CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING MINUTES – 12 NOVEMBER 2024

Date: 12 November 2024
Time: 6:30pm
Location: CHSS Conference Room 2

AGENDA ITEM	
Opening and welcome by the Chair **Oriel Morrison-Higgins**	Meeting opened at 6:39pm. The President welcomed the members and executive committee to the general meeting and gave an Acknowledgement of Country.
Apologies	As per attendance sheet.
Confirmation of minutes of previous GM	Confirmation of the minutes of the previous GM - Att 1.1; the Chair signed the confirmed copy of minutes from the last meeting to be distributed to members.
Motion	"Confirming that these minutes be confirmed as a true and correct record of the meeting held on the 8th of October 2024." Moved: Eve Jenkins; Seconded: Amanda Merrick; Carried
Eve Jenkins **Report – see Att 1.2**	**Secretary's Report - Att 1.2** Discussed **action items** that have been progressed or completed - see Table 1 below for updated information.
Correspondence received since last GM	Distributed list of inward and outward correspondence endorsed as per Secretary's Report - Att 1.2.
Table of executive committee's decisions	Secretary tabled executive committee's decisions - Att 1.2 Discussed necessary action taken on urgent matters since previous meeting.
President's Report	
Oriel Morrison-Higgins **Report – see Att 2.1**	**Read the President's Report at Attachment 2.1.** **Noted:** • **Thank you to Andrew** and all the volunteers who helped us at the Election Day BBQ - a HUGE success, with a profit of roughly $1300. • Our mango drive has been a big success also! **Thank you so much to Flick** for all her hard work - we will have a profit of over $2500k. • We are getting excited for the upcoming Christmas concert - slightly earlier this year due to the 11-week term - and some families are going away. **Don't forget it will be held on the afternoon of Friday 29th November this year. There will be a couple of special surprises!** **Discussed:** • **Free dress day this coming this Friday**, with donations appreciated via Qkr! or gold coin on the day. Claudi, Tal and the year 6 students have worked together on this fundraising project for a good cause – chilly drinking water on a hot summer's day for our students. Thank you to everyone involved. Further discussed under B&G. • **The P&C Uniform Shop Policy** has been altered, developed, evolved – and is being distributed with these minutes. We welcome all feedback to president.chapelhillpandc@gmail.com. The policy will be finalised at the February GM following the 2025 AGM.

Vice President	
Amanda Merrick	• The VP supported the President, Exec and the Events. • Amanda also coordinated the P&C's contribution to the **Prep Smart Start** transition to prep 2025 sessions - which are going very well! • New and existing school parents with little ones joining the CHSS family all appreciated the opportunity to see the prep classrooms and mingle. • Amanda commented that the volunteer wrist bands were worn and seen - and reinforced the theme of contribution to school community.
Treasurer's Report	
Greer Bystrycki Report Att 3.1	**See Treasurer's Report at Attachment 3.1.** • Reports include revenue activities, balance sheet, P&L analyses, income and expenses, treasurer's summary. **Discussed:** • Greer asked us to congratulate the tuckshop and the uniform shop for a good year overall. • Our excellent Tuckshop Convenor, Michelle, is keeping down costs and year-to-date profit is up $15K. • Expenses relating to future events are held on the balance sheet until incurred. • Allocation of auditor for the 2025 AGM discussed and decision made to appoint the same auditors as the P&C used last year.
Motion	"That the P&C appoint Hallam and Associates as P&C Auditors to prepare for our 2025 AGM." Moved: Greer Bystrycki; Seconded: Rebecca Keirle; Carried
School Leadership Reports	
Stewart Jones **School Principal** Report Att 4.1	**Read the Principal's Report at Attachment 4.1.** • Report discusses: The new **2024 to 2027 Strategic Plan**, staffing and enrolment numbers, 2025 class placements and Step Up Day, a Turning Circle update, update on Friday's Free Dress Day, and an update on high temperature management. **Discussed:** • Discussed turning circle update – some wet weather delays; completion date was Jan 6th for whole project; bitumen going down next week; bridge will be started after week 11; front of school will be closed to HH over Xmas break; Annelyse will communicate with Tammi about HH related issues with access over the school holidays. • Cath asked if graduating families could have access to the blue block CHSS sign at the end of the year for nostalgic photography purposes, please. The school agrees to consider options. • Mr Kennedy is retiring and is being recognised for his decades of service to the Chapel Hill State Primary and Kenmore State High School music programs and successes. • Paula Morton is now permanent deputy principal. • Paula kindly distributed a suggested design for a sticker to be printed and stuck to the hundreds of new books the P&C contributed to the school – the school is on board with showing appreciation for the large donation from the P&C, and the design looks good.

