Berrinba East State School P&C Special Meeting			
Date:	**Monday 24th August 2026**	**Location:**	**Community Hub (E Block) + MS Teams (Online)**
Time of Meeting Open	*5.04pm*		
AGENDA ITEM			
Opening and welcome by the Chair	*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 & Chair), Ashleigh Ockenfel (Secretary & Minutes), Paea Steele (Vice President), Katrina Nilsson, Elizabeth Coleman, Kaye Mundt, Raeleen deRidder (Treasurer), Karen Devlyn, Brooke Herridge, Steve Kanowski (Principal), Sarah Williamson* *Guests: Phoebe Baksh-Cowen, Lauren Ferguson*		
Apologies	*Cassie Fein-Carr, Tanya Treadgold, Llainey Murphy, Jason O'Neill, Natalie Ellis*		
General Business	• *Review outlined changes between 2023 and 2026 constitution and motion to adopt the updated constitution* ○ *Refer to Appendix A for details*		
Motion	*"That the committee notes the changes to the updated Model Constitution (dated April 2026) and adopts the Parents & Citizens' Association Constitution for Berrinba East State School, dated 24/08/2026, superseding the constitution adopted 13/03/2023, confirming that: (a) the quorum for an Annual General Meeting is 9 members, for a General Meeting is 5 members, and for a Special Meeting is 5 members; and (b) the petty cash fund amount is $0.00.".* Moved: Raeleen deRidder Seconded: Katrina Nilsson Vote For: All Vote Against: 0 Abstain: 0 Vote Outcome: Carried / ~~Lost~~		
Time of Meeting Close	5.14pm		

CONFIRMATION OF MINUTES

These minutes were confirmed by the Association at the General Meeting held on 26th of October 2026. The Chairperson has verified the accuracy of the minutes in accordance with section 21.2 of the P&C Constitution.

Appendix A

Adopting the Department of Education's P&C Model Constitution dated April 2026

The Department of Education's Model Constitution provides the governance framework for Queensland state school P&C Associations. P&C Associations are required to have a constitution approved in accordance with the *Education (General Provisions) Act 2006*.

The Department has released an updated Model Constitution dated April 2026. Berrinba East State School P&C Association has prepared its updated Constitution using this Model Constitution.

Local settings
The Model Constitution provides very limited scope for local variation. The relevant local settings for BESS P&C include:

- **Quorum numbers** – the minimum number of members required to conduct business at relevant meetings; and
- **Petty cash fund** – the amount, if any, determined by the Association at its AGM.

The remainder of the Constitution establishes the Association's governance framework, including its functions and powers, membership, office bearers, subcommittees, meetings, voting, financial management, audit and record-keeping requirements.

There is no proposal to change the Association's existing quorum arrangements as part of adopting the April 2026 Model Constitution.

The petty cash fund will be recorded as **$0.00**, consistent with the April 2026 Model Constitution where no alternative amount has been determined by the Association at an AGM.

Key changes from the January 2023 to April 2026 Model Constitution

The April 2026 Model Constitution retains the overall structure, objectives and operation of the P&C Association. The substantive changes are relatively targeted and include:

1. **Criminal history eligibility:** New provisions prevent a person with an active conviction for an indictable offence from becoming or continuing as an Executive Committee or subcommittee member. Spent convictions are excluded from this restriction.

2. **New definitions:** *Active Conviction, Indictable Offence, Spent Conviction* and *Blue Card* have been formally defined.

3. **Blue Cards:** Membership requirements now refer directly to requirements under the *Working with Children (Risk Management and Screening) Act 2000*, rather than the previous requirement applying specifically to adult community members who were neither parents nor school staff.

4. **Membership applications:** Clause 14.3.1 now allows applications to be submitted by **post, email or other digital means**, broadening the available methods for submitting an application. The annual membership renewal provision has also been simplified.

5. **Officer responsibilities:** Responsibilities of the President, Vice-President, Secretary and Treasurer have been clarified, including responsibility for compliance with documents governing P&C operations.

6. **Delegated authority:** References throughout the Constitution now recognise that certain functions of the Minister and Director-General may be exercised by an authorised delegate. For example, the requirement for consent for certain activities now refers to the Director-General **"(or delegate)"**.

7. **Support following adverse events:** The Association may resolve to provide financial assistance, support services or other resources to another state P&C Association or state school impacted by an adverse event such as a natural disaster.

8. **Petty cash:** The Model Constitution now provides for a petty cash fund of **$0.00**, or another amount determined by resolution of the Association at its AGM.

9. **Code of Conduct:** Schedule 2 expressly clarifies that the P&C Association Code of Conduct applies to all members, **including Executive Committee members**.

10. **Membership application form:** Schedule 3 has been updated to reflect the revised Blue Card arrangements, specify adult community applicants as being aged 18 years or more, reference the school's Parent and Community Code of Conduct, and advise applicants of the new criminal-history eligibility requirements for Executive Committee and subcommittee positions.

Overall: The April 2026 changes are targeted rather than a major restructure of how the Association operates. The most significant new governance requirement is the disqualification of persons with an active conviction for an indictable offence from Executive Committee and subcommittee positions, together with changes to Blue Card requirements and associated membership processes.