



P&C Association Meeting Minutes 27 October 2021 at 6.00pm

Opening

The meeting of the Baringa State Secondary College P&C Association was called to order by the President at 6.03 pm on Wednesday 27 October 2021 in the Student Centre, Baringa State Secondary College.

Present

All present is recorded on the sign in sheet of 27 October 2021

2 Apologies

Noeleen Eden

Stacey Tovey

Tylena Pouhila

3 Approval of the previous minutes

| | | |
|--|--|---------------------|
| Motion: That the minutes be accepted as a true and correct record of the meeting. | | |
| Moved by: Sheryl Ward | Seconded by: Cailin Butterworth | Carried: Yes |

4 Business arising from the minutes of the previous general meeting

- None

5 Correspondence received since the previous general meeting -

- Various emails to local businesses regarding donations for Trivia Night
- Ticket enquiries for the Trivia Night
- Email invitation to our MC for the Trivia Night and his acceptance
- Invoices for the Café
- correspondence about the Café Sign
- Relating to the Awards Night
- Single Touch Payroll information for the Treasurer
- P&C Qld newsletters
- Emails to those members requesting reports for this evening's meeting

6 Business arising from the correspondence

- Collecting donations for Trivia Night

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.
- Grant has been submitted for \$25,000 for Café and iPads for students. Hopefully we will hear next month if we have been successful or not. Another grant for \$100,000 is coming out shortly, which we will apply for.

| | | |
|--|----------------------------------|---------------------|
| Motion: That the treasurer's report be accepted as a true and correct record at the time of the meeting | | |
| Moved by: Deb Hardie | Seconded by: Pip McKinley | Carried: Yes |

9 Fundraising Working Group report and financial statements and any business arising from these

Fundraising Report presented by Sharon Lawrie on behalf of the Vice President

- a) Report on file, available to view on request.
Trivia Night – do not have to be smart to come along just wanting to have lots of fun on the night. This will be a regular event for the P&C, perhaps not always trivia, could be a bingo night but an ongoing main event.

| | | |
|---|---------------------------------|---------------------|
| Motion That the Fundraising Working Group Report be accepted as accurate | | |
| Moved by: Matt Samson | Seconded by: Brent Brown | Carried: Yes |

10 Other Reports

Principal’s Report presented by Matt Samson

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

Infrastructure – Stage 2 and 3 will be delivered next year, meaning every building will be ready for start of 2023.

Staff Development – Profile training took place in the college last week, looking at the skills of teachers and to give them data on how to do things better. It is a self-reflection tool. So far, they have collected two whole lots of data from the college this year, first lot of data has been fed back to the staff. This process really transforms teaching in any environment.

School Review - Week 7 has a school review where three reviewers come into the school checking policies, procedures everything, then the college received a report about what we are doing well and where there is room for improvement. This helps with strategic planning for the next 4 years, and where the Annual Improvement Plan gets actioned. The reviewers speak with students about all aspects of college life, talk to staff members and community members, the P&C, and parents. If you are interested in being part of this review, please give names to Matt asap.

School Opinion Survey – Thank you to all who completed the survey and to the P&C who helped put the message out to the wider community. The PowerPoint presentation went into detail of the survey results. Matt advised that overall, he is very happy with a few points to concentrate on improving.

Trivia Night – looking forward to it, thank you for all the organising you are doing!

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.

| | | |
|--|--|---------------------|
| Motion: That the Principal, BM and Café Convenor’s reports be accepted. | | |
| Moved by: Sam Burchall | Seconded by: Cailin Butterworth | Carried: Yes |

11 Motions on Notice

| | | |
|--|----------------------------------|---------------------|
| Motion: That there are no Motions on Notice | | |
| Moved by: Emma Clarke | Seconded by: Pip McKinley | Carried: Yes |

12 General Business

a) P&C – items that require action

a) **Trivia Night**

6.11.2021 – We will be holding it every year and will be our main fundraiser. Platter information to be sent out tomorrow for pre-ordering.

b) **Approval for Alcohol to be served at Trivia Night**

Matt has agreed for alcohol to be served but added that no red wine is to be provided due to possible staining of the hall.

c) **Year 8 Students being the oldest in the College**

A concern was raised regarding the current year 8 students not having any older cohorts at the college and if this was detrimental to them in anyway. Emma Clarke, Deputy, addressed the meeting assuring parents that most of the concerns are not dissimilar to behaviours experienced in other school by pupils at that stage where they have older cohorts. She also advised the meeting that there are many positives to the current circumstance.

