CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association

STRIVING FOR EXCELLENCE

GENERAL MEETING MINUTES

Details	Tuesday, 8 March 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: Mel Venz, Ian Burns, Emma Doolan, David Fearn, Amanda Merrick
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 15 February 2022. **Moved:** Penelope Jessup; **Seconded:** Melissa Wheaton; **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** **Motion:** That the inwards correspondence be received, and outwards be endorsed. **Moved:** Penelope Jessup; **Seconded:** Sally Herrett; **Carried** 5. Business arising from the correspondence • **Noted:** P&Cs Qld flood assistance – Survey to understand the effects of recent weather events in the school community in order to offer support. Feedback received regarding missing wheelie bins, mulch run-off, Tuckshop upright freezer failure. Minimal stock loss from uniform shop and none from undercroft. Awaiting school feedback from Lyndal Dodds. • **Noted:** Cleaners volunteered to come in on the weekend during the heavy rains to clear the gutters which is not part of their usual scope and directly contributed to water flowing into classrooms. **Action:** Obtain information from Lyndal Dobbs to complete P&Cs Qld Flood Assistance Request Form. 6. Table Executive Committee's decisions – see **Att 1.2** • **Noted:** Decisions to appoint Jac Cope as Treasurer; and purchase Survey Monkey annual subscription ($192)

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association

STRIVING FOR EXCELLENCE

GENERAL MEETING MINUTES

Agenda items		Details
Executive presentations	President's report	7. Report – see **Att 2.1** • **Noted:** Shout out to Tuckshop team for opening to provide school lunches despite the loss of a freezer full of food.
	Treasurer's Report	8. Treasurer's commentary for the month – see **Att 3.1** 9. P&L – see **Att 3.2** 10. Balance Sheet – see **Att 3.3** **Motion:** That the Treasurer's report be accepted and payments as listed be endorsed. **Moved:** Penelope Jessup; **Seconded:** Melissa Wheaton; **Carried**
School presentations	Principal's and Deputies' report **Stewart Jones**	11. Report – see **Att 4.1** • **Noted:** A few tiles over the library building to be replaced. Sky light has been kicked in by children climbing onto the roof. Rainforest area was a concern and arborist has assessed with two trees to be further considered. • **Noted:** E-Coli test on the oval – awaiting results. Oval remains damp. • **Noted:** Staffing update to be completed based on November 2021 prediction data to staff the school. • **Noted:** Indooroopilly SS admin building plus additional eight classrooms to be built by Government (noting CHSS admin building paid by school). **Motion:** That the Principal's and Deputies' report be accepted as tabled. **Moved:** Penelope Jessup; **Seconded:** Emma Whitby; **Carried**
	Chaplaincy **Chappy Carolyn**	12. Report – Nil • **Sushi fundraiser** – to be held on 21 March 2022 and funds to be donated to the RSPCA. • **Chaplaincy subway fundraiser** – to be held last Tuesday of the month.
	Business Manager **Lyndal Dobbs**	13. Report – Nil

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association

GENERAL MEETING MINUTES

STRIVING FOR EXCELLENCE

Agenda items		Details
Sub-committee reports and business	Events **Oriel Morrison**	14. Report – see **Att 5.1** **Discussed:** • **Colour Run** – Date confirmed as Friday, 1 April 2022 (afternoon). Several ideas for incentivizing donations. **Motion:** That there be a funding allocation of up to $1,000 for the event (i.e. approximately $200 for Zooper Doopers and $780 for Holi Coloured Powder). **Moved:** Penelope Jessup; **Seconded:** Alice Cottrell; **Carried** • **Mothers' Day** – to be held over 2 days and split juniors and seniors. • **Election Day BBQ** – to be run by the dads. Adam to run the day and have fathers volunteer to man the BBQs. P&C was supportive. • **Parents' Evening** – to be held on Saturday 28/5. • **Fete** – Side show alley **Motion:** That the fete be held on 22 October 2022. **Moved:** Alice; **Seconded:** Matt; **Carried** **Motion:** That side show alley vendor be booked based on the 2019 budget plus 10%. **Moved:** Matt Butcher; **Seconded:** Sally Herrett; **Carried** • **Christmas Concert** – decision needs to be made on timing so that screen and stage can be booked. Considerations mainly around live vs pre-recorded event. • **50/50 Raffle:** Start running promotions now and fund raising now but guaranteed prize of $10,000; would need to link it to a cause. • **Readathon:** Low cost and low volunteer investment **Action:** Alice Cottrell to look into holding the Premier's Reading Challenge as a fundraiser.
	Building and Grounds **Mel Venz**	15. Report – see **Att 5.2** • **Noted:** there will be a meeting about the Uniform Shop fit out & the Uniform Shop leaks this Friday with the builder & Ruth. • **Noted:** Recycling Bins need to be respected. **Motion:** That revenue from recycling be donated to the school Environment Club.

