



Caboolture State School

P&C General Meeting Minutes

Date: 1 June 2023	Time: 5:07pm	Location:	Admin Conference Room
Opening and welcome	<i>Meeting commenced 5:07pm</i>		
Attendees	<i>Tess H, Debra S, Krystle W, Rebecca S, Jacqui W, Maria S</i>		
Apologies	<i>Brad S, Deanne B; Kirsten S; Fiona F</i>		
Confirmation of the minutes previous general meeting	<i>Refer to handout of previous General Meeting – 20 April 2023</i>		
Motion	<p>“That the minutes be confirmed as a true and correct record of the meeting held 20 April 2023</p> <p>Moved: Jacqui W Seconded: Krystle W Carried</p>		
Business arising from the minutes of the previous general meeting	<ul style="list-style-type: none"> • Signatory for COMBANK – Krystle W – further action from committee required (BS, DB, JW) • Advise P&C QLD of new Treasurer (and Regional Office) – completed JW • Confirm date for Comedy Night Fundraiser with Executive Principal – TBC 18/08/23 – awaiting confirmation and further details from company (TH) 		
Motion	<p>“That the committee sign and email required documentation for COMBANK” & TH to follow up with Comedy Organisation to confirm booking details. Refer General Business further info.</p> <p>• Moved: Tess H Seconded: Krystle W Carried</p>		
Correspondence received since the previous general meeting: • Inward (as listed) Outward (as listed)	<p style="text-align: center;">Incoming</p> <ul style="list-style-type: none"> • COMBANK Statement 02/12/22-01/01/23 • COMBANK Statement 02/04/23-01/05/23 • CMS Membership Renewal Inv 0029781 \$240 due 07/12/22 • CMS MYOB Inv 00030555 \$70 due 27/04/23 • Parent Talk Term 2 Magazine • QCPCA Special Meeting Invitation • Fundraising: Crazy Camel; Amplify; Aust Fundraising Info; Fundraising Whisperer; Clever Patch; Cookie Dough; Sockable <p style="text-align: center;">Outgoing</p> <ul style="list-style-type: none"> • P&C QLD /Regional Office – AGM & GM Minutes – also change of Exec updated. • Comedy for a Cause (HENNTE) • CMS – Authority to pay re-emailed. • CMS – emailed regarding membership moving forward 		
Motion	<p>“That the inwards correspondence be received and outwards be endorsed”.</p> <p>Moved: Jacqui W Seconded: Tess H Carried</p>		
Business arising from the correspondence	<ul style="list-style-type: none"> • CMS – payment of invoices – decision on whether to continue with their service (Krystle) • Comedy for a Cause date confirmation (Tess) • Fundraising opportunities – Sockable (KW) refer General Business <p>Motion: Pay 6-month membership with CMS and terminate service effective immediately.</p> <p>Moved: Krystle W Seconded: Maria S Carried</p> <p>Motion: Father’s Day sock fundraising event</p> <p>Moved: Krystle W Seconded: Tess H Carried</p>		
Treasurer’s	<i>As per submitted report. Request to pay outstanding CMS Invoice and 6-month membership fee.</i>		
Motion	<p>“That the Treasurer’s report be accepted” Further enquiry re Petty Cash and Float listed. (KW to follow up with CMS)</p> <p>Moved: Krystle W Seconded: Deb S Carried</p>		
Principal’s Report	No report submitted at this meeting. Next meeting looking to submit School Review Feedback		

Business Manager Finance	CSHS Financial position tabled. Excursion/Incursion Planner submitted. Confirmed no outstanding invoices (to be paid) by P&C CSHS.
Motion	“That the BSM Finance report be accepted” Moved: Maria S Seconded: Deb S Carried
Chaplains Report	Presented and tabled
General Business	<ul style="list-style-type: none"> • Parent and Community Engagement Framework (Year 6 to 7 Transition Focus) • School Identity – Tess H discussed in depth – Origins of mottos/emblems embedded in our history. All taken into consideration for planning i.e., new uniform/new motto/uniform colours etc. Providing our students and community a deeper understanding of who we are and where we came from for not only us but also our feeder schools. Assists in keeping consistent and strong message in transition to CSHS from Primary. • Fundraising planning – Sockables – commence enquiry for Father’s Day (KW) • Comedy night – Adult night V Family night – family night agreed upon. Family ticket option as adult ticket \$35. Fundraising activity – canteen/mocktails/raffles. • Meeting Dates (Semester 2) – 13/07/23 & 03/08/23 @ 5pm • Volunteer callout to parents for assistance at events • CMS – continuation as bookkeeper – agreed to cease due to lack of requirement. • Costing required to show projected fundraising \$ value in order to cover outgoing costs for year. • Grants – a lot of options available – assistance from BSM Finance CSHS is available-wonderful opportunity to acquire much needed funds for projects to benefit students. • Laptop – request to obtain a donation for use by P&C Executive for record keeping. Require Informal Executive Meeting to work out finer details of Comedy Night (08/06/23 via TEAMS) (JW)
Date of next meeting	Thursday 13/07/2023 @ 5pm
Close	7:16 PM

CONFIRMATION OF MINUTES

Chair name: Jacqui W

Signature:

Date: 01/06/2023

Actions from the meeting:
1 Follow up with Comedy Organisation for Fundraising Night
2 Follow up enquiry to Sockables for fundraising Father’s Day
3 Bank balance sheet – check with CMS re Petty Cash and Float
4 Pay 6-month membership with CMS and cancel subscription with them
5 Contact P&C QLD re GST Registration requirement
6 Follow up re obtaining P&C use laptop (repurposed/donation)