• **BSSC – items for information –**

a) Sun Safety Policy – Nick Byrnes

This policy will go onto the website and invite feedback. Children are at school during peak UV times, so we want to make sure they are performing sun safe practises.

There are three groups who share responsibilities –

1) The Staff – it is all about the staff at the college setting positive examples by wearing hats and applying sunscreen. Throughout the year the college will encourage the applying of sunscreen and hand it out if students do not have their own and the use of hats during HPE classes. The college hat is preferred but any hat is accepted.

2) The parents/carers to provide sun safe items, dark coloured clothes have been advised, it may attract heat but reflects UV better. If parents attend carnivals etc, then parents are also expected to follow sun safe practises.

3) Students also have a responsibility to wear hats and apply sunscreen and learn how to stay safe.

Bucket hats will be introduced into the college uniform but unfortunately The School Locker have advised they will not be ready for the start of next year. The idea is that the bucket hat will be reversible, college logo on one side and representing the college houses on the other. The school cap will remain part of the uniform, the introduction of the bucket hat is to provide the option.

6x3m gazebo type shade has been purchased with possible future purchases of house-coloured shades too. The college is lucky as it also has a lots of shade areas around the grounds too. The Business Manager advised that the Shade Structure Grant cannot be used for a shade sail as these are not permitted on school premises. It was also suggested that students be encouraged to preform sun safe practises at the end of the day as some children may take up to 30-40 minutes to get home.

| | | |
|---|---------------------------------|---------------------|
| Motion: That General Business be moved | | |
| Moved by: Mitch Mullen | Seconded by: Brent Brown | Carried: Yes |

13 Applications for membership and recording of new members

- Renewing members
- New members

| | | |
|--|-------------------------------|---------------------|
| Motion: That there are no new members be accepted and welcomed into the P&C | | |
| Moved by: Bronwyn Littman | Seconded by: Jo Wilson | Carried: 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 Fundraising Working Group Report be accepted as accurate

That the Principal, BM and Café Convenor reports be accepted.

That there are no Motions on Notice

That General Business be moved.

That there are no new members be accepted and welcomed into the P&C.

Date of next meeting will be

24 November 2021 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: 28.10.2021





PRINCIPAL'S REPORT P&C: WEDNESDAY 27 OCTOBER 2021

COLLEGE INFRASTRUCTURE NEWS

Last week we found out the extremely exciting news that in 2022 not only will Stage 2 of our infrastructure be delivered, but that the government and department will also be delivering Stage 3. This means that the buildings and resources that had originally been earmarked to be built in 2024 ready for the students in 2025, will now be built in 2022 ready for our students to access in 2023.

This means that our students will have access to an array of specialist classrooms and resources years sooner than originally planned, enhancing their learning opportunities, while allowing our teachers to utilize these state of the art facilities for the benefit of our students.

In Stage 2 we will be receiving:

1. Student Support Building
2. Visual Arts Building
3. A second three story General Learning Building
4. Senior Technology classrooms and workshops (build out under current C Block-

technology end)

Now, with stage 3 also being delivered, we will also receive:

1. Performing Arts Building
2. Two more three story General Learning Classrooms
3. Senior Science Labs (Build out under current C Block – science end)

Work on this huge project will get underway in early 2022. This will mean that a large part of the College will be a building site for much of 2022. However, our short-term pain will be our long-term gain, and this means that all our building will be completed next year while our student numbers are relatively small.

STAFF PROFESSIONAL DEVELOPMENT

Last week, your child may have come home and told you that there were a lot of teachers and college leaders in their classroom. This was all part of some particularly important training that was taking part for all our College leadership team, including myself, the Deputies and all our Head of Departments.

We were all involved in two days of 'Classroom Profiling' training. Classroom Profiling is about 'relationship management' and 'improved learning outcomes for students.' Classroom Profiling is a process that enables the profiler to collect data in classrooms that then enables a teacher to reflect on the effective learning and teaching strategies that they employ to manage the behaviour of the students in their care. This training will better enable all the

College leaders to better assist all teachers to reflect to improve their teaching skills, which will benefit every student in all their classes.

