

Berrinba East State School P&C Annual General Meeting Minutes					
Date:	Mon 17th March 2025	Time:	5:05pm	Location:	Community Hub, E Block
AGENDA ITEM					
Opening and welcome by the Chair	<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, Judith Williams, Kelly Hodges, Kaye Mundt, Cassie Fien-Carr, Elizabeth Coleman, Natalie Ellis, Steve Kanowski, Inez Penrose (Rep for Cameron Dick), Paea Steele (online), Tanya Treadgold (arrived 5.33pm)</i>				
Apologies	<i>Carolyn Mott, Courtney McEwan, Joy Pohlner, Cameron Dick, Michelle Christensen, Sarah Hyndman, Alice Perese</i>				
Confirmation of the minutes of the previous meeting	<i>Draft minutes were circulated to members via email on 05/04/2024 and 02/03/2025, no issues or concerns were raised.</i>				
Motion	<p><i>"That the minutes be confirmed as a true and correct record of the annual general meeting held 18th of March 2024."</i></p> <p>Moved: Kelly Hodges Seconded: Kaye Mundt Carried/Lost</p>				
Business arising from the minutes of the previous annual general meeting	<ul style="list-style-type: none"> • <i>No business arising</i> 				
Receipt and adoption of the Association's audited annual financial statement and Treasurer's report, and any business arising from these.	<ul style="list-style-type: none"> • <i>Refer to appendix A for Treasurers Report</i> • <i>The following information was available for viewing before and during the meeting:</i> <ul style="list-style-type: none"> ○ <i>The Audited Annual Financial Report - 2024</i> ○ <i>The P&C Compliance Report for the Financial Year 2024</i> • <i>Auditor Notes:</i> <ul style="list-style-type: none"> ○ <i>A couple of events were missing cash counting sheets (Free dress day & Sports day event). Please use cash counting sheets and have 2 people sign off for all cash handled at a P&C event.</i> <ul style="list-style-type: none"> ▪ <i>The Principal advised that for all future school-initiated activities involving financial elements, the P&C will be requested to provide support through the use of the established financial processes and systems. This ensures consistency, transparency, and compliance with both school and P&C financial protocols.</i> ○ <i>When accounts such as Woolworths, Bidfood, Coles, Homestyle Bakeries are paid, please have 2 of your executive team sign off on the statement to be paid just as you do for other individual expenses.</i> <ul style="list-style-type: none"> ▪ <i>The President will follow up with the Auditor to seek clarification on the rationale behind the recommendation. It is possible that the matter is already addressed through existing processes, which may not have been clearly communicated to the Auditor at the time of review.</i> ○ <i>Please include Square & QKR reports with the audit documentation in the future, or if possible, upload the reports into MYOB.</i> <ul style="list-style-type: none"> ▪ <i>The Bookkeeper has been informed of this requirement and will incorporate it into their regular documentation and reporting processes moving forward.</i> • <i>P&C Compliance Report Exception</i> <ul style="list-style-type: none"> ○ <i>Cash was not banked on a daily basis due to accessibility of the bank (time constraints and transportation limitations). The cash however was kept in the safe in the tuckshop until either the Retail Manager or an Executive could deposit the cash.</i> <p>Budget Discussion <i>The Principal queried why income was not included in the presented budget, with only expenses shown.</i></p>				

