Berrinba East State School P&C General Meeting			
Date:	**Monday 26th October 2026**	**Location:**	**MS Teams (Online)**

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 & Chair), Ashleigh Ockenfel (Secretary & Minutes), Paea Steele (Vice President), Natalie Ellis, Katrina Nilsson, Kaye Mundt, Karen Devlyn, Brooke Herridge, Steve Kanowski (Principal), Jason O'Neill,* *Guests: Justin Walters (Community Member), Shelley Douglass (BESS Staff), Lauren Ferguson (BESS Staff), Lauren English (BESS Staff), Kylie Hendren (BESS Staff), Tracy Essex-Carter (BESS Staff), Victoria Venter (BESS Staff)*
Apologies	*Raeleen deRidder (Treasurer), Cassie Fein-Carr, Trista Slowman, Jay Slowman, Elizabeth Coleman*
Confirmation of the minutes of the previous meeting	*Draft minutes for the previous general meeting, were circulated to members via email on 25/10/2026.* *Draft minutes for the SPECIAL meeting held on Monday 24th of August 2026, were circulated to members via email on 25/10/2026.*
Motion	"That the general meeting minutes be confirmed as a true and correct record of the meeting held Monday 24th of August 2026." Moved: Paea Steele Seconded: Brooke Herridge Carried/~~Lost~~
Motion	"That the SPECIAL meeting minutes be confirmed as a true and correct record of the meeting held Monday 24th of August 2026." Moved: Paea Steele Seconded: Brooke Herridge Carried/~~Lost~~
Business arising from the minutes of the previous general meeting	• *The Principal raised a query regarding the recording of votes on the Inclusion Subcommittee proposal. Following clarification, the Principal confirmed that their vote had been correctly recorded.* • *The Principal advised that a school calendar of events has been created and will be circulated this week* • *The Year 4 incursion did not eventuate, and the Principal thanked the P&C for the offer of funding it*

Correspondence inward and outward since the previous general meeting	• *Correspondence Period 24 August to 25 October 2026*
	  ○ *Incoming: 321 emails, Outgoing: 91 emails, Total: 412 emails*
	  ○ *These figures include automated notifications, supplier emails, newsletters and routine correspondence, not just substantive P&C business.*
	• *Key correspondence included:*
	  ○ *School and P&C operational collaboration, including requests for assistance and planning for 2027.*
	  ○ *Fundraising activities, including the Christmas Raffle, Containers for Change Grow for Gold competition and community donation requests.*
	  ○ *Planning and volunteer coordination for the Halloween Messy Play event.*
	  ○ *Notification of a successful Volunteer Grants application and submission of an Expression of Interest for Stronger Communities Programme Round 10.*
	  ○ *Discussions regarding potential tuckshop services for Berrinba Special School in 2027.*
	  ○ *Financial administration, including reconciliation of transactions and preparation of financial reports.*
	  ○ *Correspondence regarding the Positive Partnerships Whole School Program and inclusion initiatives.*
	  ○ *Routine operational correspondence, supplier notifications, automated transaction reports and promotional material were also received.*

