CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING MINUTES – 8 OCTOBER 2024

Date: 8 October 2024
Time: 6:30pm
Location: CHSS Conference Room 2

AGENDA ITEM	
Opening and welcome by the Chair **Oriel Morrison-Higgins**	Meeting opened at 6:37pm. 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 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	"That the minutes be confirmed as a true and correct record of the meeting held 10 September 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 the last GM - Att 1.2	Distributed list of inward and outward correspondence endorsed as per Secretary's Report - Att 1.2.
Table of executive committee's decisions - **Att 1.2**	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.** **Discussed:** • A massive thank you to Claudi and her B&G team for the wonderful work done in the holidays… with an entire new area of seating for our little people. It took some planning and scrambling, and she did it all! • Also thank you to Claudi for the incredible amount of time she is spending on the tuckshop revamp - which is much bigger than changing over stoves and fridges… we are all so appreciative. • We are getting excited for the upcoming Christmas concert which is slightly earlier this year due to the 11-week term and the fact that a few families are going away. Don't forget it will be held on the afternoon of Friday 29th November this year. • We have an election coming up on the 26th of October and thank you to Andrew for putting his hand up to lead the event.
Vice President	
Amanda Merrick	The Vice President supported the President and the Events Team and assisted with the CHSS Transition to Prep Days.
Treasurer's Report	
Greer Bystrycki Report Att 3.1	**See Treasurer's Report at Attachment 3.1.**

	• Discussed report including revenue activities, balance sheet, P&L analyses, income and expenses, treasurer's summary. • Greer to discuss the P&C contribution to the grade 6 graduation this year further with Tal and Oriel.
Subcommittee Report	

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.
	Building and Grounds Report below, presented at the GM with photos of the works recently completed (report file too large to distribute).
	• Report contains updates proposed project and goals and larger projects and smaller projects that are progressed and completed, with thanks to our amazing B&G team.
	• The sandstone seating / outdoor learning area is 95% Completed we are waiting for some additional clean fill and will use the rest of the mulch. A huge thank you to Adam Castle for all his hard effort and to our helpers who came and moved mulch.
	Discussed:
	• New sandstone seating is appreciated by students and staff – used before school for seating, as a new outdoor learning space, removed a hazardous area, kids sitting on new sandstone steps under trees to eat, a success.
	  ○ Note there is a credit due to a delivery issue.
	• Emu buckets – could be extended to Helping Hands potentially – **Tammi will discuss with HH and report back to Claudi, w thanks**
	• Discussed issues with right side of bridge, Mr Jones explained plans for improvement of paths into the school.
	• As per Mr Jones - the new turning circle area will include a flat space with a fenced bicycle area. There will also be undercover areas.
	• New turning circle area planned to be completed by January 6th
	  ○ Member suggested additional covered areas to connect turning circle and school, could be considered.
	  ○ Discussed potential traffic issues, school encouraged us to wait until the current work has been completed and assess.
	• ROJO Design has done a site measure, and conceptual drawings are underway for the senior tuck shop refurbishment and storage space.

School Leadership Reports	
Stewart Jones **School Principal** Report Att 4.1	**Read the Principal's Report at Attachment 4.1.** **Noted:** • The October 2024 P&C Principal's Report includes a comprehensive update for parents with info on Reading@CHSS and Teacher Data, a New Strategic Plan Update, the **P&C Building and Grounds Project**, our student Future Problem Solvers, the Week 11 – Extra Week - Parent Survey, the Year 6 Canberra Trip returned at end of last Term, the Term 4 Visiting Educator Study Tour Coming up at CHSS, a Stop Drop and Go Area Update, **2025 Prep preparations** + Class Placements, and Staffing for 2025. **Discussed:** • Mr Jones discussed week 11 – plans to put a survey out to parents regarding expectations for this week.

	• Year 6 Canberra trip went well, now planning for next year's trip. • Transition to prep program is ready for our new 2025 preppies – the school appreciates P&C speakers and contributions. • Discussed staffing changes for 2025 as per Principal's report. • Discussed request from Mei (parent) for consideration of the P&C contributing financially to the FPS students attending the 2024 National Finals in Melbourne. • The above lead to a longer conversation about using P&C funds for excellence programs / helping to fund school representation in academic and sporting fields – complex issue, we would need a **specific policy** (in line with P&C Qld). This will be considered. It may be more appropriate **to support and promote student fundraisers** for specific purposes. ACTION ITEM ADDED.
Annelyse Strong **Business Admin, see Att 4.2**	**Discussed:** • See Attachment 4.2 for **2025 Fees for P&C review** – includes school costs including SRS costs, Booklist costs and Instrumental Music fees. ○ Reviewed and endorsed by the P&C. • Members and parents would appreciate improved communication and clarity of explanation of the different school fees – SRS cost, booklist cost, voluntary giving, etc. Members discussed option of making a video to help explain it to parents. Member raised issue of current difficulties collecting voluntary contribution payments. • Mr Mitchell asked about the option of fundraising for drink taps – discussed option of a Free Dress Day or similar fundraiser. Will again include option to give gold coin donation (or more) via Qkr! **Note Chaplain Carolyn's upcoming events:** • Thursday May 8th Craft Connection Night • Thursday Sept 4th Active Connection Night
Subcommittee Reports	

