



## P&C Association Meeting Minutes 24 November 2021 at 6.00pm

### Opening

The meeting of the Baringa State Secondary College P&C Association was called to order by the President at 6.01 pm on Wednesday 24 November 2021 in the Student Centre, Baringa State Secondary College.

### Present

All present is recorded on the sign in sheet of 24 November 2021

- 2 Apologies**  
 Scott Gaedtke Mitch Mullen

### 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> Brent Brown	<b>Seconded by:</b> Sam Burchall	<b>Carried:</b> Yes

- 4 Business arising from the minutes of the previous general meeting**
- None

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

- Student Protection Risk Management Strategy Update
- Quote for shelving in Café
- Various invoices for Café expenditure
- Enquiring about a platform for making the approved P&C minutes public
- Enquiring about volunteer training date
- Follow up from Nisbets re shelving
- Agenda items from members
- P&C Qld
- Bunnings BBQ, 30 January 2022

### 6 Business arising from the correspondence

- a) Quoting from Nisbets

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

- Bunnings BBQ on 30.1.2022

### 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. Currently sitting with \$29,560.77 in bank. Trivia Night update will be provided on Fundraising report. Audit is due end of December. Auditor was voted on previously

<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> Cailin Butterworth	<b>Seconded by:</b> Sheryl Ward	<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. 68 people attended the trivia night. \$2,347.00 profit and we received a lot of positive feedback. Trivia nights will be held every second year, with the plan being drag queen bingo next year possibly during term 3. This event will be 18+. We also have a Bunnings BBQ on 30 January 2022. We require 5 people per shift with each shift lasting 2 hours. We are planning a Meet and Greet event early in term one.

<b>Motion That the Fundraising Working Group Report be accepted as accurate</b>		
<b>Moved by:</b> Cailin Butterworth	<b>Seconded by:</b> Pip McKinley	<b>Carried:</b> Yes

**10 Other Reports**

**Principal's Report presented by Matt Samson**

a) Report on file – available to view by request.

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

b) Report on file – available to view by request.

**Café Convenor Report presented by April Ruhle**

c) Report on file – available to view by request. It is noted that there is not enough airflow in the café causing condensation which in turn is making the fridge to trip. Also, the last week of school, the café will open Wednesday and Thursday.

<b>Motion: That the Principal, BM and Café Convenor's reports be accepted.</b>		
<b>Moved by:</b> Matt Samson	<b>Seconded by:</b> Emma Clarke	<b>Carried:</b> Yes

**11 Motions on Notice**

<b>Motion: That we approve quote for shelving for the Café from Nisbet</b>		
<b>Moved by:</b> Cailin Butterworth	<b>Seconded by:</b> Brent Brown	<b>Carried:</b> Yes

**12 General Business**

**P&C – items that require action**

b) **Student Protection Risk Management Strategy**

Sent out

c) **P&C Roles**

All info will be sent out in February prior to AGM. To vote you must be a member. Secretary has nomination forms.

d) **Café Days for 2022**

Wednesday, Thursday, and Friday will be opening days next year.

<b>Motion: That the Café opens Wednesday, Thursday &amp; Friday from Week 2, Term 1, 2022</b>		
<b>Moved by:</b> Brent Brown	<b>Seconded by:</b> Matt Samson	<b>Carried:</b> Yes

e) **Fundraising Ideas**

Send your ideas for fundraising to the P&C email. Something for the students might be good. Leadership team can also be asked for ideas. Also looking for ideas for what P&C funds can be spent on. A Facility Wishlist then items can be chosen from this.

f) **Munch Monitor ID**

College has spoken to students about this today (24.11.2021). ID card falls under resource scheme, students do not require it. SRS needs to be paid or payment plan for students to receive their ID Card. School photos cannot be released to munch monitor.

- g) **Anti-Bullying Program 2022**  
At assembly for all students, respect property, boundaries etc. Working in partnership with Stockland to engage something it just hasn't been signed off yet. Small amount of student now but as we grow and get more students it becomes more expensive. If Stockland can't finance, how do we keep moving. Positive relationships policy, Values of the College, to approach it from positive language. PBL lesson cover these topics also. Guidance officer also working on a program that will work with a specific group of students. Couple of things coming next year in a positive proactive way fostering Positive Relationship.

- h) **Respect for Other People's Property**  
Bikes There is nothing new to update now as students do not want to share currently. When the area is supervised, hopefully this will improve situation. The college has invested a lot of time and will continue to gather info.

A suggestion was made that once the new buildings are in maybe the College will get CCTV. The meeting was advised that CCTV cannot be installed to monitor student behaviour.

It was asked if the bike sheds can be locked during the day? The college advised that it is not feasible for many reasons such as leaving early, illness etc. It was also noted that some bikes are left unlocked with no chain or padlock. Feasibly, the college cannot have a member of staff continuing to monitor. Students are arriving too early, and there is no resource to supervise.

