

General Meeting Minutes – May 2025

Date & Time: Monday 19th May 2025 7:00 pm
Chair: Cassie Wagstaff P&C Vice President
Minutes: Otter.ai meeting recording
Location: In-Person and Online

Meeting Minutes

1. Meeting Opening

Welcome and Acknowledgement of Country. Meeting opened at 7.02pm.

Attendees: Cassie Wagstaff, Katrina Hughes, Caitlin Taynton, Lachlan Thatcher, Deb Cushing, Shayla Stevens, Brad Aldcroft, Jill Burke, Cathy Howie, Amie Baldwin, Nicole Nicholls, Galina Chuvileva, Tristan Baskerville & Michelle Martin.

Apologies: Cassandra Aldcroft, Jason Colley, Carlie Freeman, Stuart Houlston & Belinda Manewell.

2. Confirmation of Minutes

March GM 2025 minutes ratified.

3. Correspondence

Att 1 Corro Register. Correspondence register accepted.

4. Matters arising from previous meeting

Agreed Actions

a) Senior Sports Uniform Policy (Aug-24 Mtg): - **COMPLETED**

Lachlan to respond to parent requests for senior students to be allowed to remain in their sports uniform throughout the day, addressing concerns around equity since other student cohorts can travel to and from school in their sports uniform. May-25 update: Wording to go out tomorrow, mutual agreement reached on Wednesday. Students who have sports or PE will be allowed to remain in sports uniform all day.

b) Junior Campus School Day Proposal (Nov-24 Mtg): - **COMPLETED**

May-25 update: Lachlan informed the buses aren't able to change, all in attendance agreed to leave the school day as is.

c) Dress Code Update (Nov-24 Mtg): - **COMPLETED**

May-25 update: Lachlan advised it was uploaded today. Search function does not take you to the new document, but it is there.

d) Camps and Excursions (Nov-24 Mtg): May-25 update: Lachlan advised still yet to finalise and share the 2025 excursions and camps list, including general dates, with the P&C. Pricing meeting this week, so can share in the next week or two. It is getting harder and harder to get camps and excursions done.

e) PCYC and Dental Clinic Demolition: Previous notes: Awaiting approval, expected Easter Holidays. May-25 update: Lachlan advised PCYC is gone and Dental Clinic should be completed next holidays. They were unable to be done at the same time. With Dental Clinic gone they will be able to clean up the garden area, no other plans than leaving it open.

f) Pool Paint Issue (Feb-25 Mtg): Previous notes: Lachlan to follow up with QBuild. May-25 update: Lachlan advised this is low down on the QBuild priority list, last week the school priorities were submitted and it was in the top six for the College's list. Also talked about new toilets. 19 priorities were sent in, the department reviews and identifies where it can be funded through current or upcoming projects. Storm repairs are impacting this process across a lot of schools. Whilst it is high on the College list, it may not be high on the funded list. Interested in P&C helping with grants. Action: P&C move to grant wish list and College to still try to have this work done.

