Berrinba East State School P&C General Meeting			
Date:	**Monday 27th of July 2026**	**Location:**	**BESS Community Hub (E Block)**

Time of Meeting Open	*5.02pm*
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	*Members: Terese Tobin (President), Paea Steele (Vice President), Raeleen deRidder (Treasurer), Katrina Nilsson, Brooke Herridge, Karen Devlyn, Steve Kanowski (Principal), Sarah Williamson, Cassie Fien-Carr (online), Jason O'Neill, Natalie Ellis, Trista Slowman, Jay Slowman* *Note – Raeleen left at 5.50pm, Jay and Trista Slowman left at 6.14pm* *Guests: Brendon Herridge, Llainey Murphy, Rob McDowall (Principal, New special school in Logan Central)*
Apologies	*Kaye Mundt, Ashleigh Ockenfels*
Confirmation of the minutes of the previous meeting	*Draft minutes for the previous general meeting, were circulated to members via email on 11/06/2026 and 27/07/2026.*
Motion	"That the general meeting minutes be confirmed as a true and correct record of the meeting held Monday 27th of April 2026." Moved: Paea Steele Seconded: Brooke Herridge Carried/~~Lost~~
Business arising from the minutes of the previous general meeting	• *Progress of the Inclusion Reference Group is currently on hold*
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 – emails out were related primarily to the day-to-day operations of the P&C, including tuckshop, uniforms and fundraising activities.* *It was noted that the P&C email inbox receives a high volume of operational correspondence and requires regular management to remain current. Recent efforts have significantly reduced the email backlog (900+ down to 350).*
Motion	"That the inwards correspondence be received, and outwards be endorsed." Moved: Paea Steele Seconded: Katrina Nilsson Carried/~~Lost~~
Business arising from the correspondence	• *No business arising.*
Table of executive committee's decisions (if any)	• *Provide packed lunches for students travelling to school camp on Mon 27th July* o *Thanks were extended to the teaching staff for coordinating the distribution and collection of lunch order forms.* o *Students heading off to camp expressed their appreciation for the lunches.* o *Volunteers prepared 86 sandwiches and approximately 50 lunch packs containing fruit, snacks, a drink, a sandwich, and a motivational wristband.* o *Approximately 90% of the lunch pack contents were donated by community members and volunteers, including the donation of six emergency toiletry packs for students if required.*
Treasurer's report and financial statement, and any business arising from these.	• *Written report (Ref appendix A) – April, May and June 2026*
Motion	"That the Treasurer's report be accepted"

	Moved: Raeleen deRidder Seconded: Paea Steele Carried/~~Lost~~
Business arising from the Treasurers report	• *No business arising.*
Principal's Report	• *Written report (Ref appendix B)* • *OSHC Tender* o *YMCA did not submit a tender so that service will be concluded when the winning tender is appointed.* o *Although a 60-day notice period applies to the transition to the new OSHC provider, the Principal and P&C President are working with Regional Office to explore whether the transition can occur prior to the next school holidays. While YMCA has not indicated that vacation care will not be provided during the upcoming holidays, the aim is to minimise the risk of families experiencing a disruption to vacation care services during the transition.* • *Sydney Opera House Award* o *A query was raised around who determined the allocation of the $10,000 Sydney Opera House Award funding to support partnerships with local early learning centres and playgroups to embed play-based pedagogy.* o *The Principal advised that the intended use of the funding formed part of the original award submission and was a condition of the application. The initiative aims to strengthen continuity of play-based learning and support students' transition into school.* • *This conversation extended to a broader discussion around transition to secondary school* o *Members raised an interest in understanding how former Berrinba East State School students are progressing after transitioning to high school, and whether there are opportunities to learn from those outcomes to better support future students.* o *The Principal advised that local schools collaborate through a principal cluster to monitor student transition outcomes and share data.* o *It was noted that general trends indicate students with lower attendance and lower English achievement, particularly in comprehension and inferencing, are more likely to experience challenges transitioning to secondary school.* o *The Principal advised that the school also works collaboratively with local high schools on curriculum alignment to support continuity of learning and successful transitions, recognising that transition is a shared responsibility between primary and secondary schools.* • *Following the presentation on the Sydney Opera House Award, the Principal advised that the school has also been shortlisted for another major national award, with the outcome expected later this term.* • *School's 50th anniversary celebrations* o *The Principal advised that the school is in a privileged position, with an extensive collection of historical photographs and memorabilia to draw upon for the celebrations.* o *Members agreed the celebrations should honour the school's history while celebrating its future, with activities that appeal to current students, families and the wider community.* o *Initial ideas included a community celebration featuring food trucks, rides and family entertainment.* o *The Principal and P&C President committed to developing a vision and initial concept for the celebrations by the end of Term 3 to provide a clear direction and encourage broader community involvement.* o *A planning committee comprised of current families, former students, former and current staff, and community members is expected to be established once the vision is developed.*

