



## P&C General Meeting Minutes

**Date:** 13 October 2025

**Time:** 5:30pm

**Location:** Resource and Innovation Centre

### AGENDA ITEM

1. Opening, welcome and apologies

Acknowledgment to Country was read by V.M..

Welcome extended to all attendees, including online participants.

Apologies:

- J.B.

Attendance : V.M. K.F. S.S., D.L., J.L., SP, KH, RC, SB, CM, AM, NK, KT

Special Guest : C.G. (OPSM)

2. Confirmation of the minutes of the previous general meeting

Amendments:

Nil

Motion

“That the minutes from previous meeting to be accepted in next meeting”

Moved: S.S.

Seconded: D.L.

Carried

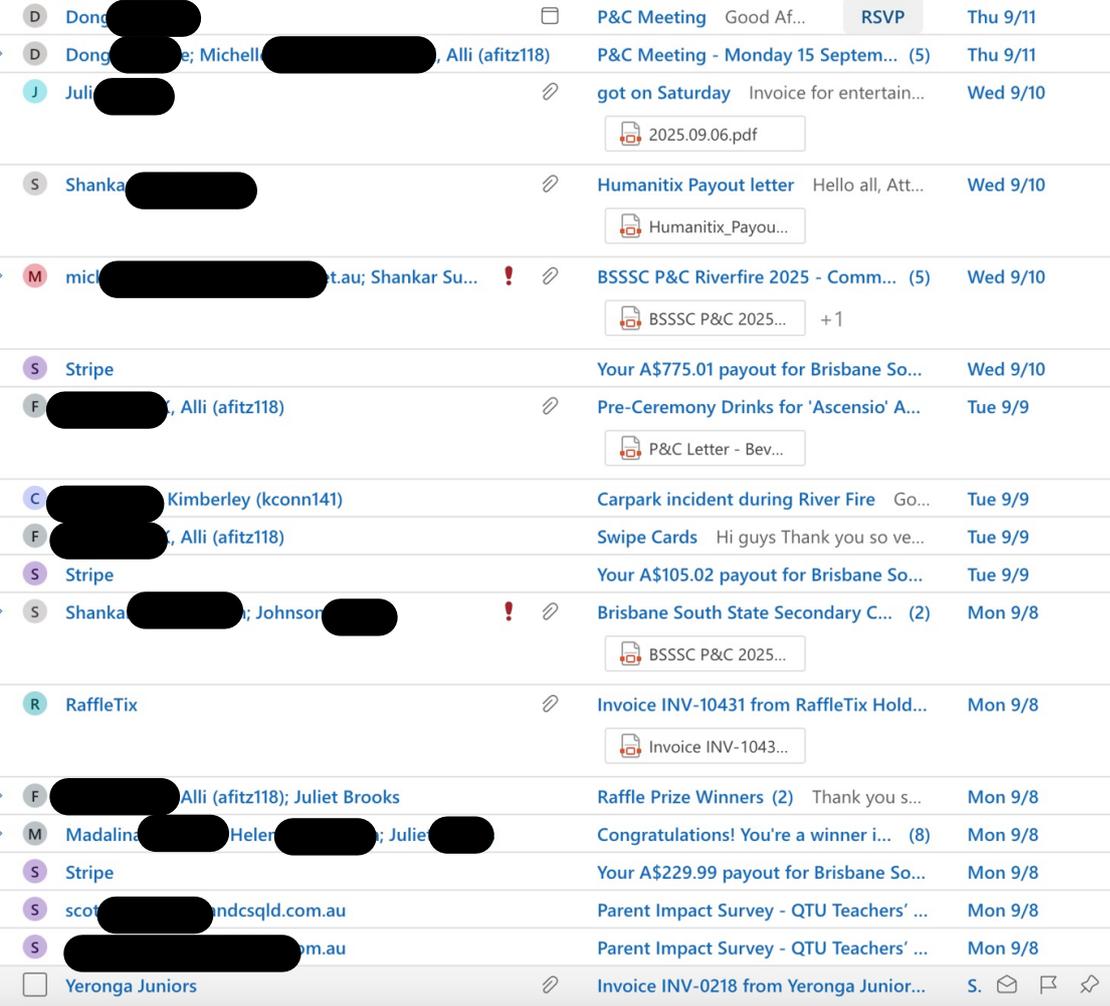
3. Correspondence since the previous meeting:

