

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association



GENERAL MEETING AGENDA

Details

Tuesday 12th April 2016

7:30pm

Arts Room

Agenda items		Details
General	Open	<ul style="list-style-type: none">▪ Welcome▪ Previous action items (as listed below)
	President's / Vice President's report	<ul style="list-style-type: none">▪ Executive decisions
Executive presentations	Secretary's report	<ul style="list-style-type: none">▪ Correspondence & follow up
	Treasurer's report	<ul style="list-style-type: none">▪ Figures and reports attached
Subcommittee presentations	Buildings & Grounds	<ul style="list-style-type: none">▪ Replacement of tennis court bulb▪ Lock broken on power box at tennis courts
	Tuckshop	<ul style="list-style-type: none">▪ Date of first TSSC meeting established▪ New menu items for Term 2 + New look menu▪ New Policies & Procedures Manual
	Uniform shop	<ul style="list-style-type: none">▪
	Fete	<ul style="list-style-type: none">▪ New structure▪ Role delegation; collaborative approach▪ Sponsorship structure; stall managers
	Fundraising	<ul style="list-style-type: none">▪ Activities planned for 2016
	School presentations	Principal's Update
	Val's Events	<ul style="list-style-type: none">▪ Events and Excursions for Term 2
	School Banking	<ul style="list-style-type: none">▪ CBA attending school assembly this term▪ OHSC further promotion of school banking

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	Trivia Night	<ul style="list-style-type: none">Sponsors pending; Hall booked; Budget required
New Items	1	Triple P Parenting Seminar follow up – Carmen Spry
Wrap up		<ul style="list-style-type: none">New membershipNext Meeting (10th May)Thanks and Close
END		

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.

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08 Mar 16 Action items (16)

Item	Who	What
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
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

Correspondence

Item	Who	Action
Junior toilets poor condition & lack of	Dean Newbery	Principal
Bulb replacement at tennis court	Andrew Grocott	Building & Grounds; Secretary
Interest in Tuckshop Subcommittee	Sally Bryant	Tuckshop Line Manager
Call for Area Co-ordinator	P&C Qld	Principal
Congratulations on Presidency	Mr Julian Symonds	President

END