CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING MINUTES – 16 SEPTEMBER 2025

Date: 16 September 2025
Time: 6:30pm
Location: ~~CHSS Conference Room 2~~ Library area next door

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AGENDA ITEM	
Opening and welcome by the Chair **Oriel Morrison-Higgins**	Meeting opened at 6:34pm. 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 to be distributed to members.
Motion	"Moving that these minutes be confirmed as a true and correct record of the meeting held on the 18th of August 2025." Moved: Eve Jenkins; Seconded: Amanda Merrick; Carried
Election	
Declare vacancies of Executive Committee	Caroline Lawless stepped down from the position of Secretary.
Election of Executive Committee	The Chair declared the office Secretary open. **Nomination for Secretary:** Eve Jenkins For the position of Secretary, there was one nomination for the position, Eve Jenkins stood for election to the position and was elected by majority vote. • Eve Jenkins returns to the role, through to the February 2026 AGM. At that time, or sooner, we will need another volunteer parent for Eve to hand over the role to. Please reach out if interested in finding out more - secretary.chapelhillpandc@gmail.com
Secretary's Report	
Eve Jenkins **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. • Discussion of changes to Blue Card requirements for P&Cs from 20 September 2025: https://tinyurl.com/37kmm48n • Further information to be provided after the next meeting, as the implications of these changes for P&C Associations is currently unclear. • **Queensland Government information here** - Blue cards for Parents and Citizens and Parent and Friends associations: https://tinyurl.com/d5bw887p
Table of executive committee's decisions	Secretary tabled executive committee's decisions - Att 1.2 No urgent action taken on matters since the last general meeting
Correspondence received since last GM	Distributed list of inward and outward correspondence endorsed as per Secretary's Report - Att 1.2.

General business matters Presented by: Grade 5 Sparks Entrepreneurial Program students and parents	**Hat Charm Project – a Year 5 Student Presentation** Thank you to Carene Hogg and Sarah Richter for bringing along our Sparks Entrepreneurial Program students – we were given an excellent presentation by Year 5 students Gabby Hogg, Clare Aburn, Quinn Richter and Aahana Samanta. • Proposal: **Year 5 Sparks Idea – Hat Charm Project** • Requesting permission to move forward with project and sell Hat Charms at the Christmas Concert as a fundraiser. • Our students are participating in the Sparks entrepreneurial program being held at Wednesday lunchtimes. Mr Jones requested this be discussed with the P&C as it relates specifically to the school uniform. • Their idea is a hat charm, to solve the problem of missing hats at school. • The students answered numerous questions from the P&C, with confidence, regarding safety, rules, marketing and more. Further details available. • Details discussed and both the P&C and Mr Jones are **happy to proceed with a trial** with a small group of students. Paula suggested Year 2 and offered to work with the students and feedback to the P&C, with thanks.
Motion	"That the P&C approve the motion to move forward with a trial of the Hat Charm project, as discussed at the meeting tonight, reporting back at the November P&C GM prior to considering the Christmas Concert Stall plan. Moved: Carene Hogg; Seconded: Paula Morton; Carried
President's Report	
Oriel Morrison-Higgins Report – see Att 2.1	**See President's Report at Attachment 2.1.** Welcome to the September 2025 meeting! • A wonderful and successful Father's Day stall - thank you Trish and volunteers for all your hard work! • Planning is well and truly underway for the school disco - we are looking forward to another wonderful event :) • We have donated 10 sets of uniforms to the school to take to local kindies for "dress ups" to introduce local children to the school. • Planning has started for the Christmas concert - Dec 5. • The Tuckshop Renovation is almost complete - and we are hoping to move back in over the September holiday break. A huge thank you once again to Claudi for all the time and effort spent on this project. And thank you to the tuckshop team and the uniform shop team for dealing with all the changes over this time. • Thank you to all the CHSS Teacher's Aides - the P&C put on coffee for them all as a show of thanks. • The school is looking into a Junior Engineers coding class to start in 2026 - thank you Claudi for bringing this to the table. We are looking for a new executive team to start Feb 2026 - please send any interest to president.chapelhillpandc@gmail.com
Vice President	
Amanda Merrick	The Vice President supported the Executive and the Events Team and helped on multiple P&C projects. Discussed • The current executive skills need to be transferred to a new exec team for 2026 over the coming months – eg. Qkr skills take a while to pick up

