

# 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: 7:36pm

##### Previous minutes acceptance

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

##### Previous actions

Jade spoke through actions arising from previous meeting:

▪

#### Executive Reports

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

Jade gave report (refer to report for more detail)

Executive decisions made:

- Additional \$880 funds approved for engineering approval on shade sail over amphitheatre
- Thank you to Octavia and the team of volunteers for managing the Election Day sausage sizzle

**Motion:** that Nissa will take on the role as facilitator for After Hours School Care

**Motion:** that the amount of \$150 be approved for Ken Allen to attend Qld P&C annual meeting. **Moved:** Cal Winckel. **Seconded:** Jane Hallam. **Passed.**

##### Secretary report

Jess gave Secretary's report:

- Correspondence was noted – Thank you letter from Hannah

##### Treasurer's report

Nancy gave the Treasurer's report, refer to emailed financial reports.

- \$2500 overall loss for June due to payment for air conditioners & whiteboards
- \$15,000 donation was a separate donation to the school outside of whiteboard and air conditioner expenses.

**Motion:** that the first of two \$15,000 amounts be approved for donation to the school with second payment to be decided upon after the fete **Moved:** Nancy Eleuwegu. **Seconded:** Jane Hallam. **Passed.**

**Motion:** Motion to approve financial reports. **Moved:** Nancy Eluigwe. **Seconded:** Jane Hallam. **Passed.**

#### Subcommittee Reports

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<b>Tuckshop</b>	<p>Jess spoke on behalf of Tuck Shop Operations.</p> <ul style="list-style-type: none"><li>▪ Intention given towards advertising the Convenor role directly to the school community. Position description will be available in full, on P&amp;C Website.</li></ul> <p>Viktorija spoke on behalf of Tuckshop Subcommittee</p> <ul style="list-style-type: none"><li>• Looking at moving to specials days – next one is Lasagne</li><li>• Gave feedback from Tuckshop Survey</li><li>• Gave reasoning for opening up for second afternoon tea break</li><li>• Upcoming National Canteen Week – ASCA – 8<sup>th</sup> August (may be postponed to 15<sup>th</sup>)</li><li>• Viktorija and Sally B will attend staff meeting to seek feedback from teachers</li><li>• Discussion on potential purchase of laminator for P&amp;C – carried over.</li></ul> <p><b>Action:</b> Sally to gather quotes and present cost/benefit for purchase of P&amp;C Laminator.</p>
<b>Uniform shop</b>	<p>Jade spoke on behalf of uniform shop</p> <ul style="list-style-type: none"><li>• Now have 2 permanent volunteers for Wednesday with 1 new volunteer starting</li></ul> <p><b>Motion:</b> request for funds of \$26,679.58 to allow for purchase of uniforms for incoming students for 2017 as well as maintaining stock levels for this year's cohorts across Prep-Grade 6. <b>Moved:</b> Jade McLeave <b>Seconded:</b> Jane Hallam. <b>Passed.</b></p>
<b>Fundraising</b>	<p>Jade spoke on behalf of fundraising</p> <ul style="list-style-type: none"><li>• Thanks to Octavia and team, just over \$2,000 was raised from the election day sausage sizzle.</li></ul> <p><b>Action:</b> Val and Jade to discuss a date for Movie Night in Term 4.</p>
<b>Buildings &amp; Grounds</b>	<p>Melissa gave buildings and grounds reports</p> <ul style="list-style-type: none"><li>• Funds approved and paid for shade sail + engineering approval over amphitheatre</li><li>• Guy spoke about tennis courts – Andrew Grocott has agreed to commit to a least to the end of 2016. 2017 commitments require further discussion.</li><li>• Working bee currently has only 12 volunteers. Will re-circulate information this week. 23-24 July 2016. Free plants from council have been ordered.</li></ul> <p><b>Motion:</b> that funds up to \$4,000 be approved for expenses in relation to the working bee. <b>Moved:</b> Melissa Braun. <b>Seconded:</b> Viktorija Rice-Allen. <b>Passed.</b></p> <p><b>Action:</b> Melissa to discuss with Sally Bryant to co-ordinate food for volunteers during working bee.</p> <p><b>Discussion:</b> Foul smell throughout Hall amenities – majority of members in agreeance further investigation is required to alleviate smell and that funding should be made available to resolve this problem.</p>