	<p><i>The President explained that the budgeting approach focused on outlining costs and setting financial targets needed to cover operating expenses and planned projects. This approach helps clarify funding goals and priorities. The President noted that projecting income, particularly from sales, can be unreliable as it is not guaranteed, and including it may give a false sense of financial certainty.</i></p> <p>P&C Purpose Discussion <i>The Principal raised a question regarding the overarching purpose of the P&C.</i></p> <p><i>It was noted that this will become clearer once the new committee has had an opportunity to review the draft Strategic Plan and Operational Plan. These documents outline the P&C's vision, priorities, and intended impact and are scheduled for discussion at the next general meeting.</i></p> <p>Treasurer's Report – 2024 Income Query <i>The Principal asked why the 2024 income was not included in the Treasurer's Report.</i></p> <p><i>The President responded that all 2024 financial information was included in the Auditor's Report, which had been made freely available to members both prior to and during the AGM.</i></p> <p><i>To support transparency and understanding, the President also verbally shared the following key details from the Auditor's Report:</i></p> <ul style="list-style-type: none"> • <i>Total Income \$107,052.86</i> • <i>Gross profit \$59,346.37 (income minus costs of goods sold)</i> • <i>Total Expenses \$61,576.45</i> • <i>Plus/Minus other income and other expenses equals a Net Profit of -\$1,305.07</i> <p><i>All reported costs reflect the total expenditure across the entire P&C operations. This includes expenses related to the tuckshop, uniform shop, fundraising activities, grants, and other P&C-supported initiatives.</i></p>
Motion	<p>“That the Treasurer’s report and audited annual financial statements be accepted and adopted as a true and accurate summary of the financial year 01/01/2024 through to 31/12/2024.”</p> <p>Moved: Judith Williams Seconded: Cassie Fien-Carr Carried/Lost</p>
Receipt and adoption of the Presidents Annual Report	<ul style="list-style-type: none"> • <i>Refer to appendix B</i>
Motion	<p>“That the Presidents report be accepted”</p> <p>Moved: Terese Tobin Seconded: Natalie Ellis Carried/Lost</p>
All memberships lapsed except for the Principal and P&C life members	
Receive applications for membership (to include renewal of existing membership and new membership)	<ul style="list-style-type: none"> • <i>Applications for membership were read out</i> <ul style="list-style-type: none"> ○ <i>A total of 14 memberships were accepted (3 new and 11 renewals)</i> <ul style="list-style-type: none"> ▪ <i>10 parents of a student/s attending the school</i> ▪ <i>2 staff members of the school</i> ▪ <i>2 adults interested in the school's welfare</i>
Motion	<p>“That the applications for new memberships and renewal of existing memberships to be accepted as tabled”</p> <p>Moved: Steve Kanowski Seconded: Kaye Mundt Carried/Lost</p>
<p>Declare vacancies of existing Officers / Executive committee</p> <p><i>All office bearers stepped down from their positions and all Executive positions were declared vacant</i></p>	

