CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association

STRIVING FOR EXCELLENCE

GENERAL MEETING MINUTES

Details	Tuesday, 16 August 2022	7pm	**Conference Room 2** (*on the admin side of the Resource Centre*).

Agenda items		Details
General	Open and welcome	1. Welcome and apologies • Apologies: Stanley Kierle, Matt Butcher, Tal Mitchell, Robert Canning, Sam Bysouth, Stanley Kierle
Previous meeting	Secretary's report	2. Confirmation of the minutes of the previous general meeting – see **Att 1.1** **Motion:** That the minutes be confirmed as a true and correct record of the meeting held 14 June 2022. **Moved:** Penelope Jessup; **Seconded:** Amanda Merrick; **Carried** 3. Business arising from the minutes of the previous general meeting – see **Att 1.2** 4. Correspondence received since the previous general meeting (inward and outward) – see **Att 1.2** • **Noted**: Additional email received 15/07/22 re donation of potted trees (a dozen Flindersia seedlings). Mel Venz collected the seedlings and some will be planted during the coming Working Bee. **Motion:** That the inwards correspondence be received, and outwards be endorsed. **Moved:** Penelope Jessup; **Seconded:** Jac Cope; **Carried** 5. Business arising from the correspondence – Nil 6. Table Executive Committee's decisions – see **Att 1.2** • **Noted:** Decisions to book band and security guard for bush dance; purchase Fathers' Day stall gifts; postpone General Meeting; support "Dough for the Dog" fundraiser; purchase uniforms.
Executive presentations	President's report	7. Report – see **Att 2.1** • **Noted:** Elizabeth Watson-Brown has been invited to attend a P&C meeting. Unable to attend this one but interested in attending a different one. • **Noted:** "Feedback Friday" sessions to be held at the Oval every Friday from 2pm-3pm, starting on 19 August 2022. P&C

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	members will be on hand to answer questions and take feedback. • **Noted:** Bush Dance was a great success. It will be put on again in Term 1 of 2023 to bring people together at the start of the year and welcome new families. • **Discussed**: Proposal received from Year 3 student Alexia Fraser to make and supply scrunchies made from used uniforms and other pre-loved materials to the Uniform Shop. The meeting discussed potential issues for accepting the proposal and agreed that all such proposals should be considered on merit and on the basis that there will be consistency of profit margin and profit sharing. **Motion:** That the P&C sell scrunchies made by Year 3 Alexia Fraser and for profits to be shared 50-50 with the P&C. **Moved**: Jac Cope; **Seconded**: Penelope Jessup; **Carried**
Treasurer's Report	8. Treasurer's commentary for the month – see **Att 3.1** 9. P&L – see **Att 3.1** 10. Balance Sheet – see **Att 3.1** • **Discussed**: Amanda raised that the Teachers' lunch is likely to require more funding allocation (currently $800) up to $850 on account of increased produce prices. No objections raised. **Motion:** That expenditure for the Teachers' lunch expenditure be increased by up to additional $50 (total $850). **Moved**: Amanda Merrick; **Seconded**: Melissa Wheaton; **Carried** • **Noted**: ATO has advised that Queensland P&Cs are no longer entitled to Deductible Gift Recipient endorsement. By 14 December 2022, arrangements must be in place to transfer or wind-up any existing P&C operated school building funds. Gifts can continue to be paid to the school building fund. The P&C is required to minute their decision to 1. transfer to the school's existing school building fund (we only have $350 in the fund so will spend it); 2. create a school-operated school building fund (not applicable); 3. wind-up the P&C's school building fund (most appropriate); or 4. request a three-year extension (not required). **Motion:** That the P&C building fund be wound up in accordance with P&C Guidelines **Moved:** Jac Cope; **Seconded:** Mel Venz; **Carried**

