



Brisbane South State Secondary College

P&C General Meeting Minutes																																			
Date: Monday, 12 June 2023	Time: 5:00pm Location: Onsite / Teams																																		
AGENDA ITEM																																			
1. Opening, welcome and apologies	Acknowledgment of country and welcome from President, V.M. Housekeeping: Onsite meeting Apologies: Nil																																		
2. Confirmation of the minutes of the previous general meeting	Amendments: - Date to be updated																																		
Motion	“That the minutes be confirmed as a true and correct record of the P&C meeting held 08.05.23. Moved: J.L. Seconded: V.M. Carried																																		
3. Correspondence since the previous meeting:	<table border="1"> <thead> <tr> <th>Inbound</th> <th>Summary / Action</th> </tr> </thead> <tbody> <tr> <td>09.05.23 – Youth Mental Health First Aid Course information</td> <td>For information</td> </tr> <tr> <td>10.05.23 – P&C BBQ Receipts</td> <td>For reimbursement</td> </tr> <tr> <td>10.05.23 – Square daily sales summary report</td> <td>For information</td> </tr> <tr> <td>15.05.23 – P&C Membership application</td> <td>Added to P&C Membership register</td> </tr> <tr> <td>31.05.23 – P&C 2022 Financial Reporting Package inc Asset Register</td> <td>Actioned by P&C Treasurer</td> </tr> <tr> <td>06.06.23 - Email from Executive Principal seeking approval from P&C Executive to commence P&C meeting at 5pm.</td> <td>Approved by P&C Executive</td> </tr> <tr> <td>06.06.23 – Parent Talk Magazine – Advertisement opportunity</td> <td>For information</td> </tr> <tr> <td>07.06.23 – School alarm complaint from surrounding neighbours</td> <td>Sent to BSSSC Executive for response.</td> </tr> <tr> <td>09.06.23 – Parent uniform enquiry</td> <td>Referred to Executive Principal</td> </tr> <tr> <td>09.06.23 – Containers for change donation update</td> <td>For information</td> </tr> <tr> <td>09.06.23 – Parent survey enquiry</td> <td>Referred to Executive Principal</td> </tr> <tr> <td>12.06.23 – Request for item re communicating with teachers to be added to General Business</td> <td>Referred to P&C President for Agenda inclusion</td> </tr> <tr> <th>Outbound</th> <th>Summary / Action</th> </tr> <tr> <td>09.06.23 – Agenda (for 12 June) sent to BSSSC Executive Officer</td> <td>For P&C meeting dissemination</td> </tr> <tr> <td>10.06.23 - Email to Parent responding to email enquiry</td> <td>Secretary follow up</td> </tr> <tr> <td>10.06.23 – Email to Parent providing update on prior enquiry regarding school surveys</td> <td>Secretary follow up</td> </tr> </tbody> </table>	Inbound	Summary / Action	09.05.23 – Youth Mental Health First Aid Course information	For information	10.05.23 – P&C BBQ Receipts	For reimbursement	10.05.23 – Square daily sales summary report	For information	15.05.23 – P&C Membership application	Added to P&C Membership register	31.05.23 – P&C 2022 Financial Reporting Package inc Asset Register	Actioned by P&C Treasurer	06.06.23 - Email from Executive Principal seeking approval from P&C Executive to commence P&C meeting at 5pm.	Approved by P&C Executive	06.06.23 – Parent Talk Magazine – Advertisement opportunity	For information	07.06.23 – School alarm complaint from surrounding neighbours	Sent to BSSSC Executive for response.	09.06.23 – Parent uniform enquiry	Referred to Executive Principal	09.06.23 – Containers for change donation update	For information	09.06.23 – Parent survey enquiry	Referred to Executive Principal	12.06.23 – Request for item re communicating with teachers to be added to General Business	Referred to P&C President for Agenda inclusion	Outbound	Summary / Action	09.06.23 – Agenda (for 12 June) sent to BSSSC Executive Officer	For P&C meeting dissemination	10.06.23 - Email to Parent responding to email enquiry	Secretary follow up	10.06.23 – Email to Parent providing update on prior enquiry regarding school surveys	Secretary follow up
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Motion	“That the inwards correspondence be received, and outwards be endorsed.” Moved: V.M. Seconded: J.B. Carried																																		
4. President’s Update - Business arising from the correspondence	General information: <ul style="list-style-type: none"> • Term 2 Open Day BBQ <ul style="list-style-type: none"> ○ Great event – ran out of sausages twice! 																																		



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<p>- table of executive committee's decisions (if any)</p>	<ul style="list-style-type: none">○ Fantastic support from the school community and P&C members○ Certificates of appreciation for volunteers who contributed to the event.● Actively looking for corporate support:<ul style="list-style-type: none">○ Local businesses○ Corporate and Enterprises○ Range of sponsorship options available● Call for volunteers for upcoming events● Containers for change update
<p>Motion</p>	<p>“That the President’s update be accepted” Moved: V.M. Seconded: J.B. Carried</p>
<p>5. Treasurer’s report and financial statement and any business arising from these</p>	<p>Summary Financial Report:</p> <ul style="list-style-type: none">● Financial report overview given for May 2023● Total uncommitted cash (incl. stock available) as at today is \$13,803.54● Major expenses – Insurances: \$1,933.41 and Audit: \$400.00● Fundraising event income: \$ 1852.95
<p>Motion</p>	<p>“That the Treasurer’s report be accepted for Period Ending May 2023 Moved J.L. Seconded V.M. Carried</p>



