

<b>Berrinba East State School P&amp;C General Meeting</b>		
<b>Date:</b>	<b>Monday 27<sup>th</sup> of April 2026</b>	<b>Location:</b> <b>BESS Staff Room (Admin block)</b>
Time of Meeting Open	5.08pm	
<b>AGENDA ITEM</b>		
Acknowledgment	<i>We acknowledge the Traditional Custodians of the land on which we gather and honour their connections to land, sea and community. We pay our respects to elders past, present, and emerging. May we work together in harmony.</i>	
Attendance	<i>Terese Tobin (President), Paea Steele (Vice President), Raeleen deRidder (Treasurer), Katrina Nilsson, Brooke Herridge, Kaye Mundt, Karen Devlyn, Steve Kanowski (Principal), Sarah Williamson, Cassie Fien-Carr (online)</i>  <i>Guests: Reese Mora (YMCA – online), Jason O’Neill, Ashleigh Ockenfels</i>	
Apologies	<i>Natalie Ellis, Elizabeth Coleman, Sarah Hyndman</i>	
Confirmation of the minutes of the previous meeting	<i>Draft minutes for the previous general meeting, were circulated to members via email on 12/03/2026 and 26/04/2026.</i>  <i>Draft minutes for the SPECIAL meeting held on Friday 24 April 2026, were circulated to members via email on 27/04/2026.</i>	
<b>Motion</b>	“That the general meeting minutes be confirmed as a true and correct record of the meeting held 9 <sup>th</sup> of March 2026.” Moved: Paea Steele                      Seconded: Katrina Nilsson                      Carried/ <del>Lost</del>	
<b>Motion</b>	“That the SPECIAL meeting minutes be confirmed as a true and correct record of the meeting held 24 April 2026.” Moved: Paea Steele                      Seconded: Raeleen deRidder                      Carried/ <del>Lost</del>	
Business arising from the minutes of the previous general meeting	<i>General Meeting 9 March 2026</i> <ul style="list-style-type: none"> <li>• <i>MYOB Super has been identified as a suitable clearing house to pay superannuation – this process has been used in the most recent payroll process and was successful</i></li> </ul> <i>Special Meeting 24 April 2026</i> <ul style="list-style-type: none"> <li>• <i>President to seek clarification on Reference Group Authority as per concern raised by Principal</i> <ul style="list-style-type: none"> <li>• <i>It was noted there is a potential perception that the Inclusion Reference Group (IRG) could be seen as acting independently and/or influencing the school directly.</i></li> <li>• <i>It was noted that the P&amp;C Constitution does not define “reference groups”; however, such groups are not prohibited, provided they operate under the authority of the P&amp;C.</i></li> <li>• <i>The Terms of Reference confirm that the IRG operates in an advisory capacity only, with no decision-making authority.</i></li> <li>• <i>All information and recommendations from the IRG will be provided to the P&amp;C for consideration, and not communicated directly to the school outside of P&amp;C processes.</i></li> <li>• <i>The P&amp;C noted that governance is determined by the structure and Terms of Reference, rather than the name of the group.</i></li> </ul> </li> <li>• <i>Chairperson, with the support of the P&amp;C committee, to commence formation of the Inclusion Reference Group</i> <ul style="list-style-type: none"> <li>• <i>In progress</i></li> </ul> </li> <li>• <i>President to refer to / complete appropriate forms based on the “Purchasing Policies and Procedures for P&amp;C’s”</i> <ul style="list-style-type: none"> <li>• <i>In progress</i></li> </ul> </li> <li>• <i>Chairperson and President to discuss how best to manage known and perceived Conflict of Interest</i> <ul style="list-style-type: none"> <li>• <i>In progress</i></li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>Chairperson to present external consultants alignment with IRG criteria to committee for decision on which consultant to engage with <ul style="list-style-type: none"> <li>Will be tabled in General Business</li> </ul> </li> </ul>