Agenda items		Details
		Moved: Jane Fountain**; Seconded:** Melissa Wheaton **Carried**
	Tuckshop **Emma Doolan**	16. Report – see **Att 5.3**
	Uniform shop **Ruth Bradbury**	17. Report – see **Att 5.4** **Motion:** That the Uniform Shop purchase more stock of check dresses and check shirts to the value of up to $10,000. **Moved:** Ruth Bradbury; **Seconded:** Sally Herrett; **Carried**
	Digital Communications **Carene Hogg**	18. Report – see **Att 5.5** • **Noted:** Comms from the school. No more separate P&C newsletter unless absolutely necessary – instead will update the CHSS school newsletter (P&C Patch) **Motion:** To reimburse Carene Hogg for $192 for annual subscription to Survey Monkey. **Moved:** Carene Hogg; **Seconded:** Penelope Jessup; **Carried**
	Grants Update **An Tong**	19. Report – Nil
	Class Parent Rep **Amanda Merrick**	20. Report – see **Att 5.7**
	OHSC **Oriel Morrison**	21. Report – see **Att 2.1** • **Discussed:** Concern from parent re comms from Helping Hands over the flood week. Oriel has spoken to them about it and there is now an after-hours contact. Amanda Merrick will co-ordinate going forward.
		Motion: That the subcommittee reports be accepted. **Moved:** Penelope Jessup; **Seconded:** Sally Herrett; **Carried**
Motions on notice		22. Nil

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association

STRIVING FOR EXCELLENCE

GENERAL MEETING MINUTES

Agenda items	Details
Other business	23. Other items • **Noted:** Vice-President is still needed.
Applications for new membership and recording of new members	24. New membership applications for acceptance: Melanie Venz, Jacquelyne Cope, An Tong, Robert Canning, Ian Burns **Motion:** That applications for membership received be accepted. **Moved:** Penelope Jessup; **Seconded:** Emma Whitby; **Carried**
Next meeting	25. 10 May 2022 (12 April 2022 is during the school holidays)
Close	26. 8:48pm

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 – 8 March 2022 (adults present)

Name	Present	Apology
Staff		
Stewart Jones (Principal)	X	
Tal Mitchell (Snr Deputy Principal)		
Janet Hoek (Jnr Deputy Principal)		X
Rysia Pritchard (Jnr Deputy Principal)	X	
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		
An Tong	X	
Binny De Saram	X	
Carene Hogg	X	
Coralie McKeon		
David Fearn		X
Emma Doolan		X
Emma Whitby	X	
Ian Burns		X
Jacquelyne Cope	X	
Lisa Barham		
Matt Butcher	X	
Mel Venz		X
Melissa Wheaton	X	
Michelle Seymour		
Natasha Devos		X
Oriel Morrison	X	
Penelope Jessup	X	
Rebecca Kierle		
Ruth Bradbury	X	
Sally Herrett	X	
Sam Bysouth	X	
Stanley Kierle	X	
Victoria Strodl		
Other		
Cassie Hughes	X	
Alice Cottrell	X	
Tracey Coates	X	
Jennifer Gibson	X	

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association

STRIVING FOR EXCELLENCE

GENERAL MEETING MINUTES

Actions from the meeting:

Type	Assigned to	Description	Status
Existing	Katie Denzin	Working with subcommittees over coming months to go through and transfer P&C records and data to the Google drive.	In progress.
Existing	Stewart Jones	Speak to the School Admin team to prepare a sign for placement on the Recycling Bins informing the community of this P&C initiative.	Complete
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 – temporary paving completed for immediate safety purposes; final fix in progress. Awaiting weather to improve
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.	In progress – demos for appropriate system
Existing	Events Committee	The Events Committee to coordinate with Tal whether the Colour Run should be on the same day as cross country.	In progress.
Existing	Tal Mitchell	Tal to publicise the flock of friends scheme to parents (e.g. in school newsletter).	In progress.
New	Oriel Morrison	Obtain information from Lyndal Dobbs to complete P&Cs Qld Flood Assistance Request Form.	Awaiting information from Lyndal.
New	Alice Cottrell	Alice to look into holding the Premier's Reading Challenge as a fundraiser.	In progress