Berrinba East State School P&C General Meeting			
Date:	**Monday 27th of April 2026**	**Location:**	**BESS Staff Room (Admin block)**
Time of Meeting Open	*5.08pm*		
AGENDA ITEM			
Acknowledgment	*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.*		
Attendance	*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)* *Guests: Reese Mora (YMCA – online), Jason O'Neill, Ashleigh Ockenfels*		
Apologies	*Natalie Ellis, Elizabeth Coleman, Sarah Hyndman*		
Confirmation of the minutes of the previous meeting	*Draft minutes for the previous general meeting, were circulated to members via email on 12/03/2026 and 26/04/2026.* *Draft minutes for the SPECIAL meeting held on Friday 24 April 2026, were circulated to members via email on 27/04/2026.*		
Motion	"That the general meeting minutes be confirmed as a true and correct record of the meeting held 9th of March 2026." Moved: Paea Steele Seconded: Katrina Nilsson Carried/~~Lost~~		
Motion	"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/~~Lost~~		

Business arising from the minutes of the previous general meeting	*General Meeting 9 March 2026*
	• *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*
	
	Special Meeting 24 April 2026
	• *President to seek clarification on Reference Group Authority as per concern raised by Principal*
	  • *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.*
	  • *It was noted that the P&C Constitution does not define "reference groups"; however, such groups are not prohibited, provided they operate under the authority of the P&C.*
	  • *The Terms of Reference confirm that the IRG operates in an advisory capacity only, with no decision-making authority.*
	  • *All information and recommendations from the IRG will be provided to the P&C for consideration, and not communicated directly to the school outside of P&C processes.*
	  • *The P&C noted that governance is determined by the structure and Terms of Reference, rather than the name of the group.*
	• *Chairperson, with the support of the P&C committee, to commence formation of the Inclusion Reference Group*
	  • *In progress*
	• *President to refer to / complete appropriate forms based on the "Purchasing Policies and Procedures for P&C's"*
	  • *In progress*
	• *Chairperson and President to discuss how best to manage known and perceived Conflict of Interest*
	  • *In progress*		

	• *Chairperson to present external consultants alignment with IRG criteria to committee for decision on which consultant to engage with* • *Will be tabled in General Business*

Correspondence since the previous general meeting
• Inward (as listed)
• Outward (as listed)
	• *IN:*
	  o *Money – Bank statements, Invoices, payment remittances*
	  o *Newsletters - P&Cs QLD, Blue Card, QAST, Book club, Tuckshop suppliers and food recall alerts, Allergen Bureau*
	  o *Uniform enquiries*
	• *OUT:*
	  o *Nothing of note.*

Motion	"That the inwards correspondence be received, and outwards be endorsed." Moved: Paea Steele Seconded: Brooke Herridge Carried/~~Lost~~
Business arising from the correspondence	• *No business arising.*
Table of executive committee's decisions (if any)	• *Nil*
Treasurer's report and financial statement, and any business arising from these.	• *Written report (Ref appendix A) - March 2026* • *Trading Statement for term 1 will be available next meeting once the month of April has finished*
Motion	"That the Treasurer's report be accepted" Moved: Raeleen deRidder Seconded: Katrina Nilsson Carried/~~Lost~~
Business arising from the Treasurers report	• *No business arising.*
Principal's Report	• *Written report (Ref appendix B)*
Motion	"That the Principals report be accepted" Moved: Steve Kanowksi Seconded: Paea Steele Carried/~~Lost~~
Business arising from the Principals report	***Discussion*** • *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.* • *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.* • *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.* • *The Principal and President meet regularly*
Retail Manager	• *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.*
Book Club Representative	• *This role remains vacant and can be managed through the tuckshop (distributing catalogues and orders) and President (online processing).* • *New issue has just landed and will be circulated.*
P&Cs Qld Representative	• *P&C Day this year is Friday 22nd of May, during National Volunteer Week.* o *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*

