

# CHAPEL HILL STATE PRIMARY SCHOOL

## Parents and Citizen's Association



### GENERAL MEETING MINUTES

#### Details

Tuesday 12<sup>th</sup> July 2016

Recorded by: Jess Hamilton (Secretary)

#### Item

#### Notes

#### General

##### Open and welcome

Meeting commenced at: 7:31pm

##### Previous minutes acceptance

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

##### Previous actions

- Held over – Sally Bryant to provide cost benefit analysis for Laminator
- Held over – Further movie night discussions
- Held over – Time for year 2 students to be allowed to play on the oval
- To follow up – Recruits for 'pack up' crew post fete

**Action:** Viktoria and Guy to discuss 'pack up' crew in more detail

**Action:** Cyber Safety Education – Belinda Fox and Stewart to discuss further with Qld Police

##### Special Item

Georgia Newbery (year 2) – Request for new monkey bars in Adventure playground  
Existing bars are too high. Petition provided by Georgia with 18 student names.  
Request for bars to be installed in Adventure Playground

**Action:** Melissa to further investigate costs involved with installing monkey bars

**Motion:** to further investigate costs of installing monkey bars in the Adventure Playground.

**Moved:** Octavia Vaughan. **Seconded:** Viktoria Rice-Allen. **Passed.**

#### Executive Reports

##### President's/Vice Presidents report

Ken gave President's report:

- Ken spoke through executive decisions (refer to President's report for details)
- Will raised about the number of Executive Decisions made each month. Ken noted that decisions are made when action needs to take place prior to the next GM, as per P&C guidelines.

Ken spoke about what he'd learned at the Metro North P&C meeting:

- Chapel Hill SS has a very good reputation amongst other schools in the area
- Meeting etiquette was discussed (see attached document – Running Meetings)
- Will raised the issue of voting on items raised on the night – suggested raising the topic by email before the meeting for pre-reading. This was given support.

**Action:** Executive to determine how to best deliver information prior to next GM

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	<ul style="list-style-type: none"><li>Ken spoke about the role of subcommittees as performing the “heavy lift”, making decisions accordingly with the running of their subcommittees, with the exception of expenditure and “large” decisions.</li><li>Ken also encouraged general members to join subcommittees, which will allow a member more weight in the decisions being made.</li><li>Guy asked for clarity on what is P&amp;C concern and what is school related.</li></ul> <p><b>Action:</b> Ken to investigate parameters (if any) of P&amp;C investment</p>
<b>Secretary report</b>	Jess gave Secretary's report: <ul style="list-style-type: none"><li>Correspondence was noted – Thank you to Prep C for their wonderful Picture Book as gratitude for the working bee.</li></ul>
<b>Treasurer's report</b>	Leah gave the Treasurer's report, refer to emailed financial reports. <ul style="list-style-type: none"><li>Still keeping on budget year to date.</li><li>Leah suggested not approving any further expenses until after the fete</li><li>First \$15,000 donation will go to the school this August.</li></ul> <p><b>Motion:</b> Motion to approve financial reports. <b>Moved:</b> Leah Woodward. <b>Seconded:</b> Jane Hallam. <b>Passed.</b></p>
<b>Subcommittee Reports</b>	
<b>Tuckshop</b>	Jess spoke on behalf of Tuck Shop Operations and Subcommittee (report circulated) <ul style="list-style-type: none"><li>Convenor role – 3 very impressive applications were received</li><li>Interviews being undertaken shortly</li><li>Lasagne Fridays were a success – record sales continued</li><li>Second break will take effect shortly</li></ul> <p><b>Discussion:</b> Will raised the issue of the Tuckshop Subcommittee approving changes without general committee approval. Examples given: Change of juice popper brand from 'Just Juice' to 'Nudie Whole Juice'; extending to second break in response to community consultation. It was mentioned that the second break had school community support.</p> <p><b>Action:</b> Ken to re-outline the role of the Tuckshop Subcommittee (and subcommittees in general) to concerned parties.</p>
<b>Uniform shop</b>	Leah spoke on behalf of uniform shop <ul style="list-style-type: none"><li>Volunteer numbers are in excess</li><li>Stock management is under control</li><li>Hoping to further promote Flexischools for ordering uniforms</li></ul>

