



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: pandc@brisbanecentrals.s.eq.edu.au

Meeting Minutes – General Meeting

Date	Monday 10 February 2025
Time	6pm – 8:10pm
Location	Brisbane Central State School Administration Building Rogers Street – entry via Gate 7
Teams link	Microsoft Teams

Attendees

Name	Role
Stacey Anderson (SA)	President, BCSS P&C
Michael Grogan (MG)	Principal, BCSS
Nik Taufatofua (NT)	Deputy Principal, BCSS
Tim Smith (TS)	Treasurer, BCSS P&C
Deb Lancelot (DL)	Secretary, BCSS P&C
Lanie van der Horst (LVDH)	Vice President, BCSS P&C
Sujin Kim	Parent
Aaron Kim	Parent
Diana Livingstone	Parent
Syed Shabbih UI Hassan	Parent
Ashley Templeton-Browne	Parent
Jo Edwards (online)	Parent
Apologies	
Jargalmaa Bavuujav (JB)	Vice President (Operations), BCSS P&C

Agenda items

Topic	Notes	Actions
Welcome and general business		
Confirm attendance and apologies	Introductions and welcome to new parents and attendees.	Attendees recorded.
Confirm minutes of the previous general meeting	SA passed, LVDH seconded.	Confirmed.
Actions arising from previous general meeting	Action reviewed and updated in the table.	N/A
Correspondence	None received.	N/A
Business arising from correspondence	No actions.	N/A
Membership applications	JB has stepped down from her position. This role on the Executive is now vacant.	Noted.
Principal's Update		
New Principal	<ul style="list-style-type: none"> Cassandra Clarke starts on Monday 17 February while Micheal is acting in the role Director, Programs and Partnerships for Met North Region. Two day handover with Micheal next week. 	Noted.
Principal's report (attached with minutes)	<ul style="list-style-type: none"> Total numbers for 2025 are 503 as of eight days into school. Anticipate by 7 March it will be 518. School improvements focus is Maths and a collaborative learning arrangement with Ferny Grove SS, Ithaca Creek SS, Wooloowin SS, Windsor SS. First two weeks have been focused on settling into school and class routines. Tender meeting about the playground and multi purpose sports court. Lift project was meant to finish the second week of school, still ongoing. BCSS Infrastructure Advisor will visit the school on Monday for School Infrastructure Planning so infrastructure for learning is considered. Courts, oval upgrade etc are examples of previous SIP options. Breakfast Club, led by Prep Teacher Aide, Nicola is starting next week from the \$10,000 grant received. 	

Topic	Notes	Actions
	<p>Simple menu to start with that students can manage themselves. Community link points being considered.</p> <ul style="list-style-type: none"> • Senior Choir has been invited to perform Rural Aid awareness on Today Show at Suncorp Stadium from 6am – Friday 28 February. • School partnerships with the Grammar schools, All Hallows, St Laurence’s have started. • Upcoming dates for events and school milestones were shared. • Budget was shared but will not be finalised until the end of the month when the number of students and teachers funding model is confirmed. Purchased two additional teachers in anticipation of requirement and to reduce the multi-year classroom set-up. 	
Treasurer’s Report		
<p>Treasurer’s reports – Dec and Jan (attached with minutes)</p>	<ul style="list-style-type: none"> • December report – concert and fundraiser, year 6 graduation, ongoing sushi, launched slushie machine. Bank balance increased by \$5,300. Sujin did a full stocktake of all items and assets. Inventory increased by \$3,000. Minimal uniform sales. • January report – three days of the uniform shop prior to school starting for \$7,500 of sales. January opening appreciated by families. Increase in uniform purchases. Bingo expenses have started. Additional stand added for the second-hand uniforms. 	<p>Note for next year – remind year 6 to donate any uniforms no longer required.</p>
P&C Events		
<p>150 Year Celebrations</p>	<ul style="list-style-type: none"> • A group has formed to organise the 150 Year Celebration – one person has been leading but has conflicted work commitments. • Budget needs to be presented and passed to start planning and preparing for the event (e.g. rides, toilets, rubbish collection). • Current projection in the budget has the event running at a \$11K loss as we have not implemented an event of this size. • SK provided an update and requested feedback: <ul style="list-style-type: none"> ○ With the current date, school location, staff carpark size they request up to eight rides. Only one provider is available and they have a poor reputation. The school is very limited for capability of this. Agreed to include other options instead of carnival rides. 	