Election of officers / Executive committee	<ul style="list-style-type: none"> • <i>Nominations tabled</i>
Nominations for the position of President	<i>Terese Tobin</i> <i>Moved: Cassie Fien-Carr Seconded: Elizabeth Coleman Successfully Elected</i>
Nominations for the position of Vice President	<i>Michelle Christensen</i> <i>Moved: Terese Tobin Seconded: Kelly Hodges Successfully Elected</i>
Nominations for the position of Secretary	<i>Kelly Hodges</i> <i>Moved: Terese Tobin Seconded: Cassie Fien-Carr Successfully Elected</i>
Nominations for the position of Treasurer	<i>Judith Williams</i> <i>Moved: Terese Tobin Seconded: Tanya Treadgold Successfully Elected</i>
As per CBA policies, signatures of outgoing officers and incoming officers updated with the bank	<ul style="list-style-type: none"> • <i>Remove outgoing officers:</i> <ul style="list-style-type: none"> ○ <i>Beverly Egan</i> • <i>Add incoming officers:</i> <ul style="list-style-type: none"> ○ <i>Terese Tobin (no change, currently a signatory)</i> ○ <i>Kelly Hodges (no change, currently a signatory)</i> ○ <i>Judith Williams (no change, currently a signatory)</i> ○ <i>Michelle Christensen</i> <i>Current School Principal: Steve Kanowski</i>
Confirmation of continuing sub-committees	<ul style="list-style-type: none"> • <i>N/A</i>
Appointment of the Associations auditor	<ul style="list-style-type: none"> • <i>SmallBiz Tax</i>
Motion	<p>“That the Association’s auditor be appointed as SmallBiz Tax at the quoted cost of \$1,320 incl GST”</p> <p><i>Moved: Judith Williams Seconded: Natalie Ellis Carried/Lost</i></p>
Adoption of the Student Protection Risk Management Strategy	<ul style="list-style-type: none"> • <i>As provided by P&Cs Qld</i> <ul style="list-style-type: none"> ○ <i>The 2025 Student Protection Risk Management Strategy (SPRMS) has had a major overhaul, with increased focus on Bluecard requirements, reporting disclosures and suspicions of harm, and Standards of Behaviour. These updates reflect the latest legislative changes and best practices in student safety.</i> ○ <i>The P&C Code of Conduct which forms part of the P&C Constitution, is also included in this years SPRMS.</i> • <i>In addition to this strategy, all volunteers for the P&C, regardless of whether they are a parent of a student currently enrolled at the school, must hold a current and valid Blue Card or exemption (not a pending application).</i>
Motion	<p>“That the Student Protection Risk Management Strategy dated 17.03.2025 be adopted as tabled”</p> <p><i>Moved: Kelly Hodges Seconded: Paea Steele Carried/Lost</i></p>
Motion	<p>“That all volunteers for the P&C, regardless of whether they are a parent of a student currently enrolled at the school, must hold a current and valid Blue Card or exemption (not a pending application).</p> <p><i>Moved: Paea Steele Seconded: Natalie Ellis Carried/Lost</i></p>
Adoption of the new model constitution (if applicable)	<ul style="list-style-type: none"> • <i>No amendments</i>
Motion	<p>“That the current Model Constitution dated 13.03.2023 will be continued”</p> <p><i>Moved: Tanya Treadgold Seconded: Cassie Fien-Carr Carried/Lost</i></p>
Honorary Life Membership Awards (if any)	<ul style="list-style-type: none"> • <i>N/A this year</i>
General Business	<ul style="list-style-type: none"> • <i>Other BESS P&C policies requiring endorsement for continuation:</i> <ul style="list-style-type: none"> ○ <i>BESS P&C Student Representation policy</i> <ul style="list-style-type: none"> ➤ <i>Child who access school sport representative pathway. Max \$150 within 12 months. \$50 stages. Range of grants, emerging athletes</i> • <i>Retire the following outdated policies, on the basis that their content is now incorporated into more current and relevant policies and procedures:</i> <ul style="list-style-type: none"> ○ <i>BESS P&C Financial Procedures and Responsibilities</i> ○ <i>BESS P&C Retail Operations Policy & Procedures</i>

	<ul style="list-style-type: none"> • <i>Systems access</i> <ul style="list-style-type: none"> ○ <i>Where appropriate, the President change passwords for systems access as listed in the password register.</i>
Motion	<p>“That the Student Representation Policy dated 13.03.2023 will be continued” Moved: Judith Williams Seconded: Natalie Ellis Carried/Lost</p>
Motion	<p>“That the BESS P&C Financial Procedures and responsibilities document dated 13.03.2023 will be retired .” Moved: Cassie Fien-Carr Seconded: Natalie Ellis Carried/Lost</p>
Motion	<p>“That the BESS P&C Retail Operations Policy and Procedures document dated 13.03.2023 will be retired .” Moved: Cassie Fien-Carr Seconded: Natalie Ellis Carried/Lost</p>
Motion	<p>“That where appropriate, the President change passwords for systems access as listed in the password register.” Moved: Natalie Ellis Seconded: Cassie Fien-Carr Carried/Lost</p>
Election of other positions as determined by the Association	<ul style="list-style-type: none"> • <i>Nominations tabled</i> • <i>Note – these roles were elected directly after the election of executives</i>
Nominations for P&Cs Qld Representative	<p><i>Cassie Fien-Carr</i> Moved: <i>Terese Tobin</i> Seconded: <i>Elizabeth Coleman</i> <i>Successfully Elected</i></p>
Nominations for Book Club Coordinator	<p><i>Judith Williams</i> Moved: <i>Terese Tobin</i> Seconded: <i>Kelly Hodges</i> <i>Successfully Elected</i></p>
Nominations for Thank You Sergeant	<p><i>Cassie Fien-Carr</i> Moved: <i>Terese Tobin</i> Seconded: <i>Elizabeth Coleman</i> <i>Successfully Elected</i></p>
Nominations for Containers for Change Champion role open	<i>No nominations received or tabled – role remains open</i>
Date of next Annual General Meeting	To be scheduled before 31 March 2026 with a minimum of two weeks’ notice
Close	6.04 pm. Thank you to all those who attended.

