



## P&C Association Meeting Minutes 27 April 2022 at 6.00pm

### Opening

The meeting of the Baringa State Secondary College P&C Association was called to order by the President at 6.03 pm on Wednesday 27 April 2022 in the Student Centre, Baringa State Secondary College.

### Present

All present is recorded on the sign in sheet of 27 April 2022

### 2 Apologies

Asha Josland  
Deb Baron

Emma Clarke  
Brent Brown

Mitch Mullen  
Stacey Tovey

Jason Noud

### 3 Approval of the previous minutes

<b>Motion: That the minutes be accepted as a true and correct record of the meeting.</b>		
<b>Moved by:</b> Matt Samson	<b>Seconded by:</b> Shayne Roulston	<b>Carried:</b> Yes

### 4 Business arising from the minutes of the previous general meeting

- None

### 5 Correspondence received since the previous general meeting -

- Amended documentation from Auditor
- AGM documentation sent to North Coast Region
- Invoices for the Café
- Mother's Day sponsorship/donations
- Offer of Easter Weekend BBQ
- Caloundra Electorate Office
- P&C Qld P&C Day
- Agenda items

### 6 Business arising from the correspondence

- a) Mother's Day Sponsorships/Donations
- b) P&C Qld P&C Day
- c) Jason Hunt wishing to attend P&C Meeting

### 7 Table of executive committee's decisions (if any)

- None

### 8 Treasurer's report and financial statement and any business arising from these presented by Shayne Roulston

- Report on file, available to view on request.
- Income from canteen expenses out \$435 profit
- Mother's Day – proposing to spend \$1200 maximum
- Quote for oven from Hillier, this is part of the grant
- Repayment back to the College due – Treasurer to speak to Cailin
- Shelving purchased out of the grant
- Vacuum to be purchased
- Closing Balance

Noting that the Grant needs to be spent within two years.

<b>Motion: That the treasurer's report be accepted as a true and correct record at the time of the meeting</b>		
<b>Moved by:</b> Fiona Harris	<b>Seconded by:</b> Deb Hardie	<b>Carried:</b> Yes

**9 Fundraising Working Group report and financial statements and any business arising from these - Fundraising Report presented by Debbie Hardie**

Report on file, available to view on request.

Focus is on Mother's Day High Tea on 7 May 2022. Sponsorship from Jason Hunt and SG Bakery. Raffle prizes are coming in. Only 25 tickets so far. Students are also volunteering this year.

There was previous conversation around asking student for ideas around fundraising. Fiona Harris advised that there has not been a student forum this term yet but will ask when they do meet.

P&C will promote Containers for Change code after Mother's Day so all cans/bottles etc refunds can be donated to the P&C. College has designated bins, but students don't always recycle correctly, so containers become contaminated.

<b>Motion That the Fundraising Working Group Report be accepted as accurate</b>		
<b>Moved by:</b> Sheryl Ward	<b>Seconded by:</b> Shayne Roulston	<b>Carried:</b> Yes

**10 Other Reports  
Principal's Report presented by Matt Samson**

- a) Report on file – available to view by request.
  - Covid is still in the area with weekly cases. The college has been lucky due to parent diligence.
  - Parent/Teacher interviews in week one of term 2. There were 471 interviews on the day.
  - Anzac Day Ceremony was on Friday, Jason Hunt commented on how well the school leaders did. Thank you to Sam for bringing it together. There was also a beautiful rendition from Mr Gaedtke. Well done also to everyone who attended on Anzac Day for the march.
  - Future planning – building work is kicking in now, foundations are going down. Back section to be completed first. The college will hold off on their wish list to see what monies is received from the new build allowance.
  - Senior Phase of learning planning is on track, college execs have met and summarised all the options available. Leadership team due to meet next week, then the plan really takes shape. Showcase evening will have a section for giving information on this with a variety of pathways for the 75 students in year 9. Information will come out through Compass also, but the Showcase evening is where more info will be shared. It was agreed that the P&C have a Taco/Nachos night on Showcase evening for families attending.
  - Values and how we recognise this. The college has recently added a positive postcard so these may be coming in the mailbox soon.
  - Senior Uniform – initially we spoke about a white shirt/blouse since then some of the feedback is white is not great. Current uniform is looking fantastic so to save money, consistency we would like to continue the same uniform through until year 12. Separate jacket or similar for year 11 & 12 with the option to change the tie for seniors.
  - Chaplain will at college on Thursdays and works at Baringa SPS. She will attend the year 6 induction day. The Chaplain met with Baringa Community Centre staff today to see how they can get involved.

