



# COORPAROO STATE SCHOOL Parents and Citizens Association



## Minutes of General Meeting Tuesday 26<sup>th</sup> August 2025 at 6pm in library

**Attendees:** Sarah Barros, Katie Lilley, Jo Sonter, Rewa Henderson, Dean Murphy, Eliza Smith, Liam Morrison, Leisa Whybird, Natalie Halligan

**Apologies:** Nadine Tongia

**Could not attend due to Teams not working:** Paulina Sliedrech, Khushnam Dalal, Joe Kelly

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 6:10pm.</p> <p>The President welcomed members and visitors to the meeting. Acknowledgment of Country was shared.</p> <p><b>Apologies</b> were given for Nadine Tongia.</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> Sarah</p> <p><b>Seconded:</b> Leisa</p>
2	<b>Business arising from previous minutes</b>	<ul style="list-style-type: none"> <li>• Bush Dance progress – see SCLO report</li> <li>• Communications/social media/newsletter suggestion/– Eliza/Sarah to liaise on giving Eliza full access to Instagram for Meta Suite.</li> <li>• MSA account update on reimbursement protocol/communication – see Treasurer’s report.</li> <li>• 150th Celebration key dates/events in each term for approval – see P&amp;C Events Calendar discussion.</li> </ul>
3	<b>Correspondence</b>	Joe Kelly – could not share report due to technical difficulties but his pdf report will be circulated with meeting minutes after the meeting.
4	<b>P&amp;C Executive Decisions</b>	Events calendar for 150 <sup>th</sup>
5	<b>P&amp;C Calendars</b> <ul style="list-style-type: none"> <li>• Essentials Calendar</li> <li>• Events Calendar</li> </ul>	<p>Both calendars require the new Exec Committee for 2025-26 to sit down, review and discuss internally.</p> <p><b>Essentials Calendar:</b> Eliza still cannot access as not in the Teams folder. Agreed for Eliza to get access to Dropbox and she volunteered to set up the entire new folders/subfolders from historical record.</p> <p><b>Events Calendar:</b></p> <p>2025: Bush dance 19<sup>th</sup> September, Colour Run 14<sup>th</sup> November</p> <p>2026 to add 150<sup>th</sup> celebration key dates:</p> <p><b>TERM 1 - Welcome BBQ – week 5</b></p>



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		<p>- Spellathon week 8?</p> <p><b>TERM 2 - 150th Trivia Night</b> – week 5</p> <p><b>TERM 3 - Musical</b> – week 5 (14,15,16<sup>th</sup> Fri, Sat, Sun August)</p> <p>- Bush Dance – Week 9 – year gone by costume themed.</p> <p><b>TERM 4 – Celebration Week and Open Day (12-17<sup>th</sup> October and with Open Day Saturday 17<sup>th</sup> October).</b></p>
6	<b>Treasurer's Report</b>	<p>Treasurer report was delivered by Jo Sonter:</p> <ul style="list-style-type: none"> <li>• The Profit and Loss is showing a profit of \$1.5K and the Balance Sheet shows a balance of \$145K.</li> <li>• Across the P&amp;C accounts there is sufficient cash at bank to cover a years' worth of expenses less the MSA holding funds. Treasurer called for building these funds so P&amp;C can continue the tradition of contributing to school projects.</li> <li>• The cash position is \$150K comprising P&amp;C \$41K; Tennis \$57.2K; Swim Club \$51.8K (less MSA holding funds of \$15.5K).</li> <li>• Tennis Club: A wonderful profit of \$13.5K.</li> <li>• Swim Club: A great start to the year with a profit of \$2.7K.</li> <li>• Tuckshop: Showing a loss of \$4.5K but showing some good progress towards being profitable by the end of the year – special thanks to Rewa for hr hard work.</li> <li>• Uniform Shop: A strong profit of \$10K.</li> <li>• Call for grant writers.</li> <li>• <b>Motion:</b> To accept the suggested wording to finalise the policy regarding MSA balance of funds for families that have left the school – stipulates that families leaving CSS will have until the 28th February of the following year to request a refund via email to <a href="mailto:sclo@coorparoos.eq.edu.au">sclo@coorparoos.eq.edu.au</a>, otherwise the balance of the account will be donated to the CSS P&amp;C Association for the benefit of the school.</li> </ul> <p><b>Motion to approve:</b> Sarah</p> <p><b>Seconded:</b> Rewa</p> <ul style="list-style-type: none"> <li>• <b>Motion:</b> Appoint new Assistant Treasurer Liam Morrisson</li> </ul> <p><b>Motion to approve:</b> Jo</p> <p><b>Seconded:</b> Eliza</p>
7	<p><b>SCLO, Uniform Shop, Tuckshop</b></p> <ul style="list-style-type: none"> <li>• Report</li> </ul>	<p>Bush dance (Leisa):</p> <ul style="list-style-type: none"> <li>• Event team of 3 people and have some great sponsors.</li> </ul>



