



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@brisbanecentralss.eq.edu.au

Meeting Minutes – General Meeting

Date	Monday 31 March 2025 (April meeting)
Time	6pm – 8:30pm
Location	Brisbane Central State School Administration Building Rogers Street – entry via Gate 7
Teams link	Microsoft Teams

Attendees

Name	Role
Cassandra Clarke	BCSS Principal
Nic Taufatofua	BCSS Deputy Principal
Stacey Anderson	BCSS P&C President
Lanie Van Der Horst	BCSS P&C Vice President
Tim Smith	BCSS P&C Treasurer
Deb Lancelot	BCSS P&C Secretary
Sujin Kim	BCSS P&C Vice President (Events)
Ashley Templeton-Browne	BCSS P&C Vice President (Social Media)
Diana Livingstone	BCSS P&C Member
Diana Chuk (online)	BCSS Parent
Aaron Kates (online)	BCSS Member
Councillor Vicki Howard	Member for Central Ward

Agenda items

Topic	Notes	Actions
Welcome and administration		
Confirm attendance and apologies	No apologies received.	
Confirm minutes of the previous general meeting	LVDH motioned. TS seconded	
Actions arising from previous general meeting	<ul style="list-style-type: none"> Refer to actions table for updates 	
Correspondence received since previous general meeting	<ul style="list-style-type: none"> Growing Minds – University of Sydney research. BCSS is organising a representative from QLD Govt to present to teachers about behaviour and wellbeing. 	DL to send to CC and NT for consideration.
	<ul style="list-style-type: none"> P&C Support for Book Week Morning Tea 	Approved by P&C
	<ul style="list-style-type: none"> P&C Support for 150 Year Celebration Toy and Book Sale 	Approved by P&C
	<ul style="list-style-type: none"> San Churro South Bank vouchers for promotion in the school newsletter 	SA to provide request to CC for approval.
	<ul style="list-style-type: none"> Barry from Official is seeking a meeting – will arrange a separate meeting. Would like to know whether we can expediate the stock if required. 	SA and TS will meet separately.
Membership / Executive Committee applications	<ul style="list-style-type: none"> Megan Derricott Diana Chuk to renew her membership form as a Uniform Shop representative. 	DC to renew her membership form.
Principal's Update		
Principal, Cassandra Clarke	<ul style="list-style-type: none"> MAST training guides provided for the P&C to review and complete. Report tabled to the P&C. Currently 496 students. 	Future agenda topic – staff and student wellbeing.

Topic	Notes	Actions
	<ul style="list-style-type: none"> Date claimers including cross country postponement, out of catchment enrolments and Prep information is already out into the community, YSAFE Cybersafety session booked for students, staff and parents (Wednesday 11 June) at a cost of \$5 per student. Staffing update to cover three weeks long service, Pedagogical coach in the school is to help set-up good practices with problem solving and sets up all classrooms consistently, received funding for EALD Support Teacher and will consider this in Term 2. Staff learning – PBL is very strong and working towards bringing that together and linking to our safe, respectful and learner and what are the consequences if school expectations are not met. Further focus on staff welling around supporting students with trauma – aiming to fill up the teacher's buckets with knowledge. Successful application for the grant to the multi-purpose court and will start for the first round of work soon. 	
Treasurer's Report		
Tim Smith, Treasurer	<ul style="list-style-type: none"> February included the Bingo Night so good income, strong sales in school uniforms. Cashflow was \$10K in our favour. Need to finalise stock adjustment for uniform shop. March had a large cash outlay of \$30K for uniform expenditure, insurance and audit fees paid, BBQ purchased, event was postponed so affected income, uniform sales still strong this month. \$5K grant from Lend Lease still to be spent. CBA business application to enable digital cards. One more form to be signed with SA and TS. 	<p>Stock count before Term 2 starts.</p> <p>SA and LVDH moved the report.</p>
P&C Events Update		
Federal election BBQ fundraiser (3 May)	<ul style="list-style-type: none"> Year 6 Camp opportunity to lead the federal election BBQ and give an opportunity for fund-raising. Note a parent has volunteered to support this. 	
150 Year Celebrations	<ul style="list-style-type: none"> Report shared for proposal of BCSS Spectacular. Featured artists – Coach Max Academy, Speak Up, Rose Soiree, Flipside Circus, S.H.A.K.E Dance Venue map shared with an outline of planned locations. Petting zoo is booked and needs a grass space, sideshow alley amusements are booked. 	