	participation and recognizes volunteers' vital role in building inclusive communities • *2026 P&Cs Qld State Conference* o *5th & 6th June 2026 - Brisbane Convention & Exhibition Centre* o *Pricing to attend conference only:* ▪ *Friday registration - $99* ▪ *Saturday registration - $165* ▪ *Two day registration - $264* • *According to the Department of Education attending the P&Cs Qld State Conference is considered as highly valuable Professional Development for P&C executives/members.* • *Paying for our P&C representatives to attend the conference fits within the constitutional functions and powers of a P&C.* • *2026 Model Constitution* o *New legislation regarding Child Safety, and some other amendments have been updated in the model constitution.* o *This will be tabled next general meeting and will outline the amendments.*
Motion	"That the P&C provide the funding for the five committee members to attend P&Cs Qld's annual State Conference on 5th and 6th of June 2026 at Brisbane Convention & Exhibition Centre costing a total of $1,320" Moved: Paea Steele Seconded: Katrina Nilsson Vote For: Unanimous Vote Against: 0 Abstain: 0 Vote Outcome: Carried / ~~Lost~~
Fundraising and Events	• *Refer to Appendix C*
Grants and Donations	• *Refer to Appendix D*
General Business	• *Inclusion Reference Group* • *Chairperson to present external consultant's and alignment with IRG criteria to committee for decision on which consultant to engage with* *The diversity within the school community is acknowledged and understood.* *Ensuring culturally respectful and inclusive engagement — particularly for families from refugee backgrounds, First Nations families, and those with English as an additional language — will be an important consideration in how community input is gathered.* *This does not change the intent of the work, but informs how it is approached.*
Motion	"That the P&C approves the engagement of SEE BEYOND as the external consultant for the Inclusion Reference Group." Moved: Katrina Nilsson Seconded: Paea Steele Vote For: 6 Vote Against: 0 Abstain: 4 Vote Outcome: Carried / ~~Lost~~
Committee Membership	• *New applications:* o *Michelle Christensen* o *Ashleigh Ockenfels* o *Jason O'Neill* • *Nomination for the position of Secretary*
Motion	"That the applications for new memberships listed above be accepted as tabled" Moved: Brooke Herridge Seconded: Raeleen deRidder Vote For: Unanimous Vote Against: 0 Abstain: 0 Vote Outcome: Carried / ~~Lost~~
Motion	"That the nomination of Ashleigh Ockenfels in the Executive Role as Secretary be accepted" Moved: Paea Steele Seconded: Brooke Herridge Vote For: Unanimous Vote Against: 0 Abstain: 0 Vote Outcome: Carried / ~~Lost~~

Date of next meeting	• ***Monday 18th May 2026*** • *Monday 15th June 2026* • *Monday 20th July 2026* • *Monday 17th August 2026* • *September conflicts with school holidays* • *Monday 19th October 2026* • *Monday 16th November 2026 – last one for the year* • *Monday 15th February 2027*
Time of Meeting Close	*6.15pm*
Actions from the meeting:	*No new actions – continue with work in progress actions for the Inclusion Reference Group*

CONFIRMATION OF MINUTES

These minutes were confirmed by the Association at the General Meeting held on 27th July 2026. The Chairperson has verified the accuracy of the minutes in accordance with section 21.2 of the P&C Constitution**.**

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 *$43.40 (MYOB)* *$59.89 (Merchant fee)* *$1,845.10 (Wages)* *$1,509.62 (Tuckshop stock)* *$445.20 (Debit card top up)* *$1,320 (Audit for 2025)* *$2,796.70 (P&Cs Qld)* • *$536.01 (Membership fee)* • *$1,331.96 (insurance)* • *$629 (HR service)*	Nil
Credits	$251.12 *$27.64 (Interest)* *$205.30 (CFC)* *$8.18 (Urban Reptiles)* *$10.00 (donation)*	$6,656.10 *$24.35 (interest)* *$200 (Cameron Dick Donation 2025 Graduation)* *$6,431.75 (Uniform sales and Tuckshop sales)*	Nil
Closing balance	$19,239.66	$11,049.73	$935.49

Appendix B

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 it's 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. Out 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	
Subtotal of Cash Holdings		**1,162,469.74**
What Others Owe Us		
Parents	28,445.21	
Others	85,688.96	
Subtotal of What Others Owe Us		**114,134.17**
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	
Total of What We Owe Others		**-9,970.06**
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	
Total Funds Held for Other Bodies		**-39,831.10**
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 8th 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 - 50th anniversary of BESS opening – getting it on the radar

Appendix D

GRANTS AND DONATIONS

General Meeting 27 April 2026

Grant Fund	Purpose	Amount requested	Outcome
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	