Inward:

- Administrative emails regarding new committee onboarding
- Vendor offers for school events
- Financial statements of P&C accounts

Outward:

- Communications regarding committee onboarding and planning
- Ongoing sponsor outreach

	
<p><b>Motion</b></p>	<p>“That the inwards correspondence be received and outwards be endorsed.”  Moved: SS  Seconded: JL  Carried</p>
<p>4. President’s Update</p>	<ul style="list-style-type: none"> <li>• Thanked S and the team for running the last meeting.</li> <li>• Expressed gratitude to all volunteers for their efforts in making the Riverfire event successful.</li> <li>• Discussed ideas for increasing parent engagement, such as hosting P&amp;C meetings in a different style (afternoon tea, combining with school events, morning coffee, afternoon at a club).</li> <li>• Fundraising continues through "Containers for Change."</li> </ul>
<p><b>Motion</b></p>	<p>“That the President’s report be accepted as tabled.”  Moved: SS  Seconded: JL  Carried</p>

5. Treasurer's  
report and  
financial  
statement and  
any business  
arising from  
these

Summary - Financial Report - September 2025

Sep-25

Month of September 2025 Profit / - loss	\$14,627.26
Profit year/ - loss to 30 September 2025	\$(23,754.52)
Cash included credit stock balance 30 September 2025	\$32,595.19

Note:1

Fundraising events - result summary

Sausage Sizzle - Parents Meet and Greet 10 Feb 25 Final	904.26
Container Refund Scheme	136.55
Brisbane Riverfire - interim	16,085.35
Sausage Sizzle - Open Day!! May 25 - Final	1,265.54
Sausage Sizzle - Bunnings TBA	
Grant - Barbara O'shea MP SB Office	1,000.00
Donations - BSSSC Gym fitout	
	<u>19,391.70</u>

Major expenses YTD

P & C Qld - Insurance 24/25 year - March 25	2,650.83
Audit fee - 2024 - March 25	400.00
.AU (ORG.AU) Domain 25 renewal	21.77
Chaplaincy program	
BSSSC Student Sports Initiative	
BSSSC Student Academic Supports	
BSSSC Award Night - sponsorship	
BSSSC Award Night - drinks and prize	
World Teachers Day	
Annual Sponsorship to BSSSC - Gym - interim	40,000.00
Cybersecurity presentations net expenses	
	<u>43,072.60</u>

Brisbane South State Secondary College P&C Association  
Statement of Comprehensive Income  
For Period Ended 30 September 25

	September	Prior to Sept 25	YTD Sept 25	YTD Dec 24
	\$	\$	\$	\$
<b>Income</b>				
<b>Fundraising</b>				
Container Refund Scheme		136.55	136.55	326.17
Social				273.45
Sausage Sizzle - Meet & Greet etc		1,057.43	1,057.43	762.53
Sausage Sizzle - Open day		1,858.53	1,858.53	1,339.40
Sausage Sizzle - Bunnings		-	-	4,124.76
Riverfire	19,856.62	1,486.37	21,342.99	39,209.15
Donation				
Other income - Cybersecurity presentation				
Grant		1,000.00	1,000.00	
	<u>19,856.62</u>	<u>5,538.88</u>	<u>25,395.50</u>	<u>46,035.46</u>
<b>Expenses</b>				
Audit fees		400.00	400.00	400.00
Bank charges		1.80	1.80	13.00
Donation - BSSSC		40,000.00	40,000.00	2,969.00
Equipment / tools	71.82		71.82	
<b>Fundraising</b>				
Social				
Sausage Sizzle - Meet & Greet etc		153.17	153.17	478.71
Sausage Sizzle - Open day		592.99	592.99	284.51
Sausage Sizzle - Bunnings				1,113.92
Riverfire	5,157.54	100.10	5,257.64	6,538.96
Insurance		2,650.83	2,650.83	2,405.74
Subscription		21.77	21.77	21.77
Other expenses - Cybersecurity presentation				
	<u>5,229.36</u>	<u>43,920.66</u>	<u>49,150.02</u>	<u>14,225.61</u>
<b>Net Profit/ - Loss</b>	<u>14,627.26</u>	<u>(38,381.78)</u>	<u>(23,754.52)</u>	<u>31,809.85</u>