Correspondence since the previous general meeting <ul style="list-style-type: none"> <li>Inward (as listed)</li> <li>Outward (as listed)</li> </ul>	<ul style="list-style-type: none"> <li>IN: <ul style="list-style-type: none"> <li>Money – Bank statements, Invoices, payment remittances</li> <li>Newsletters - P&amp;Cs QLD, Blue Card, QAST, Book club, Tuckshop suppliers and food recall alerts, Allergen Bureau</li> <li>Uniform enquiries</li> </ul> </li> <li>OUT: <ul style="list-style-type: none"> <li>Nothing of note.</li> </ul> </li> </ul>
<b>Motion</b>	“That the inwards correspondence be received, and outwards be endorsed.” Moved: Paea Steele                      Seconded: Brooke Herridge                      Carried/ <del>Lost</del>
Business arising from the correspondence	<ul style="list-style-type: none"> <li>No business arising.</li> </ul>
Table of executive committee’s decisions (if any)	<ul style="list-style-type: none"> <li>Nil</li> </ul>
Treasurer’s report and financial statement, and any business arising from these.	<ul style="list-style-type: none"> <li>Written report (Ref appendix A) - March 2026</li> <li>Trading Statement for term 1 will be available next meeting once the month of April has finished</li> </ul>
<b>Motion</b>	“That the Treasurer’s report be accepted” Moved: Raeleen deRidder                      Seconded: Katrina Nilsson                      Carried/ <del>Lost</del>
Business arising from the Treasurers report	<ul style="list-style-type: none"> <li>No business arising.</li> </ul>
Principal’s Report	<ul style="list-style-type: none"> <li>Written report (Ref appendix B)</li> </ul>
<b>Motion</b>	“That the Principals report be accepted” Moved: Steve Kanowski                      Seconded: Paea Steele                      Carried/ <del>Lost</del>
Business arising from the Principals report	<b>Discussion</b> <ul style="list-style-type: none"> <li>President asked about the Scholastic Book Club read a book a day in May challenge. Principal advised he is wanting to pull together school participation in the Premier’s Reading Challenge.</li> <li>Member mentioned that it would be great to see that up on the Facebook page for parents to be able to engage the kids and start looking at going to the library and grabbing some books and things like that.</li> <li>Upcoming major milestone for BESS – 50th anniversary of the school opening is next year – would like to work together across the community to celebrate this. No action required now, just raising to kick start ideas and thoughts on how to celebrate this.</li> <li>The Principal and President meet regularly</li> </ul>
Retail Manager	<ul style="list-style-type: none"> <li>Linked in with Warm Hearts, Warm Bellies and received a delivery from Oz Harvest, which we brought up to the hub and all the families really appreciated that, which was fantastic. Thank you to Cassie for going and picking that up from WHWB.</li> </ul>
Book Club Representative	<ul style="list-style-type: none"> <li>This role remains vacant and can be managed through the tuckshop (distributing catalogues and orders) and President (online processing).</li> <li>New issue has just landed and will be circulated.</li> </ul>
P&Cs Qld Representative	<ul style="list-style-type: none"> <li>P&amp;C Day this year is Friday 22<sup>nd</sup> of May, during National Volunteer Week. <ul style="list-style-type: none"> <li>The theme for National Volunteer Week in 2026 "Your Year to Volunteer". This annual event highlights the contributions of millions of volunteers while aligning with the United Nations International Year of Volunteers for Sustainable Development (IVY 2026). The week encourages community</li> </ul> </li> </ul>



