CHAPEL HILL STATE SCHOOL
PARENTS AND CITIZENS' ASSOCIATION
GENERAL MEETING MINUTES – MARCH 2026

Date: 10 March 2026
Time: 6:30pm
Location: Library

AGENDA ITEM	
Opening and welcome by the Chair	Meeting opened at 6:35pm
Apologies	As per attendance sheet.
Confirmation of minutes of previous GM	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	**"Moving that these minutes be confirmed as a true and correct record of the meeting held on the 10th February."** Moved: Nikki McAllister; Seconded: Mona Hope ; Carried
Guest Presentation: Helping Hands	**Bridie Graham – Regional Director of Helping Hands (HH)– currently seconded to assist with CHSS.**
	Background: - HH well aware that they are currently in a transformation stage - Young educators coming through into a difficult space. OSH space has been changing – challenged with a workforce that is experiencing difficulty with regulation and retaining staff. - OSH sector experiences described including early childhood currently undergoing the most significant reforms that the sector has seen – child safety, need for consistency and high quality care – expectations have increased on educators with higher accountability, responsibility for profession frameworks. - HH reported that workforce availability is affecting the ability to provide services within CHSS. HH are working diligently to employ additional – - HH are up-skilling and improving – plethora of internal trainings and branched out with QCAN for leadership and educators training – leadership and management, behavioural. - HH acknowledged that there was change in routines, communication breakdowns, changes in service to match compliance. - HH acknoweldged of communication issues which may have led to increased frustration. - Karen – service manager was unable to attend P and C meeting however is working on communication backlog. Future Planning - Recommendation to use direct line of communication – any concerns, issues – please direct straight to service with face to face,phone, email options – for immediate addressing. - Additional guidance and counselling available from Bridie for leadership team and educators to promote positive change within CHSS. Seeking P and C support to forward concerns to Karen for appropriate responses.

	- Wanting to rebuild relationship with CHSS including would like to be involved within school events within the future – please reach out - ? staff support. - Concerns raised regarding child safety – seeking answers regarding training of educators → onboarding child safety, medical information, online modules – 4 main to be completed and need to be completed – one regarding child safeguarding. HH will be enrolling all staff – annual training. ? internal culture regarding educator capability to apply that knowledge and how that is impacting upon service provision. - Discussion regarding follow up process when child not present, transitions. Is there a timeframe of contacting parent if child is has not shown up – 3-3:10 is timeframe allowed. If not arrived by3:10 – educators are seeking location of children, including contact of children – starting with highest priority (prep). HH reported that 10-15 children can not attend (and HH have not been notified) and therefore adds to workload of finding children. **P and C suggestions:** – Distribute link to PDF handout which contains staff contact details, - HH to send through regular communications (weekly/ fortnightly) to existing service users + school community using all platforms to be able to reach all familiies. Staff details, FAQ, policy details for reporting. - Possible potential for HH to provide policies to increase confidence for parents and clarity of processes which should be followed. ? easy access to frequent concerns – ? ability to ensure communication is streamlined for CHSS verse email from Helping Hands HQ**.** ?fridge magnet with communication details of CHSS HH details – ie absence, extra booking – ? introduce Karen – through communication. IN addition for photos of staff associated with year levels etc as well as Karen. ? open afternoon with new leadership (once recruited) for parent education regarding policies, staff identities - Seeking review of medication forms and formal communications for individual children's needs regarding medications. **Thank you for HH for attending to** address the concerns that have been present within CHSS community – HH seeking to please continue to share any concerns and also positive news if present
Secretary's Report	
Nikki McAllister **Report – see Att 1.2**	**See Secretary's Report at Attachment 1.2**
Table of executive committee's decisions	Secretary tabled executive committee's decisions - Att 1.2 Discussed necessary action taken on urgent matters since previous meeting.
Correspondence	Distributed correspondence table as per Secretary's Report - Att 1.2.
President's Report	
Report - see Att 2.1	**See President's Report at Attachment 2.1.** **Noted from Claudi:** <u>Executive Committee Transition</u> First month for the new President; transition to the new Executive Committee is nearly

