



Brisbane South
State Secondary
College

P&C General Meeting Minutes	
Date: Monday, 11 September 2023 Time: 5:30pm Location: Onsite / Teams	
AGENDA ITEM	
1. Opening, welcome and apologies	Acknowledgment of country and welcome from Vice President, Juliet Brooks (on behalf of President, V.M.) Housekeeping: Onsite/Online meeting Apologies: <ul style="list-style-type: none">• J.S.
2. Confirmation of the minutes of the previous general meeting	Amendments: <ul style="list-style-type: none">• Meeting governance processes under review to streamline access to the Minutes prior to subsequent meeting.• Suggestion for minutes to be distributed as draft Minutes with final 'approved' version uploaded to website. Teams site to be explored to curate feedback on draft Minutes.• Meeting minutes from June incorrectly outlined as confirmed in August – now confirmed in September meeting.• August meeting minutes were confirmed.
Motion	"That the minutes be confirmed as a true and correct record of the P&C meeting held 12.06.23 and 14.08.23. Moved: J.B. Seconded: J.L. Carried



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3. Correspondence since the previous meeting:

Inbound	Summary / Action
13.08.23 – Empower Project Proposal	For information
13.08 – 02.09 – Humanitix Orders for Riverfire event	Riverfire ticket sales
14.08.23 – Officeworks promo email	For information
14.08.23 – Treasurer Financial Report (June / July)	Information/reporting
17.08.23 – QCC Hospitality Supplies account information	For information
17.08.23 – June P&C Minutes feedback from Richard Abraham	Actioned by Secretary
18.08.23 – Obuild SEQ MRC Traditional security alarm system quote	Referred to BSSSC Admin
21.08.23 – Containers for Change	For information
22.08.23 – Hiker brewery information for Riverfire raffle	Vice President actioned
22.08.23 – Updated P&C website	For information
22.08.23 – Bidfood Australia Limited Riverfire assistance c/- BSSSC Admin	Vice President actioned
22.08.23 – Stripe payment	For information
22.08.23 – Riverfire wines information c/- Jamie Smith	For information
23.08.23 – Cyber Safety Sessions	Consent query to BSSSC Exec
23.08.23 – Updated P&C website amendments	Actioned by BSSSC Admin
24.08.23 – Direct Credit Remittance (Place)	Treasurer actioned
29.08.23 – Stripe payment	For information
30.08.23 – Stripe payment	For information
30.08.23 – Riverfire Set Up c/- BSSSC Admin	For information
30.08.23 – Delay in ruling on QLD State Awards Wage Rates	For information
31.08.23 – Stripe payment	For information
01.09.23 – CommBiz statement	For information
01.09.23 – Woolworths at Work – Spend report	For information
01.09.23 – Stripe payment	For information
01.09.23 – Volunteer Grants 2023-24 (Max Chandler-Mather MP)	For information
03.09.23 – Square report	For information
04.09.23 – Stripe payment	For information
02.09.23 – ‘ Ascensio ’ Awards Pre-Ceremony 2023 (P&C support request)	For consideration and approval by P&C
04.09.23 – RaffleTix Invoice	For payment by Treasurer
04.09.23 – Square report	For information
05.09.23 – Humanitix final payment (Riverfire)	For payment by Treasurer
05.09.23 – Stripe payment	For information
06.09.23 – Stripe payment	For information
11.09.23 – Agenda item submitted (Katie Tonkins)	Actioned by Secretary
11.09.23 – Gambling Community Benefit Fund – unsuccessful application.	For information
11.09.23 – P&C Meeting Apology (Jamie Smith)	For information
Outbound	Summary / Action
13.08.23 – Response to Jamie Smith regarding BBQ Opportunity	Vice President actioned
14.08.23 – Response to Jean Bursle re ‘Sports (Go for Gold)’ collaboration	President actioned
15.08.23 – Invoice request (Riverfire)	Treasurer actioned
24.08.23 – School JPad – Square (Riverfire)	Treasurer actioned
25.08.23 – Slipstream (Riverfire)	Invoice payment actioned
30.08.23 – Westender story	Referred to BSSSC Admin
30.08.23 – Disarm Alarm training (Riverfire)	Vice President actioned
03.09.23 – Optimum Venue Management (Riverfire Security Report)	Vice President actioned
05.09.23 – Bidfood payment made	Treasurer actioned
05.09.23 – Event breakdown – Riverfire	Treasurer actioned
05.09.23 – Receipts for reimbursement	Treasurer actioned
11.09.23 – Gas / Ice receipt	Treasurer actioned
11.09.23 – Rocklea Bunnings – BBQ Follow up	Vice President actioned

Motion

“That the inwards correspondence be received, and outwards be endorsed.”

