

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizen's Association



GENERAL MEETING MINUTES

Details

Tuesday 10th May 2016

Recorded by: Jess Hamilton (Secretary)

Item	Notes
General	
Open and welcome	Meeting commenced at: 7:33pm
Previous minutes acceptance	Motion: That the previous minutes be accepted as true and accurate record of the previous meeting. Moved: Jane Hallam. Seconded: Jody Stevens. Passed.
Previous actions	Ken spoke through actions arising from previous meeting: <ul style="list-style-type: none">▪ School disco pencilled in for 4th term – Jade and Val▪ Changes to toilets – additional soap, additional cleans▪ 23-24 July working be scheduled. Guy/Melissa formulating a list▪ Asset maintenance register in progress – Melissa▪ Stuart and Guy met with Cr Julian Simmonds' chief engineer to discuss options
Executive Reports	
President's/Vice Presidents report	Ken gave report (refer to report for more detail) Executive decisions made: <ul style="list-style-type: none">▪ \$419 spent on 1 month fridge rental▪ Funds spent on ongoing lighting issues with tennis courts▪ Fete website re-instated for 2 years Uniform Shop: Ken gave brief on Uniform shop and changes pending <ul style="list-style-type: none">▪ Jody gave thanks to Robyn for her work over the years. Gifts accepted by William Neill on Robyn's behalf.
Secretary report	Jess gave Secretary's report: <ul style="list-style-type: none">• Correspondence was noted.• Amendment to minutes noted.
Treasurer's report	Leah gave the Treasurer's report, which was circulated. <ul style="list-style-type: none">▪ Next major expenditure floor surfacing of hall in June (school holidays + 1 week either side)▪ Asset register underway with Nancy▪ Counter POS system (Kounta) linked to MYOB being considered for uniform shop – further investigation required

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	<p>Motion: That financial reports are a true and accurate record. Moved: Leah Woodward. Seconded: Jane Hallam. Passed.</p> <ul style="list-style-type: none">▪ Hall fridge has broken – considering options for purchase▪ Noted that oven and microwave are requiring attention <p>Motion: For a fridge to be purchased at a price up to \$1400. Moved: Leah Woodward. Seconded: Sally Warren. Passed.</p> <p>Motion: For an oven to be purchased at a price up to \$600. Moved: Leah Woodward. Seconded: Nil. Unsuccessful.</p> <p>Motion: For a microwave to be purchased at a price up to \$200. Moved: Leah Woodward. Seconded: Nil. Unsuccessful.</p>
Subcommittee Reports	
Tuckshop	<p>Viktorina spoke on behalf of Tuck Shop Subcommittee.</p> <ul style="list-style-type: none">▪ Priority to purchase a suitable fridge for the tuckshop <p>Motion: that purchase of a new fridge up to \$2000. Moved: Viktorina Seconded: Jade McCleave. Passed.</p> <ul style="list-style-type: none">▪ Note that a fridge needed to be hired so purchase won't happen until rental at end of period.
Uniform shop	<p>Jade spoke on behalf of uniform shop</p> <p>Action: P&C Exec to provide a short-term solution for opening times for remainder of term.</p> <p>Action: Jade to create message to ask for volunteers, Vik to cascade message through class reps</p>
Fundraising	<p>Jade gave Fundraising report.</p> <ul style="list-style-type: none">• Very successful mother's day stall• Sold out completely, only 2 items left over (scarves, small hand towels)• Approximately \$1800 profit raised• Volunteer numbers were very impressive – huge thank you to everyone involved• Personal thank you emails have been sent to volunteers <p>Motion: that funds be approved of up to \$2000 for Father's Day Stall purchases. Moved: Jade McCleave Seconded: Leah Woodward Passed.</p> <p>Trivia Night: Ros gave trivia report: 4th June 2016</p> <ul style="list-style-type: none">▪ MacLeod Ray White Toowong are the major sponsor

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	<p>Motion: that funding of up to \$1700 be approved for trivia night purchases. Moved: Rosalind Hall Seconded: Jess Hamilton. Passed.</p> <ul style="list-style-type: none">Prizes are being donated successfullyFlyer going onto P&C Facebook page <p>Tickets now available on Flexischools</p>
Buildings & Grounds	<p>Guy introduced guest Andrew Grocott: Ace Tennis Australia (Tennis Court Leasee)</p> <ul style="list-style-type: none">Gave apology to Andrew about ongoing maintenance issuesLight issues are ongoing - \$2150 funds lost in last 4 weeks due to cancellations6-7 bookings left out of general 16-17Disappointed his customers are being let down by ongoing maintenance issues especially lighting.Unable to run his business efficiently when issues are not being attended to promptly.Reputation of courts is failingLight No.3 has ongoing issuesCourts aren't fit for a full time leaseIssues with cockatoos ripping up the linesWould like to see some money go back into the asset he is paying forAndrew would like to stay on, however dependent on school's plan for the courtSummary: Lights issue + general state of courts are of greatest concernLines are becoming a trip hazard <p>Action: Melissa to organise quotes for multipurpose courts</p> <p>Carry over: continue discussion externally – organise with Guy + Exec + Andrew Grocott</p> <p>Melissa gave remainder of Buildings & Grounds report:</p> <ul style="list-style-type: none">Entrance to school upgrades – way to go forward is to develop a master plan. From here can be quantified and put out to tender as required.
Fete	<p>Viktoria gave Fete subcommittee report:</p> <ul style="list-style-type: none">Stalls are filling up quicklyPlan to have an International Food area – taste testing for kids to voteCompliance requirements will be investigated and adhered to for this to occurIn serious need of a space for trash & treasure drop off
School Reports	
Principal's report	<p>Stewart gave the Principal's Report, with key points being:</p> <ul style="list-style-type: none">Community forum follow up and revisiting progress since last meeting

