CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING MINUTES – 10 OCTOBER 2023

Date: 10 October 2023
Time: 6:30pm
Location: CHSS Conference Room 2

STRIVING FOR EXCELLENCE

AGENDA ITEM	
Opening and welcome by the Chair **Oriel Morrison**	Meeting opened at 6:37pm. The President welcomed the members and executive committee to the general meeting and gave an Acknowledgement of Country.
Apologies	Greer Bystrycki, Tal Mitchell, Rysia Pritchard, Mel Venz, Carene Hogg, Gen Murray, Mel Wheaton, Sam Bysouth, Stanley Kierle, Tom Mittelman
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 12 September 2023." Moved: Eve Jenkins; Seconded: Amanda Merrick ; Carried
Business arising from the minutes of the previous GM	**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.
Motion	"That the inwards correspondence be received, and outwards be endorsed." Moved: Eve Jenkins; Seconded: Cath Nichols ; Carried
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. Full particulars of actions tabled at Att 1.2.
President's Report	
Oriel Morrison **Report – see Att 2.1**	Report at Attachment 2.1. **<u>Welcome to the October 2023 meeting!</u>** • The P&C Astroturf in the Adventure Playground was installed over the holidays - looks amazing. Thank you to the school for organising. • Looking forward to the **School Disco** at the end of this month - thanks to Alice for her hard work on this. • Our 50/50 raffle is ongoing - around $1725 worth of tickets sold, but we do have some time to go. • The cricket nets are being fixed this term in time for cricket season, thanks to a grant we won together with the Kenmore Cricketers. • **The new mural will be done the school holidays !**

	<u>Funding</u> 2023 P&C Short term funding commitments: • $30k Uniform shop fitout (unlikely to win grant) • $11k – Bus Shelters • $3k – Soccer goals (probably less given $$ raised) • $x – cricket nets ($$TBD) Potential grant funding 2023/2024: • $x playground in oval (gambling grant 2024) • $x shade sail for covered areas • $x Undercover learning areas outside Prep classroom Other funding goals: • Murals *1 (near Timbeerwah entrances) • Shade Sails for astro turfed 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	
Amanda Merrick	• Support provided to the President, Events Team, CPRs and as OSHC Liaison. • Referendum BBQ planned. • Planning our new mural, planning for the End of Year Concert, and much more.
Treasurer's Report	
Greer Bystrycki **Report**	**Noted**: Next Treasurer's Report to be presented at the November P&C Association Meeting. Thank you for your patience and understanding. **Discussed:** • The P&C Association assigns Tuckshop Convenor Michelle Seymour a Business Visa Debit Card with BOQ linked to the P&C account with restricted access, available for purchases only with a daily limit of $1000. • Matthew Pearce previously resigned as Co-Treasurer (August 2023) and will be removed as a signatory at BOQ and CBA. Greer Bystrycki is now the sole Treasurer of the CHSS P&C Association.

School Leadership Reports	

Stewart Jones
School Principal
Report – see Att 4.1
	Read the full report at Attachment 4.1.
	Busy Term 4
	• Term 4 has much to do as it really is tow terms rolled into one – we will be busy doing the finishing touches to ending 2023 while also ramping up the work that needs to be in place for 2024. The Prep 2024 Transition Days, Step Up Day (meet your 2024 class and teacher), Yr 6 Graduation, Staffing 2024,... will mean a busy time above and beyond the normal teaching and learning operations of the year.
	The School Review Team Report is Back
	• The school has received the formal executive summary from the Review Teams work last term. The copy will be posted onto our school website and the School Council will be designing an approach to engage the school community to collaboratively formulate the next four-year strategic plan. The entire report is in the Principal's Report, including:
	• 2.1 Key affirmations
	  ○ A culture of high expectations permeates the whole school community.
	  ○ Partnerships focus on enriching student wellbeing and learning.
	  ○ Staff are united in their commitment to developing positive relationships with students.
	  ○ Walker Learning, an internationally acclaimed way of teaching, facilitates student engagement.
	Student Extension and Enrichment Development (SEED)
	• Eight of our Chapel Hill staff attending the Uni of NSW GERRIC (Gifted Education Research Resource Information Centre) program to complete the Certificate of Gifted Education (COGE). This work and evolving future strategies will help to address one of the Review Recommendations (Domain 7) – differentiating for the High-achieving Highly-Capable students.
	Facilities Update - See report.
	Chaplain's Update
	• Myla Bag Tag sales at the uniform Shop $15 for 1 or 2 for $25 – fundraising for therapy annual accreditation and school treat supplies.
	• Chappy week colouring competition – part of mental health week – prize for best of each grade Myla Bag Tag and pancake morning tea for classes that have very high participation rates.
	• Active Connection Night – Thursday 12th Oct – ticketing issues discussed and plans made to resolve.
	• Bandanna Day Fundraising end of Oct.

