# CHAPEL HILL STATE SCHOOL

## PARENTS AND CITIZENS' ASSOCIATION

## GENERAL MEETING MINUTES – 10 FEBRUARY 2026

**Date: 10 February 2026**
Time: 6:30pm
Location: Library

| AGENDA ITEM | |
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| Opening and welcome by the Chair | Meeting opened at 7:11pm. |
| 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 11th of November 2025."<br>Moved: Eve Jenkins; Seconded: Mona Hope; Carried |
| **Secretary's Report** | |
| **Eve Jenkins**<br>**Report – see Att 1.2** | **See Secretary's Report at Attachment 1.2**<br>• Discussion of changes to Blue Card requirements - ongoing work by Susana (Admin) looking at the new rules and regulations and designing a management system; work will continue with our new executive committee.<br>**Blue Card Requirements & Volunteer Registry update notes**<br>• **All volunteers** will now be encouraged to hold a **free Volunteer Blue Card** and have it **linked to Chapel Hill State School P&C**. This supports best-practice child-safety standards and simplifies event coordination.<br>• At CHSS we plan to normalise Blue Card registration through early parent communication, to prepare new families for volunteer participation.<br>• We are working to align messaging between the school and P&C, ensuring both send consistent information about volunteer Blue Cards. |
| Table of executive committee's decisions | Secretary tabled executive committee's decisions - Att 1.2<br>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.**<br>**Noted from Oriel:**<br>• After four years as President of the P&C, it feels like the right time to pass the mantle on, and I'll be stepping down from the role. I want to sincerely thank everyone who has given their time, energy and support - it's been a privilege to work alongside such a committed community. Together, we've delivered some wonderful events, raised significant funds, and had a lot of fun along the way. I'm very much looking forward to watching the new President and their team shine.<br>• My passion over the time I have been president has been to build a new oval playground. We tried for a grant, which was denied at the end of 2025. However, we have been saving hard and I am proud to say we now have $190k in the bank. We will be moving ahead with the new playground, under the new exec's stewardship. |

**OVAL PLAYGROUND PROJECT DISCUSSION:**

- **The Oval Playground Project was discussed with our incoming P&C President, Claudi Bird.** The project is proposed as a two-stage development to deliver the shared vision established by Oriel, Claudi, and the P&C.
- Works are planned to occur predominantly during school holidays where possible, with any demolition works to be completed outside school hours. It is anticipated that the oval playground may need to be temporarily fenced during term time to enable construction to be finalised.
- Claudi and the Buildings & Grounds (B&G) team have obtained preliminary pricing from preferred suppliers.
- Previous plans to fund the project through grant funding were noted; however, CHSS was unsuccessful in the 2025 GCBF funding round.
- The Committee discussed projected costs and current P&C financial capacity. Due to strong fundraising outcomes, the P&C is in a position to fund this major project while also meeting other budgeted commitments for 2026.
- Members expressed strong support for progressing the project in collaboration with the school.

**Motion**

**"That the P&C fund up to $75,000 to upgrade the Oval Playground area, with new play equipment installed along with seating, swale, and installation."**
**Moved: Oriel Morrison-Higgins; Seconded: Divna Haslam; Carried**

**Vice President**

Our incoming VP is the amazing Althea Papinczak, who joins the CHSS P&C Exec to help with Events and support the Executive Team, with thanks.

**Treasurer's Report**

**Mona Hope**
**Reports - Atts 3.1 & 3.2**

**Treasurer's report presented at tonight's AGM**
**2026 Proposed Fundraising Events & Activities**
Expense Budget discussed and preapproved for the year.