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	<ul style="list-style-type: none">Deputy Director General visited to look at facilities in the school. Explained most funding is going into growth – new schools.He suggested utilising the space under the hall for instrumental music useMade some helpful suggestions about facility upgradesPriority first to getting formal master plans on paper <p>News: Hakea Street community is now moving into Chapel Hill catchment zone</p>
School Banking	Jane gave school banking report Jane mentioned the Building Fund specifically excludes tennis courts playgrounds etc – needs to be a water-tight project. Action: Jody to create communication message spruiking P&C and call for donations for school projects such as Hall floor refurb.
Events report	Val presented a list of upcoming school activities and excursions. <ul style="list-style-type: none">See circulated report <p>Motion: that events and excursions be moved and accepted. Moved: Val Balnave Seconded: Cal Winkel Passed.</p>
Other business	
Triple P Parenting	<ul style="list-style-type: none">Triple P Parenting seminar 1 – 100 approximatelyJade donating fudge <p>Motion: that funds be approved for up to \$50 for purchasing tea/coffee refreshments for Triple P Seminars Moved: Jade McCleave Seconded: Ken Allen Passed.</p>
Project Prioritisation	At the end of the meeting, association members were able to vote for a number of potential projects or the P&C to deliver. The list was a mixture of 2015 Community Forum initiatives as well as members thoughts. Action: Buildings & Grounds to culminate with other sources to create the priority list Action: Buildings & Grounds to investigate sufficient quotes and recommendation for next GM Action: Guy to make arrangement with Andrew about his continued lease of the tennis courts, and to include Andrew in discussions about tennis court refurb
Close out	
New membership	William Neill – Welcome

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Item	Notes
Held over	
Thanks and close	Next meeting: Tuesday 14th June, 2016, 7:30pm (2 days before Ken's Birthday) Meeting concluded at: 9:53pm (2:20 hrs in duration) Motions Passed / Unsuccessful: 8 / 2 New Actions raised: 7
-- END --	

10th May 16 Action items (7)

Item	Who	What
Uniform Subcommittee	<u>P&C Exec</u>	to provide a short-term solution for opening times for remainder of term.
Uniform Subcommittee	<u>Jade</u>	to create message to ask for volunteers, Vik to cascade message through class reps
Buildings & Grounds Subcommittee	<u>Melissa</u>	to organise quotes for multipurpose courts
School Banking	<u>Jody</u>	to create communication message spruiking P&C and call for donations for school projects such as Hall floor refurb.
Project Prioritisation	<u>Buildings & Grounds</u>	to culminate with other sources to create the priority list
Project Prioritisation	<u>Buildings & Grounds</u>	to investigate sufficient quotes and recommendation for next GM
Project Prioritisation	<u>Guy</u>	to make arrangement with Andrew about his continued lease of the tennis courts, and to include Andrew in discussions about tennis court refurb

END

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Attendance Register – 10th May 2016 (22 present)

Present	Apology	Copy	Name
			Andrew Roach
	x		Angela Roff
			Anita Williamson
			Anne Crozier
			Annelyse Strong
			Belinda Anstead
x			Belinda Fox
x			Cal Winckel
			Cara Roach
x			Carmen Spry
x			Cass Agar-Wilson
x			Guy Johnson
			Ian Ruthenberg
x			Jade McCleave
x			Jane Hallam
			Jenny Strodl
x			Jess Hamilton
x			Jody Stephens
			Karen Anderson
x			Ken Allen
			Kerrie Glascott
	x		Kyla Bailey
x			Leah Woodward

Present	Apology	Copy	Name
			Lia Gartner
			Mary-Anne Quilter
x			Melissa Braun
x			Nancy Eluigwe
			Nicole McFarlane
x			Nissa Venton
			Robyn Neill
x			Rosalind Hall
			Roxanne Ewing
x			Ruth Stegeman
	x		Sally Bryant
x			Sally Warren
x			Sarah Hart
x			Stewart Jones
x			Val Balnave
	x		Susan Sansbury
x			Viktoria Rice-Allen
	x		Dean Newbery
x			William Neill (Visitor)
			Sheena Abraham (Visitor)
			Belinda Anstead (Visitor)
			Janet Hoek (Deputy Principal)
			Rhonda Martin (Deputy Principal)