	○ *The Principal proposed that planning for the 50th anniversary become a standing agenda item and central focus of the fortnightly P&C Executive and school leadership meetings throughout Term 3.*
Motion	"That the Principals report be accepted" Moved: Steve Kanowksi Seconded: Natalie Ellis Carried/~~Lost~~
Business arising from the Principals report	• *Discussions arising from report are captured above.*
Retail Manager	• *Changes to tuckshop for term 3* ○ *Wednesday - Winter Warmer Meal Deals only (food served across 1st and 2nd break). Really good feedback on this – see appendix D* ○ *Thursday and Friday - Our usual tuckshop menu, with a limited range of hot foods available for 1st break so we can ensure everything is cooked and ready on time.* ○ *3rd Break - The tuckshop will be closed each day.* ○ *Year 1 students will now come to the tuckshop during both breaks to collect their own orders.* ○ *Prep students:* ▪ *1st break: We'll deliver orders to the Prep eating area. Alternatively, if it works better for your team, you're welcome to send helpers down to collect the trolley.* ▪ *2nd break: Students will come to the tuckshop to collect their orders.* • *The Committee acknowledged Cassie, Tanya and Jayden for their work implementing the Term 3 tuckshop operational changes and ensuring they align with school operations and student needs.* • *Appreciation was also expressed for Jayden's contribution and the support provided through AKG Australia's Transition to Work program, with members recognising the value of the program in providing meaningful work experience and supporting young people as they transition into paid employment.*
P&Cs Qld Representative	• *BTS Student Boost – P&Cs Qld want to hear about our experience* ○ *"As planning begins for the 2027 Back to School Boost, the Department of Education is seeking feedback about the experiences of families, schools and P&Cs during the 2026 rollout.* ○ *Your feedback will help shape the next rollout and inform how schools and P&Cs can be better supported, particularly in ensuring parents have meaningful choices about how the Boost is used."* ○ *The President will circulate the survey link for anyone who would like to provide feedback*
Fundraising and Events	• *Refer to Appendix C for a list of special days and events the P&C regularly supports.* ***School Event Planning and Collaboration*** • *Members expressed concern that planning and communication for major school events is often occurring too late to allow meaningful P&C involvement and adequate notice for families.* • *Members expressed disappointment that the P&C was not able to support the recent Parent-Teacher Conversations, noting this represented a missed opportunity to engage with families and provide refreshments.* • *Members suggested that greater priority be given to planning significant annual events, including Parent-Teacher Conversations, Graduation, the Christmas Concert and other whole-school activities, to enable earlier communication with the school community and appropriate planning for P&C support.* • *Members requested the reintroduction of a school events calendar in the school newsletter, outlining key events for each term, with a preference for the calendar to be published prior to the commencement of the term where practicable.*