Topic	Notes	Actions
	<ul style="list-style-type: none"> Agreed to have one small and one medium obstacle course, rock climbing wall (just confirm any age limitation). Agreed to charge vendors \$200 for food vendors. Will select at least six food trucks. Vicki Howard will share details of Rudy's ice cream truck, enquire about closing of the top of Rogers Street (St Paul's Terrace) to provide more options. There is a group in Council that coordinate with applicants.. Stage options shared with preferred is 8m x 6m approved. Pullenvale Environmental Education Centre has been booked. On the day event coordination package approved for a cost of \$2,500. 150 year fence signage to be confirmed – MG had ordered these. CC to check update. Event website for BCSS Spectacular – standalone page with all of the information. Need to identify a platform to pre-purchase tickets and systems – DOE has providers. SA will send details. School to consider and confirm performances, noting it is a choice if teachers which to attend on weekends – CC and NT will raise it at the upcoming staff meeting. Raffle to be set-up for the 150th Celebrations after the trivia night – note the prize pool amount must be set e.g. \$1000 prize the maximum you can sell tickets for is \$5000. Cookbook interest has been low – need to determine whether this is viable. It could be a project on its own and not as part of the 150 years. Link to alumni update – promote to FVSS and KGSC. St James College has a group of students who dance. Vicki to send details for St James new principal. Vicki Howard will confirm what funding could be available from her office – for example, covering the stage cost and will also look into raffle prizes for each event. New and old building images created for merchandise – approved by P&C. 	<p>VH to share details for Ruby's ice cream, Council officers who can support potential street closures.</p> <p>CC to confirm status of 150 year banner</p> <p>SA to share approved DOE suppliers for ticket sales.</p>

Topic	Notes	Actions
	<ul style="list-style-type: none"> Recommended to consider reaching out to other schools and promoting the 150th event. Hashtag confirmed to be #BCSS150th. 	
Exhibition Place Mural	<ul style="list-style-type: none"> New building at King Street with a mural to be included on the building – significant piece of art being included on the side of the building. King Street precinct and connection to the athlete's village. Will reach out to them about using a space for the art show to have an off-site and FVSS, St James could also be an option. 	
Movie Night	<ul style="list-style-type: none"> It's been difficult to organise year 3 parents to volunteer but it should work on the night. Event postponed to May. 	
Trivia Night	<ul style="list-style-type: none"> Trivia night previous files will be accessed and then the event will be promoted to the schools. All of the events can be promoted by Vicki Howard. 	
President's Update		
Tuckshop implementation plan	<ul style="list-style-type: none"> Metro Canteen provides two options – pay a management fee to train the volunteers and spend four weeks with them. If we source Metro Canteen to run it, they take all the profits. The P&C doesn't benefit but the school community benefits. P&C has limited capacity with the 150th coming up. Preference is to hold-off anything major with the tuckshop until Term 4. Metro Canteen can provide guidance on what equipment we need to purchase so we can use the grant money. Introduce birthday bucket to celebrate in classroom birthdays – option for parents. Approve up to \$300 for Metro Canteen to advise the P&C about the equipment to be used. Approve to introduce the birthday buckets, noting Quelch is the better choice for fruit based and reduced allergy concerns. 	
Supplier review – sushi	<ul style="list-style-type: none"> Term 2 sushi supplier will change to Birds Nest. There could be a potential for hot food in the future if the equipment is provided. Trial new provider in Term 2 and review at the end of the term regarding service, costs. 	

Topic	Notes	Actions
Stronger Communities Grant – next steps	<ul style="list-style-type: none"> When BCSS has the start date for the multi purpose courts, we'll reconvene on ensuring we can use the grant as the guidelines outlined. 	CC / NT to confirm status of multi-purpose court
Volunteers Grant – next steps	<ul style="list-style-type: none"> SA will finalise this grant. 	
King Street (Lend Lease Grant) – next steps	<ul style="list-style-type: none"> To obtain the grant, we need to provide details of how it will be used and then submitted to Lend Lease to release the grant. Can include Metro Canteen. 	
General Business		
BCSS Excursions and Incursions – including fundraising	<ul style="list-style-type: none"> Term 3 Dance and Drama (does not include Prep and Year 1) – approximately \$23 per student invoiced to families. Provider Gin and Tonic. Approved by P&C. 	
Communication and consultation for fundraising	<ul style="list-style-type: none"> P&C is mindful that there are different fundraisers being organised by the school that the P&C wasn't aware of (e.g. Tech day). CC has requested that Student Council and Year 6 Leaders fundraising proposals will all go through the Principal (not just Student Council). 	
Slushee machine use	<ul style="list-style-type: none"> The first fundraiser was \$500 and the last two have not been as successful. It's been a lot of effort and a lot of slushee mix has been left over. P&C are paying for the mix. Slushee machine can be used by the school on days there are P&C events in the future, but not for one-off fundraisers as it needs volunteers at the start and end of the day. DLi has identified an alternative for how to measure the mixes that may reduce waste. 	
Advertising costs (newsletter, signage)	<ul style="list-style-type: none"> D.Chuck has been creating pipe cleaner characters and would like to advertise her classes and services. CC to confirm whether the advertisements in the newsletter are being paid. CC and P&C confirmed with D.Chuck's extent of volunteering there is no charge for her. Option for Mother's Day stall – SA and SK to review. 	CC to confirm advertising costs for school newsletter

