

CHAPEL HILL STATE PRIMARY SCHOOL

P&C ASSOCIATION

February General Meeting

Tuesday, 14th February 2023



Acknowledgment of Country

We acknowledge the traditional custodians of the land on which we meet tonight. We thank them for sharing their knowledge, spiritualities and ways of living with the land in this place we all now call home.

We pay respect to Elders past, present and emerging.

May we continue to walk gently and respectfully together with each other.

Oriel Morrison
P&C President



Welcome to the February 2023 meeting.
Our first meeting of the year!

TONIGHT'S **AGENDA**

1. **Opening:** Welcome & acknowledgement
2. **Looking back:** Review of previous minutes
3. **Presentations:** School and Committees
4. **Looking ahead**: Next meeting



Oriel Morrison
P&C President

SECRETARY'S REPORT



Penelope Jessup
P&C Secretary

SECRETARY'S REPORT

Let's Review

Previous Meeting Minutes

Review of minutes from previous meeting - 8 November 2022

Motion

- Confirm as true and correct

SECRETARY'S REPORT

Action Items from last meeting (existing)

Assigned to	Description	Status
Annalyse Strong	Consider options and implement a safe and sightly option to rectify the cutouts near the front entrance of the school (Ironbark Rd entrance).	In progress – Tony to complete before start Term 1 2023.
An Tong Mel Venz	Coordinate with Building & Grounds to provide list of project and priorities. List to be circulated to Comms as well.	In progress
Emma Doolan Mel Venz	Emma to check whether packaging is home compostable and let Mel know as we may be able to compost via the Environmental Club which has recently received a Junior Landcare Grant.	In progress
Oriel	Check P&Cs Qld's position on air-conditioning.	In progress
Mel Wheaton	Obtain advice from Emma Lanigan for having over 65s as volunteers.	In progress – Peach to remind Emma.

SECRETARY'S REPORT

Action Items from last meeting (existing)

Assigned to	Description	Status
Tal Mitchell	Come back on 2023 cross country and colour run dates.	In progress
Tal Mitchell	Provide free dress dates from School Council so that the P&C can coordinate P&C free dress days by the end of Term 1.	In progress
Stewart	Provide mould and leak inspection report to P&C.	In progress
Emma Doolan **B&G Committee**	Emma to progress grant and B&G to obtain quote for fit out.	In progress
Oriel **Bec** **Stewart** **Annalyse**	Progress locations and final options for notice boards.	In progress
Peach	Modify P&C sign up form to remove data gathering and limit to Jotform.	In progress
Annalyse	Follow up on Gambling Fund works to get them locked in asap.	In progress

SECRETARY'S REPORT

Correspondance register

- Correspondence received since last meeting
- Business arising from correspondence - stationery aid





PRESIDENT'S REPORT

Oriel Morrison
P&C President

PRESIDENT'S REPORT

Welcomes and goodbyes

1. A big welcome to Amanda, Eve, Matt and Greer who are joining the P&C exec - we are very excited to see what 2023 holds.



1. A big thank you also to Gen, who is stepping into that role of Grants Subcommittee – we look forward to working with you.

1. A HUGE thank you to our wonderful Secretary Peach, and Treasurer Jacquelyne who are both stepping down this year. Their contribution allowed us to succeed on so many levels, and we are all very sad to see them go. Both stepping up to help our new team start off the year with plenty of support.



1. Our Grants subcommittee is losing the brilliant An – who has won for the school close to $50k in grant funding – THANK YOU!!! We will miss you An :)

To our wonderful Secretary Peach, and Treasurer Jacquelyne,

who are both stepping down this year. Their contribution allowed us to succeed on so many levels, and we are all very sad to see them go. Both stepping up to help our new team start off the year with plenty of support



To our Grants Officer An,

who has won for the school close to $50k in grant funding – THANK YOU!!! We will miss you An :)



PRESIDENT'S REPORT

Events for 2023

We are all looking forward our 2023 events already in the diary:

- Bush Dance Sat 11th March
- Colour Run 30th March
- Mothers Day 12th May
- Festival on the Hill 3rd June
- Fathers Day 31st August
- School disco 28th October



