior to purchase of lane ropes required as part of P&C purchasing procedure.	23/08/21	Pending
Karen to talk to Carlie and Lachlan about using the grant received for Softfall.	23/08/21	Complete
Cass and Desma to talk to P&C Qld about possible % of rather than hold event ourselves for Santa Photos	23/08/21	Complete - confirmed that arrangement is ok by P&C Qld
Lachlan will work on an Indigenous contact for the Connection Corridor and liaise with Zoya	23/08/21	Pending

### 2021 Meeting Schedule

<b>Term 1</b>		<b>Term 3</b>	
<b>January</b>	No Meeting (school holidays)	<b>July</b>	Monday 26 <sup>th</sup> – 7pm
<b>February</b>	Monday 22 <sup>nd</sup> – 7pm	<b>August</b>	Monday 23 <sup>rd</sup> – 7pm
<b>March</b>	Monday 22 <sup>nd</sup> (incl. AGM) – 6pm	<b>September</b>	No Meeting (school holidays)
<b>Term 2</b>		<b>Term 4</b>	
<b>April</b>	No Meeting (public holidays)	<b>October</b>	Monday 25 <sup>th</sup> – 7pm
<b>May</b>	Monday 24 <sup>th</sup> 31 <sup>st</sup> – 7pm	<b>November</b>	Monday 22 <sup>nd</sup> – 7pm
<b>June</b>	No Meeting (school holidays)	<b>December</b>	No Meeting (school holidays)