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	<p><b>Action:</b> Melissa to investigate and gather quotes for ventilation fans to assist the smell in the hall toilets.</p> <p><b>Discussion:</b> Playground resurfacing on the oval - bark replacement and timber edging would be approx. \$7,000 and soft-fall surface would be approx. \$17,000. This playground is currently not compliant with safety regulations in relation to the flooring.</p> <p><b>Motion:</b> that the P&amp;C approves funding for resurfacing of playground on the oval up to \$19,000, and that the school will pay for the repair of the equipment during Term 3. <b>Moved:</b> Stewart Jones. <b>Seconded:</b> Dean Newbury. <b>Passed.</b></p> <p><b>Action:</b> Viktoria, with Stewart's assistance will gather feedback from teachers about how to improve playground facilities. Student council will be utilised to gather feedback from other kids about what they'd like to see in their school grounds. Plan to give year 2 students time to play supervised, on the oval on set days.</p> <p><b>News:</b> Cass applied for a science and technology grant, which was successful to the value of \$16,000 in total over 3 years.</p>
Fete	<p>Viktoria gave Fete subcommittee report:</p> <ul style="list-style-type: none"><li>Meeting this Sunday</li></ul> <p><b>Motion:</b> Discussion around request for funds for miscellaneous expenditure for fete up to \$5,000 and approval by executive for single expenses over \$1,000. <b>Moved:</b> Viktoria Rice-Allen, <b>Seconded.</b> Cal Winckel. <b>Passed.</b></p> <ul style="list-style-type: none"><li>Discussion around bar being kept open for parents after pack up.</li></ul> <p><b>Action:</b> Guy to go about finding potential recruits for 'Pack up Team' after fete finish time.</p>
<b>School Reports</b>	
Principal's report	<p>Stewart gave the Principal's Report, with key points being:</p> <ul style="list-style-type: none"><li>Gained approval from local LNP regarding sale of the land owned by the school.</li><li>Extension of Helping Hands contract has received positive feedback from parents.</li></ul> <p><b>Special Mention:</b> Special thanks to Helping Hands for their on-going commitment to Chapel Hill State school, going above and beyond to cater for our children and additional events.</p> <p><b>Discussion:</b> About the idea of Inflatable world type event as a fundraiser on the oval.</p>
Events report	<p>Val presented a list of upcoming school activities and excursions.</p> <ul style="list-style-type: none"><li>Refer to emailed report</li><li>Peter Combe special guest music entertainer for junior school</li></ul>

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	<ul style="list-style-type: none"><li>▪ Footsteps is running a free disco which is occurring on 11<sup>th</sup> August 2016</li></ul> <p><b>Action:</b> Stewart to follow up WWF Onesie day with Bianca Ellery.</p> <p><b>Motion:</b> that funds of \$687 be donated to the library – equal to funds raised by school banking. <b>Moved:</b> Jane Hallam. <b>Seconded:</b> Cal Winckel. <b>Passed.</b></p> <p><b>Motion:</b> That excursions and events be approved. <b>Moved:</b> Stewart Jones. <b>Seconded:</b> Jade McCleave. <b>Passed.</b></p>
<b>Other business</b>	
<b>Cyber Safety Lady</b>	Melissa proposed 'Cyber Safety Lady' program – involves a cost <ul style="list-style-type: none"><li>▪ Stewart mentioned Qld police offer a free cyber safety program for kids and parents</li></ul> <p><b>Action:</b> Stewart to follow up this program offered by Qld Police</p>
<b>Close out</b>	
<b>New membership</b>	Sally Ruthenberg - welcome
<b>Held over</b>	Nil
<b>Thanks and close</b>	<p><b>Next meeting: Tuesday 8<sup>th</sup> August, 2016, 7:30pm</b></p> <p>Meeting concluded at: 9:39pm (2 hrs in duration)</p> <p>Motions Passed 11 /11      Unsuccessful: / 0</p> <p>New Actions raised: 8</p>
<b>-- END --</b>	

### 12<sup>th</sup> July 16 Action items (8)

Item	Who	What
Tuckshop	<u>Sally B</u>	to gather quotes and present cost/benefit for purchase of P&C Laminator
Fundraising	<u>Val and Jade</u>	to discuss a date for Movie Night in Term 4

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#### 12<sup>th</sup> July 16 Action items (8)

Item	Who	What
Buildings & Grounds	<u>Melissa</u>	to discuss with Sally Bryant to co-ordinate food for volunteers during working bee.
	<u>Melissa</u>	to investigate and gather quotes for ventilation fans to assist the smell in the hall toilets.
	<u>Viktoria</u>	with Stewart's assistance will gather feedback from teachers about how to improve playground facilities.
	<u>Guy</u>	to go about finding potential recruits for 'Pack up Team' after fete finish time.
Events	<u>Stewart</u>	to follow up WWF Onesie day with Bianca Ellery.
Cyber Safety	<u>Stewart</u>	to follow up this program offered by Qld Police.

END

#### Attendance Register – 10<sup>th</sup> May 2016 (23 present)

Present	Apology	Copy	Name
			Andrew Roach
			Angela Roff
			Anita Williamson
			Anne Crozier
			Annelyse Strong
			Belinda Anstead
			Belinda Fox
x			Cal Winkel
			Cara Roach

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

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Present	Apology	Copy	Name
			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
	x		Ruth Stegeman
x			Sally Bryant
	x		Sally Warren
			Sarah Hart
x			Stewart Jones (Principal)
x			Val Balnave
			Susan Sansbury
x			Viktoria Rice-Allen
	x		Dean Newbery
x			William Neill
x			Sally Ruthenberg (Visitor)
x			Octavia Vaughan
	x		Janet Hoek (Deputy Principal)
x			Samuel Ruthenberg (Visitor)