



P&C General Meeting Minutes

Date: 15 September 2025

Time: 5:30pm

Location: Resource and Innovation
Centre

AGENDA ITEM

1. Opening,
welcome and
apologies

Acknowledgment to Country was read by S. S.
Welcome extended to all attendees, including online participants.
Apologies:

- J.B., V.M., S.P.

Attendance : C.M., K.T., S.S., D.L., J.L., M.E., A.F.

2. Confirmation
of the minutes
of the previous
general meeting

Amendments:
To add K.T. to attendance list on previous meeting minutes.

Motion

“That the minutes from previous meeting to be amended and 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

	<table border="1"> <tr> <td>D</td> <td>Dong Yeon Lee</td> <td></td> <td>P&C Meeting Good Af...</td> <td>RSVP</td> <td>Thu 9/11</td> </tr> <tr> <td>D</td> <td>Dong Yeon Lee; Michelle Brady; FITZPATRICK, Alli (afitz118)</td> <td></td> <td>P&C Meeting - Monday 15 Septem... (5)</td> <td></td> <td>Thu 9/11</td> </tr> <tr> <td>J</td> <td>Juliet Brooks</td> <td></td> <td>got on Saturday Invoice for entertain...</td> <td></td> <td>Wed 9/10</td> </tr> <tr> <td></td> <td></td> <td></td> <td> 2025.09.06.pdf</td> <td></td> <td></td> </tr> <tr> <td>S</td> <td>Shankar Subramanian</td> <td></td> <td>Humanitix Payout letter Hello all, Att...</td> <td></td> <td>Wed 9/10</td> </tr> <tr> <td></td> <td></td> <td></td> <td> Humanitix_Payou...</td> <td></td> <td></td> </tr> <tr> <td>M</td> <td>mick.schmidt@wurst-meister.net.au; Shankar Su...</td> <td> </td> <td>BSSSC P&C Riverfire 2025 - Comm... (5)</td> <td></td> <td>Wed 9/10</td> </tr> <tr> <td></td> <td></td> <td></td> <td> BSSSC P&C 2025... + 1</td> <td></td> <td></td> </tr> <tr> <td>S</td> <td>Stripe</td> <td></td> <td>Your A\$775.01 payout for Brisbane So...</td> <td></td> <td>Wed 9/10</td> </tr> <tr> <td>F</td> <td>FITZPATRICK, Alli (afitz118)</td> <td></td> <td>Pre-Ceremony Drinks for 'Ascensio' A...</td> <td></td> <td>Tue 9/9</td> </tr> <tr> <td></td> <td></td> <td></td> <td> P&C Letter - Bev...</td> <td></td> <td></td> </tr> <tr> <td>C</td> <td>CONNOLLY, Kimberley (kconn141)</td> <td></td> <td>Carpark incident during River Fire Go...</td> <td></td> <td>Tue 9/9</td> </tr> <tr> <td>F</td> <td>FITZPATRICK, Alli (afitz118)</td> <td></td> <td>Swipe Cards Hi guys Thank you so ve...</td> <td></td> <td>Tue 9/9</td> </tr> <tr> <td>S</td> <td>Stripe</td> <td></td> <td>Your A\$105.02 payout for Brisbane So...</td> <td></td> <td>Tue 9/9</td> </tr> <tr> <td>S</td> <td>Shankar Subramanian; Johnson Leung</td> <td> </td> <td>Brisbane South State Secondary C... (2)</td> <td></td> <td>Mon 9/8</td> </tr> <tr> <td></td> <td></td> <td></td> <td> BSSSC P&C 2025...</td> <td></td> <td></td> </tr> <tr> <td>R</td> <td>RaffleTix</td> <td></td> <td>Invoice INV-10431 from RaffleTix Hold...</td> <td></td> <td>Mon 9/8</td> </tr> <tr> <td></td> <td></td> <td></td> <td> Invoice INV-1043...</td> <td></td> <td></td> </tr> <tr> <td>F</td> <td>FITZPATRICK, Alli (afitz118); Juliet Brooks</td> <td></td> <td>Raffle Prize Winners (2) Thank you s...</td> <td></td> <td>Mon 9/8</td> </tr> <tr> <td>M</td> <td>Madalina Eisenstat; Helen Christensen; Juliet Brooks</td> <td></td> <td>Congratulations! You're a winner i... (8)</td> <td></td> <td>Mon 9/8</td> </tr> <tr> <td>S</td> <td>Stripe</td> <td></td> <td>Your A\$229.99 payout for Brisbane So...</td> <td></td> <td>Mon 9/8</td> </tr> <tr> <td>S</td> <td>scottwiseman@pandcsqld.com.au</td> <td></td> <td>Parent Impact Survey - QTU Teachers' ...</td> <td></td> <td>Mon 9/8</td> </tr> <tr> <td>S</td> <td>scottwiseman@pandcsqld.com.au</td> <td></td> <td>Parent Impact Survey - QTU Teachers' ...</td> <td></td> <td>Mon 9/8</td> </tr> <tr> <td></td> <td> Yeronga Juniors</td> <td></td> <td>Invoice INV-0218 from Yeronga Junior...</td> <td>S. </td> <td></td> </tr> </table>	D	Dong Yeon Lee		P&C Meeting Good Af...	