CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING AGENDA – MAY 2024

Date: 14 May 2024
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 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**	**See report at Attachment 2.1.** **Welcome to the May 2024 meeting.** It's been a busy two months since our last meeting - with a holiday in between. But there has been lots going on. 1. **Our P&C Obstacle Course Fun Day was an absolute highlight.** A big thank you to Eve and her wonderful team, who coordinated and put together a brilliant event, loved by all. While the plan was for a community event to promote wellbeing, **the team made a great profit of $4700 for our school.** 2. **The P&C Mother's Day Stall**, run by the amazing Tharuka (and her hardworking husband!), was also a huge success. 650 bags for our Mum, Grandma's, Aunts and all the fabulous carers in our lives was planned and almost all were sold. We had some amazing volunteers, some who stayed for the ENTIRE school day - thank you all for making this very special stall happen. **Tharuka and her team made a wonderful profit of $2800 for our school.** Thank you also to our tuckshop team for providing lunch for our volunteers on the day. 3. **The Queensland Day Festival on the Hill** is nearly on us, and Alice and her team are flat out. We've had some amazing sponsors step in and are so grateful to them all. We'd love more volunteers so if you are reading this and have an hour or so to spare, please get in touch :) Fete meetings are being held at 2pm on the oval every Friday in the lead up.

	4. **Our next Coffee Morning with the Principal is Friday 7th June**, please come and join us, find out all about the Festival on the Hill the following Day, and come and chat to our Principal Steward Jones, and the P&C Exec. 5. **Our T&T team has once again been so hard at work**, collecting, sorting, and meeting - thank you to Mel, Flick and all of their wonderful volunteers. 6. **The Colour Run is coming up** - and another thank you to Amanda for all her hard work putting it all together. 7. We have won a **volunteer grant**, details to come. 8. We have launched our **50/50 Raffle** - and have sold $100 so far, looking forward to seeing this number tick up over the next couple of months. 9. We are looking at options for the playground on the oval - B&G to update us. 10. A quote has been received for the final part of the cricket pitch – $7752. A decision on the P&C Contribution needs to be made. Details to be tabled at the meeting. 11. The school has advised the playgrounds need some attention - to be discussed in the Principal's report. P&C Contribution needs to be discussed. **Funding goals:** • CGBF Grant potentially for a playground on the oval. • Shade Sails for astroturfed area next to turning circle (potential grant). • Cover/shade sails elsewhere thought the school. • Sandstone seating around the school – adventure playground and the top covered area. • Picnic tables around the school.
Vice President's Report	
Amanda Merrick	**The Vice President supported the President and the Events Team.** Lead Organiser - Colour Run - planned and ready to go, see Events.
Treasurer's Report	
Greer Bystrycki **Report – see Att 3.1**	**See full report at Attachment 3.1.** **<u>Revenue Activities</u>** **Uniform Shop:** • Uniform sales are up 13%, with a year-to-date profit of $10,422 (2023: $537). The large year to date variance is partly to do with significant stock adjustments in early 2023 which related to the 2022 financial year. **Tuckshop**: • Tuckshop sales are up 7%, with a year-to-date profit of $8,178 (2023: $7,611). **Wages Increase**: • Following the decision by the QLD Industrial Relations Commission to increase minimum wage by 5.75%, all P&C salaries will be increased in May, backdated to 1 September 2023. Tuckshop and uniform shop prices should be reviewed to ensure the P&C remains profitable.

	Events: • Please refer to the Events P&L for financial details.
School Leadership Team	
Stewart Jones School Principal – **see Att 4.1**	See Principal's Report at Attachment 4.1. **Reading:** • We are making great headway and we have Paula Morton (DP) driving a considered approach to the changes around how we engage in reading. These new initiatives are being delivering with an eye on evidence-based features through an inquiry feedback loop that is being coordinated by teacher reading committee. • We are now able to identify the key costs of the new approach to reading and will share this at the P and C meeting (expecting around $20k bill that we would like to share 50:50 with P and C). **Collaborations**: • Late last term saw a group of 7 principals visit our school and drop into classrooms – their keen eyes provided strong affirmations around our approach to our classroom practices. • Last week we had over 50 teachers from local, interstate and international schools visiting us to learn more about the Walker Learning Model. Their visit included opportunity to see classrooms delivering specific features of our pedagogy (e.g. tuning-in, investigations, clinic groups etc.). These visitors provided plenty of positive feedback of our students, environment and our teaching staff. **Maintenance items include:** • We have had our playground facilities assessed as part of a risk management procedure. The details have been shared with the P and C Exec with a cost of just under $40k (proposing 50:50 school and P&C contribution). ○ **5 broken glass panels in Term 2 - $2k** - all out-of-school hour events. ○ **Broken bubbler trough - $3.5k** - broken after hours - jumped on and broken plumbing. ○ **Retaining wall failing in car park - $8k.** ○ and **Term 2 gutter clearing/cleaning - $3.5k.** **New drop off zone:** • Good News - New drop off zone design is basically complete and the project manager believes that the work would likely start just before the school holidays (Term 2). The project will include an extended path that goes from the oval to the top of the current turning circle (including an extended path over the bridge!). **Parenting support Evening** • The talented parents shared some powerful parenting messages a couple of weeks ago as an evening info session in the Hall. Great messages and great feedback. **Industrial Action – on Hold:** • Queensland Teachers Union (around all state schools in Qld) were looking to take industrial action earlier this term. The action was not impacting on class teaching and learning but rather looking to place