	complete. • Formal welcome to the new Treasurer and executive members: Althea, Nikki and Jodie. • Acknowledgement and thanks to outgoing President Oriel and the previous committee. <u>Infrastructure & Fundraising Updates</u> • Procurement for Stage 1 of the infrastructure project is underway. • Target: New oval playground refreshed and operational by start of Term 3. • Thanks to Annelyse for support on this project. Events & Community Activities • Strong start to 2026, although Family Fun Day (7 March) was postponed due to weather. • Thanks to Eve and her team; a new date to be confirmed. • Events planning progressing well with several new ideas in development <u>2026 School Fete</u> • Fete planning advancing strongly. • Special thanks to Althea and Flick for event arrangements and management of Trash & Treasure collections. <u>Funding Priorities (Capital Projects)</u> • New oval playground (with drainage and seating) • Half basketball court • Hydration station & bubblers • Raised garden bed teaching area + improved drainage near Year 1 • Additional sandstone seating • New picnic tables • New drainage and swales in Adventure Playground **Discussion:** - **Thank you Oriel** and other volunteers and leaving a well oiled machine and that it is a privilege to take over. - First exec meeting completed and one aim is to make P and C more visible to celebrate the winnings of P and C. This will be done through the addition of Wednesday P and C pop up - to eduate re: P and C progress, highlight what we are about, introductions of P and C members, conversation regarding what P and C is about, increase volunteers and encourage participation of families throughout the events over the year. - Goal is to set a fundraising goal throughout the year - ~ 75 K over the year which will go towards 2026 funding goals, oval playground, hydration station, basketball courts, drainage around campus including oval. Aim to increase parent awareness regarding involvement in P and C allows above projects and to thank parents of previous participation has allowed for those initiatives. **Mona expressing thanks for being involved in P & C** **THANKS TO MONA and well wishes for the future.** **Thanks to Eve** regarding input for FFD despite the poor weather resulting in postponement.

<table>
<tr><td></td><td></td></tr>
<tr><td>Motion</td><td>Raised a motion for Jodie Reece to take over as Treasurer and bank signatory.

Moved: Mona Hope, Seconded: Catherine Nichols, Carried.</td></tr>
<tr><td>Vice President</td><td></td></tr>
<tr><td>Althea Papinczak</td><td>Submitted the Events report – details below</td></tr>
<tr><td>Treasurer’s Report</td><td></td></tr>
<tr><td>Mona Hope
Reports - Atts 3.1</td><td>Treasurer’s report Att 3.1
Financial Position: The P&C remains financially stable with total assets of $234,401 and net assets of $186,836. Cash reserves remain strong at $180,235 across bank accounts.
Trading Activities:
February trading income totalled $32,647, comprising Tuckshop $17,727, Uniform Shop $12,004, and Events $2,915.
<u>Tuckshop:</u>
Continued strong performance with a gross profit of $6,317 for the month.
<u>Uniform Shop:</u>
Generated $1,899 gross profit for February; stock on hand valued at $43,556.
<u>Events:</u>
February expenses mainly relate to preparations for Family Fun Day and the 2026 Fete, with revenue to follow later in the year.
<u>YTD Result:</u>
The P&C reports a YTD net loss of $(31,738), consistent with timing of event costs and higher operating expenses early in the year.
Trust & Grant Balances:
• Year 6 Graduation funds held: $6,514
• Deferred grant income: $187
• Prepaid expenses: $1,220 (Bush Dance deposit) Liabilities:

Total liabilities of $47,564, including significant event supplier payables 3 (e.g., $27,090 to Party Time Amusements)

<u>Receivables:</u> Total receivables $1,272, mainly an ATO refund of $1,311 pending

Discussion
<table>
<tr><th>Source</th><th>Revenue</th><th>Gross Profit</th></tr>
<tr><td>Tuckshop</td><td>$17,727</td><td>$6,317</td></tr>
<tr><td>Uniform Shop</td><td>$12,004</td><td>$1,899</td></tr>
<tr><td>Events & Fundraising</td><td>$2,915</td><td>n/a</td></tr>
</table>
</td></tr>
</table>

Balance Sheet – 28/02/2026

Category	Amount
Total Assets	**$234,401**
Cash & Bank Accounts	$180,235
Net Assets (Equity)	**$186,836**
Prepaid Expenses (Future Events)	$1,220
Year 6 Graduation Funds Held in Trust	$6,514
Deferred Grant Income	$187

- Plenty of available to funds in bank account to allow for staff payment and to be recouped by events later within the year.
- Year 6 t-shirts and jackets discussed and budget allows for purchasing. Profit stays within account
- Key notes from slides!
- Events insurance – needs to be secured for each event - Fete. Basic liability is covered annually.