Moved: J.B.

Seconded: J.L.

Carried

4. President’s Update

- Business arising from the correspondence
- table of executive committee’s decisions (if any)

General information:

- Riverfire Event thank you:
 - Committee members
 - Volunteers
 - Cleaners
 - Security
- Building parent/school community
- Term 4 events update

Motion

“That the President’s update be accepted”

Moved: V.M.



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	Seconded: J.M. 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 August 2023• Total uncommitted cash (incl. stock available) as at 31 August is \$12,559.00• Major expenses:<ul style="list-style-type: none">○ Insurances: \$1,933.41○ Audit fee 2022 – March 23: \$400.00○ .AU (ORG.AU) Domain renewal: \$19.95• Fundraising event income: \$629.04 <p>Riverfire event draft summary:</p> <ul style="list-style-type: none">• Actual Expense: \$6,260.00• Actual Profit: \$17,102.00
Motion	“That the Treasurer's report be accepted for Period Ending August 2023 Moved J.L. Seconded J.B. Carried
6. Vice Presidents Update	Key events: <p>Term 3:</p> <ul style="list-style-type: none">• Riverfire – Thanks to sponsors, volunteers, community<ul style="list-style-type: none">○ Motion moved to acknowledge and thank Juliet for her work in organising and delivering Riverfire.○ Thank you to sponsors of Riverfire event• Term 4. BBQ and end of year fundraising – to be planned <p>Term 4:</p> <ul style="list-style-type: none">• 9 October Cyber Safety Sessions (free for students, \$10 for adults)• Dates TBC – Ghost / Crime tours<ul style="list-style-type: none">○ Groups of 26 per tour (approx. \$500 per tour of funds raised for the school) Ideas: <ul style="list-style-type: none">• Family trivia at Slipstream• Vertical Challenge – risk assessment required for this activity.



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Motion	“That the Vice President report be accepted as tabled” Moved J.B. Seconded V.M. Carried
7. Principal’s Update including Deputy Principal’s and HOD update	Special thank you to J.B. for her work in coordinating Riverfire Event. Our vision: <ul style="list-style-type: none">• Challenging conventions• Collaborating with the best• Thinking globally, acting locally School values <ul style="list-style-type: none">• Commitment• Respect• Inclusivity• Integrity Current enrolments: 748 students Year 7: 290 Year 8: 247 Year 9: 211 Target attendance 99% (91% current attendance). Term highlights: <ul style="list-style-type: none">• Science week (approx. 500 primary students attended)• Book Week• iEducate Conference• MusicFest – Maldon Concert Band (consists mainly of Year 7 students) – BRONZE• MusicFest – Doherty Concert Band (who got a silver last year) – GOLD• EQI International Agents visit• Year 9 HPE Adventure Ready Camp International Literature Study Tour – M.E. (Deputy



