CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING MINUTES – 11 NOVEMBER 2025

Date: 11 November October 2025
Time: 6:30pm
Location: Library

AGENDA ITEM	
Opening and welcome by the Chair **Amanda Merrick**	Meeting opened at 6:39 pm. Meeting chaired by our VP, Amanda Merrick. Amanda welcomed a large group to the library for our final meeting of the year and thanked everyone for attending.
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 14th of October 2025." Moved: Eve Jenkins; Seconded: Mona Hope; Carried
Secretary's Report	
Eve Jenkins **Report – see Att 1.2**	**See Secretary's Report at Attachment 1.2** Updated action items progressed or completed - see Table 1 below. • Blue Card changes discussed as below. Susana, our Admin Officer, has been working hard to establish new systems to ensure the P&C remains fully compliant - thank you, Susana. **Blue Card Requirements & Volunteer Registry** • The P&C discussed the recent **changes to Blue Card requirements** and how they apply to volunteers. The changes are complex, but important. • **All volunteers** will now be encouraged to hold a **free Volunteer Blue Card** and have it **linked to Chapel Hill State School P&C**. This supports best-practice child-safety standards and simplifies event coordination. • **Susana** has been working hard to establish the new Blue Card register and ensure compliance; she has now been trained in maintaining the system. • **Communication improvements** are planned to capture Blue Card details via event sign-up sheets and centralised registers. • The group agreed to normalise Blue Card registration through early parent communication - especially in Prep orientation materials - to prepare new families for volunteer participation. • **Bec** will speak with **Paula** to align messaging between the school and P&C, ensuring both send consistent information about volunteer Blue Cards. • **Thanks to Divna Haslam for sharing her expertise and guidance on these changes.** Divna will prepare info to be communicated to parents, with thanks.
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	Distributed correspondence table 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.**

Discussed:

- Thank you to the amazing **Trish** for all her hard work in organising and running the disco! What a wonderful event. $4410 was made in profit to put towards making the school amazing for our little people.
    - Members discussed improving the lighting, perhaps with fairy lights, and including a chill zone next year. The event was a big success!
- Another big thank you for **Claudi** for organising the Pie Drive - yummy pies and a profit of over $700. Thank you also to Michelle for making space in the tuckshop for pie storage.
    - Members keen for another Pie Drive next year – first week of third term under consideration.
- We can't wait for the mangoes to arrive! - thank you to **Flick** for organising the mango drive, where over $3k was raised for the school. Amazing work!
    - Members discussed this being a straightforward and profitable fundraiser, with delicious benefits.
- A big welcome to **Clare O'Brien** who is joining us as our uniform shop convenor.
- We are looking forward to the **Christmas Concert** on December 5. We will have food trucks and a wonderful concert of students singing on the oval.
- Very excited to say more work has been done on the new playground for the oval. Updates to come.
- **We are looking for a new executive team to start Feb 2026 - please send any interest to president.chapelhillpandc@gmail.com.**

Discussed:

Our CHSS year 6 students who competed in the **Future Problem Solvers** - are going to represent Australia internationally next year. Thank you to the parents who attended to tell us all about their plans.

Future Problem Solvers Program – Parent Presentation

- The P&C welcomed parents from the **Future Problem Solvers (FPS)** program to discuss fundraising support for the CHSS students who have qualified to represent Australia at the **2025 International Finals in the USA (10–14 June 2025).**
- **Mr Mitchell** introduced the parents and outlined the program, which uses a six-step inquiry process to help students develop creative solutions to global issues. CHSS students achieved **first place nationally** this year! An outstanding result and credit to the students, their families and our dedicated CHSS teacher, Louise, who coordinated the program during school breaks.
- The parent group is seeking assistance to raise funds for travel and accommodation costs for their students. They requested advice and possible P&C support for managing funds and promoting community-based fundraising.