- g) **Yarning Circle Project** (Feb-25 Mtg): Previous notes: Cass to follow up on grants and handprint maintenance on Jnr campus. May-25 update: Cass to provide Tristan with the design sizing of the fire pit cover. Tristan talking to Mr Patterson and there's the possibility they can look at fabricating one for the senior yarning circle. Action: Cass to coordinate with Tristan.
- h) **Wish List Funding Applications** (Feb-25 Mtg): Due by 2nd May 2025. – **COMPLETED**
- i) **Uniform Policy Review** (Feb-25 Mtg): Lachlan to research cost disparity in socks. May-25 update: Lachlan updated that they've sent everything off to suppliers for feedback. Keep action open until further updates can be made.
- j) **Meeting Locations** (Feb-25 Mtg): Explore Junior Library for in-person meetings. May-25 update: Schedule August meeting in the Junior Library. (Noted in meeting to keep open, however this can be closed as noted located in meeting schedule) – **COMPLETED**
- k) **Competition Participation** (Feb-25 Mtg): Deb Cushing to liaise with Lachlan and teachers. May-25 update: Deb provided an update at the March general meeting and advised of *Tournament of minds: Optiminds* that Mrs Howie was taking on but she hasn't had a chance to follow up any more after her email to Lachlan. Can note completed as the action was about the initial contact. – **COMPLETED**
- l) **DayMap Notifications** (Feb-25 Mtg): Parents encouraged to provide feedback to admin. May-25 update: Can close action. Ongoing issues can still be emailed. – **COMPLETED**
- m) **OHSC re-tender** (Mar-25 Mtg): Will make and minute decision at the first General Meeting post AGM. May-25 update: P&C executive advised that they currently do not wish to hold this responsibility whilst the new executive are finding their way. It's not a never, just not a now. College agreed that an executive member to be on the tender panel. – **COMPLETED**
- n) **Uniform Policy** (May-25 Mtg): Action: Lachlan to present a formal dress code update for approval at the June meeting, incorporating the navy reward-only bucket hat and the sport uniform clarification.
- o) **Wish List Applications** (May-25 Mtg): Action: Formal motion to be passed at the June meeting to approve the funding \$800 – Sports Aerobics Leotards (Michelle Gooding) and \$649 – Puzzle Club Program (Bernadette Power). Motion to be moved at June meeting.
- p) **Toilet Transformation Project – Coordinator Identified** (May-25 Mtg): Action: Follow up with Galina regarding interest in coordinating the project. Responsibility: P&C Executive.
- q) **Junior Campus Lighting Concern – Follow-Up Required** (May-25 Mtg): Action: Lachlan to follow up with cleaning team regarding ensuring pool light remains on during PCYC pickup times.
- r) **Graduation Gowns – Exploration of Feasibility** (May-25 Mtg): Action: Senior students and staff to explore affordable, reusable gown options and report back with a plan for sustainable implementation and potential fundraising. Responsibility: Year 12 student reps / Staff / Lachlan to update.

5. Executive Committee's Report and Decisions

a) Annual Operating Plan (AOP) 2025 – Draft for endorsement - Att 2

An amended version of the Annual Operational Plan (AOP) was tabled due to an error in the originally circulated Swim Club budget. The updated version has been uploaded.

Key 2024 figures noted: Total income: approx. \$99,534 (from all P&C operations and fundraising). Fundraising target of \$17,760 was exceeded. No successful grant applications in 2024

2025 targets: Fundraising goal: \$22,500. Grants goal: \$15,000

Major projects continuing: Connection corridor, mural, floor and toilet art/painting upgrades across both campuses, pool improvements acknowledged as a future priority but not included in the current AOP. Strategy Day planned for August 2025 as an alternative to State Conference attendance (unlikely due to timing and accommodation availability)

Events in the AOP include suggested budgets and float amounts and will proceed only if sufficient volunteer support is confirmed.

School donations remain consistent with prior years.

Approval of the AOP also serves to approve both General and Swim Club budgets.

Discussion:

Lachlan outlined key large-scale projects prioritised for future advocacy with the college, including: Pool grandstand and amenities upgrades. Pool resurfacing. Toilet upgrades (both campuses). Refurbishment of the Maths block post-roof repairs

Member raised a question about uniform policy and proposed reward hats. It was agreed this is better addressed under General Business.

Toilet Project Coordination: Galina expressed interest in supporting the toilet transformation project. Clarified that: No fixed budget exists—expenditure is tied to fundraising success. There is a \$10,000 fundraising goal noted in the AOP for the project. Funds may be accessed for major projects via motion to the committee if supported.

Next Steps: No objections or further comments were raised. AOP formally endorsed by motion moved by Katrina Hughes.

b) Approved expenditure / decisions, accepted as tabled at the Meeting.

