CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

SECRETARY'S REPORT – February 2026 General Meeting

Date: 10 February 2026
Time: 6:30pm
Location: CHSS Conference Room 2

STRIVING FOR EXCELLENCE

Table 2. URGENT EXECUTIVE ACTIONS REPORT - SINCE LAST GENERAL MEETING

DATE	MATTERS	TYPE	FOR	AGAINST	DECISION
	Nil	Exec		Nil	Carried

Table 1. ACTION ITEMS WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
	Nil – new year, fresh start!	

Table 3. EMAIL AND MAIL CORRESPONDENCE REGISTER – SEE CHSSPANDC EMAIL ADDRESSES AS NEEDED

INCOMING				
DATE	**EMAIL/POST**	**FROM**	**DESCRIPTION**	**ACTION**
November to February	Email / Mail	P&Cs Queensland	Newsletters	Distributed as appropriate
November to February	Emails	Politicians	Newsletters	Distributed as appropriate
November to February	Email / Mail	Various suppliers	Product brochures	Distributed as appropriate
OUTGOING				
DATE	**EMAIL/POST**	**TO**	**DESCRIPTION**	**ACTION**
November to February	Email / Mail	Various	Subcommittee correspondence	Catalogued by subcommittees