CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING AGENDA - MAY 2023

STRIVING FOR EXCELLENCE

Date: 13 June 2023
Time: 7pm
Location: CHSS Conference Room 2

AGENDA ITEM	
Opening and welcome by the Chair	Meeting opens, agenda adopted, Chair requests any other items of general business that members or visitors may wish to discuss later.
Apologies	Chair acknowledges apologies (written or verbal) and asks members whether any other apologies have been tendered.
Confirmation of the minutes of the previous GM - Att 1.1	Any corrections to the previous minutes are noted on the original copy. The Chair signs the confirmed copy of minutes from the last meeting.
Business arising from the minutes of the previous GM	**Secretary's Report - Att 1.2** - Discussion of action items that have been progressed or completed.
Correspondence received since the previous GM - Att 1.2	Distributed list of inward and outward correspondence to be endorsed as per Secretary's Report.
Business arising from the correspondence	Nil
Table of executive committee's decisions - Att 1.2	Secretary tables executive committee's decisions. Discussion of necessary action taken on urgent matters between meetings. Full particulars of actions tabled at Att 1.2.
President's Report	
Oriel Morrison **Report – see Att 2.1**	**Read the full report at Attachment 2.1.** **Noted**: • The Festival on the Hill was a huge success. • A HUGE thank you to Alice, Melissa, Felicity, Natasha and all of the wonderful volunteers. • A special shoutout to our fabulous MCs - Nat, Steve and Tal - who entertained us all throughout the afternoon. • A very big thank you to the school for their support of the event • Thank you to Tony! Wow, what a hero, we could not have made it all work as smoothly without Tony... THANK YOU!!!! • For all of those who donated to the fete, thank you. A special shoutout to Syncwise for lending us the laptops and smoothing the transition to cashless. • We have yet to determine final figures but it looks like we managed to raise **around $34k.** • Our 50/50 raffle is ongoing – we hope to raise $25,000 – of which half will be kept by the winner, and half will go towards

	making our school better for our little people. At the start of June, we had sold around $1100 worth of tickets, but we do have some time to go. • In collaboration with Kenmore Cricket, we have submitted a cricket grant for replacement netting and an overall upgrade. • We are looking at the Queensland Day Grant and considering options. **CHSS P&C Strategic Planning** • The executive team met to discuss a long-term strategy. • Survey results and discussions with parents, teachers and community members helped us to identify our main focuses for the future. Plans will be further discussed and prioritised and then fundraising and grant applications will focus on fulfilling these goals. Further details to follow. **Ongoing Goals for 2023** • Completion of the Timbeerwah footpath • Completion of the Uniform Shop fit out • Artificial turf in the prep playground replaced • STEM student playground classroom • Decking area for covered external extended classrooms off bottom prep rooms and year 1.
Vice President's Report	
Amanda Merrick	• Support provided to the President and the Events Team. • Submission for the Community Grant Round in the QMHW Community Events Grant Program sent to support potential plans for Mental Health 2023. • Planning contribution to celebration for Teacher's Day on 27th October. • "Lessons learned" spreadsheet distributed following the fete has generated a lot of helpful feedback.
Treasurer's Report	
Greer Bystrycki **Matt Pearce** **Report – see Att 3.1**	**Read the full report at Attachment 3.1** • Includes balance sheet, budget, P&L statement, Festival of the Hill P&L, P&L summarised by event, aged payables summary, aged receivables summary. **Noted**: Revenue activities as per report. • Uniform profit is down this year due to issues with to stocktake adjustments and prepaid sales from last year. Improved stock management processes have been put in place. • Tuckshop sales and profit are up significantly year-on-year. The introduction of Qkr! with its improved ease of use may have contributed to this. An additional paid Tuckshop employee will start in June. • The Bush Dance raised $6k (Up from $3.5k in 2022)