	Chaplaincy matters – see distributed report.
	• Report contains details relating to Myla's expenses.
	• Carolyn requests use of the tuckshop to run a chaplaincy fundraiser for the Scripture Union of Australia. This would be rather than the Subway meal deal, which has a small profit per sale of just over a dollar. Carolyn would cover expenses and tuckshop staffing costs also. Carolyn has discussed the matter with Tuckshop convenor, Michelle, who is on board, pending school and exec approval.
	  ○ Member suggests a "meal deal" that mimics the subways offers or similar. Greer will respond to a plan from Carolyn when it is finalised, with thanks.
	  ○ Members request that the Tuckshop very clearly indicate that the deal is a Chaplaincy fundraiser, not a P&C fundraiser.

Subcommittee Reports	
Events Subcommittee Report – see Att 5.1 **Oriel Morrison-Higgins** Alice Cottrell Amanda Merrick	**See Events Report at Attachment 5.1.** **Discussed:** • The Qld Election Day BBQ was a successful event, approximate profit of $1300, thank you Andrew! • **The 2024 Christmas Concert will be held on 29th November at 4pm** – thank to all organisers and volunteers – see report for details. • **2024 Mango Drive** – 405 trays sold!!! Approximate profit of $2500, thank you Flick! – **Wednesday November 20th is mango arrival day! Flick will need help unloading mangos please!** • Our P&C usually hires large eskies for events. It made more sense to own our own! Thankfully, two local business that Eve spoke to agreed to provide these eskies to our P&C as kind and generous donations! Thank you! • A 120L Esky from Bunnings Indooroopilly and a 75L Esky from BCF Jindalee:  **Discussed:** • T&T initial planning chat. Need to approve containers, cost, delivery dates and location on the school grounds – ongoing discussions. • Discussed option of recording xmas concert to make the performance available to parents who can't be in attendance. May not find funding support for this. • Wet weather plan for the xmas concert considered. The Hall is limited in terms of numbers and structuring the program may be difficult. Also Pep likely in the hall. Member suggested options of parents attending a small classroom performance the following week in case of wet weather. The school were supportive of the idea, particularly given week 11 is not heavily booked.