## 2026 Proposed Fundraising Events & Activities Expense Budget

| Event | Amount |
|---|---|
| Family Fun Day | $12,000.00 |
| Christmas Concert | $ 600.00 |
| Colour Run | $ 500.00 |
| Bush Dance | $ 2,000.00 |
| Father's Day Stall | $ 500.00 |
| Mother's Day Stall | $ 6,000.00 |
| Parents' Trivia Night | $ 8,000.00 |
| Community BBQ | $ 1,500.00 |
| Yoga | $ 400.00 |
| **Total** | **$ 31,500.00** |
| **Fete expense budget** | **$ 64,500.00** |
| **TOTAL INCL FETE** | **$ 96,000.00** |

**Treasurer Position**

- **The P&C is seeking to appoint a new Treasurer as a matter of priority.**
- The Committee acknowledged and sincerely thanked **Mona Hope** for her generous contribution to the role, supporting the school community while her niece and nephews attended CHSS. Mona has made significant improvements to the Treasurer function, including the appointment of a bookkeeper, which will substantially reduce the workload for the incoming Treasurer.
- If you're interested in learning more about the Treasurer position, please talk to a member of the P&C exec, or email: president.chsspandc@gmail.com.

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| **Motion** | "That the P&C approve event budget spending for the year as proposed."<br>Moved: Divna Haslam; Seconded: Tammi Levine; Carried |
| **School Leadership** | |
| **Stewart Jones**<br>**School Principal**<br>**Report - see Att 4.1** | **See Principal's Report at Attachment 4.1.**<br>**Principal's Report – Key Points**<br><u>School Operations</u><br>• Positive and settled start to 2026; timetables fully operational.<br>• Instrumental Music and Maths Ignite Programs (MIPY5 & MIPY6) commenced; expansion planned for lower year levels.<br>• Student leadership induction underway; District Swimming Trials participation noted.<br>• Enrolments confirmed; no class restructures required, ensuring staffing stability.<br><u>Strategic Direction</u><br>• Strategic Plan structured around three pillars:<br>  ○ *The Head* – strategic teaching & learning<br>  ○ *The Hands* – building teacher proficiency in priority areas<br>  ○ *The Heart* – student, staff, and family wellbeing<br>• Oversight of this work is provided by the CHSS School Council, chaired by parent representative Carene Hogg.<br><u>Head and Hands - Teaching & Learning</u><br>• Continued focus on Walker Learning and CHSS reading approach.<br>• Reduced staff turnover; mentoring and coaching prioritised.<br>• Strengthened reading outcomes under DP leadership; expansion of Learning Enhancement Teachers.<br>• Implementation of external teacher coaching program to build instructional expertise.<br><u>Heart: Wellbeing & Engagement</u><br>• Ongoing PE4L framework implementation.<br>• Targeted wellbeing programs: Rock and Water; exploration of Grow Your Minds.<br>• Continued staff engagement with Choice Theory to support self-regulation and engagement.<br>**Discussion:**<br>• Population trends and enrolment matters were discussed.<br>• A member enquired about strategies to retain upper primary students. The school advised that this remains an ongoing area of consideration and discussion.<br>• A member expressed appreciation to the school for the range of services and opportunities provided to students at CHSS.<br>• The upcoming School Council meeting will be held on 28 February. The P&C President or a delegate will attend. Carene Hogg is the current Chair.<br>• Paula noted that the Prep cohort has settled in well, with positive feedback regarding the excellent work of teaching staff.<br>• It was noted that the Prep parent lunch, organised by Bec Kierle, was successfully held and well received, thanks Bec! |
| **Chaplain's Report - see Att 4.2** | **See Chaplain's Report at Attachment 4.2.**<br>**Noted:** |

