

Berrinba East State School P&C General Meeting			
Date:	Monday 17th of November 2025	Location:	BESS Hub
Time of Meeting Open	5:03pm		
AGENDA ITEM			
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 (Chair), Steve Kanowski (Principal), Kaye Mundt, Kelly Hodges (Secretary), Elizabeth Coleman, Cassie Fien-Carr.</i> <i>Guests: Alice Perese, Courtney McEwan, Karen Devlyn</i>		
Apologies	<i>Sarah Hydman, Judith Williams, Paea Steele</i>		
Confirmation of the minutes of the previous meeting	<i>Draft minutes for the previous general meeting were circulated to members via email on 24/10/2025 and 10.11.2025.</i>		
Motion	"That the general meeting minutes be confirmed as a true and correct record of the meeting held 20 th of October 2025." Moved: Kelly Hodges Seconded: Kaye Mundt Carried/ Lost		
Business arising from the minutes of the previous general meeting	<ul style="list-style-type: none"> • <i>President engaged with Wise and potentially can-do order direct from them next year. As it would be a new process, they would like to look into it further and see if other P&Cs would be interested.</i> <p><i>Principal raised the financial questions from prior meeting.</i> <i>President advised the financial reports are not present at this meeting. They were received but not with enough time to digest.</i></p>		
Correspondence since the previous general meeting	<ul style="list-style-type: none"> • IN: <ul style="list-style-type: none"> ○ <i>Money stuff – Bank statements, Invoices, payment remittances</i> ○ <i>Newsletters - P&Cs QLD, Blue Card, QAST, Book club, Tuckshop suppliers and food recall alerts, Allergen Bureau</i> ○ <i>Uniform enquiries</i> ○ <i>Fundraising galore!</i> • OUT: <ul style="list-style-type: none"> ○ <i>Requests for raffle prize donations</i> 		
Motion	"That the inwards correspondence be received, and outwards be endorsed." Moved: Kelly Hodges Seconded: Cassie Fien-Carr Carried/ Lost		
Business arising from the correspondence	<ul style="list-style-type: none"> • <i>No business arising.</i> 		
Table of executive committee's decisions (if any)	<ul style="list-style-type: none"> • <i>Nil</i> 		
Treasurer's report and financial statement, and any business arising from these.	<ul style="list-style-type: none"> • <i>Treasurer and Bookkeeper were unable to attend meeting therefore no reports were available to be tabled (September and October were due to be tabled).</i> • <i>Engagement underway with Mrs Sharon McEwan for an additional set of eyes across the books.</i> • <i>President has been looking into Xero v MYOB and on initial review, appears more user friendly and reports customisable. So much positive feedback on using Xero from other P&Cs. Price difference is approx. \$10 extra per month for Xero.</i> • <i>President pulled bank balances outs for awareness of funds:</i> <ul style="list-style-type: none"> ○ <i>402 account as at 30 Oct 2025 - Closing Balance \$17,721.91 CR</i> ○ <i>410 account as at 30 Oct 2025 - Closing Balance \$11,607.50 CR</i> ○ <i>905 account as at 31 Aug 2025 - Closing Balance \$935.49 CR</i> <p>Discussion</p>		

