CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING MINUTES – 13 AUGUST 2024

Date: 13 AUGUST 2024
Time: 6:30pm
Location: CHSS Conference Room 2

STRIVING FOR EXCELLENCE

AGENDA ITEM	
Opening and welcome by the Chair **Oriel Morrison-Higgins**	Meeting opened at 6:40pm. 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 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	"That the minutes be confirmed as a true and correct record of the meeting held 11 June 2024." Moved: Eve Jenkins; Seconded: Amanda Merrick; Carried
Business arising from the minutes of the previous GM	**Secretary's Report - Att 1.2** Discussed action items that have been progressed or completed - see Table 1 below for updated information.
Correspondence received since the last GM - Att 1.2	Distributed list of inward and outward correspondence endorsed as per Secretary's Report - Att 1.2.
Motion	"That the inwards correspondence be received, and outwards be endorsed." Moved: Eve Jenkins; Seconded: Melissa Wheaton; Carried
Table of executive committee's decisions - **Att 1.2**	Secretary tabled executive committee's decisions - Att 1.2 Discussed necessary action taken on urgent matters since previous meeting.
President's Report	
Oriel Morrison **Report – see Att 2.1**	**Please read the President's Report at Attachment 2.1.** • See report for future plans, progress notes and thank yous. A massive thank you goes to Amanda Merrick who organised a fun and profitable Parent's Trivia Night for 2024. Thank you for a great night, Amanda, and thank you to our volunteers and sponsors. The long list of raffle prizes was amazing! **Donation Policy Discussion and Planning - The <u>CHSS P&C Giving Fund</u>.** • Plan proposed by Executive Team in 2023 with Oriel progressing this matter to discussions with our Principal last month and a policy is in the process of being devised. • The P&C are often asked to help families in financial difficulties with school-related expenses. The P&C would like to formalise that process and give the Principal the opportunity to offer financial help to families that he assesses as genuinely in need. • Initially, the P&C Exec will move a motion to fund $1000 towards the CHSS P&C Giving Fund. We will monitor the outcome of this donation policy.

	• The names and details of the families in need would be kept private from P&C members (except for when P&C members are approached regarding financial support and are directed to the Principal, in which case the member will act with discretion). • The CHSS P&C Exec would like CHSS families to know that we appreciate parents support of our fundraising events, since they allow us to launch and maintain our programs such as the new CHSS P&C Giving Fund. • The program will fund uniforms, lunches, excursions, and more, as decided, for families experiencing financial hardship. Further information regarding contact details will be forthcoming and teachers will be informed about the CHSS P&C Giving Fund. • The School Leadership team appreciates that the P&C fund ties in with school goals of working as a community to focus on the wellbeing of students and their families. • The program could also distribute info about services and resources, Smith Family, etc. • No student should miss out. A more detailed policy will be distributed before the end of 2024. If you have ideas to contribute to the policy, please email: secretary.chapelhillpandc@gmail.com • **ACTION ITEM** - to monitor policy development and launch.
Vice President	
Amanda Merrick	The Vice President supported the President and the Events Team. **Please read the Vice President's Trivia Night Event Report at Att 2.2.** See report for the incredible list of raffle prizes from so many generous local sponsors, and a list of helpful lessons learned, as well as figures. **Discussed:** • Events are a huge effort. When engagement is lower than hoped, it's difficult to justify the work to profit ratio for P&C volunteers. For this reason some events may need to occur only every second year.
Treasurer's Report	
Greer Bystrycki Report Att 3.1	**See Treasurer's Report at Attachment 3.1** Report discussed briefly at meeting, distributed with minutes for members.
School Leadership Reports	
Stewart Jones **School Principal** Report Att 4.1	**See Principal's Report at Attachment 4.1.** • The August 2024 P&C Principal's Report includes updates on reading, collegial engagement, teacher data, staffing updates, and information on strategic planning for the next four years. **Discussed:** • Members commented that the school and P&C have done a great job with the Prep Transition Program over recent years and a lot of positive feedback has been received from prep parents. • One member commented that she went to multiple local similar events and felt CHSS did an excellent job, they felt involved and welcomed to the school.

