

PLANNING FOR 2024 MEETING Minutes

Welcome to country – We acknowledge the traditional owners of the land we are meeting on today. The land of the Gubbi Gubbi people we would like to pay our respect to leaders - past, present and emerging and pay our respect to aboriginal and Torres Strait islander people

Belonging - Build strong relationship with students, parents and community so everyone can feel successful.

The order of business at a general meeting of the Association is as follows:

AGM opened by Russell Thompson 1801

The AGM + Feb general meeting is expected to run for 2hrs. Please be considerate and respectful of people’s time when raising items to be discussed.

Apologies	Danielle Smith – Business manager
Present for meeting	Everyone does need to rejoin the P&C for 2024 to be able to vote. Buddina P&C - Membership Form 2024 (jotform.com)
	Sally Galloway, Russell Thompson, Adam Dunlop, Caley Clements, Meegan Walker, Leonie Wydra
	Elli Hylton, Andrea Hussy, Michelle Rutten, Gillian Valks. Leah, Holly O’Donohgue, Kristina Knowles, Lara, Pia Marshall, Nicola Evans, Jarrod Bleijie
Presidents Report	<p>I am pleased to present a reflective report on our endeavours during the past academic year at this Annual General Meeting. The following overview highlights the diligent efforts and contributions of our dedicated executive team, showcasing the positive impact we collectively achieved for our school community in 2023.</p> <p>Executive Team Acknowledgments:</p> <p>Mel Connor: Sincere gratitude to Mel, our Treasurer since May 2022. Mel's commitment to establishing robust financial systems and processes has significantly contributed to the integrity of our organisation. Mel's financial and business expertise has been pivotal throughout the day-to-day running's and we are fortunate to have her.</p> <p>Elli Hylton: An essential member of our executive team, Elli has demonstrated exceptional skills in communication and relationship-building. Her contributions, along with Leonie, secured funding from major sponsors, ensuring that all profits from our events directly benefited the school. Elli's proactive approach and valuable insights have strengthened the cohesion of our team.</p> <p>Nicola Evans: Recognised for her passion and knowledge in event planning, Nicola has played a crucial role in organising events that have brought joy to our school community. Her commitment to creating a strong community through various events is commendable and greatly appreciated.</p>

Leonie Wydra: Working diligently behind the scenes, Leonie has been instrumental in collaborating with the school and community. Her efforts in identifying grants, opportunities, building relationships, supporting with events and managing administrative tasks have been crucial to our success.
Michelle Rutten: A recent addition to the P&C in 2023, Michelle has made a significant impact. Her contributions as part of the Vice President - Finance have been huge support in further refining our systems and processes, along with the establishment of a second-hand uniform shop and increased revenue in our tuck shop. Her efforts have also contributed to the success of events such as discos and sausage sizzles.

Michelle and Mel, we are so grateful for the effort and time you have invested into the smooth running, recruitment, training and purchasing for our Wave Break Café. We are grateful to be stepping into 2024 with a strong tuck shop team, who are continuing to break records with both the quality of home cooked foods, and sales they are producing. This would not have been possible without you. Michelle, the hours daily have not gone unnoticed, and on behalf of the school community I want to acknowledge and thank you.

Additionally, I would like to offer huge thankyou to Meegan Walker, who has led the team in the grant writing over the last several years. This is a huge effort behind the scenes. We are so grateful for this – delighted that from this effort we have been successful in securing \$30,000 towards a new shade shelter for the school.

Achievements in 2023:

Regular availability of the tuck shop, five days a week, with the employment of three new staff members, revision of menu to align with our mission for healthy choices, and increase in profits by over 30%

Submission of several major and minor grants thanks to our grant writing volunteers – with successful grant application awarding \$30,000 to shade structures.

Establishment of brand new second-hand uniform pop-up shops.

Organised and celebrated discos for our students.

Successful movie night event.

Highly anticipated adults "Main Event".

The engaging Slime Run.

Fruitful hot cross bun drive.

Scholarship fund set up to support students facing adversity.

Contributions towards shade sails for shelter.

Introduction of a brand new senior playground.

Substantial upgrades to the tuck shop facilities.

Netball and Art show sausage sizzles.

Inaugural Golf Day.

Successful Mother's and Father's Day stalls.








Donations to the Gardening club.

Acquisition of new instruments and chess club clocks and shirts.

