CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

SECRETARY'S REPORT - October 2023

Date: 10 October 2023
Time: 6:30pm
Location: CHSS Conference Room 2

STRIVING FOR EXCELLENCE

Table 1. ACTION ITEMS FROM 12 SEPTEMBER 2023 GENERAL MEETING WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
Oriel Morrison Amanda Merrick School Team	A new **artist created mural** – planning complete, work planned for the holidays.	**In progress** - Planning complete, work pending.
Greer Bystrycki	Greer contacted the **Qkr!** developers to discuss options to improve functionality as discussed at the August P&C meeting.	**In progress -** Greer contacted Qkr!, received a reply, and will update us when possible.
Melissa Wheaton Tom Mittleman Rebecca Kierle	Proposed **fridge magnet** for CHSS important numbers and contact details +/- sponsorship.	**In progress -** Planning underway, quotes received.
Exec Team Events Team School Team	**Christmas Concert** - bookings in place and planning underway, showbags planned.	**In progress** - Planning underway, to be discussed at this meeting.
B&G Team School Leadership	**Recycling** - Containers for Change bins trial commenced. Policy being discussed ongoing.	**In progress –** Underway, ongoing discussions between the B&G team and the School.
B&G, Uniform P&C Executive School Team	**Uniform Shop Fit Out** - Planned to proceed with P&C to fund completion of the works required for effective functionality asap.	**In progress** – Awaiting final quote, work will commence when possible this year.
Melissa Wheaton School Team Oriel Morrison	Find an appropriate place to put the second-hand **uniform donations basket** that works for the School and the Uniform Shop.	**In progress** - Further discussion and decision to be made.
B&G Team Jane Fountain Annelyse Strong	**Birdwing butterfly vine plantings** and consideration of an Interactive Panel about the life cycle of the butterfly.	**In progress** - Planning for completion of project, updates will be discussed as available.
COMPLETED	**ITEM**	**PROGRESS**
Oriel Morrison Eve Jenkins	**CHSS P&C Health and Wellbeing Subcommittee - Commencing 2024!** Subcommittee Convenor: Tom Mittelman Subcommittee Members: Amber O'Neill, Eve Jenkins, Oriel Morrison, and more to come! **Interested in contributing your time and ideas?** Please email Eve at secretary.chapelhillpandc@gmail.com.	**Confirmed** **Plan**: A new subcommittee with the scope of promoting the physical, social, psychological, and emotional wellbeing of students, parents, and teachers, in partnership with the school and local community.

B&G Team Oriel Morrison	**Prep Playground Turf Repairs** Artificial turf in the prep playground replaced and additional turfed area for mini sports field area.	**Completed** – looks great, with lots of positive feedback from kids and parents!
B&G Team Oriel Morrison Amanda Merrick Gen Murray Stewart Jones	**Oval playground upgrade** Artificial turf problems, structural issues, outdated. Inspection has occurred and the equipment deemed safe. Members keen area remains a playground.	**On hold** - GCBF Grant likely to be our match for this project, to be applied for in 2024.

Table 2. EMAIL AND POSTAL CORRESPONDENCE REGISTER

INCOMING				
DATE	**EMAIL/POST**	**FROM**	**DESCRIPTION**	**ACTION**
25/07/2023	Email	P&Cs Qld Admin	Parent Talk Newsletter	Forwarded to Exec and more
27/07/2023	Email	Cr Greg Adermann, Pullenvale Ward	Pullenvale Post Newsletter	Forwarded to Exec and more
15/08/2023	Email	Civiq - School Drinking Fountains supplier	Promotional material	Forwarded to Exec and more
24/08/2023	Email	Greens Senator for Queensland	Promotion for "Save Our Public Schools"	Forwarded to Exec and more
30/08/2023	Email	P&Cs Qld HR Support Service Team	Info about the Qld State Awards wage rates	Forwarded to Exec and Admin
11/09/2023	Email	OneSchool	Remittance Advice	Forwarded to Treasurer
12/09/2023	Email	P&Cs Qld	AGM Update 2023	Forwarded to Exec and more
12/09/2023	Email	Helping Hands – Jack Lundie-Jenkins	Thanks and feedback after Sept meeting catchup discussion	Forwarded to Exec and more
01/10/2023	Email	Josie's Jewels	Product promotions	Forwarded to Exec and Events
September, October	Emails	Various suppliers	Product promotions	Forwarded as appropriate
September, October	Mail	Various suppliers	Product brochures	Distributed at school and meetings
OUTGOING				
DATE	**EMAIL/POST**	**TO**	**DESCRIPTION**	**ACTION**
Many	Email	Various	Subcommittee correspondence	Catalogued by subcommittees
Many	Post	Various	Subcommittee Correspondence	Catalogued by subcommittees

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

DATE	MATTER	TYPE	FOR	AGAINST	DECISION
05/10/2023	"The P&C executive team moved an urgent executive motion to fund up to $2200 to purchase a BBQ to use at fundraising events."	Exec	Oriel Morrison Amanda Merrick Greer Bystrycki Eve Jenkins	Nil	Carried