CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING MINUTES – 13 MAY 2025

Date: 13 May 2025
Time: 6:30pm
Location: CHSS Conference Room 2

AGENDA ITEM	
Opening and welcome by the Chair **Oriel Morrison-Higgins**	Meeting opened at 6:34 pm. The President welcomed the members and executive committee to the general meeting and gave an Acknowledgement of Country.
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.
Motion	"Moving that these minutes be confirmed as a true and correct record of the meeting held on the 18th of March 2025." Moved: Eve Jenkins; Seconded: Mona Hope; Carried
Secretary's Report	
Report – see Att 1.2	**See Secretary's Report at Attachment 1.2.** Discussed **action items** that have been progressed or completed - see Table 1 below for updated information.
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 received since last GM	Distributed list of inward and outward correspondence endorsed as per Secretary's Report - Att 1.2.
President's Report	
Oriel Morrison-Higgins **Report – see Att 2.1**	**See President's Report at Attachment 2.1.** Welcome to the May 2025 meeting! • A busy start to the school term, with a new date for the Colour Run and Cross Country... we still need volunteers, so please shout out if you can help. • We'd like to welcome our wonderful Yoga Teacher Jo Hoban to CHSS - and thanks to those who are getting involved! • The Mother's Day stall went very well - thank you so much to Faith and her team for a wonderful job. • The tuckshop renovation has not yet started due to delays in Government Funding. • A successful Election BBQ - thank you to Amanda Newberry and her team for running such a successful event, which brought in a profit of over $2k! • Festival and T&T planning are at full strength - looking forward to an amazing event! • Our amazing B&G team has started looking into a new playground for the oval - an update from Gen on grant funding to come.
Vice President	
Amanda Merrick	The Vice President supported the President, the Executive, and the Events Team, thank you to Amanda for all your amazing work.

Treasurer's Report	

Mona Hope
Report Att 3.1
	See Treasurer's Report at Attachment 3.1.
	• Revenue activities discussed as per Treasurer's Report.
	  ○ UNIFORM SHOP - YTD profit of $7,796, slightly below budget due to higher-than-expected wage and consumables costs.
	  ○ TUCKSHOP - operations delivered a YTD profit of $6,787, which is $1,787 above budget, despite sales being slightly lower year-on-year (-8.6%). Cost control has improved margins, particularly with reductions in indirect expenses and repairs.
	• The P&C is considering the need for small price increases at the Tuckshop due to increasing costs. Our Tuckshop Convenor, Michelle, does a brilliant job at keeping costs down for families.
	• **Dept Social Services Volunteer Grant** - this $4,450 volunteer grant was received in May 2024 - funds spent to support our volunteers as per Treasurer's Report - $2752 remains. Discussed options, members decided to use this grant money to fund Starlink internet access for the Festival (otherwise vendors and visitors can't use the internet in many areas of the Festival); also two website renewals to assist our comms volunteers; considering a heavy-duty trolley for our trash and treasure volunteers, devices for square readers, other devices, and other options to make volunteer's lives easier.
	• Events P&L discussed as per report.
	
	Bookkeeping Services Discussion
	• For many months the P&C Exec and members have been discussing the option of taking on a Bookkeeping service to assist the Treasurer in their role. The P&C Treasurer role comes with a large amount of work, as well as financial responsibilities. A hired Bookkeeper would reduce the workload for our Treasurer, reduce the more stressful responsibilities, and improve the chances of finding and retaining future volunteers.
	• Thank you to Greer for her work on this last year, and Mona for your ongoing investigations and analysis of the options, presented below.

Criteria	P&Cs Qld (Vital Business Services)	LINK Books	CMSolutions
Monthly Cost	$670 (incl. GST)	Fixed fee, custom quotes	Hourly rate (member discounts)
P&C-Specific	✅ Yes – tailored to QLD P&Cs	⚠️ Mixed focus	✅ Yes – not-for-profits
Included Services	BAS, payroll, bookkeeping, audit prep	BAS, payroll, Xero setup	Bookkeeping, payroll, audit support
Payroll Included	✅ Yes – full payroll & STP reporting	✅ Yes – optional	✅ Yes
Support	Unlimited phone/email + face-to-face	Responsive team	General support
Software	Xero, MYOB + integration via Hubdoc	Xero specialists	Not specified
Experience	P&C specialist, internal reinvestment	Over 12 yrs; general SME focus	50 yrs in NFP sector

