CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

SECRETARY'S REPORT - November 2023

Date: 14 November 2023
Time: 6:30pm
Location: CHSS Conference Room 2

STRIVING FOR EXCELLENCE

Table 1. ACTION ITEMS FROM 10 OBTOBER 2023 GENERAL MEETING WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
Oriel Morrison Amanda Merrick School Team	A new **artist created mural** – planning complete, work planned for the holidays.	**In progress** - Planning complete, work pending.
Greer Bystrycki	Greer contacted the **Qkr!** developers to discuss options to improve functionality.	**In progress -** Greer contacted Qkr!, received a reply, for discussion.
Melissa Wheaton Tom Mittleman Rebecca Kierle	Proposed **fridge magnet** for CHSS important numbers and contact details +/- sponsorship.	**In progress -** Planning underway, quotes received.
Exec Team Events Team School Team	**Christmas Concert** - bookings in place and planning ongoing. **Christmas Goody Bags** will be sold on Qkr! for $10 each to be collected on the day.	**In progress** - Planning and packing ongoing.
B&G Team School Leadership	**Recycling** - Containers for Change bins trial commenced. Policy being discussed ongoing.	**In progress –** Underway, ongoing discussions between the B&G team and the School.
B&G, Uniform P&C Executive School Team	**Uniform Shop Fit Out** - Planned to proceed with P&C to fund completion of the works required for effective functionality asap.	**In progress** – Contracts signed and work planned to proceed, to be discussed under B&G.
Melissa Wheaton School Team Oriel Morrison	Find an appropriate place to put the second-hand **uniform donations basket** that works for the School and the Uniform Shop.	**In progress** - Further discussion and decision to be made, to be discussed under Uniform Shop.
B&G Team Jane Fountain Annelyse Strong	**Birdwing butterfly vine plantings** and consideration of an Interactive Panel about the life cycle of the butterfly.	**In progress** – Progressing with this plan, further updates in this month's B&G Report 🦋
COMPLETED	**ITEM**	**PROGRESS**
Oriel Morrison Eve Jenkins	**CHSS P&C Health and Wellbeing Subcommittee - Commencing 2024!** Tom Mittelman (Convenor), Amber O'Neill, Eve Jenkins, Tal Mitchell. **First Term Subcommittee Launch / Obstacle Course Fun Day - March 16th 2024** **Health and Wellbeing Subcommittee** event with Events support.	**Confirmed** **Plan**: A new subcommittee with the scope of promoting the physical, social, psychological, and emotional wellbeing of students, parents, and teachers, in partnership with the school and local community.

	2pm-6pm on the School Oval: Family picnic, 45m inflatable obstacle course, jumping castles, happiness collage, BBQ, bar, giant raffle, food trucks, live music and more!	Planning in progress, seeking **sponsors and raffle prizes** from the community.
Oriel Morrison Tal Mitchell	**Lower Adventure Playground Brand New Mini-Sports Field with Soccer Goals.**	**Completed** – looks great, with lots of positive feedback from kids and parents!
Oriel Morrison Amanda Merrick Gen Murray Stewart Jones	**Oval playground upgrade** Artificial turf problems, structural issues, outdated. Inspection has occurred and the equipment deemed safe. Members keen area remains a playground.	**On hold** - GCBF Grant likely to be our match for this project, to be applied for in 2024. Health and Wellbeing also planning to fundraise for grounds upgrades.

Table 2. EMAIL AND POSTAL CORRESPONDENCE REGISTER

INCOMING				
DATE	**EMAIL/POST**	**FROM**	**DESCRIPTION**	**ACTION**
06/10/2023	Email	GroupTogether	Promotion from a website that lets everyone chip in for a gift and sign a card online to thank the teacher.	Forwarded to Exec and CPR Facilitator.
10/10/2023	Email	Team Democracy Sausage	"Good news! Your Democracy Sausage stall has just been approved."	Forwarded to Exec
08/11/2023	Email	Sock It Up Australia	Promotion for Christmas Socks.	Forwarded to Exec and Events
08/11/2023	Email	P&Cs Queensland	November 2023 Newsletter	Forwarded to Exec
October, November	Emails	Various suppliers	Product promotions	Forwarded as appropriate
October, November	Mail	Various suppliers	Product brochures	Distributed at school and meetings
OUTGOING				
DATE	**EMAIL/POST**	**TO**	**DESCRIPTION**	**ACTION**
Many	Email	Various	Subcommittee correspondence	Catalogued by subcommittees
Many	Post	Various	Subcommittee Correspondence	Catalogued by subcommittees

Table 3. URGENT EXECUTIVE ACTIONS REPORT - SINCE LAST GENERAL MEETING

DATE	MATTER	TYPE	FOR	AGAINST	DECISION
01/11/2023	The P&C executive team moved an urgent executive motion to fund $3500 towards the completion of the cricket nets and pitch repairs on the school oval.	Exec	Oriel Morrison Amanda Merrick Greer Bystrycki Eve Jenkins	Nil	Carried
02/11/2023	The P&C executive team moved an urgent executive motion to fund an additional $173.02 to cover the costs of the recent world teacher's day event.	Exec	Oriel Morrison Amanda Merrick Greer Bystrycki Eve Jenkins	Nil	Carried
03/11/2023	The P&C executive team moved an urgent executive motion to fund $104.67 to replace a glass sliding door on the pie warmer, so that our students can enjoy warm and delicious tuckshop meals.	Exec	Oriel Morrison Amanda Merrick Greer Bystrycki Eve Jenkins	Nil	Carried
09/11/2023	The P&C executive team moved an urgent executive motion to fund the $195 deposit for DJ Bex to entertain at the 2024 CHSS Disco.	Exec	Oriel Morrison Amanda Merrick Eve Jenkins	Nil	Carried