RSVP	Thu 9/11	D	Dong Yeon Lee; Michelle Brady; FITZPATRICK, Alli (afitz118)		P&C Meeting - Monday 15 Septem... (5)		Thu 9/11	J	Juliet Brooks		got on Saturday Invoice for entertain...		Wed 9/10				2025.09.06.pdf			S	Shankar Subramanian		Humanitix Payout letter Hello all, Att...		Wed 9/10				Humanitix_Payou...			M	mick.schmidt@wurst-meister.net.au; Shankar Su...		BSSSC P&C Riverfire 2025 - Comm... (5)		Wed 9/10				BSSSC P&C 2025... + 1			S	Stripe		Your A\$775.01 payout for Brisbane So...		Wed 9/10	F	FITZPATRICK, Alli (afitz118)		Pre-Ceremony Drinks for 'Ascensio' A...		Tue 9/9				P&C Letter - Bev...			C	CONNOLLY, Kimberley (kconn141)		Carpark incident during River Fire Go...		Tue 9/9	F	FITZPATRICK, Alli (afitz118)		Swipe Cards Hi guys Thank you so ve...		Tue 9/9	S	Stripe		Your A\$105.02 payout for Brisbane So...		Tue 9/9	S	Shankar Subramanian; Johnson Leung		Brisbane South State Secondary C... (2)		Mon 9/8				BSSSC P&C 2025...			R	RaffleTix		Invoice INV-10431 from RaffleTix Hold...		Mon 9/8				Invoice INV-1043...			F	FITZPATRICK, Alli (afitz118); Juliet Brooks		Raffle Prize Winners (2) Thank you s...		Mon 9/8	M	Madalina Eisenstat; Helen Christensen; Juliet Brooks		Congratulations! You're a winner i... (8)		Mon 9/8	S	Stripe		Your A\$229.99 payout for Brisbane So...		Mon 9/8	S	scottwiseman@pandcsqld.com.au		Parent Impact Survey - QTU Teachers' ...		Mon 9/8	S	scottwiseman@pandcsqld.com.au		Parent Impact Survey - QTU Teachers' ...		Mon 9/8		Yeronga Juniors		Invoice INV-0218 from Yeronga Junior...	S.	
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Motion	<p>“That the inwards correspondence be received and outwards be endorsed.”</p> <p>Moved: S.S. Seconded: J.L. Carried</p>
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4. President & Vice President's Update	<ul style="list-style-type: none"> • August and early September focused on planning and executing the Riverfire 2025 event. • Riverfire 2025 Results: <ul style="list-style-type: none"> ○ Ticket sales ≈ \$10,779 (812 guests checked in, +120 vs 2024) ○ Raffle tickets ≈ \$1,640 ○ Sponsorship ≈ \$2,775 ○ Total income ≈ \$11 – 12 K (net) before final reconciliation • Positive feedback from external vendors (all profitable except German Sausage stall).
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	<ul style="list-style-type: none"> • Appreciation to Juliet and family, Year 11 student volunteers for promotion and operations. • Identified logistical issues (premises access, near-miss incidents requiring future review). • Planning a Riverfire 2025 debrief session next term to capture learnings and optimize 2026. • Announced next fundraiser: Bunnings Oxley BBQ — 8 November 2025, 7 AM – 4 PM (orientation completed; seeking parent & student volunteers).
Motion	<p>“That the Vice President’s report be accepted as tabled.” Moved: S.S. Seconded: J.L. Carried</p>
5. Guest Presentation - Active Travel Annerley	<p>Presenter: M.B. (Parent and Active Travel Annerley representative)</p> <p>Summary:</p> <ul style="list-style-type: none"> • Group advocating since 2022 for protected bike/scooter lanes, slower traffic and safer crossings on Annerley Rd. • 2022 petition received 1,109 signatures; TMR & Brisbane City Council now running a 50:50 Active Travel planning study. • Request 1: P&C to reaffirm support via a letter on official letterhead to BCC City Projects Unit. • Request 2: Include survey link and short blurb in school newsletter / DayMap portal before 28 Sept deadline. • Outcome / Actions: <ul style="list-style-type: none"> ○ S. to liaise with V. to send formal support email (PDF letterhead style). ○ Ali to post survey link on DayMap and P&C email network. ○ M. to provide copy of 2022 letter and current submission details.