Topic	Notes	Actions
Sports shorts – extended sizes, excess stock	<ul style="list-style-type: none"> Uniform stocktake in Easter to determine whether the sports shirts are being sold at a reasonable rate as we're holding a fair amount of stock. Looking for opportunity to have larger sizes in the sports shirts similar to black shirts. Check the minimum order for Official. 	Check minimum order with Official for large sizes in sports shirts.
AGM close-out	<ul style="list-style-type: none"> Updated website content to be provided to Waney – any final Executive Committee members to be confirmed. P&C brochure details will be updated and keen to translated. BCSS to confirm top five languages. 	<p>Provide updated AGM content to Waney.</p> <p>BCSS to confirm top five languages.</p>
F Block legacy	<ul style="list-style-type: none"> 86 responses from the students with wish lists for upgrading the F Block play area. Slide, swing, monkey bars, ground level treehouse and climbing net were all voted for. Upgrading soccer goals, batting cage, basketball hoops, quiet activities – sand and water play, travelling library, board games, larger eating shed and bubblers. The retaining wall by the footpath is damaged. CC will confirm with Ann Marie, infrastructure contact for DOE, about who to start talking to about the fencing. 	BCSS to confirm responsibility for fencing repair.
2025 P&C Success Board	<ul style="list-style-type: none"> Term one successes have been shared and celebrated. 	
Approval's Requested		
P&C Conference (June) – expenses	<ul style="list-style-type: none"> Two days conference, two night accommodation, transfers, food allowance. Approved up to \$1,000. 	
Meeting close		
Next meeting	<ul style="list-style-type: none"> Monday 28 April (May meeting) Agenda requirements – plan for OneDrive access and additional licencing and adapting email addresses. Working Bee before the 150th to help tidy the school. 	Confirm details of working bee.
Meeting close	<ul style="list-style-type: none"> Meeting closed at 8:30pm. 	

Actions

Topic	Action	Lead	Status
Growing Mind research	DL to email to CC and NT. Include Staff and Student Wellbeing in future agenda.	DL	By next meeting
San Churro promotion	SA to provide to CC for inclusion in the school newsletter	SA	By next meeting
P&C Membership	DL to follow-up DC and Kumi for membership forms as they work in the uniform shop	DL	By next meeting
Official Uniform meeting	TS and SA to meet with Official separately instead of including them at general meeting. Confirm minimum order for larger sizes in sports shirts.	SA / TS	By next meeting
Uniform shop stocktake	Stocktake to be held before Term 2 starts.	LVDH	Stocktake booked for 8 April, 12pm – 2pm.
150 Year Celebration – Vicki Howard recommendations	Share details for Ruby's ice cream, Council officers who can support potential street closures, confirm sponsorship.	VH	By next meeting
150 Year Celebration	Status of banner to be advised by CC. SA to confirm DOE ticket sales suppliers.	CC SA	By next meeting.
School newsletter advertising	CC to confirm cost and process for newsletter advertising so P&C can also advise potential sponsors	CC	By next meeting
P&C updates for translation	P&C would like key documents to be translated into top five languages. BCSS to provide top five languages spoken.	NT	By next meeting
AGM close-outs	Provide updates to website, submit memberships to BCSS and provide Committee member updates to DOE.	DL	By next meeting
Water Street fencing	CC to confirm the responsibility for repairing the fence to confirm if this work could be related to future F Block improvements.	CC	By next meeting.
150 Year Working Bee	P&C and school to agree date and key considerations for working bee.	SA	Agenda item at next meeting
Stephen Bates Stronger Communities Grant	\$15K grant successful. BCSS to keep P&C informed of multi-purpose court progress to consider how grant funds will be used.	CC / NT	By next meeting
Blue cards for P&C Executive	Confirm that Blue Card is a requirement of all P&C reps.	DL	Underway – to be complete next meeting.
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 event standardisation	Develop consistent approach to regular events. Current events to be captured. Include volunteers register within document.	DL / SK	Underway – ongoing.