Play equipment for the junior school.

Contributions to the CO2 car science project.

	<p>Christmas Hamper Raffle. Development of a communication strategy and enhanced presence on Facebook. Concrete art initiatives and the upcoming release of our new school jacket in Term 2, 2024 (as voted by the community). Donations to scholarships for exiting Year 6's and contribution to the end of year graduation.</p> <p>Appreciation to All Volunteers: In extending gratitude, it is crucial to acknowledge the invaluable contributions of all volunteers from 2023 who were an integral part of our P&C. Their commitment, time, and dedication significantly contributed to the success of our initiatives, and we recognise that without their collective efforts, these achievements would not have been possible. We are immensely grateful for their unwavering support and look forward to continued collaboration in the future.</p> <p>As we transition into the upcoming year, we look forward to maintaining our positive momentum.</p> <p>We appreciate the ongoing support of our school community and anticipate further achievements in the coming months.</p> <p>Thank you for your attention and support. Moved – Sally Seconded Gillian</p>
2024 Vision and Proposed budget	Proposed Budget for 2024 - \$72K projection of total profits raised – including tuckshop.

<p>Appoint an auditor for the coming financial year</p>	<p>  0417 049 171  melissa@forestglentax.com.au PO Box 6176 Mooloolah Qld 4553 ABN: 16 462 117 597 </p> <p>Moved by Michelle Seconded by Elli</p>
<p>Auditor report provided by Forest Glen Taxation and Accounting</p>	<p>     </p> <p>Buddina State School Buddina State School Buddina State School Invoice INV-0091.pdf P&C - Association Rep&C - Letter - 31 Dec&C - Management r</p> <p>Audit feedback:</p> <ol style="list-style-type: none"> 1. Reimbursements – absolute emergency only. It is difficult to cross check. Charge card in tuckshop is a better option and more items invoiced via tuckshop. 2. New tuckshop procedure in place for cash handling 3. More detailed budgeting around events. Budget needs to be set with individual itemised to the best of the event coordinators ability 4. Sponsor \$\$ needs to be allocated to a item within a certain event. <p>Moved by Michelle Seconded by Melissa</p>
<p>Adopt the Student Protection Risk Management Strategy</p>	<p>  </p> <p>2024-student-protection-risk-management-strategy .pdf</p> <p>Moved by Michelle Seconded by Melissa</p>

Minutes from the last AGM need to be printed ready to be adopted as true and correct at the AGM.



AGM and General Meeting 2023.pdf

Moved by Gillian

Seconded by Melissa





AGM 2024

Executive Team for 2024

Role	Who is nominated	Nominated by	Second	Successfully appointed
President	Sally Galloway	Elli Hylton	Melissa	Sally
Vice President - General	Elli Hylton	Leonie Wydra	Meegan Walker	Elli
Treasurer of Events	Melissa Connor	Leonie Wydra	Michelle Rutten	Melissa
Treasurer of tuckshop	Michelle Rutten	Elli Hylton	Meegan Walker	Michelle
Secretary	Leonie Wydra	Elli Hylton	Michelle Rutten	Leonie

Supporting Roles

Role	Who is nominated (can be multiple people)	Successful
Social Media Manager/ Team	Pia Marshall & Johanna	Pia and Johanna
Grants Writer	Meegan Walker	Meegan Walker
Supporting Grants Writer		
Events Coordinator	Sarah?	

	Tuckshop coordinator	Michelle Rutten	Michelle
	AGM closed by - 1824		
General Meeting	Opened by - Sally at 1825		
Principles Report	 balshsa_691822.pdf  budsa_1460811.pdf  sfrpca_64975.pdf  7-02-24.pdf		
	<p>Moved by Russell Seconded By Michelle</p>		
General Business	<p>Item 1: Meeting Schedule Term 1 Wednesday 6th March Term 2 Wednesday 1st May Wednesday 29th May Term 3 Wednesday 24th July Wednesday 21st August Term 4 Wednesday 16th October</p>		

Wednesday 13th November

Moved - Ellie

Seconded - Gillian

Item 2:

Events – The executive team are calling out to more volunteers. If we do not get volunteers we will cancel events

Welcome to school sausages sizzle 13th Feb. Free event. Elli and Leonie Champion. Approved Budget - \$500 (\$150 sausages + Bread + Sauce + Drinks and Ice)

Movie night – 8th March whole family community night. Pia to Champion, Leonie & Elli will support – Approved Budget \$2500

IGA account for post event invoicing. Mario Bros movie selected

Mother Day Stall – Budget approval – \$2500

Clarification request about how the P&C will communicate regarding families. P&C will call out to families/ volunteers via Facebook for event champions and volunteers.