Risks Identified in Terms & Conditions - Vital Business Services

Risk	Mitigation
No assurance / audit-level checks	Maintain Treasurer oversight and internal review processes
Reliance on accurate/timely data from P&C	Set up clear Admin processes for timely submission of documents
Additional fees if info is incomplete or late	Establish standardised file formats and reconciliations upfront
External data handling incl. overseas storage (cloud)	Use only vetted, secure platforms (Xero, MYOB, Hubdoc)
Auto-payment of super from P&C bank account	Restrict permissions & require dual approvals
30-day cancellation requires GM resolution	Monitor service and build exit plan if needed

★ From the Treasurer's Report – "Engaging Vital Business Services would allow our Admin officer to focus on communication, documentation, and volunteer support; reduces compliance burden on volunteers; enhances financial reliability and audit-readiness; frees up time for strategic focus (e.g., fundraising, events, grants)."

- The above was discussed and members agreed to engage Vital Business Services, the Qld P&C aligned service who have provided a competitive quote which is good value for money in comparison to other options. The service includes having one fixed contact person, rather than being rotated around a team of bookkeepers, which will be a timesaver for our Treasurer.

Motion

"**That the P&C engages Vital Business Services**, via the P&Cs Qld Bookkeeping Service, at a cost of $670 per month (inclusive of GST), effective from 20 May 2025, to provide bookkeeping, payroll, and BAS services as outlined in the Letter of Engagement; and that the P&C endorses the updated Admin Assistant Position Description, reflecting the revised responsibilities in line with the outsourced bookkeeping arrangement.
Moved: Mona Hope; Seconded: Catherine Nicols; Carried

School Leadership

Stewart Jones
School Principal
Report Att 4.1

See Principal's Report at Attachment 4.1.

- **Principal's Report contains detailed Operational Updates.**
- Staffing updates in Principal's Report.
- Facilities: Stop, Drop and Go Zone fully operational; Traffic engineer from BCC to review our operations - areas for improvement; Need cars to move on when child has not arrived at pick-up area. See Report for more.

Strategic Plan 2024 to 2027 – key outline for 2025:

The Head	The Hands	The Heart
Teaching Methodology A) Reading - consolidating the CHSS Way started in 2024 B) Walker Learning - Uplift in focus and support.	Prof Learning: *Instructional Coaching* Delivering professional learning for each teacher, tailored to specific needs and interests.	Positive Engagement for Learning (PE4L): • Student Wellbeing and engagement. • Staff wellbeing. • Family Wellbeing.

Discussed:

- Staffing updates as per Principal's report.
- Tuckshop renovations will commence soon.
    - Members enquired about asbestos exposure risks during renovations, discussed school and builders following strict policies. B&G Convenor Claudi reassured us of no asbestos exposure risk to students or staff.
- More rain today and the Cross Country could not go ahead, as per the school. Comms team asked the school to clearly communicate to parents that the cross country is **not** being rescheduled, while the Colour Run has been rescheduled to June 6th.
- **BOOM GATE -** Members shared boom gate related inconveniences, and the school assured us that a functional system will be implemented, once the school's access to the boom gate is upgraded. The school will soon have an app that allows them to adjust the boom gate operational hours more easily. The boom gate is designed to reduce traffic within the school when children are roaming the school. And to minimise traffic and reduce flow of cars in the morning, breaks and end of time.
    - Break times are listed in the parent handbook – the school will include a reminder in the Newsletter AND the rules around picking up kids for appointments/if sick – the school assures us that **the rules will be clearly shared in the Newsletter to ensure clarity around this issue.**
    - OSHC liaison asked that HH vacation care parents and staff are considered regarding the boom gate operational hours.
    - Mel W asked that the T&T volunteers and contributors are considered regarding the boom gate operational hours.
    - The school assured members that Emergency Services including the fire department have an emergency code to get in the boom gate.
- **STOP, DROP AND GO ZONE** – the school and P&C reported generally good feedback from parents so far. Members note that traffic has increased on the other access streets to the school around drop off and pick up.
    - Greg Adermann coming to CHSS with the traffic engineer to give feedback on the Stop Drop and Go Zone.
- Interschool Sport cost increase – the school understands that the cost for parents is around $30 more than last year. This $30 increase reflects the price increase for the buses to transport students (from $52 to $80). Noted - netball costs include a first aid officer on site. The school explained that they also pay an interschool sport levy.
- Member suggested invoices from the school should be itemised, e.g. Interschool sports, camps. School explained this can be difficult if expenses haven't been paid for yet and costs are not finalised. Principal agreed to consider this request and get back to us.
- Members enquired about policies at the school regarding bullying – discussed school's student code of conduct, behaviour response flow chart, Pe4L parent wellbeing team, and the new minister's policy to be released around this issue. Mr Mitchell will be working in this area, as Wellbeing Officer. Mr Jones discussed that this is a complex and emotive area, with students aged from 4 to 12 in the school all learning how to socially interact with each other, which is a key part of learning. The CHSS Pe4L parent wellbeing team are very focused on

