



## 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](mailto:pandc@brisbanecentralss.eq.edu.au)

# Meeting Minutes – General Meeting

<b>Date</b>	Monday 11 November 2024
<b>Time</b>	6pm – 8:15pm
<b>Location</b>	Brisbane Central State School Administration Building Rogers Street – entry via Gate 7
<b>Teams link</b>	<a href="https://brisbanecss.schoolzineplus.com/r/ZzqjQ/672abb0a9a0a0a0">https://brisbanecss.schoolzineplus.com/r/ZzqjQ/672abb0a9a0a0a0</a>

### 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
Diana Livingstone (DLi)	Member, 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
Deb Beasley (online) (DB)	Member, BCSS P&C

## Agenda items

Topic	Notes	Actions
<b>Welcome and general business</b>		
Confirm attendance and apologies	No apologies	
Confirm minutes of the previous general meeting	Minutes approved by SA. Minutes seconded by LVDH.	
Actions arising from previous general meeting	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.	P&C Executive – SA, TS, DLa and LVDH – to have blue card numbers confirmed by end of year.
Membership applications / changes	No membership applications. Crystal Lane has advised she will step down from the P&C. We thank Crystal for three years of dedication and especially across many P&C organised events Deb Beasley, former BCSS President, confirmed November would be her final meeting. We thank Deb for her leadership and commitment to the BCSS P&C for many years and her thorough handover throughout the year to the incoming President and Executive.	SA to recognise DB at the Year 6 Graduation and volunteer breakfast on 29 November.
<b>Correspondence in</b>		
Lyndon James (18 Oct) – requesting support for school area signage	The P&C does not need to be involved. BCSS and the P&C worked with local elected representatives to secure and establish the St Paul’s school zone, which previously did not exist.	DL to send an email confirming no further involvement from the P&C.
New Positive Duty requirements for P&C	Noted the P&C must have a policy in place.	DL and SA – review requirements and prepare draft for next meeting.
P&C Qld (4 Nov) – State Conference (6-7 June 2025)	Calendar invitation – LVDH to attend on behalf of the BCSS P&C. Friday & Saturday attendance. P&C approved to cover the accommodation cost.	DL to send placeholder for LVDH attendance. DL to register LVDH when registrations open.

Topic	Notes	Actions
<b>Principal's Update</b>		
Playground Grant Update	<p>Principal's report attached.</p> <p>Prep enrolments are lower than previous years – P&amp;C offered to support with letterbox dropping, suggested FB promoted posts and extending area to include West End / South Brisbane (West End SS catchment), noting no promotion can occur in the East Brisbane SS catchment.</p> <p>Playground intention is to include multi-purpose court. Middle of next year will have multi-purpose court at the front and playground behind Block A – committed to no further construction after July 2025.</p> <p>P&amp;C requested to support the Prep Transition day between 11:30am – 1pm on 22 November.</p> <p>P&amp;C requested to support the Year 6 Graduation on 3 December.</p> <p>P&amp;C to note opportunity to coordinate food / fundraising for the End of Year Concert on 4 December.</p> <p>Note in 2025 that Term 4 will include 11 weeks instead of the standard 10 weeks and the school will offer structured and meaningful learning events during this time.</p> <p>Parent information session in the first week of the school – to hand out information about the P&amp;C / membership.</p>	<p>SA confirmed attendance to present to new parents re the P&amp;C.</p> <p>LVDH and DL to support, SA to present.</p> <p>SA to support end of year concert arrangements.</p> <p>P&amp;C to prepare information for event.</p>
<b>Treasurer's Report</b>		
Treasurer's Report	<p>Treasurer's report shared</p> <p>Noted the \$5,000 grant for the tuckshop from Lend Lease – fees can be unlocked when proposal for funds is provided.</p> <p>Recent events of trivia, movie night, disco, election day BBQ all raised \$2,000 per event. Detailed event breakdown to be provided at December meeting to review the most profitable events to plan for 2025.</p> <p>Note the federal election must be held before 27 September 2025 and could be held as early as March 2025.</p> <p>Uniform shop has generated \$22K profit.</p>	<p>SA / TS to confirm with Lend Lease Term 2 tuckshop plan to release the funds.</p> <p>DL to include 2024 event review on the agenda for December.</p>

