

General Meeting

Date & Time: Monday 20th October 2025 7:00 pm

Chair: Cassie Wagstaff P&C President

Minutes: TBC

Location: Microsoft Teams [Need help? Join the meeting now](#) Meeting ID: 477 566 869 798 7 Passcode: sj2pa6Uj

Meeting Agenda

1. Meeting Opening

Welcome and Acknowledgement of Country.

2. Confirmation of Minutes

August 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. Aug-25 update: Awards night 16 October
- b) **Dental Clinic Demolition:** Aug-25 update: Lachlan updated still progressing.
- c) **Uniform Policy Review - (Feb-25 Mtg):** Lachlan to research cost disparity in socks. Aug-25 update: Sock samples from new manufacturer to be presented at next general meeting.
- d) **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. Aug-25 update: Awaiting further update.
- e) **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. Aug-25 update: Supplier discussions ongoing; update expected in September.
- f) **OSHC Tender Process (June-25 Mtg):** Aug-25 update: Awaiting further update.
- g) **Competitions Working Group Query (Deb): (June-25 Mtg):** Aug-25 update: Clarified that Student Representative Policy provides up to \$600 annually, supporting up to 6 students at \$100 each for state/national representation. Exec team to review accessibility and process. Oct-25 update: Student Rep Policy site added to our website which includes criteria and application form: <https://www.capalabascpandc.com.au/studentrepresentationpolicy>

5. Executive Committee's Report and Decisions

Term 4! What a brilliant year we have had so far in 2025!

Per the AOP, just some upcoming things to raise.

- **Strategy day planning -** [Parent questionnaire discussion for a P&C Strategy day](#) for 2026/27 – per the AOP \$1,000.00 to start planning prior to the end of the year or early 2026.
- **World Teacher's Day Cake** – per the AOP World Teachers Day Cake Exp 31st OCT \$100.00 (as per previous years – BM purchases from bakery and P&C reimburse the college)
- **Year 12 Graduation Plant** – per the AOP \$25.00 – (discussion – as per previous years, volunteer to arrange and present on 21/11?)
- **Blue Card Changes** – [factsheet here](#) we will touch base with members and volunteers more regarding this.

Proposed Motion: That spending be approved as per the AOP \$1,000 on a strategy day, \$100 on a cake for world teachers day & \$25 on a year 12 graduation plant.

To be moved by: TBC

Any objections: Y/N

Approved: Y/N

Executive Decisions made since last GM are as follows:

- Spend at Temu, Big W, Kmart, Woolworths, Coles, Big W for fathers day stall purchases.
- Spend at Woolworths, Coles, Mt Cotton News, Costco, For Bunnings BBQ
- Payment for a DJ for the YR 6 Graduation from funds raised by Yr 6 working Group
- Urgent exec decision – reconfirmed agreement and completed decision to transfer of \$2,009.00 as per the fundraiser held by then year 11 students in 2024 assisted by the P&C to raise funds for the 2025 yearbook.
- Payment for a Slushy Machine and Graduation Dogs, for the YR 6 Graduation from funds raised by Yr 6 working Group
- Additional Insurance for Colour fun run to cover use of Foam machine

6. Treasurer's Report and Financial Statement

Att 2 Treasurer's Reports (Aug & Sept) for tabling and acceptance.

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

Att 3 Swim Club Treasurer Reports (Aug & Sept) for tabling and acceptance.

Att 4 Swim Club Report for tabling and acceptance.

8. Working Group Reports

Year 6 Working Group – Dj, Slushy machine and graduation present have all been paid for, have set up Humantix to be able to start doing tickets along with parents having the chance to buy raffle tickets to be drawn on the night. Have managed to get a few extra donations via this platform as well to be able to help with buying of the food, decorations and any other last-minute items needed for the night. Will need to set up volunteer list for help leading up to graduation along with on the night and liaise with the school in regards to access and equipment if needed for the night.

Grants Working Group – Cass A to update

Fundraising Working Group – Exec team to update

9. Projects and Initiatives

a) Yarning Circle – Cass A to update

(Feb-25 Mtg): Previous notes: Cass to follow up on grants and handprint maintenance on Jnr campus. **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. **Aug-25 update:** Awaiting further update.

Damage to handprints on jnr campus reported.

b) Mural Artwork/Floor Paintings – Nil update from Cathy H

c) Toilet Transformation Project –Galina C to update

d) Wish list funding – Exec team to update

10. Second-Hand Uniform Shop

Kass K to update.

11. Scholastic Book Club

Nicole N to update.

12. College Principals' Report

Lachlan to update.

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) ID Cards Senior Campus
- b) Athlete's Foot School Rewards
- c) Booklists for 2026
- d) **Urgent** call out for Secretary and vacant second Vice-President

15. New Members

Nil at the time of sending out the 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 17th November 7pm – Location ??

17. Close

Meeting closed at X:XX 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
September	Monday 15 th – 7:00pm Cancelled due busy period with colour run
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 4	
October	Thursday 16 th - Awards Night Monday 20 th – Wednesday 22 nd Year 5 Camp Friday 24 th Cluster Swimming Friday 24 th Gold Coin Halloween Dress up day 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
November	Monday 3 rd Year 11 exam block Monday 17 th Year 12 School Formal Friday 21 st Final Day for Year 12 – Graduation Ceremony?
December	Junior Swimming Carnival dates? "Up Day" Meet your 2026 Teacher date? Thursday 4 th December Christmas Concert Friday 5 th December Yr 6 Graduation party Wednesday 10 th December Yr 6 Graduation school ceremony Monday 15 th School Holidays Commence