



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

Meeting Minutes – General Meeting

Date	Monday 9 December 2024
Time	6pm – 7:35pm
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
Jargalmaa Bavuujav (JB)	Vice President (Operations), BCSS P&C
Lanie van der Horst (LVDH)	Vice President, BCSS P&C
Alexandru Dimcea (AD)	Attendee
Rupak Nandi (RN)	Attendee
Sujin Kates (SK)	Attendee
Sneha Sebastian	Attendee
Naiyer Razmara	Attendee

Agenda items

Topic	Notes	Actions
Welcome and general business		
Confirm attendance and apologies	None.	
Confirm minutes of the previous general meeting	Minutes approved by LVDH. Minutes seconded by SA.	
Actions arising from previous general meeting	Refer to actions table.	
Membership applications / changes	None.	
Correspondence in		
Stephen Bates – 2024 Volunteer Grants	Agreed to submit an application. Sujin will complete the submission.	SA to provide details to Sujin.
P&C QLD Annual Survey	MG will re-share the P&C QLD Annual Survey.	MG to re-share.
Principal's Update		
	<p>Full report attached, with key updated including:</p> <ul style="list-style-type: none"> Anticipating 495 students Reports will be emailed on home on Wednesday Year 6 Canberra/Sydney trip booked for 21 July Lift will not be complete by the start of school, current update is 6 February Playground and courts tender will go out – both should be able to be covered in school budget Potential to include lighting in the new court – could become a venue for passive income / hire for the P&C if the P&C could consider funding the lighting Year 6 graduation went well, a few lessons with access to the venue earlier Music concert went well – good feedback 	

Topic	Notes	Actions
	<p>End of year concert have had positive feedback and new speakers worked well</p> <p>Two positions to be filled for staff in 2025</p> <p>Year 6 ringing of the bell at 2:30pm on 13 December</p> <p>29 January – class open night for teachers / parents</p> <p>Drop-off for books will be available next year – MG to confirm what days this can occur. May align with the uniform shop opening</p> <p>Outstanding debts have been an issue with dancing and swimming. Swimming carnival will be moved to the start of Term 4 with payments by Term 3</p>	P&C presence recommended
Treasurer's Update		
Treasurer's Report	<p>Stocktake of uniform shop is required to balance the sheet – check with JB</p> <p>Asset register will go up by another \$5K and more assets with the tuckshop introduction next year. Asset register is currently held with Xero</p> <p>Assets needed for the tuckshop to be confirmed in Term 1, ready for opening Term 2</p> <p>Receipts to be shared from the Year 6 Graduation with TS</p>	<p>JB</p> <p>SA</p> <p>DL</p>
2024 Events Profits	All events have been profitable. Still being reviewed and will be part of the 2025 budget.	
Alumni data collection	<p>Confirm the fields to be collected – full name, type of alumni, mobile phone, email, first year at the school, last year at the school, current location, option to add minors on one profile.</p> <p>MG to provide approval to Waney for the form to be uploaded. Set-up an alumni email address.</p>	TS / MG
President's Update		
Summary of 2024	<p>P&C has made huge strides in 2024 – outgoing President Deb has helped to set-up the systems.</p> <p>Teacher appreciation day was one of the highlights, Mother's and Father's day stalls were well organised by Diana. Successful events across each of the terms.</p> <p>Thanks to Deb B, Crystal and William for their contributions on the P&C Executive during the year.</p> <p>Heidi, Kumi and Diana have really helped with the uniform shop and keeping the consistency of the opening hours.</p>	

Topic	Notes	Actions
	<p>Deb, B, Diana and Bec have kept the Sushi Friday momentum.</p> <p>Have raised over \$35K in 2024 and invested in popcorn and slushie machine, kept uniform prices the same for nearly five years. Kept the profit minimal to ensure accessibility.</p> <p>Donated library books to Prep and support the Year 6 Graduation, Year 6 celebration UrbanXtreme and pizza at the park was huge success.</p>	
General Business		
150 Year Celebration	<p>150 Year logo approved at the P&C meeting. SA to provide the approval to Creed.</p> <p>BCSS will get school signatures updated, t-shirts for students and aim to add to the senior school shirts.</p> <p>Lucas has confirmed he can lead and drive the 150 Year Celebration, next meeting at 10 December, 3:15pm.</p> <p>When date is firmed, signage can be printed around the school. The lead needs to be a member of the P&C and must present at the meeting.</p>	SA
2024 events – final items to close out	<p>Volunteer breakfast food arrived late, have been offered a full refund. Consider holding in the Volunteer Week.</p> <p>Events register to include the list of the volunteers so we can have a targeted review of the event and how it could be improved next year.</p>	DL
2025 P&C events	<p>School calendar is being locked in – BCSS is awaiting the dates for sporting from City Districts, national athletics calendar. Term planner will be added to the P&C meeting room.</p> <p>Schedule uniform shop ordering for every six months or once a year to be included in the term planner.</p> <p>Federal election hasn't been confirmed. P&C events calendar to be shared in January to BCSS.</p> <p>Target profit is \$30K, may be loss with the fete.</p> <p>Tidy up the 2025 volunteer sign-up, QR code to a WhatsApp Group.</p>	TS / MG SA
2025 P&C meetings	<p>Approved P&C dates for the year – invites can be sent for the whole year with an update to the elected representatives.</p>	DL
P&C Goals for 2025	<p>Short-term goal: Tuckshop introduced by Term 2</p> <p>Short-term goal: 150 Year Celebration event</p>	