	• The P&C appreciates the school parents and teachers who have travelled with our Grade 5 students to their school camp. We hope everyone has a fun and educational experience! • The upcoming Chappy Active Connection Night is planned with lots of activities and prizes and food and fun! Only 30 places left.
MOTION	"That the Principal's report and Chaplain's report be accepted as tabled." Moved: Eve Jenkins; Seconded: Amanda Merrick; Carried
Subcommittee Reports	

Events Subcommittee
Report – see Att 5.1
Oriel Morrison
Alice Cottrell
Amanda Merrick
	See report at Attachment 5.1.
	Discussed:
	• **Father's Day Stall - August 29th - thank you Trish for organising!**
	  ○ Stock purchased, promotions underway, layout discussed, 188 tickets sold at time of meeting.
	  ○ The P&C will try and come up with suitable and safe systems, in conjunction with the school, that means students without tickets remain supervised in their classrooms, however this may not always be possible.
	  ○ School agrees to promote stall at assembly, with thanks.
	• **Election Day BBQ 26th October** – looking for an organiser.
	• **Colour Run 2025** will be the same day as the cross country (and if rained out then in week 3 of term 2) .
	• **NO DISCO THIS YEAR.**
	  ○ DJ Bexx to be booked for 2025, thanks Oriel.
	• 50/50 raffle ongoing – poor engagement so far.
	• Discussed fundraising options and approaches.

Uniform Shop Subcommittee Report – see Att 5.4 **Melissa Wheaton,** Michelle Seymour, Zee Ngasiran, Caroline Lawless.	**See report at Attachment 5.4.** • See report for updates on Uniform Shop news, discussion of possible stock and supplier issues, tech upgrades and volunteer recruitment. • Change in Uniform Policy to be discussed, as per Action Items in Secretary's Report. • Recommendation of the subcommittee for P&C approval: "That the sample bucket hat be approved with a single colour and CHSS logo embroidery on the interior of the hat." **Discussed:** • Ensuring enough hats for 2025 preppies and all grades. • P&C keen to support local businesses in Australia rather than purchasing from manufacturers moving offshore. This will come at a cost of 1 to 5 dollars per item of checked clothing. Overseas manufacturers may also be a risk for shipping delays. Members happy for Aus made and promotion of same to the school community. • POS business has all moved to Square – great work. • Scrunchie makers needed!
Proposed Motion:	"That the P&C approve the purchase of stock for 2025 up to the value of $40,000." Moved: Amanda Merrick; Seconded: Cath Nichols; Carried.