Email Russell before Thursday for the school update sent to patients on Sunday afternoon

Jotform format for all volunteer requests.

Blue card required for non parents

Moved - Elli

Seconded - Michelle

Item 3:

Reducing floats from \$500 to \$300 for ease of balancing

Moved - Michelle

Seconded - Gillian

Item 4:

Buddina SS Indigenous Sports House Polo

\$37 each – Order of 500 shirts



Below are the other house mock designs. Exactly the same except for name and animal.



Happy to introduce a sport shirt which kids can wear 1 day a week. \$18,000 - \$20,000.

School Locker contract has been checks and as shirt is not core uniform can be sold and distributed but tuckshop.

Vote – Yes – 9, No - 1 - motion passed

Moved - Elli







Seconded - Michelle

Item 5:

Tuckshop uniforms and P&C members shirts. These shirts will be purchased by the P&C and loaned where needed. Shirts are to be returned to P&C. Already approved in tuckshop budget



Moved - Mel
Seconded - Elli

<p>Minutes from previous minutes</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  P&C General Meeting Minutes 29 November 2023.pdf </div> <div style="text-align: center;">  P&C Meeting Minutes 26 October 2023.pdf </div> </div> <p>Moved - Leonie Secoded - Elli</p>
<p>Treasurer report (mostly included in audit report)</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Buddina PC 2024 Cashflow projection.xlsx - Cashflow2024 (1).pdf </div> <div style="text-align: center;">  Buddina_State_School_P_C_-_Profit_and_Loss (2).pdf </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="text-align: center;">  Moved Buddina_State_School_P_C_-_Balance_Sheet (6).pdf </div> <div style="text-align: center;">  TREASURER'S REPORT 07_02_2024 (1).pdf </div> </div> <p>Bank Balances as at 06/02/2024 CBA GEN. FUNDS \$92,222.24</p> <p>To Note</p> <ul style="list-style-type: none"> - YTD profit and loss report attached. - Balance sheet attached - Tuckshop YTD profit \$(1255) bulk purchase for stock for term and increased wages - \$20,000 donated to school YTD - \$10,000 In room resources - \$10,000 Concrete Artwork

- RayWhite \$1750 and Jarrod Bleije \$150 sponsor invoices paid for the movie night
- Audit report now completed with the auditors recommendations below. Main focus on cash handling, event sales and sponsors allocation of funds

AUDITORS RECOMMENDATIONS

	Area	Current procedure	Issue	Recommendation
1	Superannuation	Superannuation payments per quarter are prepared from Xero.	Xero may not always calculate superannuation correctly.	Each quarter a manual calculation be performed for reasonableness for eg Wages are \$10,000, check superannuation for the quarter \$1,100 ie \$10,000 * 11%
2	Canteen Income	Canteen income consists of both Tuckshop sales and flexischools. Tuckshop funds are counted at the end of the day and deposited into the bank account.	There is no procedure to ensure the funds received from the tuckshop are all deposited.	The daily takings be counted, or a sales reel run if possible, and signed off by the supervising staff member confirming the proceeds. This document then be loaded into xero against the daily takings.
3	Sponsorship Income	Sponsorship are discussed in the meeting and there are some emails supporting the proceeds. There is no confirmation from the payer.	It is difficult to verify all of the income is received, and the purpose of the income.	A confirmation email accepting the funds of X to be used for Fundraiser Y. This would allow the funds to be verified as received and used for the purpose for which they are intended.
4	Other fundraisers	Current fundraisers do not have processes in place to verify the income.	Unable to verify other fundraising income.	All fundraisers have a verification process. For eg a disco, on entry child's name is taken allowing number of children attending to be confirmed. Then if entry fee is for eg \$5, the number of children on the list * \$5 should equal the disco funds.
5	Expenses	Expenses are paid and the receipt is loaded into Xero	There is no authorisation process.	In the interest of not over complicating the administration process there was some sort of authorisation process such as utilising the "authorised by" function in Xero, this would be sufficient authorisation. At present there are receipts loaded into Xero for Coles receipt, but there is no signatures on the receipts. In order to satisfy authorisation requirements, an efficient process needs to be implemented so all payments are authorised.