Thanks to Emma - who is already planning special tuckshop days:



Sushi Day 17th Feb

Sushi Day 3rd March

Toastie Day 17th MarcH


On the Building and grounds front - a massive thank you to Mel Venz and the team for their work on the Oval projects:
THANK YOU!
The work on the sandstone seating on the oval has commenced as of 13th Feb
The work on the shade structure for over the playground will also commence this term

PRESIDENT'S REPORT

Fundraising Goals for 2023

Current wishlist:

- Completion of the Tinbeerwah Pl. entrance footpath
- Completion of the Uniform Shop fitout
- Replacement of artificial turf in the prep playground
- STEM student playground classroom
- Extension of covered decking for prep and year 1 areas

TREASURER'S REPORT

Jacquelyne Cope
P&C Treasurer

TREASURER'S REPORT
Commentary

Revenue activities

Tuckshop
Tuckshop profit ended the year with a healthy profit of almost $24K

Uniform shop
Uniform shop profit was $17K.
Margin is sitting at 22%. Prices were increased in Term 4 due to latest stock costs.

Fundraising
Craft stall at Christmas on the Hill raised over $1K

TREASURER'S REPORT
Commentary

Revenue activities

Year End Wrap
Fundraising Income Actual $67.3K compared to $69K budget and $70k received in grants. What a year!

Funds held in trust
The P&C is holding $11K in trust for the Year 6 Graduation celebration for 2023. This is the net amount from the proceeds of Shirts/Jackets sales less costs to date
This excludes the contribution the P&C will make toward the event.
Funds will continue to be paid out as required by suppliers with the P&C being reimbursed from event ticket sales.

TREASURER'S REPORT
Commentary

Financial Statements

- Cash Position Summary
- Profit and Loss Statement
- Balance Sheet

TREASURER'S REPORT

Business for Discussion

- Payment of annual insurance renewal

PRINCIPAL & DEPUTIES' REPORT

SCHOOL REPORTS

Stewart Jones
CHSS Principal

PRINCIPAL'S REPORT

February

2023 Start:

- Return of enrolments from overseas and interstate
- Official total enrolments for 2023 is 826 students
- School captains and student leaders formally appointed
- Positive feedback from our parents new to CHSS and prep families

Staffing Update:

- Welcoming Louise Kliese (HOC/Ignite teacher), Isabelle Porter (Yr 3 teacher), David Worland (Yr 6 teacher), Kathy Nelson (Admin Officer) to our school community
- Tal Mitchell (Deputy Principal - Student wellbeing acting at another school for next 3 weeks, with Katie Stephen filling in for Tal.
- Annalyse Strong to continue Acting Business Manager until end of Sem 1



PRINCIPAL'S REPORT
February



Facilities:

- P&C grant for sandstone landscaping and covered playgrounds
- Department of Education Facilities representative visit
- Arborist report recommendations
- Transport and Main Roads Department meeting for traffic grant
- Traffic flow issues on Ironbark Road after 3pm
- Student access in and around the Hall safety considerations
- Water pipe fail in the lower covered area

PRINCIPAL'S REPORT

February



Work to be done in term 1:

- Diagnostic analysis for targeted learning
- Mathematics Ignite Program Yr 5 in full swing
- Before school Ignite Program (Yr 3 -to Yr 6) up and running
- NAPLAN moved to Term 1 for Yr 3 and Yr 5 students

2023 School Review Year - New School Plan for start of 2024:

- Deep dive in 2020 to form four-year strategic plan
- Strategic focus for 2023 to ensure readiness for next four year strategic plan (2024 - 2028)

PRINCIPAL'S REPORT

Reintroducing the Leadership Team

	**Principal: Stewart Jones** Major focus- School culture (developing a positive whole-school learning culture) and overarching line of sight across the school. Line Manage: Direct line management of the Deputy Principal's and Business Manager
	Deputy Principal: Craig Jordan
	Major Focus: Teaching and Learning in Prep to Year 2 and Student Wellbeing (Prep to Year 2). Line Manage: Head of Curriculum (TW and SF) Class Teachers and Learning Enhancement Teachers (Prep to Yr 2) and Prep Teacher aides