Events Subcommittee
Report – see Att 5.1
Oriel Morrison-Higgins
Alice Cottrell
Amanda Merrick
	See Events Report at Attachment 5.1.
	Discussed:
	• Our Annual Mango Tray Drive fundraising event is underway, with thanks to Flick for organising. Mango trays on sale now, order via Qkr! $28 for a 7kg tray – orders close Wednesday 30th October.
	• 2024 BBQ - 26th October, QCWA have confirmed attendance and will be provided with two tables, Andrew Grose to lead the event.
	  ○ Discussed option of advertising 50/50 raffle at the Election Day BBQ
	• 2024 Christmas Concert - 29th November, AV Booked, 3 savoury food trucks booked, ice cream food truck booked, BCC for bins contacted.
	  ○ Discussed concerns regarding turning circle roadworks and whether that might impact on Xmas Concert.
	• **2025 Cross Country and Colour Run moved to April 1st** from April 3rd (in case the earlier date is rained out) - Colour Run will be the same day as the Cross Country as this makes more sense logistically
	• **2025 Mother's Day Stall planned for Friday May 9th**
	• Motion to fund portable toilets for the Christmas Concert - up to $630.

Motion	"That the P&C fund up to $630 portable toilet hire for the Christmas concert." Moved: Greer Bystrycki; Seconded: Cath Nicols ; Carried
Tuckshop Subcommittee **Michelle Seymour**	No updates this month. Note upcoming special days need to be added to Qkr!
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.** • See report for more details, notes below. **Discussed:** • **Volunteers** required for the Prep orientation sessions. • Volunteers required for 2025 Uniform Shop shifts. • Uniform Shop will be closed from Sunday 8.12.24 from 4.30pm until Wednesday 01.01.25 for stocktake. • Parents have raised concerns regarding the quality of the **library bag**. Parents have the desire for a bag that can be washed and are willing to pay extra for a bag that will last throughout primary schooling. o Mr Jones notes that this year the bags are of better quality – new provider. The school will consider options – Oriel to discuss with Annelyse, with thanks. Mr Jones happy for the Uniform Shop to sell an alternate library bag. • Thank you to Laura who is taking on lost property – amazing! Thank you! Laura will be a liaison between the school and parents and the uniform shop and will assist with sorting. Tal offered school leaders if needed to help, with thanks. Chappy Carolyn also happy to help, with thanks. Helping Hands lost property could be included. Oriel will coordinate a group discussion. • Also need to establish a plan for collection of uniform donations coming up to the end of year. • The Uniform Shop subcommittee requests **purchases**: o In need of a new printer, desk blocks (pedestals for Squares) and crafting accessories (for making hair clips). o Greer - volunteer fund could assist.
Proposed Motion	"That the P&C fund up to $400 for a new printer and desk blocks." Moved: Greer Bystrycki; Seconded: Amanda Merrick; Carried
Proposed Motion	"That the P&C fund up to $100 for purchasing Uniform Shop accessory crafting items including clips." Moved: Greer Bystrycki; Seconded: Amanda Merrick; Carried
Communications Subcommittee Report – see Att 5.5 **Rebecca Kierle** Ian Burns	**Read the Comms Report at Attachment 5.5.** **Discussed:** • Could there be community coffee mornings earlier in the week? – yes, good idea, we'll do a variety of days next year. • Feedback that the disco was much anticipated and disappointment at its cancellation in the CPR group – understood. • Will we have a list for next year events to put out towards the end of term to prep the community for what's happening? – yes.
Grants Subcommittee **Genevieve Murray**	No updates this month.
Health and Wellbeing Subcommittee Report – see Att 5.7	**Read the Health and Wellbeing report at Attachment 5.7.** • Our first term Family Fun Day with Obstacle Course Challenge is confirmed for 15 March 2025.