	• The xmas concert will start at 4pm, there will be food trucks and special guests. • Helping Hands have confirmed that they are running a craft stall at the concert for ids who need to keep their hands busy! The stall will include facepainting and xmas crafts. • Families can bring a picnic rug, chairs and snacks, find some shade and settle in to watch our students singing!
Buildings and Grounds Subcommittee Report – see Att 5.2 **Claudi Bird,** Sam Bysouth Jane Fountain, Caroline Lawless, Sud Tjipudra, Adam Castle, Greg Dromey, Monique Merrick.	**Read the Buildings and Grounds Report at Attachment 5.2.** **Discussed:** • Emu buckets have been extended to Helping Hands, with thanks • Containers for Change matters raised by parents have been resolved. • Comms to please share our QR code for recyclers. • We need a recycling coordinator for 2025 – could be added to jotform. • At the week 9 assembly B&G would like to thank students for embracing the Emu bucket project. • Discussed funds owing from sandstone block company – treasurer asked for refund – Claudi will coordinate with thanks. • Discussed parent requests for turfing around prep classrooms. Area outside Prep W gets muddy regularly. Could be a project for the school hols or next year. Members added that the bag racks outside those classrooms get soaked in the rain. Shelters and Perspex options were considered. • B&G would like to add turf around the area and add sandstone block seating. B&G will get quotes. School supportive in principle. • The P&C endorsed spending of up to $5K between now and the next GM, to upgrade the Prep W outdoor learning and eating space, pending discussion with the school regarding details. Greer moved, Tammi seconded, carried. • Claudi suggested an incentive program involving friendly competition between school houses with a separate recycling box for each house to try and fill – Mr Mitchell suggested this for the older grades, as a trial. B&G to discuss further with the school early next school year. The school appreciates that the recycling programs tie in with the school motto of respecting our environment. • B&G suggests “Friends of CHSS” group could be formed and be responsible for monthly or once-a-term get togethers that involve removing a lot of weeds from the school grounds. Currently this is done by long-time staff member, Janie! Janie would appreciate the opportunity to pass on her immense knowledge of the plants and weeds that grow on the grounds at Chapel Hill State School. The plan is for this to commence next year. • In response to the Year 6 students considering fundraising for a new chilled drinking fountain Claudi discussed her research and recommendations. • Claudi discussed her chosen fountain – vandal resistant, customisable artwork, or indigenous artwork, can have personalise writing on it such as “Kindly donated by the Grade 6 students of 2024” or similar. Claudi described the product as robust as a result of a superior manufacturing process. Test of quality for chilled drinking fountains. Cost is $3400.

	• Discussed P&C contributions to year 6 this year and previous years and P&C available resources. Note that the P&C would be responsible for maintaining the drinking fountain. Claudi has discussed the project with Tony who is favour. • The matter was discussed at length and Greer summarised the outcome of that discussion by moving the following motion, which was carried.
Motion	"That the P&C fund $2500 towards a chilled drinking fountain, with the Grade 6 students contributing the remaining, approx. $900". Moved: Greer Bystrycki; Seconded: Cath Nichols; Carried
Tuckshop Subcommittee **Michelle Seymour**	**Read the Tuckshop Report at Attachment 5.4.** **Noted:** • Sushi day was successful with 207 orders. • Last day of tuckshop for Term 4 will be Wednesday 11 December 2024. • The tuckshop requests purchase of a replacement knife set/drawer organiser and kitchen utensils, value approx. $400, motion carried.
Motion	"That the P&C fund up to $400 for replacement kitchenware (knife set, knife sharpener, knife drawer organiser, utensils, etc.) for use in the Tuckshop" Moved: Melissa Wheaton; Seconded: Amanda Merrick; Carried
Uniform Shop Subcommittee Report – see Att 5.4 **Melissa Wheaton,** Michelle Seymour, Zee Ngasiran, Caroline Lawless.	**Read the Uniform Shop Report at Attachment 5.4.** • Plenty of updates in this month's report, including all upcoming opening dates and times for the transition to 2025. **Discussed:** • A new batch of volunteers will be needed for next year. Hopefully some parents will show interest when they complete the JotForm in 2025. Deputy Paula also offered to promote the Uniform Shop's need for volunteers in school comms, with thanks. • Mel has looked at library bag options that will be for sale at the Uniform Shop next year. This year could trial getting library bag from book list and parents can get replacements from the Uniform Shop – and if the new bags are a success then in future, they may become an item sold exclusively through the Uniform Shop. The P&C endorsed a limited trial of the new bag with reinforced corners. • Credit card fees noted as contributing to cost issues. • Parents have understandably voiced concerned about year 6 shirts listing the full names of all CHSS year 6 students. Although this is a lovely tradition, on reflection the P&C agrees that it is a child safety risk. From 2025 this will cease. • A lack of second-hand uniform donation location has led to near zero second hand stock for our Uniform Shop. Laura suggests parents could put second hand uniforms in a white plastic bag with the word DONATION on the front and it would be found in short time since Laura is regularly sorting the pile, with thanks! – plan accepted and will be communicated. • Bec also offered to have drop off at turning circle mornings. • Families are very happy to have their kids' items delivered to their classes from lost property, and Laura even washed all those second-hand jumpers before returning them to students' bags! Amazing work!
Communications Subcommittee **Rebecca Kierle** Ian Burns	**Read the Comms Report at Attachment 5.5.** **Discussed:** The Hakea St noticeboard appears to have been punched by vandals. It's damaged and although it still locks, kids are playing with it unfortunately. We plan to repair and reinforce the noticeboard. Bec will talk to the supplier.