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

Appendix A

TEASURER’S REPORT

Business Operation Expenses

The goal is that each retail stream will generate sufficient funds to cover expenses that are applicable (or assigned) to that income stream.

Profit over and above what is required for business operating expenses will be considered at the end of 2025 and a decision made on what those funds will be allocated to.

Tuckshop	Uniform Shop	Special Projects
To cover expenses such as: <ul style="list-style-type: none"> • Retail wages incl PAYG & Super (portion attributed to Tuckshop – 85%) • Bookkeeping • QAST membership • Workcover • HR support • General committee expenses 	To cover expenses such as: <ul style="list-style-type: none"> • Retail wages incl PAYG & Super (portion attributed to Uniform Shop – 15%) • Audit • Insurance • MYOB software • Website maintenance • General operating expenses 	<ul style="list-style-type: none"> • Fundraising • Grants & Donations

Budget for 2025

Expenses	Tuckshop	Uniform Shop	Fundraising
Audit		\$1,320	
Insurance		\$2,145	
Wages PAYG & Super (includes book keeping)	\$33,000	\$5,300	
Workcover	\$350		
HR service membership	\$665		
Professional development	\$1,500		
QAST membership	\$250		
Staff uniforms	\$100		
MYOB Software		\$530	
Website maintenance		\$100	
Mobile phone	\$120		
Wifi	\$360		
Maintenance - equipment	\$500		
Upgrades - equipment			\$2,000
Graduation Year 6 2025			\$300
Preppies 2026			\$300
Bullyproof			\$3,000
Direct expenses	\$36,000	\$24,000	
Indirect expenses	\$1,000	\$500	
Bank charges	\$1,700	\$700	
Annual expenses total	\$75,545	\$34,595	\$5,600

Account Structure

Below is an outline of the purpose of each of the P&C's three bank accounts

402 – Unallocated funds	410 – Transaction account	903 – Allocated funds
	<ul style="list-style-type: none">• All income• All expenses	<ul style="list-style-type: none">• Long service leave provision• Grants & Donations• Bullyproof Program• Business Operations Expenses

Uniform Price Change

Uniform prices have been reviewed and an increase will be applied from Monday 21 April 2025.

Items	Price 25/05/2021	Price 21/04/25	Increase
Polo Shirt (<i>Green/navy/white</i>)	\$30	\$33	\$3
Indigenous Polo Shirt	\$32	\$35	\$3
Senior Polo Shirt (<i>year 6 students only</i>)	\$32	\$35	\$3
Shorts	\$25	\$27	\$2
Skorts (<i>skirt with shorts inside</i>)	\$25	\$27	\$2
Fleece Jacket	\$30	\$33	\$3
Fleece Trackpants	\$25	\$27	\$2
Bucket Hat	\$20	\$20	-
Labelling Service	\$3	\$5	\$2

The last uniform price increase occurred in May 2021. Unfortunately, while the cost of living continues to place pressure on families, the rising costs from our suppliers are similarly impacting the P&C. As a result, we can no longer maintain the current uniform prices.

PRESIDENT'S REPORT

The past year has been one of growth, collaboration, and dedication for the Berrinba East State School P&C. We have established new relationships with The Family Place, ESR (our developer neighbours), and Councillor Paul Jackson (the new Division 5 Logan City Councillor), while continuing to strengthen our connections with the school, the Y (OSHC), Logan Together, Communities for Children, the Australian Institute of Play, and our local representatives - Jim Chalmers, Cameron Dick, Teresa Lane, and Jon Raven.

These relationships have created valuable opportunities for the P&C, from maximising fundraising efforts to networking with community leaders and receiving expert advice and guidance. I extend my sincere gratitude to all our partners for their ongoing support of our hardworking P&C.