This week, all our student support team were involved in ‘Restorative practices’ training. Restorative practices are at the core of our responses to inappropriate or undesirable behaviour by students, and this training will help our support team to continue to support all of our students and assist them to reflect and learn from their errors so that they can make better choices moving forward.

All of this training is aimed at ensuring we continue to create a calm and positive learning environment for every student at Baringa State Secondary College.

SCHOOL OPINION SURVEY

At the end of last week, we also received our first ‘School Opinion Survey’ data. The survey was distributed to all staff within the college, as well as all year 8 students and year 8 families.




I would like to thank all of the parents who took the time to complete this department generated survey to give us feedback on a variety of college aspects. Of our 72 year 8 students, 48 parents responded, which is an excellent response rate, and reinforces to us just how invested and interested so many of our families are in their student's education and their College.

The student response rate was also significant and certainly helps to give us information about how our year 8 students feel about their College.

Below is a snapshot of the three most positive items and three least positive items for each group who completed the survey (Parent/Caregivers, Students, Staff). Overall the results were very pleasing, with a lot of aspects very positive and an endorsement of the great work we are striving to achieve at the College.

We will be looking closely at this information over the coming weeks, and the information contained in this will help us develop and adapt our ways of working and planning for future years. I will quickly walk P&C members through the data tonight.

Highlights report for (A908) Baringa State Secondary College, 2021

| | Most positive Items | Agreement | Least positive Items | Agreement |
|--|--|-----------|---|-----------|
|  48 participants in the Parent/Caregiver Survey | This school is well maintained. | 100.0 | This school asks for my input. | 74.5 |
| | Teachers at this school expect my child to do his or her best. | 100.0 | Student behaviour is well managed at this school. | 80.4 |
| | This school keeps me well informed. | 95.8 | This school takes parents' opinions seriously. | 80.4 |
| | | | | |
|  58 participants in the Student Survey | My school encourages me to participate in school activities. | 94.7 | I am interested in my school work. | 68.4 |
| | I feel safe at my school. | 94.7 | I like being at my school. | 71.9 |
| | The expectations and rules are clear at my school. | 93.1 | I can talk to my teachers about my concerns. | 73.2 |
| | | | | |
|  33 participants in the Staff Survey | Recruitment and promotion decisions in this school are fair. | 100.0 | Student behaviour is well managed at this school. | 87.5 |
| | This school is well maintained. | 100.0 | This school encourages coaching and mentoring activities. | 90.0 |
| | This is a good school. | 100.0 | Students are interested in their school work. | 90.0 |
| | | | | |

SCHOOL REVIEW

During week 7 of this term, Baringa State Secondary College will be undergoing a school review. This is a departmental process that happens for all schools, and always towards the end of the first year for any new schools.

The date of the review has been set for Monday 15 to Wednesday 17 November. At this time, three reviewers will enter the College and will review our policies and procedures, as well as interview all staff regarding numerous aspects of the College.

The review team also look to speak to a number of the community as well, including P&C representatives and parents. I am asking your support in speaking to the reviewers and looking for volunteers to speak to the reviewers at a set time over the three days of the review. If you are able to assist, I would appreciate you letting me know at the end of the meeting, or via email if you are not in attendance.

SUN SAFE POLICY

The Department has recently released a new Sun Safe policy that all schools need to have in place for the start of 2022. Nick Byrnes, is here tonight to discuss the policy and to seek your endorsement of some of the aspects of the policy so that we can enact the policy with our staff and students in 2022.

P&C TRIVIA NIGHT FUNDRAISER

We are all looking forward to the upcoming P&C fundraising event for the College – a movie themed Trivia Night!

The event will occur on Saturday 6 November at 6.30pm in the College Student Centre. Foods and drinks will be available on the evening, and it will be the first of what is hoped will become a tradition at Baringa State Secondary College in the years to come.

Unfortunately, due to current continuing COVID restrictions, only 100 guests will be possible at this point, so it will be first in. Teams of 8 will be assigned to tables, or you can be joined to a team on the night.