	• Free Dress Day for World Wildlife Club fundraiser – wildlife dress-up day is this Friday, the last day of term. Thanks to Bianca Ellery for reaching out and for organising this fun event.
Treasurer's Report	
Mona Hope Report Att 3.1	**See Treasurer's Report at Attachment 3.1.** See CHSS Events P&L 31-08-2025 at Attachment 3.2. • Discussed - Planning to consider a slight increase to tuckshop prices from next term onwards in order to help cover costs.
School Leadership	
Stewart Jones **School Principal** Report Att 4.1	**See Principal's Report at Attachment 4.1.** • We are fast approaching the end of the third term and as usual, we have plenty of positive news to share (see full report for all details) **Busy Infrastructure Projects - Update:** Other events this term include an overwhelming amount of maintenance and minor renovations. Project updates include: • The Tuckshop is expected to be back in its usual location for the start of Term 4 • The Prep building toilets are to be renovated from top to bottom and ready for start of Term 4 • The main student toilet block will be fully renovated and ready for the start of Term 4 • Yellow safety lines all around the school will be professionally reapplied over the school break • Gutters cleaned out before storm season and arborists will be dead-wooding trees - two big school-holiday jobs. • Renovation of Teaching Block 1 will result in a new roof and refurbished classrooms. This is a longer-term project and will be finished ready for the start of 2026. • Eight of our classes were repainted and provided with new flooring. **Discussed:** • Tuckshop renovation is almost complete - practical completion is Wednesday of next week for the tuckshop repairs (first week of holidays) – P&C will inspect, with thanks • Discussed promotion/celebration of this successful project – photos of the refurbishment could be distributed to welcome parents back for term 4. • Hon Christian Rowan – (state Member of Moggill) organised an onsite meeting with our Minister of Education to look at our school facilities. It was a very positive meeting, and Dr Rowan also donated a new set of flags for the school. • The politicians were supportive of CHSS's potential • Members expressed concern that MIPY extension classes should not be optional and are frustrated that classes can't be catered for outside of school hours. Mr Jones informs us that classroom teachers will delivery the MIPY program in Term 4 for students in the extension program. • See Principal's Report for more updates.

	Deputy's note: Mr Mitchell informed us that the CHSS Student Code of Conduct has had a thorough review – staff feedback, reviewed with PE4L parents, parent collaboration – and the CHSS Student Code of Conduct 2025-2029 has been created • Focussing on improving the bullying policy • Policy will be published online – member suggested that parents are informed in the newsletter, school agrees. **Chaplain's note:** • Chappy Meal deal: Term 3 is Bakers Delight Pizza Roll and Drink - Tuesday 16th Sept. • Active Connection Night: Fully booked out with 217 participants and approx. a dozen parent helpers**. The event was a huge success!** It's expected to have raised $2500 – $3000. Over $1800 value given in prizes. Photos will be in the newsletter. • P&C note - the event was a lot of fun for the parents and kids who came along, and the prizes were fantastic. **Thank you so much for all your hard work and kindness, Chappy Carolyn!**
Subcommittee Reports	
Events Subcommittee Report – see Att 5.1 **Thricia Ayling** Oriel Morrison-Higgins	**See the Events Report at Attachment 5.1.** • **Trivia Night** – Postponed due to lack of ticket sales. Unfortunately only a few tables sold. The P&C acknowledges that more lead time is likely required to sell tickets to this sort of event that requires preparation in advance – the event will be promoted and tickets sold for longer prior to a new date next year – new date potentially August 1st, after discussions tonight. Thank you Althea for the work you did putting this event together, we'll • Ongoing events for 2025 – Disco, Christmas Concert, Mango Drive • Xmas concert - Sparks innovators club may need a marquee chairs and table • Disco – discussed funding, event organiser required up to $8000 spend (includes products that can be returned if not sold) – members discussed appropriate amount to fund this event and ensure it's a fundraising success. • It's **Mango Drive** time, and there's been a bumper crop! o 7kg Mango Trays are available, $22 each, selling for $28, meaning a small profit for fundraising and incredible value for school families. **2026 Events Draft Calendar under construction** • 2026 Event dates discussed and considered, as listed below. **<u>P&C EVENT DATES FOR 2026</u> – as of 16/9/25** o March 7th – P&C Family Fun Day o March 27th – Colour Run o May 8th – Mother's Day Stall o June 13th – Festival on the Hill o August 1st – Parent's Trivia Night o September 3rd – Father's Day Stall - Pupil Free Day as per current Qld Ed site – reconsidering options o October 24th – Bush Dance o December 4th – Christmas Concert