- a. Swim club website renewal was charged to the debit card with little detail on the transaction so was disputed with the bank and refunded – the charge has since been redone on swim club debit card. - \$192
- b. P&C QLD Insurance has been paid for the year ahead. - \$3,471.51
- c. Catering approved for the AGM using money left over from Last years PCYC Donation (\$72.14) plus a P&C contribution of \$73.26 for a total spend of \$145.40
- d. Mother's day Purchases approved - \$187.17
- e. Approval for additional top up of debit card for expenses related to the Election day BBQ.
- f. Approvals for use of \$250 float in MAY 2025 for election day BBQ then the same float used for Mothers day stall.
- g. Decision to host Mother's day event and before/after school stall (nil class visits).
- h. Decision to host election BBQ.

6. Treasurer's Report and Financial Statement

Questions/Discussion: N

Att 3 Treasurer's Report accepted as tabled.

7. Sub-Committee Reports and Financial Statements (Swim Club)

Swim Club Update – Summary, presented by Amie Baldwin.

- Membership & Season Prep:
 - a. 90% of members have re-signed and paid for the upcoming season.
 - b. End-of-season event was impacted by poor weather; moved indoors free of charge thanks to Alex Hills Hotel.
- Grants & Sponsorship:
 - a. Awaiting outcome of Club Southside grant application (expected late May) for:
 - i. Podium blocks
 - ii. Gurney and blower (pool cleanliness)
 - iii. Equipment drying cage
 - b. Sponsors confirmed for new season—providing:
 - i. Polos for swimmers and volunteers
 - ii. Silicon swim caps
 - iii. Matching swimwear available for families to purchase
- c. Fundraising Activities:
 - i. Upcoming BBQ at Junior Athletics Day (19 June) with expanded food offerings and bake stall
 - ii. \$100 already donated towards food purchases; additional \$50 from Golden Circle
 - iii. Contact made with Russell Field's office for potential support
 - iv. Proceeds from Athletics Day BBQ will support Swim Club pool improvements
 - v. Grill'd Community Jar: Currently featured in the Carindale Grill'd "Local Matters" jar—potential to win \$300 (1st), \$200 (2nd), or \$100 (3rd)

- d. Awards Update: Introducing new awards next season to recognise personal best improvement and swim meet participation (not just highest points)
- e. Facilities & Equipment: Roller door (computer room) has been repaired—issue was a missing bolt
- f. Mural Proposal: Proposal to install the new Piranhas logo mural at the main pool entry wall. General approval given to proceed with quotes. Funding to be considered by committee once quotes are received
- g. Caution Raised: Athletics Day may be impacted by wet conditions—monitor oval conditions before committing to major food purchases

Att 4 Swim Club Report accepted as tabled.

Att 5 Swim Club Financials accepted as tabled.

Mural Quote Approval: Informal approval provided to seek quotes – no funding committed at this stage. Nil motion made.

8. Working Group Reports

- a) **Year 6 Working Group** A Messenger group has been set up with interested parents to coordinate fundraising for the Year 6 end-of-year celebrations. Various ideas have been shared, and a meet-up has been suggested, but no formal plans have been made yet. Discussions with the school regarding dates will take place once there is clearer direction from the group. If any other parents are interested in joining or have fundraising ideas to contribute, please reach out.
- b) **Grants Working Group Att 6** written report tabled by Cass (apology at this meeting). Cassie spoke to report – Gambling Community Benefit Fund, there's also crop programs and other grant schemes of interest to the college. Cassie noted that swim club may be eligible to apply separately depending on conditions of grant. Grant group will assess which projects make for strong applications and proceed accordingly.

[Post Meeting clarification: While the Swim Club operates as a sub-committee, all grant applications must be submitted through the P&C as the legal entity].

c) Fundraising Working Group

- **Colour Fun Run Update – Summary. Presented by Amie Baldwin. Event Date:** 18 September 2025

The Colour Fun Run is booked with Australian Fundraising, which will supply all obstacles (no additional materials needed).