Matt Samson
Principal – Baringa State Secondary College



Cash Flow Management Report

Baringa State Secondary College - (A908)

Period : 202110 at as 27-Oct-2021 06:05:34 PM

Budget Quarter 4

Current Cash Flow Outlook

General Bank Account (101201)

517,718

| | | |
|--|--------|----------------|
| Bank account value on cash book | | <u>517,718</u> |
| Adjustments for Liabilities | | |
| Deposits etc (216801) | -300 | |
| Payables (200001) | 0 | |
| Credit Card control (200003) | -4,654 | |
| 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) | 9,341 | |
| Indicative value of funds currently available | | <u>522,105</u> |

Cash Flow outlook for next 12 weeks:

| | | |
|--|---------|-----------------|
| Indicative value of revenue currently available | | -522,105 |
| Adjustment for Open Requisitions | 28 | |
| Adjustment for Open Purchase Orders | 134,731 | |
| Indicative funds available after accounting for future purchases | | <u>-387,346</u> |
| 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 |
| Indicative cash flow position expected in 12 weeks | | <u>-387,346</u> |

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

OneSchool

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

Balance Sheet Summary Report

Baringa State Secondary College - (A908)

Period 202110 as at
27-Oct-2021 6:05 PM

| <i>Account Group</i> | <i>Account</i> | <i>Account Description</i> | <i>Amount</i> |
|----------------------|----------------|---|--------------------|
| ASSETS | | | |
| | 101201 | General Bank Account | 517,717.97 |
| | 104001 | Receivables - Students | 7,182.81 |
| | 104002 | Receivables - Other | 455.00 |
| | 109001 | GST Input Credit Control | 4,393.08 |
| | 109003 | GST Clearing | 5,048.45 |
| | 122101 | Salary Advances | 2,125.45 |
| | 162001 | Plant & Equipment | 425,980.78 |
| | 172001 | Plant & Equipment - Accum Depr | -425,980.78 |
| | | | <u>536,922.76</u> |
| LIABILITIES | | | |
| | 200002 | Credit Card Advance Control Account (Staff) | 348.31 |
| | 200003 | CBA/MCC Control Account (MCC) | -4,654.01 |
| | 200004 | Credit Card Posting Variance (Staff) | 295.35 |
| | 205501 | GST - Revenue Control | -100.38 |
| | 216801 | Security Deposits | -300.00 |
| | | | <u>-4,410.73</u> |
| | | Net Assets/(Liabilities) | <u>532,512.03</u> |
| EQUITY | | | |
| | 340001 | Accumulated Surplus/Deficit | -1,301,602.41 |
| | 400000-599999 | SURPLUS/DEFICIT FOR YEAR | 769,090.38 |
| | | | <u>-532,512.03</u> |

Budget Overview Report

Baringa State Secondary College - (A908)

Report Date: 27-Oct-2021 6:05 PM

Budget Quarter 4

Period: 202110 | 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 | -465,786 | -384,505 | 81,281 | Over Budget | -384,505 | 81,281 | Over Budget | -233,332 |
| Expense | 1,358,888 | 1,516,487 | 157,599 | Under Budget | 1,516,487 | 157,599 | Under Budget | 1,478,934 |
| Global Trading Activities | -5,422 | 0 | 5,422 | In Surplus | 0 | 5,422 | In Surplus | 0 |
| Representative Sports | 0 | 0 | 0 | | 0 | 0 | | 0 |
| Administered Clusters | 0 | 0 | 0 | | 0 | 0 | | 0 |
| Non-Curricula Activities | 16,170 | 0 | -16,170 | In Deficit | 0 | -16,170 | In Deficit | 0 |
| Balance of Operating Funds | -397,753 | -169,620 | 228,132 | | -169,620 | 228,132 | | -56,000 |
| Provision | 0 | 169,620 | 169,620 | | 169,620 | 169,620 | | 56,000 |
| Balance of Funds Available | -397,753 | 0 | 397,753 | | 0 | 397,753 | | 0 |
| <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

MONTHLY TUCKSHOP REPORT
P&C Meeting: October

Profit and Loss

3 weeks of income before September school holidays. I ran down a lot of stock.
A profit of \$1,152.23
4 weeks of shopping on there

Volunteers

4

Equipment and maintenance

Just leaking fridges and freezers due to condensation which I've spoken to Cailin about.
Had hiller out to do a quote up for more storage shelves for the lunch tubs ready for next year.

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

Just making sure not to order too much stock and utilising what we have, ready for the end of term.

Menu is too big for the amount of orders we have. Getting a lot of 2/3 orders of everything instead of a big run of the same thing which is time consuming. Think we will open with this menu next year and make changes once we see what the new students also like and dislike.