

PnC Correspondence Register Extract for Meeting

Date	From	To	Subject
2021-11-02T00:27:11+00:00	cfree2@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Power outage this Saturday 6 November - Junior Campus
2021-11-02T00:27:11+00:00	cfree2@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Power outage this Saturday 6 November - Junior Campus
2021-11-02T00:46:34+00:00	president@capalabascpandc.com.au	swimclub.officers@capalabascpandc.com.au	URGENT REPLY REQUIRED FW: Power outage this Saturday 6 November - Junior Campus
2021-11-02T00:46:34+00:00	president@capalabascpandc.com.au	swimclub.officers@capalabascpandc.com.au	URGENT REPLY REQUIRED FW: Power outage this Saturday 6 November - Junior Campus
2021-11-02T00:48:00+00:00	vice-@capalabascpandc.com.au	president@capalabascpandc.com.au;swimclub.officers@capalabascpandc.com.au	Re: URGENT REPLY REQUIRED FW: Power outage this Saturday 6 November - Junior Campus
2021-11-02T00:48:00+00:00	vice-@capalabascpandc.com.au	president@capalabascpandc.com.au;swimclub.officers@capalabascpandc.com.au	Re: URGENT REPLY REQUIRED FW: Power outage this Saturday 6 November - Junior Campus
2021-11-02T03:04:37+00:00	president@capalabascpandc.com.au	cfree2@eq.edu.au;pandcexecutive@capalabasc.eq.edu.au	RE: Power outage this Saturday 6 November - Junior Campus
2021-11-02T03:04:37+00:00	president@capalabascpandc.com.au	cfree2@eq.edu.au;pandcexecutive@capalabasc.eq.edu.au	RE: Power outage this Saturday 6 November - Junior Campus
2021-11-02T09:21:09+00:00	president@capalabascpandc.com.au	cfree2@eq.edu.au;pandcexecutive@capalabasc.eq.edu.au	Re: Power outage this Saturday 6 November - Junior Campus
2021-11-02T09:21:09+00:00	president@capalabascpandc.com.au	cfree2@eq.edu.au;pandcexecutive@capalabasc.eq.edu.au	Re: Power outage this Saturday 6 November - Junior Campus
2021-11-03T00:37:06+00:00	secretary@capalabascwimmingclub.org.au	cfree2@eq.edu.au	Power issues Pool comms room
2021-11-03T00:37:06+00:00	secretary@capalabascwimmingclub.org.au	cfree2@eq.edu.au	Power issues Pool comms room
2021-11-03T07:27:55+00:00	cfree2@eq.edu.au	secretary@capalabascwimmingclub.org.au	RE: Power issues Pool comms room
2021-11-03T07:27:55+00:00	cfree2@eq.edu.au	secretary@capalabascwimmingclub.org.au	RE: Power issues Pool comms room
2021-11-07T03:01:43+00:00	lthat4@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	FW: Day 1 of Term 1 2022?
2021-11-07T03:01:43+00:00	lthat4@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	FW: Day 1 of Term 1 2022?
2021-11-07T03:19:19+00:00	Treasurer@capalabascpandc.com.au	lthat4@eq.edu.au;pandcexecutive@capalabasc.eq.edu.au	Re: Day 1 of Term 1 2022?
2021-11-07T03:19:19+00:00	Treasurer@capalabascpandc.com.au	lthat4@eq.edu.au;pandcexecutive@capalabasc.eq.edu.au	Re: Day 1 of Term 1 2022?
2021-11-07T22:36:28+00:00	snaum13@eq.edu.au	orders@baysidepackaging.com.au	Re: Invoice from Bayside Packaging (Aust) Pty Ltd
2021-11-07T22:36:28+00:00	snaum13@eq.edu.au	orders@baysidepackaging.com.au	Re: Invoice from Bayside Packaging (Aust) Pty Ltd
2021-11-09T23:27:16+00:00	lthat4@eq.edu.au	zoya@capalabascpandc.com.au;pandcexecutive@capalabasc.eq.edu.au	Recording
2021-11-09T23:27:16+00:00	lthat4@eq.edu.au	zoya@capalabascpandc.com.au;pandcexecutive@capalabasc.eq.edu.au	Recording
2021-11-10T05:55:17+00:00	temp@pandcsqld.com.au	executive@capalabascpandc.com.au;president@capalabascpandc.com.au;secretary@capalabascpandc.com.au;Treasurer@capalabascpandc.com.au	Upcoming Area Meeting and Catch Up: Capalaba State College!
2021-11-10T05:55:17+00:00	temp@pandcsqld.com.au	executive@capalabascpandc.com.au;president@capalabascpandc.com.au;secretary@capalabascpandc.com.au;Treasurer@capalabascpandc.com.au	Upcoming Area Meeting and Catch Up: Capalaba State College!
2021-11-10T11:24:12+00:00	zoya@capalabascpandc.com.au	lthat4@eq.edu.au;pandcexecutive@capalabasc.eq.edu.au	Re: Recording
2021-11-10T11:24:12+00:00	zoya@capalabascpandc.com.au	lthat4@eq.edu.au;pandcexecutive@capalabasc.eq.edu.au	Re: Recording
2021-11-11T00:59:37+00:00	toni@homestylebake.com.au	toni@homestylebake.com.au	Make the most of the festive spirit! Book your end of year fundraiser HERE
2021-11-12T22:19:36+00:00	president@capalabascpandc.com.au	members@capalabascpandc.com.au	GM 22nd Nov
2021-11-14T07:03:04+00:00	grants@capalabascpandc.com.au	president@capalabascpandc.com.au	Grants update for GM
2021-11-14T07:03:04+00:00	grants@capalabascpandc.com.au	president@capalabascpandc.com.au	Grants update for GM
2021-11-14T11:59:18+00:00	secretary@capalabascpandc.com.au	fundraising.wg@capalabascpandc.com.au;swimclub.subcommittee@capalabascpandc.com.au;grants@capalabascpandc.com.au;members@capalabascpandc.com.au	FW: Upcoming Area Meeting and Catch Up: Capalaba State College!
2021-11-14T11:59:18+00:00	secretary@capalabascpandc.com.au	fundraising.wg@capalabascpandc.com.au;swimclub.subcommittee@capalabascpandc.com.au;grants@capalabascpandc.com.au;members@capalabascpandc.com.au	FW: Upcoming Area Meeting and Catch Up: Capalaba State College!
2021-11-14T22:20:21+00:00	liannehillman@gmail.com	secretary@capalabascpandc.com.au	Second hand uniform shop day and times
2021-11-15T00:23:54+00:00	liannehillman@gmail.com	secretary@capalabascpandc.com.au	Re: Second hand uniform shop day and times
2021-11-16T00:04:42+00:00	c_scalvenzi@hotmail.com	secretary@capalabascpandc.com.au	Christine M Membership for P and C
2021-11-16T00:27:03+00:00	noreply@smartygrants.com.au	secretary@capalabascpandc.com.au	CS-211-009 Conservation Support Grant Outcome - Capalaba State College P&C Association
2021-11-18T03:25:54+00:00	cfree2@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Agenda
2021-11-19T06:25:44+00:00	cfree2@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Back to School Uniform Shop
2021-11-19T07:54:03+00:00	president@capalabascpandc.com.au	cfree2@eq.edu.au;pandcexecutive@capalabasc.eq.edu.au	Re: Back to School Uniform Shop
2021-11-21T01:23:38+00:00	secretary@capalabascpandc.com.au	members@capalabascpandc.com.au	November Meeting Docs
2021-11-21T09:58:52+00:00	samantha.robbyn01@gmail.com	secretary@capalabascpandc.com.au	Re: November Meeting Docs
2021-11-21T23:25:52+00:00	cfree2@eq.edu.au	president@capalabascpandc.com.au;pandcexecutive@capalabasc.eq.edu.au	RE: Back to School Uniform Shop
2021-11-21T23:38:45+00:00	secretary@capalabascwimmingclub.org.au	secretary@capalabascpandc.com.au	Swim Club COVID Plan
2021-11-22T04:14:06+00:00	president@capalabascpandc.com.au	secretary@capalabascwimmingclub.org.au;secretary@capalabascpandc.com.au	Re: Swim Club COVID Plan
2021-11-22T05:48:58+00:00	cfree2@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Capalaba SC Financial documents for November 2021 meeting
2021-11-22T07:20:10+00:00	melbennett2020@gmail.com	secretary@capalabascpandc.com.au	Re: November Meeting Docs
2021-11-22T08:59:39+00:00	samantha.robbyn01@gmail.com	secretary@capalabascpandc.com.au	Re: November Meeting Docs

