CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING AGENDA - SEPTEMBER 2023

Date: 12 September 2023
Time: 6:30pm
Location: CHSS Conference Room 2

STRIVING FOR EXCELLENCE

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 meeting.
Secretary's Report	
Business arising from the minutes of the previous GM	**Read the full report at Attachment 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.
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**: • **Father's Day Stall:** A huge thank you to Cath and her team of volunteers for a successful Father's Day stall - we raised $2842! • **Australian Teacher Aide Appreciation Week:** Thank you to our wonderful tuckshop team who provided coffee and muffins to the teacher's aides, in appreciation of the hard work they do for our little people and the school. • **Playground Upgrades:** Excited to say the new astroturf will be installed in the Adventure Playground over the school holidays. • **Noticeboards:** Installed and looking fantastic. • **50/50 Raffle:** 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 students. At the start of August, we had sold around $1580 worth of tickets, but we do have some time to go. • **Grants:** Three grant applications have gone in - thanks to Gen, details in grant report. • **Lost Property:** We have taken a step back from the lost property - the school will be looking after it and sending

	uncollected items for us to put up for sale in the uniform shop every term. **<u>Funding Plans</u>** 2023 P&C Short term funding commitments: • $30k Uniform shop fit out (unlikely to win grant) • $20K turf – Adventure Playground • $11k – Bus Shelters • $3k – Soccer goals (probably less given $$ raised) • $ tbc – cricket nets ($$TBD) Potential grant funding 2023/2024: • $ tbc playground in oval (gambling grant 2024) • $ tbc shade sail for covered areas • $ tbc Undercover learning areas outside Prep classroom Other funding goals: • Murals x2 (near Hakea and Timbeerwah entrances) • Shade Sails for astroturfed area next to turning circle (potential grant) • Cover/shade sails elsewhere thought the school (potential grant) Undercover learning areas outside Prep classroom (potential grant) • Sandstone seating around the school – adventure playground and the top covered area • Picnic tables around the school • Fans in undercover areas • 2024 P&C funding commitments: A donation to the STEM centre
Vice President's Report	
Amanda Merrick	• Support provided to the President and the Events Team, including the Teacher's Aide Appreciation morning tea.
Treasurer's Report	
Greer Bystrycki **Report – see Att 3.1**	**Read the full report at Attachment 3.1.** • Includes balance sheet, P&L details, P&L by event, aged payables summary and aged receivables summary. **Noted:** • **Uniform Shop:** Process improvements are working to ensure more accurate stock records. • **Tuckshop**: Sales and profit continue to be up over 64% year-on-year. • **Fundraising: See report** for funds raised to date from each of our fundraising events in 2023 (and compared to 2022).

School Leadership Team	

Stewart Jones
School Principal
Report – see Att 4.1
	Read the full report at Attachment 4.1.
	This month's report from Principal Jones is an **8-page update on School Activities** - please see full report for this thorough update which includes:
	• **Report back from the School Review Team:**
	  ○ Four reviewers spent three days and spoke to nearly 200 sources within the school (staff, parents, students, others). There will be a 25-page detailed report that will be reduced to an Executive summary. We should receive both docs in a few weeks – probably early next term. More details in Principal's Report.
	• **Student Extension and Enrichment & MIPY5 (Mathematics Ignite Program Year 5) Update:**
	  ○ Meeting the needs of highly capable students has been identified by the school reviewers as a key area of work for CHSS. The selection of a new intake of 2024 MIPY5 will take place early next term and there is already a lot of interest for a limited number of positions. MIPY6 will run for the first-time next year.
	• **Facilities Update: See Principal's Report** for full details on A LOT of planned repairs and upgrade.
	• **More Great Things** happening across the School: **See Principal's Report** for full details on A LOT of school activities and plans.