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		<ul style="list-style-type: none"> <li>• Sponsors for far - Trent Powles sponsoring the Smashing Bumpkins. Officeworks supported the flyers.</li> <li>• <b>Motion:</b> Approval expenditure \$5000 for event for food and drinks - Dan Murphy's Pulled beef and slaw.</li> </ul> <p><b>Motion to approve:</b> Dean</p> <p><b>Seconded:</b> Liam</p> <p>Tuckshop report (Rewa):</p> <ul style="list-style-type: none"> <li>• Red Days – 18<sup>th</sup> September and Colour Fun Run Day. Recommend to communicate Red Day via website/socials and class parent reps.</li> <li>• Online MSA VPN issues – have spoken to MSA and they were able to provide troubleshooting options.</li> <li>• Allergy incident recently in which a coeliac child ate a non-GF noodle meal. Several issues including communication of kids with allergies. GF options to be taken off the menu. Email was drafted today which reassured parent that practices will be reviewed.</li> <li>• New menu options for the tuckshop – sushi has been suggested however the margin is not significant and there is no real benefit.</li> <li>• Treasurer reported loss actually moved from \$4000 to \$3000 from last quarter.</li> <li>• Open hours on 6<sup>th</sup> September and 7<sup>th</sup> October closed. Opening again on October 8<sup>th</sup> October.</li> <li>• Department of Education (next door to school) request to order from the tuckshop. Another discussion around gain vs profit. Decision was made to follow up with options for external catering (profitability). Jo suggested that we focus on increasing tuckshop profit before working on external options.</li> </ul>
8	<p><b>Swim Club Sub-Committee</b></p> <ul style="list-style-type: none"> <li>• Report</li> </ul>	Off season so no report.
9	<p><b>P&amp;C Fundraising and Activities</b></p>	<ul style="list-style-type: none"> <li>• Bush dance raffle:             <ul style="list-style-type: none"> <li>- Car park not approved.</li> <li>- Year membership for tennis courts approved pending approval from Mel Christie.</li> <li>- Term 1 and Term 4 membership for swim club – to run by Pete Lambert.</li> <li>- Suggestion to ask service providers to provide auction item.</li> </ul> </li> </ul>



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		<ul style="list-style-type: none"> <li>- Team from Camp Australia to confirm if they can provide facepainting.</li> </ul> <p><b>Motion:</b> Asked for provision of coffee truck:</p> <p><b>Motion to approve:</b> Eliza</p> <p><b>Seconded:</b> Liam</p> <ul style="list-style-type: none"> <li>• Updated 2025 Sponsorship Package – Eliza to finalise and circulate.</li> <li>• Christmas Concert 2025 Wednesday 26<sup>th</sup> November. <ul style="list-style-type: none"> <li>- Principal approved alcohol and simple catering. Licence is already.</li> <li>- Post a call for people to run simple fundraiser like a raffle.</li> </ul> </li> <li>• Spellathon 2026 – Leisa to approach parents who ran it last time.</li> <li>• 150-year celebrations opportunities – Trivia night, Musical, Merchandise, Open Day to be progressed through working group.</li> <li>• <b>Motion:</b> Eliza asked to motion to spend \$3000 on the musical rights for Matilda Jnr musical.</li> </ul> <p><b>Motion for approval of funds:</b> Sarah</p> <p><b>Seconded:</b> Liam</p>
10	Principal's Last Report Before Retirement	<p>Wolff Park upgrade:</p> <ul style="list-style-type: none"> <li>• After many years of dedicated work and strong advocacy, the long-awaited upgrades to Wolff Park will commence in Week 10, Term 3. Stage One will involve six classrooms significantly improved with: <ul style="list-style-type: none"> <li>- modernised learning spaces with improved layouts</li> <li>- acoustic treatments to reduce noise and support focused learning</li> <li>- enhanced storage solutions</li> <li>- new doors that allow classes to operate as separate learning environments when needed.</li> </ul> </li> <li>• Works to be finished to allow students to return to Wolff Park for Term 1, 2026.</li> </ul> <p>Thank you to the P&amp;C Association:</p> <ul style="list-style-type: none"> <li>• Dean extended his heartfelt thanks to our P&amp;C Association. Especially for the patience, flexibility, and support they've expressed. Over the past ten years, their tireless work and unwavering support have been instrumental in helping shape the future of CSS. Expressed it is the best P&amp;C he has ever worked with. Implored the group to continue to focus on positives and supporting each other.</li> </ul>



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		<p>The 150<sup>th</sup> year in 2026:</p> <ul style="list-style-type: none"> <li>Working committee has formed and preparations are well underway to develop what the celebrations will look like. Dean thanked those who have stepped forward to make this happen, and expressed that he looks forward to joining with the community to celebrate.</li> </ul> <p>Final words:</p> <p>We are part of a proud tradition that stretches back generations at CSS. It has been an honour to help carry that history forward while also preparing our school for the future.</p>
11	<b>General Business</b>	<ul style="list-style-type: none"> <li>Upcoming Rewa leave – Friday pupil free day and Monday 6<sup>th</sup> (closed). Rewa confirmed ongoing Mondays the tuckshop should remain open despite it being a prep day.</li> <li>Welcoming new Principal to next meeting.</li> </ul>
12	<b>Follow up</b>	<ul style="list-style-type: none"> <li>Bush dance report</li> <li>Eliza full access to Instagram for Meta Suite (Sarah)</li> <li>Transfer Dropbox to set up the entire new folders/subfolders from historical record in Microsoft Teams (Sarah/Eliza)</li> <li>Call for volunteers to manage a Christmas Concert raffle (Eliza)</li> <li>Continue to troubleshoot MSA issues (Leisa)</li> <li>Continue to research the profitability for tuckshop providing external catering to nearby businesses/organisations (Rewa)</li> <li>Call for volunteer grant writers from wider CSS community (Leisa/Eliza)</li> <li>Action the approved MSA funds policy (Leisa)</li> <li>Call for volunteers to run a 2026 Spellathon (Leisa)</li> <li>Apply for rights to and purchase Matilda Jnr in preparation for the 2026 musical (Eliza)</li> </ul>
13	<b>Meeting close - Meeting closed at 8:07pm</b>	
<i>The next P&amp;C will be our Monday 20<sup>th</sup> October 8:45am-9:45am with new Principal</i>		