



Brisbane South State Secondary College

P&C General Meeting Minutes

Date: Monday, 11 March 2024 **Time:** 5.57pm **Location:** RICC

AGENDA ITEM

| <p>1. Opening, welcome and apologies</p> | <p>Acknowledgment of country and welcome from President, Viraj Meena</p> <p>Housekeeping: Onsite/Online meeting</p> <p>Apologies:</p> <ul style="list-style-type: none"> • M.W. • D.I. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>2. Confirmation of the minutes of the previous general meeting</p> | <p>Amendments:</p> <ul style="list-style-type: none"> • Nil | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Motion</p> | <p>“That the minutes be confirmed as a true and correct record of the P&C meeting held 12.02.24.</p> <p>Moved: V.M. Seconded: K.T. Carried</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>3. Correspondence since the previous meeting:</p> | <table border="1"> <thead> <tr> <th>Inbound</th> <th>Summary / Action</th> </tr> </thead> <tbody> <tr> <td>14.02.24 – BSSSC Annual Implementation Plan for 2024</td> <td>For P&C President signature</td> </tr> <tr> <td>14.02.24 – 2024 P&C Annual Membership and Insurance Renewal</td> <td>For action – Treasurer</td> </tr> <tr> <td>20.02.24 – BSSSC AGM and items of General Business (Advice for meeting structure)</td> <td>For information</td> </tr> <tr> <td>24.02.24 – Update from Amy MacMahon’s team (following her accident)</td> <td>For information</td> </tr> <tr> <td>04.03.24 – New Beginnings event reminder (19 March) from P&C QLD</td> <td>For information</td> </tr> <tr> <td>05.03.24 – Humanitix confirmation of BSSSC Sunday Social Soiree event ‘live’</td> <td>For information</td> </tr> <tr> <td>08.03.24 – Expression of interest for P&C role</td> <td>For information / VP response</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Outbound</th> <th>Summary / Action</th> </tr> </thead> <tbody> <tr> <td>14.02.24 – Response to Exec. Principal confirming P&C signature for BSSSC Annual Implementation Plan</td> <td>Signed - President</td> </tr> <tr> <td>20.02.24 – Grant application information request</td> <td>Info request – Vice President</td> </tr> <tr> <td>27.02.24 – Notice of P&C / AGM and GM to be sent to BSSSC Parent / Guardian community</td> <td>Secretary request to BSSSC Exec</td> </tr> <tr> <td>04.03.24 – School Exec / P&C Teams meeting to prepare for AGM</td> <td>Meeting attended</td> </tr> <tr> <td>05.03.24 – BSSSC P&C Reminder & call for nominations</td> <td>Vice President request to BSSSC Exec</td> </tr> <tr> <td>08.03.24 – P&C 2023 Financial Reporting Package – Final</td> <td>For P&C Exec team signature / Auditor signature</td> </tr> </tbody> </table> | Inbound | Summary / Action | 14.02.24 – BSSSC Annual Implementation Plan for 2024 | For P&C President signature | 14.02.24 – 2024 P&C Annual Membership and Insurance Renewal | For action – Treasurer | 20.02.24 – BSSSC AGM and items of General Business (Advice for meeting structure) | For information | 24.02.24 – Update from Amy MacMahon’s team (following her accident) | For information | 04.03.24 – New Beginnings event reminder (19 March) from P&C QLD | For information | 05.03.24 – Humanitix confirmation of BSSSC Sunday Social Soiree event ‘live’ | For information | 08.03.24 – Expression of interest for P&C role | For information / VP response | Outbound | Summary / Action | 14.02.24 – Response to Exec. Principal confirming P&C signature for BSSSC Annual Implementation Plan | Signed - President | 20.02.24 – Grant application information request | Info request – Vice President | 27.02.24 – Notice of P&C / AGM and GM to be sent to BSSSC Parent / Guardian community | Secretary request to BSSSC Exec | 04.03.24 – School Exec / P&C Teams meeting to prepare for AGM | Meeting attended | 05.03.24 – BSSSC P&C Reminder & call for nominations | Vice President request to BSSSC Exec | 08.03.24 – P&C 2023 Financial Reporting Package – Final | For P&C Exec team signature / Auditor signature |
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| 14.02.24 – BSSSC Annual Implementation Plan for 2024 | For P&C President signature | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14.02.24 – 2024 P&C Annual Membership and Insurance Renewal | For action – Treasurer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20.02.24 – BSSSC AGM and items of General Business (Advice for meeting structure) | For information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 20.02.24 – Grant application information request | Info request – Vice President | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27.02.24 – Notice of P&C / AGM and GM to be sent to BSSSC Parent / Guardian community | Secretary request to BSSSC Exec | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 04.03.24 – School Exec / P&C Teams meeting to prepare for AGM | Meeting attended | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 05.03.24 – BSSSC P&C Reminder & call for nominations | Vice President request to BSSSC Exec | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 08.03.24 – P&C 2023 Financial Reporting Package – Final | For P&C Exec team signature / Auditor signature | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Motion</p> | <p>“That the inwards correspondence be received, and outwards be endorsed.”</p> <p>Moved: V.M. Seconded: J.B. Carried</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>4. President’s Update</p> <p>- Business arising from the correspondence</p> <p>- table of executive committee’s decisions (if any)</p> | <p>General information:</p> <ul style="list-style-type: none"> • \$24,867 in the bank • Growth in membership, engagement and volunteers • Feedback - annual survey • Financial stability and capacity to contribute to students and school via events / fundraising • Keen and energetic volunteers willing to contribute | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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| | <ul style="list-style-type: none">• Corporate sponsorships – open to ideas and suggestions for opportunities• Assisting in 'setting the new standard' to support BSSSC |
| Motion | "That the President's update be accepted" Moved: V.M. Seconded: J.L. Carried |
| 5. Treasurer's report and financial statement and any business arising from these | Summary Financial Report: <ul style="list-style-type: none">• Financial report overview given for Year to February 2023• Total uncommitted cash (incl. credit and stock available) as at 31 December is \$24,866• Leftover stock (soft drinks and sausages etc) will carry over to future events. |
| Motion | "That the Treasurer's report be accepted for Period Ending February 2024" Moved J.L. Seconded V.M. Carried |
| 6. Vice Presidents Update | Attended P&C QLD – Succession and planning information session: November <ul style="list-style-type: none">• Introduction from incoming Vice President, Shankar Subramanian who will share the role alongside Juliet Brooks throughout 2024.• Social calendar and fundraising.<ul style="list-style-type: none">○ Working towards developing the calendar of events for the year.○ Gathering information for various grants○ Term 2 activity: <i>Saturday 7 April – Mothers Lunch (venue TBA)</i> <i>Tuesday 14 May – Open Day BBQ</i> <i>Saturday 11 May – Bunnings Community BBQ</i> <i>Saturday 15 June – Dad's afternoon (2-5pm)</i> |
| Motion | "That the Vice President report be accepted as tabled" Moved J.B. Seconded J.L. Carried |