Carolyn Harris **Chaplaincy Report** **Report – see Att 4.2**	**Read the full report at Attachment 4.2.** **Noted**: • Finishing off our kindness term. • August challenge completed, various kindness crafts completed each week including three collaborative art pieces, staff first break morning tea held Tuesday 5/9. Establishing heart felt heroes group – Wed first break supervised by Mrs Reed and Miss Pye. • Subway fundraiser due 12/9. **Upcoming events early term 4:** • Mental Health week (Oct 9-13) we have several things happening; Chappy/Myla colouring competition – start 9th oct Myla Bag Tag sales at the uniform shop – promoted as past of mental health week. • Active Connection Night - Oct 12th 6:30-7:45/8:15pm - games and problem solving challenges in the hall, a light supper and finish with Spotlighting in the rainforest. (Junior and Senior groups) Limited to 150 - booking open from 8th September.

Subcommittee Reports	

Events Subcommittee Report – see Att 5.1
Oriel Morrison
Alice Cottrell
Amanda Merrick
	Read the full report at Attachment 5.1.
	Noted:
	• Father's Day Stall raised $2842
	• **2023 Referendum BBQ planned for Saturday 14th October**
	  ○ **We need a volunteer to run the day.**
	• **2023 School Disco planned for 28th October**
	  ○ **Tickets now on sale! (on Qkr!)**
	  ○ DJ and Food Trucks booked, volunteer roster to come.
	• 2023 Christmas Concert planned for 1st December
	  ○ Food trucks booked, planning underway.
	• 2024 Festival on the Hill - June 8th, bookings made
	For discussion:
	• **Dates** to be decided for 2024:
	  ○ 2024 Colour Run
	  ○ 2024 First Term Event (Bush Dance or another option?)
	  ○ 2024 Parents Evening
	  ○ 2024 Mother's Day
	  ○ 2024 Father's Day
	  ○ 2024 Disco
	  ○ 2024 Christmas Concert

Buildings and Grounds Subcommittee Report – see Att 5.2 Sam Bysouth Jane Fountain Stanley Kierle Melanie Venz	**Read the full report at Attachment 5.2 - contains details and pictures.** **Noted:** **Uniform Shop Fit Out** • A 3rd builder was engaged to provide a quote; site inspection 30 Aug, awaiting receipt of written quote. **Recycling** • We have exceeded our target of $500 for recycling returns ($533.10) in September. • We thank Mrs GJ's class (4GJ) for emptying the new Containers for Change bins on Thursday mornings while MV continues to monitor these and empty the (240L) yellow-topped bins recycling bins on weekends. • Since the program started at CHSS in 2018, we have earned $3205.80 and recycled more than 35,000 items. **Covered Shelters Ex-BCC** • Approval gained at the last meeting to share costs with Kenmore Bears for engineering site inspection from ADG Consulting Engineers. • Awaiting confirmation from Kenmore Bears whether they require council approval for installation. **Recycling – Containers for Change Bins Trial** • Containers for Change has halted fortnightly collection of the bins at the Turning Circle (not economic for them at present).

	Collection is currently organised via a text message when 2 bins are full. • We are concerned that the bin emptying is too big of a job for Mrs GJs class (visiting 6 bins) and urge CHSS to implement the proposed model:- o i.e., the classroom nearest to each small Containers for Change bin includes it in their weekly paper recycling duties (i.e., these classes would need 1 student for the paper bin and 1 for the Containers for Change bin). **Environment Club Stall** • **8 Sept, raising funds for critically endangered Northern Hairy-nosed Wombats.** Thank you to the P&C for advertising the Stall on 8 Sept on the Facebook page and for loaning the Eftpos machine! **For discussion: Recycling**. Now that we have reached our target of $500 in raised funds from the Containers for Change program, we ask that $500 is transferred to CHSS for the Environment Club.
PROPOSED MOTION	"That the P&C contribute $500 to the CHSS Environment Club" Moved: tbc ; Seconded: tbc ; Carried / Not carried / Tabled
Tuckshop Subcommittee Report – see Att 5.3 **Michelle Seymour (Convenor)** Barb Reid Robert and Melissa Wheaton	**Read the full report at Attachment 5.3.** **Noted:** • Hot Dog Day was successful - 333 sold. • Ice Cream Day was a huge success - 503 sold. **Term 4 Specials - based on known current activities in school calendar:** • Sushi Day - Thursday 12 October 2023 • Hot Dog Day - Thursday, 2 November 2023 • Sushi Day - Thursday, 30 November 2023 • Ice Cream Day - Thursday 7 December 2023
Uniform Shop Subcommittee Report **– see Att 5.4** **Melissa Wheaton (Convenor)** Michelle Seymour	**Read the full report at Attachment 5.4.** **Noted:** • Second-hand uniforms are still selling faster than they can be placed on the rack. • An updated uniform information pack for 2024 Prep Parents is with Mr Jones and Mr Jordan for approval. • A placement appropriate for the School and the Uniform Shop for the second-hand uniform donations basket is still to be found. • Michelle Seymour and Barbara Reid will pack any purchases made during the School Holidays and deliver them on the first Tuesday of Term 4 whilst Mel W is on leave. **For discussion at Mel's request:** • Could we please add a class to Qkr! ? Mel suggests "Prep 2024" or "New 2024".