Moved – Michelle Rutten

Seconded - Leonie

School Musical
Welcoming
Andrea Hussey

2024 Musical- Disney's The Lion King Jr

Synopsis: RAFIKI gathers the ANIMALS of the Pridelands to welcome the newborn cub of King MUFASA and Queen SARABI ("Circle of Life with Nants' Ingonyama"). The king's jealous brother, SCAR, no longer heir to the throne, skips the ceremony, upsetting Mufasa. Time passes ("Grasslands Chant") and YOUNG SIMBA grows into a curious young lion. Mufasa explains the circle of life and that

Young Simba will one day be king of the Pridelands. Young Simba shares this news with Scar, who encourages his nephew to visit the forbidden Elephant Graveyard. Young Simba finds his best friend, YOUNG NALA, hunting with SARAFINA and the LIONESSES ("The Lioness Hunt") and invites her on his adventure. Etc...

Cast/Chorus: 40+

Cast members Musical fee: \$100 per person

Year levels: Yr 4-6 to audition

Rehearsals: Whole Cast weekly at lunchtime, lead characters and chorus at various lunchtimes. Weekly after school rehearsals (Wednesdays). Sunday rehearsals from Term 2.

Tickets: Maximum \$15 per person

Dates: Light/Sound Run Sunday 4th August

Full Day Dress Rehearsal Monday 12th August

Performances- Friday 16th August 7pm, Saturday 17th August 7pm,

Sunday 18th August 2pm.

Maximum audience size per performance: 750 people. We would prefer a maximum of 250 people per performance.

P&C to support the musical for 2024. Our goal is to support Trivia night, selling tickets and catering on the night. A working group to be formed along with Andrea Hussey, a P&C executive and P&C volunteers.

Elli to explore event sponsorship for AV requirements if allowed.

Moved - 9, No - 0 – motion passed

Moved - Leonie

	<p>Seconded - Elli</p>
<p>Tuckshop report</p>	<ul style="list-style-type: none"> - The Tuckshop has now employed 4 casual staff members all working on rotating rosters from Monday to Friday, weekly sales will be in the vicinity of \$4,000 (\$160k annual) with wages and super costing \$1800 per week, we are anticipating \$1,000-\$1200 profit per week for the tuckshop which will equate to \$42-48k per year. 2023 profit \$30k - We are sourcing wholesalers for all food purchases to gain better pricing and also allow the staff more time in the tuckshop rather than being offsite shopping at Coles. - We have a 15 hour per week volunteer who is also joining the team in the coming weeks - A new fridge and freezer has been purchased for the tuckshop together with a new mixmaster and other items to organise and arrange the tuckshop cost \$5,760 - We are awaiting the final design sign off for uniforms. These will then take 4-5 weeks in production. <p>Moved - Michelle Seconded - Adam</p>
<p>Grants Update</p>	<p>Buddina state school P&C has been successful with the QLD Gambling Grant at the value of \$35,000. This will be used towards the shade structure over the senior playground.</p> <p>This is a huge achievement and we thank Meegan Walker our grants writer + school community builders:</p> <ul style="list-style-type: none"> • Cambell Construction • Immaculate Homes • Heath Wheatly Construction <p>Without the above families providing the P&C with quotes we would not be able to apply.</p>

	<p>We are also in the final round for the Cancer Council Sunshade grant. Watch this exciting space.</p>
<p>Note of appreciation</p>	<p>Thank you to Adam Dunlop from Town Real Estate for his generous donation allowing us to purchase the Owl to allow for better hybrid meetings and a better experience for members joining from home.</p> <p>Thank you to Jarrod Bleijie the Kawana State Liberal member for his \$150 contribution to our movie night</p> <p>Thank you to Ray White Kawana and Mooloolaba for their \$1750 (100% cost of screen +movie) contribution to the movie night</p>
	<p>Do we approve and welcome all members for 2024:</p> <p>Chelsea Pickering Pia Marshall Leonie Wydra Elli Hylton Meegan Walker Michelle Rutten Melissa Connor Gillian Valks Holly O'donoghue Kylie Sutton Adam Dunlop Caley Clements</p> <p>Moved – Leonie Seconded - Michelle</p>

	Meeting closed 1939
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