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

Summary - Financial Report - August 2025	
Aug-25	
Month of August 2025 Profit/loss	\$ 1,335.91
Profit year/loss to 31 August 2025	\$ (38,381.78)
Cash included credit stock balance 31 August 2025	\$ 17,967.93
Note:1	
Fundraising events - result summary	
Sausage Sizzle - Parents Meet and Greet 10 Final	904.26
Container Refund Scheme	81.91
Brisbane Riverfire - Raffles sales net expenses interim	1,386.27
Sausage Sizzle - Open Day!! May 25 Final	1,265.54
Sausage Sizzle - Bunnings SA	
Grant - Barbara O'shea MP SB Office	1,000.00
Donations - BSSSC Gym fitout	
	4,637.98
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	-
	43,072.60

Brisbane South State Secondary College P&C Association
Statement of Comprehensive Income
For Period Ended 31 August 2025

	August	Prior to August 25	YTD August 25	YTD Dec 24
	\$	\$	\$	\$
Income				
Fundraising				
Container Refund Scheme	54.64	81.91	136.55	326.17
Social	-	-	-	273.45
Sausage Sizzle - Meet & Greet etc	-	1,057.43	1,057.43	762.53
Sausage Sizzle - Open day	25.00	1,833.53	1,858.53	1,339.40
Sausage Sizzle - Bunnings	-	-	-	4,124.76
Riverfire	1,356.37	130.00	1,486.37	39,209.15
Donation	-	-	-	-
Other income - Cybersecurity presentation	-	-	-	-
Grant	-	1,000.00	1,000.00	-
	1,436.01	4,102.87	5,538.88	46,035.46
Expenses				
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	-	-	-	-
Fundraising				
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	100.10	-	100.10	6,538.96
Insurance	-	2,650.83	2,650.83	2,405.74
Subscription	-	21.77	21.77	21.77
Other expenses - Cybersecurity presentation	-	-	-	-
	100.10	43,820.56	43,920.66	14,225.61
Net Profit/ - Loss	1,335.91	(39,717.69)	(38,381.78)	31,809.85



Brisbane South State Secondary College P&C Association
Statement of Financial Position
As at 31 August 2025

	2024	Opening Balance 1-Aug-25	Ending Balance 31-Aug-25
	\$	\$	\$
Current Assets			
Cash at bank - Society a/c	55,068.76	53,390.67	15,761.47
Cash at bank - Debit card a/c	1,292.15	2,050.21	1,948.06
GST control	(11.20)	280.80	258.40
Cash Float	-	-	-
Stock on hand - general	-	-	-
Total Current Assets	56,349.71	55,721.68	17,967.93
Non-Current Assets			
Plant and equipment (refer to asset schedule)	-	-	-
Total Non-Current Assets	-	-	-
Net Assets	56,349.71	55,721.68	17,967.93
Accumulated Surplus			
Opening balance	24,539.86	56,349.71	56,349.71
Profit/ (loss) for the year	31,809.85	(39,717.69)	(38,381.78)
Accumulated Surplus at end of year/period	56,349.71	16,632.02	17,967.93