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Motion	"That the inwards correspondence be received, and outwards be endorsed." Moved: Ashleigh Ockenfels 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) – August and September 2026* • *The Tuck Shop and Uniform Shop are generating positive trading results, but payroll remains a critical pressure point.* • *The potential expansion of tuckshop services to Berrinba Special School was also briefly discussed, with acknowledgement that financial sustainability must be considered before any expansion.* • *Retail Performance: Gross profit year-to-date is approximately $22,000 ($16k Tuck Shop, $6k Uniform Shop).* • *Payroll Gap: Retail surplus currently covers only 74% of staffing costs ($25,000+), leaving the P&C reliant on fundraising to bridge the deficit.* • *Strategic Review: A dedicated 20-minute session will be held at the next meeting to review and consider subsidies.* • *To maximise that dedicated session, financial information will be shared with the committee one week prior to next general meeting.* *Cash Handling Procedures* *The Principal asked about cash handling procedures in response to a recent loss of cash.* *The President confirmed the following:* • *A formal cash-handling procedure has been introduced.* • *Only authorised individuals who have read, acknowledged and agreed to follow the procedure may handle cash.* • *A designated authorised person will be responsible for cash handling at fundraising activities.* • *Banking arrangements remain challenging due to staffing and volunteer availability and banking requirements.* • *The Association will continue to review cash acceptance and encourage electronic payment methods while recognising the needs of families who rely on cash.* • *President to share the formalised cash-handling procedure with committee members.*
Motion	"That the Treasurer's report be accepted" Moved: Paea Steele Seconded: Ashleigh Ockenfels Carried/~~Lost~~
Business arising from the Treasurers report	• *No business arising.*
Principal's Report	• *Written report (Ref appendix B – pending written report to be provided)*
Motion	"That the Principals report be accepted" Moved: Steve Kanowksi Seconded: Kaye Mundt Carried/~~Lost~~
Business arising from the Principals report	*Discussions arising from verbal report:* *Proposed Changes to School Hours – 2027* • *The Principal outlined a proposal to change Berrinba East State School's operating hours from 8:30 am–2:30 pm to 8:45 am–2:45 pm in 2027.* • *The proposal is intended to reduce potential traffic congestion associated with the opening of Berrinba Special School, particularly given shared transport arrangements with Logan City Special School.* • *Discussion included potential benefits for student punctuality, staff recruitment and families collecting children from both primary and secondary schools.* • *Concerns were raised regarding increased traffic congestion along Bardon Road and Juers Street during afternoon collection times.* • *The Principal confirmed that the proposal remains subject to consultation and that traffic assessments and engagement with relevant authorities would inform further consideration.* • *No decision was made to change school hours.*

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	Year 6 Graduation – 3 December 2026 • *The school intends to retain the after-school graduation format, followed by an informal barbecue for students, families and staff.* • *The P&C expressed willingness to assist with the barbecue, in collaboration with the school and Community Hub.* • *Final arrangements and responsibilities will be coordinated separately.* • *The school confirmed graduation details would be communicated to families through the newsletter and calendar.* *2027 School Camp* • *Ms Douglass presented details about school camp.* • *Camp is booked for 31 May to 2 June 2027, at the same venue used in 2026.* • *The estimated cost is approximately $370 per student, subject to final calculations and applicable subsidies.* • *The earlier Term 2 booking is expected to reduce costs compared with the previous arrangements.* • *Concerns were raised regarding refund arrangements for students unable to attend due to medical or exceptional personal circumstances. The Principal agreed to investigate and follow up.* • *The P&C was invited to consider a financial contribution to reduce the cost for families. Any contribution must be confirmed before the school finalises its excursion planning and pricing.* • *Alternative support options, including reusable camping equipment and dedicated annual fundraising activities, were suggested.* • *Action: Consider potential P&C contributions and fundraising options at the next General Meeting. No funding amount was approved.* *2027 50th Anniversary* • *A question was raised regarding the proposal to commission a commemorative school song for the school's 50th anniversary in 2027.* • *The Principal advised that a quote of approximately $7,600 had been obtained and shared with the P&C Executive.* • *An alternative approach was suggested involving students writing, performing and selecting an anniversary song through a school-based competition.* • *Discussion acknowledged the importance of student participation and ensuring anniversary expenditure provides appropriate educational and community value.* • *The suggestion was acknowledged for further consideration. No decision was recorded regarding commissioning the song.*
Retail Manager Report	• *Summer refreshers are moving well with 15 to 20 orders each Wednesday* • *Sausage rolls (handmade) are back after a lot of demand from students* • *Uniform order for back to school has been placed* • *New requests for uniforms through the BTS Boost have been placed on hold for 2026*
Bookclub Representative	• *$127 worth of points were redeemed for a variety of books donated to the Super bucks* • *After issue 6 which saw a bumper amount of book orders placed, we have $95.99 worth of points available*
P&Cs Qld Representative	• *Nothing to report*
Fundraising and Events	• *Ref appendix C* *Year 6 Student Cooking Initiative* • *Ms English raised an idea for Year 6 students to participate in cooking activities, potentially contributing to their graduation celebrations.* • *The P&C expressed support for collaborating with students through the Tuckshop, subject to appropriate teacher supervision, risk management and permission forms.*