	Discussed: • Meal support option discussed for CHSS family in need due to unfortunate circumstances: https://mealtrain.com/1ee013 o What is Meal Train? There are times in our lives when friends and family ask, "What can I do to help out?" The answer is usually to help them with a meal. When many friends provide support through a meal, Meal Train keeps everyone organized. MealTrain.com is a free meal calendar tool that makes planning meals among a wide group easy and less stressful. Please share this email with others. • Meal support from School Tuckshop discussed and agreed upon for two students on two days a week this term.
Annelyse Strong Business Admin	**Discussed:** • School requests support to fund a talk to Year 6 students about the transition to high school from author Rebecca Sparrow, discussed, motion moved and carried as below, considering week 7 or 8. • Regular contribution to the year 6 graduation celebrations of $1200 discussed. Motion moved and carried.
MOTION	"That the P&C approve the spend of up to $600 to fund a presentation to the Year 6s from author Rebecca Sparrow" Moved: Eve Jenkins ; Seconded: Mel Wheaton ; Carried
MOTION	"That the P&C approve funding a contribution of $1200 to the Year 6 Graduation" Moved: Eve Jenkins ; Seconded: Mel Wheaton ; Carried
MOTION	"That the Principal's report and Chaplain's report be accepted as tabled." Moved: Eve Jenkins; Seconded: Amanda Merrick ; Carried
Subcommittee Reports	
Events Subcommittee Report – see Att 5.1 **Oriel Morrison** **Alice Cottrell** **Amanda Merrick**	**Read the full report at Attachment 5.1.** • 2023 Referendum BBQ o Saturday 14th October 8 TIL 2PM o BBQ to be purchased by P&C as discussed o Caitlin of HH offered to help with **thanks!** o Thanks to the volunteers. • **2023 Disco** o 28th October 2023 o Booked: DJ & Food trucks booked. Tickets now on sale o Will put out a volunteer roster early next term. o Looking for help with running the bar – contact us if interested.

- **Caitlin of HH** offered to help – would do an arts and crafts table – no paint or slime or mess – could consider face painting – confirmed and discussed.

- **2023 Christmas Concert**
  - Date 1st December
  - 4 food trucks booked - ADDITIONAL food trucks to the number booked last year for more food options for families.
  - AV booked
  - Performance will be on the bottom oval with the kids standing on the sandstone steps and will be a beautiful afternoon, bring your picnic rug!
  - Christmas Showbags – considering selling on Qkr! in advance to pick up on the day.

Discussed Dates for 2024:

- **2024 First Term Event** - **16th MARCH** - Health and Wellbeing Subcommittee led **Obstacle Course Challenge Day**, fundraiser for 2024 health and wellbeing initiatives at CHSS - planning underway, student involvement to be discussed.
  - It was agreed by the President and the Members that the profit from this event would be allocated to health and wellbeing initiatives, to be voted on by members as usual at meetings.
- **2024 Colour Run** – agreed for same day as Cross Country on last day of Term 1 again – **28th MARCH**
- **2024 FESTIVAL ON THE HILL – JUNE 8th**, rides, and all hire equipment booked.
- **+ T&T** – a group of parents including Flick will run it together
  - **This year we will continue the T&T sales through to before the fireworks.**
  - Will look at opening Sunday – remembering that cleaning up Sunday is a huge job.
- **2024 Parent's Evening** – **AUGUST 3RD**
- **2024 Mother's Day – FRIDAY MAY 10TH**
- 2024 Father's Day - 29th / 30th August
- 2024 Disco - *date discussed, tbc.*
- 2024 Christmas Concert - *date discussed, tbc.*

Discussed:

- **Annelyse requests list of all P&C event dates for 2024 when finalised.**

	- Members discussed replacing some of the old, heavy and damaged P&C tables with new, light and strong tables – to be considered.
Buildings and Grounds Sam Bysouth Jane Fountain Stanley Kierle Melanie Venz	**Discussion:** • Updates from the B&G Team to come at the next meeting.
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:** • New dishwasher installed, working well. • Plumbing issues to be discussed. **Term 4 Specials - based suggestions from Sept P&C Meeting:** • Sushi Day - Thursday 12 October 2023 • Hot Dog Day - Thursday, 2 November 2023 • Sushi Day - Thursday, 16 November 2023 • Ice Cream Day - Thursday 7 December 2023 **Proposed motion, as below, to purchase an upright freezer.**
PROPOSED MOTION	"That the P&C fund up to $2200 for a replacement freezer for the Tuckshop; specifically a 388L Upright Frost-Free Freezer with 3-year care plan, quoted at $2009." Moved: Eve Jenkins ; Seconded: Cath Nichols ; Carried
Uniform Shop Subcommittee **Melissa Wheaton (Convenor)** Michelle Seymour	**Discussion:** • Updates to come at the next meeting.
Digital Communications Subcommittee Report – see Att 5.5 **Rebecca Kierle (Convenor)** Ian Burns	**Read the full report at Attachment 5.5.** **Noted:** • Renewed chsspandc.org.au domain name registration for 3 years until October 2026. • Thank you, Eve, for your Canva support. • **Positive feedback from the assembly Mr Olds ran** – celebration of the events throughout the term for each year group – not just the academic achievements. • Continue advertising term 4 events. • Begin planning for next year's events once dates are set. **For discussion:** • Lots of positive feedback about the **newsletter featuring the students work** – could be used more often to engage parents. • Approached by a parent who asked if we could explore **sunscreen dispensers** for around the school – School not keen,

