

Minutes – Special Meeting

Date & time: Wednesday 29th November 7pm

Chair: Cassandra Aldcroft P&C President

Minutes: Lauren Phillips P&C Assistant Secretary

Location: ONLINE ONLY [Meeting Link](#) Meeting ID: 493 538 152 691 Passcode: N9CFgW

ATTENDANCE VIA TEAMS LINK ONLY

Constitution Section 21.5

A Special Meeting may only be convened for:

- the tabling of actions of the Executive Committee in dealing with matters of urgency
- proposed amendments to the Constitution
- proposed removal of a member of the Association
- proposed removal of an Officer of the Association
- proposed dissolution of the Association
- business determined by resolution of members of the Association at a general meeting to be dealt with at a special meeting
- business determined by the Officers of the Association to be dealt with at a special meeting
- business determined by written request to the Secretary of a majority of Association members to be dealt with at a special meeting

Notice of this meeting was distributed Wednesday 22nd November 2023 to comply with the minimum requirement of 7 days notice. Quorum for this meeting is 7 members of the P&C.

Meeting Opening

1. Welcome

Acknowledgement of Country
Apologies

Quorum: Y

Meeting opened: 7:06pm

Attendees: Cass Aldcroft, Cassie Wagstaff, Karensa Gock, Lauren Phillips, Cathy Howie, Desma Hsu, Alisha Busoli, Stuart Houlston, Julia Delaforce, Nicole Nicholls, Jeremy Downing

Guests: Nil

Apologies: Michelle Martin, Cristy Manzano

Item/s for which the meeting was called

2. Review and approve proposed expenditures utilising Colour Fun Run. Include discussion of:

- <https://www.capalabascpandc.com.au/post/crazy-colour-fun-run-what-are-we-fundraising-for>
- AOP 2023-2024 initiatives including:
 - 2023 Improvement Priorities:
 - Connection Corridor
 - Toilet Transformation
 - Mural and Artwork
 - Targeted Donations:
 - Wish List funding
- Any quotes already received for projects and how the fundraising might support those

Cass began the meeting addressing that, during the November general meeting, she had opened discussion regarding the distribution of funds raised during our Colour Fun Run (CFR) event. It was acknowledged then that the conversation wasn't going to be brief, therefore this special meeting had been called for further discussion. Cass emphasised the importance of the hyperlink in the agenda that provided information on what we advertised the funding was for:

<https://www.capalabascpandc.com.au/post/crazy-colour-fun-run-what-are-we-fundraising-for>.

Cass highlighted the advertising mentioned the funds were going to go towards **the P&C's current major projects**, and that these include the Connection Corridor project, Toilet Transformation (TTP) project, Murals & Artwork project, and Wishlist funding.

Cass confirmed that the purpose of the meeting was to gauge consensus on how to spend the funds, without requiring approval for specific budgets or expenditure amounts.

The goal of the meeting was to move forward with some long-term projects during the school holidays and obtain the committee's support.

Cass provided an overview of the three improvement priorities that were included in the P&C's approved 2023 Annual Operating Plan (AOP):

- Connection Corridor – particularly the yarning circles,
- Toilet Transformation – work commencing over the school holidays, and
- Mural and Artwork project - which would be great to see a start made on.

Cass also mentioned the targeted funding in the AOP – such as the Wishlist funding, typically fundraised for annually through BBQ's. It was suggested we set aside enough funds to cover a 12-month period. Attendees clarified that \$3,000 was required per round for Wishlist funding and discussed how it would be helpful to top up to the required annual Wishlist allocation of \$6,000 from CFR funds to alleviate some fundraising pressure in 2024.

Cass opened the floor for discussion.

Karena shared her perspective on the existing projects at Capalaba State College and discussed the priority of projects from when she initially joined the P&C such as the artwork and Connection Corridor. She highlighted the urgency of the Toilet Transformation project due to its impact on children's welfare. She expressed a personal interest in seeing colourful designs on the school grounds for the students, particularly in the context of the 'colour' fun run.

Discussion moved to the floor paintings:

Karena provided information on two companies that she has been in contact with, Edu Marking and Living Colour, which offer packages for ground designs. The silver package from Edu Marking costs \$12,900 plus GST and includes a choice of seven designs, while the gold package is \$18,900 plus GST and includes additional large designs. She detailed various design options such as snakes and ladders, hopscotch, multiplication tables, and a custom design. Karena emailed the quotes and images to Stuart for review.

Cass enquired about the playground art being led by student preferences, and Karena confirmed that it was initiated based on student requests for more activities in the playground. Karena emphasized the positive impact of these designs in bringing children together and fostering group activities.

Getting these floor paintings done over the Christmas holidays for the children to come back to in term 1 was discussed with Stuart and noted doable with the correct procedure, re WAAPs and appropriate timing for accessing the school grounds around other College-planned repair works – it was decided it was likely appropriate to enter the school again from the week of the Toilet Transformations project working bee (13 January) but confirmation from Carlie was necessary prior to locking in the contractor.

