



Brisbane South State Secondary College

P&C General Meeting Minutes																																			
Date: Monday, 8 May 2023	Time: 5:32pm Location: Onsite																																		
AGENDA ITEM																																			
1. Opening, welcome and apologies	Acknowledgment of country and welcome from President, V.M. Housekeeping: Onsite meeting Apologies: Nil																																		
2. Confirmation of the minutes of the previous general meeting	No amendments: - General P&C Meeting - Annual General Meeting																																		
Motion	“That the minutes be confirmed as a true and correct record of the P&C meeting held 13.03.23 and the AGM held on 13.03.23 Moved: V.M. Seconded: J.S./J.L. Carried																																		
3. Correspondence since the previous meeting:	<table border="1"> <thead> <tr> <th>Inbound</th> <th>Summary / Action</th> </tr> </thead> <tbody> <tr> <td>27.03.23 – Query regarding enabling of remote attendance at P&C meetings</td> <td>Referred to Deputy Principal for input</td> </tr> <tr> <td>28.03.23 – Max Chandler MP, Member for Griffith letter of introduction to incoming P&C</td> <td>For information</td> </tr> <tr> <td>28.03.23 - Propel Program Query from BSSSC Parent</td> <td>Actioned on 17/04 by Tamara Sullivan</td> </tr> <tr> <td>11.04.23 – Request for P&C Calendar & Dates (South Brisbane Electorate office)</td> <td>Dates to be supplied</td> </tr> <tr> <td>20.04.23 - Email from Executive Principal seeking approval from P&C Executive to extend Parent/Teacher Interview timeframe</td> <td>Approved by P&C Executive</td> </tr> <tr> <td>21.04.23 – ATO Activity Statement to be lodged and paid by 12 May</td> <td>Statement to be lodged by 12 May.</td> </tr> <tr> <td>25.04.23 – Vote reminder – 2023 QCPCA Special General Meeting</td> <td>P&C President to respond with vote</td> </tr> <tr> <td>28.04.23 - Invitation to participate: International Maths Olympiad Challenge</td> <td>For discussion by P&C Executive (08.05)</td> </tr> <tr> <td>01.05.23 – Commonwealth Bank statement</td> <td>For information</td> </tr> <tr> <td>05.05.23 - Request from SU Chaplaincy for permission to sell alcohol for fundraising dinner held at BSSSC on the 20 May 23</td> <td>For discussion by P&C Executive (08.05)</td> </tr> <tr> <td>08.05.23 – Applications open for Grill'd 'Local Matters'</td> <td>For discussion by P&C Executive (08.05)</td> </tr> <tr> <td>08.05.23 – Treasurer financial report for March / April 23</td> <td>For tabling at P&C meeting</td> </tr> <tr> <th>Outbound</th> <th>Summary / Action</th> </tr> <tr> <td>28.04.23 - Email to P&C QLD providing new BSSSC P&C Executive member details</td> <td>KC sent details to Katrina Anderson</td> </tr> <tr> <td>03.05.23 - Welcome letter from P&C Executive / call for volunteers for BBQ fundraiser</td> <td>Disseminated via BSSSC Executive Assistant</td> </tr> <tr> <td>01.05.23 - Email to Rocklea Bunnings re BBQ opportunity</td> <td>P&C need to supply a letter and insurance certificate of currency to be allocated a BBQ.</td> </tr> </tbody> </table>	Inbound	Summary / Action	27.03.23 – Query regarding enabling of remote attendance at P&C meetings	Referred to Deputy Principal for input	28.03.23 – Max Chandler MP, Member for Griffith letter of introduction to incoming P&C	For information	28.03.23 - Propel Program Query from BSSSC Parent	Actioned on 17/04 by Tamara Sullivan	11.04.23 – Request for P&C Calendar & Dates (South Brisbane Electorate office)	Dates to be supplied	20.04.23 - Email from Executive Principal seeking approval from P&C Executive to extend Parent/Teacher Interview timeframe	Approved by P&C Executive	21.04.23 – ATO Activity Statement to be lodged and paid by 12 May	Statement to be lodged by 12 May.	25.04.23 – Vote reminder – 2023 QCPCA Special General Meeting	P&C President to respond with vote	28.04.23 - Invitation to participate: International Maths Olympiad Challenge	For discussion by P&C Executive (08.05)	01.05.23 – Commonwealth Bank statement	For information	05.05.23 - Request from SU Chaplaincy for permission to sell alcohol for fundraising dinner held at BSSSC on the 20 May 23	For discussion by P&C Executive (08.05)	08.05.23 – Applications open for Grill'd 'Local Matters'	For discussion by P&C Executive (08.05)	08.05.23 – Treasurer financial report for March / April 23	For tabling at P&C meeting	Outbound	Summary / Action	28.04.23 - Email to P&C QLD providing new BSSSC P&C Executive member details	KC sent details to Katrina Anderson	03.05.23 - Welcome letter from P&C Executive / call for volunteers for BBQ fundraiser	Disseminated via BSSSC Executive Assistant	01.05.23 - Email to Rocklea Bunnings re BBQ opportunity	P&C need to supply a letter and insurance certificate of currency to be allocated a BBQ.
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Motion	“That the inwards correspondence be received, and outwards be endorsed.” Moved: V.M. Seconded: J.L.																																		