PnC Correspondence Register Extract for Meeting

2021-11-22T09:01:46+00:00	trish@biggsfamily.com.au	secretary@capalabascpandc.com.au	Re: November Meeting Docs
2021-11-22T09:03:16+00:00	janeedyson@googlemail.com	secretary@capalabascpandc.com.au	Re: November Meeting Docs
2021-11-22T12:27:55+00:00	president@capalabascpandc.com.au	lthat4@eq.edu.au	Free Coffee Day - Poster
2021-11-23T21:17:03+00:00	samantha.robyn01@gmail.com	secretary@capalabascpandc.com.au	Re: November Meeting Docs
2021-11-24T04:12:40+00:00	monique.avery@pcyc.org.au	secretary@capalabascpandc.com.au	Membership Form
2021-11-25T02:37:17+00:00	cfree2@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	2022-year-level-contribution-schedule.docx
2021-11-25T03:51:09+00:00	education@angelospasta.com.au	secretary@capalabascpandc.com.au	Angelo's Pasta Drive and Other School Events
2021-11-29T11:56:23+00:00	grants@capalabascpandc.com.au	president@capalabascpandc.com.au	P&C Invoice for conservation grant
2021-11-29T22:56:45+00:00	president@capalabascpandc.com.au	grants@redland.qld.gov.au	P&C Invoice for conservation grant
2021-11-30T22:51:48+00:00	Christie.Patullo@redland.qld.gov.au	president@capalabascpandc.com.au	CS-211-009 Capalaba P&C Invoice for conservation grant
2021-12-01T12:17:56+00:00	vicepresident@capalabascpandc.com.au	Chanisse26@optusnet.com.au	Re: Senior Shirt
2021-12-01T12:21:13+00:00	vicepresident@capalabascpandc.com.au	dk.neal@hotmail.com	Re: Open hours
2021-12-05T10:56:45+00:00	secretary@capalabascpandc.com.au	members@capalabascpandc.com.au	Strategic planning meeting postponed
2021-12-07T11:35:12+00:00	president@capalabascpandc.com.au	members@capalabascpandc.com.au	FW: Closing soon - Christmas Raffle. Over \$1700 in prizes.
2021-12-09T00:25:52+00:00	president@capalabascpandc.com.au	lthat4@eq.edu.au;cfree2@eq.edu.au	Access to swim club facilities over SH
2021-12-09T11:47:16+00:00	secretary@capalabascpandc.com.au	members@capalabascpandc.com.au	Draft November Minutes
2021-12-09T21:22:36+00:00	wendytully@iinet.net.au	secretary@capalabascpandc.com.au	Second Hand Uniform Shop
2021-12-09T22:50:46+00:00	cfree2@eq.edu.au	president@capalabascpandc.com.au;lthat4@eq.edu.au	RE: Access to swim club facilities over SH
2021-12-09T23:04:54+00:00	president@capalabascpandc.com.au	cfree2@eq.edu.au;lthat4@eq.edu.au	Re: Access to swim club facilities over SH
2021-12-10T01:55:31+00:00	wendytully@iinet.net.au	secretary@capalabascpandc.com.au	Re: Second Hand Uniform Shop
2021-12-10T02:03:27+00:00	wendytully@iinet.net.au	secretary@capalabascpandc.com.au	Re: Second Hand Uniform Shop
2021-12-10T02:17:18+00:00	wendytully@iinet.net.au	secretary@capalabascpandc.com.au	Re: Second Hand Uniform Shop
2022-01-27T08:11:50+00:00	vanessa.uscatego@gmail.com	secretary@capalabascpandc.com.au	Application for P&C Membership Capalaba State College P&C Association
2022-01-28T23:33:14+00:00	noreply@messaging.squareup.com	secretary@capalabascpandc.com.au	We're Updating our Terms of Service
2022-01-23T03:11:55+00:00	lthat4@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Update!
2022-01-23T03:30:21+00:00	Treasurer@capalabascpandc.com.au	lthat4@eq.edu.au;pandcexecutive@capalabasc.eq.edu.au	Re: Update!

Treasurer Report to P&C Meeting 28/02/2022

General Business

November 2021

- ❖ Reimbursement made to P&C member for the purchase of the cakes for World Teacher Day, due to availability.

December 2021

- ❖ Last year saw the success of the Berry Fundraiser, with many families enjoying the wonderful fresh seasonal fruits. Net Profit \$223
- ❖ We also had the very successful Christmas Raffle, with some amazing prizes all donated by our wonderful school families, and local businesses. Net Profit \$1,804
- ❖ P&C executive members assisted with purchases for the swim club sausage sizzle nights, as we unfortunately had the lovely Lorraine out of action. The P&C debit card account was swiftly reimbursed by the Swim Club via bank transfer.

January 2022

- ❖ The successful Conservations Grant, is allocated to cover costs towards Connection Corridor - Revegetate Drainage Channel
- ❖ 2ndhand uniform shop reopened for the year on 27th Jan by appointment only. Thank you to Nicole Nicholls and Desma Hsu for facilitating this, as it was and still is, in great demand.
- ❖ The 2ndhand uniform consignments were also paid out as a result of these sales

Bank Reconciliation Statement for the Month of November 2021

Opening Balance (MAIN ACC)		\$78,425.46
RECEIPTS		
Sales	2ndhand Uniform Shop	\$ 105.00
Fundraising	Scholastic Book Club (duplicate payment returned)	\$ 60.00
Other		
ADD: Total Receipts processed and presented		\$ 165.00
PAYMENTS		
Orterra Pty Ltd- Corridor Connection (Stage 1 Site Visit and Part Payment for Stage 3 Draft Concept)		\$ 1,705.00
Xero Accounting Subscription		\$ 40.50
Commbiz fees		\$ 2.50
Reimbursement: Karensa Gock (purchase of Worlds Teachers Day cake)		\$ 98.00
Scholastic Book Club (Issue 7)		\$ 68.00
Bayside Packaging - ribbon		\$ 7.13
Square fees- 2ndhand Unifrom		\$ 1.90
LESS: Total Payments processed and presented		\$ 1,923.03
Closing Balance (MAIN ACC)		\$76,667.43

Opening Balance (DEBIT CARD)		\$344.43
Tfr credit from P&C Main Acc		
Tfr credit from Swim Debit Acc (for Coles - sausage sizzle nights)	\$	98.50
Sales of Berry Fundraiser	\$	2,350.00
ADD: Total Receipts	\$	2,448.50
Coles (purchase on behalf of Swim Club - sausage sizzle nights)	\$	152.30
LESS: Total Payments	\$	152.30
Closing Balance (DEBIT CARD)		\$2,640.63

Bank Reconciliation Statement for the Month of December 2021

Opening Balance (MAIN ACC)		\$76,667.43
RECEIPTS		
Sales	2ndhand Uniform Shop	\$ 100.00
Fundraising	Berry Fundraiser (tfr from P&C Debit acc)	\$ 2,375.00
	Christmas Raffle- Rafflelink	\$ 1,804.00
Other		
ADD: Total Receipts processed and presented	\$	4,279.00
PAYMENTS		
Orterra Pty Ltd- Corridor Connection (Final Payment Stage 3 and 4 Concept design & report)	\$	4,345.00
Xero Accounting Subscription	\$	40.50
Commbiz fees		
Bunnings (purchase of cleaning products)	\$	38.66
MMEIC Aboriginal Corporation- Connection Corridor	\$	160.00
Payment to Berry Fundraiser - A & VM Toumpas	\$	2,152.00
Square fees- 2ndhand Unifrom	\$	6.82
LESS: Total Payments processed and presented	\$	6,742.98
Closing Balance (MAIN ACC)		\$74,203.45

Opening Balance (DEBIT CARD)		\$2,640.63
Tfr credit from Swim Debit Acc (for Coles - sausage sizzle nights)		\$69.30
Sales of Berry Fundraiser		\$25.00
ADD: Total Receipts		\$94.30
Coles (purchase on behalf of Swim Club - sausage sizzle nights)		\$15.50
Commbiz fees		\$3.00
Tfr funds from Berry Fundraiser to P&C Main Acc		\$2,375.00
LESS: Total Payments		\$2,393.50
Closing Balance (DEBIT CARD)		\$341.43

Bank Reconciliation Statement for the Month of January 2022

Opening Balance (MAIN ACC)		\$74,203.45
RECEIPTS		
Sales	2ndhand Uniform Shop	\$728.00
	Fence Advertising	\$1,543.50
Fundraising		
Other	CS-211-009 Round 1 Conservation Grant	\$10,000.00
ADD: Total Receipts processed and presented		\$12,271.50
PAYMENTS		
	2ndhand Uniform Consignments (9,15,68,126 &194)	\$524.25
	Xero Accounting Subscription	\$40.50
	Officeworks (stationary)	\$19.75
	Square fees- 2ndhand Uniform	\$13.88
LESS: Total Payments processed and presented		\$598.38
Closing Balance (MAIN ACC)		\$85,876.57

Opening Balance (DEBIT CARD)		\$341.43
Nil Transactions		
ADD: Total Receipts		\$-
Nil Transactions		
LESS: Total Payments		\$-
Closing Balance (DEBIT CARD)		\$341.43

Overall Financial position of Association (sum of all P&C accounts-include sub-committee accounts)

- As at 31st December 2021: **\$91,114.00**
- As at 31st January 2022: **\$103,198.89[^]**

[^] Allocated funds of \$49,975.18 is for the Connection Corridor (\$14,975.18) and Softfall project (\$35,000)