Topic	Notes	Actions
	Long-term goal: F Block improvements, guidance on how the 5 metre space (near Terrace) could be better utilised.	
Tuckshop update	<p>Tuckshop will be during Term 2 on Wednesday, Thursday and Friday. Sushi Friday to be reviewed whether it's another day or tuckshop is Wednesday and Thursday only.</p> <p>SA to meet with provider in January to confirm the set-up required during Term 1. They will run it and set it up in Term 2 while we seek volunteers and seek a paid role for Semester Two or continue to run the service through the contracted provider.</p> <p>Contracted service provider Metropolitan Canteens. \$5,000 available to spend for Lend Lease grant.</p>	
2025 uniform shop dates	Monday 20, Tuesday 21, Thursday 23 January from 9am - 12pm. Send details to MG for the socials in Instagram format.	MG
Term 1 events – bingo night and movie night	<p>SA to lead the Bingo Night to be held before the next P&C event.</p> <p>Promote the first event at the uniform shop and the Parent Information Night.</p> <p>TS to confirm the provider for the movie night so SA can confirm the date.</p>	<p>SA</p> <p>SA</p> <p>TS</p>
Social Media position in 2025	Include a potential position in the P&C at next year's AGM to have someone drive a P&C social media.	DL
Approvals requested		
Additional BBQ	<p>Proposal to purchase a second BBQ to support the events – check Bunnings.</p> <p>Approval granted up to \$1,000</p>	TS
Bingo night	<p>Proposal to hold the event in the library. Will run the event similar to the trivia night.</p> <p>Approval granted up to \$1,000</p>	SA
Meeting close		
Next meeting details	Monday 10 February 2025, 6pm	
Meeting close time	Meeting closed at 7:35pm.	

Actions

Topic	Action	Lead	Status
Stephen Bates Volunteer Grant	Submission due on 20 December. Sujin Kates volunteered to complete the submission.	SK	SA to provide SK with documents – ASAP
P&C Survey	MG to share the P&C QLD Facebook share on the BCSS Facebook page	MG	Underway – to be complete by 13 December
Uniform shop stocktake	Stocktake to be completed prior to 2025 sales commencing. Working bee to be organised for 3 rd week of January	JB	Underway – to be confirmed early January
Uniform shop opening in January / tuckshop working bee	January uniform shop dates confirmed – SA to provide Instagram sized share, MG to post this year and next year. MG to confirm school access for P&C during January	MG / SA	Underway – SA to provide graphic this week
Bingo night – early February	SA to take the lead on organising the event and confirm access to the library.	SA	Underway – by end of January
Additional BBQ purchase	TS to take the lead on purchasing another BBQ from Bunnings.	TS	Underway – by end of January
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. NT confirmed Blue Card numbers to be provided to BCSS to be recorded with the school.	DL	Underway – to be complete by January 2025
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 – by end of year.

Topic	Action	Lead	Status
Uniform shop new ordering system	Confirm details for BCSS P&C access.	JB	Underway – by next meeting.
P&C event standardisation	Develop consistent approach to regular events. Current events to be captured. Include volunteers register within document.	DL	Underway – by January 2025.

Actions closed on 9 December

Topic	Action	Lead	Status
150 Year Celebrations 150 sub-committee	Confirm whether sub-committee can be established.	DL	Complete.
	Lead to be identified.	SA	Complete.
	Logo feedback to Creed.	SA	Logo approved, will be complete 10 Dec.
Sushi ordering	Reset sushi ordering	SA	Complete – DLI has backend access
2025 events and P&C meetings	BCSS to provide schedule of events for 2025 so P&C can confirm dates	MG	Complete
2024 Event receipts	All receipts to be provided to TS to close out the year.	DL	Complete
Alumni data fields	TS to provide Waney with the final data fields for the website so MG can approve its inclusion.	TS	Complete