



Capalaba State College Parents & Citizens Association

P&C President: Cassandra Aldcroft
president@capalabascpandc.com.au

Annual General Meeting

Date: 27th March 2025

Time: 6:00pm with in-person "meet & greet", meeting commencing shortly thereafter

Where: In-person

Chair: Cassandra Aldcroft & Lachlan Thatcher

Agenda Item	ACTION
1. Meeting Opening Welcome Apologies	
2. Confirmation of minutes from previous Annual General Meeting 2.1 18 th March 2024 Minutes	Amendments: Approved: Y/N
3. Matters arising from previous Annual General Meeting	None
4. Reports 4.1 Treasurer's Annual Report – <i>see Att 1 (added later)</i> 4.2 Annual Financial Statements – <i>see Att 2 (added later)</i> 4.3 President's Annual Report – <i>see Att 3 (added later)</i> 4.4 Principal's Annual Report – <i>see Att 4 (added later)</i>	Treasurer's Report: President's Report: Principal's Report: Motion: To accept all reports presented and approve payment of regular bills. To be moved by: Cassie Wagstaff Any objections: Y/N Approved: Y/N
5. Applications for Membership 2025 All memberships lapse. Receipt of new and renewed memberships for 2025. All attendees (except the Principal who is an ex officio member) to submit membership forms. <u>Applications are:</u> <list names in minutes>	Motion: To accept all new applications for membership To be moved by: Cassie Wagstaff Any objections: Y/N Approved: Y/N
Hand over chair to College Principal Lachlan Thatcher	
6. Election of Officers and Executive Committee All Executive Committee positions are now open for nomination. <u>Executive Committee</u> President Nomination: Nominated by: Accepts Nominations: Y/N <i>If nil other nominations move to next position. If >1 move to vote.</i> Vice-President Nominations (2 positions): Nominated by: Accepts Nominations: Y/N <i>If nil other nominations move to next position. If >2 vote to have multiple VP positions.</i>	Motion: To accept those nominated to the Executive Committee be declared duly elected. To be moved by: Lachlan Thatcher Seconded by: Any objections: Y/N Approved: Y/N

<p>Treasurer Nomination: Nominated by: Accepts Nominations: Y/N <i>If nil other nominations move to next position. If >1 move to vote.</i></p> <p>Secretary Nomination: Nominated by: Accepts Nominations: Y/N <i>If nil other nominations move to next position. If >1 move to vote.</i></p> <p>Assistant Secretary Nomination: Nominated by: Accepts Nominations: Y/N <i>If nil other nominations move to next position. If >1 move to vote.</i></p> <p><i>On completion move a motion to accept.</i></p>									
Hand over chair to incoming P&C President									
<p>7. Confirmation of P&C Sub-Committee</p> <p>7.1 P&C Swim Club Sub-Committee</p> <p>Confirmation of P&C Swim Club Sub-Committee Terms of Reference – <i>see Att 5</i></p> <p>All Sub-Committee positions are now open for nomination:</p> <table border="1" data-bbox="188 1059 1123 1209"> <tr> <td>Chairperson</td><td></td></tr> <tr> <td>Vice-Chairperson</td><td></td></tr> <tr> <td>Secretary</td><td></td></tr> <tr> <td>Treasurer</td><td></td></tr> </table> <p><u>Sub-Committee Members are:</u> <i><list names in minutes></i></p> <p>7.2 Working Groups</p> <p>7.2.1 Grants Working Group Confirmation of Grants Working Group Terms of Reference – <i>see Att 6</i> <u>Members are:</u> <i><list names in minutes></i></p> <p>7.2.2 Year 6 Graduation Working Group Confirmation of Year 6 Graduation Working Group Terms of Reference – <i>see Att 7</i> <u>Members are:</u> <i><list names in minutes></i></p> <p>7.2.3 Fundraising Working Group Confirmation of Fundraising Working Group Terms of Reference – <i>see Att 8</i> <u>Members are:</u> <i><list names in minutes></i></p>	Chairperson		Vice-Chairperson		Secretary		Treasurer		<p>Motion: To support the continuation of the P&C Swim Club Sub-Committee and confirm the Terms of Reference. To be moved by: P&C Secretary Any objections: Y/N Approved: Y/N</p> <p>Motion: To accept that those nominated to the P&C Swim Sub-Committee positions be declared duly elected. To be moved by: P&C Secretary Any objections: Y/N Approved: Y/N</p> <p>Motion: To accept sub-committee members as tabled. To be moved by: P&C Secretary Any objections: Y/N Approved: Y/N</p> <p>Motion: To support the re-instatement of the P&C Fundraising Working Groups To be moved by: P&C Secretary Any objections: Y/N Approved: Y/N</p> <p>Motion: To support P&C Working Groups as per Section 7.2, confirm their respective Terms of Reference and accept the members as tabled. To be moved by: P&C Secretary Any objections: Y/N Approved: Y/N</p>
Chairperson									
Vice-Chairperson									
Secretary									
Treasurer									