	• Could we please have the gutters cleaned out around the Uniform Shop and Tuckshop as they are full of leaves - being mindful of upcoming thunderstorms and potential water leaks.
Digital Communications Subcommittee **Report – see Att 5.5** **Rebecca Kierle (Convenor)** Ian Burns	**Read the full report at Attachment 5.5.** **Noted:** • Noticeboards are installed and in use. • Facebook insights show that page interactions have slowed down. 3rd term exhaustion? • Advertising – Disco, Teachers Day, Christmas Concert.

Grants Subcommittee
Genevieve Murray (Convenor)
Report – see Att 5.6
	Read the full report at Attachment 5.6.
	Noted - <u>Thanks Gen</u>:
	• Grants Convenor and School Principal met to discuss actionable grants.
	• Two grants submitted at end of August:
	  ○ NAB – lower playground – and;
	  ○ QLD Day – Festival on the Hill. Outcome not likely until mid-October.
	• Thank you to all those of you who forward me grant opportunities. I don't get the chance to reply to everyone, but I do look through everything that gets sent and sort according to eligibility criteria in our database.
	• Spoke with Queensland Day Grant officials and obtained feedback/guidance in advance of submission
	• Two grants in progress (RACQ – with October 2 deadline) to supplement playground grant and Cancer Council shade tents.
	• Monitoring for opening of Brisbane Council grants advertised for November.

CPR Facilitator **Catherine Nichols**	Ongoing communications via CPRs, with thanks. Cath did an amazing job running the **Father's Day Stall** along with many generous volunteers, **thanks everyone** for your fundraising efforts.
General Business	
General business matter Presented by: Oriel Morrison and Dr Eve Jenkins.	**CHSS P&C Health and Wellbeing Subcommittee - Commencing 2024!** Subcommittee Convenor: **Tom Mittelman - thank you!** Subcommittee Members: **Amber O'Neill, Eve Jenkins, Oriel Morrison,** and more to come! If you're interested in contributing your time and ideas, please email secretary.chapelhillpandc@gmail.com. **Plan**: A new subcommittee with the scope of promoting the physical, social, psychological, and emotional wellbeing of students, parents, and caregivers, in partnership with the school and local community. **Proposed mission statement:** To provide opportunities for students and their families to be active, eat well, improve health literacy, give back, connect more, be mindful and embrace our natural environment and healthy lifestyles. **Possible Goals:** • Establishing the main concerns at the school in relation to health and wellbeing.

	• Addressing these concerns by organising activities and support that will result in healthier lifestyles for our school community. • Inspiring and empowering students and families to make healthy lifestyle choices. • Raising awareness of school and community health and wellbeing resources. • Encouraging physical activity, emotional wellbeing, and healthy eating habits.
Closing	
Applications for membership and recording of new members	New membership applications for acceptance: Claudi Bird The P&C welcomes the new members.
Date of next meeting	Next General Meeting is scheduled for: October 10th at 6:30pm
Close	Thank you everyone for attending.