Topic	Notes	Actions
	TS motioned report to be accepted. SA seconded motion.	
Sushi pricing	<p>Sushi is still making a margin, although need to keep an eye on the number of orders.</p> <p>DH is now supporting the sushi orders, SA to remove restrictions from the account for ordering. Note forward ordering is possible – this can be promoted to parents.</p>	SA to reset the sushi ordering so reminders can be sent.
<b>President's Update</b>		
150 Year Celebrations	<p>Advertise a lead for this work noting that a Sub-Committee should be established with a group committed to organising the events.</p> <p>SA noted a parent who could be a potential lead for a sub-committee focused on the 150 Year Celebrations.</p> <p>SA and MG met with Creed re the 150 year branding – recommended adding the “State School” to the logo so it is not too generic.</p> <p>Noted Gregory Terrace and Brisbane Girls Grammar also have 150 year anniversary in 2025. Consideration for Brisbane Open House.</p> <p>MG noted no construction after 30 June 2025, which will allow for 150 year events.</p>	<p>DL to confirm the rules sub-committees as per Constitution.</p> <p>SA to reach out to parent about leading the 150 Year Celebrations.</p> <p>SA to provide feedback to Creed.</p>
<b>President's Update</b>		
Tuckshop update	Tuckshop options are still being explored – anticipate a further update next meet with an option for Term 2.	DL to add tuckshop to agenda items for December meeting.
<b>General Business</b>		
<p>2024 P&amp;C Events</p> <ul style="list-style-type: none"> <li>• Volunteer breakfast / gifts / certificates</li> <li>• Christmas concert</li> <li>• Year 6 graduation</li> </ul>	<p><b>Volunteer breakfast</b></p> <p>Friday 29 November (option for parent dunking). Confirm names of the volunteers from the sign-up and other known volunteers (e.g. Divya library assistant).</p> <p>Recognise the kids of parents who have volunteered at the school assembly on Friday 29 November. School admin can support laminated certificates for the kids if the list is provided by Friday 22 November (one week prior).</p>	<p>P&amp;C leads to support the event are TS and JB.</p> <p>Noted for TS and JB.</p>

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	<p>Approve an amount up to \$500 for the volunteer breakfast.</p> <p><b>Christmas concert</b></p> <p>Wednesday 4 December. Confirmed Friday 22 November can be a free dress day (bring in donation item), noting alcohol donations must be brought directly to the school office by the parent.</p> <p>Food truck similar to the art show to be available at the Christmas Concert. P&amp;C noted a site fee should be requested.</p> <p>P&amp;C agreed to set-up pre-sale for the food and event, and can also be purchased on the night. The 2023 concert had queues for and the pre-sale worked better at the disco.</p> <p>MG to arrange for the Performance schedule to be sent to the P&amp;C to be included in the promotional material.</p> <p>Approve an amount up to \$1,500.</p> <p><b>Year 6 Graduation</b></p> <p>Tuesday 3 December, 6pm – 8pm</p> <p>MG speaks, P&amp;C do a speech, school captains do a valedictory speech, elected reps each donate their award, each student is given their certificate.</p> <p>Kids make a video about their BCSS experience and what they want to be. Allow one hour to present each kid.</p> <p>P&amp;C to provide decorations – stage dressing at Fortitude Valley SS. School banners and flags.</p> <p>Michael to provide a mud map of the venue – put a school logo over the top to have BCSS branding.</p> <p>P&amp;C buys the cake.</p> <p>Meeting to discuss the year 6 graduation with Year 6 teachers, NT and P&amp;C leads.</p> <p>Approve an amount up to \$1,500.</p>	<p>P&amp;C Lead for the event is SA.</p> <p>SA to confirm requirements on promotional flyer.</p> <p>SA to confirm food truck.</p> <p>SA to set-up pre-ticket sales asap.</p> <p>MG to provide performance schedule.</p> <p>P&amp;C Leads for the event are LVDH and DL.</p> <p>MG to provide venue mud map for planning.</p> <p>LVDH to arrange meeting.</p>
2025 P&C events and meetings	<p>SA circulated P&amp;C events for the start of the responsibilities for each year level.</p> <p>BCSS - working on some changes around communication. One email per week, some</p>	2025 events to be cross-checked against the school calendar (to be provided by MG) and major Brisbane events