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	<p><b>Action:</b> Vik to arrange messaging through class reps.</p> <ul style="list-style-type: none"><li>• Considering a starter pack for new prep families</li><li>• Need to consider a price increase for all uniforms</li></ul> <p><b>Discussion:</b> was had around whether the uniform shop should operate on a profit margin. Jane raised the point that if a paid uniform convenor were to come on board, prices would need to rise considerably to cover costs, should we remain at minimum profit.</p> <p><b>Motion:</b> Request to increase prices in the uniform shop due to supplier cost increases (refer to Uniform shop report). <b>Moved:</b> Leah Woodward <b>Seconded:</b> Ruth Stegeman. <b>Passed.</b></p> <p>Ken mentioned he has discussed required processes to obtain a new uniform supplier with DET procurement office. It was noted that quality has dropped with current supplier.</p> <p><b>Action:</b> Leah (with Dean's input) to contact current uniform supplier to inform them we are going to tender for a new supplier.</p> <p><b>Action:</b> Leah (with Dean's input) to start investigating approved suppliers and organise quotes.</p>
<b>Fundraising</b>	<p>Sally W spoke on behalf of fundraising (report circulated)</p> <ul style="list-style-type: none"><li>• Octavia running the stall for Footsteps Disco</li><li>• Jade would like to see more community engagement in fundraising efforts – ie. The buzz around Fiji appeal. This was raised but no further discussion was entered into.</li></ul> <p>Guy raised the idea of introducing the 'Spellathon' as a major fundraising event, potentially instead of the Fete or on alternate years.</p> <p><b>Action:</b> Guy to investigate fundraising details around 'Spellatho'n. For discussion to revisit after the Fete.</p>
<b>Buildings &amp; Grounds</b>	<p>Melissa gave buildings and grounds reports (report circulated)</p> <ul style="list-style-type: none"><li>• Shade sales for amphitheatre being installed in 2 weeks</li><li>• Soft fall for oval playground is being finalised</li></ul> <p><b>Action:</b> That Melissa will obtain two additional quotes for the installation of air vents in hall toilets after September. The first quote was ~\$6k.</p> <p><b>Motion:</b> That funds be approved for the amount of up to \$8,000 for the servicing of all classroom air conditioners by Davelle Air conditioning. (this work has formed part of the annual budget). <b>Moved:</b> Melissa Braun. <b>Seconded:</b> Leah Woodward. <b>Passed.</b></p> <ul style="list-style-type: none"><li>• Hall air conditioners are due for annual service</li></ul> <p><b>Motion:</b> That funds be approved for the annual servicing of the Hall air conditioning units for \$980 each year (as part of 2 year contract). <b>Moved:</b> Melissa Braun. <b>Seconded:</b> Dean Newbery. <b>Passed.</b></p>

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<b>Fete</b>	<p>Viktoria gave Fete subcommittee report:</p> <ul style="list-style-type: none"><li>• Breakdown of expenditure was circulated for the members</li></ul> <p><b>Motion:</b> That funds for overall fete expenditure for fete of \$39,601 be approved. <b>Moved:</b> Viktoria Rice-Allen, <b>Seconded:</b> Jane Hallam. <b>Passed.</b></p> <ul style="list-style-type: none"><li>• Cal raised the idea of inviting Storm Troopers to the fete as a fund raiser also in support of the charity they represent</li><li>• Fete committee has 20+ members – very grateful for the support</li><li>• More food stalls have been outsourced to take the load off parents</li></ul> <p><b>Motion:</b> To approve floats for \$10, 000 for the fete. <b>Moved:</b> Leah Woodward. <b>Seconded:</b> Jane Hallam. <b>Passed.</b></p>
<b>Grants</b>	<p><b>Motion:</b> that funds be approved up to \$1,000 to pay a professional Grants writer. <b>Moved:</b> Jess Hamilton. <b>Seconded:</b> Ruth Stegemann. <b>Passed (9 Yes to 4 No)</b></p> <p><b>Action:</b> Octavia to further investigate through contacts and assist Cass to ensure details are covered when employing a grants writer.</p> <p>It was noted that the P&amp;C should receive a copy of the grant so it can be used as a template for all future grants.</p>
<b>School Reports</b>	
<b>Principal's report</b>	<p>Stewart gave the Principal's Report, with key points being:</p> <ul style="list-style-type: none"><li>• NAPLAN results, CHSS finished in top 10 schools (in Queensland)</li><li>• Our school captain has taken part in the Olympic opening ceremony</li><li>• Widening of school entry and footpath (on netball court side) will be completed in Sept/Oct holidays</li><li>• Looking at how to creatively fund the building under the hall.</li></ul>
<b>Events report</b>	Val had no dates to report
<b>School Banking</b>	There will be a presentation at Assembly on Monday.
<b>Other business</b>	
<b>New Item</b>	Ken (as Webmaster role) spoke about current P&C website and difficulty in using, updating, etc.

