



Brisbane South State Secondary College

P&C General Meeting Minutes																																																																							
Date: Monday, 12 February 2024 Time: 5.30pm Location: Onsite / Teams																																																																							
AGENDA ITEM																																																																							
1. Opening, welcome and apologies	Acknowledgment of country and welcome from President, Viraj Meena Housekeeping: Onsite/Online meeting Apologies: <ul style="list-style-type: none"> S.D. 																																																																						
2. Confirmation of the minutes of the previous general meeting	Amendments: <ul style="list-style-type: none"> Nil 																																																																						
Motion	“That the minutes be confirmed as a true and correct record of the P&C meeting held 13.11.23. Moved: V.M. Seconded: J.M. Carried																																																																						
3. Correspondence since the previous meeting:	<table border="1"> <thead> <tr> <th>Inbound</th> <th>Summary / Action</th> </tr> </thead> <tbody> <tr><td>14.11.23 – New district route for BSSSC – Term 1 2024</td><td>For information</td></tr> <tr><td>15.11.23 – HR Support Service Webinar</td><td>For information</td></tr> <tr><td>16.11.23 – ‘Ascencio’ Awards Evening Information</td><td>For information</td></tr> <tr><td>19.11.23 – Dept of Education payment receipt</td><td>For information – Treasurer</td></tr> <tr><td>19.11.23 – Me N U Canteens AUS receipt</td><td>For information - Treasurer</td></tr> <tr><td>24.11.23 – Change Makers donation refund</td><td>For information</td></tr> <tr><td>27.11.23 – Meeting request for Principal (P&C copied in)</td><td>For information</td></tr> <tr><td>29.11.23 – P&Cs QLD Parent Survey</td><td>For information / action</td></tr> <tr><td>02.12.23 – Square report – November summary</td><td>For information - Treasurer</td></tr> <tr><td>08.12.23 – Dept of Education payment receipt</td><td>For information - 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Motion	“That the inwards correspondence be received, and outwards be endorsed.” Moved: Vi.M. Seconded: J.L. Carried																																																																						
4. President’s Update - Business arising from the correspondence	General information: <ul style="list-style-type: none"> Meeting overview and structure Welcome to new members 																																																																						



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<p>- table of executive committee's decisions (if any)</p>	<ul style="list-style-type: none"> • Welcome to 2024 Meeting and Term 1 • P&C will discuss, and progress initiatives based on feedback from our community • Continued building of the parents and school community • Welcoming any corporate donations and sponsorship • Under planning – P&C events for 2024 • AGM coming up (Monday 14 March) • Thank you to all volunteers for supporting the BBQ event today welcoming Year 7 parents and students.
<p>Motion</p>	<p>“That the President’s update be accepted” Moved: V.M. Seconded: J.L. Carried</p>
<p>5. Treasurer’s report and financial statement and any business arising from these</p>	<p>Summary Financial Report:</p> <ul style="list-style-type: none"> • Financial report overview given for Year to December 2023 • Total uncommitted cash (incl. credit and stock available) as at 31 December is \$24,540 • Working on the P&C Exec 2023 annual accounts and report ready for auditor (to be signed off by all prior to AGM) and will also need input on Monday re 2024 budget. Aiming to have the audited accounts and report along with the 2024 budget distributed 1 – 2 weeks prior to AGM in March
<p>Motion</p>	<p>“That the Treasurer’s report be accepted for Period Ending December 2023 Moved J.L. Seconded Ju.B. Carried</p>
<p>6. Vice Presidents Update</p>	<p>Attended P&C QLD – Succession and planning information session: November</p> <ul style="list-style-type: none"> • Key outcomes / insights included: <ul style="list-style-type: none"> ○ Importance of strategic planning ○ Importance of succession planning ○ Growing volunteer involvement



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	<ul style="list-style-type: none">• A survey will be distributed prior to the AGM to source input to inform strategic planning. <p>Social Club meeting: 4 February 2023</p> <ul style="list-style-type: none">• Keen to develop the social culture of the school through:<ul style="list-style-type: none">○ Fundraising○ Friendraising○ Strategic planning session to develop goals for P&C○ Calendar of events (awaiting sign off). Confirmed events thus far include:<ul style="list-style-type: none">- <i>Mothers lunch, Saturday 27 April</i>- <i>Bunnings BBQ Rocklea, Saturday 11 May</i>- <i>BSSSC Riverfire Extravaganza, Saturday 31 August</i>• Aiming for 1 x social event per term and throughout the year to include:<ul style="list-style-type: none">○ 1 x parent only event○ 1 x student only event○ 1 x combined student and parent event• First social event will be a Sunday afternoon meet and mingle on 17 March, 3-6pm for Parents. Details to be confirmed.
Motion	"That the Vice President report be accepted as tabled" Moved V.M. Seconded K.T. Carried
7. Principal's Update including Deputy Principal's and HOD update	Introduction from new Executive Principal, M.W. who has been seconded from Bellbird Park State Secondary College. K.F. has temporarily moved to the QLD Secondary Principals Association (QSPA) to backfill the role of President for Term 1 of 2024.