Acknowledgements

I would like to express my heartfelt thanks to my fellow Executive Committee members, whom I frequently rely on for their insight, wisdom, and support. A special mention to our Vice President, Bev Egan, who stepped down earlier this year due to a change in her personal life. Her contributions were greatly appreciated, and we wish her all the best in her new role.

To our incredible volunteers - thank you! Your dedication and willingness to step up time and time again make everything we do possible. Whether you are a committee member or someone who has helped at events, your efforts are truly valued.

Recognising and appreciating our volunteers is important to me, and I acknowledge that time constraints have sometimes limited my ability to personally thank everyone. To address this, we have introduced a new role - the "Thank You Sergeant". This role is dedicated to ensuring our volunteers feel seen, supported, and most importantly, appreciated for their hard work.

Achievements and Focus Areas from 2024

Supporting the School and Community

This year, we delivered both large and small initiatives to support our school community, including:

- Community Play Sessions:
 - Family Fun Day (aligned with Council Election - March)
 - Family Fun Day (aligned with State Election - October)
- Special Tuckshop Food Days:
 - Pancake Day
 - Easter Cookies
 - ANZAC Biscuits
 - Sports Day
 - EKKA
 - Subway Days
 - Sushi Days

Providing Services

The Tuckshop remained operational throughout the year, despite the challenge of losing an oven mid-year. Fortunately, we had a backup available. Equipment failures can be costly, so we continue to explore grant and donation opportunities to replace aging equipment such as fridges and freezers.

The Uniform Shop relocated to the drawing room in B Block, allowing us to donate the shed to the school for sports equipment storage. This has significantly improved access to resources where they are needed most. Feedback from customers and staff indicates that the new space is much more comfortable.

Advocacy

Advocacy remains a challenging area, as many decisions are governed by the Education Department. Reflecting on the past year, I recognise that advocacy efforts may have been limited by a drop in committee engagement with families. This is an area for the 2025 committee to refocus on, ensuring we effectively represent the needs of our students and community.

Fundraising

Our dedicated fundraising team organised and ran multiple successful events, including:

- Containers for Change
- Mother's Day Stall
- Father's Day Stall
- Donut Day
- Sports Day food & drink sales
- EKKA Food Day
- Halloween Raffle
- Christmas Concert Sausage Sizzle
- Christmas Raffle
- Subway Meal Deals (twice)
- BBQ Sausage Sizzles at Council & State Elections

Grants Received:

- Federal MP Jim Chalmers – \$3,000 for Auslan classes for volunteers and the community
- Greenbank Services Club – \$1,000 for a Square Register
- Councillor Teresa Lane – \$500 for a new chest freezer
- Councillors Paul Jackson & Teresa Lane – \$1,200 for outdoor stage hire for the Christmas Concert

Organisation Donations Received:

- Mayor Jon Raven – \$150 Woolworths voucher for the Christmas Concert BBQ
- Councillor Paul Jackson – \$50 Coles gift card for the Christmas Raffle Prize pool
- Cameron Dick – \$500 for a new chest freezer
- Jim Chalmers – \$100 gift card for the Christmas Raffle Prize pool
- Communities for Children – \$1,000 for Donut Day prizes & emergency student uniforms
- We Belong Family Day Care – \$150 towards Family Fun Day
- City Cave Springwood – Voucher for a float (Christmas Raffle Prize)
- Logan City Tenpin – 2 x vouchers (Christmas Raffle Prize)
- Officeworks – Gift card (Christmas Raffle Prize)
- Kmart Woodridge – Gift card (Christmas Raffle Prize)
- ESR – 2 x \$250 gift cards (Christmas Raffle Prize)
- Eurocold – \$250 gift card (Christmas Raffle Prize)

Looking Ahead

In summary, 2024 was a productive and impactful year for our P&C. There are still many opportunities on the horizon to strengthen our community connections and advocate for the needs of BESS students. It has been an honour to lead this committee, and I am grateful for everyone's support throughout the year. Thank you for being part of our *little P&C that can*!

Terese Tobin
President, Berrinba East State School P&C Association