CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING AGENDA – March 2026

Date: March 10 2026
Time: 6:30pm
Location: Library

AGENDA ITEM	
Opening and welcome by the Chair	Meeting opens, agenda adopted, Chair requests any other items of general business that members or visitors may wish to discuss later.
Apologies	Chair acknowledges apologies (written or verbal).
Confirmation of the minutes of the previous GM - Att 1.1	Any corrections to the previous minutes are noted on the original copy. The Chair signs the confirmed copy of minutes from the last GM.
Helping Hands Presentation	**Helping Hands manager attending meeting for presentation.**
Secretary's Report	
Report - see Att 1.2	**See Secretary's Report at Attachment 1.2** • Discussion of action items progressed or completed. ○ Ongoing P & C Storage and Sunscreen
Table of executive committee's decisions - Att 1.2	Secretary tables executive committee's decisions. Discussion of necessary action taken on urgent matters between meetings.
President's Report	
Report - see Att 2.1	**See President's Report at Attachment 2.1.** **Noted from Claudi:** <u>Executive Committee Transition</u> • First month for the new President; transition to the new Executive Committee is nearly complete. • Formal welcome to the new Treasurer and executive members: **Althea, Nikki and Jodie**. • Acknowledgement and thanks to outgoing President **Oriel** and the previous committee. <u>Infrastructure & Fundraising Updates</u> • Procurement for **Stage 1** of the infrastructure project is underway. • Target: **New oval playground** refreshed and operational by **start of Term 3**. • Thanks to **Annelyse** for support on this project. <u>Events & Community Activities</u> • Strong start to 2026, although **Family Fun Day (7 March)** was postponed due to weather. • Thanks to **Eve and her team**; a new date to be confirmed. • Events planning progressing well with several new ideas in

	development. 2026 School Fete • Fete planning advancing strongly. • Special thanks to **Althea and Flick** for event arrangements and management of **Trash & Treasure** collections. Funding Priorities (Capital Projects) • New oval playground (with drainage and seating) • Half basketball court • Hydration station & bubblers • Raised garden bed teaching area + improved drainage near Year 1 • Additional sandstone seating • New picnic tables • New drainage and swales in Adventure Playground
Vice President's Report	
	Contributing to Events Report
Treasurer's Report	
See AGM Reports	**See Treasurer's Report at Attachment 3.1** **Report Summary:** Financial Position: The P&C remains financially stable with **total assets of $234,401** and **net assets of $186,836**. Cash reserves remain strong at **$180,235** across bank accounts. Trading Activities: February trading income totalled **$32,647**, comprising **Tuckshop $17,727**, **Uniform Shop $12,004**, and **Events $2,915**. Tuckshop: Continued strong performance with a **gross profit of $6,317** for the month. Uniform Shop: Generated **$1,899 gross profit** for February; stock on hand valued at **$43,556**. Events: February expenses mainly relate to preparations for **Family Fun Day** and the **2026 Fete**, with revenue to follow later in the year. YTD Result: The P&C reports a **YTD net loss of $(31,738)**, consistent with timing of event costs and higher operating expenses early in the year. Trust & Grant Balances: • Year 6 Graduation funds held: $6,514 • Deferred grant income: $187 • Prepaid expenses: $1,220 (Bush Dance deposit) Liabilities: Total liabilities of **$47,564**, including significant event supplier payables

	(e.g., **$27,090 to Party Time Amusements**) <u>Receivables:</u> Total receivables **$1,272**, mainly an **ATO refund of $1,311** pending
School Leadership Team	
Stewart Jones **School Principal** **Report -**	Nil report provided prior to sending of Agenda. Key Points to be discussed within meeting to be shared within meeting minutes.
Chaplain's Report Chappy Carolyn	Nil report provided prior to sending of Agenda. Key Points to be discussed within meeting to be shared within meeting minutes.
Subcommittee Reports	
Events Subcommittee **Thricia Ayling** Althea Papinczak	**See Events Report at Attachment 5.1.** <u>Term 1 Activities</u> **Yoga with Jo – Term 1** • Weekly Thursday evenings, 7:30–8:30pm (Weeks 2–9). • Cost: $10 per class / $60 term pass (via QKR). • Leads: Eve (Lead), Amber (Second). **Family Fun Day – New date -** • Tickets via QKR ($45 family / $25 1 carer & 1 child / $95 family + donation). • Food trucks: Johnny Brisket + Gourmet Pizza. • Additional offerings: LICK ice creams, snow cones, popcorn, bar from 12pm. • Activities: Obstacle courses, jumping castles, basketball, giant darts, craft, chill zone, scavenger hunt. • Volunteers call-out posted. • **Revenue:** $3,685 in sales. • **Sponsorship:** Helping Hands confirmed ($5,000). <u>Upcoming Events</u> **Colour Run – Friday 20 March** • Lead: Sarah Maxwell. • Details still to be confirmed; awaiting requirements for P&C involvement. **Mother's Day Stall – Friday 8 May** • Lead required. • Details to be discussed at meeting. **Festival on the Hill – Saturday 13 June** **Lead:** Althea Papinczak • Budget drafted and available on G Drive. • Rides booked; deposit paid. • **Entertainment:** DJ Bex locked in (4:30–6:30pm). • **Sponsors:**