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	Carried
<p>4. President's Update</p> <ul style="list-style-type: none"> - Business arising from the correspondence - table of executive committee's decisions (if any) 	<p>General information:</p> <ul style="list-style-type: none"> • Welcome new P&C executive • Focus on events and fundraising • Communications (e.g. improvement of P&C page on website) • Call for event volunteers • Thank you to volunteers <p>Business arising from correspondence:</p> <ul style="list-style-type: none"> • Exploring the trial of hybrid meetings moving forward. <p>Executive Committee decisions:</p> <ul style="list-style-type: none"> • Remaining alcohol from Riverfire event to be donated to SU Chaplaincy for 20.05.23 event.
Motion	<p>"That the President's update be accepted"</p> <p>Moved: V.M.</p> <p>Seconded: J.B.</p> <p>Carried</p>
<p>5. Treasurer's report and financial statement and any business arising from these</p>	<p>Summary Financial Report:</p> <ul style="list-style-type: none"> • Financial report overview given for Mar/April 2023 • Total uncommitted cash (incl. stock available) as at today is \$12,816.73 • Major expenses – Insurances: \$1,933.41 and Audit: \$400 • Fundraising event income: \$866.14
Motion	<p>"That the Treasurer's report be accepted for Period Ending April 2023"</p> <p>Moved J.L.</p> <p>Seconded V.M.</p> <p>Carried</p>



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6. Vice Presidents Update	<p>Key events:</p> <p>Term 2:</p> <ul style="list-style-type: none">• School Open Day fundraising BBQ, 9 May 2023<ul style="list-style-type: none">○ 500 registrations – anticipated 1,300 PAX• Fundraising BBQ, Bunnings – Date TBD <p>Term 3:</p> <ul style="list-style-type: none">• Riverfire - Planning to commence from this week <p>Term 4:</p> <ul style="list-style-type: none">• EOY Fundraising BBQ for students and staff – prior to Friday 2 December. Planning yet to commence. <p>Other Activities:</p> <ul style="list-style-type: none">• Proposed new system proposals to be submitted in advance of P&C meetings for consideration and discussion. Submitted proposals will be shared with Principal for input and consideration. <p>ACTION: Draft proposal form to be circulated with minutes.</p>
Motion	<p>“That the Vice President report be accepted as tabled”</p> <p>Moved V.M. Seconded J.L. Carried</p>
7. Principal’s Update including Deputy Principal’s and HOD update	<p>School values</p> <ul style="list-style-type: none">- Commitment- Respect- Inclusivity- Integrity <p>Vision overview - ‘The new standard’</p> <ul style="list-style-type: none">○ UQ partnership benefits highlighted <p>Current enrolments 755</p> <p>Year 7: 291 Year 8: 251 Year 9: 216</p> <p>99% attendance target (currently at 94.4%)</p> <p>Term highlights:</p> <ul style="list-style-type: none">• Yr 9 LearnerPreneur community contributive projects



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- Parent / Teacher Interviews and Term 1 interim results
- Year 9 HPE Adventure Ready campus (end Term 1)
- AFL Academy Schools of Excellence Comp
- Finalists in Australian Education Awards – Biomedical & Technology
- Awarded Employer of Choice 2023 – Australian Education Awards
- Stage 2 commenced – Evans Built

Updated on behalf of Business Manager – Mrs S.P.

2023 Budget Summary

BSSSC budget overview provided with overall revenue and expenditure summary breakdown.