Date of next meeting	<ul style="list-style-type: none"> <li>• <b>Monday 18th May 2026</b></li> <li>• Monday 15th June 2026</li> <li>• Monday 20th July 2026</li> <li>• Monday 17th August 2026</li> <li>• September conflicts with school holidays</li> <li>• Monday 19th October 2026</li> <li>• Monday 16th November 2026 – last one for the year</li> <li>• Monday 15th February 2027</li> </ul>
Time of Meeting Close	6.15pm
<b>Actions from the meeting:</b>	<i>No new actions – continue with work in progress actions for the Inclusion Reference Group</i>

**CONFIRMATION OF MINUTES**

The chairperson has verified the accuracy of the minutes as accepted by the association – see section 21.2 of the P&C Constitution

DRAFT

Appendix A

## TREASURERS SUMMARY REPORT

General Meeting 27 April 2026

1 Mar 2026 to 30 Mar 2026

Account	402	410	903
Opening balance	\$18,988.54	\$12,413.54	\$935.49
Debits	Nil	-\$8,019.91  <i>\$43.40 (MYOB)</i> <i>\$59.89 (Merchant fee)</i> <i>\$1,845.10 (Wages)</i> <i>\$1,509.62 (Tuckshop stock)</i> <i>\$445.20 (Debit card top up)</i> <i>\$1,320 (Audit for 2025)</i> <i>\$2,796.70 (P&amp;Cs Qld)</i> <ul style="list-style-type: none"> <li>• <i>\$536.01 (Membership fee)</i></li> <li>• <i>\$1,331.96 (insurance)</i></li> <li>• <i>\$629 (HR service)</i></li> </ul>	Nil
Credits	\$251.12  <i>\$27.64 (Interest)</i> <i>\$205.30 (CFC)</i> <i>\$8.18 (Urban Reptiles)</i> <i>\$10.00 (donation)</i>	\$6,656.10  <i>\$24.35 (interest)</i> <i>\$200 (Cameron Dick Donation 2025 Graduation)</i> <i>\$6,431.75 (Uniform sales and Tuckshop sales)</i>	Nil
Closing balance	\$19,239.66	\$11,049.73	\$935.49

**P&C Meeting  
April 2026  
Principals Report**

**Student Enrolment:** 383

**Student Attendance:** 84.0%

**Facilities Update:**

- Extension of the State School Security Fencing has now been complete. Additionally, a fenced area near the hall is also created to ensure access to the OSHC while also directing school traffic through the school front entrance.
- Upgrades to our school carpark and entrance have commence. A pedestrian crossing has been installed and the school is in the process of acquiring boom gates for the staff carpark.
- The Bike and OPAL shed has been completed and is now operational.

**Program updates**

- Five new bikes have been purchased for the school's Bike Track program. The school is seeking funding to purchase more in the future.
- Our school OPAL (Outdoor Play and Learning) program continues to be recognised for its innovation and clear connection to the Australian Curriculum's Outdoor Learning Framework. This work will be showcased at the upcoming QASSP (Qld Association of State School Principals) conference with a number of delegates coming to visit the school prior to the commencement of this conference.
- The school has embarked on a professional learning journey with the Regional Autism Coach. This will see selected teachers and inclusion staff being coached on their support for identified students with an Autism diagnosis.
- The school's SSS (Student Support Services) system is now up and running with 19 students newly identified and support in term 1 (this is in addition to students already identified). The SSS systems is a process by where teachers are able to refer students who they identify with additional needs to receive support from staff outside of the classroom.
- Our Literacy intervention continues to have an impact with over 70 students receiving additional support in Term 1.

**Events**

- Planning has begun for World Outdoor Classroom Day on May 21. Our school will be showcased by the department on Social Media on this day. The school has a range of Outdoor Learning experiences planned for students to access on the day.
- Under 8s Day will be also occurring during this week. We are currently attempting to co-ordinate stakeholders to land on a date.
- The Jarjums Matter Early Years Neighbourhood Network have successfully applied for a 'Growing Well' Grant through Logan City Council. Part of this grant will see the 'Tui at 2' performance this Wednesday at the front of the Admin block for students in Prep – Year 2.
- Our Year 6 students had the wonderful opportunity to play a game of League Tag before the Broncos v Bulldogs game on Friday night. Thanks to the NRL as well as Mr Bulmer and Ms Wilkie for organising.
- We had over 20 students in attendance for the Logan Central Community ANZAC March on Saturday. Thank you to the families and staff that braced the wet weather to attend.