Topic	Notes	Actions
	<ul style="list-style-type: none"> ○ Carnival sideshow alley is available at the moment and games need to be decided. Agreed to go select some games. ○ Inflatables are possible but need to meet the bitumen requirements. Large obstacle courses, foam. Agreed this is a great option. ○ Petting zoo – have two options available, one with an alpaca. Agreed to go ahead. ○ Preferred option to have a stage hire for Flipside Circus and SpeakOut for better elevation and has a canopy. School stage option is about 30cm above the ground. School has new sound equipment. Mr McIntyre can provide instruction of usage. Agreed to organise stage hire. ○ Cookbook expressions of interest will be opened shortly to collect recipes. The artwork would need to be finalised by April / May to include interviews and photographs. ○ Reviewing some merchandise with the school building image to be incorporated. ○ Food trucks – rental space has been considered. 70% of vendors would prefer to pay a flat rate for the day. Agreed to introduce a flat rate for food trucks. ○ Lions Club or Rotary would run a BBQ on behalf of the P&C – Vicki Howard recommended this option. ● LVDH did investigate looking at an event coordinator to support on the day, manage volunteers. Low Key Events provided three options between \$4K - \$10K. LVDH to provide details to SK to meet with the supplier and determine whether this is helpful to support volunteers to run the event – very high profile for the school, keen for its success. ● Mahtab is available to support MG one day per week which can in turn be supporting the committee. ● Registration form for the alumni to be live and confirmed. 	<p>SK to meet with proposed event organiser.</p> <p>Noted.</p> <p>MG to follow-up WW.</p>
Family Bingo Night	<ul style="list-style-type: none"> ● 66 tickets are sold so far. Note the library capacity is around 100 comfortably. Empty Prep room available. ● Long tables are available to be moved upstairs in the elevator or the plastic ones are available. Assembly chairs are available. 	

Topic	Notes	Actions
	<ul style="list-style-type: none"> Confirm final numbers with Friday MG on Friday midday so Ashton can support set-up. Dominos Pizza to be ordered on Thursday 13 February. Prize requirements – photos with each of the winners for Urban Xtreme. Movie night prize requirements to be confirmed. 	<p>LVDH to confirm.</p> <p>DL to finalise order.</p>
Movie Night	<ul style="list-style-type: none"> Year 3 parents will lead this event – movie has been booked in. Straight forward event – sausages, bar, popcorn, slushie, rice paper rolls, charquaterie boxes could be an option. 	
Regular and ongoing prizes	<ul style="list-style-type: none"> Rose Soiree supporting every event and running an event at the Art Show – LVDH to confirm what the sponsorship is. Confirmed that Rose Soiree can provide her own sign that can be included on the St Paul's Terrace fence (appropriate sizing to be confirmed), regular advertising in the school newsletter, electronic signboard. 	<p>LVDH to liaise with Rose Soiree</p> <p>MG to confirm size requirements</p>
President's Update		
Tuckshop commencement	<ul style="list-style-type: none"> Still on track to start later in the term. 	
Supplier review – uniform shop and sushi	<ul style="list-style-type: none"> Sushi provider to be reviewed – next AGM target to have an Operations person in to review the sushi supplier. Uniform shop is running – good volunteers running it at the moment but it is busy so more help could be needed. Monday, Wednesday, Friday from 8:30am – 9:15am. Official stock has taken four months turnaround for the order, January stock error. Another order is needed – we need a stocktake done. Option to be given a tradie's code so the P&C can access the uniform shop on the weekend to organise and stocktake. Lisa could create a code for the P&C. Noted some uniform providers will hold local stock so the school is not responsible for paying a lot of stock. School Locker option is to not make a profit on the Indigenous design shirts. This is an agreement with Rhan Hooper and MG would lead and discussions that may suggest a change to this agreement. 	<p>Role to be reviewed at AGM.</p> <p>SA to follow-up with Lisa.</p>