GENERAL MEETING MINUTES

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		Motion: That the Treasurer's report be accepted and payments as listed be endorsed. **Moved:** Jac Cope; **Seconded:** Rebecca Kierle; **Carried**
School presentations	Principal's and Deputies' report **Stewart Jones**	11. Report – see **Att 4.1** • **Noted:** Learning Enhancement Teachers, Kimberley Jefferd and Janet Champion leaving this term. • **Noted**: New Admin block currently 8 weeks behind schedule but looking very good as it progresses • **Noted**: Ignite Teacher, Janet Freyne is retiring at the end of the year. Ignite Program under review via community focus group consultation. • **Noted**: School Council to meet and share feedback on progress of 4 year Strategic Plan (2023 being the final year of the plan). • **Noted:** Prep information open day was very successful with great feedback from parents (many of whom are new to the school) about information shared. Oriel presented as P&C President. • **Discussed**: Tal would like to have a free dress day on 9 September 2022 with the theme being: "Wear your favourite sporting team shirt/colours". Gold coin donations to be collected to contribute toward basketball backboards at the tennis courts. Hope is to raise $700 to $800. Concern raised by members over amount of activity happening over the period, e.g. Dough for the Dog, Fathers Day stall, Sushi Day and Fete Ticket sales, lolly drives. Proposals that timing be moved to Term 4 and that the theme be more inclusive were discussed and agreed. Stewart suggested a suitable day could be 14 October 2022. • **Action**: Exec to confirm with Tal a final date for the free dress day (potentially 14 October 2022). **Motion**: That the P&C endorse a free dress day with the theme being: "Wear your favourite sporting wear" and that gold coin donations be collected toward basketball backboards located at the tennis courts with a date to be decided. **Moved:** Stewart Jones; **Seconded:** Alice Cottrell; **Carried** **Motion:** That the Principal's and Deputies' report be accepted as tabled. **Moved:** Penelope Jessup; **Seconded:** Jac Cope; **Carried**

Agenda items		Details
	Chaplaincy **Chappy Carolyn**	12. Report – see **Att 4.2** • **Noted: Myla** – "Dough for the Dog" fundraising. Hope is to raise at least $4,000 to cover training and school expenses for the next 3 years. Chappy sent materials have been sent home with students. Feedback was given that information has not been received. Chappy will put out further information in the social media. Myla has had some unexpected positive effects on the children's behaviour which is great to see. • **Action**: Chappy to coordinate with Bec Kierle to put out information about Dough for the Dog to be posted on social media post and newsletter
	Business Manager **Annalyse Strong/ Sheridan Adcock**	13. Report – Nil.
Sub-committee reports and business	Events **Oriel Morrison/ Alice Cottrell**	14. Report – see **Att 5.1** • **Noted: Fete** – 10 weeks to show day. Kick-off 2 weeks before end of term with launch of online auction just before school holidays. New Preppies have been invited. • **Noted: Bush Dance** – success to be replicated next year. • **Noted: Jubilee tree planting** – scheduled for 10 September 2022. Catering for the event paid for out of grant. Lots of volunteers needed. Possibility of asking Scouts and other volunteers from the local area to assist discussed and Amanda will ring around. • **Action:** Advertise at senior school assemblies. • **Noted: 50/50 Raffle** – launched at Bush Dance. • **Discussed: Christmas Concert** – to be held in the afternoon on Friday, 25 November 2022. Craft stall to be at Christmas Concert. Discussion about in person or recorded. Video is the preferred school option due to teacher supervision out of hours required. Stewart suggested a survey to come to a decision on concert mode. • **Discussed Year 6 Graduation** – request from Year 6 Graduation organising committee for P&C to provide funding support for 2022 graduation events, specifically payment for Rebecca Sparrow's attendance (2020 cost was $350 ex GST) and a contribution to the cost of venue hire (Riverlife venue hire approx. $8,000). The cohort is 115 strong and a contribution of

