

# MINUTES

## Currimundi State School P & C General Meeting

Wed 18<sup>th</sup> March 2026 | 3:00pm | *Currimundi State School* | *Staff Room*

CHAIRPERSON: Karleigh Wood

Meeting Commenced at: 3:09 pm

### Welcome & Acknowledgement of Country

*Quorum of existing members reached: 5 - yes*

### ATTENDANCE:

Via Teams: James Woodberry, Kristen Sassella, Roxy Sproule, Keely McMahon

In Person: Danielle Hooper, Darren Buswell, Annelise Broadaway, Hannah Payer, Aaron Willis, Donna Pitot, Karleigh Wood, Cristin Smith, Nicki Diestal, Sophie Brown, Stacey Hyder, Keirra Cadioli, Stephanie Goodlet, Tina Houtsma, Kristy Leavers.

Apologies: Tim Burns, Paris Morrow, Megan Cross, Jarrod Bleijie, Amy Poiner, Amelia Gray and Amanda Brewer.

**Motion:** *That previous minutes be taken as read and confirmed.*

**Motion:** **Cristin**

**Seconded:** **Darren**

**Result:** **CARRIED**

### Business Arising since last meeting

- n/a

### Ratification of Executive Committee's Decisions: Term4 2025 & Term 1 2026

The President reported on several Executive decisions made between meetings that required timely action. These decisions were made under the Executive's delegated authority and with consideration for confidentiality and support of school families.

#### Welfare Support – School Family (December 2025 & Term 1 2026)

- \$300 Woolworths vouchers approved by Executive in December 2025.
- \$200 Munch Monitor credit approved in December 2025, to be applied upon the student's confirmed return to school; credit applied at the start of Term 1, 2026.  
No identifying details were discussed or recorded.

#### Student Support – Senior Shirt (December 2025)

- Executive approved \$35 to cover the cost-price of one senior shirt for a student whose family was unable to afford it.

#### AGM Catering (December 2025)

- Executive approved \$250 for AGM catering to support member attendance and engagement.

## School Uniform Provision (March 2026)

- Executive approved school uniform to be provided for new enrolment experiencing financial hardship.

**Motion:** *That the P&C ratifies the Executive decisions made between meetings as tabled.*

Moved: **Darren**

Seconded: **Dani**

Result: CARRIED

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## CORRESPONDENCE

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See agenda for full list of correspondence

**Motion:** *That the inwards correspondence be received, and the outwards correspondence be endorsed.*

Motion: **Karleigh**

Seconded: **Keirra**

Result: CARRIED

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## REPORTS

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### Treasurers Report

- Year to date (as at 28 February 2026), the P&C has recorded a net loss of \$21,000
- Cash in the bank as at 28 February 2026 is \$130,877.61
- This position reflects planned expenditure / early-year costs.
- P&C will be making a payment to Official for uniforms shortly.
- Mural will cost \$11500
- Currently reviewing Munch Monitor
- Currently reviewing Tuckshop

**\*\*Motion:** *That Treasurers report is adopted as a true and accurate record of associations finances and payments are ratified.*

Motion: **Hannah**

Seconded: **Cristen**

Result: CARRIED

### Principal's Report

- All information included in the Report
- The Principal highlighted the following;

- Current student enrolment: 586
- Term 1 has progressed well; NAPLAN has been completed, with results expected in Term 2 or 3.
- Ride Score program launched today, with 240 registrations recorded, the highest in the region.
- STIP grant application is pending; no update at present. Aaron will follow up with Councillor Tim Burns.
- Current maintenance works include carpet replacement, painting, and garden improvements.
- B Block is scheduled for demolition over the Easter holidays.
- The school performed exceptionally well in the recent Departmental Audit.
- School mural is nearing completion and will be unveiled shortly.

- House names to be reviewed following consultation with the local Indigenous community.
- Introduction of Kristy as Head of Department – Special Education.