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	• *President to send Ms English the documents that were created a while back for seniors to enter the tuckshop.* *Proposed School Disco* • *Justin, a community member from the Berrinba Friends Group, proposed holding a disco during Term 4 and offered staff support with planning, promotional materials and coordination.* • *The P&C expressed interest and agreed to share lessons learned from previous discos, including considerations regarding venue suitability, heat and student supervision.* • *Further planning will occur outside the meeting.* *Ongoing Fundraising for Camp and Graduation* • *Guests suggested establishing recurring fundraising activities with proceeds allocated to future Year 6 camp or graduation expenses.* • *The P&C emphasised the importance of seeking external community contributions rather than placing additional financial pressure on school families.* • *No specific fundraising initiative was formally approved at this stage.* *Its worth noting that in July, the following motion was passed: "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."*
Grants and Donations	• *Received cash in the bank from 2026 Rankin Volunteers Grants ($1,500). Order for P&C shirts to be placed with Wise* • *BESS P&C were invited to apply for "2026 Rankin Stronger Communities Grant". Requested $6,500 for a new oven with cook top*
Requesting Assistance from the P&C	• *Ref appendix D* *Invisible String Belonging Kit* • *Members acknowledged the educational and wellbeing benefits of the initiative, particularly for families with limited access to books.* • *Concerns were raised regarding the Association's current financial position and competing funding priorities.* • *Alternative options, including a smaller contribution or purchasing books for shared use within Prep and inclusion transition programs, were suggested.* *Outcome: No funding was approved at the meeting. The President agreed to circulate the proposal to committee members for consideration, with a potential Executive Committee decision to follow due to the time-sensitive nature of the request.*
General Business	*Traffic Changes on Bardon Road* • *The committee discussed the safety impacts of new road markings (yellow and white lines) on Bardon Road. There are concerns that local residents and the Council were bypassed in the planning process. The P&C should consider whether there are any foreseeable safety concerns for our school community, where there may need to be advocacy for safety mitigations, such as additional footpaths or crossings.* • *No decision was made other than asking members to provide feedback if they have any concerns.*
Committee Membership	• *No new applications*
Date of next meeting	• *Monday 16th of November 2026 (last meeting for 2026)*
Time of Meeting Close	• *6.42pm*

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CONFIRMATION OF MINUTES

These minutes are provided in draft form and are subject to confirmation by the Association at the next General Meeting. Following confirmation, the Chairperson will verify the accuracy of the minutes in accordance with section 21.2 of the P&C Constitution.

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Appendix A

TREASURERS SUMMARY REPORT

General Meeting 26 October 2026

Both the Tuckshop and Uniform Shop are generating positive trading results, with relatively low direct operating expenses. However, payroll remains our biggest financial challenge, with our retail trading surplus covering approximately 74% of staffing costs, leaving us reliant on additional income from special trading activities and fundraising to help cover the shortfall.

Moving forward, we need to better understand how payroll costs are allocated between the two services and what level of subsidy is sustainable, while continuing to keep food and uniforms affordable for our families and ensuring our fundraising efforts benefit our students.

1. Bank Account and Debit Card Reconciliation

31 July 2026 to 30 August 2026

Accounts	Opening Balance 31 July 2026	Debits	Credits	Closing Balance 30 August 2026
Retail (410)	$5,802.68	5,949.11	7,772.82	**$8,070.87**
General (402)	$15,842.31	479.39	169.61	**$15,532.53**
Leave Provision	$935.49	0	0	**$935.49**
Total bank DR & CR		*6,428.50*	*7,942.43*	
Debit Card	$225.72	*$438.80*	*$494.83*	**$281.75**

Committed Funds

Description	**Amount** (as at 30 August 2026)
Containers for Change (August $134.70)	$5,136.03
New Initiative to be decided	$12,050.49

31 August 2026 to 30 September 2026

Accounts	Opening Balance 31 August 2026	Debits	Credits	Closing Balance 30 September 2026
Retail (410)	$8,070.87	8,536.96	3,019.55	**$2,553.46**
General (402)	$15,532.53	0	1,949.84	**$17,482.37**
Leave Provision	$935.49	0	0	**$935.49**
Total bank DR & CR		*8,536.96*	*4,969.39*	
Debit Card	$281.75	*0*	*0*	**$281.75**

Committed Funds

Description	**Amount** (as at 30 September 2026)
Containers for Change (September $163.10)	$5,299.13
New Initiative to be decided	$12,050.49

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2. Retail Trading Performance – Year to Date
Reporting period: 1 January – 30 September 2026

Both the Tuckshop and Uniform Shop are generating positive trading surpluses before payroll and general operating expenses.

Combined retail sales totalled **$53,853.95**, generating a gross profit of **$22,256.15** before operating expenses.