It is currently unclear if the current bike racks will be accessible next year due to the building works.

It was asked if students arriving early for sports can take their bikes to where they are and then put them in the bike racks later. College will discuss further and put in place a time for students arriving at college.

Thank you to Asha and Nick for giving up their own time.

- i) **Volleyball**  
This item will be tabled to the February meeting

#### **BSSC – items for information –**

- a) **SRS**  
SRS scheme fee proposal was building our resources as the year has gone on and the College has been strategic and thorough. State funding for each student is \$139, covering the cost of admin, instruction, and facilities. It does not cover resources used in the class. 2021 SRS Scheme was priced at \$230.

Based on day 8 enrolments depends on allowance for the next year. \$22,900 allocated this year. Expected \$45,000 to come in from parents. TRA \$63,504 this year for resources. Expenses are a little over \$65,474.46. Plan is to continue year 7&8 at current cost of \$230. Next year's information will be emailed to families next week including what is included under the scheme, showing the comparisons with or without the scheme. Expenditure report will be sent to the P&C and anyone can request access by contacting them. There are a range of considerations when looking at setting fees in year 9 and above. Year 9 curriculum is still being built but looking at this also being \$230. Being mindful that is where subjects are decided and as we go throughout the year, specialised subjects may need an additional charge in term two.

It was asked if there is any way we can bless struggling families by topping up. It was advised that there are two options,

1. P&C can run a Bursary program where people can make donations to an account.
2. College currently allows payment plans.

<b>Motion: That our SRS Scheme for 2022 continue to be \$230</b>		
<b>Moved by:</b>	<b>Seconded by:</b>	<b>Carried: Yes</b>

<b>Motion: That our SRS Scheme for year 9, 2022 also be at \$230</b>		
<b>Moved by:</b>	<b>Seconded by:</b>	<b>Carried: Yes</b>

b) **Refund Policy**

Excursions based on participant numbers. Refund policy \$5 or more per student gets refunded to account. \$20 or more refunded to parents. Below \$5 we put into an excursion account that balance is restricted across the departments.

<b>Motion: That our refund policy is \$5</b>		
<b>Moved by:</b>	a) <b>Seconded by:</b>	b) <b>Carried: Yes</b>

c) **P&C Donation**

The outstanding balance of the P&C donation is \$18052.18

d) **Second-hand uniforms**

Second-hand uniforms can be donated to the College

e) **Bucket Hat**

Details and samples of Bucket hats were shared. The college to make the sample hats available for students, allowing them an opportunity to vote. A suggestion was made to make under the brim sports colours.

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

**13 Applications for membership and recording of new members –**

**This item was tabled for the February meeting**

**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 Fundraising Working Group Report be accepted as accurate
- That the Principal, BM and Café Convenor reports be accepted.
- That we approve quote for shelving for the Café from Nisbet
- That the Café opens Wednesday, Thursday & Friday from Week 2, Term 1, 2022
- That our SRS Scheme for 2022 continue to be \$230
- That our SRS Scheme for year 9, 2022 also be at \$230
- That our refund policy is \$5
- That General Business be moved.

**Date of next meeting will be**

**23 February 2022 at 6.00 pm - Barings State Secondary College.**

**Closing**

Thank you to everyone for coming tonight. Bring on next year! Jason Noud also noted that he has some big news to share in February.

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: 31.01.2022

A handwritten signature in black ink, appearing to read "K. Taylor-Rose". The signature is written in a cursive, flowing style.



PRINCIPAL'S REPORT



P&C: WEDNESDAY 24 NOVEMBER 2021

## **COLLEGE REVIEW**

Last week saw three very special visitors come into the College. These people were a school review team, made up of current and former Principals, who came into the College to speak to the staff, students and parents, so that they could give myself and the rest of the leadership team some quality feedback on how we are progressing in our first year.

At the end of the three days, the team delivered to us some preliminary findings. The findings were very encouraging about many of the aspects of the College, while also providing us with some suggestions for helping us with our improvement journey into the future.

The review team now prepares a full report that they will then deliver to me prior to the end of the year. This will use to assist in our future planning and for preparing our 4-year strategic plan for the College.

Thank you to all P&C members, parents and community members that spoke to the review team about their impressions of the college.

## **COLLEGE AWARDS EVENING**

Another reminder to all parents and carers who have been invited along to our first annual awards evening, that this will occur on Tuesday 30 November (week 9). Recipients of all our academic and special awards will have received their invites and I am hoping that all of our successful students are able to attend on the evening. The evening will also feature performances by our talented students. The evening kicks off at 6pm and due to the College currently only having two year levels, will be a relatively short ceremony, concluding at approximately 7pm. This is a very important evening that celebrates the achievements of so many of our hard working and talented students. I look forward to seeing parents and carers there on the evening to celebrate the successes of your students.