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	<p>of this will help them to be able to do that. Upcoming events is always included there.</p> <p>Social media P&amp;C – learn more about the benefit of the Facebook and the P&amp;C.</p> <p>2025 P&amp;C meetings – confirm the meetings comply with the Constitution. Meetings to be endorsed at December meeting. Agreed meeting schedule to be sent to three elected representatives – Vicki Howard, Grace Grace and Stephen Bates.</p> <p>Noted that Sue Jin is a new parent with background in events and her husband is a photographer including drones and have offered to help for future events.</p>	<p>(e.g. Brisbane Festival, Magic Round)</p> <p>DL to confirm constitution requirements and 2025 dates ready for December meeting.</p>
Uniform shop – January opening	<p>Confirmed uniform shop opening is now three morning and will have two additional days in January for new students. Schedule volunteers to help on these days.</p> <p>MG noted that non-teachers are back at work from Monday 20 January, likely to have book pack drop-off at the end of the week so uniform shop could coincide.</p>	JB to set-up volunteer schedule.
Executive P&C roles and responsibilities	Noted that P&C roles & responsibilities will be developed so all Executive are clear on roles.	SA to develop by end of year.
P&C event standardisation	Noted that Sue Jin is a new parent with background in events and her husband is a photographer including drones and have offered to help for future events.	DL to develop event standardised toolkit, aim to complete these details as events are organised for 2025.
Uniform shop – New Order System	<p>Presentation by Mr Barry and Nigel (CEO). Provides historical information about the BCSS ordering so it can be ordered once per year. System allows school to target a 40% return for the uniform shop.</p>	JB to confirm details for BCSS P&C access.
<b>Approvals requested</b>		
Slushie machine	Approval for Bunnings slushie machine to be purchased at a cost of up to \$2,500.	SA to arrange purchase
Volunteer breakfast	Approval for amount of up to \$500.	TS / JB – event leads
Christmas concert	Approval for amount of up to \$1,500.	SA – event lead

Topic	Notes	Actions
Year 6 Graduation	Approval for amount of up to \$1,500.	LVDH / DL – event leads
<b>Meeting close</b>		
Next meeting details	Monday 9 December, 6pm.	DL to distribute meeting details.
Meeting close time	8:15pm	

## Actions

Topic	Action	Lead	Status
<b>Blue cards for P&amp;C Executive</b>	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
<b>Lyndon James email</b>	Send an email confirming no further involvement from the P&C.	DL	Underway – to be completed by 18 November
<b>New Positive Duty requirements</b>	Review requirements and prepare draft for next meeting.	DL / SA	Not started
<b>P&amp;C QLD State Conference</b>	LVDH to attend on behalf of the BCSS P&C.	DL	Underway – placeholder to be sent by 18 November
<b>Prep Transition Day</b>	P&C to attend and present on 22 November.	SA	Confirmed – SA to attend.
<b>Parent Information Night (Term 1 2025, week 1)</b>	P&C to prepare information to handout to parents	All P&C	Not started
<b>Sushi ordering</b>	Reset sushi ordering	SA	ASAP
<b>150 Year Celebrations 150 sub-committee</b>	Confirm whether sub-committee can be established. Lead to be identified. Logo feedback to Creed.	DL SA SA	Not started – by next meeting Not started – by next meeting ASAP

<b>Topic</b>	<b>Action</b>	<b>Lead</b>	<b>Status</b>
<b>2025 events and P&amp;C meetings</b>	BCSS to provide schedule of events for 2025 so P&C can confirm dates	MG	Underway – by next meeting
<b>P&amp;C roles and responsibilities</b>	Establish clear roles and responsibilities	SA	Not started – by end of year.
<b>Uniform shop new ordering system</b>	Confirm details for BCSS P&C access.	JB	Underway – by next meeting.
<b>P&amp;C event standardisation</b>	Develop consistent approach to regular events. Current events to be captured.	DL	Not started – by January 2025.