	<p><i>P&C member: Is MYOB being used to its full capacity? Is there a possibility it could do what Xero has advertised?</i></p> <p><i>P&C member: It should be an expectation that a paid employee would learn/use a program to deliver information, not the P&C outlay another cost. If it was a volunteer the allowance could be made.</i></p> <p><i>P&C member: Again, the paid employee isn't here to answer the questions. Conversation regarding Treasurer's role and responsibility. Would it be for them to understand the financial reports to be able to answer questions? Whoever puts their hand up for the position at the next AGM should be confident in what is expected of them.</i></p> <p><i>P&C member: how is the current bookkeeper engaged? What hours are they paid for?</i></p> <p><i>President: paid for 12 hours/month. Equivalent of what P&C QLD would give/offer. These hours are tracked through timesheets.</i></p> <p><i>P&C member: If someone volunteers the position, what hours would the bookkeeper do?</i></p> <p><i>President: If someone was volunteering and doing the work then there would be less need for a paid employee.</i></p> <p><i>P&C Member: is the P&C happy with the bookkeeper and the services?</i></p> <p><i>President: Happy in that P&C is confident that the accounts are being managed in alignment of the DoE Accounting Manual, and the required monthly reports are being produced. It's the translation of those reports that appears to be the issue here.</i></p> <p><i>P&C member: Is there a dissatisfaction with not knowing the financial position?</i></p> <p><i>Conversation moved to the annual audit that occurs for the entirety of 2025. In January everything gets collated and ready for it to be completed before March. Has to be done before the AGM.</i></p> <p><i>President: The turn around time for paperwork to be provided to the bookkeeper is constantly delayed due to the auditor requesting physical signatures on invoices, including direct debit notifications that have been passed through a motion at the beginning of the year. This impacts the ability of the book keeper to perform her reconciliation duties etc. Need to understand what the business requirement for physical signatories on invoices is. Terese to ask Auditor.</i></p> <p><i>Items to action</i></p> <p><i>Engage with Mrs Sharon McEwan to collaborate with the current bookkeeper. Current bookkeeper has been informed of, and is excited for the sharing of knowledge.</i></p>
Principal's Report	<ul style="list-style-type: none"> • <i>Written report (Ref appendix A)</i> <p><i>Discussion regarding 2026 planning – Principal objective to obtain support from the P&C. Proposal to change break times. As details in the principal's report.</i></p> <p><i>Overall, a loss of 10 minutes learning time. Moving from 2 breaks to 3 breaks, with a set eating break. The revised plan encourages natural breaks over requiring "movement breaks" during learning time.</i></p> <p><i>Out of the 15 staff that provided feedback, 14 were supportive and 1 person said they were not. It will be discussed further at the next LCC meeting (meeting with leadership and 3 union reps)</i></p> <p><i>Year 6 graduation – confirming that the dissatisfaction shared by the committee at the last meeting was not reflected in what families provided in their feedback letters around the suggested changes for celebrations.</i></p> <p><i>Discussion on school's bank account. School gets an amount of money at the end of the year if/when teachers cannot be replaced. The school has received this sum for the last few years and will again this year. Money is being used to upgrade facilities/school. Principal is hoping the bank account will be less next year.</i></p> <p><i>Principal asked if P&C were in approval of the break time changes?</i></p> <p><i>Those in attendance at the meeting understood the thought process behind the changes and endorsed moving forward with the suggested changes.</i></p> <p><i>President suggested the proposed change of times be circulated to the whole committee for feedback, however the Principal requested no circulation in writing due to current EBA and</i></p>

	<p><i>Union conversations around the change. Principal however did suggest that verbal checking in with other committee members would be acceptable.</i></p> <p><i>P&C member asked about how tuckshop would operate to reflect changes. This will need to be considered over the holidays as the team would need to consider cooking times, manpower and delivery requirements to reduce wait times for tuckshop items and maximise the body movement time in breaks.</i></p> <p><i>Principal commented that work will need to be done to educate the children to sit and allow themselves to eat.</i></p>
Motion	<p>"That the Principals report be accepted" Moved: Steve Kanowksi Seconded: Kelly Hodges Carried/Lost</p>
Other reports – Retail Manager	<ul style="list-style-type: none"> • <i>On the downward roll to end of year – clearing out as much food as possible over the next few weeks. Closed for week 10 as volunteers deep clean tuckshop and set up uniform shop for 2026 back to school hours.</i> • <i>Aiming to be open for 3 dedicated timeslots in Week 0, and every morning of Week 1</i>
Other reports – Book Club	<ul style="list-style-type: none"> • <i>Rep was not able to attend meeting therefore unable to share kick backs.</i>
Other reports – P&Cs Qld Representative	<ul style="list-style-type: none"> • <i>Appointment of new Insurance Broker</i> <ul style="list-style-type: none"> ○ <i>P&Cs Qld has appointed Willis (a WTW business) as our new insurance broker, effective immediately.</i> ○ <i>P&Cs Qld advises that nothing changes in relation to policies or coverage, this is simply a change in broking advisor.</i>
Other reports – Fundraising and Events	<ul style="list-style-type: none"> • <i>Written report (Ref appendix B)</i> <ul style="list-style-type: none"> • <i>Focussing on 3 main fundraiser activities to end the year on:</i> <ul style="list-style-type: none"> ○ <i>Guess how many lollies in the 'jar' - Kids can purchase insider information to help their guess</i> ○ <i>Christmas raffle</i> ○ <i>Concert food service</i>
Grants and Donations	<ul style="list-style-type: none"> • <i>Community benefit fund grant application made to Cr Teresa Lane for raffle prizes</i>
General Business	<ul style="list-style-type: none"> • <i>P&C have chosen to go with Office Works again for the 2026 booklist provider.</i>
Committee Membership	<ul style="list-style-type: none"> • <i>Applications:</i> <ul style="list-style-type: none"> ○ <i>Nil</i> • <i>Resignations:</i> <ul style="list-style-type: none"> ○ <i>Nil</i>
Date of next meeting	<ul style="list-style-type: none"> • <i>Tentative meeting on the radar for December 8th 2025 at 5pm if there was any further information available to table September and October treasurer reports</i> • <i>Otherwise meet again in February 2026 before the AGM in March</i>
Time of Meeting Close	<ul style="list-style-type: none"> • <i>6:03pm</i>
Actions from the meeting:	<p><i>Engage with Mrs Sharon McEwan to collaborate with the current bookkeeper</i></p>

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

Principal's Report

P&C Meeting – November

Student enrolment – 404

Student Attendance Rate – 82.5%

Staffing

- Ms Germaine Lo has commenced on 3 Blue
- Ms Madlyn Basham has commenced on 2/3

Currently the school is fully staffed with teachers for 2026.