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7. (Acting) Principal's Update
including Deputy Principal's and HOD update

Term 1 highlights:

- Swimming carnival approx. 65% attendance. Was a great day involving the entire school.
- AFL Academy launch / investiture
- AFL round 1 vs Cav Road
- Biomed academy launch / investiture
- Biomed learning opportunity with UQ / Tri Sparq-Ed
- Study tour from Beijing
- Staff coaching with Alan Baillee
- Propel leaders Hackathon
- Junior and Senior Fuse Cup
- Year 9 LP Social Enterprise project
- Year 10 LP Market Day (part of 'Go Week' initiative)

Coming up

- Year 7/9 NAPLAN - Week 8/9
- AFL Academy SoE – Rund 2 and Gala
- Yar 9 HPE Minjerribah Challenge – Stradbroke Island
- World Science Festival Brisbane – Week 9
- Principal's Study Tour – China – Week 9
- Junior Summer Gala Day – Week 10
- School Cross country Carnival – Week 10

Term 2:

- 2025 Enrolments Open
- Senior Summer Gala Day
- ANZAC Day and school service
- IB consultant visit – Week 2
- Year 10 Geography Camp
- Year 7 Camp – Week 4
- Senior school career expo – Week 4 TBC
- Open Day – 14 May 2024 - Week 5
- School Track and Field Carnival
- UQ HABS Allied Health placements





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| | <p>Budget summary</p> <p>Finalised budget last Friday.</p> <ul style="list-style-type: none">• Carried forward \$976,563• Planned revenue: -\$2,068,335• Planned expenditure: \$2,901,172• Allocated provisions: \$143,726 <p>P&C contribution has been increased to \$2,000</p> <p>What we own: \$722,372.66 Others owe us: \$62,257.87 What we owe: \$80,552.83 Own more than we owe: \$704,077.70 Actual financial position of the school: \$228,110.24</p> <p>Voluntary financial contributions (\$3,800 raised overall in 2023 inclusive of P&C contribution) – BSSSC will be requesting again to raise funds to support students in need.</p> |
| Motion | <p>“That the Principal’s report be accepted as tabled”</p> <p>Moved Ms K.L. Seconded Ms J.B. Carried</p> |
| 8. General Business | <ul style="list-style-type: none">• Survey responses and P&C strategic direction discussion. Key survey response themes include:<ul style="list-style-type: none">○ School programs (extra curricular activities and equipment)○ Student wellbeing and mental health support○ Community engagement and involvement○ Facilities and infrastructure enhancement○ School safety and security• Role of the P&C outlined• Overview of types of requests P&C can assist with vs school management provided• Key goals initially identified for the P&C to work toward include:<ul style="list-style-type: none">○ Facilities infrastructure goals including:<ul style="list-style-type: none">▪ Gymnasium completion |



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| | <ul style="list-style-type: none">▪ Building fund set up<ul style="list-style-type: none">○ Music and arts program support○ Volunteer contribution scheme |
| 10. Applications for membership and recording of new members | Link for the application for 2024 is on the P&C website. Please email all requests to the following email address for an offline form info@brisbanesouthsscpandc.org.au . <ul style="list-style-type: none">○ 35 new membership applications received for 2024. |
| Date of next meeting | Monday, 13 May 2024 |
| Close | 7:06 pm |
| Confirmation of Minutes Chair Name V.M. Signature:  Date: 14/05/2024 Principal's Name: Michael West Signature:  | |