Strat Plan (big Five):

1. Digital Learning



2. Targeted Student Learning



3. Student Wellbeing

4. Teaching & Learning



5. Governance



CHAPEL HILL Parents & Citizens Association STATE PRIMARY SCHOOL

PRINCIPAL'S REPORT

Reintroducing the Leadership Team

	**Deputy Principal**: **Tal Mitchell** Major Focus: Student Wellbeing and extra curricula programs (e.g. sport, camps, Athletic Excellence Development Program). Line Manage: Guidance Officer, Support Staff (OT, speech pathologist...),Student Wellbeing Teachers.
	**Deputy Principal**: **Rysia Pritchard** Major Focus: Teaching and Learning in Year 3 to Year 6 and Digital Learning. Line Manage: Head of Curriculum (SF and LK) , Class Teachers and Learning Enhancement Teachers (Year 3 to Year 6).

Strat Plan (big Five):

1. Digital Learning



2. Targeted Student Learning



3. Student Wellbeing

4. Teaching & Learning



5. Governance



CHAPEL HILL
Parents & Citizens Association
STATE PRIMARY SCHOOL

PRINCIPAL'S REPORT

Reintroducing the Leadership Team

	**Head of Curriculum: Shelley Fanning** Major Focus: Teaching and Learning – pedagogy, curriculum planning and assessment (Year 2 to Year 4)
	**Head of Curriculum: Louise Kliese** Major Focus: Teaching and Learning – pedagogy, curriculum planning and assessment (Year 5 to Year 6) including IGNITE (enrichment programs)

Strat Plan (big Five):

1. Digital Learning



2. Targeted Student Learning



3. Student Wellbeing

4. Teaching & Learning



5. Governance



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PRINCIPAL'S REPORT

Reintroducing the Leadership Team

Strat Plan (big Five):

1. Digital Learning
2. Targeted Student Learning
3. Student Wellbeing
4. Teachirg & Learning
5. Governance

	Head of Curriculum: Tina Wogandt
	Major Focus: Teaching and Learning – pedagogy, curriculum planning and assessment (Prep to Year 1)

CHAPEL HILL Parents & Citizens Association STATE PRIMARY SCHOOL



CHAPLAIN'S REPORT

SCHOOL REPORTS

Carolyn Harris
CHSS Chaplain

CHAPPY CAROLYN'S REPORT

Current activities for 2023

Hub duty

Checking in with some students with care support needs

Rockhopper Program - about to commence

Building resiliency/reducing anxiety for small groups of yr 1 and 2 students - waiting on referrals from teachers.

Rock and Water Program - shortly commencing

Shortly commencing with senior school with Katie Stephan – group still being organised

CHAPPY CAROLYN'S REPORT

Current activities for 2023

Prep

Doing some Prep visits to familiarise with new students – prep for when Myla returns

Craft groups

Big focus on wellbeing themes within the activities:
Seniors – Monday
Juniors – Tuesday

Myla

Lessons on safe interaction with dogs (15 mins) and caring for animals (30 mins) for Preps – when Myla is back – later in term 1

BUSINESS MANAGER'S REPORT

SCHOOL REPORTS

Annelyse Strong
CHSS Business Manager

EVENTS' REPORT

SUBCOMMITTEE REPORTS

Oriel Morrison

EVENT'S REPORT

Upcoming Dates for 2023

2023 Bush Dance 	• Sat 11th March 2023 • Band Booked • Food Truck confirmed - still awaiting confirmation of 2others.
2023 Cheese Toastie Day 	• Friday 17th March 2023 • This will be run by the Tuckshop • To be loaded onto QKR as a special day
2023 Mothers Day	• Fri 12th May 2023
2023 Festival on the Hill & Trash and Treasure 	• Sat 3rd June 2023 • Confirmed: Rides, Hire Equipment, DJ • In Progress: Food Trucks • Required: Sponsorship, Volunteers
2023 Fathers Day	• Thurs 31st Aug (Fri 1st Sep is a PFD)
2023 Disco	• 28th October 2023 • Booked: DJ
2023 Colour Run 	• TBC - same date as cross country

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STATE PRIMARY SCHOOL

EVENT'S REPORT

Business for Discussion

- Proposal to start the 50/50 raffle immediately have it run/be advertised all year or until we reach $25,000.