Brisbane South State Secondary College P&C Association  
Statement of Financial Position  
As at 30 September 2025

	2024	Opening Balance 1-Sep-25	Ending Balance 30-Sep-25
	\$	\$	\$
<b>Current Assets</b>			
Cash at bank - Society a/c	55,068.76	53,390.67	29,958.41
Cash at bank - Debit card a/c	1,292.15	2,050.21	2,436.20
GST control	(11.20)	280.80	200.58
Cash Float	-	-	-
Stock on hand - general	-	-	-
<b>Total Current Assets</b>	<u>56,349.71</u>	<u>55,721.68</u>	<u>32,595.19</u>
<b>Non-Current Assets</b>			
Plant and equipment (refer to asset schedule)	-	-	-
<b>Total Non-Current Assets</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Assets</b>	<u>56,349.71</u>	<u>55,721.68</u>	<u>32,595.19</u>
<b>Accumulated Surplus</b>			
Opening balance	24,539.86	56,349.71	56,349.71
Profit/ (loss) for the year	31,809.85	(38,381.78)	(23,754.52)
<b>Accumulated Surplus at end of year/period</b>	<u>56,349.71</u>	<u>17,967.93</u>	<u>32,595.19</u>



	<ul style="list-style-type: none"><li>• September saw the most significant profit of the year due to the Riverfire event, with \$14,627 in cash profit.</li><li>• Year-to-date profit is \$32,595.</li><li>• A substantial contribution of \$40,000 to the school gym resulted in a year-to-date profit/loss of -\$23,754.</li><li>• Summary of major fundraising events:</li><li>• Earlier in the year: sources ceil meet and greet, open day (\$1,265).</li><li>• Grant from the brother of sea office: \$1,000.</li><li>• Additional \$500 contribution for Riverfire.</li><li>• Riverfire cleared just over \$16,000, with a potential adjustment for leftover stock.</li><li>• Compared to last year's profit of \$32,000, this year's profit is half (\$16,000), attributed to a lack of soft sponsors.</li><li>• Ticket sales: 140 more tickets sold this year than last year (nearly 1,200 total), but less profit from raffle sales.</li><li>• This year, money was collected from stalls, which was not done last year.</li><li>• Sponsorship was close to \$3,000 this year, compared to \$13,000-\$14,000 last year (due to Kylie's contributions).</li><li>• Some budgeted items have not yet been paid.</li></ul>
Motion	"That the Treasurer's report be accepted" Moved: JL Seconded: SS Carried
6. Vice President's Update	<ul style="list-style-type: none"><li>• Next big event: Bunnings barbecue on November 8th (Saturday) at Oxley Bunnings.<ul style="list-style-type: none"><li>○ Setup starts at 7 a.m., with the stall running from 7:30/8 a.m.</li><li>○ Oxley Bunnings is a new and popular location.</li><li>○ Last year, the Bunnings barbecue raised nearly \$4,000.</li><li>○ Prices are fixed by Bunnings.</li><li>○ A new volunteer form has been created and will be sent out. At least 10 volunteers are needed, including students (not for cooking/handling food).</li></ul></li><li>• Discussion about sending more frequent and targeted reminders for volunteers.</li><li>• This is the last major fundraising event for the year.</li><li>• Consideration of one more event before the end of the year, possibly a P&amp;C meeting with a beer and wine auction, or a bar at the Awards Night (donating beer/wine).</li><li>• <b>Riverfire 2025</b></li><li>• A proper review meeting for the P&amp;C executive is suggested.</li><li>• Feedback can be sent via email or message to the executive team.</li></ul>