	this area. The P&C Health and Wellbeing Subcommittee is also investigating how it can support students with bullying related issues. • Discussed recent CHSS Parents Facebook post regarding bullying at the school. The P&C clarified that this group is a parent's page for current parents of the school (ideally), AND IT IS NOT A P&C PAGE. Considering asking kindly for ex-CHSS parents to leave the group. Two P&C members, Tammi and Laura, serve as admins in the group so that they can respond to situations. ○ Mr Jones discussed that bullying is an emotive topic, and that each situation is different. If any parents are disappointed with the school's response to a situation, please raise it with a deputy or principal. Escalated process available if needed. • CHSS now has an Instagram page! Our students are happy about this. Members saw no need for a P&C Instagram page currently.
Subcommittee Reports	
OSHC Liaison Tammi Levine Att 5.1	**See the OSHC Liaison's Report at Attachment 5.1.** **Helping Hands Network -** • **CHSS P&C Family Fun Day 2025 Major Sponsor**, with thanks! • **CHSS Festival on the Hill 2025 Fireworks Sponsor**, with thanks! • ALSO running a face painting stall at BOTH events! Thank you for your support. • HHN also considering painting the ground to clearly mark the parent sign-in areas, to be further discussed.

Events Subcommittee Report – see Att 5.2
Trish Okafor
	See the Events Report at Attachment 5.2.
	• **Election Day BBQ May 3rd – a successful event!** Thank you very much to event lead **Amanda Newbery** and her team of volunteers. 900 sausages sold on the day (catered x 1000); Woolworths donated $100.
	  ○ Sales: $3516.05 / Cost: $1130.64 / **Profit: $2385.41**
	  ○ The team also created a comprehensive list of lesson's learned from this event, for use by future P&C Election BBQ organisers, with thanks.
	• Our **May 9th Mother's Day Stall** was a sellout! – Led by Faith, helped by Mel and Cath and many volunteers, we sold 673 tickets totalling $8,074 (an increase of 50 from 2024). Profit to be confirmed.
	  ○ **Suggested:** Close ticket sales earlier or purchase 700 gifts at the start. That way we'll have stock available for any late purchases. Store any leftover non-perishable items for the following year.
	  ○ **Discussed:** In response to member concerns, it was discussed that organisers are not limited in terms of buying options and can purchase enough stock to sell and to keep if needed to sell the following year. **Faith did a great job** with choosing gifts and sales were higher than previous years, including needing additional funding to purchase more stock. Discussed will need appropriate storage to prevent spoilage.
	• **Colour Run update – NEW DATE DECIDED: JUNE 6TH**
	  ○ Postponed from Term 1; Lead - Sarah Maxwell; Second - Lisa Sergeant; Vice President providing support; volunteers sign-up sheet distributed.
	  ○ Tickets sold (as of Fri 9 May): 398, Sales: $5075.
	  ○ All tickets will apply for revised event date.
	  ○ Prizes: 2 x $50 Bunnings Vouchers. Those who have purchased $50 tickets go into the draw. Note to acknowledge the Bunnings donation in all comms and promotions.