<p>7.3 Additional roles</p> <p>7.3.1 All Additional roles are now open for nomination:</p> <table border="1" data-bbox="225 255 1123 667"> <tr><td>Book Club Coordinator</td><td></td></tr> <tr><td>Social Media Marketing Coordinator</td><td></td></tr> <tr><td>Containers for Change Coordinator</td><td></td></tr> <tr><td>Sponsorships and Fence Advertising Coordinator</td><td></td></tr> <tr><td>Grants Working Group Coordinator</td><td></td></tr> <tr><td>2nd Hand Uniform Shop Coordinator</td><td></td></tr> <tr><td>Website Developer / Administrator</td><td></td></tr> <tr><td>Fundraising Working Group Coordinator</td><td></td></tr> <tr><td>Project Coordinator – Connection Corridor</td><td></td></tr> <tr><td>Project Coordinator – Toilet Transformation</td><td></td></tr> <tr><td>Project Coordinator – Mural & Artwork</td><td></td></tr> </table>	Book Club Coordinator		Social Media Marketing Coordinator		Containers for Change Coordinator		Sponsorships and Fence Advertising Coordinator		Grants Working Group Coordinator		2 nd Hand Uniform Shop Coordinator		Website Developer / Administrator		Fundraising Working Group Coordinator		Project Coordinator – Connection Corridor		Project Coordinator – Toilet Transformation		Project Coordinator – Mural & Artwork		<p>Motion: To accept that those nominated to the additional roles as per Section 7.3 to be declared duly elected.</p> <p>To be moved by: P&C Secretary</p> <p>Any objections: Y/N</p> <p>Approved: Y/N</p>
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<p>8. Change of Bank Signatories (if applicable)</p> <p>8.1 P&C Main Bank Account AND P&C Debit Card Account</p> <p>8.2 P&C Amateur Swimming Club Main Bank Account AND P&C Amateur Swimming Club Debit Card Account</p>	<p>Motion: To update signatories and CommBiz access on P&C Main Bank AND P&C Debit Card accounts as per the new Executive Committee in Section 6.1</p> <p>To be moved by: P&C Secretary</p> <p>Any objections: Y/N</p> <p>Approved: Y/N</p> <p>Motion: To update signatories and CommBiz access on the P&C Amateur Swimming Club Main Bank AND Debit Card Accounts as per the Swim Club Sub-Committee in Section 7.1 and the Executive Committee in Section 6.1</p> <p>To be moved by: P&C Secretary</p> <p>Any objections: Y/N</p> <p>Approved: Y/N</p>																						
<p>9. Appointment of the Auditor for 2025</p> <p>Recommend continuing with the service of Graeme Whyte from Metro Audit Services as the auditor for the 2025 year.</p>	<p>Motion: To appoint Graeme Whyte from Metro Audit Services as the auditor for the 2025 year.</p> <p>Moved by: P&C Secretary</p> <p>Any objections: Y/N</p> <p>Approved: Y/N</p>																						
<p>10. General Business</p> <p>10.1 Adoption of the Student Protection Risk Management Strategy – <i>see Att 9</i></p> <p>10.2 No requirement to endorse the Constitution – no change from 20th March 2023 – <i>see Att 10</i></p>	<p>Motion: To adopt the Student Protection Risk Management Strategy as presented.</p> <p>Moved by: P&C Secretary</p> <p>Any objections: Y/N</p> <p>Approved: Y/N</p>																						

<p>10.3 Endorsement of the Code of Conduct (no change) – <i>see Att 11</i></p>	<p>Motion: To Endorse the Code of Conduct. Moved by: P&C Secretary Any objections: Y/N Approved: Y/N</p>
<p>10.4 Honorary life memberships nomination(s)</p>	<p>Nil received</p>
<p>10.5 Review and confirmation of P&C Policies:</p> <p> 10.5.1 Debit Card Procedure – nil change – <i>see Att 12</i></p> <p> 10.5.2 Video Conference Procedure – nil change – <i>see Att 13</i></p> <p> 10.5.3 2nd Hand Uniform Shop Procedure – nil change – <i>see Att 14</i></p> <p> 10.5.4 Honorary Life Membership Policy – nil change – <i>see Att 15</i></p>	<p>Motion: To Endorse the P&C Policies listed in 10.5. Moved by: P&C Secretary Any objections: Y/N Approved: Y/N</p>
<p>10.6 P&C Annual Operating Guidelines – 2024/25</p>	<p>Will not be endorsed at this AGM, to be carried over to newly elected Executive Committee to review and endorse at a General Meeting.</p>
<p>10.7 Confirmation of P&C Swim Club Sub-Committee Operating Guidelines – <i>see Att 16</i></p>	<p>Motion: To endorse the P&C Swim Sub-Committee Operating Guidelines. To be moved by: P&C Secretary Any objections: Y/N Approved: Y/N</p>
<p>11. Close of Meeting</p>	