



<b>P&amp;C General Meeting Minutes</b>	
<b>Date:</b> 09 Mar 2026 <b>Time:</b> 5:30pm <b>Location:</b> Resource and Innovation Centre	
<b>AGENDA ITEM</b>	
1. Opening, welcome and apologies	Acknowledgment to Country was read by Viraj Meena.  Welcome extended to all attendees, including online participants.  Apologies: Nil  Attendance : B.B., A.F., K.T., C.S., B.P., J.T., C.M., R.C., N.N., S.W., J.V., R.K., G.P., J.L., D.Y.L., S.S., V.M.
2. Confirmation of the minutes of the previous general meeting	Amendments:  A request was made to update the minutes to reflect online comments from the February meeting regarding the timetable discussion. It was requested that the minutes explicitly note that numerous parents expressed dissatisfaction with the lack of consultation regarding the timetable changes.
Motion	“That the minutes from previous meeting to be accepted in next meeting” Moved: V.M. Seconded: J.L. Carried
3. Correspondence since the previous meeting:	A request was received from senior IB staff seeking a letter of support from the P&C for their attendance at an overseas conference. This was purely a request for a letter, not financial support.  A \$1,000 grant opportunity was identified from a funding organization, with applications due in late March.  Uniform Polic Updates  1. Page 2, Heading: Blazer: Changed Friday assemblies to Assembly days  2. Page 2, Heading: Sport Uniforms: Changed Thursdays to Wednesdays (as sport is now on Wednesdays)

	
<p><b>Motion</b></p>	<p>“That the inwards correspondence be received and outwards be endorsed.”  Moved: V.M.  Seconded: S.S.  Carried</p>
<p><b>4. President’s Update</b></p>	<ul style="list-style-type: none"> <li>• <b>Membership:</b> The P&amp;C currently has 37 active members, with a strong focus on growing membership.</li> <li>• <b>Student Council:</b> The P&amp;C is highly encouraged by the Executive Principal's vision for the Student Council and will consult on the P&amp;C's involvement.</li> <li>• <b>Communication:</b> The committee is moving forward with establishing a WhatsApp group and identifying a community administrator to moderate it. A P&amp;C survey is also planned for the April/May period.</li> <li>• <b>Corporate Sponsorship:</b> A P&amp;C LinkedIn page is being created to increase visibility among the corporate and business community. The</li> </ul>

	school's promotional brochure will also be adapted for P&C sponsorship drives.
Motion	<p>"That the President's report be accepted as tabled."</p> <p>Moved: V.M Seconded: S.S. Carried</p>
5. Treasurer's report and financial statement and any business arising from these	The Treasurer noted that there were no financial transactions during the months of January and February. Therefore, no formal financial report was presented for this meeting.
Motion	<p>"That the Treasurer's report be accepted"</p> <p>Moved: J.L. Seconded: S.S. Carried</p>
6. Vice President's Update	<ul style="list-style-type: none"> <li>• <b>Social Events:</b> Proposed hosting a social afternoon/evening for parents on Friday, April 24th. Ideas included a trivia or bingo night (with the VP volunteering to be the bingo caller). Options for a parent movie night at Palace Cinemas are also being explored.</li> <li>• <b>Fundraising:</b> The P&amp;C will apply for its first Bunnings BBQ fundraising slot, aiming for June.</li> </ul>
Motion	<p>"That the Vice President's report be accepted as tabled."</p> <p>Moved: S.S. Seconded: J.L. Carried</p>
7. Guest Presentation	<p><b>Student Prefects (World's Greatest Shave)</b></p> <p><b>Presenters &amp; Purpose</b></p> <ul style="list-style-type: none"> <li>• Year 12 Coordinator Gabriella introduced the student prefects, with Eden speaking on behalf of the group to present "BSSSC's Greatest Shave".</li> <li>• The goal of the event is to connect the school, students, staff, and the wider community while instilling a legacy tradition.</li> <li>• It aligns with their theme of "thinking globally, acting locally" by addressing a global issue like cancer within their own school community.</li> </ul> <p><b>Event Timeline &amp; Key Dates</b></p>

- **Term 1 (Weeks 7–10):** The prefects are advertising at year-level assemblies and staff meetings. They are releasing Microsoft forms to gauge interest, with a strict deadline for students and teachers to register by Week 10.
- **Term 2 (Weeks 1–5):** Continued advertising across the school.
- **Main Event Date:** The main head-shaving event is scheduled for the school assembly on **Monday, 25th of May**.