Cross Country on Friday depending on if there is any more rain. Lunch two will be picked up on way through to the soccer fields.

Four-year strategic plan to be signed off by the P&C President. The review gave some suggestions on what we can introduce to improve, and the AIP will put down what the priorities are for the college. One of our main priorities is making sure teachers are the best teachers they can be. What priorities are, actions are, goals and targets based on student outcomes and surveys. Then the Assistant Regional Director, Lisa Smith looks through the documents and gives feedback based on the review from last year. Documents are then published on our website.

Student wellbeing comes first. Hopefully this approach will continue regionally but will continue in this college.

<b>Motion: That the P&amp;C endorse the college AIP</b>		
<b>Moved by:</b> Pip McKinley	<b>Seconded by:</b> Sheryl Ward	<b>Carried:</b> Yes

**Business Manager’s Report presented by Cailin Butterworth**

- b) Report on file – available to view by request.  
SRS instalment due this Friday. Year 9 camp info coming out shortly. All curriculum fees must be paid. We secured a Sporting Schools Grant so will employ a basketball coach running training sessions with the students. Showcase info will be coming out soon. 2023 enrolment will be ready for 23 May 2022 in time for our Showcase Evening. Enrolment procedure will not change.

**Café Convenor Report presented by April Ruhle**

- c) Report on file – available to view by request.  
Café started strong, two volunteers but we need more. Blue Card requirement was raised, and the college fully supports the P&C decision to have a blue card. It is an easy process requiring your driving license number or other ID, bearing in mind the photo on file with Transport and Mains Road must be within last 10 years or a new photo is required. Induction is all online now, and any blue card queries should be directed to Sharon Lawrie, Secretary. As the café grows, we are requiring another oven, Hillier is scheduled to come out to give us advise on the best option. Also, the Café requires a vacuum cleaner, and this is to be organised by Shayne Roulston, Treasurer.

<b>Motion: That the Principal, BM and Café Convenor’s reports be accepted.</b>		
<b>Moved by:</b> Sam Burchell	<b>Seconded by:</b> Deb Hardie	<b>Carried:</b> Yes

**11 Motions on Notice**

<b>Motion: That there are no Motions on Notice</b>		
<b>Moved by:</b> Pip McKinley	<b>Seconded by:</b> Sheryl Ward	<b>Carried:</b> Yes

**12 General Business**

**P&C – items that require action**

- 1) High Tea – We continue to advertise this event in the hope we can get more people attending.
- 2) College Wishlist – The college notified the P&C that they will await monies from the new build prior to creating their wish list. It was agreed that P&C fundraising monies will go towards lunch table seatings and seatings around the grounds (approx. \$4,000 per table) with football posts possibly from future fundraising.

- 3) Leadership Roles – Captains – do they change each year? Fiona Harris advised that the college students have been advised there will be a review on the whole process of leadership positions, for example base camp reps, how many captains etc. The college will also seek feedback from staff. Week 7 will start the process for the new Captains, once they have been a leader, they can't be it again but can apply for a different role. Mid-year to mid-year for these roles will continue. Student forum is for all students to attend not just college leaders. Every grade will have an opportunity for their views to be heard.

**BSSC – items for information –**

- 1) Baringa State Secondary College Strategic Plan endorsement was discussed under the Principal's Report
- 2) AIP endorsement was discussed under the Principal's Report
- 3) College Showcase Evening was discussed under the Principal's Report

<b>Motion: That General Business be moved</b>		
<b>Moved by:</b> Cailin Butterworth	<b>Seconded by:</b> Shayne Roulston	<b>Carried:</b> Yes

- 13 Applications for membership and recording of new members –**  
Sam Burchell, Scott Gaedtke, Jo Wilson, Pip McKinley, April Ruhle

