



HIGHFIELDS STATE SECONDARY COLLEGE

P & C Association Minutes GM

Date/Time:	Tuesday, 29th April, 2025		
Location:	Conference room - Administration office		
Attendees:	<i>Lisa Brogan, Michael Harth, Scott Rowan, Kate Van de Meulen, Anne Ehrlich, Markeeta Burrows, Kayte Gillinder, Kellie O'Sullivan</i>		
General Meeting			
Open & Welcome	5:36pm by President Lisa Brogan		
Apologies	Megan Hosking, Lin Gaydon, Peter Sparshott, Zoe Morris, Theresa Caldwell, Helen Gooderham, Louise Donaldson, Fiona Anderson		
Confirm Minutes from previous General Meeting	Moved: Kate Van de Meulen Seconded : Ann Ehrich		
Business arising from minutes of previous General Meeting (from 5/3/25)	ACTION	ACTION OFFICER	STATUS UPDATE
	History of School and Time Capsule	Executive, Scott Rowan	10 year anniversary. Deferred at this stage to ensure is given the attention warranted. Let Kate know in a few months to gauge sizing of capsule – uniform, items from 10 year ONGOING
	Comedy for a cause	Michael to wait for contact	ONGOING
	Election BBQ- do we want this to go ahead?	No BBQ	COMPLETE
	'Chicago' discussion needed about roster for canteen, wine to be purchased etc	Fiona for next meeting	Roster – to be organised ONGOING
	Raffle- will we have a big raffle and sell tickets at Chicago.	Michael to talk with Fiona	ONGOING
	Lisa to talk about discussion with Trevor Watts about upgrade to outdoor facilities.	Lisa to email Trevor	ONGOING
	Christmas in July trivia date to be set	Lisa & Megan to organise	ONGOING
Correspondence (Inwards/Outwards)	<ul style="list-style-type: none"> Email from Kendall Lane asking if P&C would like to run a canteen for the musical. Thank you postcard from HSSC Staff to P&C President Lisa Brogan and P&C members. Moved: Lisa Brogan Seconded: Markeeta Burrows		
Business arising from Correspondence	<ul style="list-style-type: none"> NA 		
Executive Decisions	<ul style="list-style-type: none"> Decision to run a canteen at the the School Musical 'Chicago' at the beginning of May. 		
Treasurer's Report	See attached Treasurer report Fundraising income: \$2002, expenses some in February and some in March \$3154 – leftover merchandise Separate report to come itemising expenditure and loss. Uniform sales March \$6142, YTD \$38 041 – profit \$3489 YTD Canteen sales March \$24 607, YTD \$57 167 – profit \$6 285 Surplus for March \$746 – loss YTD \$973 Moved: Michael Harth Seconded: Kayte Gillinder		

Fundraising	<u>Canteen</u> - Tune up report from QAST – high priority recommendations – executive summary <ol style="list-style-type: none"> 1. Revise menu – offering more choices made on site (rated 1) 2. Undertake marketing campaign – photos particularly to encourage purchasing, popular items (social media) 3. Food safety plan – temperature control 4. Allergy management plan – who are the students with medical management plans? 5. Review menu items and mark-up to check profit items Form a canteen sub-committee – Anne, Kate, Tamara, Karina and one P&C member – meets once per term to work through items from recommendations Motion: Form a sub-committee consisting of Anne, Kate, Tamara, Karina and one P&C member. Moved: Anne Ehrich Seconded: Michael Harth	
	<u>Uniform Shop</u> - no report	
	<u>Christmas Trivia</u> - Date decided as Saturday 19 th July. To be advertised via Facebook during school holidays Date claimer to be sent out	
	<u>Comedy for a Cause</u> - to be put off until Week 8, term 1 (Saturday 21 st March 2026). Michael to get in touch with contact.	
Principal's Report	Reports issued last week, P/T interviews next Tuesday – very positive Positive feedback from the weekend – community events involvement, concert band playing at Dawn service and daytime service, Choir singing, Captains speeches, Year 7 student's speech read as part of service (ANZAC service) Service at school was exemplary – thank you to the staff who organised this Qld engagement and wellbeing survey – opt-in survey – Year 7 & 12 – focussed on their overall engagement and wellbeing concerns – school receives data back – 30 minute survey Acknowledge the contribution of the P&C to the 10 th Celebration event – history shared was valuable and positive. Memorabilia sales will continue. Thank you. Thank you to Anne and Kate for organisation 10 year celebration. School review – executive summary on school website. School Supervisor visit – coming back in week 6 (Ashley R) Connected with School Improvement Coach in Brisbane – Mt Gravatt HS Principal – links Connections with HSS Cross Country postponed due to weather (twice) P&C student protection training next meeting Finance Anne - \$721 069 – parent debts External debt \$47 791 Total – just over \$1mil Commitments \$4984 Global \$44 613 Actual position: \$783 869	
General Business	Election BBQ	River 94.9 giving away free sausages Don't have sausages left over Coffee van not easy to organise Decision – no BBQ
	Trevor Watts- interested in supporting upgrade of outdoor facilities.	Discussions to be had with school – Trevor to attend the May meeting (questions about what HSSC school are wanting) Keiran (Administration officer) contacted school about meeting dates – Anne sent through to Trevor's office Scott to share plans with P&C and will be shared with Trevor before meeting Lisa B to email Trevor (include Scott)
	Raffle- Fiona suggested Thermomix.	Michael to speak to Fiona about this before the next meeting.
Applications for membership of new members (if any)	Kellie O'Sullivan	
Meeting closed	6:40pm	
Date of Next meeting	27 th May @ 5:30	