	• The Colour Run raised $6k (Up from $5k in 2022) • As at the date of these reports, net Fete expenses of $18k were incurred. Overall profit on the fete calculated at 10 June is **$33,718**. **For discussion:** • In consultation with P&Cs Queensland and Marsh Advantage Insurance it has been established that CHSS P&C needs additional insurance cover to comprehensively cover all stock (e.g. Uniforms) and contents (e.g. Tuckshop) for replacement value.
PROPOSED MOTION	"That the P&C increases our Marsh Advantage Insurance General Property cover to $ TBC "
School Leadership	
Stewart Jones **Principal's Report** **- see Att 4.1**	**Read the full report at Attachment 4.2.** Noted: • Staffing updates - see full report. • 2024 Catchment Adjustment Update: We have been given an adjusted catchment map for our CHSS enrolments - see map and more information in report. • Prep 2024 Preparations: Craig Jordan is coordinating, recent actions include: a new 2024 Prep Facebook site, open classrooms on Fete Day, open day for our Kindy teachers to visit and connect with staff and discuss our school context. Open Day is the next big event - July 18 in the Hall. • CHSS Parent Focus Groups ongoing: see report. • P&C proposal for a new storage space: see report. • Heads-up Trial: Student Meditation and Mindful Movement Activity in Semester 2. We are looking to trial this early next term as a structured play option during break times. • Semester One Close to Concluding: We have had a great semester and as usual, managed changes and challenges. We have been busy and productive as a learning institution and as a school community. 34 new classes, new sandstone features on the oval, 5 teachers new to CHSS, Fete and stalls, Instrumental Music Performances (including Choirs), New Mathematics Ignite Program (MIPY 5), End of Semester Reports (in Wk 10). Thanks to the P and C team for working with the school to bring about amazing outcomes – halfway through 2024.
Carolyn Harris **Chaplaincy Report** **- see Att 4.2**	**Read the full report at Attachment 4.2.** **Noted**: • Myla back on deck for the last few weeks both Monday and Tuesday mornings. Doing morning greetings, some class visits, a reading group and some assistance for kids who are having a bad day.

	• I have completed my PD for the year - Mental Health First Aid course and the Resilient Kids Conference. • **Craft Connection Evening** - was a big success but lower numbers than I had thought – ended up just over 80. See report for planned changes to next year's event. Feedback from the event: 95% rated event 5/5. See report for further feedback. • **Subway Chaplaincy Fundraiser** will be Tuesday 20th June. • **Myla Bag Tags** now available - we sold a few at the fete and they are now available at the uniform shop. **For discussion:** • Regarding celebrating **Chappy Week in October -** Carolyn is considering a Bag Tag Stall at the turning circle as a promotion with Myla there to do greetings and thanks! (Will also coincide with mental health week!) • I will just **need 1-2 helpers** to handle money/ eftpos machine, get names written with Sharpie on the bag tag immediately, and also hand out Colouring in competition sheets of me and Myla (included in Meeting Materials). Prize bag tag/ or other option for the best from each grade. And a special Myla visit to the class who has the best involvement in the competition.
Annelyse Strong **Business Admin**	Discussion of decisions and recommendations.
Subcommittee Reports	
Events Subcommittee Report – see Att 5.1 **Oriel Morrison** **and Alice Cottrell**	**Read the full report at Attachment 5.1.** **Noted**: • **Festival on the Hill & Trash and Treasure** - Was a great day and fantastic success, a big thank you to everyone involved. Lessons learned are in progress. $$ to be reported in Treasurer reports. • **Festival on the Hill 8 June 2024** - Booked rides, stage, fireworks, DJ, food trucks. • 2023 Father's Day - Thurs 31st Aug (Fri 1st Sep is a PFD). No volunteers as of yet. • 2023 Disco - 28th October 2023. Booked: DJ. • 2023 Christmas Concert - Date TBC, Format TBC • 2023 Parents Event/Evening - Date TBC, Format TBC **For discussion:** • **Fete organisation plans for future years.**
Buildings and Grounds Subcommittee Melanie Venz Sam Bysouth Jane Fountain Stanley Kierle	**For discussion:** B&G subcommittee will discuss current projects and progress made.