	o Arthur Conias confirmed ($7,500 main stage sponsor). o Ray White Metro West – interest expressed. o Liz Browning – unavailable this year. • Previous sponsors contacted; vendor quotes being obtained. • Proposal: Reduce fireworks to Silver package and start earlier (by 15–30 mins). **Trash & Treasure – Saturday 13 June** • Lead: Flick. • Details to be confirmed. **Parents Social Event – Saturday 1 August** **Lead:** Althea Papinczak Two options under consideration: 1. **Long Lunch** at the school (3pm–7pm). 2. **Party at Witton Barracks** – teepees, booze bus, band/DJ, on-site toilets, favourable community pricing. • Budget to be presented for approval. • Suggested theme: **"Your Most Awesome Coat or Jacket."** **Father's Day Stall – Thursday 3 September** • Lead required. • Details TBC. **6. Bush Dance – Saturday 24 October** • Band: **Beefa's Bush Band** confirmed. • Setup: Arrive 4:00–4:30pm, start 5:30pm. • Request: Reserve 4 car parks for equipment unloading. • Invoice forwarded to Treasurer. **7. Christmas Concert – Friday 4 December** • Lead: Althea Papinczak. • Considering hiring a stage and repositioning on oval for shade. • Query: Can a bar be added? • Aim: Improve comfort due to heat.
Buildings and Grounds **Claudi Bird**	**See Buildings and Grounds Report at Attachment 5.2.** **Noted:** **Summary of Current Projects** • Major projects ongoing, including the oval playground refurbishment, additional tuckshop storage, hall kitchen refurbishment, drainage works near the netball court, drainage improvements in the nature play area, hall louvre installation, and remediation of drainage issues near the tennis courts and cricket nets. • Minor projects progressing/planned, including new bike racks, small seating areas, prep playground water bubblers, and a rubbish-awareness initiative with the Environment Club. **Key Achievements**

	• Progress on oval playground planning. • Increased volunteer interest in project participation. • Reuse of troughs salvaged from bathroom renovations (acknowledgement to Mr Jones). **Challenges** • Weather-related delays and site access limitations due to ongoing construction works. **Implemented / Ongoing Actions** • Oval playground demolition to be undertaken by P&C; EQ to manage procurement and installation of equipment. P&C to complete seating, drainage swale, and mulching. • Final rectification work on three tuckshop overhead cabinets completed. • Drink troughs scheduled for installation during school holidays.
Proposed Motion	**Motion: Drainage Remediation – Cricket Nets and Tennis Courts** That the P&C approve funding to clear the existing stormwater pit and inspect the associated drainage infrastructure near the cricket nets and tennis courts, to determine the extent of blockages or damage and enable development of a remediation plan.
Proposed Motion	**Motion 2: Installation of Guttering – Pavilion Area** That the P&C approve installation of guttering around the pavilion seating and the undercover area next to the future basketball court, with all runoff directed into the planned swale as part of the oval playground project. Seating to be removed, area cleaned and repaired, and seating re-installed
Tuckshop Subcommittee **Michelle Seymour**	Nil report prior – any updates to be discussed within meeting.
Uniform Shop Subcommittee **Clare Whelan**	Nil report prior – any updates to be discussed within meeting.
Comms Subcommittee **Report - see Att 5.3** **Rebecca Kierle**	**See the Comms Report at Attachment 5.3.** **Noted:** <u>Successes / News / Updates</u> • Fete advertising commenced; Facebook event created. • Colour Run promotional activity increased. • FFD to be readvertised once new date is confirmed. <u>Future Plans</u> • Continue communications and promotion for upcoming events.
Grants Subcommittee – see Att 5.4 **Genevieve Murray**	**See the Grants Report at Attachment 5.4.** **Noted:** <u>Roadblocks / Issues / Concerns</u> • Meeting still pending with the school regarding Deductible Gift Recipient (DGR) Building Fund arrangements. <u>Future Plans / Project Submissions</u>

	• Submitted: Gambling Community Benefit Fund – Round 1 application for playground works (slab, hoops, swale). • Upcoming: Port of Brisbane Grant application for oval playground swale. • Engagement: Two additional volunteers identified via JotForm.
Health and Wellbeing Subcommittee **Eve Jenkins**	Nil report prior – any updates to be discussed within meeting.
CPR Facilitator **Catherine Nichols**	Updates to be discussed at the meeting.
OSHC Liaison	Updates to be discussed at the meeting.
General Business Matter	
General business matter – Colour Run Volunteers	Early opportunity for P and C members to volunteer at colour run. Link forwarded during email of agenda. *"Volunteer opportunities for "CHSS P&C Colour Run 2026" have been opened early just for you.* *Please click on the following web link (or copy it into your web browser if clicking doesn't work) to go to the signup sheet:* *volunteersignup.org/KYKXR* *To sign up, just follow the instructions on the page. We will give you a week before we send it out to the larger school body for volunteers so grab the spots you most want.* *Thank you again for being the kind of energy that volunteers, it makes a difference!* *Sarah Maxwell & Laura Batten (Mum volunteers of the Colour Run)* *chssfunctions@gmail.com"*
General business matters	
Closing	
Close	Meeting closes. Thank you to everyone who attended our March General Meeting.
Date of next meeting	The next CHSS P&C General Meeting will be held 6.30 May 12th.