A 6-week incentive plan has been created to encourage students to create fundraising profiles and raise funds:

- **Week 1:** Create a profile to enter the draw for 1 of 15 Donut King vouchers.
- **Week 2:** Raise over \$20 to enter the draw for 1 of 10 *Colour My Pot* family passes (donated).
- **Week 3:** Class with the highest fundraising total receives extra free/play time.
- **Week 4:** Raise over \$50 to enter the draw for a \$30 hamper (donated using a Coles voucher).
- **Week 5:** Raise over \$80 to enter the draw for a \$70 hamper.
- **Week 6:** Raise over \$120 to enter the draw for a **Piranhas Swim Club season membership** and branded cap.

Slime Challenge: Several teachers have volunteered to be slimed as an added incentive.

Planning Meeting: A meeting will be organised with Lachlan, Stuart, Tristan, and Cassie to finalise logistics and discuss possible high school student involvement.

Fund Allocation:

- It was proposed by Amie and **formally passed through motion** by Katrina Hughes that all funds raised from the Colour Fun Run be dedicated to **swimming pool repairs and maintenance**.
- Rationale: The pool is a shared and valued facility across P–12, used for carnivals, lessons, and the Piranhas Swim Club.
- *Note:* Individuals do not need to be P&C members to participate in the grants working group.

- Friends and community members can join the group and liaise with the P&C to help deliver fun and meaningful initiatives around the school.

9. Projects and Initiatives

- a) **Yarning Circle** – P&C received email from Kylie B re: senior yarning circles – they have been painted. Photos to be included in minutes.



- b) **Mural Artwork/Floor Paintings:** Cathy confirmed she is working with Swim Club on their mural. Previous mural projects remain appreciated by the school community.
- c) **Toilet Transformation Project: No current coordinator** for this project. Last activity was a working bee during the January holidays. Opportunity to restart the initiative and get momentum going again, with potential follow-up discussion flagged with Galina.
- d) **Wish list funding**

Applications received for 2025 Mega Round (closed 9 May after extension):

Two applications were submitted and discussed by the committee. (Applications **Att 7**)

1. **Sports Aerobics Leotards – Michelle Gooding**

- Purpose: To purchase reusable leotards for a small group involved in sports aerobics.
- Supplier: Local company in Capalaba (no postage/handling costs).
- Amount requested: **\$800**
- Committee feedback: Strong support expressed for encouraging sporting opportunities; no objections noted.

2. **Puzzle Club Program – Bernadette Power**

- Purpose: To establish an interschool puzzle club where students compete in teams using a supplied kit including puzzles, a timer, and resources.
- Amount requested: **\$649 (incl. GST)**
- Committee feedback: Recognised as a one-off purchase to establish a sustainable club; supported by members as a valuable extracurricular initiative.

[Post Meeting clarification – Although both applications were discussed and positively received, a formal motion to approve the funding was not moved or passed during the meeting due to being mistakenly addressed within reports. Action Required: A motion will need to be passed at the next meeting to formally approve the funding allocations for both applications: \$800 for Sports Aerobics Leotards and \$649 for the Puzzle Club Program. Note: These applications will need to be re-tabled and moved at the June meeting.]

10. Second-Hand Uniform Shop

Jan–Feb 2025: Gross Sales: \$1,536.00. Average Sale: \$39.38. Total Transactions: 39 (approx.)

Mar–May 2025: Gross Sales: \$190.00. Average Sale: \$23.75. Total Transactions: 8 (approx.)

Returns: 1 return processed for \$10.00. Total Sales (after return): \$1,716.00

Discussed

- Increased interest noted via posts and donation requests.
- Large stock of Prep shirts available — families encouraged to spread the word.
- Location reminder: Near Hanky Park and the tennis courts on School Road, under the large “P&C” sign.
- New uniform racks have arrived and one has been assembled — described as a significant improvement.
- A “free table” is available at the shop for families in need.
- Members are encouraged to share this with families who may benefit.
- A suggestion was made to create a list of items on the table for targeted support.
- General encouragement for ongoing donations and volunteer help.