CAPALABA STATE COLLEGE AMATUER SWIMMING CLUB



November 2021- Main Account

Opening Balance @ 30th November 2021	\$14,066.99
Deposits	
Participation Fees	\$420.00
Canteen Sales	\$1,236.00
Merchandise Sale	\$0.00
Total Deposits	\$1,656.00
Expenses	
Square Fees	\$23.58
Total Expenses	\$23.58
Closing Balance @ 30th November 2021	\$15,699.41

CAPALABA STATE COLLEGE AMATUER SWIMMING CLUB



November 2021- Debit Card Account

Opening Balance @ 30th November 2021	\$647.81
Deposits	
Nil	
Total Deposits	\$0.00
Expenses	
Woolworths - Canteen Supplies	\$9.40
Transfer to P&C Main Acc reimbursement	\$98.50
Total Expenses	\$107.90
Closing Balance @ 30th November 2021	\$539.91

Operating Budget (Approved August 2021)

OPERATIONAL COSTS	\$ 1,000.00
Less Utilised August	\$ -
Less Utilised September	\$ -
Less Utilised October	\$ 150.00
Less Utilised November	\$ -
Less Utilised December	
Less Utilised January 2022	
Less Utilised February 2022	
Less Utilised March 2022	
Less Utilised April 2022	
BALANCE	\$ 850.00

CANTEEN START-UP	\$ 3,000.00
Less Utilised August	\$ -
Less Utilised September	\$ -
Less Utilised October	\$ 1,088.76
Less Utilised November	\$ 107.90
Less Utilised December	
Less Utilised January 2022	
Less Utilised February 2022	
Less Utilised March 2022	
Less Utilised April 2022	
BALANCE	\$ 1,803.34

MARKETING LEAD-UP	\$ 1,000.00
Less Utilised August	\$ -
Less Utilised September	\$ 239.00
Less Utilised October	\$ -
Less Utilised November	\$ -
Less Utilised December	
Less Utilised January 2022	
Less Utilised February 2022	
Less Utilised March 2022	
Less Utilised April 2022	
BALANCE	\$ 761.00

CAPALABA STATE COLLEGE AMATUER SWIMMING CLUB



December 2021- Main Account

Opening Balance @ 31st December 2021	\$15,699.41
Deposits	
Participation Fees	\$0.00
Canteen Sales	\$172.00
Merchandise Sale	\$16.00
Total Deposits	\$188.00
Expenses	
Square Fees	\$3.60
Total Expenses	\$3.60
Closing Balance @ 31st December 2021	\$15,883.81

CAPALABA STATE COLLEGE AMATUER SWIMMING CLUB



December 2021- Debit Card Account

Opening Balance @ 31st December 2021	\$539.91
Deposits	
Nil	
Total Deposits	\$0.00
Expenses	
Transfer to P&C Main Acc reimbursement	\$69.30
Total Expenses	\$69.30
Closing Balance @ 31st December 2021	\$470.61

Operating Budget (Approved August 2021)

OPERATIONAL COSTS	\$ 1,000.00
Less Utilised August	\$ -
Less Utilised September	\$ -
Less Utilised October	\$ 150.00
Less Utilised November	\$ -
Less Utilised December	\$ -
Less Utilised January 2022	
Less Utilised February 2022	
Less Utilised March 2022	
Less Utilised April 2022	
BALANCE	\$ 850.00

CANTEEN START-UP	\$ 3,000.00
Less Utilised August	\$ -
Less Utilised September	\$ -
Less Utilised October	\$ 1,088.76
Less Utilised November	\$ 107.90
Less Utilised December	\$ 69.30
Less Utilised January 2022	
Less Utilised February 2022	
Less Utilised March 2022	
Less Utilised April 2022	
BALANCE	\$ 1,734.04

MARKETING LEAD-UP	\$ 1,000.00
Less Utilised August	\$ -
Less Utilised September	\$ 239.00
Less Utilised October	\$ -
Less Utilised November	\$ -
Less Utilised December	\$ -
Less Utilised January 2022	
Less Utilised February 2022	
Less Utilised March 2022	
Less Utilised April 2022	
BALANCE	\$ 761.00

**CAPALABA STATE COLLEGE AMATUER SWIMMING CLUB
Main Account**



Opening Balance @ 31st January 2022	\$15,883.31
Deposits	
Participation Fees	\$0.00
Canteen Sales	\$0.00
Merchandise Sale	\$0.00
Total Deposits	\$0.00
Expenses	
Square Fees	\$0.00
Total Expenses	\$0.00
Closing Balance @ 31st January 2022	\$15,883.31

**CAPALABA STATE COLLEGE AMATUER SWIMMING CLUB
Debit Card Account**



Opening Balance @ 31st January 2022	\$470.61
Deposits	
Nil	
Total Deposits	\$0.00
Expenses	
Nil	
Total Expenses	\$0.00
Closing Balance @ 31st January 2021	\$470.61

Operating Budget (Approved August 2021)

OPERATIONAL COSTS	\$ 1,000.00
Less Utilised August	\$ -
Less Utilised September	\$ -
Less Utilised October	\$ 150.00
Less Utilised November	\$ -
Less Utilised December	\$ -
Less Utilised January 2022	\$ -
Less Utilised February 2022	
Less Utilised March 2022	
Less Utilised April 2022	
BALANCE	\$ 850.00

CANTEEN START-UP	\$ 3,000.00
Less Utilised August	\$ -
Less Utilised September	\$ -
Less Utilised October	\$ 1,088.76
Less Utilised November	\$ 107.90
Less Utilised December	\$ 69.30
Less Utilised January 2022	\$ -
Less Utilised February 2022	
Less Utilised March 2022	
Less Utilised April 2022	
BALANCE	\$ 1,734.04

MARKETING LEAD-UP	\$ 1,000.00
Less Utilised August	\$ -
Less Utilised September	\$ 239.00
Less Utilised October	\$ -
Less Utilised November	\$ -
Less Utilised December	\$ -
Less Utilised January 2022	\$ -
Less Utilised February 2022	
Less Utilised March 2022	
Less Utilised April 2022	
BALANCE	\$ 761.00

P and C Meeting

Monday, February 28th 2022

Principal's Report

Acknowledgement of country

I would like to begin by acknowledging the Traditional Custodians of the land on which we all meet on today, both here and at home, and pay my respects to their Elders past and present.

On behalf of everyone, I echo a big thank you to Stuart for his continued support of the College.

Operational

- I would like to introduce and welcome Stuart, Tristan, Elliott, Amy and Trent to the team, with Vikki and Thomas continuing from last year.
- The Air conditioning project has finished. Some missing cages are on the way. The cool air is making a lovely difference to teaching and learning.
- Staffing shortages were not as significant as we thought on the Junior Campus, but Senior Campus is struggling to find quality staff.

Teaching

- I spent three days last week working with the Head of Department team discussing teaching and learning, which is the first time in a couple of years!
- We discussed case management, quality use of data, and how to make learning ideas visible in the classroom for students
- We spoke more about teaching and learning this week than I have in two years - it is a great feeling, thank you to Stuart and Tristan for managing their campuses so well
- Through consultation, we have received a lot of feedback from teachers about the scholars' program as well, and suggestions for how to increase the learning style this year to keep increasing engagement

Capability

- The Teaching team have completed a significant amount of VET training to enable the delivery of VET programs in the senior school (years 10-12)
- Our focus This year is training from within, quality time together to explore all of the things that we have learnt over the last couple of years

Partners

- New partnerships for student wellbeing and resilience have been developed to work with disengaged students in year nine as a trial
- We have also solved a number of problems drawing from Stuart and Tristan's previous schools with resources and plans

Wellbeing

- As usual, a big focus of mine
- Confirmed COVID cases were less of an issue than expected, so additional staff are being used for internal relief
- Our positive behaviour for learning and response to bullying is still progressing. The new team are working together drawing on their experience and expanding on the original ideas.
- The Leadership Team and a small number of teachers have also signed up for courses later this year to work directly with the author, Adam Voigt. Very exciting.
- The Admin team will soon be completing some training about working smarter with their admin officers to maintain work-life balance and be visible amongst the classrooms more than they already are.

Performance

- Over 90% attendance, which is great considering the issues surrounding us with weather and COVID.



**CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION**

Grants Update – February 2022

Upcoming grants

Grant Program	Amount	Application Ideas and Purpose of Grant	Due Date
Regional Arts Development Fund (RADF)	\$10,000	Mural Project. The RADF grant provides opportunities for professional, semi-professional and emerging artists based in Redland City through project-based funding in the categories of: Community Arts and Cultural Development; Dance; Developing Regional Skills; Heritage; Multi-arts; Music; Theatre; Visual Arts, Craft and Design; and Writing	31.03.22
Indigenous Languages & Art (ILA) Program	\$25,000	Mural Project. The aim of ILA program is to develop, produce, present, exhibit or perform a diverse range of traditional and contemporary Indigenous art forms.	28.03.22

Active grant projects

Grant Program	Funds	Status	Acquit by
Gambling Community Benefit Fund	\$35,000	Senior campus fitness upgrade planned for April	30.08.22
Redland City Council Conservation Grant	\$10,000	Planning underway to revege & revert drainage channel (between campuses) to a natural channel	16.11.22

Outcomes of recent grant applications

Grant Program	Outcome	Applied for
Redland City Council Organisation Support Grant	Unsuccessful	First aid, CPR, food safety, P&C conference
Schools Plus Smart Giving	Unsuccessful	\$30,000 Flexible Learning Program – expansion

Connection Corridor 2021/2022 ("The Walk")

CONNECTION CORRIDOR SUMMARY		Starting Balance \$	Remaining Balance \$
P&C Approved Contribution		\$ 6,600.00	
Less: Payments made		\$ 6,490.00	\$ 110.00
P&C Fundraising		\$ 9,210.18	
Less: Payments made		\$ 4,345.00	\$ 4,865.18
Successful Grants Applications		\$10,000.00	
Less: Payments made		\$0.00	\$ 10,000.00
		Total Amount Remaining	\$ 14,975.18

P&C Approved Contribution		\$
Budget (approved GM March 2021) towards Connection Corridor		\$ 6,600.00
16.09.21	Orterra Pty Ltd- Stage 2	
	Consultation Fees	\$ 825.00
08.10.21	Site Surveys Pty Ltd - Partial	
	Site Plan - detail & contour	
	survey of part of existing site	\$ 3,800.00
12.11.21	Stage 1 Site Visit and Part	
	Payment for Stage 3 Draft	
	Concept Design	\$ 1,705.00
04.12.21	MINJERRIBAH	
	MOORGUMPIN	
	ELDERS-IN-COUNCIL	\$ 160.00
Total Expenses		\$ 6,490.00
Balance Remaining		\$ 110.00

P&C FUNDRAISING FOR 2021		
Fundraising Event	Fundraising Connection	Profit
Term 1		
Disco P-6	The Walk (Total Net Profit = \$3,844.31)**	\$ 1,922.16
Easter Raffle	The Walk	\$ 842.41
Term 2		
Mother's Day Stall	The Walk	\$ 1,256.22
Mother's Day Raffle	The Walk	\$ 193.05
Term 3		
Father's Day Stall	The Walk	\$ 1,839.91
Father's Day Raffle	The Walk	\$ 1,129.43
Term 4		
Christmas Raffle	The Walk	\$ 1,804.00
Berry Fundraiser	The Walk	\$ 223.00
TOTAL RAISED		\$ 9,210.18

** Disco P-6 profits were allocated to 50% The Walk project and 50% to Discretion

P&C FUNDRAISING (see above)		\$
Total Fundraising contribution		\$ 9,210.18
04.12.21	Orterra: Corridor connection	
	- Final Payment Stage 3 and	
	4 Concept design & report	\$ 4,345.00
Total Expenses		\$ 4,345.00
Balance Remaining		\$ 4,865.18

Successful Grant Applications		\$
12.01.22	CS-211-009 Round 1 Conservation Grant	\$ 10,000.00
TOTAL		\$ 10,000.00



CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION

Annual Operating Plan 2022

February 2022 – February 2023

TO BE APPROVED at 21st February 2022 General Meeting

About CSC P&C

OUR PURPOSE: To support and work in partnership with Capalaba State College, with the school principals and the school community, to promote the best interests of the College, facilitate its development and further improvement, to achieve the best outcomes for students.

Capalaba State College Parents and Citizens Association (CSC P&C), as a statutory body, sets to achieve this through supporting the:

- provision of adequate resources and learning materials to all rooms/facilities to enhance our children's learning in a positive and productive way;
- enhancing the current use of infrastructure and facilities;
- communicating the fundraising needs based on the long-term plans for the school, detailing why the money is required and how it will be spent, and being accountable for the spend;
- providing a forum for school community issues to be raised; and
- providing opportunities for the school community to celebrate together.

The P&C determines its level of involvement and commitment to the school based on the College Principal's plan for the year and what the teaching staff would like to achieve. As well as availability of volunteers.

Focus areas

As a not-for-profit with a potentially enormous scope of work and finite resources, CSC P&C recognises the need to prioritise its efforts to ensure the most efficient and effective approach to its work. Therefore, in pursuing its purpose, P&C has identified the following Focus Areas as key priorities for the period of this Plan.

Learning resources and materials, Classroom projects
Objective: Build and harness the P&C collective capabilities, capacities, and contributions of members.

Infrastructure and facilities
Objective: Build and harness the P&C collective capabilities, capacities, and contributions of members.

Collective Viability (sustainability and resilience)
Objective: Build and harness the P&C collective capabilities, capacities, and contributions of members.



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FUNDRAISING FORECAST 2022 with previous years comparative data

In 2021, the P&C achieved an income of approximately \$29,521.96 comprising of revenue from events and profits from P&C operations. Total incoming including grants was approximately \$64,521.96. Forecast fundraising in 2021 is \$46,700, and grants target of \$10,000. A breakdown can be found in the table below:

Revenue Source	2017	2018	2019	2020	2021	Target 2022
2nd Hand Uniform	\$2,842.55	\$2,249.80	-\$129.52	\$1,690.20	\$3,172.26	\$3,000.00
School Banking	N/A	\$544.16	\$456.50	\$325.00	\$355.00	\$0.00 ³
Fence Advertising	\$ 9,281.25	\$9,487.50	\$11,344.75	\$3,506.25	\$7,148.25	\$9,700.00
Fundraising & Social Events	\$9,305.20	\$2,753.97	\$4,232.07	\$2,396.33	\$15,700.15	\$21,000.00
Grants	NIL	NIL	NIL	\$40,958.00	\$35,000.00 ¹	\$10,000.00
Parent Annual Contributions	\$ 520.74	\$310.00	\$285.50	\$140.00	\$0.00	\$0.00 ⁴
Swim Club	\$996.41	\$2,105.35	\$2,399.14	\$3,856.46	\$3,146.30 ²	\$3,000.00
Total	\$38,337.85	\$27,730.53	\$42,699.44	\$51,626.95	\$64,521.96	\$46,700.00

1. Grant obtained for the schools softfall- with a revised acquitted date of Aug 2022
2. Swim club trades over two financial years, with most expenses incurred in the first half of the season in FY2021
3. The School Banking program officially ended on 10 December 2021
4. We are not expecting any Parent Annual Contributions given this trialling times Covid-19 has placed on school families

KEY GOALS & INITIATIVES 2021 Reflection

- Fundraising target of \$18,750 was exceeded. The P&C volunteers should be very proud that in the face of an uncertain year that this was the result.
- Our great fundraising results have been achieved through the enormous contributions from our school families and those that are part of the working groups- Grants and Fundraising.
- Successful commitment to the Connection Corridor (previously known as “The Walk”) with plans and engagement with school commenced.
- In progress: increased local business community awareness through our fence advertising and successfully on-boarding 3 new clients.
- Adapting to the new way of digitalisation, with the successful use of Rafflelink for all our raffles, the increased utilisation of Square for all our events held and new appointment booking system for the 2nd Hand Uniform Shop.
- Completion of Junior Campus welcome booklet for Prep and new families
- Introduction of Parent workshops on relevant topics
- In progress: Introduce the inclusion of the Student Management Team as an



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important stakeholder to feed into P&C activities.

- In progress: Increase P&C community engagement- increase average attendance at P&C meetings to 20 members, increased attendance of fundraising events

KEY GOALS & INITIATIVES FOR 2022

- Fundraising target of \$30,000 and Grants target of \$10,000. As COVID-19 is still a public health issue faced by our community, we acknowledge that we need to be flexible with our fundraising goals as the year progresses.
- Launch and complete Toilet Transformation Project campus wide.
- Launch containers for change recycling scheme campus wide the collaborative partnership with the Junior student management team towards murals / floor paintings.
- Continue working with the Junior Student Management Team as an important stakeholder to feed into P&C activities.
- Completion of Senior Campus welcome booklet for new families
- Increase awareness and utilisation of the 2nd Hand Uniform shop, increasing donations and stock levels.
- Launch of a P&C Website as a complimentary forum for communication.
- Increase fence advertising revenue to cover operational expenses.
- Increased recognition of P&C volunteers in our school community.
- Increase P&C community engagement- increase average attendance at P&C meetings to 20 members, increased attendance of fundraising events.

IMPROVEMENT PRIORITIES FOR 2022 (not in order of priority)

See Attachment 1 for more information.