	• *Members discussed the importance of ongoing communication with families regarding upcoming excursions, camps and school events to assist families with planning and budgeting.* • *It was noted that, while the P&C maintains an annual calendar of events, a shared school calendar would better support collaboration, identify opportunities for P&C involvement, and improve coordination throughout the year.* • *Members discussed community feedback on the 2025 Christmas Concert, identifying opportunities for improvement, including the use of a stage, improved audio and greater inclusion of traditional Christmas songs.* • *Members agreed that earlier planning and communication would improve volunteer coordination, maximise opportunities for P&C support, and contribute to more successful event outcomes.* • *It was acknowledged that volunteer responsibilities should be shared more broadly to reduce reliance on a small number of volunteers.* ***School's 50th Anniversary Celebrations (2027)*** • *Refer to the discussion and actions recorded under the Principal's Report.* ***2027 Excursions and Camps*** • *Members discussed allocating fundraising proceeds from Terms 3 and 4 towards reducing the cost of student excursions and camps in 2027.* • *Discussion highlighted the importance of communicating to families how fundraising directly benefits students and assists in improving affordability.* • *It was noted that, once the total fundraising contribution is known, the school and P&C will work collaboratively to determine how the funds should be allocated across the 2027 excursion program, including whether the subsidy is distributed equally across year levels or targeted towards reducing the cost of school camp.*
Motion	"That all profits from P&C fundraising activities conducted during Terms 3 and 4 of 2026 be allocated to reducing the cost of student excursions and camps scheduled for 2027, unless a specific fundraising activity has been advertised or approved with a different nominated purpose for the funds raised." Moved: Paea Steele Seconded: Brooke Herridge Vote For: Unanimous Vote Against: 0 Abstain: 0 Vote Outcome: Carried / ~~Lost~~
Grants and Donations	• *Funding from the Federal Government Volunteer Grant is pending receipt into the P&C bank account. These funds will reimburse the cost of the new P&C volunteer shirts.* • *Additional grant opportunities have been identified to support the ongoing delivery of P&C services. Potential funding applications will target equipment such as an upright freezer, stove with cooktop, heavy-duty 4WD trolley for transporting equipment, and other items that strengthen the tuckshop and broader P&C operations.*
General Business	• *Nil*
Committee Membership	• *New applications:* o *Chantelle Taylor* o *Llainey Murphy* o *Brendon Herridge*
Motion	"That the applications for new memberships listed above be accepted as tabled" Moved: Natalie Ellis Seconded: Katrina Nilsson Vote For: Unanimous Vote Against: 0 Abstain: 0 Vote Outcome: Carried / ~~Lost~~
Date of next meeting	• *It was noted that the May and June General P&C Meetings were cancelled due to widespread illness affecting members of the Executive Committee, together with unforeseen circumstances involving key stakeholders.*

	• *The next General Meeting is currently scheduled for Monday, 17 August 2026. In light of the July meeting being deferred by one week, it is proposed that the August General Meeting also be moved back one week to Monday, 24 August 2026, with the meeting commencing at 5:15 pm instead of 5:00 pm.* • *It was further noted that a Special Meeting will be held at 5pm, immediately prior to the General Meeting on 24 August 2026, for the purpose of considering and adopting the updated P&C Constitution.*
Time of Meeting Close	*6.19pm*

Actions from the meeting

Action	**Responsible**	**Due**
Develop a vision and initial concept for the school's 50th Anniversary celebrations.	Principal & P&C President	End of Term 3
Circulate the P&Cs Qld Student Boost survey to members and the broader school community for feedback.	President	As soon as practicable
Consider options for providing families and the P&C with earlier visibility of major school events and key dates to support planning and collaboration.	School Leadership	Prior to Term 4 planning
Consider opportunities to enhance the Christmas Concert, including staging, audio and program content, during planning for the 2026 event.	School Leadership	During Christmas Concert planning

CONFIRMATION OF MINUTES

These minutes were confirmed by the Association at the General Meeting held on 24th August 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 July 2026

- The P&C remains in a stable financial position, with sufficient cash reserves to support ongoing operations.
- The 402 Account has remained relatively steady, reflecting normal operating income and expenditure.
- The 410 Account has reduced over the quarter as expected due to stock purchases, supplier payments, wages and other operating expenses associated with tuckshop, uniform shop and fundraising activities.
- The Leave Provision Account remains unchanged, with funds continuing to be reserved for employee leave entitlements.
- Committee members may notice wage-related cash payments appear higher and more consistent throughout the term. This reflects the change to paying employee superannuation each pay cycle rather than quarterly, improving compliance and cash flow accuracy. It does not increase employment costs overall; it simply changes the timing of when those payments leave the bank.
- The Debit Card balance reflects purchases made late in the month and will be replenished through the normal reconciliation process.
- As previously advised, delays in reporting have resulted from the MYOB bank feed issue, with detailed trading statements for Terms 1 and 2 to be circulated once the backlog has been resolved.
- The forthcoming trading statements will also include the financial impact of two stock loss incidents that occurred during Term 1. The final value of these losses is still being confirmed and will be reflected in those reports.