BUILDINGS & GROUNDS' REPORT

SUBCOMMITTEE REPORTS

Mel Venz

BUILDING AND GROUNDS' REPORT

Successes - Things Going Well

Oval Shaded Amenities Project – GCBF Grant

- Sandstone blocks delivered
- Contract signed with Bespoke Landscaping, due to start 13 Feb
- Shade structure over Oval Playground to start within 2 weeks



Jubilee Tree Planting Grant

- Good survivorship of planted trees
- Richmond Birdwing Butterfly vines have died or been pulled out
- Project due for sign-off completion in April

Uniform Shop

- New dry pan installed - no more leaks reported

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STATE PRIMARY SCHOOL

BUILDINGS AND GROUNDS' REPORT

Roadblocks - Things Getting in the Way

Uniform Shop – dust

- Request to install weather strip

Uniform Shop – fit out standards to allow food preparation.

- We are working the Qld Public Health Unit (Metro North) on this matter. We have resolved all the issues except the for the Health Unit's determination that handwashing (sink) facilities are provided in the Uniform Shop.

Uniform Shop

- New dry pan installed - no more leaks reported



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STATE PRIMARY SCHOOL

BUILDING AND GROUNDS' REPORT

Actions and Recommendations

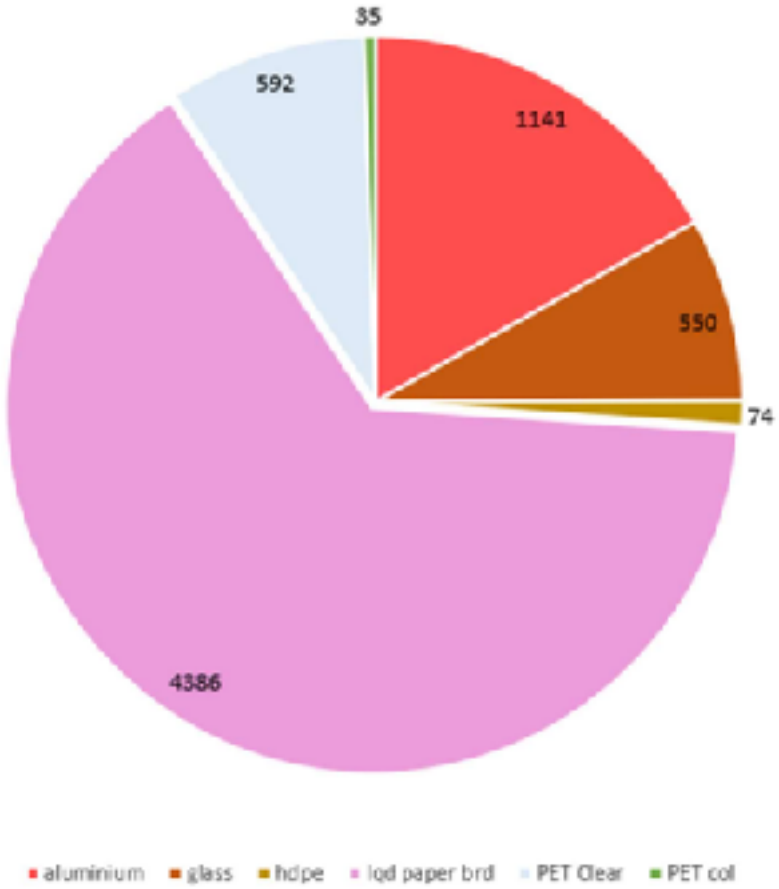
Decisions *Actions that have been implemented*	**Oval Shaded Amenities – hillside seating** Change in Scope - for the Oval seating project, from one discrete area (3 rows of 44 blocks) to blocks also in front of the cricket nets; due in part to the working with the existing trees in the 1st priority area (under the shady figs near the shelter shed). We have agreed to purchase any materials brought in to backfill behind blocks; however this needs to be kept to under $1000 to stay within budget.
Recommendations *Motions you want to raise*	Vote of thanks and appreciation to David Fearn, retiring from the B&G Committee at the end of 2022. David has been an incredibly knowledgeable and active member of the team since 2018 and will be greatly missed.