School Leadership

Stewart Jones
School Principal

Discussion:

- Prep first assembly was completed last week – one of the favourite events in the year for Mr Jones.
- Wet weather – 3 buildings with significant leaks and need work – despite all 3 buildings having recent renovation.
- Gold rush excursion for Year 5 completed last Friday – went well considering weather
- HR staffing concerns ongoing – Tal Mitchell is acting Principle at Brookfield – likely until end of Term 1. Tanya Venuto is coming from Rainworth
- School photo day 19 March – likely cancel band. Seeking clarification on uniform required for photo day
- NAPLAN upcoming and focus on prepared but not stressed – literacy and numeracy focus – diagnostic test for whole school feedback and individual for student forward movement.
- First Open Forum with Prep parents completed last thursday – Yr 1 and 2 to be completed - ? beginning of term 2
- Nature Play playgroup has been advertised – sessions on Wednesdays – shared within Kindys and Facebook. Strong connection with Walker Learning an early learning approach.

Chaplain's Report -
Chappy Carolyn

Discussed:

Entertainment Book/App– double donation to Chaplaincy if purchased Entertainment - $75 – to be advertised through Facebook and school information – all on an app these days. There will be a specialised link that ensure extra donation to Chaplain

Subcommittee Reports	
Events Subcommittee Report Att 5.1	**See Events Report at Attachment 5.1.** **Noted:** <u>Term 1 Activities</u> **Yoga with Jo – Term 1** • Weekly Thursday evenings, 7:30–8:30pm (Weeks 2–9). • Cost: $10 per class / $60 term pass (via QKR). • Leads: Eve (Lead), Amber (Second). **Family Fun Day –** New date – • Tickets via QKR ($45 family / $25 1 carer & 1 child / $95 family + donation). • Food trucks: Johnny Brisket + Gourmet Pizza. • Additional offerings: LICK ice creams, snow cones, popcorn, bar from 12pm. • Activities: Obstacle courses, jumping castles, basketball, giant darts, craft, chill zone, scavenger hunt. • Volunteers call-out posted. • Revenue: $3,685 in sales. • Sponsorship: Helping Hands confirmed ($2,000) <u>Upcoming Events</u> **Colour Run – Friday 20 March** • Lead: Sarah Maxwell. • Details still to be confirmed; awaiting requirements for P&C involvement. **Mother's Day Stall – Friday 8 May** • Lead required. • Details to be discussed at meeting. **Festival on the Hill – Saturday 13 June** Lead: Althea Papinczak • Budget drafted and available on G Drive. • Rides booked; deposit paid. • Entertainment: DJ Bex locked in (4:30–6:30pm). • Sponsors: o Arthur Conias confirmed ($7,500 main stage sponsor). o Ray White Metro West – interest expressed. o Liz Browning – unavailable this year. • Previous sponsors contacted; vendor quotes being obtained. • Proposal: Reduce fireworks to Silver package and start earlier (by 15–30 mins). Trash & Treasure – Saturday 13 June • Lead: Flick. • Details to be confirmed. **Parents Social Event – Saturday 1 August** Lead: Althea Papinczak Two options under consideration: 1. Long Lunch at the school (3pm–7pm).

2. Party at Witton Barracks – teepees, booze bus, band/DJ, on-site toilets, favourable community pricing.
• Budget to be presented for approval.
• Suggested theme: "Your Most Awesome Coat or Jacket."

Father's Day Stall – Thursday 3 September
• Lead required.
• Details TBC.

Bush Dance – Saturday 24 October
• Band: Beefa's Bush Band confirmed.
• Setup: Arrive 4:00–4:30pm, start 5:30pm.
• Request: Reserve 4 car parks for equipment unloading.
• Invoice forwarded to Treasurer.

Christmas Concert – Friday 4 December
• Lead: Althea Papinczak.
• Considering hiring a stage and repositioning on oval for shade.
• Query: Can a bar be added?
• Aim: Improve comfort due to heat.

Discussed:
- Family Fun Day new date discussed around existing events and school calendar, impact of community events - ? 18th/19th July; 25/26 July; seek availability from vendors to lock in new date. Aiming 18th as preference (? impact on Sunday surcharge) - TBC
- Colour Run – confirmed as 20/3/26 and sign up sheet need to be adjusted.
- Mothers day Staff – Faith to be confirmed as lead
- FETE – locked in sponsors, rides and DJs booked, feeling confident with big ticket items being confirmed. Seeking new stage quote and bar theming. Discussed reduction in fireworks and being earlier. Working on lighting and toilet placement with little tweaks. Discussed allocating year levels to various 'sites' for volunteers – Year 6 – Sideshow Alley, Prep – Lollies – further to be sent for input and perhaps this could be allocated as per previous co-ordinators. Keep Bar and trash Treasure as whole school . Seek volunteers throughout the week for preparation and linked to year levels- ? competition for most volunteers in week