Buildings and Grounds Subcommittee
Report – see Att 5.2
Claudi Bird, Sam Bysouth Jane Fountain, Caroline Lawless, Sud Tjipudra, Adam Castle, Greg Dromey, Monique Merrick.
	See report at Attachment 5.2
	Building and Grounds Report at Attachment 5.2 will be presented at the meeting and distributed with the minutes.
	• Updates on numerous ongoing projects, including Ongoing Proposed Project List and Goals – larger projects and smaller projects.
	• Thank you to all the volunteers who participated in the successful working bees!
	• Addition of a Yarning circle/outdoor learning/amphitheatre area next to the covered handball area. Pricing sourced, project to be discussed at meeting.
	Proposals from the B&G Subcommittee for discussion:
	• $20 approved for additional mulch. Felicity Burns has requested 50 tube stock plants from Council (for delivery on the 16th of August).
	• Establish approximate budget for outdoor learning and yarning circle area:
	o Natural Table and chairs x 4 = $3684;
	o Yarning Circle wooden chairs x 2 = $2500;
	o Log seating x 20 = $6420;
	o Earthmoving equipment 5 ton @$165 p/hr = $2300 (2days), 1.5 ton machine @$135p/hr = $2835 (3days);
	o Supervision $1785 for 3days;
	o Strengthen existing timber retaining and add additional height $3500;
	o Need approx $25-$30k.
	• Urgent maintenance required, retaining soil at the handball courts, slab will be sagging/collapsing without intervention, can tie in with outdoor learning project. For discussion of P&C and school splitting cost.
	• Photos in report in relation to the above.
	Discussed:
	• Emu buckets have been launched. Teacher feedback has been positive, and the buckets are filling up!
	• Recycling has raised $540 for the year so far – great work!
	• A platypus character has been created and may be lucky enough to join the CHSS “circle of friends”
	• A refreshed Lorri character has been created and will be considered
	• We have had lots of positive feedback about the successful working bee. The budget was slightly exceeded by the rental of an industrial water pressure spray and a line marker. Thank you so much to everyone who came along, we really appreciate it!
	• Discussed urgent maintenance required as per report – safety issue – retaining walls need reinforcing – obtaining quotes from local suppliers
	• Discussed the yarning circle proposal as above – Claudi has amazing plans for a yarning circle in a currently unused corner including 3 new gathering spaces, eating seats and a new amphitheatre space, all while fixing a retaining wall (urgently needed). The P&C loves the plan, we will consider funding priorities for current projects.
	o The principal informs us that the school is unable to contribute to this project – the P&C sees this as understandable given the

	very small budget given to our public school for playgrounds and outdoor learning environments. o The school leadership team would also like to better envision the project before approving it. • Discussed other projects, including that the P&C is very focussed on finding the funds for a new oval playground. The bridge between the oval and the school is planned to be upgraded. And a new oval playground would add to the area's upgrade. • The P&C has big plans for the oval playground and surrounding area, which is already a meeting place for parents and with more seating could be more community connections. An upcoming grant may contribute most of the cost. The Health and Wellbeing Subcommittee will also be fundraising in March 2025 at the next Obstacle Course Fun Day for this important project.
MOTION	"That the P&C fund $20 mulch. Felicity Burns has requested 50 tube stock plants from Council (for delivery on the 16th of August)." Moved: Claudi Bird; Seconded: Tammi Levine; Carried
Tuckshop Subcommittee Report – see Att 5.3 **Michelle Seymour,** Barbara Reid, Robert Canning, Melissa Wheaton.	**See report at Attachment 5.3.** • Sushi Day successful - approx. 180 orders; added gluten free pizzas and burgers to menu which has been successful; increased orders over the past few week.
Digital Communications Subcommittee Report – see Att 5.5 **Rebecca Kierle** Ian Burns	**See report at Attachment 5.5.** • Promoted Trivia Evening and Father's Day. • Planning to advertise upcoming events. • Briefly discussed concern that in the CHSS Parents group - increasing number of anonymous posts. • Xmas Concert confirmed for November 29th
Grants Subcommittee **Genevieve Murray**	**See report at Attachment 5.6.** • See report for updates and plans.
Health and Wellbeing Subcommittee Report – see Att 5.7 **Tom Mittelman,** Eve Jenkins, Amber O'Neill, Georgia O'Malley, Tal Mitchell	**See report at Attachment 5.7.** • See report for discussion of planning for the 2025 Obstacle Course Fun Day, many other ideas and plans. **Discussed:** • Team requested discussion of consideration of Brisbane City Council's Active School Travel (AST) program – School leaders explain that the program is too demanding on teacher's time which is understandable. Mr Jones is supportive of the Health and Wellbeing Subcommittee executing a one-off event enough along similar lines, with thanks. • With the school's approval, we have started planning an event that promotes students and families walking to school together, to combine physical activity with forming community connections. • The P&C was also happy to move ahead with a Health and Wellbeing Survey, with thanks. The aim is to identify the main concerns of our school parents, staff and students and establish our community's health and wellbeing related priorities.