## Cash Flow Management Report

Baringa State Secondary College - (A908)

Period : 202111 at as 24-Nov-2021 02:36:53 PM

Budget Quarter 4

### Current Cash Flow Outlook

General Bank Account (101201) 469,793

<b>Bank account value on cash book</b>	<b>469,793</b>
<b>Adjustments for Liabilities</b>	
Deposits etc (216801)	-300
Payables (200001)	-9,532
Credit Card control (200003)	-4,418
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)	10,406
<b>Indicative value of funds currently available</b>	<b>465,949</b>

### Cash Flow outlook for next 12 weeks:

Indicative value of revenue currently available	-465,949
Adjustment for Open Requisitions	28
Adjustment for Open Purchase Orders	140,278
<b>Indicative funds available after accounting for future purchases</b>	<b>-325,643</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>-325,643</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

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FileName : CASH.rerx

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User ID: A90800177784 (Butterworth, Cailin) Page 1/1

## Budget Overview Report

Baringa State Secondary College - (A908)

Report Date: 24-Nov-2021 2:36 PM

Budget Quarter 4

Period: 202111 | Cost Centre: % | Cost Centre Manager: %

User: Butterworth, Cailin (A90800177784)

	Year to Date				Annual			Original Budget
	Actual	Budget	Variance	Comment	Budget	Variance	Comment	
Opening Balance	-1,301,602	-1,301,602	0		-1,301,602	0		-1,301,602
Revenue	-476,714	-456,675	20,039	Over Budget	-456,675	20,039	Over Budget	-233,332
Expense	1,444,145	1,588,657	144,512	Under Budget	1,588,657	144,512	Under Budget	1,478,934
Global Trading Activities	-18,914	0	18,914	In Surplus	0	18,914	In Surplus	0
Representative Sports	0	0	0		0	0		0
Administered Clusters	0	0	0		0	0		0
Non-Curricula Activities	15,859	0	-15,859	In Deficit	0	-15,859	In Deficit	0
<b>Balance of Operating Funds</b>	<b>-337,226</b>	<b>-169,620</b>	<b>167,606</b>		<b>-169,620</b>	<b>167,606</b>		<b>-56,000</b>
Provision	0	169,620	169,620		169,620	169,620		56,000
<b>Balance of Funds Available</b>	<b>-337,226</b>	<b>0</b>	<b>337,226</b>		<b>0</b>	<b>337,226</b>		<b>0</b>
<i>Memofigure: System Cost Centres (Not included in above totals)</i>	<i>0</i>	<i>0</i>	<i>0</i>		<i>0</i>	<i>0</i>		<i>0</i>

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

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## Balance Sheet Summary Report

Baringa State Secondary College - (A908)

Period 202111 as at  
24-Nov-2021 2:36 PM

<i>Account Group</i>	<i>Account</i>	<i>Account Description</i>	<i>Amount</i>
<b>ASSETS</b>			
	101201	General Bank Account	469,792.97
	104001	Receivables - Students	6,556.46
	104002	Receivables - Other	880.00
	109001	GST Input Credit Control	3,799.54
	109003	GST Clearing	6,721.14
	162001	Plant & Equipment	459,181.25
	172001	Plant & Equipment - Accum Depr	-459,181.25
			<u>487,750.11</u>
<b>LIABILITIES</b>			
	200001	Payables	-9,531.89
	200002	Credit Card Advance Control Account (Staff)	3,922.79
	200003	CBA/MCC Control Account (MCC)	-4,417.81
	200004	Credit Card Posting Variance (Staff)	224.05
	205501	GST - Revenue Control	-115.18
	216801	Security Deposits	-300.00
			<u>-10,218.04</u>
		Net Assets/(Liabilities)	<u>477,532.07</u>
<b>EQUITY</b>			
	340001	Accumulated Surplus/Deficit	-1,301,602.41
	400000-599999	SURPLUS/DEFICIT FOR YEAR	824,070.34
			<u>-477,532.07</u>



MONTHLY CAFE REPORT  
P&C Meeting: 24 November 2021

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**Profit and Loss**

Profit of \$934.39

Few big weeks in there, one week we made \$1500

**Volunteers**

4

**Equipment and maintenance**

Fridge had an issue this week and food needed to be thrown out. Also happened to one of the fridges upstairs. Cailin is looking into it.

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

- Trying to run our stock down as much as possible before being closed for 6 weeks. Some items we will run out of before then and I will just take it off the menu.
- Discuss last week of school. Maybe open Wednesday and Thursday instead as so many students will be away the Friday?

April Ruhle  
Café Convenor

## **Fundraising Working Group Report Meeting: November 2021**

Wow what a night the trivia night was. We were blown away with the effort each and every person went to in dressing up and table decorations; I don't think there was a person there not in character.

Not only was it a fantastic night, but it was also a successful one; one we can't wait to repeat. A massive thank you to everyone involved in the planning, the setup, our awesome MC and to our sponsors and prize donations.