Tuckshop Subcommittee Report – see Att 5.3 **Emma Doolan (Convenor)** Barb Reid Michelle Seymour Oriel Morrison	**Read the full report at Attachment 5.3.** **Noted**: • Doughnut Day was a huge success – 400 doughnuts sold, we did sell out so next time we'll order more. • Numbers for ice creams are limited – we will need to advertise this. Unfortunately, I cannot purchase any more as there is minimum spend limits from the supplier. **Discussed**: • The tuckshop needs an extra helper in the tuckshop on Fridays to serve Coffee and help with preparing pizzas. • This term we have not had a volunteer to serve coffee on Mondays also. • The tuckshop's benchtop mixer has broken. It's now quite old we can no longer get the part to fix it. Repairing will cost more than a new machine. We move that a new mixer be purchased.
PROPOSED MOTION	"That the P&C purchase a new benchtop mixer up to the value of $400".
Uniform Shop Subcommittee Report – see Att 5.4 **Melissa Wheaton (Convenor)** Michelle Seymour	**Read the full report at Attachment 5.4.** **Noted:** • Michelle Seymour has taken on Uniform Shop retail sales duties during Melissa's leave period, with thanks. • Second-hand uniforms are selling faster than they can be placed on the rack. • Long sleeve polos are selling well. Only 4 long sleeve polos remain. **For discussion:** • Problem - Students are dumping food rubbish in the Uniform Shop Donations basket. • We request that a new position be found for the Uniform Shop Donation basket.
Digital Communications Subcommittee Report – see Att 5.5 **Rebecca Kierle (Convenor)**	**Read the full report at Attachment 5.5.** **Noted**: • Communications for fete went well. • Compared to last year (which could also be weather related) there were fewer emails and Facebook messages. • Improved communications linked to use of Cath and CPR's. • Many website updates for the Festival – Thank you Ian!!! • 61 Facebook posts since the last meeting • Thank you **Carene** for all your Canva work for the Festival • Current promoting and advertising the Working Bee, Father's Day Stall, Disco, Tuckshop days and any other events that are organised.

	For discussion: • Comms suggests updating the Festival website to hide all the tabs and have a thank you and save the date image along with some photos from this year, requesting feedback and approval. • **NOTICEBOARD INSTALLATION:** Quote for installation of three noticeboards (one at each entrance - Hakea, Ironbark & Tinbeerwah): $2244.00 inc GST. • Includes supply and installation of 2 Duragal posts, backing board with roof shield to mount signage boards, powder coating backing board and posts, for each of the three signs. • Noticeboards planned in 2022 with the intention of improving communications with parents and the community.
PROPOSED MOTION	"That the P&C fund installation of three noticeboards at the school entrances, at a cost of $2244.00"
Grants Subcommittee **Genevieve Murray (Convenor)** **Report - nil**	**Noted:** • Convenor in the process of linking grants with projects, will report further at next meeting.
CPR Facilitator **Catherine Nichols**	Decisions and recommendations to be discussed.
Motions on Notice	Nil
General Business	
General business matter Presented by: Oriel Morrison	**Matter: Swing set request from prep student** For discussion: A Prep R student requested that the P&C consider funding a swing set for the younger grades. The student and her mother were invited to attend our Tuesday P&C meeting so that the preppie can make her proposal personally! She told us that "kids like to swing" and that there are no sufficient swinging options for preppies currently.
General business matter Presented by:	An opportunity for members to present matters for discussion not already on the agenda.
Closing	
Applications for membership and recording of new members	New membership applications for acceptance: Katrina Swalwell The P&C welcomes the new members.
Date of next meeting	Next General Meeting is scheduled for:
Close	Time: Thank you everyone for attending.