	• Link to the WhatsApp community can go out in the teacher intro letters, from CPRs, to inform all parents.
Grants Subcommittee **Genevieve Murray**	**Read the Comms Report at Attachment 5.6.** **Noted:** • Claudi recently led an application for new 'hydration station'. • QLD Day Grant outstanding signage - may need to pay back cost of replacements – small amount. **Discussed:** • Gen discussed that she needs to have specific item/equipment/project ideas needed to attach to grant applications in 2025. • See report for details of Planning for 2025 series of applications – dates and suitability for current school projects to be discussed. • $500 RACQ Local Giving specifically for road safety equipment for school pick up and drop off – Any need for new drop and go area? – yes, school supportive. Eg. Could be used for signage. • Mr Mitchell would like to discuss planning ahead for mental health grants early in the year.

Health and Wellbeing Subcommittee
Report – see Att 5.7
	Read the Health and Wellbeing report at Attachment 5.7.
	Discussed:
	• Parent question re Day for Daniel – school acknowledged that the day has been recognised at CHSS, the Morcombe family visited the school. School agrees to put links in the newsletter to share resources to recognise the day.
	• **School Survey** – Survey approved by Oriel and Tal and comms team and distributed, with thanks. The aim of the survey is to identify the main health and wellbeing priorities of school parents, staff and students. The survey can be done here**: https://forms.office.com/r/U0jmyx2Zm8 - please if as many members could do it as possible that would be amazing, thank you!** It will only take you 5 to 10 minutes.
	• Our first term **Obstacle Course FUN DAY!** is on 15 March 2025.
	  ○ **We request approval for the P&C to fund up to $10K** to run a successful fundraiser / community-building event.
	  ○ Note we had this amount approved last year and made a profit of almost $5K.
	• The inflatables and equipment have been reserved (total $5K): 45m Nuclear Giant Rush Obstacle Course, Ninja Xtreme 180 Obstacle Course and Slide, Bulldozer Castle for the preppies zone, Inflatable Wipeout Challenge, Disco Deck Jumping Castle, Disco Dome Jumping Castle, Rainbow Unicorn Slide, Snow Cone Machine, Popcorn Machine – also planned - Big BBQ (rather than food trucks), health and wellbeing focus for the event to be further expanded.

Proposed Motion	"That the P&C spend up to $10,000 on running the first term Health and Wellbeing Subcommittee fundraising event on Saturday 15 March 2025, the second annual Obstacle Course FUN DAY on the Oval." Moved: Eve Jenkins ; Seconded: Cath Nichols; Carried
CPR Facilitator **Catherine Nichols**	**Attachment 5.8** – CHSS Class List Form 2025 draft. **Discussed:** • Cath will do CPR training prior to the 2025 AGM, as we've done the last couple of years, with many thanks. • Below motion discussed, moved and carried.