	• In 2025 the P&C Health and Wellbeing subcommittee will work with Mr Mitchell on student wellbeing initiatives such as **Walk to School Days.** • **School Survey** – We would like the opportunity to distribute a survey to identify the main concerns of our school parents, staff and students, and establish our community's health and wellbeing priorities.
CPR Facilitator **Catherine Nichols**	**Discussed:** • Coffee truck bookings - Friday Nov 1 booking will be changed to the previous Monday or Tuesday; Friday Dec 6 booked. • World Teacher's Day Friday October 25th – plans underway. • WhatsApp community has worked well, easier for CPRs. • Jotform will be needed also to collect parent info, issues and options discussed. Thank you, Cath, for organising. • School comms issues raised – Cath explained to the school leadership team that parents would like improved consistency of comms from the school, considering mixed information / contradictory dates are being delivered via QParents / newsletter / emails. School aware. • Parent feedback – disappointed at Disco cancellation – conflicted with Qld State Election Oct 26th – confirmed 2025 Disco. • School to please remove disco from school calendar / newsletter. • Coffee meetups next year could be on a variety of days, rather than just Fridays - could start in November – or next year, pending coffee truck availability.
OSHC Liaison **Tammi Levine**	**Discussed:** • Tammi provided us with an update regarding vacation care. HH CHSS have informed us that they are allowed to opt out of corporate decisions regarding activities, excursions and incursions. There will be further comms on this matter via the community WhatsApp group, to inform parents and offer discussion. • Members asked about the option of a HH activity station at the Xmas Concert? Tammi will enquire, with thanks.
Closing	
Applications for membership	New membership applications for acceptance: Nil.
Close	Meeting closed at 8:46pm. The next P&C General Meeting will be held **12 November at 6:30pm.** Thank you everyone for attending and for your support of our school!

Confirmation of minutes
Chair name: Oriel Morrison-Higgins

Signature: _____ Date: _____/_____/_____

CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION
GENERAL MEETING ATTENDANCE REGISTER – 8 OCTOBER 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)		
Naomi O'Kearney (Head of Student Support Services)		
Carolyn Harris (Chaplain)	x	
Annelyse Strong (Business Admin)		x
Honorary Life Members		
Jane Fountain (B&G Subcommittee)		
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)		x
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		x
Caroline Lawless		
Caitlin Crow		
Dheeraj Lenka		

Divna Haslsm		x
Emily Hall		
Felicity Burns		
Jennifer Oates		
Jonathan Chuong		
Jonathan Strugnell		
Katrina Swalwell		
Laura Pyke		
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 - The CHSS P&C Giving Fund**. • The P&C are often asked to help families in financial difficulties with school-related expenses. The P&C would like to formalise that process and give the Principal the opportunity to offer financial help to families that he assesses as genuinely in need. • No student should miss out. A more detailed policy will be distributed before the end of 2024. If you have ideas to contribute to the policy, please email: president.chapelhillpandc@gmail.com and secretary.chapelhillpandc@gmail.com.	In progress – approved, details to be finalised
Comms – Bec, Executive Team, School Leadership Team	Discussion around **P&C support for student representatives**. Complex issue, we would need a specific policy. To be considered. It may be more appropriate to support and promote student fundraisers for specific purposes. **P&C Qld advice** regarding P&C support for student representatives: "The provision of funding to assist students with representative activities is covered by the P&C Constitution (clause 3.4), which states that one of the functions of a P&C Association is to: "give, or assist in the giving of, financial or other resources or services for the benefit of persons who receive educational instruction at the School" P&C Associations should have a policy on how such support is to be administered within their school to ensure equal treatment of all representatives applying for assistance. P&Cs should also keep in mind when developing policy, that although you may only have one representative one year, there could be a dozen the next. Therefore, the P&C's ability to provide consistent support in all instances should be considered." "Student Representation Policy Template: XXXX State School Parents & Citizens Association Student Representation Policy XXXX State School Parents & Citizens Association, at its discretion, offers financial support to its students who participate at a state, national and international level in Queensland Department of Education sanctioned events upon written request to the Association. This policy is designed to recognise and support students' achievements. To qualify for support, students must meet the following criteria:	In progress

	1. Students must have participated in events sanctioned by the Queensland Department of Education. Their representation must have been reached through their initial involvement at the school level. 2. Students may receive a maximum of $150 in support in a 12-month period. The following levels of assistance will apply for individuals: State $50.00, National $50.00, International $50.00. 3. The attached application form must be completed by the parent/caregiver and signed by the Principal/Head of Department, verifying that the student is participating in a school-based activity.”	