The discussion included a range of fundraising ideas:

- **End-of-year BBQ**
- **Snow cone or ice-cream day** at school
- **Bunnings BBQ**, **supermarket BBQs**, or **stalls at the Christmas Concert** (subject to approval)
- **Local sponsorships, online auctions, or grants**
- **Branding opportunities / sponsorships from local businesses**

	○ The P&C discussed the current donation policy (document to be forwarded to FPS parents) - As per our current "Chapel Hill State School P&C Support for Excellence Policy" - The P&C confirmed that we can provide support, resources, equipment and communications, and that the FPS parent group will be responsible for running and managing their fundraising activities. Inter-meeting funding approvals may be arranged if required. ○ The importance of documenting this year's process was noted to assist with future participation in the program. The P&C expressed strong support for the students' achievement and enthusiasm for helping the group connect with the broader school community. **Website:** https://fpsp.org.au
Vice President	
Amanda Merrick	The VP provided help and support to both the Executive and the Events Team, contributing to planning, problem-solving, coordination and more. *The P&C extends its heartfelt thanks to **Amanda Merrick** for her outstanding contribution to the Chapel Hill State School P&C and the wider school community over the past five years. Amanda has been instrumental in the effective functioning of the P&C, serving three years as Vice President and providing invaluable leadership, dedication and support. Thank you, Amanda, for your time, energy and passion — and for the enormous positive difference you have made to CHSS and our students.*
Treasurer's Report	
Mona Hope **Reports - Atts 3.1 & 3.2**	**See Treasurer's Report at Attachment 3.1.** **Treasurer's Report – Key Points** • **Uniform Shop:** Sales totalled **$63,237**, down **11%** from 2024, with a year-to-date profit of **$11,606** (down 27%). Margins remain reasonable; a full stocktake is recommended before year-end. • **Tuckshop:** Sales of **$120,153** represent a **22% decrease** due to the earlier renovation and reduced trading days. Profit to date is **$15,726** (2024: $33,868). A modest Term 4 price review has been implemented to offset wage increases. • **Events:** Generated strong results with a year-to-date profit of **$58,665**, up 13% from 2024. • **Overall Net Profit: $10,409**, an **80% improvement** compared to the same period in 2024. • **Grants:** Deferred grant income reduced to **$187**; remaining funds from the 2024 Volunteer Grant must be spent by November 2025. • **Funds Held in Trust:** The P&C is holding **$24,800** for Year 6 Graduation (including current and future cohorts). ○ **Balance Sheet:** Total assets of **$255,656** and net assets of **$226,948**, reflecting stable financial position.
School Leadership	
Stewart Jones **School Principal** **Report - see Att 4.1**	**See Principal's Report at Attachment 4.1.** Presented by Mr Mitchell tonight, Mr Jones sends apologies, unable to attend tonight. **Discussed:** • **Showcase Awards:** Chapel Hill SS and Kowanyama SS partnership recognised with a Showcase Award at Parliament House. • **Staffing Updates:** Several staff changes for 2026, see Principal's Report.

	• **Facilities**: Prep and main toilet blocks, tuckshop, and retaining walls completed. Teaching Block 1 delayed due to timber rot, asbestos, and termite damage; expected completion early 2026. • **2026 Stationery & SRS**: Minor price adjustments across year levels; introduction of Matific (Maths) and PLD reading resources. Increases are minimal compared with 2025 – ***P&C endorsed.*** • **Instrumental Music Fees:** Small increase (first since 2022) across Strings, Brass/Woodwind, and Percussion – ***P&C endorsed.*** ○ Members discussed how fantastic our music program is and the demand for spots in the band, waiting list exists, only one band and one string teacher. • **P&C approval of dates for 2026 Chaplain events –** Craft Connection Night on May 7th and Active Connection Night on September 3rd. • **50th Anniversary (2028):** Early planning underway; call for volunteers to join the steering committee. **Swimming Program – Departmental Changes for 2026** • Mr Mitchell outlined new Department of Education requirements stating that school swimming programs are now considered part of the curriculum, meaning schools can no longer charge parents for any part of swimming instruction or related activities, as has previously been done at CHSS. • The Department provides a subsidy to assist schools with the cost of swimming, including pool hire, buses, and instructor supervision. The subsidy covers around a 5th of the cost of the current program at CHSS. The program model for 2026 is still being reviewed, and the school will work to balance costs while ensuring equitable access for all students. • The annual Swimming Carnival will continue. • The P&C noted that while it may not be appropriate to directly fund curriculum programs, it will consider how to support inclusive, whole-school initiatives connected to swimming and water safety. • Mr Mitchell will review options early next year and agreed to look at ensuring swimming opportunities are retained for Year 1 students. • The P&C will revisit possible contributions once the new program structure is confirmed. The school will come back to us to discuss this, if needed and appropriate.
Subcommittee Reports	