	<ul style="list-style-type: none"> <li>• Learning: Start fundraising efforts earlier (by May) and aim to lock in commitments before June 30th (financial year end).</li> <li>• Goal for next year: \$5,000 in fundraising.</li> </ul>
Motion	<p>“That the Vice President’s report be accepted”  Moved: SS  Seconded: KT    Carried</p>
7. Principal’s Update	<ul style="list-style-type: none"> <li>• Acknowledged new faces at the meeting.</li> <li>• Emphasized the college's vision of "the new standard" as educators and leaders, challenging conventions and collaborating with the best (e.g., OPSM).</li> <li>• Welcomed a study tour from Japan, including their town's mayor, highlighting global partnerships.</li> <li>• Current enrollments were noted.</li> <li>• September/October highlights: <ul style="list-style-type: none"> <li>○ Book Week celebration, with students showing a love for books.</li> <li>○ Moshi Town High School Japanese study tour.</li> <li>○ Student-led conferences kicking off this week (Year 8s on Wednesday, Year 7s and 11s next week, Year 9s in coming weeks).</li> <li>○ AFL finals this weekend.</li> <li>○ World Teachers Day on Friday, October 31st. The P&amp;C exec will help cook a barbecue for staff that morning.</li> </ul> </li> <li>• Accentencia awards evening on November 11th, with invitations for parents to celebrate.</li> <li>• Encouraged following Facebook for weekly highlights.</li> <li>• School Financial Snapshot (Sanja): <ul style="list-style-type: none"> <li>○ Bank account balance: \$1,958,675.</li> <li>○ Parents owe: \$99,750.</li> <li>○ Others owe (including GST, excursions, camps deposits): \$22,819.</li> <li>○ Total owned: \$2,081,210.</li> <li>○ Owed to others (payables, security deposit): \$16,921.</li> <li>○ Net ownership: \$2,064,288.</li> <li>○ Committed to spend (open purchase orders): \$327,669.</li> <li>○ Funds held for others (excursions, sports, homestay): \$160,047.</li> <li>○ Amounts held for future projects (plant and equipment, staffing, senior pathway equity programs): \$466,045.</li> <li>○ Actual financial position (available funds): \$1,110,166.</li> <li>○ Net assets/liabilities (per balance sheet): \$2,121,503.</li> <li>○ The executive meeting decided to finish spending by October 31st for reconciliation. Faculty HODs still have significant spending to do.</li> </ul> </li> </ul>