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| Chappy Carolyn | **Chappy Meal deals** proposed dates (checked with tuckshop)<br>• Term 1 - March 31 - Sushi (On Qkr orders done inhouse) $10 deal<br>• Term 2 - June 23 - Domino's pizza (Qkr orders done inhouse) $10<br>• Term 3 - Sept 15 - Bakers Delight pizza rolls (Qkr orders done inhouse) $10 deal<br>• Term 4 - Dec 8th - Subway and Sushi (through my school lunch) prices variable<br>**Chappy Connection Nights:**<br>May 7th – Paint and Sip - $25 per person + option for $10 take home kit for juniors<br>Sept 3rd – Family Games Night $15 per person |
| **Subcommittee Reports** | |
| **Events Subcommittee Report Att 5.1** | **See Events Report at Attachment 5.1.**<br>**Discussed:**<br>• **FAMILY FUN DAY 2026 -** Date: Saturday 7 March<br>Lead: Eve; Second: Amber, Georgia, Ana<br>○ **Tickets available on QKR** - $45 family ticket/ $25 x 1 carer & 1 child / $95 family + donation<br>○ **If you are planning to attend, please purchase a ticket asap so that the planning committee knows how many families to expect, thanks**!<br>○ Food trucks – Johnny Brisket and Gourmet Pizza Truck<br>○ LICK real ice creams, snow cones, popcorn & bar open from 12pm; Obstacle courses, jumping castles, basketball, giant darts, craft zone, chill zone, scavenger hunt, snow cones, ice creams, fresh popcorn.<br>○ Call out for volunteers: volunteersignup.org/JYXDR<br>• **YOGA WITH JO – TERM 1 -** Date: Weekly Thursday's - Lead: Eve<br>○ Thursday evenings in the Arts Room from 7:30-830pm, Term 1 Weeks 2-9; $10 per class / $60 term pass<br>• **COLOUR RUN -** Lead: Sarah Maxwell – DATE CHANGE - was ~~Friday 27 March~~, **NOW CHANGED TO Friday March 20TH** to align with the CHSS Cross Country.<br>• **MOTHER'S DAY STALL** - Date: Friday 8 May – we need a lead!<br>Althea and Events team aiming to find an event lead asap.<br>• **FESTIVAL ON THE HILL -** Date: Sat 13 June - Lead: Althea Papinczak<br>Planning ongoing, promotional material need to be finalised asap.<br>• **TRASH AND TREASURE**<br>Date: Saturday 13 June - Lead: Flick<br>Flick has suggested acquiring a larger red bin for T&T; options to be considered.<br>○ The P&C would put it out for collection, bring it back in, and secure it.<br>• **PARENTS TRIVIA NIGHT / alternatives considered**<br>Date: Saturday 1 August; Lead: Althea; Discussed: Althea considering options including a Parents Big Night Out with trivia, stand-up comedy and more; or a Long Lunch on the oval in the afternoon – plans to be confirmed.<br>• **FATHER'S DAY STALL**<br>Date: Thursday 3 September; Details TBC<br>• **BUSH DANCE**<br>Date: Saturday 24 October; Beefa's Bush Band has been booked & confirmed. Looking for an Event Lead.<br>• **CHRISTMAS CONCERT**<br>Date: 4 December; Details TBC |