Events Subcommittee
Thricia Ayling
Althea Papinczak
Oriel Morrison-Higgins
	See Events Report at Attachment 5.1. (not received yet)
	Noted:
	• Mango trays - Qty sold: 450 - Total sales: $12,600
	• Pie Drive - Qty sold: 147 - Total sales: $2564
	Disco Event Summary
	• **Final QKR ticket sales:** $3,170
	  ○ 128 family tickets ($2,560), 61 x 1A/1C tickets ($610)
	  ○ Approx. attendance: 640+
	  ○ Consider promoting advance ticket sales only next year to assist planning.
	• **Expenses:** $1,781 (bar stock, DJ, glow toys, snacks)
	• **Final profit: approx. $4,300**

	○ **2023 comparison (QKR sales only):** Disco: $2,740, Bush Dance: $3,450 • **Volunteer support:** ○ Volunteer roles filled late but well; strong parent/staff help with pack-up. ○ Hall fully cleaned and vacated by ~8:30pm. • **Learnings for next year:** ○ Bar overstocked — ~50% returned. ○ Reduce snacks and soft drinks by half. ○ Popcorn sales lower than anticipated. ○ Two food trucks (savoury + ice cream) were sufficient and had good sales. ○ Glow toys very popular — almost all 140 items sold. ○ Square reader issues at glow stand diverted sales to bar; one $30 transaction failed. **Discussed:** ○ As per our Trash and Treasure lead, quotes have been received for the two shipping containers to be hired from the Wednesday 21st Jan 2026 until the week of the Festival on the Hill – motion discussed and carried as below. **P&C EVENT DATES FOR 2026 – Save the Dates!** ○ March 7th – P&C Family Fun Day ○ March 27th – Colour Run ○ May 8th – Mother's Day Stall ○ June 13th – Festival on the Hill ○ August 1st – Parent's Trivia Night ○ September 2nd - Father's Day Stall ○ October 24th – Bush Dance ○ December 4th – Christmas Concert
Motion	"That the P&C fund up to $1600 for planning the Trash and Treasure fundraiser in 2026, for the hire of two shipping containers from the Wednesday 21st Jan 2026 until the week of the fete in June." Moved: Eve Jenkins; Seconded: Divna Haslam; Carried
Buildings and Grounds Claudi Bird	**See Buildings and Grounds Report at Attachment 5.2.** **Noted:** • **Tuck Shop Refurbishment** is completed • Shelves have been sourced and installed in the new freezer room. • Gisler's Pie Drive is completed and has been a success – ○ 147 orders, with Chunky Steak being the firm favourite for CHSS and we raised approx. $735 • We have been able to secure 4 drink troughs out of the bathroom refurbishment. A huge thank you to Mr Jones for making it happen. • Member discussed that year 6's need more seating areas for lunch.
Tuckshop Subcommittee Michelle Seymour Report – see Att 5.3	**See the Tuckshop Report at Attachment 5.4.** • Thank you to the parent volunteers that assisted on Friday 7 November in the Tuckshop as we were short staffed.

	• Special day planned – Sausage Sizzle Thursday December 4th - Please can we put communications out for 3 volunteers to assist Felicity Burns with BBQing sausages.
Uniform Shop Subcommittee **Clare Whelan (new)**	• Ongoing transition process to new uniform shop convenor, with thanks. • The Chair expressed her gratitude to Melissa Wheaton for her years of hard work in the Uniform Shop, which is very much appreciated. • Discussed options for collecting second-hand uniforms around end of year.
Comms Subcommittee Report - see Att 5.5 **Rebecca Kierle**	**See the Comms Report at Attachment 5.5.** **To be discussed:** • Discussed extending order date for stationary and other details arranged. School to communicate all the details before the end of the year, with thanks.
Grants Subcommittee **Genevieve Murray**	Thank you to Gen for your ongoing work on Grants.
Health and Wellbeing Subcommittee **Eve Jenkins**	• Yoga with Jo / Twilight Stretch continues at CHSS in term 4 - Thursday nights in the Arts Room, 7:30pm until 8:30pm. Highly recommended, five stars. • The Wellbeing Wagon Project - to be unveiled at our AGM in February 2026. • P&C Family Fun Day 2026 – Early planning underway – event to be held on March 7th, 2026 – save the date!
CPR Facilitator **Catherine Nichols**	Discussed: • New Word Form in place of Jotform for collecting parent info – works well.
OSHC Liaison **Tammi Levine**	Thank you to Tammi for your ongoing work as OSHC Liaison.
General Business	
Grade 5 Sparks Entrepreneurial Program at the Christmas Concert! Presented by: Julie Lewsey	• The children from Sparks would have been working on their businesses for two terms. There will be approximately 12 businesses selling products they have made or sourced. • Discussed planning for the Christmas Concert, thank you Mona for helping on this project. Discussed having the students attend assembly to discuss their products in advance of the Christmas Concert – to be considered.
Internet Speed Mr Mitchell	• A group of year 5 and 6 parents approached the P&C about potentially improving the internet connection/speed within the school for the seniors. • Mr Mitchell explained that the school very much recognises the problem - there have been internet upgrades this year and there are further upgrades planned for 2026 that will improve speed and access for our students.
Closing	
Applications for membership	New membership applications for acceptance: Nil
Close	Meeting closed at TIME. The next **CHSS P&C Annual General Meeting** will be held **10 February 2026 at** 6:30pm in Conference Room 2, followed by the February General Meeting from 7:00pm.