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	<b>Motion:</b> to approve funds of \$100 to upgrade the P&C website. <b>Moved:</b> Ken Allen. <b>Seconded:</b> Leah Woodward. <b>Passed.</b>
<b>Close out</b>	
<b>New memberships</b>	Nil
<b>Thanks and close</b>	<b>Next meeting: Tuesday 12<sup>th</sup> September, 2016, 7:30pm</b> Meeting concluded at: 9:28pm (1:57 in duration) New Record! (Ex-procedural) Motions: 10 (Passed: 10/Unsuccessful: 0) New Actions raised: 12 (refer to below) Held over actions: 3 (refer to below)
<b>-- END --</b>	

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#### 9<sup>th</sup> August 16 Action items (12 + 3 held over)

Item	Who	What
Previous Actions	<u>Vik &amp; Guy</u>	To discuss fete pack up crew in more detail
Previous Actions	<u>Stewart &amp; Belinda</u>	To discuss finding out who our 'adopt-a-cop' is so they can discuss 'Cyber Safety'
Special items	<u>Melissa</u>	to further investigate costs involved with installing monkey bars
President's Report	<u>Executive</u>	To determine how to best deliver information to members prior to next GM?
President's Report	<u>Ken</u>	To look into P&C Qld guidelines for any information that defines school vs P&C involvement.
Tuckshop	<u>Ken</u>	To re-outline the role of the Tuckshop Subcommittee (and subcommittees in general) to concerned parties.
Uniform shop	<u>Vik</u>	To arrange messaging through class reps, for parents to consider using Flexischools
Uniform Shop	<u>Leah</u>	To contact current uniform supplier to inform them we are going to tender for a new supplier.
Uniform Shop	<u>Leah</u>	To start investigating approved suppliers and organise quotes
Fundraising	<u>Guy</u>	To investigate fundraising details around Spellathon. For discussion to revisit after the Fete.
Buildings & Grounds	<u>Melissa</u>	To obtain two additional quotes for the installation of air vents in hall toilets (after September).
Grants	<u>Octavia</u>	To further investigate through contacts and assist Cass to ensure details are covered when employing a grants writer.
<b>Held over (3)</b>		
Tuckshop	<u>Sally</u>	To gather quotes and present cost/benefit for purchase of P&C laminator
Fundraising	<u>Val &amp; Jade</u>	To discuss a date for Movie Night Term 4
Buildings & Grounds	<u>Viktoria &amp; Stewart</u>	To gather feedback from teachers and kids about play equipment. <b>(Hold until post fete)</b>

END

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#### Attendance Register – 09<sup>th</sup> August 2016 (28 present)

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

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

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Present	Apology	Copy	Name
x			Ryan Mayer (Student Guest)
x			Kesh Munsamy (Student Guest)
x			Isabella Carew (Student Guest)
x			Robyn Arthur (Guest)

Present	Apology	Copy	Name
x			Cameron Nell (Student Guest)
x			Vanessa Marsh (Guest)
x			Natalie Carew (Guest)
x			Edwina Munsamy (Guest)