

# CHAPEL HILL STATE PRIMARY SCHOOL

## Parents and Citizen's Association



### GENERAL MEETING MINUTES

#### Details

Tuesday 08 March 2016

Recorded by: Jess Hamilton (Secretary)

#### Item

#### Notes

#### General

Open and welcome Meeting commenced at: 7:35pm

Previous minutes acceptance **Motion:** That the previous minutes be accepted as true and accurate record of the previous meeting. **Moved:** Jade McCleave. **Seconded:** Viktoria Rice-Allen. Passed.

#### Executive Reports

##### Subcommittee structure and expectations:

- Ken spoke about reporting guidelines and time frames prior to meeting
- Subcommittee expectations – providing a set agenda to collate prior to General meetings. Explanation of how template can be used.
- Tuck shop subcommittee (TSSC) discussion – specific outline role of TSSC
- Introduced Jess Hamilton as 'Line Manager' to Tuck Shop – to manage paid staff and day-to-day operations of the tuck shop.
- Call for Buildings & Grounds subcommittee – Guy Johnson + Dean Newbury + Melissa Braun volunteered.

President's/Vice Presidents report

##### Call for Subcommittee volunteers:

**Motion:** That Guy, Dean, Melissa form the members of Buildings and Grounds committee.

**Moved:** Ken Allen. **Seconded:** Jess Hamilton. Passed.

- Call for Fete subcommittee: Jess Hamilton, Jade McCleave, Viktoria Rice-Allen, Sally Bryant, Ruth Stegmann, Cal Winckel; Nissa Venton volunteered.

**Motion:** That Jess, Jade, Viktoria, Sally, Ruth, Cal and Nissa form the members of the Fete Committee. **Moved:** Ken Allen. **Seconded:** Jody Stephens. Passed.

- Call for Grants – Cass Agar-Wilson volunteered.

**Motion:** That Cass takes responsibility for Grants Committee. **Moved:** Ken Allen, **Seconded:** Jess Hamilton. Passed.

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	<ul style="list-style-type: none"><li>▪ Crockery – no volunteers, Val will coordinate as required.</li><li>▪ Tennis courts – Guy Johnson volunteered.</li></ul> <p><b>Motion:</b> That Guy takes responsibility for Tennis Court management. <b>Moved:</b> Ken Allen. <b>Seconded:</b> Jess Hamilton. Passed.</p> <ul style="list-style-type: none"><li>▪ Sports uniforms – Jade McCleave volunteered.</li></ul> <p><b>Motion:</b> That Jade takes responsibility for Sports Uniforms. <b>Moved:</b> Ken Allen. <b>Seconded:</b> Viktoria Rice-Allen. Passed.</p> <p><b>Action:</b> Val and Jade to further discuss requirements for sports uniforms</p> <p><b>Motion:</b> That the committee endorse the TSSC guidelines with alteration (attached to minutes). <b>Moved:</b> Robyn Neill. <b>Seconded:</b> Viktoria Rice-Allen. Passed.</p> <p><u>Previous Actions:</u></p> <ul style="list-style-type: none"><li>• Ken went through actions from last meeting</li></ul> <p><b>Motion:</b> That the committee is accepting the Insurance Policy as outlined in previous meeting. <b>Moved:</b> Ross Hall. <b>Seconded:</b> Jess Hamilton. Passed</p> <ul style="list-style-type: none"><li>• Treasurers spoke to reimbursement process (see Treasurer's Report)</li><li>• Purchase of P&amp;C Safe to be installed in tuck shop – deferred for TSSC discussion</li><li>• New items on tuck shop menu – deferred for TSSC discussion</li><li>• Appropriate tuckshop recommendations – deferred for TSSC discussion</li><li>• Carmen Spry has organised Triple P seminars (see New Items / 1)</li><li>• 3/6 previous actions completed</li></ul> <p><u>Vice-Presidents:</u></p> <p>Jody Stephens paid thanks to Sarah Hart on behalf of the new Executive for her efforts to date.</p> <p><b>Action:</b> Viktoria (class rep facilitator) to ask for helpers to support Sarah Hart with the sausage sizzle on election day.</p>
Secretary report	<p>Correspondence was noted.</p> <p><b>Action:</b> Jess to send a generic reminder to subcommittees to have reports in by Friday prior to meeting.</p> <p><b>Action:</b> Jade and Val will explore the option of a school Disco later in the year</p> <p><b>Action:</b> Melissa and Cass to further discuss TMR grant for road safety – entrances to school</p>