Project Description	P&C Funds Allocated	Project Status
Second Water Refill Station for Junior Campus		Will be subject to grant applications / sponsorships.
Soft-fall for Playgrounds / Rubber	\$35,000	Quote of works has been accepted, with planned work to start in April school holidays. Grant acquitted postponed to Aug 2022.
Connection Corridor	\$25,800	Project initiated, scoped and landscape architect. Continuing engagements, planning and fundraising.
Mural Artwork / Floor Paintings	\$30.00	Scoping project and how to support SMT Jnr Campus. This initiative is about supporting SMT-Jr to complete their goal of mural artwork. Funding to be via Containers for Change and Volunteer commitment.
Toilet transformations Junior		Will be subject to grant applications /



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and Senior campuses		sponsorships / donations
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FUNDRAISING FOR 2022

Fundraising Event	Fundraising Connection	Date	Budget	Float
Term 1				
Coffee Welcome	Sponsored Event	7 Mar	Nil	Nil
Easter Fundraiser	Connection Corridor	Delivery 30 Mar	Nil	Nil
Term 2				
Mother's Day Stall	Connection Corridor	4 – 5 May	\$1500	\$450
Mother's Day Raffle	Connection Corridor		Nil	Nil
Book Fair	School resources through scholastic	18 – 20 May	Nil	\$200
Krispy Kremes	Discretionary Fund	June	Nil	Nil
Term 3				
Father's Day Stall	Connection Corridor	31 Jul – 1 Aug	\$1500	\$450
Father's Day Raffle or event	Connection Corridor		Nil or \$1500 for event	Nil for raffle. \$450 for event if held.
Bunnings BBQ	Discretionary Fund	TBA	\$1000	\$150
Disco P-6	Discretionary Fund	TBA	\$1500	\$400
Colour Fun Run	Connection Corridor	TBA (Volunteer dependent)	Nil	Nil
Term 4				
Christmas Concert P-3 BBQ	General	7 Dec	\$500	\$150
Christmas Raffle	Connection Corridor		Nil	Nil
Santa Photos	Connection Corridor	7 Dec	\$500	\$100
Booklists	General		Nil	Nil
Parent End of Year Dinner	Connection Corridor	TBA	\$1500	Nil
Hair Accessories	General	Launch 21 Nov	Nil	Nil

Other potential fundraising events include: Outdoor movie night

GRANTS

Strategy: Grants as they become available/Grant Working Group members

Outcome: Obtain additional funds for identified projects or items from the wish list (Attachment 2)



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2021 Grant Outcomes

Funding Program	Outcome	Project Scope	Status
Coles Nominate to Win	Unsuccessful	Connection corridor	n/a
Woolworths Junior Land Care Grants	Successful for \$1,500	Connection Corridor: plants, equipment, bees	Completed
Life Education Growing Good Gardens	Unsuccessful	Connection corridor - mulch and Yates products	n/a
Jefferey & Geraldine Underhill Grant	Unsuccessful	Upgrade of Swim Club ropes	n/a
QLD Mental Health Week Grant	Unsuccessful	Morning Tea for staff by hospitality students	n/a
Investing in QLD Women Grant	Unsuccessful	Wellbeing and positive relationships	n/a
Redland City Council Conservation Grant	Successful for \$10,000	Connection corridor: revert natural drainage channel	Planning & sourcing more funds
Redland City Council Organisation Support	Unsuccessful	First aid, CPR, food safety, part P&C conference	n/a
Schools Plus Smart Giving	Unsuccessful	Flexible Learning Program	n/a

YEARLY TARGETED DONATIONS TO SCHOOL

See Attachment 3 for more information.

Item	Area of School	Timeframe	Cost
Student Representative Policy	Representative Sport	Ongoing	\$600
Discretionary Funding	All	Term 2 & 3	\$6000
Year 12 Graduation Plant	Year 12	Term 4	\$25 Budget
Community Spirit Award	Year 6	Term 4	\$50 Budget
Staff appreciation events	All	All Terms	\$200 Budget
Additional Fundraising	Yr 6 Shirts Yr 12 Formal	Volunteer dependent	Collaboration with school



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TRAINING AND SUPPORT FOR 2022

VOLUNTEERS

Strategy	Outcome	Timeframe	Cost
Strategic plan and AOP	To ensure that each volunteer is aware of the P&C Strategic Plan and AOP	As required for new volunteers	\$0
Volunteer sign on forms and student protection risk management strategy factsheet	After each event, volunteers have signed the volunteer form, which includes the student protection factsheet	As required	\$0
Mandatory training program – read document and complete Record of Completion section to give to P&C Executive Committee member for records	Volunteers must complete this process annually to present the Record of Completion when visiting a departmental site.	Annually	\$0

P&C EXECUTIVE

Strategy	Outcome	Timeframe	Cost
First Aid training	Provide First Aid & CPR	April 2022	\$120ea up to 4 attendees
P&C training as available	Attend training where available	When applicable	Usually free
2022 P&C Conference	Provide strategy change and input back to P&C	September 2022	\$600-\$800 per delegate x 2, apply for part funding for 1 delegate from P&C Qld

P&C SWIM CLUB SUBCOMMITTEE

Strategy	Outcome	Timeframe	Cost
First Aid training	Provide First Aid & CPR	April 2022	\$120ea up to 2 attendees
Food Safety Certificate	Canteen Manager to attend	As required	\$100

BUDGET FOR 2022

Account Name	Forecast 2022
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Income	
2nd Hand Uniform Sales	\$3,500.00
Berry Fundraiser	\$250.00
Container for Change	\$50.00
Donation/Gift Income	\$0.00
End of Year Parent Dinner	\$1,000.00
Fence Advertising Income	\$9,700.00
Grant Income	\$15,000.00
P&C Athletics BBQ	\$500.00
P&C Bunnings Sausage	\$2,300.00
P&C Christmas Raffle	\$1,900.00
P&C Disco Sales	\$5,250.00
P&C Easter Raffle	\$1,000.00
P&C Father's Day Raffle Sales	\$1,200.00
P&C Father's Day Stall Sales	\$3,400.00
P&C Krispy Kreme Fundraiser	\$5,000.00
P&C Mother's Day Raffle	\$350.00
P&C Mother's Day Stall	\$3,000.00
P&C P-3 Xmas BBQ Sales	\$500.00
Parent End of Year Dinner	\$2,000.00
Santa Photos	\$1,500.00
Scholastic Book Club	\$1,500.00
School Book Lists Commission	\$2,500.00
Swim Club - Canteen (Drinks)	\$1,000.00
Swim Club - Canteen (Hot food)	\$2,500.00
Swim Club - Canteen (Other food)	\$100.00
Swim Club Memberships	\$4,400.00
Swim Club Merchandise Sale	\$200.00
Total Income	\$69,600.00
Gross Profit	\$69,600.00
Expenses	
General and Office Expenses	\$200.00
2nd Hand Consignment Uniform	\$500.00
2nd Hand Square Fee	\$80.00
Accounting/Bookkeeping Fees	\$990.00
Book Club Fair Float	\$200.00
CommBiz Fees	\$30.00
Donation to Capalaba State Col	\$15,000.00
First Aid Course/Supplies	\$280.00



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P&C Athletics BBQ Float	\$200.00
P&C Athletics BBQ supplies	\$500.00
P&C Bunnings Sausage Float	\$150.00
P&C Bunnings Sausage SQ fees	\$25.00
P&C Bunnings Sausage Supplies	\$900.00
P&C Disco Float	\$400.00
P&C Disco Square Fee	\$90.00
P&C Disco Supplies	\$1,500.00
P&C Father's Day Square Fee	\$40.00
P&C Father's Day Stall Float	\$450.00
P&C Father's Day Stall Supplies	\$1,500.00
P&C Krispy Kreme	\$3,000.00
P&C Krispy Kreme Square Fee	\$120.00
P&C Mother's Day Square Fee	\$40.00
P&C Mother's Day Stall Float	\$450.00
P&C Mother's Day Stall Supplies	\$1,600.00
P&C P-3 Xmas BBQ Float	\$150.00
P&C P-3 Xmas BBQ Supplies	\$300.00
Parent End of Year Dinner Costs	\$1,000.00
Prep Orientation Day Supplies	\$200.00
Printing & Stationary	\$320.00
Santa Photo Cost	\$500.00
Scholastic Book Club	\$1,000.00
Swim Club Awards Night Expense	\$200.00
Swim Club Canteen	\$2,400.00
Swim Club Float	\$150.00
Swim Club Supplies	\$900.00
Swim Club Trophies	\$1,000.00
Swim Club Web Expense	\$160.00
Swim Square Fee	\$100.00
Year 12 Tree Purchase	\$25.00
Total General Expenses	\$36,450.00
Other Expenses	
Community Spirit Award	\$50.00
Other Staff appreciation events	\$100.00
Request for Discretionary Funding	\$6,000.00
Student Representative Policy	\$600.00
World Teachers Day Cake Exp	\$100.00
Year 12 Graduation Plant	\$25.00



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Total Other Expenses	\$6,875.00
Insurance Expenses	
Public Liability Insurance	\$2,900.00
Total Insurance Expenses	\$2,900.00
Total Expenses	\$46,225.00
OPERATING PROFIT	\$23,375.00
Total Other Income	\$15,000.00
Addback: Total Floats (Cash at hand)	\$6,600.00
Total Other Expenses (grant acquittals)	\$10,000.00
Net Profit/(Loss)	\$28,375.00

*Comments:

- Forecast figures are based on historic actual revenue from previous years (pre-Covid), market research, and/or Executive decision.
- The fundraising targets/events remain subject to Government directive; therefore, these figures may need to be adjusted if Covid restrictions are imposed



CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION

Attachment 1 – Fundraising Projects 2022 – Additional Information

"Connection Corridor" - Fundraising Goal: \$75,000 (fundraising, sponsorships and grants)

There has been an increase in the use of outdoor spaces as an alternative to classroom learning. This has coincided with the introduction in 2020 of the Montessori classes. Current outside learning areas are now also being used by mainstream classes across both the primary and secondary campuses.