BUILDING AND GROUNDS' REPORT

Container Recycling at CHSS

Container Recycling at CHSS

- 6778 containers returned for refund & recycled in 2022
- earned $677.80 for Environment & Sustainability at CHSS





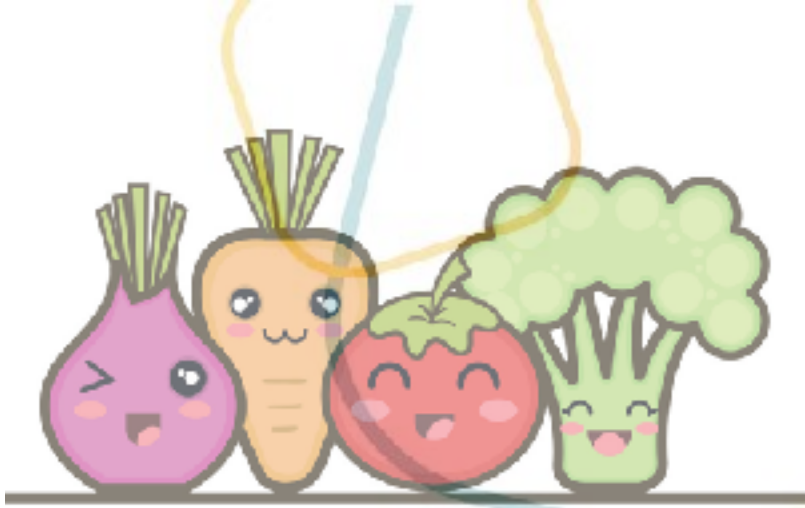
TUCKSHOP & UNIFORM SHOP REPORT

SUBCOMMITTEE REPORTS

Emma Doolan
Melissa Wheaton

TUCKSHOP REPORT

Successes - Things Going Well



Order numbers

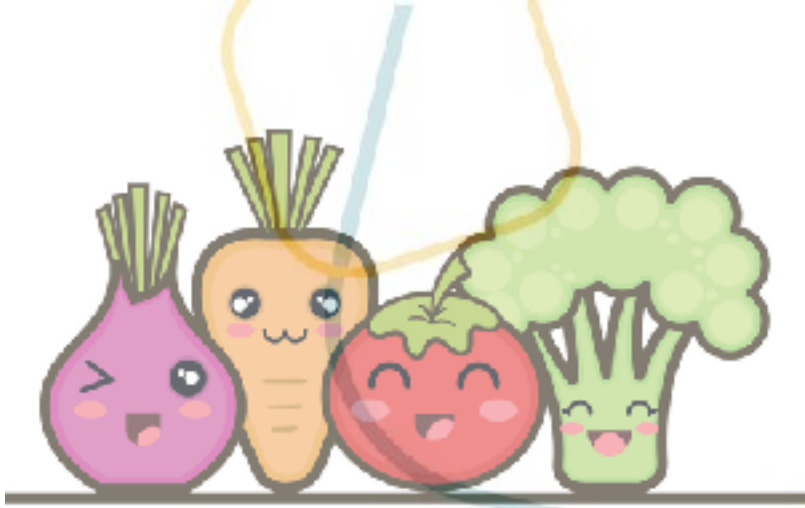
Reasonably steady the last 2 weeks, not quite as high as usual, this will improve once Prep students can order this week.

Coffee

We have started offering Coffee from the tuckshop on Monday and Friday mornings, this week we hope to introduce a coffee card for teachers - order 5 get 1 free etc. Just working out the finer details.