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	<p><b>Action:</b> Viktoria and Stewart to revisit the Tinbeerwah Place road safety section in newsletter. After concerns were raised on child safety in this street.</p>
Treasurer's report	<p>Leah gave the Treasurer's report which was circulated.</p> <ul style="list-style-type: none"><li>▪ Next major expenditure – white boards in new classrooms</li></ul> <p><b>Motion:</b> That a new accounting package be purchased for Treasurers – \$77 per month ongoing. <b>Moved:</b> Leah Woodward. <b>Seconded:</b> Robyn Neill. Passed</p> <p><b>Motion:</b> That a laptop be purchased for specific treasurer use up to \$1000. <b>Moved:</b> Leah Woodward. <b>Seconded:</b> Carmen Spry. Passed</p> <p><b>Action:</b> Leah and Nancy to create an asset register (incl servicer register) with consideration to replacing equipment after a 3 year term.</p>
<b>Subcommittee Reports</b>	
Tuckshop	<p>Viktoria spoke on behalf of Tuck Shop Subcommittee.</p> <ul style="list-style-type: none"><li>▪ TSSC have agreed to work collaboratively without formal roles</li><li>▪ First meeting scheduled Thursday 17<sup>th</sup> March.</li><li>▪ Applauded Sheena's efforts on assembly introducing new snacks in place of chips and Jumpies in accordance with new 'Healthy Choices' Government guidelines.</li></ul>
Uniform shop	<p>Robyn gave the uniform shop committee report.</p> <ul style="list-style-type: none"><li>▪ All orders from November have been received, except bucket hats</li><li>▪ All sports shorts are back in stock</li><li>▪ Small issue with Eftpos chip reader – not working consistently</li></ul> <p><b>Action:</b> Jane &amp; Leah, Dean to look into the problem with the device chip-read issue.</p>
Fundraising	<p>Jade McCleave gave Fundraising report.</p> <ul style="list-style-type: none"><li>• Looking at options for Mother's day stall purchases</li><li>• Currently making a calendar for year's commitments – Robyn and Jade managing</li></ul> <p><b>Action:</b> Robyn and Jade to forward a formalised fundraising calendar to Viktoria for distribution to class reps.</p> <ul style="list-style-type: none"><li>• Ros drafting a letter to approach sponsors for Trivia Night.</li></ul>

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	<b>Action:</b> Viktoria to speak with Ros before sponsor letter goes out.
Buildings & Grounds	New committee formed (as per President's report). Nothing reported.
Fete	Viktoria gave Fete Committee report <ul style="list-style-type: none"><li>• First fete committee meeting Sunday 20<sup>th</sup> March – will have a report at March meeting</li></ul> <b>Motion:</b> That the amount of \$1000 for rides deposit be approved for fete. <b>Moved:</b> Viktoria Rice-Allen. <b>Seconded:</b> Ruth Stegeman. Passed.
OSHC	Jody raised a request from helping Hands to push advertisement through the Class Reps. It was decided this was not appropriate and instead showcase via the school newsletter.
<b>School Reports</b>	
Principal's report	Stewart spoke to the circulated Principal's report, with key points being: <ul style="list-style-type: none"><li>▪ Promotion of school values</li><li>▪ Fantastic commitment from year 2 on Clean up Australia Day</li><li>▪ Prep's first assembly – friendship song. Touching moment.</li><li>▪ Proposed Projects: Stewart making enquiries about costings</li><li>▪ Adventure playground – turf + sandstone landscaping</li><li>▪ Entry footpath on Netball court side of school entrance – Ironbark Rd</li><li>▪ Shade sales around fairyland area</li><li>▪ Proposed parking bay Ironbark Rd, beside tennis courts</li></ul> <b>Action:</b> Stewart to talk more about these projects with the Buildings and Grounds subcommittee. Refer to attached Principal's report for further information. Stewart mentioned that the Fairyland playground and new amphitheatre would be ready post Easter.
Vice Principals report	No report provided – Proposal to discontinue this report in the future and role the information into the 'Principal's Report'

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Events report	<p>Val presented a list of upcoming school activities and excursions.</p> <ul style="list-style-type: none"><li>• Year 2 harmony morning – 23<sup>rd</sup> March</li><li>• Funky Hair Day – 11<sup>th</sup> March</li></ul> <p><b>Motion:</b> That the upcoming school activities and excursions as presented be approved. <b>Moved:</b> Val Balnave. <b>Seconded:</b> Jess Hamilton. Passed.</p>
New business	
New Item 1 / Triple P Seminar	<p>Carmen followed up on implementation of Triple P Seminars</p> <ul style="list-style-type: none"><li>▪ Dates on Triple P parenting website (<a href="http://www.triplep-parenting.net">www.triplep-parenting.net</a>) for more information</li><li>▪ Carmen will be presenting seminars in the school hall. Anticipating large numbers.</li></ul> <p><b>Action:</b> Advertise to broader community – flyers to day care centres via parents. P&amp;C committee members to assist with distribution of flyers.</p> <ul style="list-style-type: none"><li>▪ Helping Hands offered to provide child care during the event – limited places</li></ul> <p><b>Action:</b> Fundraising committee to organise complimentary tea &amp; coffee + discuss opportunities for further fundraising on the night. <b>Action:</b> Stewart to consider giving a presentation on the night.</p>
New Item 2 / P&C Safe to be installed in tuckshop	<p>Held over to next meeting (after TSSC discussion)</p>
School Banking	<p>Jane gave School banking report</p> <ul style="list-style-type: none"><li>• School banking will not be operating last 2 weeks of school term</li></ul> <p><b>Action:</b> Jane to organise a sign at school banking site to advertise 'NO BANKING' for specific dates. Val to put up the sign on banking days. <b>Action:</b> Stewart to make an announcement on assembly on this subject.</p>
Close out	
New membership	<p>Dean Newbury; Cal Winckel</p> <p><b>Motion:</b> that new memberships are accepted. <b>Moved:</b> Ken Allen. <b>Seconded:</b> Jess Hamilton. Passed.</p>