Motion	"That the P&C spend up to $100 for 3 months access to JotForm to collect parent information for 2025" . fund up to $400 for replacement kitchenware (knife set, knife sharpener, knife drawer organiser, utensils, etc.) for use in the Tuckshop" Moved: Amanda Merrick; Seconded: Tammi Levine; Carried
OSHC Liaison **Tammi Levine**	**Discussed:** • Updates provided, thanks Tammi; holiday program is coming soon and will not include "make & take" in response to parents, and less excursions to keep costs down.
Closing	
Applications for membership	New membership applications for acceptance: Nil.
Close	Meeting closed at 9:16pm. The next P&C General Meeting will be held **11 February 2025** at approximately 7:00pm, following the **CHSS P&C 2025 Annual General Meeting, from 6:30pm.**

Confirmation of minutes
Chair name: Oriel Morrison-Higgins

Signature: _____ Date: _____/_____/_____

CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING ATTENDANCE REGISTER – 12 NOVEMBER 2024

STRIVING FOR EXCELLENCE

Name	Present	Apology
Staff Leadership Team		
Stewart Jones (Principal)	X	
Tal Mitchell (Deputy Principal)	X	
Craig Jordan (Deputy Principal)		
Paula Morton (Deputy Principal)	X	
Naomi O'Kearney (Head of Student Support Services)		
Carolyn Harris (Chaplain)	X	
Annelyse Strong (Business Admin)		
Honorary Life Members		
Jane Fountain (B&G Subcommittee)	X	
Melanie Venz		
Robyn Arthur		
Val Balnave		
Executive Members		
Oriel Morrison-Higgins (President)	X	
Amanda Merrick (Vice President)	X	
Greer Bystrycki (Treasurer)	X	
Eve Jenkins (Secretary)	X	
Subcommittee Members		
Alice Cottrell (Events Subcommittee)		
Amber O'Neill (Health and Wellbeing Subcommittee)		
Barbara Reid (Tuckshop Subcommittee)		
Catherine Nichols (CPR Facilitator)	X	
Claudi Bird (B&G Subcommittee Convenor)	X	
Genevieve Murray (Grants Subcommittee)	X	
Georgia O'Malley (Health and Wellbeing Subcommittee)		
Ian Burns (Communications Subcommittee)	X	
Melissa Wheaton (Uniform Shop Subcommittee Convenor)	X	
Michelle Seymour (Tuckshop Subcommittee Convenor)		
Rebecca Kierle (Communications Subcommittee Convenor)	X	
Robert Canning (Tuckshop Subcommittee)		
Sam Bysouth (Buildings and Grounds Subcommittee)		
Tammi Levine (OSHC Liason)	X	
Tom Mittelman (Health and Wellbeing Subcommittee Convenor)	X	
Members		
Alina Dini		
Ana Silva		
Binny De Saram		
Carene Hogg		
Caroline Lawless		
Caitlin Crow		
Dheeraj Lenka		

Divna Haslsm		
Emily Hall		
Felicity Burns		
Jennifer Oates		
Jonathan Chuong		
Jonathan Strugnell		
Katrina Swalwell		
Laura Pyke	X	
Lauren Purves		
Natalie O'Beirne		
Nicola Krahe		
Randhika Karunatillake		
Sarah Pham		
Simon Gill		
Stanley Kierle		
Sud Tjiputra		
Tharuka Prematillake		
Tristan Dieben		
Zee Ngasiran		
Visitors		

Table 1. ACTION ITEMS WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
Executive Team School Leadership Team	**Donation Policy Discussion** • **Background**: The P&C are often asked to help families in financial difficulties with school-related expenses. It was decided to formalise policies and processes and give the Principal the opportunity to offer financial help to families that he assesses as genuinely in need. • **Update**: two policies have been developed, predominantly by Oriel Morrison-Higgins, with thanks. • **CHSS P&C Support for Excellence Policy 2025**, and • **CHSS P&C Support for Essentials Policy 2025** (for Tuckshop and Uniform support) Regarding the above policies, the P&C would like to acknowledge the limitations to P&C involvement with funding students directing who are travelling to state/national/international competitions. In these cases, the P&C offers to support the students' fundraising efforts, with advertising, promotions, communications, volunteer support, collection of funds and accounting. The policies have been drawn up, for feedback and finalisation, distributed to members with these minutes, for ongoing consultation. **Please email your feedback by the end of week 10,** to president.chapelhillpandc@gmail.com and secretary.chapelhillpandc@gmail.com, with thanks!	Near completion