CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING AGENDA – NOVEMBER 2024

Date: 12 November 2024
Time: 6:30pm
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).
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 GM.
Secretary's Report	
Eve Jenkins **Report – see Att 1.2**	**See report at Attachment 1.2** • Business arising from the minutes of the previous GM. • **Discussion of action items 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.**
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-Higgins **Report – see Att 2.1**	**Read the President's Report at Attachment 2.1.** **Noted:** • **A huge thank you to Andrew** and all the volunteers who helped us at the Election Day BBQ. It was a HUGE success, with a profit of roughly $1300. • Our mango drive has been a big success also! **Thank you so much to Flick f**or all her hard work organising it. It looks like we will have a profit of over $2500k. • 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.** There will be a couple of special surprises! **For discussion:** • **Free dress day this coming Friday**, with donations welcome on Qkr! or gold coin on the day. Thank you to Tal, the Year 6's and our B&G's Claudi – who have all been busy fundraising for a new bubbler… this will arrive at the school this term. • **The P&C Uniform Shop Policy** has been altered – attached to this report - please send in any feedback. • **The P&C Donation Policy** for Tuckshop and Uniforms has been drawn up – attached to this report - please send in any feedback.

Vice President's Report	
Amanda Merrick	• The Vice President supported the President, the Executive and the Events Team, as well as helping to organising the **Prep Smart Start** transition to prep 2025 sessions - which are going well!
Treasurer's Report	
Greer Bystrycki **Report – see Att 3.1**	**Read the Treasurer's Report at Attachment 2.1.** Reports include revenue activities, balance sheet, P&L analyses, income and expenses, treasurer's summary. • For discussion: allocation of auditor for 2025 AGM – discuss appointing Hallam and Associates as P&C auditors.
Proposed Motion	"That the P&C appoint Hallam and Associates as P&C Auditors to prepare for our 2025 AGM." Moved: ; Seconded: ; Carried/Not carried/Tabled
School Leadership Team	
Stewart Jones **School Principal** **Report - see Att 4.1**	**Read the Principal's Report at Attachment 4.1.** • Report discusses: Approval of 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. • Chaplaincy matter: Fundraiser meal deals for 2025 – proposal/ investigations, Myla for 2025, and much more – report included in distributed materials.
Subcommittee Reports	
Events Subcommittee **Report – see Att 5.1** **Oriel Morrison-Higgins**	**Read the Events Report at Attachment 5.1.** **Noted:** • The latest election day BBQ was a successful event, approximate profit of $1300, thank you Andrew! • The 2024 Christmas Concert will be held on 29th November – thank to all organisers and volunteers – see report for details. • 2024 Mango Drive – 405 trays sold!!! Approximate profit of $2500, thank you Flick! • Eskies donated by Bunnings Indooroopilly and BCF Jindalee.  **For discussion:** • T&T initial planning chat.
Buildings and Grounds Subcommittee Report **Report – see Att 5.2** **Claudi Bird**	**Read the Buildings and Grounds Report at Attachment 5.2.** Thank you to our amazing B&G team for all their recent work on the school and ongoing plans for upgrades and enhancements to our school grounds.

Tuckshop Subcommittee **Michelle Seymour** **Report – see Att 5.4**	**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.
Proposed 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, to help staff feed children and fundraise for our P&C." Moved: ; Seconded: ; Carried/Not carried/Tabled
Uniform Shop Subcommittee **Report – see Att 5.4** **Melissa Wheaton**	**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. • A new batch of volunteers will be needed for next year. Hopefully some parents will show interest when they complete the Jotforms in 2025.
Comms Subcommittee **Report – see Att 5.5** **Rebecca Kierle**	**Read the Comms Report at Attachment 5.5.** **Noted:** • Hakea St sign board has been damaged and is being played with by students during breaks. **For discussion:** • ?if link to the community can go out in the teacher intro letters? • ?email for the CPRs to send out, so hopefully we inform everyone
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. **For discussion:** • 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?
Health and Wellbeing Subcommittee – see Att 5.7 **Tom Mittleman**	**Read the Health and Wellbeing report at Attachment 5.7.** **For discussion:** • **School Survey** – Survey approved by Oriel and Tal and comms team, awaiting distribution please! – could have time limit of 2 weeks to encourage involvement, then extend another week to get more responses. 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 • Our first term **Obstacle Course FUN DAY!** is on 15 March 2025. o **We request approval for the P&C to fund up to $10K** to run a successful fundraiser / community-building event. o 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: ; Seconded: ; Carried/Not carried/Tabled
CPR Facilitator **Catherine Nichols**	**Attachment 5.8** – CHSS Class List Form 2025 draft. Questions for approval. Discussion about survey platforms / websites.
OSHC Liaison **Tammi Levine**	Tammi will be at the meeting to provide a general update, with thanks.
General Business	
General business matters Presented by:	
Closing	
Close	New membership applications. Meeting closes. Thank you to everyone who attended our last meeting of 2024!
Date of next meeting	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.**