TUCKSHOP REPORT

Roadblocks - Things Getting in the Way



<u>Inconsistent supply</u>

We are trialling a new supplier (Fresh and Frozen) who so far have been wonderful. Hopefully we will have more consistent stock of some items (unfortunately they don't currently carry everything we need, majority of our groceries currently come from Woolworths).

TUCKSHOP REPORT

Actions and Recommendations

Decisions *Actions that have been implemented*	• Wendy is now our new Coffee Coordinator! She is doing a wonderful job selling coffee on Monday and Friday mornings. • We have started on Qrk! this year, a few small teething issues but so far everything is going well.
Recommendations *Motions you want to raise*	• We may need to get some more information out to parents as we are still getting a lot of parents contacting us and asking us how to order. • We would also like to ask for approval to purchase a new printer for the tuckshop (Our current printer isn't suitable for printing labels every day) - Could we please ask for $300 to cover a laser printer.

UNIFORM SHOP REPORT

Successes - Things Going Well

- Recruitment of new volunteers.
- Implementation of a dedicated cashier on Monday mornings is improving customer waiting times.
- New Monday morning stock picking sheet improving efficiency and accuracy.

UNIFORM SHOP REPORT

Roadblocks - Things Getting in the Way

- Supply chain issues have been increasing the time between order being placed and stock received.
- Dust within the shop due to incomplete fitout.
- Internet signal is very poor for EFTPOS.

UNIFORM SHOP REPORT

Actions and Recommendations

Decisions *Actions that have been implemented*	• A marked uniform set for people trying on clothes
Recommendations *Motions you want to raise*	**That the Uniform Shop have a temporary internal fit out including:** • temporary ceiling sheeting such as plywood • narrow desktop for customer service • painting interior walls white/off white • static clothes hanging rack for uniform 'try on' set • a power point for recharging Albert and Laptop • large noticeboard



DIGITAL COMMUNICATIONS REPORT

SUBCOMMITTEE REPORTS

Rebecca Kierle

DIGITAL COMMUNICATIONS

General

Successes

Things going well

- Jotform reached a number of people (Amanda has final numbers).
- Newsletter is being read as many new entries after the first and second newsletter
- More people are interacting with the posts now than late last year.

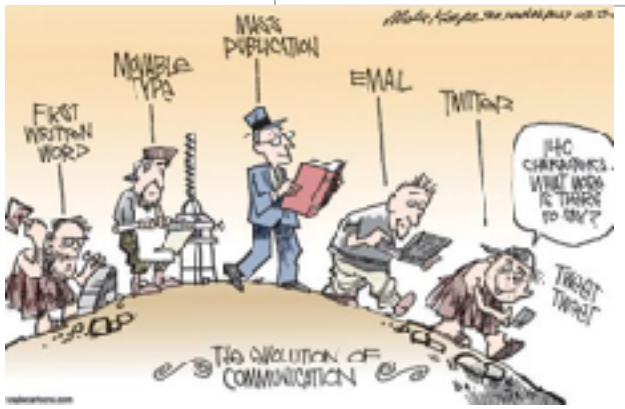
Roadblocks

Things getting in the way

- **NIL**

DIGITAL COMMUNICATIONS
Actions and Recommendations

Decisions *Actions that have been implemented*	nil
Recommendations *Motions you want to raise*	Can the jotform link be given to teachers to send out in their welcome emails next year?



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GRANTS REPORT

SUBCOMMITTEE REPORTS

An Tong (apologies)

GRANTS REPORT
Progress

Queensland Day

- $15K grant to promote Queensland day – unfortunately unsuccessful. Limited feedback received.

Extraordinary Disaster Assistance Recovery Grants

- Up to $50,000 – looking to repair flood damaged cricket nets & astro-turf. Application closed 10 March 2023. Quotes received. Application 70% completed.

MOTIONS ON NOTICE



Recommendations *Motions you want to raise*	**NIL**

OTHER BUSINESS

- School buses



APPLICATIONS FOR NEW MEMBERSHIP

New membership applications for acceptance

Thank you



Next Meeting – TBC