	○ Zooper Doopers ready, 7 boxes of colour stored in Tony's shed, any concerns about the Hali colour, please refer people to this FAQ page: https://holicolourpowder.com.au/pages/faq/ • **Yoga with Jo** – Term 2 and beyond – Health and Wellbeing Subcommittee project, led by Eve. Thursday evenings 7:30 - 8:30pm in the Arts Room (large OSHC room). First session a success, 6 term passes sold, discussed in report. Tickets for sale on Qkr, limited 20 people max per session. • **CHSS Festival on the Hill 2025** - June 14th from 1pm to 7pm, led by Alice. Alice has confirmed that the oval is still accessible with the new boom gates. All stall convenors confirmed, bookings done - food trucks, stage, fireworks, rides, DJ. ○ **Prep Open Classrooms: 1.30-2.30PM** ○ Discussed **-** Lolly drop off for Festival usually at the turning circle – asked if we can have a collection bucket at the stop drop and go zone – school agrees this can go ahead. • **CHSS Trash and Treasure 2025** – June 14th – led by Flick. Final drop off was Sunday 11 May 2025. Discussed access issues and dates. Hall to be occupied by T&T Tuesday 10th June until Sunday 15th June. New T&T signage produced. • **CHSS P&C Family Fun Day 2025 –** NEW DATE AUGUST 9TH – led by Eve and the Health and Wellbeing Subcommittee, planning underway again. • **Father's Day Stall – September 23rd** – led by Trish Ayling, planning underway. • **CHSS Disco 2025** – October 25th – led by Trish Ayling, second lead Althea Papinczak, with thanks! DJ Bex confirmed, planning underway.
Buildings and Grounds Subcommittee **Claudi Bird**	**See the Buildings and Grounds Report at Attachment 5.2.** **Discussed**: • Successful Prep Sandpit Sand Top Up working bee - the sandpit was topped up with 4 cubes of sand can probably do 1 or two more. • Ms Laidlers (2L) class requested that they convert the external shelf into a seat area. This has been completed by the class during the Easter Holidays. • Research has been done on bag rack replacements – see report. • New working bee requested to do a mass planting with the help of the Environment club, natives and edibles next to the freestanding classroom in Fairy Land. • Issue with environmental club funding to be discussed with business admin. • A member asked the B&G subcommittee to investigate seating in year 6 area. • Mona to follow up the school - $500 payment for soil for garden bed.
Tuckshop **Michelle Seymour**	No specific tuckshop issues to be discussed this month. Updates planned for next meeting. Renovation planned to start soon.
Uniform Shop Subcommittee **Melissa Wheaton**	**See the Uniform Shop Report at Attachment 5.5.** **Discussed**: • The new reversible bucket hats will be delivered prior to the Smart Start Orientation Sessions, ready for purchase by the 2026 Prep parents. • Cyclone Alfred and public holidays delayed arrival of Year 6 jackets polos. • Water leakage issues raised with the school. Gutters cleaned regularly – and they still back up quickly. Options to be considered. • Uniform policy alterations to be discussed – school requests that the P&C consider adding generic skort length requirements to the policy, tbc. • Discussed stock requirements for 2026. Motion moved as below.

Motion	"That the P&C approves the purchase of uniforms up to the value of $25K, as detailed in the tabled spreadsheet." Moved: Melissa Wheaton; Seconded: Mona Hope; Carried
Communications Subcommittee Report – see Att 5.5 **Rebecca Kierle** Ian Burns	**See the Comms Report at Attachment 5.5.** **Discussed:** • Sold out Mother's Day Stall; starting to ramp up comms for the fete; fete website updated – thank you Ian; thank you to Carene for looking after the stage program and colouring competition; Colour Run promoted. • P&C requested that the school stick with the Canva branding file to mimic P&C Festival advertising, as needed. Agreed, file to be sent by Bec Kierle to school. • Communicated concerns raised by parents in the Year 2 cohort about the lack of notice for the Lone Pine excursion (wrong date in the school calendar). • Discussed promotional / graphic design options to make it as clear as possible to differentiate P&C events from Chaplain events and from school events. • From here, moving into Festival promotion mode.
Grants Subcommittee Report – see Att 5.6 **Genevieve Murray**	**See the Grants Report at Attachment 5.6** **Discussed:** ● Brisbane Community Grant application submitted and approved for $1,000 for Fete sponsorship/operational costs. ● Federal volunteer grant application submitted (second stage) for $5,000. ● Port of Brisbane grant application submitted for $15,000 for oval playground swale. ● Information shared with school re state community road safety grant. (Up to $40k, second round due 30 Sept). School to advise if they have interest in pursuing the grant. ● Preparations underway (with Claudi and Mona) re upcoming Gambling Grant application (Opens June 9th, up to $100k). ● Children's Week grant of up to $500 available for celebration or project that promotes awareness of children's rights. Due 15 June 2025. ● Gen discussed with school leaders - comprehensive survey undertaken prior to last meeting of State grant opportunities for schools. Gen is unable to see details as these grants are directed at Schools (details hosted on One Portal), but wanted to flag for the school's consideration: sustainability grant for bubblers, see https://education.qld.gov.au/about-us/budgets-funding-grants/grants/state-schools/specific-purpose/sustainability, and, STEM Girl Power Initiative: https://education.qld.gov.au/about-us/budgets-funding- grants/grants/state-schools/targeted/stem-girl-power • Re sustainability grant for bubblers and STEM Girl Power initiative – bubblers need to be replaced, they are costly, grants would be helpful. • Continuing research on opportunities to support subcommittees around health/wellbeing/positive behaviour for learning.
Health and Wellbeing Subcommittee Report – see Att 5.7 **Eve Jenkins**	**See the Health and Wellbeing Report at Attachment 5.7.** **Yoga with Jo at CHSS - "Twilight Stretch"** • Our first evening was a success with nine attendees giving positive feedback. Our yoga teacher, Jo Hoban, is an ex-CHSS parent who has completed a 350-hour yoga teaching qualification. We appreciate her generous donation of time and skills to the CHSS community.