11. Scholastic Book Club

Issue 3 generated \$721 in sales. The program continues to perform well. Nicole was thanked for her strong coordination and positive update.

12. College Principals’ Report

Principal’s Report – Lachlan

Student Activities & Events:

- Busy four weeks with multiple excursions and continued success in sporting and debating teams.
- ANZAC ceremonies held on both campuses despite poor weather, complementing strong student attendance at the dawn service.

Performing Arts: Musical rehearsals are progressing well with upcoming full-day “boot camps” scheduled before the final performance.

Staff Development:

- Held the first Twilight Staff Session in over a decade – focused on how teachers teach (not just what they teach).
- Promoted collaboration across campuses, e.g. Year 6 teachers planning with Year 7 colleagues.
- Another Twilight Session is planned for Term 3.
- Term 3 will also feature a full-day training session with the college’s restorative practices coach, tailored to staff needs based on their skill level using a newly developed continuum.

Awards Night Update:

- Following community feedback via a survey, 2025 will be the final year the Awards Night is held at Sleeman Sports Complex.
- From 2026 onward, the event will transition to being held on-site to better align with college operations.

Enrolments & Tours:

- Enrolments are strong, with families already signing up for Prep 2030.
- Two evening tours were recently held—junior campus families enrolled early, and 50+ people toured the senior campus.
- One tour had to be conducted in the dark due to a lighting issue, but it was well received with good humour.
- Another senior campus tour is scheduled for next week due to high demand.
- Tours will pause briefly during Term 3 due to winter conditions and resume in late Term 3 and Term 4.

Other Notes: No teachers have nominated to attend the upcoming state conference.

13. Motions on Notice

Motion to accept and approve all reports and updates presented.

Motion: To accept and approve all reports and/or updates presented at the general meeting: Executive, Treasurer, Swim Club, Working Groups, Projects, 2nd Hand Uniform Shop, Book Club, and Principal.

Moved by: Katrina Hughes

Objections: N

Approved: Y

14. New and General Business

a) Committee & Volunteer Vacancies:

- Roles still vacant: President, Secretary, Assistant Secretary
- Call for interest remains open — volunteers welcome to join a friendly and collaborative team.
- **Toilet Transformation Project** also needs a new coordinator. Noting Galina's interest.
- Working groups (Fundraising, Year 6, Grants) continue to welcome members. *Note: You do not need to be a formal P&C member to join a working group.*

b) PBL Reward Item – Bucket Hat:

- Proposal discussed to include a **navy bucket hat with the school logo** as a high-tier Positive Behaviour for Learning (PBL) reward item (500 points).
- Confirmed this is **not a general uniform item**, but a reward-only item.
- Lachlan confirmed the current **dress code allows for caps**, and this hat could be added without requiring a full re-endorsement.
- Formal **dress code update** to be brought to the June meeting for approval before publishing.
- Teachers will be informed to allow students to wear the reward hat once received.

c) National Volunteer Week Acknowledgement: Acknowledged and appreciated the ongoing contributions of all P&C volunteers past and present.

d) Junior Campus Lighting Concern:

- Ongoing safety concern due to **poor lighting near PCYC** in the evenings.
- While the pool light is sometimes on, inconsistency remains.
- Carlie has directed the light to remain on, but this may not always be followed.
- **Interim suggestion:** Use portable floodlights from the P&C room, though setup and pack down would be required.
- Lachlan will follow up with the cleaning staff to reinforce consistent lighting practices.

e) Year 12 Graduation Gown Proposal:

- Discussion raised about **purchasing reusable graduation gowns** for senior students.
 - Aim is to make this a **reusable and sustainable initiative** (caps and gowns, not formalwear).
 - Options discussed:
 - Rental from existing providers (~\$80)
 - Purchase in bulk (~\$22–\$40 each)
 - Agreed to explore further:
 - Sourcing quality, breathable material
 - Potential P&C support
 - Sustainability through future fundraising, not reliance on Wishlist Funding alone
 - **Action:** Senior student reps to gather gown options and report back with a proposed plan; P&C to consider supporting pending review.
- Responsibility:* Year 12 reps / School leadership

No further items were raised from the floor.