The proposed walk links senior to junior campus, with the walk start/end from behind the Montessori classroom block where the new shed has been built and run it along the side, behind houses, towards where the current Schools Officer shed is and then follow it around to where the current forest school area is.

The walk will continue onto the senior campus ending at the car park. This is a great opportunity to plant this area up with appropriate native plants and create a safe walking area between the campuses. Students already use this area to walk between the campuses and in wet weather, the ground can become very muddy and slippery.

The Schools Officers have highlighted that it becomes hard to mow this area as it is very muddy even with a little bit of rain. Hence, planting up the area with appropriate plants, would help make this area more user friendly and cut out the need to mow some of the area that is causing an issue.

The 'walk' will have various stops along the route where you can stop and:

- use the space as an outdoor classroom – seating of some sort eg wooden stumps or sandstone
- have various Aboriginal and Torres Strait Islander artworks integrated throughout the walk
- enjoy a sensory garden area
- play musical instruments made of natural materials
- free play in areas (e.g. building cubbies)
- safeguard areas that are left 'natural' and allow for weeding and regeneration and revegetation work only
- provide a reflective area for artwork; reading; quiet work; meditation etc
- highlight seasonal sections for the vegetation
- prepare food in an outdoor working kitchen / wood working shed
- host a yarning circle in an undercover gazebo



CAPALABA STATE COLLEGE PARENTS & CITIZENS ASSOCIATION

"Mural Artwork" - Fundraising Goal: TBD (fundraising, grants and volunteer time)

Both the Junior Campus Student Management Committee and the P&C Fundraising Working Group have separately expressed interest in working towards painting murals on the grounds of the junior campus. It is suggested both groups work together towards this common goal. Informal preliminary discussions have occurred with the Junior Deputy Principal who is keen to work together creating a linkage between the P&C Fundraising Activities and the goals of the students.

The motivation behind the murals would be a symbol of connectivity between the students, school and the wider school community; and to inspire students. Mural artworks invites bland and underutilised space within school grounds to be transformed into active and inviting places for both learning and play. The joint venture would be one where the students are activity involved in the planning and execution of the work, leveraging the ideas and values of the wider community and the skills of the P&C volunteers (i.e. artistic skills, obtaining funding / donations).

"Toilet Transformation Project"

Research has shown that school toilets that are not clean, pleasant and safe can impact children's short and long-term physical and mental health as well as their learning outcomes.

The impact of poor design, maintenance and sanitation can cause a range of problems for students such as:

- Sub-standard toilets (with inadequate cleaning schedules) are making children feel they are not respected or valued at school.
- Poor sanitation, along with restricted access, is creating health problems.
- The poor condition of school toilets is deterring children from drinking sufficient water during the day (to avoid having to urinate). The associated dehydration is impacting on concentration and learning.
- School toilets are being used as a site for hiding out, crying, self-harm and suicide.
- Lack of privacy in school bathrooms is associated with misbehaviour.

Feedback from parents and children at the school identifies that students are unhappy with the current toilet situation. This results in them 'holding on', drinking less water, being unable to focus in class because they need to go, bringing illnesses home more easily and being anxious about going to the toilet at school.

Our Toilet Transformation Project aims for students to work together to keep clean, friendly toilet spaces allowing them to feel comfortable and happy to go to the toilet at school. The project can consist of student, parent and staff collaboration, perhaps even a design competition, redecorating the toilets to make them fun, vibrant and inviting.



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P&C will provide project management. Students will need to have ownership over the change and will be the main body leading the design with assistance from the College and the P&C. Students and parents will be invited to volunteer to help with the practical work of painting or fundraising with local businesses. Already a number of parents are keen to support the initiative in whichever way they can to improve the situation for their children.

Timeline

Commitment from P&C and College to proceed – February 2022

Student engagement College approved – February 2022

College to pull together student design committees – March 2022

Student design committee meetings – March 2022

Design Activities to occur during Term 2 – finalise a few weeks before Term 2 finishes 2022

P&C to assist with concept design, donations and sponsorship – End of Term 2, Finalise early Term 3 2022

Actual redecoration to take place – propose Term 3 school holidays 2022

Projects like this are taking place all over the country, in recognition of the important role a clean, inviting toilet space plays on the education of our children.



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Attachment 2 – Grants 2022 – Wish List

IDEA	APPROX. COSTS \$\$	POSSIBLE GRANT
Outdoor area outside library to create an emotional wellbeing space for children with emotions needing to escape from classroom		
Fund extra support for children experiencing anxiety from changes related to covid-19		
Lighting and Sound System upgrades in both Junior and Senior Halls.		
Seating on Senior Campus – Aluminium Picnic Benches.		
Grand-Stand seating for Junior Campus oval and Senior Campus Ovals		
Soft fall rubber to replace the bark on Junior campus playgrounds		
Solar power for Senior and Junior campus		
Water Tanks		
Shade Sails for Junior and Senior campus over Playgrounds and outdoor equipment		
Under Cover walkways on Junior Campus linking the Hall and Admin buildings to existing covered walkways so students and staff can get around without getting wet.		
Heating for the Swimming Pool		
Equipment for Health Academy		
Tuckshop Re-fit Junior and Senior campus		
Driver program – lesson partner		
Smart kids – scholars junior		
Guest speaking for senior development – tax, kids entrepreneur		
Golf Buggy – transport between campus		
P&C Librarian traineeship – need proposal		
Lifting the coding program (Junior), Robotics (senior)		
Music programs		
Extra TA time for all classroom, across college		
Marketing / Branding school – attract		
Multicultural support		
New Basketball and Volleyball courts – Shade		
Supporting families into school		
Orchard		
Library Mental Health space		



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Sporting facilities		
Outdoor place to connect, classroom and amphitheatre for the arts		
Yarning circle project		
Mental health and wellbeing programs - support to bring in external providers to deliver to more students		
STEM and robotics programs – resources		
Chaplaincy – increased funds to have them in the school more regularly		

Attachment 3 – College Targeted Donations 2022 – Additional Information

Student Representative Policy

Allocation: up to \$600

An annual contribution of \$600 made available for up to 12 students who represent the college in state or national competition. Students must have achieved this level of competition through an initial involvement at a school level to qualify. An amount of \$50.00 per student is available. If there is any portion of the \$600.00 left over at the end of a calendar year, this amount will not roll over to the following year. All students must apply using the relevant paperwork and be endorsed by a teacher at the College.

Request for Discretionary Funding

Allocation: up to \$6000

Round 1 2021 closing Monday 10th May with successful applications determined at Monday 24th May General Meeting

Round 2 2021 closing Monday 9th August with successful applications determined at Monday 23rd August General Meeting.

- Purpose to make funding available to for initiatives that promote the interests and provide benefit to the College students.
- Teachers and non-teaching staff are welcome to apply for discretionary funding. Each round will consist of \$3000, with a limit of up to \$800 per project or resource.
- Applications will be received and reviewed by P&C Executive in consultation with the College Principal with successful applications announced at the corresponding General Meeting.

Year 12 Graduation Plant

Allocation: up to \$25

The P&C purchase and donate a shrub that is low allergen, low scent and low pollen to add to the Year 12 Graduation garden annually. This plant is purchased and presented in November.

Community Spirit Award

Allocation: up to \$50

An annual award honouring the late P&C life member Natasha Simpson. In 2018, the P&C resolved to present an award annually to a Year 6 student in Natasha's honour. "The Natasha Simpson Memorial P&C Community Spirit Award" will continue to be presented annually in the presence of a member of the P&C Executive and an invitation for a member of Natasha's family to present. Allocation of up to \$50 for the purchase of a plaque for the perpetual trophy, and the printing and framing of a certificate.

Staff appreciation events

Allocation: up to \$200

A budgeted annual allocation for \$200 to be used for staff appreciation events such as

purchasing a cake for world teacher's day, schools officers barbeque, and other staff appreciation events. This budget will cover any of the College's requests for such use.

Additional Fundraising

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

NON-ASSESSMENT RELATED EXCURSIONS PROCEDURE – STUDENT BEHAVIOUR

The safety of students and staff is of critical importance both at school and when off campus. By their nature, excursions and camps place significantly increased expectations, responsibilities and accountabilities on staff in terms of duty of care and risk management. Students who are deemed to have demonstrated regular, inappropriate, unacceptable and/or unsafe behaviours while in the capacity of a Capalaba State College student, may pose an unacceptable risk to the school’s obligations under duty of care. Where a student’s behaviour is deemed an unacceptable risk, the student may not be invited to participate in the excursion or camp.

Decisions about whether a student will attend an excursion or camp will be made by the Principal in consultation with the Deputy Principal and Year Level Coordinator. The student and their family will be advised accordingly. Students who are unable to attend an excursion or camp will have alternative arrangements made for a program of work to be undertaken at school for the duration of the activity.