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| | **Discussed:**<br>• Other fundraising events will be the **Pie Drive** run by the B&G Team in winter,<br>• and the **Mango Drive** run by Flick in Term 4 |
| **Buildings and Grounds**<br>**Claudi Bird** | **See Buildings and Grounds Report at Attachment 5.2.**<br>**To be discussed:**<br>• Plans to proceed with the Oval Playground equipment upgrade during the March holidays, as discussed in President's report above.<br>• Confirmed that the 2026 Pie Drive delivery date will be the 13th of May.<br>• Claudi and the B&G team noted the welcomed upgrades around the school, with new paint, battening, new prep gates and other infrastructure upgrades around the school – **with thanks to Annelyse for her work – it looks great!**<br>• Tuckshop works required – overhead cupboard modifications – motion carried below. |
| **Motion** | "That the P&C fund up to $1000 to modify the overhead cupboards in the tuckshop."<br>Moved: Divna Haslam; Seconded: Barry Millard; Carried |
| **Tuckshop Subcommittee**<br>**Michelle Seymour**<br>**Report – see Att 5.3** | **See the Tuckshop Report at Attachment 5.3.**<br>• Tuckshop up and running for 2026 with full menu.<br>• Overhead cupboard above the toastie machine changed over the holidays which has improved working in this area.<br>• Overhead cupboards near the cooktop to be modified, motion passed at this meeting.<br>• Tuckshop Special - Ice cream Day - Thursday 26 March 2026 |
| **Uniform Shop**<br>**Clare Whelan** | Members like the new school hat design.<br>Further Uniform Shop updates to be provided at the next meeting. |
| **Comms Subcommittee Report - see Att 5.5**<br>**Rebecca Kierle** | **See the Comms Report at Attachment 5.5.**<br>**Discussed:**<br>• Successfully advertised and maintained communications within our community during 2025. Over 350 Facebook posts for the year.<br>• Next to zero engagement with the P&C Facebook page and posts in CHSS Parents group – more people have moved away from FB.<br>• Website updates: Domain name registrations are due this year.<br>▪ chssfete.org.au due 15 May 2026 (last renewal AU$49.50)<br>▪ chsspandc.org.au due 22 Oct 2026 (last renewal AU$49.50)<br>• Discussed communications and promotions plans for the fete, with under 4 months to go – discussed rebranding plans – plans to get Festival FB page up, advertising locally, plans to seek sponsors and call out for convenors, plans to confirm branding promotional materials asap, consider costing for new banners etc if new branding is implemented – or could be planned for 2027.<br>▪ **Branding to be finalised within two weeks, thanks Althea.** |
| **Motion** | "That the P&C fund up to $120 to renew both domain names for CHSS P&C websites."<br>Moved: Bec Kierle; Seconded: Cath Nicols; Carried |
| **Grants Subcommittee**<br>**Genevieve Murray** | **See the Grants Report at Attachment 5.6.**<br>• Several applications in 2025 were unsuccessful – feedback was simply volume (high demand). Will reapply to the same opportunities this year and continue to search for more.<br>• No DGR status for P&Cs anymore means ineligible for a number of grants - to be discussed - DGR Grant opportunity end of Feb – discussed with the school |

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| | • Discussed options regarding whether we bid in Round 1 ($35k) for Gambling Grant or wait to see if Round 2 is a super round ($100k) (Ineligible for Round 2 if successful in Round 1). Details for 2026 Rounds 2 and 3 not yet finalised. |
| **Health and Wellbeing Subcommittee**<br>**Eve Jenkins** | **See the Health and Wellbeing Report at Attachment 5.7.**<br>**Yoga with Jo -** continues at CHSS in 2026<br>• Thursday nights in the Arts Room, 7:30pm until 8:30pm. Highly recommended, five stars. Tickets on QKR.<br>• Our first evening of Yoga on Feb 3rd had 9 attendees and we have sold 6 term passes already.<br>• **Questions about the room hire and weekly set up arrangements**<br><br>**P&C Family Fun Day 2026 – March 7th - 12pm - 4pm on the School Oval**<br>Our 3rd Annual P&C Family Fun Day is almost here - bigger and better than ever!<br>**Tickets are ON SALE NOW on QKR!**<br>• The 45m Nuclear Rush Obstacle Course is BACK! + Prime Transformer Obstacle Course + Wipeout Obstacle Course + Dinosaur Jumping Castle + Preppies (& toddlers!) Bluey Jumping Castle + Inflatable double hoops basketball + Inflatable 5m-tall giant darts + Craft Zone + Chill Zone + Scavenger Hunt<br>• LICK Real Ice Creams and Sorbets; Snow cones; Fresh popcorn<br>• Two food trucks serving from midday – **JOHNNY BRISKET and GOURMET PIZZA TRUCK**<br>• Volunteers needed! We'd love your help on the day - thank you for any time you're able to give 👉 Sign up here: volunteersignup.org/JYXDR<br>• **Free entry for CHSS teachers and staff!** Come and join in the fun! |
| **CPR Facilitator**<br>**Catherine Nichols** | **Discussed:**<br>• The 2025 WhatsApp community was a success.<br>• The 2026 WhatsApp community has been set up and is working well.<br>• Two classes without a CPR assigned for 2026, lots of regulars putting up their hands up again.<br>• Sending out class lists to CPRs, to cross reference the class chat members. |
| **OSHC Liaison** | **Discussed:**<br>• Significant staff changes at HH CHSS this year - Caitlin resigned along with other staff, new staff onboard, transition process.<br>• Given that members often have questions about HHN, it was decided to keep an OSHC HHN liaison officer as part of the 2026 CHSS P&C – looking for suitable candidates, please email if interested: president.chsspandc@gmail.com.<br>• Bec Kierle agrees to take on the role in the interim, with thanks.<br>• Bec will invite HHN to attend the next P&C meeting. |
| **General Business** | |
| **General business matters** | **Discussed:**<br>**P&C Storage**<br>• 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.<br>• 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. |