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	<p>Our vision: 'The new standard':</p> <ul style="list-style-type: none">• Challenging conventions• Collaborating with the best• Thinking globally, acting locally <p>School values</p> <ul style="list-style-type: none">• Commitment• Respect• Inclusivity• Integrity <p>Current enrolments (Day 8): 962 students</p> <p>Year 7: 227 Year 8: 288 Year 9: 245 Year 10: 202</p> <p>Approximately 20 new staff appointments in 2024</p> <p>Year 7 Academic outcomes (Semester 2, 2023) – target generally sits at approx. 85%. BSSSC is sitting in very high 90 - 100 which is considered to be a very strong achievement by learning area / subject.</p> <p>Similar for Year 8 and Year 9 students.</p> <p>Term 1 highlights:</p> <ul style="list-style-type: none">• Very settled start to 2024 according to staff• Transition survey conducted with Year 7 students – positive feedback around connection and friendship forming so far.• Mobile phone policy – working well so far.• Senior schooling planning and preparation, including the introduction of the International Baccalaureate (IB)• AFL day camp last Friday – positive feedback from the organisers
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	<p>Coming up</p> <ul style="list-style-type: none">• AFL Academy Launch – this week• School Swimming Carnival – this week• AFL Games commence – wk 5• International study tour from Beijing – wk 5• Biomed Academy launch wk 6• Junior/Senior Fuse Cup (eSports) – wk7• Propel student leader investiture wk 8• Naplan wk 89• World Sci Fest Brisbane – Wk 9• School Cross Country Carnival – wk 10 <p>Budget summary Own more than we owe: \$343,968.46</p>
Motion	<p>“That the Principal’s report be accepted as tabled” Moved Mr M.W. Seconded Ms J.B. Carried</p>
8. General Business	<p>School Chaplain 2024 work plan - S.B.</p> <ul style="list-style-type: none">• Workplan shared for transparency with Parent community.• Very similar to 2023 plan and working to run new lunchtime activities, free breakfast provided in conjunction with YMCA support,• Skittles group (gender and sexually diverse student group)• Art project with Ms Stokes celebrating uniqueness.• Transition work with Year 6 students moving into Year 7• Focus on enhanced visibility with students to ensure they are aware of the chaplaincy service and promoting general well being.• Community funded role and therefore run joint partnership dinner – info to follow.





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	<p>Female student personal care – J.B.</p> <ul style="list-style-type: none">• Share the dignity movement to provide feminine hygiene products to women who can't afford them• Installed already via Chaplaincy / school to be launched shortly• \$99 for teacher resource pack to share with students from year 5 – 9• Info session proposed for AFL Academy girls help them manage their period and to encourage them to stay involved and participate in sport. <p>School Leadership</p> <ul style="list-style-type: none">○ Propel Leadership is coming up○ Additional leadership pathways under discussion and will be progressed shortly○ Student Council process is underway and will be implemented shortly with representatives from each year level. <p>Student communication / engagement</p> <ul style="list-style-type: none">• Suggestion that communications need to be streamlined due to the myriad of applications to source information for student / parent schooling needs: <i>Daymap (app + laptop), QParents, QKR, Sway, Email, Paper notes, OneNote, Teams, Quick Click</i>• Consideration around more frequent newsletter / key dates reminder (one source of truth) <p>Bell times</p> <ul style="list-style-type: none">• Change to bell times on Wednesday and Thursday as a result of sporting commitments. Thursday is the most impacted day for this.• Executive Principal to check website to ensure it is updated with this information.
10. Applications for membership and recording of new members	Link for the application for 2024 is on the P&C website. Please email all requests to the following email address for an offline form info@brisbanesouthsscpancd.org.au .



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	<ul style="list-style-type: none">○ 22 new membership applications received for 2024.○ Returning 2023 members will need to reapply for 2024 membership if they have not done so already.
Date of next meeting	AGM – Monday, 13 March 2024
Close	6:45 pm
Confirmation of Minutes Chair Name: Viraj Meena Signature:	
Date:	12/3/24
Principal's Name: Michael West Signature:	 12/3/24