

General Meeting – August 2025

Date & Time: Monday 18th August 2025 7:00 pm
Chair: Cassie Wagstaff P&C President
Minutes: TBC
Location: Junior Campus Library and Online

Meeting Agenda

1. Meeting Opening

Welcome and Acknowledgement of Country.

2. Confirmation of Minutes

July GM 2025 minutes to be ratified.

3. Correspondence

Att 1 Corro Register. Correspondence register for tabling and acceptance.

4. Matters arising from previous meeting

Agreed Actions

- a) **Camps and Excursions (Nov-24 Mtg):** July-25 update: Lachlan updated year 5 camp is 20-22 October. More details to come regarding awards night.
- b) **Dental Clinic Demolition:** July-25 update: Lachlan updated still progressing.
- c) **Yarning Circle Project - (Feb-25 Mtg):** Previous notes: Cass to follow up on grants and handprint maintenance on Jnr campus. Nil update July-25 update: Cass confirmed the firepit cover has been given to Tristan, who is in discussions with Chris in the ITD department to see if he and the students can make a custom Brazier for the lid, because the students make a Brazier within their subject.
- d) **Uniform Policy Review - (Feb-25 Mtg):** Lachlan to research cost disparity in socks. July-25 update: Lachlan noted new socks samples are coming to review.
- e) **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. Nil update
- f) **Winter Uniform Query – (June-25 Mtg):** Boys' Small Size Formal Pants: July-25 update: Carlie has asked suppliers for smaller sizes. Update to be provided at August GM.
- g) **OSHC Tender Process (June-25 Mtg):** July-25 update: Nil update
- h) **Competitions Working Group Query (Deb):** (June-25 Mtg): July-25 update: Deb emailed Lachlan about the study abroad programmes, Lachlan mentioned still waiting to hear back from EQI. Mentioned that we've hosted 16 Taiwanese students this week. Deb also mentioned this item was about academic scholarships through the P&C, like the sports one but for competitions or programmes for students to attend. *Action:* to review and perhaps amend the P&C AOP to accommodate something like this. Exec team to research. Aug-25 update:

'Student Representative Policy

Allocation: up to \$600

An annual contribution of \$600 made available for up to 6 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 \$100.00 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.' Exec team to follow up how we can make this more available.

- i) **Colour Fun Run Inflatables & Water Access** – (July-25 Mtg): Seeking access to a 100m hose and nearest taps to support inflatable water activities. Lachlan to investigate and follow up.

5. Executive Committee's Report and Decisions

- Executive Committee has been busy preparing for the Father's day festivities as well as an epic Bunnings day - more on that in the fundraising WG section later. So much happening in semester 2!
- Mandatory Training reminder – we encourage that all members complete [the mandatory training on our website](#) – please email exec@capalabascpandc.com.au when you have completed the two training modules.
- First Aid Training – **HLTAID011** Provide first aid + **HLTAID009** Provide cardiopulmonary resuscitation \$99 at Australia Wide First Aid with classes available in Capalaba – per AOP 4 attendees up to \$120 each, noms?

Discussion: Y / N

Motion: To enrol [name/s] into First Aid training - Provide First Aid & CPR at Australia Wide First Aid at a cost of \$99 each to be paid by the P&C from the general account.

To be Moved By: TBC

Objections: Y / N

- Internet – We require internet both in the P&C room and when running events. Swim club may also benefit from this during their season. We would like to purchase a \$209 [large long expiry prepaid sim from Kogan](#). It runs off the Vodaphone network which is proven to work quite well in the Capalaba area. This would primarily sit in the modem in the P&C room and be removed when required and put into a portable device.

Discussion: Y / N

Motion: To allow for a spend of up to \$250 on a 365 expiry data plan for P&C use.

To be Moved By: TBC

Objections: Y / N

Executive Decisions made since last GM are as follows:

- As per the AOP guidelines:
 - Father's Day stock spending
 - Stationary costs - Paper
 - Bunnings BBQ spending (incl. a gift card to raffle)
- Pay DJ for year 6 WG to secure booking.

Questions / Discussion: Y / N

6. Treasurer's Report and Financial Statement

Att 2 Treasurer's Report for tabling and acceptance.

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

Att 3 Swim Club Report for tabling and acceptance.

8. Working Group Reports

Year 6 Working Group

Grants Working Group

Fundraising Working Group

Items to discuss:

- Bunnings BBQ (as well as a bake sale and raffle)
- Father's Day Event – Hamburgers and Handball

Motion: To allow for a spend of up to \$200 on food and drink for the Father's day event.

To be moved by: TBC

Any objections: Y/N

Approved: Y/N

- Father's Day Stall
- Colour Fun Run
- Bite Sized cookie drive
- Christmas Concert P-3 BBQ / Christmas photos

Term 3		
Book Fair	School resources through scholastic	13th, 14th & 15th
Bunnings BBQ (as well as a bake sale and raffle)	Major Projects & Wishlist Funding	17 th August
Father's Day Event – Hamburgers and Handball	Connection Corridor	3 rd September
Father's Day Stall	Connection Corridor	1 st – 4 th September
Colour Fun Run	School Pool Improvements	18 th September
Term 4		
Bite Sized cookie drive	TBA	TBA
Christmas Concert P-3 BBQ	Major Projects & Wishlist funding	TBA
Christmas Raffle	Major Projects & Wishlist Funding	TBA
Santa / Christmas Photos	General	TBA
Booklists	General	TBA

9. Projects and Initiatives

- Yarning Circle** – *update from Cass*
- Mural Artwork/Floor Paintings** – *update from Cathy*
- Toilet Transformation Project** – *update from Galina*
- Wish list funding** – *nil update*

10. Second-Hand Uniform Shop

Update from Kass, July's report still to be discussed.

11. Scholastic Book Club

Book fair and book club update from Nicole to be provided.

12. College Principals' Report

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.

To be moved by: TBC

Any objections: Y/N

Approved: Y/N

14. New and General Business

- a) National days such as 'Bullying – no way!', Day for Dolly etc. – parents question what we do and don't participate in and why.
- b) Year level Facebook groups – P&C, school and parent responsibility and transparency moving forward.
- c) Casual volunteer catchups – parent submission
- d) [Parent questionnaire discussion / trial for a P&C Strategy day data](#)

15. New Members

Nil applications received at time of agenda.

Motion: That all new applications for membership be accepted.

To be moved by: TBC

Any objections: Y/N

Approved: Y/N

16. Date of Next Meeting

Next General Meeting: Monday 15th September 7pm – Location ??

17. Close

Meeting closed at X:XX pm.

Dates 2025

P&C General Meetings 2025

Term 3	
July	Monday 21 st – 7:00pm
August	Monday 18 th - 7:00pm
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 3	
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” (Tues Snr – Thurs Jnr dressup)
September	Mon 1 st to Thu 4 th – Father’s Day Stall Wed 3 rd Father’s day event – hamburgers and handball Monday 1 st Co-Curricular Photos Thursday 4 th Arts Night Friday 5 ^t 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 Mon 20 th – Wed 22 nd Year 5 camp 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