#### **Planned Activities & Fundraising**

- **Assembly Head Shaving:** To incentivize fundraising and manage time, only the top student fundraisers (initially proposed as the Top 10) will have their heads shaved live during the 50-minute assembly.
- **Teacher Bounties:** Some teachers are setting "community bounties" to encourage donations. For example, Mr. Morris agreed to shave his head if the school community raises \$10,000.
- **Hairspraying & Free Dress:** For students who don't want to shave their heads, there will be stalls doing temporary hairspray coloring during the week. There will also be a free dress day where students are encouraged to wear the World's Greatest Shave colors: green, blue, and white.
- **Payment Collection:** Students participating in the shave will use their own individual Leukemia Foundation fundraising pages. For the hairspray and free dress donations, funds will be collected into a central school pot via the Qkr! app. The P&C suggested setting up a Qkr! payment desk outside the school gates in the morning to make it easier for students to donate as they arrive.

#### **Logistics, Safety, & P&C Support Requests**

- **Risk Assessment & Consent:** The prefects confirmed that a risk assessment has been completed and first aid will be available. Under-18 consent forms (co-branded with BSSSC) will be distributed to parents.
- **Call for Professional Hairdressers:** To prevent nicks and injuries, the school requires professional hairdressers or barbers to perform the shaving. The prefects asked the P&C community for volunteers, and a parent (S.K., a qualified hairdresser) was immediately suggested.
- **P&C Sausage Sizzle:** The prefects officially requested the P&C to run a breakfast sausage sizzle on the morning of the event. The proceeds could either be donated back to the charity or kept by the P&C Treasury.
- **Managing Commitments:** A P&C member raised a concern about students signing up for the "glory" of shaving their head without actually committing to the fundraising work. The prefects agreed, reiterating that this is exactly why the live assembly shaves will be

	<p>strictly reserved for those who raise the most money by a specific cutoff date.</p>
<p>8. Principal's Update</p>	<p><b>1. Reflections &amp; Responding to Parent Feedback</b></p> <ul style="list-style-type: none"> <li>• <b>School Opinion Survey:</b> B.B. acknowledged parents' feedback regarding poor scores in the school opinion survey (specifically around parents feeling their opinions aren't taken seriously and student safety).</li> <li>• <b>Communication:</b> In response to parents stating that emails to leadership often go unanswered, B.B. stressed the importance of improving communication. B.B. wants to ensure parents and carers feel "heard, valued, and supported," stating Brendan will integrate these targets into the school's annual improvement plans.</li> <li>• <b>High-Performance Culture &amp; Modelling:</b> Emphasized a commitment to a "High Performance Culture." Brendan explicitly stated being "all about modelling, not telling," and expects the leadership team to model expected behaviours of respect, integrity, and inclusion every day.</li> </ul> <p><b>2. Celebrating Success &amp; Community Connections</b></p> <ul style="list-style-type: none"> <li>• <b>"Rising Tide Lifts All Boats":</b> B.B. noted B.B.'s philosophy of telling positive stories to lift the community's confidence and encouraging teachers who are doing the right thing.</li> <li>• <b>Recent Highlights:</b> Mentioned several successful events, including: <ul style="list-style-type: none"> <li>○ An investiture for the Biomedical Science Academy, featuring a guest visit from UQ Professor M.T..</li> <li>○ A visit to the Boggo Road Innovation Junction (BRIJ) and networking with federal members.</li> <li>○ Hosting the Fuse Cup e-sports event for state and private schools.</li> <li>○ An International Women's Day event where female students served cake to the teachers, which generated a "really special feeling" at the college.</li> <li>○ Networking with principals from neighboring schools (Dutton Park, West End State School, and Brisbane State High) to collaborate on building the community.</li> </ul> </li> </ul> <p><b>3. UQ Sport Levy Decision</b></p> <ul style="list-style-type: none"> <li>• B.B. confirmed signing off on the school budget and, following strong parent feedback from the previous meeting, the UQ Sport Levy will <b>not</b> increase. It will remain capped at \$24.50, and the school will absorb the extra costs of the contract rather than passing them on to families.</li> </ul>

	<p><b>4. Timetable Industrial Issue (Compliance)</b></p> <ul style="list-style-type: none"> <li>• <b>The Issue:</b> B.B. explained that while the new timetable provides more face-to-face curriculum time and innovative programs (like morning sport and "Wellbeing Plus"), it is currently breaching the Queensland Teachers Union award.</li> <li>• <b>The Numbers:</b> Teachers are allowed a maximum of 1450 minutes of contact time per week, but the current timetable requires them to do 1500 minutes—putting the school 50 minutes over the legal limit.</li> <li>• <b>The Plan:</b> B.B. assured parents that no curriculum time will be cut and no students will be sent home early immediately. B.B. is lodging an application with the regional director for "permission to consult" with the school community to resolve the issue. B.B.'s goal is to find a solution and undergo a "respectful transition" by the start of Semester 2.</li> </ul> <p><b>5. Updated Code of Conduct</b></p> <ul style="list-style-type: none"> <li>• The school's Code of Conduct has been updated and will govern the next four years (though it will be reviewed annually).</li> <li>• The new version is more explicit, incorporating documents that were previously kept separate.</li> <li>• Changes include a clearer flow chart for dealing with behaviour, updated language, and specific additions addressing social media use and "student voice". The finalized document will be uploaded to the school's website.</li> </ul>
Motion	<p>Motion: "That the Principal's report be accepted as tabled."          Moved: B.B.          Seconded: S.S.n          Carried</p>
8. General Business	<p><b>1. Meeting Formats &amp; Online Access</b></p> <ul style="list-style-type: none"> <li>• A parent (K.) raised concerns about the potential removal of the online meeting option, noting that it creates barriers to entry for working parents who travel and cannot attend in person.</li> <li>• She suggested that if meetings must be in-person only, the P&amp;C should consider alternating the days of the week (e.g., Wednesdays or Thursdays) or the format (e.g., breakfast or pub meetings) instead of sticking strictly to Monday nights.</li> </ul>