15. New Members

T Dodds (parent); C Bagley (Swim Club Volunteer); Galina Chuvileva (parent); L Smith (parent, member renewal); R Grugan (parent, member renewal, grants working group).

Motion: That all new applications for membership be accepted.

Moved by: Katrina Hughes

Objections: N

Approved: Y

16. Date of Next Meeting

Next General Meeting: Monday 16th June 7pm – this will be online only due to the colder months.

17. Close

Meeting closed at 8:11 pm.

Dates 2025

P&C General Meetings 2025

Term 1	
January	No General Meeting
February	Monday 17 th – 6:30pm
March	Monday 17 th – 6:00pm GM. ONLINE ONLY
March	Thursday 27 th – 6:00pm Meet & greet and food. Then AGM kick off.
Term 2	
April	Monday 21 st – 7:00pm Cancelled due to it being a public holiday
May	Monday 19 th – 7:00pm
June	Monday 16 th – 7:00pm
Term 3	
July	Monday 21 st – 7:00pm
August	Monday 18 th - 7:00pm – in-person Junior Campus Library
September	Monday 15 th - 7:00pm
Term 4	
October	Monday 20 th – 7:00pm
November	Monday 17 th – 7:00pm
December	Nil meeting – TBC informal event

College Dates 2025 (known to P&C – should be regularly updated)

Term 1		
May	Friday 23 rd	P&C Day – celebrate your school volunteers
June	Monday 2 nd	Year 12 exam block commences
	Thursday 19 th	Junior Athletics Carnival
	Friday 20 th	Senior Athletics Carnival
	Tuesday 24 th	Artsfest
	Monday 30 th	School Holidays Commence (ends Fri 11 th July)
Term 3		
July	Wed 9 th – Fri 11 th	Year 11 Leadership Camp
	Friday 18 th	High School Musical Performance Night 1
	Saturday 19 th	High School Musical Performance Night 2
		Leaders Parliament House Tour? Junior Cluster Sports Dates?
August	Mon 4 th to Wed 6 th	Year 7 Camp
	Mon 11 th	Redlands Show Holiday (No School today)
	Mon 11 th to Fri 15 th	Science Week, theme “Decoding the Universe – Exploring the unknown with nature's hidden language”
	Wed 13 th to Fri 15 th	Book Fair held in Junior Campus Library
	Mon 18 th to Fri 22 nd	Book Week, theme “Book an Adventure”
September	Wed 28 th to Thu 29 th	Father’s Day Stall
	Monday 1st	Co-Curricular Photos
	Thursday 4th	Arts Night
	Thursday 4th	Father’s Day Stall / Event
	Friday 5th	Father’s Day Stall / Event
	Friday 5th	Student Free Day
	Monday 8th	Year 12 EA mock exam block
	Thursday 11th	R U OK? Day
	Monday 22nd	School Holidays Commence (ends Fri 3rd Oct)
Term 4		
October	Monday 27 th	Year 12 External Assessment block

	Friday 31 st Day for Daniel (dress in Red) Friday 31 st Qld celebrates World Teacher's Day Year 5 camp dates? College Awards nights date?
November	Monday 3 rd Year 11 exam block Monday 17 th Year 12 School Formal Friday 21 st Final Day for Year 12
December	Junior Swimming Carnival dates? "Up Day" Meet your 2026 Teacher date? College Christmas Concert date? Year 6 White Water World trip? Year 6 Graduation date? Monday 15 th School Holidays Commence