	<p><b>Timetable changes from 2026</b></p> <ul style="list-style-type: none"> <li>• <b>Wednesday Schedule Changes</b> <ul style="list-style-type: none"> <li>○ <b>Sport:</b> Junior and senior sport will both be scheduled on <b>Wednesday</b>. There may be a rotation or "flipflop" between junior and senior sport from one week to the next.</li> <li>○ <b>Early Dismissal:</b> All students, including those in Year 7, will <b>leave at 1:20 PM on a Wednesday</b>.</li> <li>○ This model is working very successfully in other schools where it has been adopted.</li> <li>○ The implementation will involve communication with families regarding what this schedule looks like, and engagement with the local environment.</li> </ul> </li> <li>• <b>Enrichment Periods</b> <ul style="list-style-type: none"> <li>○ The proposed timetable includes designated slots for <b>enrichment</b>.</li> <li>○ These periods are designed to accommodate the school's many co-curricular activities.</li> <li>○ Specific activities, such as additional requirements for <b>IB students</b>, would be timetabled into these enrichment slots.</li> <li>○ Teams practicing or training for specific carnivals would also utilize these enrichment times.</li> <li>○ There is also an opportunity for the school to start earlier on certain days for some enrichment activities, similar to the current scheduling for instrumental music, although this feature is not currently displayed on the proposed timetable.</li> </ul> </li> </ul>
Motion	<p>Motion: "That the Principal's report be accepted as tabled."          Moved: KF          Seconded:SS          Carried</p>
8. General Business	<p><b>External Speaker - Cheryn Goh (OPSM)</b></p> <ul style="list-style-type: none"> <li>• <b>Importance of Vision:</b> Vision accounts for 80% of learning and is vital for physical, social development, as well as confidence and self-esteem.</li> <li>• <b>Concerns with Screen Time:</b> Teenagers spend approximately 7 to 10 hours on screens. Extended screen use can lead to digital eye strain, including blurred vision, headaches, fatigue, and an increased risk of myopia (short-sightedness). Blue light from devices can also affect mood and sleeping patterns.</li> <li>• <b>Tips for Protecting Young Eyes (Visual Hygiene):</b> <ul style="list-style-type: none"> <li>○ <b>The 20-20-20 Rule:</b> Every 20 minutes, take a 20-second break to look 20 feet (6 meters) away.</li> <li>○ <b>Proper Setup:</b> Ensure good room illumination and posture, with the screen kept at least an arm's length away.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ <b>Outdoor Activity:</b> Two hours of outdoor activity daily is encouraged to help prevent myopia, as sunlight has been shown to reduce its incidence. The use of sunglasses is also important.</li> <li>● <b>World Teachers Day Support:</b> <ul style="list-style-type: none"> <li>○ P&amp;C proudly contributes to this event.</li> <li>○ Proposed investment of \$450-\$500 for coffee for teachers.</li> <li>○ P&amp;C exec team volunteered to cook sausages.</li> <li>○ Discussion about potentially spending more, with a suggestion for pre-packaged catering boxes (sweet and savory) from local supermarkets (e.g., Coles).</li> <li>○ A volunteer offered to get price lists and coordinate the purchase of dessert boxes.</li> <li>○ Possibility of a 50% discount or \$50 voucher from supermarkets if it's for the P&amp;C.</li> </ul> </li> <li>● <b>Awards Night Support:</b> <ul style="list-style-type: none"> <li>○ P&amp;C supports the awards night through donations (usually from Riverfire funds).</li> <li>○ Request for trophy and prize sponsorship (around \$190 total: \$70 for trophy engraving, \$120 for prize/voucher).</li> </ul> </li> <li>● <b>Next P&amp;C Meeting and Awards Night:</b> <ul style="list-style-type: none"> <li>○ Next meeting on November 10th, Awards Night on November 11th.</li> <li>○ Proposal to move the P&amp;C meeting earlier on November 11th (e.g., 3:45 p.m. to 4:45 p.m.) to coincide with the Awards Night, as parents will already be at the school.</li> <li>○ Discussion about the challenges of an earlier start due to parents finishing work.</li> <li>○ The last meeting of the year is on December 8th, which might be too late.</li> </ul> </li> <li>● <b>GP in Schools Update (Sophie):</b> <ul style="list-style-type: none"> <li>○ Dr. D has finished, and the school is recruiting for a new GP.</li> <li>○ Referrals and registration forms are still being taken, and a list of students wanting to see the GP is being maintained.</li> </ul> </li> <li>● <b>Full Service Community School Programs:</b> <ul style="list-style-type: none"> <li>○ Programs are selected based on a forum held with parents, community, and students to determine interest areas.</li> <li>○ Concerns were raised about the vetting process for presenters, specifically regarding a previous presenter who was invited back despite feedback about a lack of information on their qualifications.</li> <li>○ Sophie was asked to follow up on this feedback.</li> </ul> </li> </ul>
Applications for membership and recording of new members	No new membership applications received this month.



Motion	"That applications for membership received be accepted" Moved :N/A Seconded: N/A
Date of next meeting	Monday, 17 Nov 2025
Close	6:30pm
Confirmation of Minutes	Chair Name: VM Signature:  Date: 18/11/2025  Principal's Name: KF Signature:  Date: 18/11/2025