Living Colour's pave art quote was agreed on, as was the 6 designs package that includes a free logo. Julia mentioned perhaps the logo art would look good on senior campus to compliment and marry up the campuses – it was agreed this would be a great idea at the senior entry.

Cass and Karensa noted around \$4,000 has already been saved from Containers for Change towards the floor paintings project, so approximately \$6,000 of the colour fun run funds would be required to complete this phase of this project. No objections raised from the attendees.

Cass then flagged the Toilet Transformations project. Michelle has recently asked for funds which we could use funds from the CFR towards. Karensa mentioned that we could approach Wild Web Print and Sign for vinyl wrapping, signs, etc to decorate cubicle doors/walls, as they have previously offered donations. Nicole asked which campus the TTP is on, Cass clarified junior for now and then expanding to senior campus with student input. Suggested \$750 for this project to cover upcoming working bee expenses.

Cass moved on next to the Mural and Artwork Project. Murals coordinator Cathy Howie provided an update on the efforts to fund the mural project through grants and mentioned the need to re-evaluate quotes. Cathy suggested starting with one or two walls in the upper primary area to manage costs. It was suggested that where the yarnning circle will eventually be installed, would be a great place to start, to tie the Connection Corridor and Mural projects together. Discussion also touched on potential partnerships with businesses for paint donations and the possibility of touching up an existing mural on the senior campus, upon seeking approval from the original artist. Julia and Cass emphasised the importance of cohesion in the school's artwork across both campuses, and there was a suggestion to involve the Student Management Team (SMT) more closely in decision-making processes in future to allow for this. The seniors' anti-bullying mural was mentioned and how we would love to see that replicated on junior campus. The meeting highlighted the need for better communication between the P&C and SMT, and the possibility of forming a parent body on senior campus to assist our collaborative efforts. Cathy asked for a ballpark figure to work with before going ahead acquiring requotes. Cass advised it'd be a fair assumption that we could spend up to \$10,000 to complete at least one of the larger murals first, however quotes would need to be received again before we can proceed. Cass mentioned that completing at least one mural from our plan could also improve our future grant opportunities - if we have collateral the project may be more viewed more favourably. Cassie mentioned allocating funds to the project so that we can also request 'partial funding' on grant applications could help get some of the larger murals over the line too. Concerns were raised about the proposed mural on the toilet block where the yarnning circle is set to be positioned, if there's a chance it could be eventually demolished and rebuilt within the '5-year infrastructure plan' previously mentioned by the College. Cass noted that Cathy will be engaging with students in term 1 regarding designs/themes for this project.

Cathy will look to commence at the senior part of junior campus near the Moorshead St entrance and share further updates as quotes are received.

Cass then paused to note that \$24,000 net profit was raised at the CFR and so far in this meeting:

-\$6,000 (approx.) has been designated for floor/playground art – out of session exec decision to finalise.

\$750 - \$1,000, and Wild Web Print and Sign collab for TTP – exec decision to be made.

\$3000 (approx.) tentatively assigned to Wishlist funding, which is one of our main projects that benefits students on both campuses.

Discussion moved to the Yarning Circles planned for the Connection Corridor. Cass has had extensive conversations with the company who quoted \$10,000 for the YC on junior campus. Cass reached out for a consensus from the attendees – although much less than the \$40,000 quotes from multiple other companies, it is still a large sum to approve solely by exec decision. Cass confirmed she would love to have the senior yarning circle completed first, and by the end of T1 2024. The P&C already have funds raised for the YC so might only need a top-up from CFR funds to account for the \$10,000 expenditure. No objections raised.

Cass advised the end of the agenda had been reached and advised that no motions were needed; if everyone was happy with the tentative decisions made tonight, all related invoices would be paid by executive decision as they were received.

Questions/Discussion: Y

Karensa (current treasurer) noted a point made previously by Michelle (former treasurer) that our current major projects have been tabled in our 2023 AOP. Which means we already have approval to spend allocated funds without further approval, but for the sake of transparency, we raised discussion during this meeting.

Lauren asked if the money already raised for the Murals and Artworks project is pooled with the Floor painting project – it was confirmed that they are different.

Stuart said he has reviewed the brochure and would like more than 6 stencils and mentioned that he will support those who wish to have another colour fun run to raise funds!

Lauren raised the question if the College could make the floor painting purchase and be reimbursed by the P&C to save us the GST cost. Cass mentioned that's how discretionary funding works and why it's set up how it is. Stuart and Karensa will follow this up with Carlie for future reference however this couldn't apply in this instance if we want the work done over the Christmas holidays, as all spending has been ceased for the year.

This concluded the meeting.

No motion necessary at this meeting

Meeting Close	
4. Close	Time: 8:06pm

Minutes prepared by
Cassie Wagstaff
P&C Secretary

Certified true and correct by
Cassandra Aldcroft
P&C President (Chair)
RATIFIED AT THE FEBRUARY GENERAL MEETING 2024.

RATIFIED

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