Trash and Treasure update
☆Container is 1/3 full. Hopefully the weather holds out for drop off this Sunday.
☆Keen for more big packing boxes if anyone has some.
☆Could I get an update on getting another toilet key cut for the hall? In progress
☆Tony has suggested we might be able to use the big double shipping container to store P&C stuff in on the oval which would make it more accessible for us. It's not really usable for him. Could we look into this. Yes it is high on the agenda for review.
☆Tony needs a new shipping container to replace the one full of 'Black Mould' which is a serious health risk. Could we please organise to replace this. I'm happy to look into it. This in a general grounds concerns – to be looked into
☆Trash and Treasure would like to run a colouring in competition with the winners in each year level to receive a voucher to spend at Trash and Treasure. We are trying to get the parents more aware of it and the kids more excited.

	- Parents night options discussed – no theme encouraged, Liz Browning available to sponsor Witton Barracks and ? HH – for further discussion with budget at next meeting - Fathers Day stall – lead required - Bush Dance – to be further discussed closer to time. - Christmas Concert – ? slight tweaks around stage placement to avoid sun exposure – to be further discussed
Buildings and Grounds **Claudi Bird**	**See Buildings and Grounds Report at Attachment 5.2.** **Summary of Current Projects** • Major projects ongoing, including the oval playground refurbishment, additional tuckshop storage, hall kitchen refurbishment, drainage works near the netball court, drainage improvements in the nature play area, hall louvre installation, and remediation of drainage issues near the tennis courts and cricket nets. • Minor projects progressing/planned, including new bike racks, small seating areas, prep playground water bubblers, and a rubbish-awareness initiative with the Environment Club. **Key Achievements** • Progress on oval playground planning. • Increased volunteer interest in project participation. • Reuse of troughs salvaged from bathroom renovations **(acknowledgement to Mr Jones).** **Challenges** • Weather-related delays and site access limitations due to ongoing construction works. **Implemented / Ongoing Actions** • Oval playground demolition to be undertaken by P&C; EQ to manage procurement and installation of equipment. P&C to complete seating, drainage swale, and mulching. • Final rectification work on three tuckshop overhead cabinets completed. • Drink troughs scheduled for installation during school holidays. **Discussed** ● Oval playground will need to go through Education Queensland procurement. P and C will be involved for demolition, swale and seating. Approved contractor for design and installation – thank you Annalyse for driving this process. ● Under budget for tuckshop repair – overhead cupboard, ● Raising of uniform shop repair of water leak – to be further acted upon ● Aim to improve ventilation of school hall and investigate option of louver, and open up access into hall - likely 2027 big project ● Prep bubblers being completed over term one holidays ● Raised concern with flooding around netball courts – on list and to be reviewed in the future
Motion 1	That the P&C approve funding to clear the existing stormwater pit and inspect the associated drainage infrastructure near the cricket nets and tennis courts, to determine the extent of blockages or damage and enable development of a remediation plan.

	Raise a motion to spending up to 3K to clear it up, see what is happening to determine extent of damage and to determine options to remedy Moved: Mona Hope; Seconded: Divna Haslam ; Carried
Motion 2	Motion 2: Installation of Guttering – Pavilion Area That the P&C approve installation of guttering around the pavilion seating and the undercover area next to the future basketball court, with all runoff directed into the planned swale as part of the oval playground project. Seating to be removed, area cleaned and repaired, and seating re-installed **Currently tabled as this will be reviewed within oval playground**
Tuckshop Subcommittee Michelle Seymour	**Noted:** • Concerns regarding water coming in the air con unit and wet patch on the ceiling ahead. **Discussed:** **Nil raised during meeting.**
Uniform Shop Clare O'Brien	**Discussed:** - Additional concerns regarding further need for larger sizes – to be further clarified - Nil requests identified
Comms Subcommittee Report - see Att 5.5 Rebecca Kierle	**See the Comms Report at Attachment 5.5.** **Noted:** <u>Successes / News / Updates</u> • Fete advertising commenced; Facebook event created. • Colour Run promotional activity increased. • FFD to be readvertised once new date is confirmed. <u>Future Plans</u> • Continue communications and promotion for upcoming events. **Discussed:** **-** Newsletter is potential untapped resource – analytics from the office and about 30% of emails are opened. ? option to start competition regarding content of newsletter - ? how many Lorries - ? resharing of newsletter link to apply
Grants Subcommittee Genevieve Murray	**See the Grants Report at Attachment 5.6.** **Noted:** <u>Roadblocks / Issues / Concerns</u> • Meeting still pending with the school regarding Deductible Gift Recipient (DGR) Building Fund arrangements. <u>Future Plans / Project Submissions</u> • Submitted: Gambling Community Benefit Fund – Round 1 application for playground works (slab, hoops, swale). • Upcoming: Port of Brisbane Grant application for oval playground swale. • Engagement: Two additional volunteers identified via JotForm. **Discussed:** **Nil further discussed – to be continued**