	Dates to be considered/confirmed over the coming weeks and any changes notified in next month's P&C meeting minute notes.
Motion	"That the P&C spend up to $8000 for planning and running the 2026 School Disco Costume Party, for the purpose of community-building and fundraising." Moved: Amanda Merrick; Seconded: Eve Jenkins; Carried
Buildings and Grounds Subcommittee Report – see Att 5.2 Claudi Bird	**See the Buildings and Grounds Report at Attachment 5.2.** **Noted:** • The Tuckshop refurbishment should be completed in the next week or two and appliances were sourced and delivered successfully. • Discussed plans to hire removalists to haul in new equipment – motion moved and carried as below. • Discussed plans for completing the prep bag-racks and play area – approved. • The prep area refurbishment is ongoing. Discussed: • Requesting approval to develop and price the Oval Playground replacement. The GCBF Grant has been applied for. Claudi spent time explaining the great work her team has done designing a multipurpose slab for the Ironbark Rd school entrance/oval area, featuring a basketball half court and more. The intention is to create a play area for the older kids who head down to the oval at lunch. The team wants to be prepared in case we get the government grant. • The B&G team has well developed plans for redevelopment of that entire entrance area, for the purpose of building a new oval playground and a new meeting point for parents, with increased sandstone seating. • Mr Jones happy to meet with Claudi and the B&G team soon to discuss approving the plans. Preferred supplier options requested. Plans were well received by the school leadership team. Approvals pending. • We have managed to secure a fundraising spot with Gisler's pies for our Term 4 fundraiser for the oval playground. **The B&G team would like to run the pie fundraiser in the first two weeks of term 4 using QKR**. Delivery would be Wednesday the 5th of November to school. Order needs to be placed two weeks prior. Plan approved and sounds delicious.
Motion	"That the P&C fund up to $600 for moving costs to complete the current renovations – 3 haulers for 2 hours" Moved: Claudi Bird; Seconded: Cath Nichols; Carried/Not carried/Tabled
Tuckshop Subcommittee Michelle Seymour	Thank you to Michelle for your ongoing work as Tuckshop Convenor. No agenda items this month. Updates planned for our next meeting.
Uniform Shop Subcommittee Melissa Wheaton	• First order for 2026 Year 6 Uniforms will be placed end of this week. • Help needed to move stock from the Archive Room back into the Uniform Shop. • Updating information handout for the Smart Start Sessions • Laura in discussion with the school to sort out a reasonable ongoing plan for the lost jumpers and hats (etc.) each term. P&C to assist with redistribution to students (if clearly labelled). Thank you, Laura.

Communications Subcommittee **Rebecca Kierle** Ian Burns	• Events continue to be advertised, questions fielded via WhatsApp, Facebook and email.
Grants Subcommittee **Genevieve Murray**	Thank you to Gen for your ongoing work on Grants. No agenda items this month. Updates planned for our next meeting.

Health and Wellbeing Subcommittee
Report – see Att 5.7
Eve Jenkins
Amber O'Neill
Georgia O'Malley
	See the Health and Wellbeing Report at Attachment 5.7.
	• P&C Family Fun Day 2026 date? Decided on **March 7th, 2026**
	• The **Wellbeing Wagon** Project - We're creating a new Wellbeing Wagon; a rolling bundle of games, crafts, and fun activities, ready to brighten break times. The Wagon will roll out at set break times, run with the help of our **PE4L parents** and the Grade 5 Flock of Friends.
	• **Yoga with Jo / Twilight Stretch**
	  ○ Thursday nights in the Arts Room from 7:30pm until 8:30pm.
	  ○ Classes are attended by 6-10 parents each week, and we thank Jo for generously donating her time.
	  ○ Is the room available next term? Next year? - We're keen to continue. **Discussed, emailed, School to get back to Eve, thanks**
	
	The 2025 CHSS P&C Family Fun Day was a big success! – details and photos in report
	Thanks to my amazing team – thank you Amber and Georgia!
	I need to thank all the P&C members who helped, **Oriel** our brilliant MC, **Greer** for being our event treasurer, **Tony** our fantastic groundsman, and Chappy **Carolyn** for her wonderful craft station. We also really appreciated all the **VOLUNTEERS** who came to help – it makes a HUGE difference to have enough parents to help at events – thank you Tammi, Trish, Susana, Carmen, Mal, Amy, Ana, Callum, Kirsten, Tom, Ruth, Dave, Cath, Bec, Amanda, Brent, Matt, Amber's Dad, the amazing students who came early and helped set up, the Helping Hands face-painters, and everyone else!
	Fundraising Profit: $3448

CPR Facilitator **Catherine Nichols**	Thank you to Cath for your ongoing work as CPR Facilitator. No agenda items this month. Updates planned for our next meeting.
OSHC Liaison **Tammi Levine**	Thank you to Tammi for your ongoing work as OSHC Liaison. No agenda items this month. Updates planned for our next meeting.
Closing	
Applications for membership	New membership applications for acceptance: Nil
Close	Meeting closed at 8:27pm. The next CHSS P&C General Meeting will be held **14 October 2025** at 6:30pm in Conference Room 2.

Confirmation of minutes
Chair name: Oriel Morrison-Higgins

Signature: _____ Date: _____/_____/_____

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GENERAL MEETING ATTENDANCE REGISTER – 16 SEPTEMBER 2025

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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)		
Honorary Life Members		
Jane Fountain		
Melanie Venz		
Robyn Arthur		
Val Balnave		
2025 Members		
Alice Cottrell		
Althea Papinczak		
Amanda Merrick	x	
Amber O'Neill		
Amy Walden		
Andrew Patterson		
Annie Ward		
Barbara Reid		
Carene Hogg	x	
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		
Forough Ghasemi		
Genevieve Murray		x
Georgia O'Malley		
Greer Bystrycki		
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		
Tom Mittelman	x	
Visitors		
Sarah Richter	x	
Gabby Hogg, Clare Aburn, Quinn Richter and Aahana Samanta (Yr 5)	x	

Table 1. ACTION ITEMS WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
	Nil currently	