



CELEBRATING BRISBANE CENTRAL STATE SCHOOL

1875 - 2025

Brisbane Central State School – Parents & Citizens Association

Cnr St Paul's Terrace and Rogers Street, Spring Hill QLD 4000 | Phone: 3230 4333 | Email: Secretary@bcsspandc.onmicrosoft.com

Agenda – Annual General Meeting

Date	Monday 24 March 2025
Time	6pm – 7:50pm
Location	Brisbane Central State School Administration Building Rogers Street – entry via Gate 7
Teams link	Microsoft Teams

Agenda items

Time	Topic	Lead
Welcome and general business		
6:00pm – 6:10pm	<ul style="list-style-type: none">Confirm attendance and apologiesConfirm minutes of the previous Annual General MeetingConfirm 2025 meeting dates and times	BCSS P&C President
Compliance and Due Diligence		
6:10pm – 6:55pm	The following reports and strategies will be presented for endorsement: <ul style="list-style-type: none">Financial AuditCompliance ReportP&C ConstitutionP&C PoliciesStudent Protection Risk Management StrategyP&C Vision and Budget	BCSS P&C President and Treasurer
P&C Membership		
6:55pm – 7:05pm	<ul style="list-style-type: none">Accept new and renew existing memberships	BCSS P&C Secretary

Time	Topic	Lead
Elect Committee Positions		
7:05pm – 7:20pm	<ul style="list-style-type: none"> Executive Committee (1 x President, 1 x Secretary, 1 x Treasurer, at least 1 x Vice President) Elect other available positions 	BCSS Principal or Deputy Principal
Financial Auditor		
7:20pm – 7:25pm	<ul style="list-style-type: none"> Confirm auditor for the coming year 	BCSS P&C President
General Business		
7:25pm – 7:40pm	<ul style="list-style-type: none"> Endorse meeting minutes from February 2025 meeting Review outstanding actions from February 2025 meeting 	BCSS P&C President
Approval's Requested		
7:40pm – 7:45pm	<ul style="list-style-type: none"> Confirm any required funding approvals 	BCSS P&C President
Meeting close		
7:45pm – 7:50pm	<ul style="list-style-type: none"> Confirm actions arising from this Annual General Meeting Next meeting 	BCSS P&C Secretary

Actions

Topic	Action	Lead	Status
150 Year Celebration event support	LVDH has obtained quotes for support. To provide to SK for review and discussion to determine best value for the P&C.	LVDH / SK	Underway – next meeting.
Rose Soiree sponsorship	LVDH to confirm sponsorship amount. MG to confirm signage requirements. LVDH to liaise with Rose Soiree to finalise sponsorship arrangement.	LVDH / MG	Underway.
Year 6 Camp fundraising	P&C to confirm the preferred fundraising approach / how fundraised money will be shared prior to fundraising starting.	SA	Underway – next meeting.
P&C section of BCSS website	Updates to be provided to Waney including AGM requirements.	DL	Underway – next meeting.
Additional BBQ purchase	TS to take the lead on purchasing another BBQ from Bunnings.	TS	Underway.
Blue cards for P&C Executive	Confirm that Blue Card is a requirement of all P&C reps.	DL	Underway – to be complete asap.

Topic	Action	Lead	Status
	BCSS to add the Executive to their organisation. Executive to provide their details to Lisa.		
New Positive Duty requirements	Review requirements and prepare draft for next meeting.	DL / SA	Underway – not required until mid-2025.
P&C QLD State Conference	LVDH to attend on behalf of the BCSS P&C.	DL	Underway – placeholder sent.
P&C roles and responsibilities	Establish clear roles and responsibilities	SA	Not started
Uniform shop new ordering system	Confirm details for BCSS P&C access.	TBC	Added as an item to the agenda.
P&C event standardisation	Develop consistent approach to regular events. Current events to be captured. Include volunteers register within document. AGM standardisation also underway.	DL	Underway – to be created for each event. Completed – AGM standardisation