Retail Trading Summary

Description	Tuckshop	Uniform Shop	Combined
Sales	$31,177.95	$22,676.00	$53,853.95
Less: Cost of Goods Sold	($15,278.58)	($16,319.22)	($31,597.80)
Gross Profit	**$15,899.37**	**$6,356.78**	**$22,256.15**
Gross Profit Margin	51.0%	28.0%	41.3%
Less: Direct Operating Expenses	($2,249.57)	($833.92)	($3,083.49)
Trading Surplus Before Payroll	**$13,649.80**	**$5,522.86**	**$19,172.66**

Operating Expenses – Year to Date

Category	YTD Actual
Tuckshop Direct Operating Expenses	$2,249.57
Uniform Shop Direct Operating Expenses	$833.92
Payroll – All Employees (Unallocated)	$25,853.25
General Operating Expenses	$5,316.50
Total Operating Expenses	**$34,253.24**

Payroll accounts for approximately 75% of total operating expenses, making it our largest ongoing expense.

Direct operating expenses across both retail streams total just $3,083.49, reflecting relatively low day-to-day non-payroll operating costs.

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Appendix B

PRINICPALS REPORT

General Meeting 26 October 2026

pending written report to be provided

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Appendix C

P&C - FUNDRAISING AND EVENTS RADAR

General Meeting 26 October 2026

Term 4		
Date	**Description**	**Comments**
October	ADHD Awareness Month - Australia	
19 – 25 Oct	Invisible Disabilities Awareness Week - Australia	
30 Oct Friday	World teachers day	
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	Messy Play and Trick or Treat trail
1 Nov – 4 Dec	Christmas raffle	Big fundraiser
3 Dec Thursday	Year 6 graduation	
4 Dec Friday	Christmas concert – food & drink service	Big fundraiser
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	Tuckshop fun
10 Dec Thursday	Human Rights Day	
	Preppies 2027	P&C engagement on services provided to support families

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Appendix D

REQUEST ASSISTANCE FROM P&C

General Meeting 26 October 2026

Invisible String Belonging Kit

Cost: $1,125 ($15 per student)

Beneficiaries: 2027 Prep Students (approximately 75)

A proposal was presented seeking P&C financial support to provide incoming Prep students with a copy of a book called “The Invisible String’ by Patrice Karst.

The initiative aims to support emotional wellbeing, separation anxiety, school readiness and connections between home and school. The proposed prep packs would include:

- The Invisible String book
- Simple family activities and to support transition to school
- Strategies for separation anxiety and school reluctance
- Information from Logan Libraries, First 5 Forever and local support services.
- A Logan Libraries library bag

The book would then return to school during Prep orientation session to be shared with each child’s year 5 buddy, creating early connections that can continue into their first year of school. The following year, our multi-age play area would then provide a great opportunity for the new Year 6 leaders/buddies to support the new Preps to build relationships and social skills through play.

Each book would also include a personal message of thanks from the P&C, recognising your contribution and welcoming each new family/child to the BESS community.

We really believe that this has the potential to become more than just a resource kit. It could become an annual Berrinba East SS tradition that strengthens the transition from before school to school and provides families with shared language and practical, evidence informed strategies to support social and emotional regulation and separation anxiety. Ultimately the goal is to build a strong connection between student’s families and our wider school community.

We would love the P&C to consider committing to the initiative for an initial five year period, allowing it to become an embedded part of Berrinba East State School’s culture before being reviewed.

Strategic Priority Alignment

The proposed Invisible String Belonging Kit initiative aligns with three key priorities identified in the Berrinba East State School P&C Strategic Plan:

1. Student Wellbeing & Development

Supports the emotional wellbeing, school readiness and social-emotional development of incoming Prep students by providing practical resources to assist with separation anxiety, emotional regulation and the transition to school. The initiative also encourages positive peer relationships through the Year 5 buddy program.

2. Community Engagement & Advocacy

Strengthens connections between families, students, the school and the wider community by providing shared resources, encouraging family engagement and connecting families with local services and support networks. The initiative promotes a sense of inclusion and belonging from the beginning of each child's school journey.

3. School & P&C Alignment

Supports collaboration between the school, P&C and families on an initiative that benefits students and the wider school community. The proposed five-year commitment provides an opportunity to establish a lasting school tradition that supports positive school transitions and strengthens community connections.

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