- The P&C executives (Viraj and DY) clarified that they want to keep the online option, but have struggled with technical constraints, such as poor Wi-Fi/cellular reception in the meeting room and a lack of dedicated audio-visual equipment.
- The committee agreed to retain the current schedule (second Monday of the month) and continue offering a Teams/online link.
- As an action item, the executive committee will get quotes for purchasing proper equipment (like a dedicated microphone and camera) to improve the hybrid meeting experience.
- A suggestion to record the meetings for absent parents was declined due to privacy concerns regarding the names and sensitive topics discussed.


## **2. Publication of Minutes & Transparency**

- A parent noted that meeting minutes had not been updated on the school website since 2024, causing frustration over a lack of transparency.
- The executive team explained that the delay is largely administrative; before minutes can be posted publicly, all personal names must be manually redacted or changed to initials to protect privacy.
- It was confirmed that the backlog of minutes is actively being processed and uploaded, with all recent minutes expected to be live on the website by the following day.
- While the P&C is not constitutionally bound to publish the minutes on the public website (they could just distribute them to members upon request), the committee agreed that doing so is a vital investment in community transparency.

## **3. Year 12 "100 Days" Breakfast**

- Year 12 Coordinator G.P. proposed a new legacy event: a "100 Days" breakfast to mark 100 days until the Year 12 students' final day of school (which is November 20th).
- The proposed date for the breakfast is Tuesday, August 11th.
- The event would take place from roughly 7:30 AM to 8:30 AM (potentially extending to 9:20 AM) and is intended as a sit-down celebration for the cohort and staff to build camaraderie without disrupting core curriculum time.



	<ul style="list-style-type: none"><li>• The school is considering hosting it on the school terrace to save costs, though external venues and professional caterers are also being explored.</li><li>• G.P. explicitly requested P&amp;C financial support for the event. Initial external catering quotes came in at around \$8,000, but in-house catering or using UQ college caterers could reduce the cost to roughly \$10 per head (around \$3,000-\$4,000 total).</li><li>• The goal is to make the event fully funded by the P&amp;C/school so it remains equitable and accessible to all students, as they already face significant financial expectations for their upcoming formal.</li><li>• The P&amp;C reacted positively to the idea, suggesting the addition of a guest motivational speaker, and agreed to review finalized catering quotes at the next meeting to determine their level of sponsorship.</li></ul> <p><b>4. 2026 Meeting dates</b></p> <div style="border: 1px solid blue; padding: 5px;"><p>Meeting Dates for 2026 - 2027</p><ul style="list-style-type: none"><li>• 9 Mar 2026, Mon - P&amp;C and AGM</li><li>• 11 May 2026, Mon - P&amp;C general meeting</li><li>• 8 Jun 2026, Mon - P&amp;C General meeting</li><li>• 13 July 2026, Mon - P&amp;C General meeting (TBC)</li><li>• 10 Aug 2026, Mon - P&amp;C General Meeting</li><li>• 5 Sep 2026, Sat – RIVERFIRE Event</li><li>• 14 Sept 2026, Mon - P&amp;C General Meeting</li><li>• 12 Oct 2026, Mon - P&amp;C General Meeting</li><li>• 9 Nov 2026, Mon - P&amp;C General Meeting</li><li>• 8 Feb, 2027, Mon – P&amp;C General Meeting</li><li>• 8 Mar, 2027, Mon – 2027 AGM and P&amp;C General Meeting</li></ul></div>
Motion	“That applications for membership received be accepted” Moved : S.S. Seconded: D.Y.L.
Date of next meeting	Monday, 11 May 2026
Close	8:00pm
Confirmation of Minutes	Chair Name: V.M. Signature:  Date: 12/05/2026



**Brisbane South**  
State Secondary  
College

Principal's Name: B.B.

Signature:

A handwritten signature in black ink, appearing to be 'B.B.' followed by a horizontal flourish.

Date: 12/05/2026