	temporary bans on other non-teaching core duty tasks. If action is to be instigated, we will alert the school community. **<u>Chaplaincy Report:</u>** • Crafting Connection Night – a sell out with 131 people coming and spending a night of crafting fun and spending quality time together… awesome time and great feedback. • New meal deal for this term as a fundraiser: ○ Bakery pizza roll and drink ($8.95) and also can offer sushi to ensure a gluten free option as well ($10.50). This will be available using same subway ordering system. • Myla News - see full report Att 4.1. • Active connection planned for 29th Aug – Amazing Race theme – should be lots of fun!
Subcommittee Reports	
Events Subcommittee Report – see Att 5.1 **Oriel Morrison-Higgins**	**See report at Attachment 5.1.** **Mother's Day Stall:** • 10th May; Tharuka Lead; Fabulous event; $2800 raised. **Colour Run:** • 24th May (delayed due to rain); Amanda Lead; all planned, no issues. **Festival on the Hill:** • 8th June; Alice Lead. • Container where we store tables is unsafe for volunteers, hard to access and very narrow and small path. Carrying tables would not be recommended from this location due to risks of injury. • Planning very much underway, no major issues or concerns. Added administration this year required for the grant. • **2pm Fete meeting every Friday, only 4 weeks until Fete day.** • Free dress day Friday 7th proposed to raise awareness for the fete. Need help to build the anticipation within the community. **Trash and Treasure:** • Last round of donations 75% priced and sorted. • One container is completely full. • Remaining donations will need to be moved to an alternative spot on the weekend before setup week. • Price increases for the first time in10 years. Books and clothing to increase from $1 to $1.50 each unless otherwise marked. • New signup sheet - volunteersignup.org/YP3HK • **One last donation day next Sunday 2pm to 4pm** **Parent's Evening:** • Aug 3rd; Amanda Lead; Trivia Night in the Hall **Father's Day:** • 29th August • Looking for a volunteer to run the event **2024 Disco:** • 26th October • DJ Bex Booked • Looking for a volunteer to run the bar