<b>Motion: That the new members be accepted and welcomed into the P&amp;C</b>		
<b>Moved by:</b> Matt Samson	<b>Seconded by:</b> Sheryl Ward	<b>Carried:</b> Yes

**Motions from the meeting:**

- That the minutes be accepted as a true and correct record of the meeting
- That the treasurer's report be accepted as a true and correct record at the time of the meeting
- That the Working Group Report be accepted as accurate
- That the P&C endorse the college AIP
- That the Principal, BM and Café Convenor's reports be accepted
- That there are no Motions on Notice
- That General Business be moved
- That the new members be accepted and welcomed into the P&C

**Date of next meeting will be**

**25 May 2022 at 6.00 pm - Barings State Secondary College.**

**Closing**

The meeting of the Baringa State Secondary College P&C was closed by the President at 7.15pm.

**Signed as an accurate record of the meeting:**

(P&C President or Representative)

Name: Kristy Taylor-Rose

Date: 22.06.2022



## **Fundraising Working Group report**

### **April 2022**

Our focus since the last meeting has been Mother's Day; our busy secretary has been sending out sponsorship requests to local business and promoting the event on social media which hopefully you have all seen.

So far, we have sponsorship from Jason Hunt and SG Bakery. We have had a couple of raffle prizes donated and are hoping on a few more to come. Jason Hunt has also donated a TV for the raffle, which is awesome, we have vouchers for The Healing Lounge, beauty treatments, paint and sip, and some hampers.

We have sold 25 tickets so far and have had a few parents tell us that they are booking theirs soon. But we would like to see many more, you don't have to bring the kids, so if they are not keen, but you are then bringing a friend and have a nice afternoon out with us.

It was a great afternoon last year and hopefully will be even better this year.

At the last general meeting we discussed the possibility of the students being asked for events or fundraisers that interest them – has there been an update on that?



PRINCIPAL'S REPORT P&C: WEDNESDAY 27 APRIL 2022

Welcome back to Term 2 everyone. Unfortunately, my term started with my turn with Covid, so was unable to return to the college for week 1 of the term. My thanks go to the amazing leadership team of the college, particularly the Deputy Principals, who ensured that the college and students got off to a smooth start last week.

This thing called Covid is certainly not going away. We continue to have students testing positive to Covid, and so even though restrictions continue to lift in regard to Covid, it is really important that everyone continues to be personally responsible and diligent in regard to their health and that of the people around them.

I appreciate the support of parents who have remained diligent and continue to keep student's home if they have symptoms, test students if concerned, and inform us of any cases, as this helps us to continue to support and keep our staff as safe as possible and keep teaching and learning continuing at the college.

Some schools have not been as lucky, having to move to models where they are only supervising students, due to the decimation of their staff available due to Covid. Fingers crossed we continue to be able to function fully for our students over term 2.

We were finally able to hold our term 1 Parent/teacher interviews last week as well. This is a really important evening in enabling parents to hear how their child is going, but also to help develop the parent/teacher relationship that will help students achieve the best they can through their high school years.

Thank you to all parents and carers that came along to speak to teachers and show an interest and investment in their students education.

### **ANZAC DAY CEREMONY**

On Friday 22 April, we held our annual ANZAC day ceremony at the College. It was an incredibly moving event, with our student leaders doing an incredible

job on the day.

Our thanks go to Mr Jason Hunt MP, for his commitment to the College and for his moving speech on the day.

We were extremely proud of the students and the way they displayed respect and integrity throughout the ceremony, understanding the importance and significance of the event.

A number of students and staff also marched at the Caloundra RSL ANZAC Day march on Anzac day. My thanks and gratitude goes out to every member of our community that showed the courage to brave the inclement weather and march in remembrance of all who have served our country.

## **FUTURE PLANNING**

As I mentioned at the start of the year, this year we will have delivered the following buildings and facilities:

Student Support Building

Performing Arts Building

Visual Arts Building

Senior General Learning Buildings X 2 Junior General Learning Building

Senior Technology and Senior Science Labs

As you can see, building has now commenced and it will be very exciting to watch as these new facilities begin to take shape over the rest of the year.

Our planning for the senior phase of learning for our students continues, with our plans continuing to take shape. Within the next few weeks, we will begin to share with students and families what this will look like and what educational opportunities will be available for our students.