- Opening balance \$893,974
- Planned Revenue \$1,602,159
- Planned Expenditure \$2,369,977
- Planned non-current provisions \$126,156
- Own more than we owe: \$901,239.26

Coming up:

- BSSSC Open Day
- Cross Country
- Parent & Student info sessions – Senior Schooling pathways
- 2024 enrolments – in catchment enrolments only (enforced in-catchment management requirements by Education QLD) – siblings from out-of-catchment will be on a case-by-case basis depending on the volume of interest per year
- Selective entry applications (AFL / Biomedical Science Academy)
- Education QLD International accreditation and international student study tours. Enables short and long-term international students and study tours. BSSSC currently working to accommodate approximately 20 students from Japan / China for short-term stays (2-week duration). Aiming to have longer-term international students





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	<p>coming into Year 10 from next year—they would enrol as a student in either QCE or IB program. Host families sought – information posted on Facebook page and at Assembly. Program will be reciprocated for BSSSC students.</p> <ul style="list-style-type: none"> • Brisbane Kokoda Challenge (18kms, 3 June 2023) - 21 teams registered (84 students & 21 staff)
<p>Motion</p>	<p>“That the Principal’s report be accepted as tabled” Moved Mrs K.F. Seconded V.M. Carried</p>
<p>8. General Business</p>	<p>Parents parking on yellow line in Maldon St at pick up time.</p> <ul style="list-style-type: none"> • Problematic for wheelchair access due to blockage of disabled parking bay. Could a sign be erected? • BSSSC have referred the issue to Police and Council for attention. Council have been in attendance and have issued warnings and fines. Staff who are there after school hours do ask people who are double-parked to move on – this is not a required service from the school (KF / TS) • Suggestion that continued reporting will assist in gaining priority Council attention (TS). • ACTION: P&C to communicate to parent networks to raise awareness of problem. • ACTION: P&C to request sign via Council <p>What crowd management strategies are planned as BSSSC student population grows?</p> <ul style="list-style-type: none"> • Processes are in place for effective transitioning through campus - capacity currently designed for approx. 900 students. This will expand as the school population grows and spaces open up (KF). • Sports fields (Rocklea) will come online 2024 (Stage 1)– train and bus travel will be explored (KF). • Increased student movement to UQ (KF).



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	<ul style="list-style-type: none">• Senior student learning via hybrid model may look different and help to manage student capacity on campus (KF). <p>Daymap archiving issue raised due to information disappearing:</p> <ul style="list-style-type: none">• Expiry date on emails is the likely issue with emails moving to the archived section.• Email IT Services for assistance: it@brisbanesouthssc.eq.edu.au
10. Applications for membership and recording of new members	<p>Link for the application for 2023 is on the P&C web site. Please email all requests to the following email address for an offline form info@brisbanesouthsscpandc.org.au.</p> <p>74 applications received for last meeting, none received through for current meeting.</p>
Date of next meeting	Monday, 12 June 2023
Close	6:38pm
Confirmation of Minutes Chair Name: V.M. Signature:  Date: 10/5/2023 Principal's Name: K.F. Signature: 	

PROJECT PROPOSAL

Submit by the last Monday of the month to info@brisbanesouthsscpandc.org.au

Purpose

The Brisbane South State Secondary College Parents & Citizens Association (BSSSC P&C) provides funding to support the education and wellbeing of the children of our school, and promotes programs to create a connected and inclusive school community. BSSSC P&C members, subcommittees, school leadership team members, teachers and students seeking resource or financial support from the P&C for a project, program or event must complete and submit this form. The purpose of the form is to provide the information needed by P&C members to assess and vote on each proposal.

Proposals

The procedure for Project Proposals to the BSSSC P&C is as follows:

1. P&C members, subcommittees, school leadership team members, teachers and students wishing to request P&C resource or financial support must use this form.
2. To be tabled and considered by members at a P&C General meeting, the completed **Project Proposal** form – along with quotes if applicable – will be **submitted at least two weeks prior to the monthly P&C meeting, that is, by the last Monday of the month during school term, prior to the upcoming meeting.**
3. If approved by the Principal to be shared with P&C members, the Project Proposal will be circulated to P&C members with the agenda for the monthly P&C meeting at which the proposal will be discussed and voted (currently held on the second Monday of each month of each school term, at 5:30pm at the Resource and Innovation Centre on Level 3).
4. Ideally, the person submitting the Project Proposal should attend the monthly P&C meeting at which the proposal will be discussed and voted to answer questions from members prior to voting on the proposal.
5. The completed Project Proposal form must be addressed to “the President” via email to info@brisbanesouthsscpandc.org.au

Approvals

Project Approvals will be decided by P&C members at a P&C General monthly meeting.