The same expectations, guidelines and consequences of the *Student Code of Conduct* (SCOC) applies to all off campus activities. Incidents where a student’s behaviour compromises the duty of care of staff, or is identified as a breach of the SCOC, will likely result in the student’s privilege of attending the activity being withdrawn. In a situation where withdrawal from camp or an excursion is being considered, the excursion coordinator will contact the Principal who will make the final decision. Once this decision to remove a student from an activity has been made, the following process will be followed:

- The principal or delegate will contact the parents/caregivers.
- Parents/caregivers will make arrangements to ensure the swift collection of their student from the activity venue (at their own cost).
- On return to school, the student, parents, and administration will meet to discuss the incident and any further follow up consequences.

PROCESS STEPS:

ACTION	RESPONSIBLE OFFICER
<ul style="list-style-type: none"> • Ensure permission form includes clause to the effect of 'any student deemed to have previously demonstrated regular inappropriate, unacceptable and unsafe behaviours, may not be invited to attend a privileged activity (i.e. non-assessment related excursions/camps)'. 	Admin Officer
<ul style="list-style-type: none"> • Behaviour expectations made explicit when advertising the excursion/camp to the cohort – specifically mentioning that multiple incidents and/or suspension may jeopardise their invitation • Send email to parents (example on next page) 	Year Co/DP
<ul style="list-style-type: none"> • Identify students with multiple behaviour incidents and/or suspensions in the months leading up to the activity. Annotated list to be provided to and discussed with Deputy Principal. 	Year Co
<ul style="list-style-type: none"> • Behaviour Risk Assessment Tool (RAT) completed for identified students, including possible actions and controls to reduce or mitigate the known risks. • List of students identified as ‘high’ or ‘extreme’ risk to be given to Principal with their completed Behaviour RAT 	Year Co with DP support
<ul style="list-style-type: none"> • Decision made and communicated to Year Co about identified students’ attendance at excursion/camp 	Principal
<ul style="list-style-type: none"> • Families of students unable to attend notified 	Year Co or DP

APPENDIX 1

CAPALABA STATE COLLEGE



Senior Campus

School Road Capalaba 4157

Phone: 3823 9111 Fax: 3823 9100

Junior Campus

150 Mt Cotton Road Capalaba 4157

Phone: 3823 9333 Fax: 3823 9300

Mailing Address

PO Box 27

Capalaba 4157

Website: www.capalabasc.eq.edu.au

Email: info@capalabasc.eq.edu.au

Date

Dear Parents/Carers,

Students have been given preliminary information about the camp intended for early <Term, Year> and parents asked to advise an expression of interest in having their child/children attend. Camps and excursions are exciting and interesting opportunities to learn in different environments.

Students and their families should be aware that there are clear expectations for student behaviour at school that directly link with eligibility to participate at camps or excursions. These expectations are outlined in our *Student Code of Conduct* and regularly reinforced by the school in proactive ways and in response to misbehaviour by students both in the classroom and around the campuses.

Today I have spoken with the <Excursion cohort e.g. Year 9> students to ensure they fully understand that attendance at camp (or any other excursion) is subject to them consistently being able to demonstrate their ability to act according to school rules and expectations. We are mindful that students will sometimes make mistakes and need to be given opportunities to learn and modify their behaviour, however, the safety of students and staff is of critical importance both at school and when off campus.

By their nature, excursions and camps place significantly increased expectations, responsibilities and accountabilities on staff in terms of duty of care and risk management. Students who are deemed to have demonstrated regular, inappropriate, unacceptable and/or unsafe behaviours while in the capacity of a Capalaba State College student, may pose an unacceptable risk to the school's obligations under duty of care. Where a student's behaviour is deemed an unacceptable risk, the student may be excluded from participation in the excursion or camp.

Decisions about whether a student will attend an excursion or camp will be made by the Principal in consultation with the Deputy Principal and Year Level Coordinator. The student and their family will be advised accordingly. Students who are unable to attend an excursion or camp will have alternative arrangements made for a program of work to be undertaken at school for the duration of the activity.

Should you wish to discuss this further or to seek clarification, please email me at <insert email here> or phone the school on 07 3823 9111.

Regards,

Name

Title

Supporting Gender Diverse Students Policy

1.0 Commitment

Capalaba State College is committed to providing all students with access to high quality education. All members of our school community have the right to feel safe, be respected and free from discrimination based on gender, language, sexual orientation, culture, ethnicity, religion, health, disability or socioeconomic background.

At Capalaba State College we acknowledge our diversity and respect all students and their choice to live authentically in their gender identity. As a school community we will:

- Promote positive educational outcomes for gender diverse students;
- Promote an inclusive school community which encourages all students to be authentic and acknowledge their gender identity;
- Promote compliance with relevant legislation concerning discrimination and privacy;
- Work collaboratively with local community members to support gender diverse students and their families;
- Negotiate and respond to the individual needs of gender diverse students;
- Support staff in the ongoing development of inclusive curriculum that incorporates gender diverse perspectives.

2.0 Legislation

Legislation seeks to promote equality of opportunity for all by prohibiting both direct and indirect discrimination. Relevant legislation includes:

- Anti-Discrimination Act (QLD) 1991
- Information Privacy Act (QLD) 2009
- Education (General Provisions) Act (QLD) 2006
- Sexual Discrimination Act (Cth) 1984
- Sexual Discrimination Amendment (Sexual Orientation, Gender Identify and Intersex Status) Act (Cth) 2013

3.0 Policy

3.1 Student Transitions

At Capalaba State College we acknowledge each student's gender identity. Each student experiences a unique transition process, which requires varying levels of collaboration and support. At Capalaba State College we work collaboratively with students and their families to negotiate a transition plan which is specific to their needs. This plan is an ongoing collaborative process that is adapted regularly to suit the needs of the student.

In alignment with the Information Privacy Act (QLD) 2009, a person's gender identity, legal name or gender assigned at birth is private. Disclosing this personal information without justification or consent is a breach of privacy and confidentiality.

3.2 Student Name/s

Acknowledging a person's request to change their name or pronoun is an important part of validating their identity. At Capalaba State College staff are required to use the name, personal pronouns and gender identity of a student's request.

3.3 School records

Acknowledging a person's name and pronoun through school records is an important part of validating their identity and respecting their privacy. It is a legal requirement that school records are made and kept accurately. School enrolment records must reflect the sex as stated on the student's birth certificate or passport. Academic reports can reflect the student's preferred name and gender.

3.4 Curriculum

At Capalaba State College we pride ourselves on incorporating and promoting an inclusive curriculum. When developing curriculum staff consider current research and promote equitable access for all students. Regular professional development assists our staff in delivering curriculum which avoids generalisations and considers the perspectives of sexuality and gender identity.

3.5 Bathroom Facilities

Considerations about appropriate bathroom access will be negotiated with each individual student. At Capalaba State College we work collaboratively to promote safety and comfort for all students. Some options that have been previously negotiated with students include the use of unisex bathroom facilities around the school.

3.6 School Uniform

The sports uniform available for all students is gender neutral. At Capalaba State College students are permitted to wear the formal uniform of their choice. Uniform and Dress code guidelines apply to all students. Students do not comply with uniform policy are in breach of the Capalaba State College Student's Code of Conduct.

3.7 Extra Curricular activities (Dance, Physical Education and Sport)

All students have the right to participate in Dance, Physical Education and Sport. When an event or activity is separated by gender, the school will negotiate where possible for students to participate in their appropriate gender identity. It is essential to note that some physical activities (particularly representative sport) must consider the stamina, strength and physical requirements of each individual. Therefore, this may restrict the participation of some students in their chosen activity or require them to submit medical evidence based on the potential developmental impact.

3.8 School camps

At Capalaba State College reasonable adjustments are made to enable participation in school camps for gender diverse students. In preparation for school camps negotiations will take place with the host venue to accommodate the access, sleeping arrangements and bathroom facilities for gender diverse students.

4.0 Community support

4.1 Parental and Carer collaboration

At Capalaba State College we encourage parental and carer collaboration when supporting gender diverse students. A strong support network plays an essential role in the transition and ongoing support of gender diverse students. According to the *Anti-discrimination Act 1991* a parent/carer is not exempt from direct or indirect discrimination based on gender identity.

4.2 Wellbeing services

Understanding or changing one's gender identity can be a challenging process. At Capalaba State College we have a diverse team of internal and external student support services available. Some of the school based services also provide pathways and referrals to external services to further support students and their parent/care givers.

5.0 Discrimination, Harassment, Bullying

Any incidents of Discrimination, Harassment and Bullying will be actioned as per the Capalaba State College's Student Code of Conduct.