## Transport and Pedestrian Safety Report

- All information included in the Report
- Dani highlighted the following;
  - A current grant opportunity for transport education was noted.
  - An initial concept was discussed to apply for funding to produce an educational video involving students from this school in partnership with the local Special School, focusing on key safety issues relevant to families.
  - It was noted that the grant closing date is the end of March, limiting the ability to progress an application within the timeframe.
  - Consideration may be given to developing this concept further for a future grant opportunity.

## Fundraising Report

- All information included in the Reports
  - Hoe Down Disco Report
  - Principal's Carpark Raffle

## Tuckshop Report –

- All information included in the Report.
  - Pricing and supplier costs are under review; a small price increase will apply next term.
  - Some menu items will be adjusted to healthier and/or more cost-effective options.
  - Concerns were raised regarding students purchasing food for other students;
    - Advised that he is happy for current management approach to continue.
    - Any bullying or disruptive behaviour will be managed by the school on a case-by-case basis.
    - Student helpers to check with the convenor prior to providing items.
  - 'Fill the Pantry' fundraiser noted as less effective than previous years, potentially due to lack of paper flyer distribution and timing early in the school year.
    - Consideration to reintroduce paper flyers and/or rerun the fundraiser at a later date.

**Motion:** *That all reports above be accepted.*

**Motion:** Hannah

**Seconded:** Dani

**Result:** CARRIED

1. Endorse Memberships Received Post AGM ..... Karleigh

- A motion was made to endorse new member applications since the AGM:

**Motion:** *That the following new member applications be accepted: Kath Reed, Keely McMahon, Kristen Pope & Stacey Hyder*

Moved: **Darren**                      Seconded: **Dani**                      Result: **CARRIED**

Action Items:

- Secretary to update members register

2. Election To Fill Casual Executive Vacancies..... Karleigh

- The Chairperson declared a casual vacancy for the positions of Secretary and Assistant Secretary and called for nominations.
- Secretary: A written self-nomination was received from Donna Pitot. No further nominations were received.
- Assistant Secretary: A written self-nomination was received from Hannah Payer. No further nominations were received.

**Motion:** *That Donna Pitot be appointed to the casual vacancy of Secretary and Hannah Payer be appointed to the casual vacancy of Assistant Secretary until the next Annual General Meeting.*

Motion: **Michelle**                      Seconded: **Cristen**                      Result: **CARRIED**

- Positions still vacant: Fundraising Officer, Grants Officer

Action Items:

- Secretary to notify P&Cs Qld of new executive details
- Secretary to update website with new executive details

3. Confirm General Meeting Dates for 2026

- Meeting dates for the year were presented and confirmed as Weeks 3 and 8 of each school term, to be held on Wednesdays at 3:00 pm in the staff room.

Term 1	Term 2	Term 3	Term 4
1 – Feb18 / AGM	3 – May 6	5 – July 29	7 – October 21
2 – March 18	4 – June 10	6 – September	28 – November 25

## Action Items:

- Secretary to upload meeting dates to website
- Secretary to notify Local MP and Local Councillor of meeting dates

### 4. Strategic Plan 2026 – Presentation & Adoption ..... Karleigh

- The Strategic Plan 2026 was presented to members. No feedback or discussion was raised, and members indicated their support for the plan as presented.

*Motion: That the P&C adopt the Strategic Plan 2026, developed in consultation with P&C Qld, as a guiding document for the year, with flexibility for future updates.*

Motion: **Nikki**

Seconded: **Aaron**

Result: **CARRIED**

### 5. Events Planning / Preparation / Group Formation..... Karleigh

#### Term 1:

#### Disco: Week 9 – Friday 27th March

- Expected attendance: Approx 225 students
- Year 6 student leaders to assist with junior disco (tattoo application, pizza distribution and wristbands) under adult supervision.
- Sensory room to be set up by Darren, with improvements to layout and functionality from previous event.
- Mesh fencing to be installed at the front outside canteen to allow controlled movement while maintaining access to outdoor space if required.
- Catering/flow: Junior students to conclude their disco with pizza, while senior students will commence with pizza.
- One designated entry/exit point to be implemented. A revised departure procedure will be implemented to improve organisation.
- Senior parents to remain outside the venue for student collection.