There will also be an information session at our College Showcase evening, which all parents will be invited to attend to find out more about the exciting opportunities being planned for our students.

The College values of respect, integrity and courage are explicitly taught to the students each week, and every day these expectations are encouraged, reinforced and acknowledged with our students. This occurs through the allocation of "R.I.C" points which are distributed to students who are acknowledged by our staff to be showing these values.

To further enhance our recognition of students displaying our college values, this term we are introducing positive postcards.

Staff have the opportunity to write a postcard to students, which will be sent home, so that parents can also hear about the great work their students are doing while at the college.

## **UNIFORM**

Thank you to all parents and carers for assisting your student in presenting every day to the college wearing their uniform correctly and with pride.

We have commenced our planning regarding decisions about senior student uniforms, which will need to be decided upon ready for our students entering Year 10 in 2023.

Originally, we had been planning to add a white shirt and blouse to the uniform for students in years 10,11 and 12.

However, feedback since initial planning in 2020, has been that white is not a practical colour for students and parents.

What we have also found is that our current uniform looks amazing and so the plan is to continue with the current uniform through to 10,11 and 12. This will mean less cost to parents, and a continued feel of 'one college' across the student body.

We will look to add an additional blazer that senior students may wish to purchase and add to their uniform, however, this will not be mandatory.

I would like to open the floor to any thoughts on this now.

## **UPCOMING EVENTS**

This Friday, weather permitting, we will be running our annual college cross country. Due to the building occurring at our site, this year we will be walking to the adjacent soccer grounds where the students will run for their houses, as well as to gain selection in the college team that will compete at the district carnivals in a few weeks time.

On Wednesday 25 May, the College will be holding its annual College Showcase evening. This is the evening where interested community members and parents can come along to have a look at the college, where year 6 students can come to learn about what the college offers, and where our



current students and parents can learn more about the next phase of their educational journey.

More information about this event will begin to be distributed through Compass and facebook this week and leading up to the event.

### **STRATEGIC PLAN and Annual Implementation Plan (AIP)**

I would like to forward the College Strategic Plan and AIP for endorsement by the P&C this evening.

The Strategic Plan is our 4 year development and improvement plan that is created using the feedback provided by our College review that occurred last year to ensure that we are continuing to plan for what is required at the College for our students.

The Annual Implementation Plan (AIP), is our yearly plan, which highlights the areas of focus, actions, goals and targets we set to achieve each year.  
(Presentation of documents)

I ask that the P&C endorse these documents this evening as our blueprints for action and improvement.

Congratulations again to the 2022 committee. I wish you all the best for your upcoming Mother's Day event, and all the best for another successful year at Baringa State Secondary College.

Matt Samson  
Principal – Baringa State Secondary College

A handwritten signature in cursive script, appearing to read 'Matt Samson', written in black ink.

## Balance Sheet Summary Report

Baringa State Secondary College - (A908)

Period 202204 as at  
27-Apr-2022 5:00 PM

<i>Account Group</i>	<i>Account</i>	<i>Account Description</i>	<i>Amount</i>
<b>ASSETS</b>			
	101201	General Bank Account	483,335.52
	104001	Receivables - Students	31,125.84
	104002	Receivables - Other	255.37
	109001	GST Input Credit Control	110.28
	109003	GST Clearing	4,747.79
	115008	BPAY and BPOINT Unallocated (DO NOT USE)	-267.01
	162001	Plant & Equipment	930,823.42
	172001	Plant & Equipment - Accum Depr	-930,823.42
			<u>519,307.79</u>
<b>LIABILITIES</b>			
	200001	Payables	-4,010.58
	200002	Credit Card Advance Control Account (Staff)	1,892.18
	200003	CBA/MCC Control Account (MCC)	-2,016.85
	205501	GST - Revenue Control	-15.59
	216801	Security Deposits	-300.00
			<u>-4,450.84</u>
		Net Assets/(Liabilities)	<u>514,856.95</u>
<b>EQUITY</b>			
	340001	Accumulated Surplus/Deficit	-427,396.23
	400000-599999	SURPLUS/DEFICIT FOR YEAR	-87,460.72
			<u>-514,856.95</u>