Confirmation of minutes
Chair name: Amanda Merrick

Signature: _____ Date: _____/_____/_____

CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION
GENERAL MEETING ATTENDANCE REGISTER – 11 NOVEMBER 2025

STRIVING FOR EXCELLENCE

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)	x	
Carolyn Harris (Chaplain)	x	
Annelyse Strong (Business Admin)		
Honorary Life Members		
Jane Fountain	x	
Melanie Venz		
Robyn Arthur		
Val Balnave		
2025 Executive Members		
Oriel Morrison-Higgins – President		X
Amanda Merrick – Vice President	X	
Mona Hope – Treasurer	X	
Eve Jenkins – Secretary	X	
2025 Members		
Alice Cottrell (Events Subcommittee Member)		
Althea Papinczak (Events Subcommittee Member)		
Amber O'Neill (Health and Wellbeing Subcommittee Member)		
Amy Walden		
Andrew Patterson		
Annie Ward		
Barbara Reid (Tuckshop Subcommittee Member)		
Carene Hogg		
Caroline Lawless		
Catherine Nichols (CPR Facilitator)	x	
Charmaine Threlfall		
Charnelle Cronje		
Cheri Jenkinson		
Claudi Bird (Buildings and Grounds Subcommittee Convenor)	x	
Divna Haslam	x	
Elaine Chuah		
Eliza Leslie		
Faith Vallati		
Felicity Burns (Mango Drive + T&T leader)		x
Forough Ghasemi		
Genevieve Murray (Grants Convenor)	x	
Georgia O'Malley (Health and Wellbeing Subcommittee Member)		
Greer Bystrycki		

Ian Burns (Communications Subcommittee Member)		x
Julie Beisser		
Julie Lewsey	x	
Kate Millard		
Kellie Carmichael		
Laura Pyke (Uniform Shop Subcommittee Member)		
Lisa Barham		
Melissa Wheaton		
Michelle Seymour (Tuckshop Subcommittee Convenor)		
Qin Li		
Rebecca Kierle (Communications Subcommittee Convenor)	x	
Shirin Jamarani		
Stanley Kierle (Buildings and Grounds Subcommittee Member)		
Tammi Levine (OSHC Liaison)	x	
Tharuka Prematillake		
Trish Okafor (Events Subcommittee Convenor)		X
Tom Mittelman		
Visitors		
Chung Lin	X	
Wendy Huang	X	
Joanna Zhang	X	
Jiha Dirg	X	
Yingxian Li	X	
Mei Fuu	X	
Alison Morgan	X	
Helen Tam	X	
Louise K	X	
Barry Millard	x	

Table 1. ACTION ITEMS WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
Tammi Levine, School, Helping Hands	**Boom gates during school holidays** During school holidays the school boom gates are shut, and this makes it difficult for some parents dropping kids to vacation care. Tammi mentioned accessibility issues for the mobility challenged, suggesting helping hands could have a pin for the boom perhaps and give this to parents if needed. • Details finalised to allow access during vacation care as needed, with thanks. Tammi (OSHC Liaison) can be contacted for details at: oshcliaison.pandcchapelhill@gmail.com	Completed
Admin, Secretary, Rebecca Keirle Divna Haslam	**Changes to Blue Card requirements.** The new regulations and registry requirements are complex. Our admin officer, Susana, has taken this on, with thanks. Bec and Susana have been attending webinars to ensure our P&C meets requirements. The admin officer and secretary will work together to ensure the requirements are met. • Details in Secretary's Report above - will carry over to 2026	In progress