6.0 Definitions/Glossary

- **Agender** - Describes a person who identifies as having no gender.
- **Assigned sex at birth** – The sex (male or female) assigned to a child at birth, most often based on the child's external anatomy. Also referred to as birth sex, natal sex, biological sex, or sex.
- **BrotherBoy**: Aboriginal and Torres Strait Islander people may use these terms in a number of different contexts, however they can be used to refer to transgender and gender diverse people. BrotherBoy typically refers to masculine spirited people who were assigned female at birth.
- **Cisgender** – A person whose gender identity and assigned sex at birth correspond (i.e., a person who is not transgender).
- **Coming out** – The process by which one accepts and/or comes to identify one's own sexual orientation or gender identity (to come out to oneself). Also the process by which one shares one's sexual orientation or gender identity with others (to come out to friends, etc.).
- **Gender affirming surgery (GAS)** – Surgeries used to modify one's body to be more congruent with one's gender identity. Also referred to as sex reassignment surgery (SRS) or gender confirming surgery (GCS).
- **Gender dysphoria** – Distress experienced by some individuals whose gender identity does not correspond with their assigned sex at birth. Manifests itself as clinically significant distress or impairment in social, occupational, or other important areas of functioning. The Diagnostic and Statistical Manual of Mental Disorders (DSM-5) includes gender dysphoria as a diagnosis.

- **Gender expression** – The way a person acts, dresses, speaks, and behaves (i.e., feminine, masculine, androgynous). Gender expression does not necessarily correspond to assigned sex at birth or gender identity.
- **Gender fluid** – Describes a person whose gender identity is not fixed. A person who is gender fluid may always feel like a mix of the two traditional genders, but may feel more one gender some days, and another gender other days.
- **Gender identity** – A person's internal sense of being a man/male, woman/female, both, neither, or another gender.
- **Gender non-conforming** – Describes a gender expression that differs from a given society's norms for males and females.
- **Gender role** – A set of societal norms dictating what types of behaviours are generally considered acceptable, appropriate or desirable for a person based on their actual or perceived sex.
- **Heteronormativity** – The assumption that everyone is heterosexual, and that heterosexuality is superior to all other sexualities.
- **Heterosexual (straight)** – A sexual orientation that describes women who are emotionally and sexually attracted to men, and men who are emotionally and sexually attracted to women.
- **Intersex** – Group of rare conditions where the reproductive organs and genitals do not develop as expected. Some prefer to use the term disorders (or differences) of sex development. Intersex is also used as an identity term by some community members and advocacy groups.
- **Outing** – Involuntary or unwanted disclosure of another person's sexual orientation or gender identity.
- **Non-binary** - A term to describe someone who doesn't identify exclusively as male or female.
- **Same-sex attraction (SSA)** – A term that is used to describe the experience of a person who is emotionally and/or sexually attracted to people of the same gender. Individuals using this term may not feel comfortable using the language of sexual orientation (i.e., gay, lesbian, bisexual) for personal reasons. Use of this term is not indicative of a person's sexual behaviour.
- **Sister Girl:** Aboriginal and Torres Strait Islander people may use these terms in a number of different contexts, however they can be used to refer to transgender and gender diverse people. SisterGirl typically refers to feminine spirited people who were assigned male at birth.
- **Trans man/transgender man/female-to-male (FTM)** – A transgender person whose gender identity is male may use these terms to describe themselves. Some will just use the term man.
- **Trans woman/transgender woman/male-to-female (MTF)** – A transgender person whose gender identity is female may use these terms to describe themselves. Some will just use the term woman.

- **Transgender** – Describes a person whose gender identity and assigned sex at birth do not correspond. Also used as an umbrella term to include gender identities outside of male and female. Sometimes abbreviated as trans.
- **Transition** – For transgender people, this refers to the process of coming to recognise, accept, and express one’s gender identity. Most often, this refers to the period when a person makes social, legal, and/or medical changes, such as changing their clothing, name, sex designation, and using medical interventions. Sometimes referred to as gender affirmation process.

References:

- Department of Education. (2017) *Diversity in Queensland Schools: Information for Principals*.
- National LGBT Health Education Centre: A program of the Fenway Institute. (2016) *Glossary of LGBT Terms for Health Care Teams*. Boston, America.
- Telfer, M.M., Tollit, M.A., Pace, C.C., & Pang, K.C. (2017) *The Royal Children’s Hospital: Australian Standards of Care and Treatment Guidelines for Trans and Gender Diverse Children and Adolescents*. Melbourne.

7.0 Additional Information and resources

- Anti-Discrimination Commission Queensland: www.adcq.qld.gov.au
- Australian Human Rights Commission: www.hreoc.gov.au
- Australian Transgender Support Association of Queensland (ATSAQ): www.atsaq.com
- Parents of Gender Diverse Children: www.pgdc.org.au
- TRASCENT Supporter: www.transcendsupport.com.au
- LGBTI Legal Service: www.lgbtilegalservice.org.au
- Open Doors Youth Service: www.opendoors.net.au
- The school Guidance Officer can be contacted for further information, resources and support.

Endorsed

Lachlan Thatcher

College Principal

P&C President

Attachment 2 - Summary of updates to the Parents and Citizens' Association Model Constitution (as at 4/01/2022)

Clause	Section	Overview of update
Throughout document		Changes to some words throughout the document to better reflect legislative terms.
Part 1 – General	Definitions	Moved Definitions from end to beginning of document.
Part II – Functions and Powers	Objectives and Status of Association	Updated objective to promote the interest of the school and students. Addition of status of an association for clarification about statutory bodies, taxation requirements and charitable status.
Clause 8	School Council	Clarification about membership status and giving notice to align with School Council's constitution and requirements for presiding at meetings.
Clause 9	School Building Funds	Clarification about establishing, maintaining and operating a school building fund. Moved definition of a Responsible Person to Definitions section.
Clause 11	Consent of the Director-General for certain activities	Replaced Chief Executive with Director-General in heading.
Clause 13	Proceedings	Included an example of a notice of claim.
Part III – Members, Officers and Bodies		Changed from Part II to Part III.
Clause 14.3	Membership of an Association	Updated Blue Card and annual membership renewal requirements including no longer needing to attend a General Meeting to submit membership application.
Clause 14.4	Refusal of membership	Introduced sub-heading 'Refusal of membership' which includes procedural requirements for refusing an applicant, giving written notices on the basis of grounds for refusal, processes for considering a submission from a refused person, to align with legislation and support procedural fairness.
Clause 14.7	Register of members	Removal of requirements that are covered through Blue Card registration (such as date of birth), and inclusion of details for honorary life members.
Clause 15.1.6	Officers of the Association	Clarification about school staff eligibility as an executive member.
Clause 15.3	Election	Inclusion of requirements for electing a candidate when votes are equal.

Attachment 2 - Summary of updates to the Parents and Citizens' Association Model Constitution (as at 4/01/2022)

Clause	Section	Overview of update
Clause 16	Executive members	Removed the distinction about independent public schools to align with current delegations.
Clause 16.2	Roles and responsibilities of Executive Committee	Inclusion of 'Roles and responsibilities' in clause title and elaboration on the executive committee's administration of matters of urgency.
Clause 18	Dispute resolution	Inclusion of new section for managing disputes arising between members and/or with the principal.
Clause 20.4 & 20.5	Procedure for removal of a Nominated person	Clarification of removal processes for better alignment to <i>Education (General Provisions) Act 2006</i> and procedural fairness. Inclusion of option for external review to reflect legislation.
Part IV – Meetings and voting		Changed from Part III to Part IV. Inclusion of clause 21.3.10 to clarify new member voting at annual general meetings.
Part V - Finance, Audit and Records		Changed from Part IV to Part V.
Clause 23.5	General Matters	Updated to include income and property of the Association for payment of expenses and to achieve the functions of the association.
Clause 23.6	Banking	Updated that officers who are account signatories cannot include the principal and should not be family members.
Clause 23.7	Expenditure	Amended expenditure payments to reflect current authorised amounts.
Clause 23.9	Subcommittee	Added detail on account authorisation and requirements.
Clause 24.2	Appointment of Auditor	Inclusion of ACNs and details for selecting and monitoring an auditor.
Clause 25	Handing over of accounts to successors	Requirement for a subcommittee to be audited when a Treasurer resigns.
Clause 26	No distribution to members	Addition that Association employees can receive payments.
Clause 27	Records	Expanded requirements for keeping records for clarification.
Part VI – Adoption and Amendment of Constitution		Changed from Part V to Part VI.

Attachment 2 - Summary of updates to the Parents and Citizens' Association Model Constitution (as at 4/01/2022)

Clause	Section	Overview of update
Part VII – Dissolution of the Association		Changed from Part VI to Part VII.
Clause 30	Dissolution	Provision of a minimum of four weeks' notice to the principal upon a decision to dissolve if the P&C operates an Outside School Hours Care service.
Schedule 1 – P&C Association membership register		Replaced date of birth with provision to record Blue Card details of members who are not school staff or a parent of a child attending the school.
Schedule 2 – Code of Conduct for a P&C Association		Inclusion of acting in compliance with constitution, <i>Education (General Provisions) Act 2006</i> , <i>Education (General Provisions) Regulation 2017</i> and relevant departmental policies and procedures. Inclusion of an expectation that members will abide by the department's Parent and Community Code of Conduct.
Schedule 3 – Application for P&C membership		Removed date of birth and replaced with Blue Card details. Inclusion of child's name and class. Rewording for 'returning' membership, rather than renewal of membership.