CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

SECRETARY'S REPORT - JUNE 2023

Date: 13 June 2023
Time: 7pm
Location: CHSS Conference Room 2

Table 1. ACTION ITEMS FROM 9 MAY 2023 GENERAL MEETING

Assigned to	ITEM	PROGRESS
Emma Doolan Melissa Wheaton Oriel Morrison B&G Subcommittee	SPTU Grant action items combined here: Emma to progress on Tuckshop grant and B&G to obtain quote for fit out. Considering renovation options to replace, repair or broaden Tuckshop infrastructure and services, and attached Uniform Shop renovations.	**In progress** – School has completed SPTU grant application, P&C discussions with the school ongoing regarding proposed repairs, renovations, equipment and infrastructure. **Note - low SES areas prioritised.**
Rebecca Kierle Oriel Morrison Stewart Jones Annelyse Strong	Progress locations and final options for noticeboards.	**In progress** – Noticeboards have been purchased and delivered. Cost of installation needs to be voted on, Comms to update the P&C at this month's meeting.
Stewart Jones	STEM student playground classroom project. Considering joint school / P&C project.	**In progress** - ongoing discussions. Technology items purchased by school, STEM Club already meeting in the room, plan gaining momentum, school focus also on upskilling teachers.
Oriel Morrison	Potential fundraising option of selling naming rights to the oval sandstone blocks or consider this for another structure/project.	**In progress** - assessing viability and considering options.
Stewart Jones Oriel Morrison	Consideration of forming an Instrumental Music Subcommittee. A subcommittee could connect with the school's music teachers and offer to fundraise for equipment, travel etc.	**In progress** - ongoing discussions**.** The school has covered the cost of additional instruments. However, the subcommittee is a viable idea and expressions of interest will be sought for a subcommittee convenor.
Mel Venz Jane Fountain Annelyse Strong (and Tony)	Birdwing butterfly vine plantings and consideration of an Interactive Panel. Work out costing for an Interactive Panel about the life cycle of the butterfly, and potential locations.	**In progress** - ongoing discussions**.**

Amanda Merrick Stewart Jones	Possible issues with oval playground; broken parts, Astroturf problems, structural issues. Playground has been inspected and will be inspected again this week. Consider whether any further action is needed at this time.	**In progress** - Inspection has occurred and the equipment deemed safe. The school has a list of what needs to be repaired, quotes will be sought and there will be a staged approach to repairs. The Oval Playground may need to be replaced in three years, considering funding options, considering options for the area itself, could consider survey to parents in term 3, could fit in with a grant application. Members generally keen that the area remains a playground. Discussed student voices will be listened to also in the process.
Cath Nichols Amanda Merrick	Consider cyber security issues related to the distribution of school parent contact details in excel files. Cath will discuss the issue further with class reps and consider options.	**In progress** - Cath is consulting with parents and will have further discussions later this year to prepare a more secure system for next year.
Oriel Morrison Amanda Merrick School Leadership Team	Soccer Goals - Rysia discussed the school council's initiative to fundraise for soccer goals on the oval. Considering dates for themed free dress and gold coin donation. Members discussed potential high cost of goals and considered how the P&C may assist. Amanda suggested a free dress day to tie in with the World Cup in August, possibly other fundraising options.	**In progress**
Oriel Morrison School Leadership Team	Christmas Concert - looking to confirm a date, potentially December 1st. School to consider in consultation with P&C.	**In progress**
Oriel Morrison Alice Cottrell Amanda Merrick	Parent's Night planning. Trivia Night suggested, possibly in July or August; planning to proceed.	**In progress**
Melissa Wheaton Oriel Morrison School Leadership	Long sleeve polo tops in the Uniform Shop - considering adding long sleeve polos as a staple item - they are good sellers in the smaller sizes. Decision to be made prior to November orders.	**In progress**

Table 2. EMAIL AND POSTAL CORRESPONDENCE REGISTER - SINCE LAST GENERAL MEETING

INCOMING				
DATE	**EMAIL/POST**	**FROM**	**DESCRIPTION**	**ACTION**
10/05/2023	Email	P&Cs Qld Admin	Newsletter	Forwarded to Exec
18/05/2023	Email	Councillor Greg Adermann Pullenvale Post	Newsletter	Forwarded to Exec
24/05/2023	Email	Qld Government	Qld Day Celebration information	Forwarded to Exec and Events
25/05/2023	Email	Kaylene Bell, Business Manager, Indooroopilly State High School	Request for information	Forwarded to Exec and Events, Events responded
28/05/2023	Email	Marsh Advantage Insurance	Confirming details	President resolved issue
02/06/2023	Email	Sunil Jugulkar, Secretary, Kenmore Cricket Club	Offer of grant involvement	Forwarded to Exec, President responded
02/06/2023	Email	Community Grants Hub, Department of Social Services	Notification of successful application for funding under 2022-23 Volunteer Grants	Distributed by President
06/06/2023	Email	The Premier of Queensland	2024 Queensland Day Sponsorship Program – Expression of interest now open	Forwarded to Exec, Events & Grants. Plan to apply again next year for this grant (up to $15K).
07/06/2023	Email	Sarah Richter, school parent to Hattie (Prep R) and Axel the weimeraner	Hattie requests a swing set for the littler grades	President responded and invited Hattie to our next meeting, invitation accepted!
07/06/2023	Email	P&Cs Qld Admin	Newsletter	Forwarded to Exec and Events
09/06/2023	Email	Councillor Greg Adermann Pullenvale Post	Newsletter	Forwarded to Exec
May, June	Mail	Various suppliers	Product brochures	Distributed
OUTGOING				
DATE	**EMAIL/POST**	**TO**	**DESCRIPTION**	**ACTION**
Many	Many	Community organisations	Events and Subcommittee Correspondence	Catalogued by subcommittee convenors

Table 3. URGENT EXECUTIVE ACTIONS REPORT - SINCE LAST GENERAL MEETING

DATE	MATTER	TYPE	FOR	AGAINST	DECISION
27/05/2023	Urgent executive action required prior to the 2023 Festival on the Hill. Motion to fund up to $500 to cover costs associated with transitioning to cashless events, including new squares and wifi equipment."	Exec	Oriel Morrison Eve Jenkins Greer Bystrycki Matthew Pearce	Nil	Carried
29/05/2023	The school identified four students from a family in genuine need, whose schooling experience would be enhanced by being able to attend the school Festival, despite their personal financial constraints. The P&C executive approved up to $225 towards Festival expenses for the family, at the school's request.	Exec	Oriel Morrison Eve Jenkins Greer Bystrycki Matthew Pearce	Nil	Carried