	states they will be vandalised and ruined. P&C will consider all options. • Timing of trash and treasure collection commencement 2024. • Discussed strategies to encourage and recognise volunteers.
Grants Subcommittee **Genevieve Murray** **(Convenor)**	**Noted:** • Further grant submitted by Gen, with thanks, further updates to come in November.
CPR Facilitator **Catherine Nichols**	Ongoing communications via CPRs, with thanks. **For discussion:** • World Teacher's Day – Friday 27 October 2023 – planning for appreciation event, with thanks.
Motions on Notice	Nil
Closing	
Applications for membership and recording of new members	Nil new membership applications for acceptance.
Date of next meeting	Next General Meeting is scheduled for: November 14th at 6:30pm.
Close	Time: 7:56pm Thank you everyone for attending.

Confirmation of minutes
Chair name: Oriel Morrison

Signature: _____ Date: _____/_____/_____

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PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING ATTENDANCE REGISTER – 10 OCTOBER 2023

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Name	Present	Apology
Staff Leadership Team		
Stewart Jones (Principal)	x	
Tal Mitchell (Deputy Principal)		x
Craig Jordan (Deputy Principal)	x	
Rysia Pritchard (Deputy Principal)		x
Carolyn Harris (Chaplain)	x	
Annelyse Strong (Business Admin)	x	
Honorary Life Members		
Jane Fountain (B&G Subcommittee Member)	x	
Melanie Venz (2023) (B&G Subcommittee Convenor)		x
Robyn Arthur		
Val Balnave		
Executive Members		
Oriel Morrison (President)	x	
Amanda Merrick (Vice President, OSHC Liaison)	x	
Eve Jenkins (Secretary, H&W Subcommittee 2024)	x	
Greer Bystrycki (Treasurer)		x
Subcommittee Members		
Alice Cottrell (Events Subcommittee)		
Carene Hogg (Communications Subcommittee)		x
Catherine Nichols (CPR Facilitator)	x	
Genevieve Murray (Grants Convenor)		x
Ian Burns (Communications Subcommittee)	x	
Melissa Wheaton (Uniform Shop Convenor)		x
Michelle Seymour (Tuckshop Convenor)		
Rebecca Kierle (Digital Communications Convenor)	x	
Sam Bysouth (B&G Subcommittee)		x
Stanley Kierle (B&G Subcommittee)		x
Tom Mittelman (H&W Subcommittee Convenor 2024)		
Members		
Amber O'Neill (H&W Subcommittee 2024)		
Ana Silva		
Claudi Bird	x	
Jacquelyne Cope		
Katrina Swalwell		
Laura Pyke		
Penelope Jessup		
Robert Canning		
Simon Gill		
Visitors		

Table 1. ACTION ITEMS WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
Oriel Morrison Amanda Merrick School Team	A new **artist created mural** – work planned for the holidays, as you enter from hakea, on the building on the right - 9m x 3m.	**In progress** - Planning complete, work pending - waiting for design to share with the school.
Greer Bystrycki	Greer contacted the **Qkr!** developers to discuss options to improve functionality as discussed at the August P&C meeting.	**In progress -** Greer contacted Qkr!, received a reply, and will update us when possible.
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 underway, showbags planned.	**In progress** - Planning underway, to be discussed at this meeting.
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** – Awaiting final quote, work will commence, when possible, this year.
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.
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** - Planning for completion of project, updates will be discussed as available.
COMPLETED	**ITEM**	**PROGRESS**
Oriel Morrison Eve Jenkins	**CHSS P&C Health and Wellbeing Subcommittee - Commencing 2024!** Subcommittee Convenor: Tom Mittelman Subcommittee Members: Amber O'Neill, Eve Jenkins, Oriel Morrison, and more to come! **Interested in contributing your time and ideas?** Please email Eve at secretary.chapelhillpandc@gmail.com.	**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.
B&G Team Oriel Morrison	**Prep Playground Turf Repairs** Artificial turf in the prep playground replaced and turfed area for mini sports field area.	**Completed** – looks great, with lots of positive feedback from kids and parents!
B&G Team Exec Team Stewart Jones	**Oval playground upgrade** - 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.