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	$15 per student would amount to $1,725. The Treasurer confirmed the amounts requested are within budget. **Motion:** That the P&C approve funding support for 2022 graduation events in the amount of $15 per head towards graduation tickets and $350 plus GST to book Rebecca Sparrow. **Moved:** Jac Cope; **Seconded:** Sally Herrett; **Carried**
Building and Grounds **Mel Venz**	15. Report – see **Att 5.2** • **Discussed: Uniform shop fit out** – New drawings prepared by Jeroen. Mel raised concerns about food regulations. Annalyse is posting the question for advice. • **Noted**: Work started on EKKA Day to plant mature trees. Jubilee Commemorative Event (11am) and Working Bee (8am to 11am) to be held on 10 September 2022. Classroom garden upgrade working bees recommended to be held on the same day to access mulch purchased through the grant. Students are encouraged to empty their water bottles on our new plants after school! • **Action:** Working Bee to be promoted at Feedback Friday, via Parent Reps and social media.
Tuckshop **Emma Doolan**	16. Report – see **Att 5.3** • **Noted**: New coffee machine is up and running. • **Noted**: Stock prices have increased leading to increases in some Tuckshop items. • **Action**: Emma to check whether packaging is home compostable and let Mel know as we may be able to compost via the Environmental Club which has recently received a Junior Landcare Grant.
Uniform shop **Emma Doolan**	17. Report – see **Att 5.4** • **Noted**: Stock prices are increasing. Uniform items may require pricing review soon. • **Noted**: Long-sleeve shirts have received a lot of interest and will be offered as a summer sun-safe shirt. • **Noted**: Locks on the Tuckshop and Uniform Shop doors have been found wide open on a couple of mornings. • **Action**: Annaleyse/Sheridan to organize new dead locks on Uniform Shop.

GENERAL MEETING MINUTES

Agenda items		Details
	Digital Communications **Carene Hogg**	18. Report – see **Att 5.5** • **Noted:** Carene has handed responsibilities over to Bec Kierle. • **Discussed**: Communications still don't get out to everyone. General consensus is that there is plenty of communication and people should be directed to the Newsletter as the single source of truth.
	Grants Update **An Tong**	19. Report – see **Att 5.6** • **Noted: Community Gambling Fund Application for Amphitheatre** ($51,000) – application is ready to go and we will have the result around September 2022. • **Discussed: Queensland Day grant** – General consensus that there would be no issue with bringing the date forward to 10 June if we are successful in the application. Suggestions to invite Tourism Queensland and local University participation received support. Action: Alice, Oriel and An to meet and discuss further. • **Discussed: Potential Tuckshop grant** – An asked whether CHSS is a member of the Queensland Association of School Tuckshops. Sally confirmed we are not a member. • **Discussed: School Transport Infrastructure Program** – Stewart confirmed CHSS has an existing valid application which it has been encouraged to re-submit. Funds could go to footpath and bridge upgrade project.
		Motion: That the subcommittee reports be accepted. **Moved:** Penelope Jessup; **Seconded:** Jac Cope; **Carried**
Motions on notice		20. **Nil**
Other business		21. Other items: • **Discussed**: Potential lolly stall for after the end of the Colour Run to sell lolly bags and fidget spinners. General consensus that this was a good idea. **Motion:** That the P&C approve expenditure of $250 to purchase merchanise for sale at the end of the Colour Run. **Moved** : Amanda Merrick; **Seconded**: Melissa Wheaton; **Carried**

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GENERAL MEETING MINUTES

STRIVING FOR EXCELLENCE

Agenda items	Details
	• **Discussed**: Bec raised Active Travel Schools. Stewart said the program has been run in previous years, however the weekly surveys required of each class became overwhelming. The school runs separate travel initiatives for senior students. • **Discussed**: Melissa raised that over 65s could be a source of volunteer time. Over 65s can do volunteer work to meet Centrelink mutual obligation requirements. An raised the issue of insurance coverage. Emma Lanigan raised that there are various issues generally with volunteer management and the P&C would have to consider their volunteer management policy. Emma volunteered to provide advice on preliminary issues.
Applications for new membership and recording of new members	22. New membership applications for acceptance: Cali Farrugia
Next meeting	23. Tuesday, 13 September 2022
Close	24. 9:21pm

Confirmation of minutes

Chair name: **Oriel Morrison**

Signature:

Date:

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association

STRIVING FOR EXCELLENCE

GENERAL MEETING MINUTES

GM Attendance Register – 16 August 2022 (adults present)

Name	Present	Apology
Staff		
Stewart Jones (Principal)	X	
Tal Mitchell (Snr Deputy Principal)		X
Craig Jordan (Jnr Deputy Principal)	X	
Rysia Pritchard (Jnr Deputy Principal)		
Kristina Wogandt (a/g Deputy Principal)		
Carolyn Harris (Chaplain)	X	
Lyndal Dobbs (Business Admin)		
Honorary Life Members		
Jane Fountain	X	
Robyn Arthur		
Val Balnave (Bevege)		
Members		
Adam Jenkins		
Amanda Merrick	X	
Amber O'Neill		
Amy Cooper		
An Tong	X	
Binny De Saram		
Carene Hogg	X	
Coralie McKeon		
David Fearn	X	
Emma Doolan	X	
Emma Whitby		
Ian Burns	X	
Jacquelyne Cope	X	
Lisa Barham		
Matt Butcher		
Mel Venz	X	
Melissa Wheaton	X	
Michelle Seymour		
Natasha Devos		
Oriel Morrison	X	
Penelope Jessup	X	
Rebecca Kierle	X	
Robert Canning		X
Ruth Bradbury		
Sally Herrett	X	
Sam Bysouth		X
Stanley Kierle		X
Victoria Strodl		
Other		
Alice Cottrell	X	
Cali Farrugia	X	
Rowena Kirkhoff	X	
Emma Lanigan	X	

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Actions from the meeting:

Type	Assigned to	Description	Status
Existing	Stewart Jones, Lyndal Dobbs	Consider options and implement a safe and sightly option to rectify the cutouts near the front entrance of the school (Ironbark Rd entrance).	In progress – pour during Admin Block did not occur so will look for other opportunities
Existing	P&C Executive Committee	Work with Tal Mitchell to donate $2,000 under the 2021 Volunteer Grants grant for volunteers donated to school and topped up for PA Working with Tal Mitchell regarding $2,000 for PA system.	Awaiting correct invoice from Annalyse/ Sheridan.
Existing	Alice Cottrell	Alice to look into holding the Premier's Reading Challenge as a fundraiser.	Remove from actions – look at this for next year.
Existing	Annalyse/ Sheridan	Look into installing nappy disposal bins in the disabled toilets.	In progress – Awaiting confirmation of cost to proceed.
Existing	Annalyse/ Sheridan	Lyndal to attend to drains being fixed.	Completed. Noted: Culvert being cleared so stormwater will not rise as high the next rain event.
Existing	Sally Herrett	Look into purchasing CHSS P&C portable flags and banners to use for events.	Handed back to Events. Alice to progress
Existing	An Tong, Mel Venz	Coordinate with Building & Grounds to provide list of project and priorities. List to be circulated to Comms as well.	In progress.
Existing	Stewart Jones	Invite Elizabeth Watson-Brown to a P&C meeting/to tour the school.	In progress.
Existing	Mel and Natasha	Mel to provide dimensions and requirements for the Uniform Shop to Natasha to organise architectural drawings	Completed
New	Exec, Tal	Exec to confirm with Tal a final date for the free dress day (potentially 14 October 2022).	In progress
New	Chappy Carolyn, Bec Kierle	Chappy to coordinate with Bec Kierle to put out information about Dough for the Dog to be posted on social media post and newsletter	In progress
New	Tal Mitchell	Advertise Tree Planting Day at senior school assemblies.	In progress.

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Type	Assigned to	Description	Status
New	Feedback Friday crew	Working Bee to be promoted at Feedback Friday, via Parent Reps and social media.	In progress
New	Emma Doulan/Mel Venz	Emma to check whether packaging is home compostable and let Mel know as we may be able to compost via the Environmental Club which has recently received a Junior Landcare Grant.	In progress
New	Annalyse/ Sheridan	Annaleyse/Sheridan to organize new dead locks on Uniform Shop.	In progress