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Item	Notes
Changes	It was raised to show the agenda/report on a projector as a way to reduce printing
Thanks and close	Next meeting: Tuesday 12 <sup>th</sup> April, 2016, 7:30pm Meeting concluded at: 9:43pm (2:08 hrs in duration) Motions Passed / Unsuccessful: 13 / 0 New Actions raised: 16
-- END --	

### Correspondence (5)

Item	Who	Action
Bush Dance 2016	Karen Rimland	Fundraising
Active Travel Program - BCC Grant	Brook & Dave Wadsworth	Secretary
TMR Funding - card security gate for Tinbeerwah St entrance	Melissa Braun	Building & Grounds
New bubblers - request for original photo	Bridget Fazion	Buildings & Grounds
Triple P Parenting Seminar follow up	Carment Spry	Secretary
END		

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#### 08 Mar 16 Action items (16)

Item	Who	What
President's Report	Val and Jade	to further discuss requirements for sports uniforms
VP Report	<u>Viktoria</u>	to ask for helpers to support Sarah Hart with the sausage sizzle on election day.
Secretary Report	<u>Jess</u>	to send a generic reminder to subcommittees to have reports in by Friday prior to meeting.
Secretary Report	<u>Jade and Val</u>	will explore the option of a school Disco later in the year
Secretary Report	<u>Melissa and Cass</u>	to further discuss TMR grant for road safety – entrances to school
Secretary Report	<u>Viktoria and Stewart</u>	to revisit the Tinbeerwah Place road safety section in newsletter. After concerns were raised on child safety in this street.
Treasurer's report	Leah and Nancy	to create an asset register (incl servicer register) with consideration to replacing equipment after a 3 year term
Uniform shop	Jane & Leah, Dean	to look into the problem with the device chip-read issue on EFTPOS machine
Fundraising	Robyn and Jade	to forward a formalised fundraising calendar to Viktoria for distribution to class reps.
Fundraising	Viktoria	to speak with Ros before sponsor letter goes out
Principal's report	Stewart	to talk more about these projects with the Buildings and Grounds subcommittee.
New Item 1	<u>All</u>	Advertise Triple P program to broader community – flyers to day care centres via parents.
New Item 1	Fundraising committee	to organise complimentary tea & coffee + discuss opportunities for further fundraising on the night of Triple P seminar
New Item 1	Stewart	to consider giving a presentation on the night

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#### 08 Mar 16 Action items (16)

Item	Who	What
School Banking	Jane / Val	To organise a sign at school banking site to advertise 'NO BANKING' for specific dates. Val to put up the sign on banking days.
School Banking	Stewart	To make an announcement on assembly on this subject.
END		

#### Attendance Register – 08 March 2016 (23 present)

Present	Apology	Copy	Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Andrew Roach
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Angela Roff
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Anita Williamson
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Anne Crozier
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annelyse Strong
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Belinda Anstead
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Belinda Fox
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cal Winckel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cara Roach
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carmen Spry
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cass Agar-Wilson
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guy Johnson
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ian Ruthenberg

Present	Apology	Copy	Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lia Gartner
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mary-Anne Quilter
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Melissa Braun
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nancy Eluigwe
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nicole McFarlane
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nissa Venton
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Robyn Neill
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rosalind Hall
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roxanne Ewing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ruth Stegeman
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sally Bryant
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sally Warren
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sarah Hart



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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jade McCleave
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jane Hallam
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jenny Strodl
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jess Hamilton
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jody Stephens
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Karen Anderson
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ken Allen
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kerrie Glascott
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kyla Bailey
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leah Woodward
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stewart Jones
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Val Balnave
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Susan Sansbury
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viktoria Rice-Allen
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dean Newbery
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sheena Abraham (Visitor)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ching Tan (Visitor)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Belinda Anstead (Visitor)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	