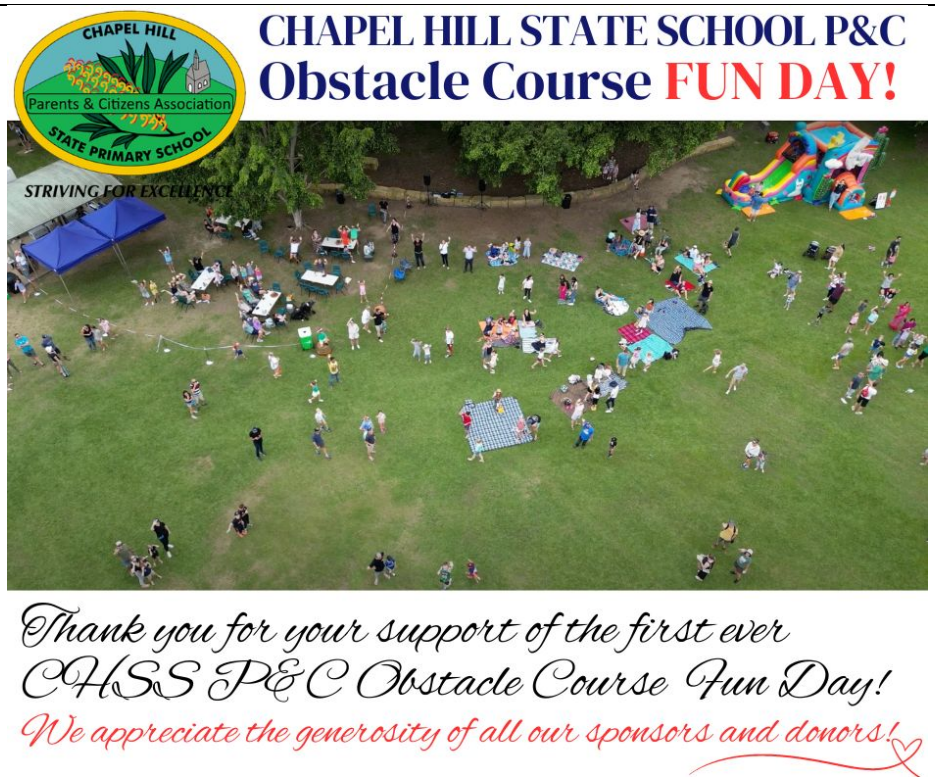
	2024 Christmas Concert: • 6th December; to confirm date with school.
Buildings and Grounds Subcommittee **Claudi Bird – see Att 5.2**	**See FULL REPORT (11 PAGES) at Attachment 5.2** • Uniform Shop fit-out – **Completed**. • Still investigating donation drop-off bin. • Richmond Birdwing Butterfly Sign - Submitted to CHSS for final approval. • **Recycling - Caroline Lawless** has offered to take on the 'oversight' role for the CHSS Containers for Change program. Pickup Day has been switched to a Monday. **Thank you.** • We have gained some additional members and we are very thankful for our great knowledge base and support. Gutters under review: • There is an issue with one of the **downpipes** outside the activities building have been flagged with Tony and CHSS - received email from Cath. • Would be great to have a meeting between CHSS and the maintenance team. **As a team we would like to propose the following projects:** **LARGER PROJECTS:** • Widening of the bridge (its non-compliant and unsafe) especially as the oval is the evacuation area of the school, can this possibly tie in with the drop off zone? Doing a waiting area at the top of the hill potentially some sandstone blocks and a tree or astro turf. Can get a decent 2m path on one side and a 1.2m one on the other (need to remove a tree). • Redesigning/improving of the oval playground, adding a multi-functional slab, a swale to help with runoff, seating, mulch and potentially updating the play equipment. • Recontouring the low points on the netball court side to help with flooding - fairly easy fix. • Creating a yarning circle with logs and mulch above the Year 2 buildings. • Adding a log seating area/amphitheatre with mulching and stump seating to the area under the current handball courts on the way to year 5 (this will improve erosion and washing away). • Providing each classroom with tongs and a bucket for waste collection. • Adding a swale to nature play to improve drainage. **SMALLER PROJECTS:** • Painting and power washing building and maintenance • Fix retaining walls and seating outside year 1 buildings • Paint lines on all handball courts • New bike racks • Creating small seating areas • Water bubblers • In conjunction with the Environment club create our rubbish awareness/reward/habit creating incentive • Can the year 6 gift to the school be stone artwork/sculptural etc to be used in the garden potentially inspired by Australian Children's stories

	• Painting/replacing the battens on the hall and replacing or repainting the doors would make a huge difference • Investigate getting a carpenter apprentice or handyman for a week to help with some tasks or arranging parent working bee or both **See FULL REPORT at Attachment 5.2.**  

Tuckshop Subcommittee Report – see Att 5.3
Michelle Seymour
	See report at Attachment 5.3.
	Noted:
	• Successful Hot Dog Day and Ice Cream day in Term 1.
	• Tuckshop windows cleaned over the holidays looking much better.
	• Windows covered by fixed security screens are difficult to clean properly. Discussed other options with Karan (cleaner) - purchase 30 second window cleaner. Open to other cleaning options or potential for roller doors over windows, remove fixed screens.
	• Tuckshop Special Days:
	  ○ Hot Dog Day - Thursday 23 May 2024
	  ○ Ice Cream Day - Thursday, 13 June 2024
	• Last day of Tuckshop for Term 2: Thursday 20 June 2024

Uniform Shop Subcommittee Report – see Att 5.4 **Melissa Wheaton**	**See report at Attachment 5.4.** • Long sleeve polos have arrived. • **A sample of an alternative bucket hat is being prepared by Tudor Uniforms.** Tudor Uniform's price is comparable to current manufacturer's price and will not have the complications associated with offshore manufacturing. The sample will be presented to the P&C for discussion once it is received. • Some suppliers are moving offshore for manufacturing to reduce costs. The P&C will need to consider and discuss the implications at a meeting post Festival on the Hill. • Plans: Continue improving processes; source alternative suppliers; recruit a group of volunteers for sewing and unpicking. • Proposed motion: "That the P&C approve the purchase of stock to last the remainder of 2024 up to the value of $20,000." – see spreadsheet attached with reports - **Att 5.4.1.**
Digital Communications Subcommittee Report – see Att 5.5 **Rebecca Kierle**	**See report at Attachment 5.5.** **Current activities:** • Currently sorting through and implementing the requirements for the QLD Day Grant. • **Thank you, Ian, for the Fete website updates!**