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<p>6. Vice Presidents Update</p>	<p>Key events:</p> <p>Term 2:</p> <ul style="list-style-type: none">• Fundraising BBQ• Thank you to Coles (Fairfield) and Woolworths who contributed stock for the recent BBQ <p>Term 3:</p> <ul style="list-style-type: none">• Bunnings Rocklea (Sat 6 August)• Possible Lions Club BBQ at another Bunnings• Riverfire event <p>Term 4:</p> <ul style="list-style-type: none">• End of year fundraising BBQ <p>Other Activities:</p> <ul style="list-style-type: none">• Actively seeking grants and opportunities to apply for that are relevant to BSSSC.• Family social activities, such as at Harmony Gardens and Club Greenslopes
<p>Motion</p>	<p>“That the Vice President report be accepted as tabled” Moved V.M. Seconded J.L. Carried</p>
<p>7. Principal’s Update including Deputy Principal’s and HOD update</p>	<p>Welcome to M.E. who has taken over from T.S. in the role of Deputy Principal while on secondment. M. comes to BSSSC from Calamvale State College and has led their senior program including International Baccalaureate.</p> <p>School values</p> <ul style="list-style-type: none">- Commitment- Respect- Inclusivity- Integrity <p>Vision overview - ‘The new standard’</p> <p>Enrolment interviews for future 2024 cohort commenced today. Selective entry program interviews</p>



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	<p>to follow, along with interviews for students with special needs.</p> <p>Current enrolments: 757 students Year 7: 291 Year 8: 249 Year 9: 216</p> <p>Enrolling students every week, including enquiries from international families.</p> <p>Term highlights:</p> <ul style="list-style-type: none">- Year 9 LearnerPreneur community contributive learning projects – rolling out school wide. Summary of activity will be presented back outlining impact and how they have contributed back.- Cross country was successful with 95% of students participating.- Track and field athletics – information will come out shortly to families via email.- 2024 enrolments kicking off – thank you to leadership team for managing these.- Fanfare competition – Choir competed against a wide variety of schools. Awarded bronze award which was outstanding due to newness of choir and level of experience.- Stage 2 building fit out due to commence shortly. Final designs being finalised along with accessibility for senior hub and ensuring student safety considerations are in place.- Kokoda Challenge – Raised \$24,000 for the designated charities. Presentation for students on assembly this Friday.- Athletics carnival next Friday at UQ – families welcome to spectate.- Semester 1 reports will be sent out on Friday 14 July – transitioning to QParents next semester. Information will be sent out to explain how this works.
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	<ul style="list-style-type: none">- Parent teacher interviews Tuesday 1 August- Year 7 Camp Wed 26 – 28 July- International study tours begin next Term (students from China and Japan). Full program enrolments will commence from next year for international students in their senior years. <p>Updated on behalf of Business Manager – Mrs S.P. 2023 Budget Summary – as of 12/06/23 BSSSC budget overview provided with overall revenue and expenditure summary breakdown.</p> <ul style="list-style-type: none">- Opening balance: \$893,974- Expected Revenue: \$1,602,159- Total Expected Revenue: 2,369,977- Planned non-current provisions \$126,156 <p>2022 Student Resource Scheme including TRA: Year 7-8: \$251,871.65</p> <p>SRS for Year 2022 – SRS Expenditure out of other cost centres:</p> <ul style="list-style-type: none">- Year 7:<ul style="list-style-type: none">o SRS Administration: \$5,080o ID cards: \$1,524- Year 8:<ul style="list-style-type: none">o SRS Administration: \$4,360o ID cards: \$1,308
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">• Go for Gold Fund, from QLD Government<ul style="list-style-type: none">o Not eligible due to new infrastructure requiremento Rocklea sports fields may have already submitted.• Request for copy of the P&C Constitution





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	<ul style="list-style-type: none">○ Model Constitution that all QLD P&Cs work to○ QLD P&C Constitution to be linked on website.● School opinion survey<ul style="list-style-type: none">○ School opinion survey results are published in the Annual Report and available on the website.○ Full school review in first year (against range of national school targets) with results available on website.○ P&C to assist with proactive promotion to parents to increase participation rate to get more relevant information representative of the 'actual' student body.● School communication<ul style="list-style-type: none">○ Discussion around issues in receiving assistance when reaching out to school to access teachers<ul style="list-style-type: none">▪ Communication protocols are in place with timeliness of responses▪ Executive Principal recommended copying in admin@brisbanesouthssc.eq.edu.au to ensure enquiries are followed up appropriately.▪ Confirmed that permission forms will be sent via email until QParents comes online.● Discussion of potential to leverage Kokoda Challenge for sponsorship opportunities – opportunity to engage sponsors initially (shirts / banners etc)● Kokoda Challenge – Parent acknowledgement of staff who gave up their time to be involved and take teams of students.
10. Applications for membership and recording of new members	Link for the application for 2023 is on the P&C web site. Please email all requests to the following email address for an offline form info@brisbanesouthsscpandc.org.au .



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	2 membership applications received for current meeting.
Date of next meeting	Monday, 10 July 2023
Close	6:00pm
Confirmation of Minutes Chair Name: Viraj Meena Signature:  Date: 15/08/2023 Principal's Name: Kirsten Ferdinands Signature:  Date: 15/08/2023	