**Excursions**

- Year 5/6 Camp – Camp Kindlan – 27-29 July

## School Financial Snapshot

Berrinba East State School (1867)

Period 202604 (Apr 2026)

as at 27-April-2026 04:16 PM



### What We Own

#### Cash Holdings

General Bank Account	1,162,469.74	
<b>Subtotal of Cash Holdings</b>		<b>1,162,469.74</b>

#### What Others Owe Us

Parents	28,445.21	
Others	85,688.96	
<b>Subtotal of What Others Owe Us</b>		<b>114,134.17</b>

**Total of What We Own** **1,276,603.91**

### ADJUSTED FOR

#### What We Owe Others

Payables	-7,520.06	
Funds Held in Trust	-2,450.00	
<b>Total of What We Owe Others</b>		<b>-9,970.06</b>

**Net Ownership\* (We own more than we owe)** **1,266,633.85**

### ADJUSTED FOR

**What We Are Committed to Spend** **83,194.61**

#### Funds We Hold for Others

Global Trading Activities	-35,318.55	
Administered Cluster Funds	-4,512.55	
<b>Total Funds Held for Other Bodies</b>		<b>-39,831.10</b>

#### Amounts Held for Future Projects

Bank Reserve Provision	30,000.00	
Plant & Equipment Provision	144,789.00	

**Total Provisions** **174,789.00**

**Actual Financial Position of the School/Available Funds** **968,819.14**

### Reconciliation to Balance Sheet Summary Report

**Net Ownership\*** **1,266,633.85**

### ADJUSTED FOR

#### Items Awaiting Reconciliation

Salary Recovery	8,821.00	
Corporate Card	7,207.80	

**Total Items Awaiting Reconciliation** **16,028.80**

**Net Assets/(Liabilities) as per Balance Sheet Summary Report** **1,282,662.65**

### Summary:

- The school holds strong overall assets of approximately **\$1.27M**, with the majority in cash holdings (\$1.16M).
- Once commitments, held funds, and provisions are accounted for, the **actual available funds are approximately \$968K**.
- Actual expenses to this date have been \$580,127. This is currently under budget.
- The school has spent 31.4% of its projected revenue up and until this point of the year (noting that major spending concludes early in Term 4)

Appendix C

**P&C - FUNDRAISING AND EVENTS**

General Meeting 27 April 2026

Date	Description	Comments
	Mothers Day Stall	Wed 29 April - Stall available while parents arrive to collect children (Tui's concert will be going at the time)  Another date & time needed
	Mothers Day Raffle	Set up raffle this week
	Mothers Day Morning Tea	Link in with the Hub Friday 8 <sup>th</sup> of May??
15 May Friday	Free dress day for Hidden Disability launch  Looking at week 3 or 4 of Term 2	Free dress day – wear blue, green and any other colour in between!  Gold coin donation or 10 containers for change
18 – 24 May	Under 8's week National Road Safety Week National Volunteer Week	Link in with what the school is doing  Something special for the P&C
22 May Friday	P&C Day Walk Safety to School Day	Something special for the P&C Walking bus from certain streets to school to raise awareness?
20 May Wednesday	World Bee Day	Can we do something with ESR and the bee hives?
23-29 May	National Reconciliation Week	Link in with what the school is doing
26 May Tuesday	National Sorry Day	Link in with what the school is doing
27 May Wednesday	State of Origin – Game 1	Using colour in foods to create some competition and excitement?
3 June Wednesday	Mabo Day	Link in with what the school is doing
5 Jun Friday	World Environment Day National Donut Day (Australia)	Containers for change drive Krispy Kreme Donuts
5 – 6 June	P&Cs Qld Conference	4 members attending
11 Jun Thursday	International Day of Play Corn on the cob day	Link in with what the school is doing Tuckshop fun
17 June Wednesday	State of Origin – Game 2	
18 Jun Thursday	Sushi Day	Sushi-pro orders
Week 9?	Sports Day	Link in with what the school is doing Provide Food service for parents

2027 - 50<sup>th</sup> anniversary of BESS opening – getting it on the radar

Appendix D

**GRANTS AND DONATIONS**

General Meeting 27 April 2026

<b>Grant Fund</b>	<b>Purpose</b>	<b>Amount requested</b>	<b>Outcome</b>
Community Benefit Fund 2025/2026	12-month membership to the Hidden Disabilities Sunflower program and sunflower merchandise	\$300	Successful
2026 Rankin Volunteers Grants EOI	P&C Polo Shirts and P&C branded Marquee	\$3,680	
Pace Farm's Community Grants Program	Replacement of upright freezer	\$2,390	

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