The school is currently recruiting for vacancies within school leadership in 2026

Facilities

- Construction has occurred on the swail and the overland waterflow to support the special school build.
- Construction of the new sandpit is now complete. We are just awaiting signoff to open.
- Purchase orders are currently in place for an extension of the school fence and a build of a new shed.
- The roof in F Block will be replaced on the holidays. This will convert the box roof into a peak roof.

2026 Planning

- Proposal to change breaktimes. This will involved there being 3 breaks and 4 sessions. The breakdown is:
 - o 8.30 – 10.00 (90 minutes – Learning time)
 - o 10.00 – 10.20 (20 minutes – Eating time)
 - o 10.20 – 11.30 (70 minutes – Learning time)
 - o 11.30 – 12.00 (30 minutes – Play time)
 - o 12.00 – 1.00 (60 minutes – Learning time)
 - o 1.00 – 1.30 (30 minutes – Play time)
 - o 1.30 – 2.30 (60 minutes – Learning time)
- This proposal will see a reduction of 10 minutes of Learning Time (290 mins to 280 mins per day) and an increase of 10 mins of break time a day.

Events and News

Excursions

- White Water World Artie excursion – 28 November
- Year 1 - Logan Library Excursion – 3 December
- Y2 Swimming – 1 December – 5 December
- Area 51 Adventure Play – 14 December

Events

- Academic Awards – Principal Afternoon Tea – Monday 1 December – 1.30pm
- Christmas Concert – 5 December – including Community Expo
- Bump Up session – TBC
- Report Cards sent home – 14 December

School Financial Snapshot

Berrinba East State School (1867)

Period 202511 (Nov 2025)

as at 17-November-2025 04:35 PM



What We Own

Cash Holdings

General Bank Account 1,250,928.00

Subtotal of Cash Holdings 1,250,928.00

What Others Owe Us

Parents 8,063.32

Others 1,526.36

Subtotal of What Others Owe Us 9,589.68

Total of What We Own 1,260,517.68

ADJUSTED FOR

What We Owe Others

Payables -5,864.41

Funds Held in Trust 0.00

Total of What We Owe Others -5,864.41

Net Ownership* (We own more than we owe) 1,254,653.27

ADJUSTED FOR

What We Are Committed to Spend

214,202.80

Funds We Hold for Others

Global Trading Activities 581.82

Administered Cluster Funds -26,334.37

Total Funds Held for Other Bodies -25,752.55

Amounts Held for Future Projects

Bank Reserve Provision 30,000.00

Plant & Equipment Provision 144,789.00

Future Projects Provision 37,015.00

Total Provisions 211,804.00

Actual Financial Position of the School/Available Funds 802,893.92

Reconciliation to Balance Sheet Summary Report

Net Ownership* 1,254,653.27

ADJUSTED FOR

Items Awaiting Reconciliation

Salary Recovery 20,410.10

Corporate Card 8,242.43

Total Items Awaiting Reconciliation 28,652.53

Net Assets/(Liabilities) as per Balance Sheet Summary Report 1,283,305.80

Appendix B

EVENTS AND FUNDRAISING

General Meeting 17 November 2025

	Monday	Tuesday	Wednesday	Thursday	Friday
7	17 Nov Tuckshop open P&C Meeting 5pm	18 Nov Orders for Sushi close at 10am	19 Nov Uniform shop open 8am to 9am 1 st break – Sushi #3	20 Nov Tuckshop open	21 Nov Tuckshop open
8	24 Nov Tuckshop open	25 Nov	26 Nov Uniform shop open 8am to 9am	27 Nov Tuckshop open	28 Nov Tuckshop open
9	1 Dec Tuckshop open	2 Dec Orders for Sushi close at 10am	3 Dec Uniform shop open 8am to 9am 1 st break – Sushi #4	4 Dec Tuckshop open	5 Dec Tuckshop open Christmas Concert Food Service & Raffle drawn
10	The Uniform Shop and Tuckshop will be closed while our team of volunteers complete stock take and prepares for additional opening hours in January 2026 to help families get ready for back to school!				

Fundraising activities

- Guess how many competition – 8L Christmas Bauble
- Christmas Raffle
- Concert Food Service

Proposed opening days for “Back to School” Uniform Shop

- **Wednesday 21 Jan - 8am to 11am**
- **Thursday 22 Jan - 8am to 11am**
- **Friday 23 Jan - 8am to 11am**
- Tuesday 27 Jan – 8am to 10am
- Wednesday 28 Jan – 8am to 9am
- Thursday 29 Jan – 8am to 9am
- Friday 30 Jan – 8am to 9am

Booklist Provider - Officeworks