Health and Wellbeing Subcommittee **Eve Jenkins**	**Discussed** **Nil further**
CPR Facilitator **Catherine Nichols**	**Discussed:** ● Nil further
OSHC Liaison	**Discussed:** ● Nil further
General Business	
General business matters	**Nil raised during meeting**
General business matters	
Closing	
Applications for membership	New membership applications for acceptance: Nil known to be clarified at next meeting.
Close	Meeting closed at 8:15pm. The next **CHSS P&C General Meeting** will be held **12 May 2026 at** 6:30pm in Conference Room 2.

Confirmation of minutes
Chair name:

Signature: _____ Date: _____/_____/_____

CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION
GENERAL MEETING ATTENDANCE REGISTER – 10 FEBRUARY 2026

STRIVING FOR EXCELLENCE

Name	Present	Apology
Staff Leadership Team		
Stewart Jones (Principal)	x	
Tal Mitchell (Deputy Principal)		x
Mel McDonald (Deputy Principal)		x
Paula Morton (Deputy Principal)	x	
Naomi O'Kearney (Head of Student Support Services)		x
Carolyn Harris (Chaplain)	x	x
Annelyse Strong (Business Admin)		x
2026 Executive Members		

Claudi Bird – President	x	
Althea Papinczak – Vice President	x	
Treasurer – Mona Hope	x	
Nikki McAllister – Secretary	x	
2026 Members		
Amanda Merrick		
Amber O'Neill		
Ana Silva		
Barbara Reid		
Barry Millard		
Carene Hogg		
Caroline Lawless		
Catherine Nichols	X	
Clare O'Brien		
Divna Haslam	X	
Eve Jenkins		
Felicity Burns		X
Genevieve Murray		
Georgia O'Malley		
Helen Tam		
Ian Burns		X
James Fry		
Kate Millard		
Katrina Swalwell		
Laura Pyke		
Michelle Seymour		
Mona Hope		
Oriel Morrison-Higgins		
Rebecca Kierle	X	
Samantha Lemons		
Sophie Mitchell		
Stanley Kierle		
Tammi Levine	X	
Honorary Life Members		
Jane Fountain		
Melanie Venz		
Robyn Arthur		
Val Balnave		
Visitors		
Bridie Helping Hands	X	
Alina Dini	X	
Anna Jenkins	X	

Table 1. ACTION ITEMS WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
P&C and School to collaborate Claudi Flick Annelyse	**P&C Storage** ● The current P&C storage situation was emphasised as a priority issue for 2026. Concerns were raised regarding the safety and stability of the existing storage container, and photographs were tabled illustrating the precarious condition. Members agreed that the situation requires improvement. ● It was noted that, subject to the school's approval, the P&C may need to consider funding storage upgrades if this is the only viable pathway to resolving the issue. ● The P&C will liaise with the school regarding options, with further discussion and updates to be provided at the March P&C meeting.	In progress
P&C and School to collaborate Gen Murray Eve Jenkins Tal Mitchell	**Sun Safe Policy** ● Gen is keen to help strengthen the school's sun safety policy, noting that while hats and shade structures are well embedded, there is an opportunity to adopt a more holistic sunscreen strategy. ● The school noted that a current sun safety policy is in place, and sunscreen is routinely made available at school events and sporting activities. ● Members discussed reviewing and refreshing the existing policy to ensure it aligns with current expectations and best practice, including consideration of making sunscreen available within classrooms. ● Refer to the proposal document at **Attachment 5.6** for further detail. "Action Requested While the Department of Education already provides a template for a sun safety policy[1], I would be happy to work with the school to update or create a CHSS sun safe policy in such a way that includes making sure sunscreen is part of the school's plan to protect student health and well-being. The P&C Health and Wellbeing Subcommittee, largely comprising medical professionals, has also offered their assistance in developing the policy. Thank you for your consideration of this important issue.**"**	In progress