Bank Account and Debit Card Reconciliation - 31 March 2026 to 30 April 2026

Accounts	Opening Balance 31 March 2026	Debits	Credits	**Closing Balance 30 April 2026**
General (402)	$19,239.66	1,039.30	258.76	**$18,459.12**
Retail (410)	$11,049.73	8,154.20	4,317.55	**$7,213.08**
Leave Provision	$935.49	0	0	**$935.49**
Total bank DR & CR		*9,193.50*	*4,576.31*	
Debit Card	$99.60	*$1.00*	*$401.40*	**$500.00**

Bank Account and Debit Card Reconciliation - 01 May 2026 to 30 May 2026

Accounts	Opening Balance 01 May 2026	Debits	Credits	**Closing Balance 30 May 2026**
General (402)	$18,459.12	206.50	364.09	**$18,616.71**
Retail (410)	$7,213.08	7,713.33	6,497.26	**$5,997.01**
Leave Provision	$935.49	0	0	**$935.49**
Total bank DR & CR		*7,919.83*	*6,861.35*	

Debit Card	$500.00	*$444.48*	*$444.48*	**$500.00**

Bank Account and Debit Card Reconciliation - 31 May 2026 to 30 June 2026

Accounts	Opening Balance 31 May 2026	Debits	Credits	**Closing Balance 30 June 2026**
General (402)	$18,616.71	1,226.46	630.95	**$18,021.20**
Retail (410)	$5,997.01	8,607.72	7,865.60	**$5,254.89**
Leave Provision	$935.49	0	0	**$935.49**
Total bank DR & CR		*9,834.18*	*8,496.55*	
Debit Card	$500.00	*$414.96*	*$0*	**$85.04**

Appendix B

PRINICPALS REPORT

General Meeting 27 July 2026

Appendix C

P&C - FUNDRAISING AND EVENTS RADAR

General Meeting 27 July 2026

Term 3		
Date	**Description**	**Comments**
3-9 Aug	Keep Australia Beautiful Week	Containers for change drive?
4 Aug	National Aboriginal and Torres Strait Islander Children's Day	Link in with what the school is doing?
7 Aug Friday	Primary Principals Day Australia	Link in with what the school is doing?
10-14 Aug	EKKA	Tuckshop fun – Wednesday winter warmer meal deal has been turned into EKKA theme
17-21 Aug	Bullying No Way! National Week of Action	Link in with what the school is doing?
31 Aug – 4 Sept	Australian Teacher Aide Appreciation Week	Link in with what the school is doing?
6 Sept Sunday	Father's Day	Fathers Day Stall – week beginning of 24 August (gives 2 weeks)
10 Sep Thursday	R U OK day	Link in with what the school is doing?
Week 8 or 9	Colour Run	Colour run - school agrees and would like to see it as a separate event to sports day
19 Sept Saturday	*Talk Like a Pirate Day!*	*1st weekend of school holidays*
20 Sep Sunday	*World Clean Up Day*	*Containers for change drive?* *1st weekend of school holidays*

Term 4		
Date	**Description**	**Comments**
October	ADHD Awareness Month - Australia	
7 Oct – 17 Nov	Schools Recycle Right Challenge – Australia	Unsure what this is all about but captured it to look into further
9 Oct Friday	World Egg Day	Celebrating eggs
19 – 25 Oct	Invisible Disabilities Awareness Week - Australia	
30 Oct Friday	World teachers day	Afternoon tea provided for teachers?
10 Oct Saturday	World Mental Health Day - Australia	
26 Oct Monday	Grandparents Day	
30 Oct Friday	Day for Daniel	Free dress day – wear red
31 Oct Saturday	Halloween	
6 Nov Friday	Tuckshop Day	
11 Nov	Remembrance Day	

19 Nov Thursday	International Men's Day	Didn't know this existed, and didn't celebrate International Womens day but wanted it on the radar
24 Nov Tuesday	Fairy Bread Day	
10 Dec Thursday	Human Rights Day	
	Year 6 graduation	
	JUMPStart / Preppies 2027	P&C engagement on services provided to support families
	Christmas concert – food & drink service	Potential big fundraiser
	Christmas raffle	Potential big fundraiser