#### Term 2:

#### Principals Car Park Raffle – Vote

- Initial raffle returned \$685 profit; future events expected to be low effort now that initial systems have been established.
- Potential identified to run up to four raffles per year as a low-effort fundraiser, subject to continued interest.
- Principal has agreed to continue donating the car park for the year.

*Motion: That the P&C continue the Principal's Car Park Raffle for the remainder of the year, to be conducted on a term-by-term basis.*

Motion: **Darren**

Seconded: **Cristen**

Result: **CARRIED**

Mother's Day Stall: Wk 2 – Tuesday 28th April

- Ordering confirmed as complete.
- Additional volunteers required; recruitment to be undertaken.
  - Year 6 Student Council to be invited to assist (Action: P&C to co-ordinate).
  - Suggestion to encourage fathers to volunteer
  - 'Curra Dads Group' to be contacted to assist with request (Action: P&C to email).
  - Aaron to include volunteer request in school newsletter (Action).
- Suggested that classes attend with buddy classes to support younger students (Action: Mandy to coordinate timetable).

Tuff Curra T-Shirts: Wk 9 – Friday 19th June

**Other Events;**

- Pie Drive – possible future event
- Still in need of a Fundraising Officer to co-ordinate all these events

**Action Items:**

- P&C to email Curra Dad's Group (Mother's Day Stall volunteers)
- P&C to invite Year 6 Student Council to assist with events
- Deputy to timetable buddy classes for Mother's Day Stall
- Coordinate next Principal's Car Park Raffle

**6. Tuff Curra T-Shirts ..... Donna**

- Tuff Curra T-shirt fundraiser previously approved at the November 2025 meeting.
- Two designs completed and approved by the Principal: to be presented to Year 6 Student Council for final selection. (Action: Donna)
- Donna presented one quote (\$15.14 per shirt); two additional quotes pending.
- Proposed sale price of \$20 per shirt; consideration given to increasing price to improve profit.
- Noted that the initiative is intended primarily as a community-building activity, with limited fundraising return.
- Concerns raised regarding increasing the sale price due to current economic pressures and concurrent School Tuff Curra fundraising requests.

- Support requested for tasks required to progress the initiative.

**Motion:** *That the 2026 Tuff Curra T-shirts be sold at \$20 each with no increase to pricing.*

**Motion:** **Darren**

**Seconded:** **Cristen**

**Result:** CARRIED (10 in favour)

**Action Items:**

- Conduct student vote on T-shirt design
- Order T-shirt samples for promotion and sale

**7. QAST Tuckshop Review..... Steph**

- A proposal was presented requesting an independent review of the tuckshop by QAST (Queensland Association of School Tuckshops), as outlined in documentation previously circulated.
- QAST provides free resources; however, a comprehensive onsite review and audit is available at a cost of \$1,500.
- The proposed review would assess all aspects of tuckshop operations, including financial performance, pricing, policies and procedures, menu, compliance, and overall operations, with a subsequent report and recommendations. Ongoing implementation support is also available.
- **Rationale:**
  - Benefit identified in obtaining an independent review from a body without a vested interest in the school.
  - Potential to reduce workload on volunteers and staff by streamlining problem-solving and operational improvements.
  - Noted that supply costs have recently increased significantly, placing pressure on profitability.
  - It was acknowledged that this type of review has not been undertaken previously and may provide valuable insights.
- **Discussion:**
  - Alternative option identified to utilise free QAST resources to conduct a self-review; however, concerns were raised regarding the workload this would place on volunteers and staff.
  - Some members expressed the view that funds could alternatively be allocated to equipment purchases (e.g. oven, freezer).
  - It was also noted that efforts are already being made to improve revenue through menu changes and supplier review.
  - Suggestion that an external review could be beneficial if undertaken as a one-off exercise.