- The Project Proposal applicant will be notified of members’ decision and, if approved, the amount of funding and/or level of assistance in writing via email.
- Funding will be provided in consultation with the person who submits the Project Proposal.

Project Proposal Application

PROJECT TITLE		Approved by BSSSC Principal for circulation to members?	Yes / No <ul style="list-style-type: none"> If yes, please provide evidence of approval, eg email, with this form If no, the P&C President will seek the Principal's approval on your behalf
SUBMITTED BY		PROJECT TYPE (Event, infrastructure, goods, service, or 'other')	
PROPOSER CONTACT DETAILS	Phone: Email:	TOTAL BUDGET	\$
		AMOUNT REQUESTED FROM P&C	\$
DATE OF PROPOSAL		QUOTES ATTACHED WITH PROPOSAL (Yes/No)?	
PROJECTED START DATE		PROJECTED COMPLETION DATE	

Funding Criteria

PROJECT OVERVIEW
SUMMARY – Please provide an explanation of the Project
PROJECT OBJECTIVES AND OUTCOMES – List up to 3 objectives/outcomes for this Project
BENEFICIARIES – Explain the BSSSC students and/or community members this Project will support – How many? Which grades? How will they benefit?



MEASURES OF SUCCESS TO BE USED/REPORTED

--

FUNDING SOURCES/PARTNERS

Have any other contributing funding source/project partners been considered or investigated?

--

PROJECT RISKS AND MITIGATION – What risks may impact the successful completion of this project, and how will you mitigate these?

--

PROJECT MANAGEMENT

Who is responsible for managing this project and ensuring successful delivery?

--

List other stakeholders needed to ensure successful delivery, and their role/s

--

PROJECT MILESTONE	DEADLINE	PERSON RESPONSIBLE



Guidelines

1. Funding requests are open to BSSSC P&C members, subcommittees, school leadership team members, teachers and students.
2. Applications for funding can be made each month at the P&C General Meeting using this form.
3. To be considered at a P&C General Monthly meeting, applications must be made in writing via this form, addressed to the P&C President and emailed to info@brisbanesouthsscpandc.org.au by the last Monday of the month during school terms.
4. The school Principal must endorse the Project Proposal being forwarded to members prior to it being circulated.
5. When approved by the Principal for circulation, the completed Project Proposal form will be sent to P&C members with the agenda for the P&C General Meeting at which the Project will be tabled, discussed and voted on by members.
6. If the funding request is more than \$2,500 the person proposing the expenditure, or a delegate/representative, should attend the P&C General meeting at which the proposal will be discussed and voted. This will enable members to ask questions and seek further information prior to voting on the proposal.
7. Should the P&C Executive team decide more information or wider consultation is needed before a proposal is tabled at a P&C meeting for discussion and vote, a P&C Executive team member or representative will contact the Project Proposer with this advice. The P&C Executive team may decide to postpone the tabling of a proposal to a later meeting should it be deemed more information is needed for members to make an informed decision.
8. If the Project Proposal is approved by members, the allocated funds must be used and applied solely for the purpose of the Proposed Project. All invoices must be submitted to the P&C via email – info@brisbanesouthsscpandc.org.au - for payment by the P&C Treasurer.
9. The Project should be completed within one year of being approved for funding by P&C members. If this is not possible discretion may be given but the Project Proposer must inform the P&C Executive committee of the reasons.
10. The P&C requests that P&C funding assistance be acknowledged by the Project Proposer/s in the school newsletter or other communication.
11. Upon the P&C's request, project proposers will be asked to supply to the P&C photos, quotes and materials which may be used to promote the Project to the wider school community.
12. The Funding Criteria and Guidelines may be amended at any time at the discretion of the BSSSC P&C Association provided they remain within the guidelines of P&C's Queensland.
13. Should P&C members vote against approving a Project Proposal, a P&C Executive team member will provide members' feedback to the Project Proposer along with recommended modifications and/or follow up actions, and the Project Proposer may wish to resubmit their proposal at a later date.