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| | ○ The P&C will liaise with the school regarding options, with further discussion and updates to be provided at the March P&C meeting.<br>○ **ACTION ITEM ADDED** |
| **General business matters**<br>**Presented by:**<br>**Geneviève Murray**<br>**CHSS Parent**<br>**and Grants Convenor** | See proposal document at **Attachment 5.6.**<br>**Sun Safe Policy**<br>• 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.<br>• The school noted that a current sun safety policy is in place, and sunscreen is routinely made available at school events and sporting activities.<br>• 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.<br>• Refer to the proposal document at **Attachment 5.6** for further detail.<br><br>"Action Requested<br>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.<br>The P&C Health and Wellbeing Subcommittee, largely comprising medical professionals, has also offered their assistance in developing the policy.<br>Thank you for your consideration of this important issue.<br>Sincerely,<br>Geneviève Murray<br>CHSS Parent"<br>- **ACTION ITEM ADDED** |
| **Closing** | |
| **Applications for membership** | New membership applications for acceptance: Nil |
| Close | Meeting closed at 8:35pm. The next **CHSS P&C General Meeting** will be held **10 March 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) | | |
| Paula Morton (Deputy Principal) | x | |
| Naomi O'Kearney (Head of Student Support Services) | | |
| Carolyn Harris (Chaplain) | x | |
| Annelyse Strong (Business Admin) | | |
| **2026 Executive Members** | | |
| Claudi Bird – President | x | |
| Althea Papinczak – Vice President | x | |
| *Treasurer – Vacant* | | |
| Nikki McAllister – Secretary | | x |
| **2026 Members** | | |
| Amanda Merrick | | x |
| Amber O'Neill | | |
| Ana Silva | x | |
| Barbara Reid | | |
| Barry Millard | x | |
| Carene Hogg | x | |
| Caroline Lawless | x | |
| Catherine Nichols | x | |
| Clare O'Brien | x | |
| Divna Haslam | x | |
| Eve Jenkins | x | |
| Felicity Burns | | x |
| Genevieve Murray | x | |
| Georgia O'Malley | | |
| Helen Tam | | |
| Ian Burns | x | |
| James Fry | | |
| Kate Millard | | |
| Katrina Swalwell | | |
| Laura Pyke | | |
| Michelle Seymour | | |
| Mona Hope | x | |
| Oriel Morrison-Higgins | x | |
| Rebecca Kierle | x | |
| Samantha Lemons | | |
| Sophie Mitchell | | |
| Stanley Kierle | | |
| Tammi Levine | x | |

| **Honorary Life Members** | | |
|---|---|---|
| Jane Fountain | | |
| Melanie Venz | | |
| Robyn Arthur | | |
| Val Balnave | | |
| **Visitors** | | |
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**Table 1. ACTION ITEMS WITH PROGRESS NOTES**

| ASSIGNED TO | ITEM | PROGRESS |
|---|---|---|
| P&C and School to collaborate<br><br>Claudi<br>Flick<br>Annelyse | **P&C Storage**<br>• 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.<br>• 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.<br>• 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<br><br>Gen Murray<br>Eve Jenkins<br>Tal Mitchell | **See proposal document at Attachment 5.6.**<br>**Sun Safe Policy**<br>• 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.<br>• The school noted that a current sun safety policy is in place, and sunscreen is routinely made available at school events and sporting activities.<br>• 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.<br>• Refer to the proposal document at **Attachment 5.6** for further detail.<br>"Action Requested<br>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.<br>The P&C Health and Wellbeing Subcommittee, largely comprising medical professionals, has also offered their assistance in developing the policy.<br>Thank you for your consideration of this important issue.**"** | In progress |