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	<p>Principal)</p> <ul style="list-style-type: none">• Proposal accepted by English team for an International Literature study tour.• Can take up to 40 students (1:8 ratio of students to teacher)• Focused on IB Program and QCAA English to cater for all student cohorts.• Offered biannually meaning all Year 10 and 11 students will have the opportunity to attend.• Time frame – 2025 (September holidays)• Information evening to be planned for mid Term 4 2023 for students and parents.• Likely to be other similar international study tours into the future. Yet to be explored but likely to occur. <p>Education QLD International accreditation</p> <ul style="list-style-type: none">• 20 student placements for 2024 – currently in application and acceptance phase.• Exploring homestay models – wanting BSSSC families involved <p>Study tours</p> <ul style="list-style-type: none">• 2023 - 2 x study tours in T3• 1 – gifted and talented and IB school from HK (4 weeks duration)• 2 – middle school from Niigata, Japan (7 days duration)• 2024 – Aiming for 1 study tour per term <p>Coming up:</p> <ul style="list-style-type: none">• West Brisbane Junior Gala sport day• 2 week spring holiday / Term 4• Term 4 – Student led conferences <p>Request to P&C for approval to have students adhere to an amended timetable to accommodate the student led conference.</p> <ul style="list-style-type: none">• Wed 11 Oct (Year 8)• Tues 17 Oct (Year 9)
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	<ul style="list-style-type: none"> • Wed 25 Oct (Year 7) <p>Motion Moved: K.F. Motion Seconded: V.M.</p> <p>Business Manager – Mrs S.P. 2023 Budget Summary (August/September Financial Statements) – as of 11/09/23 BSSSC budget overview provided with overall revenue and expenditure summary breakdown.</p> <ul style="list-style-type: none"> • Opening balance: \$893,974 • Expected Revenue: \$1,604,542 • Total Expected Revenue: 2,484,312 • Planned non-current provisions \$151,027 <p>Own more than we owe: \$1,098,092.48</p> <p>SRS Price difference snapshot: 2024 –SRS Breakdown</p> <ul style="list-style-type: none"> • Year 7 SRS Fee = \$329 (Excl TRA \$146) • Year 8 SRS Fee = \$396 (Excl TRA \$ 146) • Year 9 <ul style="list-style-type: none"> ○ SRS Fee =\$262 (Excl TRA \$146) ○ Electives (1–4) with differentiated costing depending on subject – invoiced per semester • Year 10 <ul style="list-style-type: none"> ○ SRS Fee = \$246 (Excl TRA \$146) ○ Electives (1-4) with differentiated costing depending on subject – invoiced per semester
Motion	<p>“That the Principal’s report be accepted as tabled” Moved Mrs K.F. Seconded V.M. Carried</p>
8. General Business	<ul style="list-style-type: none"> • BSSSC School community / engaging parents – Danielle Kallis <ul style="list-style-type: none"> ○ Looking to develop community feel via Social Committee to get people together to help. ○ Preplanning – activity per term (planned well in advance)

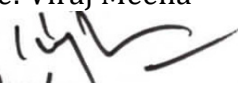


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	<ul style="list-style-type: none">○ Opportunity to raise further money for the school.○ Create (fun) opportunity for connection between parents and students.○ Suggestion of Facebook group(s) to promote events/activity to different year levels. <p>ACTION: P&C to communicate message calling for social committee membership. To be promoted to parent network via BSSSC.</p> <p>P&C Facebook page to be implemented to manage this. Guidelines to be followed and monitored by Administrator.</p> <ul style="list-style-type: none">● Technology usage at BSSSC – K.T.<ul style="list-style-type: none">○ Query around non- school work happening on devices at school.○ Students using phones at school – not storing in locker due to concerns of losing them. <p>ACTION: Executive Principal to share guidelines due to national ban in schools once received from the Government.</p> <ul style="list-style-type: none">● Gold Coin / QR code event donations – Y. & J. Gonzalez<ul style="list-style-type: none">○ Suggesting implementation of gold coin donation opportunity for different activities that are happening within the school (e.g. music showcases requesting gold coin donation from parents as they attend).○ Suggesting QR code donations – J.L. to explore solutions. <p>ACTION: Treasurer to provide recommendation on most efficient and effective solutions for</p>
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	<p>donations at future events (e.g. QR Code vs Gold Coin)</p> <ul style="list-style-type: none">• Contribution of Spanish resources to Library - Y. & J. Gonzalez<ul style="list-style-type: none">○ Spanish resources donated to Library for BSSSC students to access.○ Thank you from Executive Principal for donations.• Annerley Junction Festival plug (October 14) - I.H.<ul style="list-style-type: none">○ Several opportunities for BSSSC students to get involved in the Annerley Junction Festival.○ Request for P&C to promote to members /Facebook page to encourage participation. <p>ACTION: P&C to further promote to members/ community via Facebook.</p>
10. Applications for membership and recording of new members	<p>Link for the application for 2023 is on the P&C website. Please email all requests to the following email address for an offline form info@brisbanesouthsscpandc.org.au.</p> <p>2 membership applications received for current meeting:</p> <ul style="list-style-type: none">• I.S.• A.S.
Date of next meeting	Monday, 09 October 2023
Close	7:20pm
Confirmation of Minutes Chair Name: Viraj Meena Signature:  Date: 5/10/2023 Principal's Name: Kirsten Ferdinands Signature: 