## Budget Overview Report

Baringa State Secondary College - (A908)  
 Report Date: 27-Apr-2022 5:00 PM  
 Budget Quarter 2  
 Period: 202204 | Cost Centre: % | Cost Centre Manager: %  
 User: Butterworth, Cailin (A90800177784)

	Year to Date			Comment	Annual			Original Budget
	Actual	Budget	Variance		Budget	Variance	Comment	
Opening Balance	-427,396	-427,396	0		-427,396	0		-427,396
Revenue	-353,380	-393,793	-40,413	Under Budget	-541,920	-188,540	Under Budget	-374,453
Expense	348,474	513,217	164,743	Under Budget	695,833	347,359	Under Budget	619,679
Global Trading Activities	592	0	-592	In Deficit	0	-592	In Deficit	0
Representative Sports	-246	0	246	In Surplus	0	246	In Surplus	0
Administered Clusters	0	0	0		0	0		0
Non-Curricula Activities	9,497	0	-9,497	In Deficit	0	-9,497	In Deficit	0
<b>Balance of Operating Funds</b>	<b>-422,460</b>	<b>-307,972</b>	<b>114,487</b>		<b>-273,483</b>	<b>148,976</b>		<b>-182,170</b>
Provision	0	0	0		273,483	273,483		182,170
<b>Balance of Funds Available</b>	<b>-422,460</b>	<b>-307,972</b>	<b>114,488</b>		<b>0</b>	<b>422,460</b>		<b>0</b>
<i>Memofigure: System Cost Centres (Not included in above totals)</i>	0	0	0		0	0		0

Transactions have occurred in System Cost Centres. Validate that the transactions are correct

BUDS.rerx

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## Cash Flow Management Report

Baringa State Secondary College - (A908)  
 Period : 202204 at as 27-Apr-2022 05:00:38 PM Budget Quarter 2  
**Current Cash Flow Outlook**  
 General Bank Account (101201) 483,336

<b>Bank account value on cash book</b>		<b>483,336</b>
<b>Adjustments for Liabilities</b>		
Deposits etc (216801)	-300	
Payables (200001)	-4,011	
Credit Card control (200003)	-2,017	
Accruals (200103, 218001)	0	
Bequests and Bursaries (233001, 233002)	0	
Other Funds Held (233003, 233004)	0	
Unearned Revenue (225001)	0	
GST (109001, 109002, 109003, 204001, 205501, 205002)	4,842	
<b>Indicative value of funds currently available</b>		<b>481,851</b>

### Cash Flow outlook for next 12 weeks:

Indicative value of revenue currently available		-481,851
Adjustment for Open Requisitions	5,995	
Adjustment for Open Purchase Orders	86,403	
<b>Indicative funds available after accounting for future purchases</b>		<b>-389,453</b>
Adjustment for expected DET grants	0	
Adjustment for expected Other Cash Receipts (eg. proceeds from invoices, etc.)	0	
Adjustment for estimated cash receipts to be received over next 12 weeks		0
<b>Indicative cash flow position expected in 12 weeks</b>		<b>-389,453</b>

NOTE: The sign of this amount has been changed from above to reflect it in this section as a revenue (Cr) or expense (Dr)

NOTE: Payment is not currently due but may fall due in near future

NOTE: Payment is not currently due but may fall due in near future

FileName : CASH.rerx

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## MONTHLY TUCKSHOP REPORT

P&C Meeting: **April**

### **Profit and Loss**

The cafe has started off very strong this term, no slow week or two which is great, Straight into lots of Hungry Students. Term 1 was interesting with only 8 weeks so not a lot of money coming in.

February -\$1,494 (only open 3 weeks and first one was slow)

March +\$1,408

Even's out over the two months. But I have a lot of stock in the Café, as suppliers are having supply issues and I was worried about running out. I also have a stock pile of containers that I purchased for the year and will probably last me all year.

### **Volunteers**

2

Going to need more Volunteers. Friday's are so busy now that I wouldn't be able to do all the orders myself.

Do volunteers really need to have a blue card?

### **Equipment and maintenance**

Looking at getting a second oven for the café at the moment with the grant money. Hiller will come out next week to have a look and help select the best option for the growing college.

### **General update – e.g. menu, issues and solutions**