Appendix D


We did it!
TWO WINTER WARMER MEAL DEALS Success!
THANK YOU to our amazing students, parents and school community!
WARM MEALS FULL TUMMIES HAPPY STUDENTS!
THANK YOU FOR MAKING OUR PAST TWO WINTER WARMER MEAL DEALS SUCH A HUGE SUCCESS!
WHAT STUDENTS SAID
"Best meal ever!"
"Tuckshop today amazing, so much food and sooooo yum!"
"OMG why didn't they tieve that when I was there!" (From a former student)
"I tried cauliflower and now I love it!"
"Lunch was great mum, they did a great job!!"
WHAT PARENTS SAID
"The price is really good too, for me knowing what they were getting!"
"It was great not having to plan out food and drink for multiple breaks. It was all just sorted and I knew my kid would have a full belly."
"Easy ordering and amazing variety of foods offered. I'd buy that again for sure."
"Can I come to school for lunch today? YUM"
Here's to full bellies, happy hearts and a WARM WINTER!
THANK YOU!

P&C Meeting – Monday 15 July

Principal's Report

Student Enrolment: 385

Student Attendance: 83.7%

Staffing Update

- There is still a vacancy on our 4/5 class while Ms Kelly McDonald accesses unexpected leave. The class is currently being covered by our LRT Ms Weiglowski and Mrs Sommerville (nee Johnson) who has returned from Maternity leave.
- Ms Lauren Ferguson joins us in the role of additional Deputy Principal while she takes part in a graduated return to work program from a physical injury.

School Operations Update

- The tender process for the school OSHC has been completed with interviews and all relevant paperwork submitted. The winning tender should be announced later in the week.
- Family Services Expo – Thursday 6 August – at the Berrinba East State School Hall
    - 21 confirmed providers
    - Panel discussions

Celebrations

Sydney Opera House Award

As you may be aware, the school was awarded winners of the Sydney Opera House Play Award last week. This award, commissioned by world renowned Finish Education Professor, Professor Pasi Sahlberg, is awarded to the school who best demonstrates play and play pedagogy opportunities across the school. This is a national award with the school beating highly commended submissions from schools in Tasmania and South Australia.

The award comes with a $10000.00 prize and this money will be used to work with Early Learning centres and playgroups in the community to embed play pedagogy concepts.

A video celebrating the school's achievements can be found at https://youtu.be/4_9Irfr6pqM?si=TC9iWYhX6081rNzs

Berrinba East State School 50th Anniversary celebrations

Berrinba East State School turns 50 in 2027 and we are looking to celebrate. The school would like to propose that we work with the P&C and wider community to plan and deliver an event to celebrate this milestone.

Upcoming Excursions and Events

- 27 July – Year 5 and 6 Camp
- August –EKKA Excursion – Year 3

School Financial Snapshot

Berrinba East State School (1867)

Period 202607 (Jul 2026)
as at 19-July-2026 09:10 PM

What We Own		
Cash Holdings		
General Bank Account	851,974.53	
Subtotal of Cash Holdings		**851,974.53**
What Others Owe Us		
Parents	18,932.33	
Others	16,305.86	
Subtotal of What Others Owe Us		**35,238.19**
Total of What We Own		**887,212.72**
ADJUSTED FOR		
What We Owe Others		
Payables	-2,927.56	
Funds Held in Trust	-2,669.00	
Total of What We Owe Others		**-5,596.56**
Net Ownership* (We own more than we owe)		**881,616.16**
ADJUSTED FOR		
What We Are Committed to Spend		**74,210.75**
Funds We Hold for Others		
Global Trading Activities	-40,412.10	
Administered Cluster Funds	-2,861.26	
Total Funds Held for Other Bodies		**-43,273.36**
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		**589,343.05**

Reconciliation to Balance Sheet Summary Report

Net Ownership*		**881,616.16**
ADJUSTED FOR		
Items Awaiting Reconciliation		
Salary Recovery	63,210.92	
Corporate Card	25,510.68	
Total Items Awaiting Reconciliation		**88,721.60**
Net Assets/(Liabilities) as per Balance Sheet Summary Report		**970,337.76**