	• Advertising as required for Fete, Mother's Day Stall and Colour Run. • Maintaining P&C Patch in newsletter. • Keeping WhatsApp up to date. **Roadblock**: • Delay in material approval by QLD Gov. **Plans:** • Continue advertising upcoming events.
Grants Subcommittee Report – see Att 5.6 **Genevieve Murray**	**See report at Attachment 5.6.** **Updates**: • Queensland Day Grant ($8,000) proving a challenge for marketing and Comms in particular. Consider whether possible for future years without more volunteers. • NAB grant submitted for oval playground $20k. • Port of Brisbane grant submitted for oval playground $15k. • Ineligible for Gambling grant until 1 round *after* reconciliation completed of last grant (reconciliation submitted awaiting confirmation of closure). **Plans**: • Continuing work on identifying and applying for new grants.
Health and Wellbeing Subcommittee Report – see Att 5.7 **Convenor – Tom Mittleman**	**See report at Attachment 5.7.** **Obstacle Course Fun Day:** • **Our launch event was a big success!** Over 1000 people attended the inaugural P&C Obstacle Course Fun Day on March 16th, and we have received fantastic feedback from parents. • The event raised around **$4700** for the P&C. Although the goal was to have a community-building event, we also wanted to effectively fundraise for future P&C projects. • Main point of positive feedback: parents loved how kids of all ages, including preppies, could run around having fun independently on the oval with their friends, while their parents relaxed with a drink! • The whole Health and Wellbeing Team put together a great event – Tom, Eve, Amber, Georgia – we all worked together on the planning and execution of the event. Eve led the organisation, secured the sponsorships, and collected raffle prizes. • **Thank you, Tony,** for helping in the lead up and on the day, **thank you Greer** for coordinating money matters, **thank you Chappy Carolyn** for helping with beautiful crafts, and thank you to all the P&C members and school parents who showed up and helped us to make the event a success! Thank you to everyone who came along, we are so happy that it was a fun school event to remember. • Thank you to Oriel Morrison for being our brilliant MC! • **Thank you to all the local businesses who donated $2250 worth of raffle prizes, thank you to our sponsors - sponsorships raised $3350.** • Eve has agreed to lead the event again next year so the team will be back in action for an even bigger and better **P&C Family Fun Day** 2025!

	 **Parenting Workshop:** • **The Health and Wellbeing Subcommittee's first event supporting Mr Mitchell's School Wellbeing Team.** We helped to run a brilliant **Friendship Workshop**, for parents, by parents. Our professional parents shared their expertise in child psychology to support other parents to help their kids with friendship issues. • The Friendship Workshop on May 1st had 35 attendees and was a highly informative night for attendees, beautifully catered. • We have received great feedback from parents. Thank you to the School Wellbeing team for a great event: Sarah, Carmen, Julia, and Sarah. The P&C support team was there on the night (Tom, Eve, Oriel). • The event raised $270 to put towards funding future initiatives of the Double Strength Wellbeing Team.
CPR Facilitator **Catherine Nichols**	**See report at Attachment 5.8.** **Coffee truck dates with Rich Pour:** • Friday 24th May 8am-9am on the oval • June 7th at the HALL (due fete set up) • August 2nd • September 6th • October 4th • November 1st • December 6th **Roadblocks:** • Communications from the school have been unclear or not detailed. • Parents are upset about Cross country cancellation. **Plans:** Appreciation Dates and what needs to be organised for the celebrations: • World Teacher's Day (Fri, 25 Oct 2024).

	• Australian Teacher Aide Appreciation Week will be celebrated from Monday 2 September to Friday 6 September. • School Officer Day will be held on Wednesday, 12 June. (https://ieuqnt.org.au/school-officer-day/) **Recommendation**: Cost spends for the appreciation dates.
General Business	
General business matters	**Other matters:** • Cricket pitches repair: P&C contribution. • World Down Syndrome day : how can the school get involved? • Uniform Policy: discuss updating school uniform policy – girls wearing the unisex shorts with their check shirt for formal uniform. • Email from Tony Ellison: Re School overcrowding: Western Suburbs. ○ "…Reaching out to invite you to a community meeting on local school overcrowding. It'll be at 6pm on Wednesday 15 May at the Indooroopilly State High School performing arts hall (not the new multipurpose hall). The focus of our discussions will be overcrowding at Indooroopilly State High School (ISHS) and the primary schools in the ISHS catchment. You'll hear from me and other community leaders about the problems we're facing and where we go from here."
General business matter Presented by:	Opportunity for items of general business to be discussed.
Closing	
Date of next meeting	The next P&C General Meeting will be held **11 June at 6:30pm.**
Close	Meeting closes. Thank you to everyone who attended.