



# COORPAROO STATE SCHOOL Parents and Citizens Association



## Minutes of General Meeting

Friday, 13 June 2025 at 1:45pm in the STEM room or Teams

**Attendees:** Sarah Barros, Katie Lilley, Jo Sonter, Rewa Henderson, Paulina Sliedrecht, Dean Murphy, Eliza Smith, Khushmann Karanja, Natalie Moller.

**Online:** Liam Morrison, Peter Lambert

**Apologies:** Leisa Whybird, Natalie Halligan

No.	Topic	Discussion
1	<b>Meeting opening</b>	
	<ul style="list-style-type: none"><li>Acknowledgement of country</li><li>Apologies</li><li>Confirmation of Minutes of Previous Meeting</li></ul>	<p>The general meeting followed on from our Annual General Meeting, and opened at 1:59pm.</p> <p>The President welcomed members and visitors to the meeting. Acknowledgment of Country was shared.</p> <p><b>Apologies</b> were given for Natalie Halligan and Leisa Whybird.</p> <p>The minutes of the previous meeting were tabled for review. No edits were required, and acceptance of the minutes were approved.</p> <p><b>Motion to approve:</b> Rewa Henderson</p> <p><b>Seconded:</b> Jo Sonter</p>
2	<b>Business arising from previous minutes</b>	<p>New roles – Liam happy to pick up aspects of Treasurer role this year and take on the role properly in 2026.</p> <p>Volunteer Drive – discussion about whether to choose the events and then advertise or advertise and then based on volunteers, determine the events.</p> <p>Participant Natalie Moller suggested she may be able to volunteer for specific events – Sarah to talk through events and see what kind of a volunteer group she could bring together to run these.</p>
3	<b>Correspondence</b>	<p>Nil this correspondence</p> <p>Eliza to check she is receiving P&amp;C email account emails</p>
4	<b>P&amp;C Executive Decisions</b>	<p>Nil this period</p>
5	<b>P&amp;C Calendars</b> <ul style="list-style-type: none"><li>Essentials Calendar</li><li>Events Calendar</li></ul>	<p>The P&amp;C Essentials Calendar and P&amp;C Events Calendar were noted. Both calendars require the new Exec Committee for 2025 to sit down, review and discuss internally.</p> <p><b>Essentials Calendar:</b> Eliza to check access with Leisa.</p> <p><b>Events Calendar:</b> Rewa asked for tuckshop to be advised well ahead of time about events so that tuckshop can be considered for catering.</p>



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6	<b>Treasurer's Report</b>	<p>Treasurer report was delivered by Jo Sonter: P&amp;L for the 4 months ended 30 April 2025 - Gross profit: \$9,074.58; Gross expenses: \$17,643.67; Net Loss: \$8,569.09</p> <ul style="list-style-type: none"> <li>• P&amp;L showing a loss in term 1, not unexpected. Overheads significant. Sufficient cash in bank for buffer. MSA held in bank accounts.</li> <li>• MSA would require a policy and paperwork on the signup process to create funds for donation. Rewa has located a parent volunteer that can make calls to ask parents if they want to be charged or be refunded. Question was asked about using an email system via bulk bcc to save on volunteer hours. Sarah to ask Leisa if she could set this up.</li> <li>• Tennis club invoices went out.</li> <li>• Swimming club tracking well.</li> <li>• Tuckshop expect a loss in term 1. Orders expected to increase in term 2&amp;3.</li> <li>• Uniform shop tracking well.</li> <li>• Draft forthcoming budget: in taking the Spellathon out will be an expected loss of \$6000. As such suggest we have a replacement fundraising – e.g. Christmas stall or raffle space. Rewa informed Harcourts are happy to sponsor a bush dance, raffles etc. Other sponsors lined up include tuckshop suppliers, Rock'n'roll butcher for example. Suggested we use these sponsors this year with expectation we keep them for bigger fundraising efforts for next year. Draft budget was updated with the changes mentioned and approved.</li> </ul> <p><b>Motion to approve report:</b> Natalie Moller <b>Seconded:</b> Sarah Barros</p>
7	<b>SCLO, Uniform Shop, Tuckshop</b> • Report	The SCLO report was read by President, Sarah B.
8	<b>Swim Club Sub-Committee</b> • Report	No report as is off season
9	<b>P&amp;C Fundraising and Activities</b> • Trivia Night	<ul style="list-style-type: none"> <li>• Trivia Night report from Pete L: Net profit of \$ 2,350. Feedback from parents that they would love a communication piece about Trivia Night and funds raised etc.</li> </ul>



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		<ul style="list-style-type: none"> <li>Confirmed Spellathon will not go ahead this year but will endeavour to hold next year.</li> <li>Musical licence to purchase in term 4 to prepare for auditions in final weeks of Term 4.</li> <li>Term 3 - Bush dance suggested for last day of Term 3, Friday 19<sup>th</sup> of September.</li> </ul>
<b>10</b>	<b>Principal's Report</b>	<ul style="list-style-type: none"> <li>150<sup>th</sup> celebrations working group update - 5 staff, some former parents (e.g. Judi Shield) have volunteered to meet start of Term 3 to get working group started. Suggesting big event for 150<sup>th</sup> for August.</li> <li>Mandatory training (MAST) refresher – follow the CoC, ethical behaviour e.g., to give out emails from the P&amp;C list, working safely, work access permits regarding asbestos – short message: no change to buildings without permission, child safety and student protection.</li> </ul>
<b>11</b>	<b>General Business</b>	<ul style="list-style-type: none"> <li>Emergency lunches – 50 in Semester 1, only 8 parents have paid. Dean confirmed unpaid accounts can be billed to the school. Hardship fund can be used but will be minimised for tuckshop.</li> <li>Next meeting proposed for Tuesday 26<sup>th</sup> August.</li> </ul>
<b>12</b>	<b>Follow up</b>	<ul style="list-style-type: none"> <li>Exec approval for Bush Dance night.</li> <li>Eliza to ensure she is receiving P&amp;C emails and has access to all files on Dropbox and Essentials/Events Calendar; investigate P&amp;C social media post alignment with school social media posts (taking on this responsibility).</li> <li>Sarah and Natalie Moller to meet on event volunteer drive possibilities.</li> <li>Sarah to ask Leisa about setting up a bcc email system for account follow up in MSA.</li> <li>Communication about Trivia Night fundraiser in next newsletter.</li> </ul>
<b>13</b>	<b>Meeting close - Meeting closed at 3:00pm</b>	
<i>The next P&amp;C will be our Tuesday 26<sup>th</sup> August (TBC)</i>		