Topic	Notes	Actions
Legacy project from slushie and popcorn revenue	<ul style="list-style-type: none"> Year 6 legacy project is to paint the First Nations prints on the wall for the lift. To raise money for that, have requested to use the slushie machine (summer) and popcorn machine (winter). P&C approved this. Fun Sock Fridays for Year 6s approved. 	SA to confirm with Ms Stainer.
WhatsApp community	<ul style="list-style-type: none"> MG will send out the reminder about the WhatsApp community. 	MG to send this week.
Communications with school re events	<ul style="list-style-type: none"> Great feedback on the weekly communications update. Trying to minimise the number of emails – one email per week on a Friday. Victoria has set it up in Canva and co-editing could be possible. QParents celebration day to encourage others to join up which will simplify communication. LVDH will provide FAQs to the teachers (on behalf of P&C) to keep them updated about events. Electric sign hasn't been working for months and the fuse has now been fixed. Advertising with 150 Year Celebration – two banners going up on St Paul's Terrace and Water Street, and behind the assembly stage. Fete promo to follow. 	
General Business		
BCSS Excursions & Incursions	<ul style="list-style-type: none"> P&C approval is required for every expense to parents from the school. P&C approved the following: Band resource fee is \$100 per student and \$100 per year for instrument hire. Year 2 Samford Museum - \$18.50 per person. Year 2 Stargaze - \$16 per person. Year 2 Co-Generation State Schools on Stage - \$60 per person. Year 6 Canberra / Sydney excursion - \$1,500 per person. 	Approved by P&C.
Year 6 camp fundraising	<ul style="list-style-type: none"> Fundraising for Year 6 camp – chocolate drives, icy poles, potential for prizes. Kids only pay for their seats, the tour guide includes 1 teacher per 10 students for free which is a good set-up. Raise money at cross country festival. P&C can support by buying the outlay – they need to take initiative of what they are doing. The school has avenues to support students who cannot attend camp due to money. 	<p>Fundraising approach to be confirmed by P&C.</p> <p>NT to confirm with AS to have a conversation about how they can fundraise.</p>

Topic	Notes	Actions
	<ul style="list-style-type: none"> P&C need to decide how the money is divided – equal amount from the total cost for any child who participated in some way is an option. 	P&C to confirm how fundraising money will be utilised
AGM – P&C obligations	<ul style="list-style-type: none"> Key obligations include Audit to be completed – TS will engage regular auditor. Note President's Report, Agenda and Notice of AGM to be distributed two weeks prior. Membership forms and nominee forms to be added to the website and can be linked via weekly comms and fortnightly newsletter. 	DL to coordinate requirements with Executive, share website updates with Waney and Victoria.
P&C website page update	<ul style="list-style-type: none"> P&C Executive can send updates to Waney for the P&C section of the BCSS website. 	Noted.
Approval's Requested		
150 Year Celebration funding	<ul style="list-style-type: none"> \$20,000 approved for initial spending by TS, seconded by LVDH. 	Noted.
Uniform approval	<ul style="list-style-type: none"> SA noted that additional stock is required for some sizes. TS noted currently holding \$10K in stock of standard sports uniforms. \$10,000 approved for spending by LVDH, seconded by TS. 	Noted.
Meeting close		
Next meeting details	Monday 10 March, 6pm (Annual General Meeting)	
Meeting closing time	Meeting closed at 8:10pm	

Actions

Topic	Action	Lead	Status
Stephen Bates Stronger Communities Grant	Submission due on 10 February.	DL	Completed.
Bingo night – early February	SA to take the lead on organising the event and confirm access to the library.	SA	Completed.
Additional BBQ purchase	TS to take the lead on purchasing another BBQ from Bunnings.	TS	Underway.
Social media position on P&C	DL to include the option for a Social media position at the AGM. P&C to advise of anyone interested.	All	Underway – by end of March
Blue cards for P&C Executive	Confirm that Blue Card is a requirement of all P&C reps.	DL	Underway – to be complete asap.

	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.	JB	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. Underway – AGM standardisation.

New 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.