CPR Facilitator **Catherine Nichols**	**Matter for discussion:** • Budget for World Teacher's Day event. Note as per our Treasurer, $965 was spent in 2023. Propose spending up to $1000 for 2024 lunch and coffee truck for world teacher's Day. **Discussed:** • Mr Jones noted that the CHSS Support Staff appreciated the P&Cs vouchers for a coffee and muffin for Support Staff Appreciation Day • Discussed planning for Teacher Aide Appreciate Week, which will be celebrated from Monday 2 September to Friday 6 September. 
Proposed Motion:	"That the P&C approve spending for World Teacher's Day up to $1000 for lunch and a coffee truck to celebrate our incredible teaching staff and to show our appreciate for everything they do for our students." Moved: Cath Nichols; Seconded: Melissa Wheaton; Carried
OHSC Liaison **Tammi Levine**	Info from Tammi, with thanks: • The painting in the art room is finished, • The vacation care program is out – themed "imagination", • & HH is open on August 30th – pupil free day. **Discussed:** • Parents have voiced concerns about additional costs for incursions and excursions – HH have fed back that they're taking this on board and Tammi will follow up and report back with their response, with thanks.
General Business	
General business matter Presented by: Amanda Merrick	Opportunity for items of general business to be discussed. • Amanda has been liaising with Bunnings regarding BBQ Fundraising opportunities and the CHSS P&C is on the waiting list for a Saturday in 2025! We hope to have parent volunteers when the day comes to sell tons of sausages to fundraise for the CHSS P&C.
Closing	
Applications for membership	New membership applications for acceptance: Nil.
Close	Meeting closed at 8:45pm The next P&C General Meeting will be held **10 September at 6:30pm.** Thank you everyone for attending and for your support of our school!

Confirmation of minutes
Chair name: Oriel Morrison

Signature: _____ Date: _____/_____/_____

CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING ATTENDANCE REGISTER – 13 AUGUST 2024

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Name	Present	Apology
Staff Leadership Team		
Stewart Jones (Principal)	X	
Tal Mitchell (Deputy Principal)		X
Craig Jordan (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 (B&G Subcommittee)	X	
Melanie Venz		
Robyn Arthur		
Val Balnave		
Executive Members		
Oriel Morrison- Higgins (President)	X	
Amanda Merrick (Vice President)	X	
Greer Bystrycki (Treasurer)		X
Eve Jenkins (Secretary)	X	
Subcommittee Members		
Alice Cottrell (Events Subcommittee)		
Amber O'Neill (Health and Wellbeing Subcommittee)		
Barbara Reid (Tuckshop Subcommittee)		
Catherine Nichols (CPR Facilitator)	X	
Claudi Bird (B&G Subcommittee Convenor)	X	
Genevieve Murray (Grants Subcommittee)	X	
Georgia O'Malley (Health and Wellbeing Subcommittee)		
Ian Burns (Communications Subcommittee)		X
Melissa Wheaton (Uniform Shop Subcommittee Convenor)	X	
Michelle Seymour (Tuckshop Subcommittee Convenor)		
Rebecca Kierle (Communications Subcommittee Convenor)	X	
Robert Canning (Tuckshop Subcommittee)		
Sam Bysouth (Buildings and Grounds Subcommittee)		
Tammi Levine (OSHC Liason)	X	
Tom Mittelman (Health and Wellbeing Subcommittee Convenor)		X
Members		
Alina Dini		
Ana Silva		
Binny De Saram		
Carene Hogg		
Caroline Lawless		
Caitlin Crow		
Dheeraj Lenka		