	• Class Passes for $10 per person and Term Passes for $60 per person, for any parent, teacher, staff member and community member over 18, classes 20 people max, tickets on QKR!   **Friendship Workshop** – with the CHSS Pe4L (Positive Engagement for Learning) Friendship Team as they present their second Friendship Workshop, designed by parents, for parents of Chapel Hill State School. • We will support and assist with running the event, selling tickets, promotions, and providing refreshments for guests on the night (tea, coffee, snacks). • Tickets are $15 and the funds will go towards launching a Friendship Trolley, as discussed last year at P&C meetings. • This workshop is tailored specifically to the friendship challenges faced by students in Years 3 to 6, and will focus on practical, collaborative strategies for navigating social dynamics and supporting our children. • Presented by the CHSS Pe4L Parents – Friendship Workshop Team: Carmen Spry, Psychologist; Sarah Richter, Psychology; Sarah Maxwell, BSc Biopsychology, Media. Questions welcomed: chssfriendshipteam@gmail.com **CHSS P&C Family Fun Day 2025 –** NEW DATE AUGUST 9TH, planning underway again. **Discussed:** • Member suggested adding active play to the wellbeing trolley, e.g. skipping ropes, frisbees etc. School asked about collecting the items, maintenance of the items. Grade 6 Flock of Friends students will help with the program and there is a lot of interest in upgrading with current stocks to a new Friendship Trolley / Wellbeing Wagon.
CPR Facilitator **Catherine Nichols**	CPR-related issues discussed tonight in the context of operational matters and parental concerns as documented under Principal's report in these minutes.
General Business	
General business Janie Fountain	Janie discussed that the image in the CHSS logo is not adequately representative of a Grevillea robusta (Silky oak). Members agreed and school leaders discussed the option upgrading the image quality of the image the school logo; to be further considered.

Closing	
Applications for membership	New membership applications for acceptance: Alina Dini Althea Papinczak “Moving that the application/s for membership received be accepted.” Moved: Eve Jenkins; Seconded: Amanda Merrick; Carried We welcome our new CHSS P&C member!
Close	Meeting closed at 8:59pm. The next CHSS P&C General Meeting will be held **10 June 2025** at 6:30pm in Conference Room 2.

Confirmation of minutes

Chair name: Oriel Morrison-Higgins

Signature: _____ Date: _____/_____/_____

CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION
GENERAL MEETING ATTENDANCE REGISTER – 13 MAY 2025

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
Annelyse Strong (Business Admin)		x
Honorary Life Members		
Jane Fountain	x	
Melanie Venz		
Robyn Arthur		
Val Balnave		
2025 Members		
Alice Cottrell		x
Amanda Merrick	x	
Amber O'Neill	x	
Amy Walden		
Andrew Patterson		
Annie Ward		
Barbara Reid		
Carene Hogg		
Caroline Lawless		x
Catherine Nichols	x	
Charmaine Threlfall		
Charnelle Cronje		
Cheri Jenkinson		
Claudi Bird	x	
Divna Haslam		
Elaine Chuah		
Eliza Leslie		
Eve Jenkins	x	
Faith Vallati		
Felicity Burns		x
Forough Ghasemi		
Genevieve Murray	x	
Georgia O'Malley		
Greer Bystrycki		x
Ian Burns	x	
Julie Beisser		
Julie Lewsey		
Kate Millard		

Kellie Carmichael		
Laura Pyke	x	
Lisa Barham		
Melissa Wheaton	x	
Michelle Seymour		
Mona Hope	x	
Oriel Morrison-Higgins	x	
Qin Li		
Rebecca Kierle	x	
Shirin Jamarani		
Stanley Kierle		
Tammi Levine	x	
Tharuka Prematillake		
Trish Okafor		x
Visitors		
Tom Mittelman	x	
Althea Papinczak	x	