Financial Position (End August 2025):

- **Total cash:** \$17,700 approx. (Society A/C \$15,761 + Debit A/C \$1,948 + GST credit due)
- **August Net Profit:** \$1,300 (interim figure)
- **Year-to-date Net Position:** +\$38,381
- Major expenses to date include \$40,000 gym contribution to school.

Riverfire 2025 Provisional Summary:

- Ticket Sales \$10,779 | Raffle \$1,640 | Sponsorship \$2,775 | Games \$611 | Bar Sales \$4,500 | Stock on hand ≈ \$600 – 700
- Estimated profit ≈ \$12 – 14 K (subject to final payments and reconciliation).
- Compared to 2024 (≈ \$39 K income), this year was lower due to fewer large donations.

Motion

“That the Treasurer’s report be accepted”
Moved: J.L.
Seconded: S.S.
Carried

7. Principal’s
Update

Presented by M.E. (Deputy Principal)

- BSSSC ranked **#5 state secondary school in Queensland** and **#62 in Australia** (Australian Newspaper 2024 data).
- Current enrolments: 1,244 students; continuing Year 7 enrolments for 2026.
- Gratitude to P&C and volunteers for the successful Riverfire event – “every dollar counts in state education.”
- Recent events: Book Week, Science Week, Year 9 HPE Camp (Minjerribah), Year 11 Exam Block, AFL Academy success (two teams through to finals in

	<p>October).</p> <ul style="list-style-type: none"> • Launching a student-led Journalism Club (newspaper & podcast for 2026). • Staff meeting held on Strategic Plan 2026–2029 — extensive student and parent consultation. • Reviewing timetable structure and LP (Learning Program) periods for efficiency and well-being balance. • Parent feedback discussed on LP behaviour, student-led conference timing, and improving communication platforms (DayMap limitations identified; new system under evaluation).
Motion	<p>Motion: “That the Principal’s report be accepted as tabled.” Moved: M.E. Seconded: S.S. Carried</p>
8. General Business	<p>Garage Door Incident (Parent Vehicle Damage):</p> <ul style="list-style-type: none"> • A parent volunteer’s car was damaged by the entry garage door during Riverfire setup due to sensor malfunction. • Insurance claim lodged; executive committee proposed that P&C cover the \$700 excess as a goodwill gesture. • Conditions: Receipt and signed declaration from parent confirming no further claims. • Motion: “That the P&C pay the \$700 insurance excess as a goodwill gesture.” <p>Upcoming Events / Meetings:</p> <ul style="list-style-type: none"> • Bunnings Oxley BBQ – Saturday 8 November 2025 (7 AM – 4 PM). <ul style="list-style-type: none"> ○ Volunteers to be recruited via email and DayMap. ○ Student volunteers allowed to serve (14 + years) but not cook (18 + years requirement). • Riverfire Debrief Meeting – proposed early Term 4 at Junction Hotel (Informal discussion).
Applications for membership and recording of new members	<p>No new membership applications received this month.</p>
Motion	<p>“That applications for membership received be accepted” Moved :N/A Seconded: N/A</p>
Date of next meeting	<p>Monday, 13 October 2025</p>



Close	6:30pm
Actions from the meeting	<ol style="list-style-type: none">1. Draft and send P&C support letter to BCC for Active Travel Annerley2. Post survey link and blurb on DayMap and P&C email3. Add draft Riverfire income slide to Treasurer's report and finalise figures4. Obtain receipt and declaration for garage incident payment5. Send volunteer call-out for Bunnings BBQ
Confirmation of Minutes	<p>Chair Name: S.S. Signature: </p> <p>Date: 14/10/2025</p> <p>Deputy Principal's Name: M.E. Signature: </p> <p>Date: 14/10/2025</p>