**Motion:** *That the P&C fund the QAST tuckshop review at a cost of \$1,500.*

**Motion:** **Aaron**

**Seconded:** **Dani**

**Result:** CARRIED (9 in favour)

**Action Items:**

- Follow up and coordinate QAST review

8. House Colour Hats..... Michelle

- Double-sided house colour hats previously approved in principle at a prior meeting.
- Three house colours have been approved; approval sought for the yellow hat colour.
- Hats are reversible, double-layered fabric with no internal logo (external logo only).
- Noted that hats will be produced without house names, allowing flexibility for future changes.
- Existing hats will be phased out over time.
- **Discussion:**
  - Concerns raised regarding fabric thickness, weight, and lack of ventilation.
  - Queries raised regarding fit and whether elastic toggle is included for adjustability, particularly for younger students.
  - It was noted that a nearby school uses reversible hats with softer, more breathable fabric.
- It was agreed to proceed with the concept, subject to final colour approval.

*Motion: That the specific shade of yellow for the house colour hat be approved as presented.*

Motion: Dani                      Seconded: Aaron                      Result: CARRIED

Action:

- Investigate alternative reversible hat options with lighter, more breathable materials that allow for a single layer fabric.

9. Uniform Vouchers:..... Karleigh

- Uniform vouchers are provided to the school office to support students who are unable to meet the cost of uniforms.
- The school manages distribution alongside other support services; no records are retained by the P&C.
- Vouchers do not have a set monetary value and may be redeemed for selected items (e.g. shirt, hat, jumper, chair bag, homework items), which are supplied by the P&C.
- Proposal to replenish voucher allocation with 15 additional vouchers. (Action)

*Motion: That the P&C provide 15 uniform vouchers to school leadership to support enrolments and families experiencing financial hardship.*

Motion: Darren                      Seconded: Anna                      Result: CARRIED

Action Items:

- Co-ordinate and distribute vouchers to school leadership

10. Update to Membership Process for 2026 .....Karleigh

- A new Microsoft Forms membership system will be introduced to support annual membership registration and optional Blue Card information collection.
- The system will enable improved record management, data storage, collation, email list creation, and annual QR code generation.
- To support improved communication workflows, members will be requested to resubmit their details under the new system.

*Motion: That the P&C request all members to resubmit their membership applications via the new Microsoft Forms membership system.*

Motion: Steph                      Seconded: Darren                      Result: CARRIED

Action Items:

- Secretary team to send out new membership form via email

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Dates for the Diary:

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**School P&C Disco – 27<sup>th</sup> March– Please come and assist if you are available**

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AGENDA ITEMS NOT DISCUSSED – For Discussion Next Meeting

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n/a

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Administration Items

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- When acting on behalf of the P&C, please cc: [pandc@currimundiss.eq.edu.au](mailto:pandc@currimundiss.eq.edu.au) so the correspondence can be recorded.
- For all agenda item requests please put in writing and email directly to [donnapiot.pandc@gmail.com](mailto:donnapiot.pandc@gmail.com)
- Agenda item requests must be submitted by 5:00pm on the Thursday prior to each meeting.
- Reports must be submitted by 5:00pm on the Thursday prior to each meeting.

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**Next Meeting: 6<sup>th</sup> May 2026**

2026 Remaining Meetings:

- 10<sup>th</sup> June
- 29<sup>th</sup> July
- 2<sup>nd</sup> Sep
- 21<sup>st</sup> Oct
- 25<sup>th</sup> Nov

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## CLOSURE

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Meeting Closed at: 4.40pm

Signed Date 2026

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Karleigh Wood  
President – Currimundi State School P&C

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## Action Items Register (Secretary Record)

*Operational tasks*

### Governance / Administration

- Secretary Team to;
  - update membership register with new members
  - notify P&Cs Qld of new executive details
  - update website with new executive details
  - upload meeting dates to website
  - notify Local MP and Local Councillor of meeting dates
  - distribute new membership form

### Events & Fundraising

- P&C to email Curra Dads Group (Mother's Day Stall volunteers)
- Year 6 Student Council to be coordinated to assist with events
- Deputy to timetable buddy classes for Mother's Day Stall
- Conduct student vote on Fun Run T-shirt design
- Order T-shirt samples for promotion and sale
- Coordinate next Principal's Car Park Raffle

### Projects / Other

- Investigate alternative breathable fabric options for house hats
  - Coordinate QAST tuckshop review
  - Arrange distribution of uniform vouchers to school
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