Divna Haslsm	x	
Emily Hall		
Felicity Burns		
Jennifer Oates		
Jonathan Chuong		
Jonathan Strugnell		
Katrina Swalwell		
Laura Pyke	x	
Lauren Purves		
Natalie O'Beirne		
Nicola Krahe		
Randhika Karunatillake		
Sarah Pham		
Simon Gill		
Stanley Kierle		
Sud Tjiputra		
Tharuka Prematillake		
Tristan Dieben		
Zee Ngasiran		
Visitors		
James Pyke	x	
Thriga Ayling	x	

Table 1. ACTION ITEMS WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
Executive Team, School Leaders, B&G team.	**P&C Storage Situation:** • There is mould in the P&C containers under the hall and they are dangerous to access. P&C members expressed clearly to school leadership that the current situation is inadequate, and a storage solution must be found, semi-urgently. The school informed the P&C earlier in 2024 that there are no current storage space options. • **Update**: possible option of storage solution to be incorporated into Tuckshop Upgrade grant expansion; plans and costings in process – great news!	In progress
Tal Mitchell, Executive Team.	**Grade 6 funds held in trust**: • Tal discussed that the Student Council is interested in fundraising for an additional bubbler in the Grade 6 area. Also asked whether the P&C could co-contribute to additional bubblers in the Grade 6 area – suggests grant funds / graduation funds / video sales funds could contribute. • Decided for further discussion, with Treasurer kindly asked to consider available funds and discuss with Exec.	In progress – on hold until discussed with Tal at next meeting
Uniform Team, Executive Team, School Leaders.	**Uniform Policy:** • The P&C has considered updates to the School Uniform Policy. Parents have asked that all students be allowed to wear the CHSS unisex shorts as a component of the formal uniform. The suggestion is that the school formal uniform options for all students could become: a checked shirt and shorts or skort, or the checked dress. • Comms has gone out on the matter, and further parent feedback in the form of emails and messages were discussed at tonight's meeting, which were in favour of the changes. • The School suggested that discussion of changes to the school's official uniform policy needs to be opened for further consultation between the P&C, parents, School and Uniform Subcommittee. • At the June General Meeting the P&C moved a motion and carried a motion for an interim amendment to the School Uniform Policy, as follows**:** "The P&C moves that an interim amendment is made to the current CHSS School Uniform Policy to allow all students to wear the unisex shorts with a checked shirt as a formal uniform option, while other changes to the whole uniform policy are under consultation." – motion carried. **Discussed:** • Ongoing consultation with the school community planned • Considered local schools' approaches to unisex school uniforms • More information will be in the school newsletter, on noticeboards and distributed by CPRs. Interested parents are invited to come to the next P&C meeting to express any opinions. • Note formal uniform required for photo days, performances, debating, school trips, Anzac day, ceremonies, other school events.	In progress
Executive Team School Leadership Team	**Donation Policy Discussion - The CHSS P&C Giving Fund**. • The P&C are often asked to help families in financial difficulties with school-related expenses. The P&C would like to formalise that process and give the Principal the opportunity to offer financial help to families that he assesses as genuinely in need.	

	• Initially, the P&C Exec will move a motion to fund $1000 towards the CHSS P&C Giving Fund. We will monitor the outcome of this donation policy. • SEE FULL UPDATE IN PRESIDENT'S REPORT. • No student should miss out. A more detailed policy will be distributed before the end of 2024. If you have ideas to contribute to the policy, please email: secretary.chapelhillpandc@gmail.com OR president.chapelhillpandc@gmail.com	
Eve Jenkins, Carolyn Harris, School Leaders, Executive Team.	**Canteen Makeover:** • This action item is largely superseded by the committee planning the Senior Tuckshop Upgrade, to be funded by the School Tuckshop and Playground Upgrade grant, thanks to the school's successful application. • The P&C has recently replaced the oven. • The P&C will contribute ideas and suggestions for functionality upgrades that would allow us to run successful fundraising events. We will contribute planning ideas along with Chaplain Carolyn, Helping Hands and the School Leadership Team with the goal of designing a highly functional Senior Tuckshop / Hall Kitchen.	**Completed**