

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizen's Association



GENERAL MEETING MINUTES

Details

Tuesday 14th June 2016

Recorded by: Jess Hamilton (Secretary)

Item

Notes

General

Open and welcome

Meeting commenced at: 7:40pm

Previous minutes acceptance

Motion: That the previous minutes be accepted as true and accurate record of the previous meeting. **Moved:** Ken Allen. **Seconded:** Stewart Jones. **Passed.**

Previous actions

Ken spoke through actions arising from previous meeting:

- Uniform shop Wednesdays confirmed as regular trading day, volunteer vacancies all filled
- Buildings and Grounds created priority list and organised multiple quotes (refer to Buildings and Grounds Subcommittee report)

Executive Reports

President's/Vice Presidents report

Ken gave report (refer to report for more detail)

Executive decisions made:

- Jody Stephens stepping down from P&C commitments & OHSC facilitator (will stay on until replacement found)
- Asked for interested parties for OHSC report
- Sheena was on 2 weeks leave
- Received news of resignation today, 14th June 2016, Sheena Abraham resignation from her role of tuckshop convenor, effective immediately.
- Sally Bryant currently acting tuckshop convenor and will do so until formal process undertaken to find replacement
- Funds spent as per president's report

Secretary report

Jess gave Secretary's report:

- Correspondence was noted

Treasurer's report

Leah gave the Treasurer's report, which was circulated.

- \$8,000 loss this month, due to pre-arranged \$15,000 donation to school occurring this month.
- Mother's day stall made approximately \$1,800 profit
- Next major expenditure is hall resurfacing in June 2016 (budgeted)

Motion: Motion to approve financial reports. **Moved:** Leah Woodward. **Seconded:** Sally Warren. **Passed.**

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Subcommittee Reports	
Tuckshop	<p>Viktoria spoke on behalf of Tuck Shop Subcommittee.</p> <ul style="list-style-type: none">Refer to tuckshop subcommittee reportSuccessful Nacho Friday – record number of ordersDecision to conduct a community survey around tuckshop trading hoursTSSC gathering information for a garden club at the schoolEngaging teachers for a new staff menuSally gave cost/benefit analysis for food processor <p>Motion: That P&C approve purchase up to \$2,700 for commercial food processor. Moved: Viktoria Rice Allen Seconded: Rosalind Hall. Passed.</p>
Uniform shop	<p>Leah spoke on behalf of uniform shop</p> <ul style="list-style-type: none">Stock management system now in placeVolunteer numbers on the increase <p>Motion: That \$2,006 be approved for purchase of zip jumpers for uniform shop. Moved: Leah Woodward Seconded: Jess Hamilton. Passed.</p>
Fundraising	<p>Ros gave Fundraising report.</p> <p>Trivia Night: Ros gave trivia report:</p> <ul style="list-style-type: none">MacLeod Ray White Toowong thank you <p>Successful night – sold out!</p> <p>Motion: That the interim authorisation of \$500 be approved to secure a date for the school disco to go ahead. Moved: Ken Allen (on behalf of Jade McCleave) Seconded: Carmen Spry Passed.</p> <ul style="list-style-type: none">
Buildings & Grounds	<p>Melissa gave buildings and grounds reports</p> <ul style="list-style-type: none">Detailed reports circulated by email, including quotesGuy spoke about tennis courts – lights timing has been extended for winterProposed lease agreement with Andrew Grocott for remainder of 2016Andrew would like to see stability with the lighting – another bulb has blown <p>Motion: that the Quarterly lease for Andrew Grocott be reduced to \$3,500 (+GST) for a 12-month period. New lease to be negotiated at 12 months based on any proposed improvements. Moved: Guy Johnson Seconded: Sally Warren. Passed</p>

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	<p>Action: <u>Guy</u> to draft letter to Andrew regarding lease arrangement for next 12 months, to be checked by Belinda Fox for legal advice.</p> <p>DISCUSSION ON TOP EXPENDITURE ITEMS:</p> <ol style="list-style-type: none">1. Tennis court upgrade pricing<ul style="list-style-type: none">• Using courts as part of curriculum and / or play is unlikely due to distance and available staff to supervise.• Insufficient support to spend funds on tennis court upgrade at this stage <p>Action: <u>Cass</u> to submit grant submission for upgrade of tennis courts (noting closes in August, should hear back January 2017)</p> <p>Action: <u>Guy</u> to discuss decision with Andrew and plan moving forward</p> <ol style="list-style-type: none">2. Funding specialist resources was proposed but not discussed3. School driveway and access / entrance to school<ul style="list-style-type: none">• P&C commitment to this project will be signage & above ground structures4. Shade over amphitheatre<ul style="list-style-type: none">• Quotes provided in reports – approx. \$10,500• Cass has submitted a grant for this project (up to \$15,000) <p>Motion: that funding be approved up to \$10,590.80 (incl GST) for shading structure over amphitheatre. Moved: Melissa Braun Seconded: Mary-Anne Quilter. Passed.</p> <ol style="list-style-type: none">5. Shade over adventure playground<ul style="list-style-type: none">• \$15,000 approximate quote• Difficulty obtaining full shade coverage6. Shade over oval playground<ul style="list-style-type: none">• \$13,500 approximate quote• Existing structure (grandstand) must be considered7. Upgrade of oval playground<ul style="list-style-type: none">• \$18,500 for soft-fall re-surface and timber edging• Consideration to using bark replacement at a lesser cost <p>Action: <u>Melissa</u> to gather quotes for bark vs rubber surfacing – revisit this decision next month's meeting.</p> <ol style="list-style-type: none">8. Suggestions of more playgrounds was raised once again<ul style="list-style-type: none">• Child community consultation on this <p>Action: <u>Viktoria</u> to generate student community consultation on what they would like to see more of, in the school.</p>
Fete	<p>Mary-Anne and Viktoria gave Fete subcommittee report:</p> <ul style="list-style-type: none">• Requiring funds to purchase the raffle prize – Hamilton Island

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	<p>Motion: for funds to be approved up to \$4000 for purchase of raffle prize. Moved: Viktoria Rice Allen, Seconded: Rosalind Hall. Passed</p> <p>Motion: for funds up to \$200 be approved for silent auction website at fete. Moved: Mary Anne Quilter, Seconded: Leah Woodward. Passed</p> <p>Mary-Anne briefed the committee on Sponsorship Package</p> <p>Motion: that the Sponsorship Package be approved by the committee. Moved: Mary-Anne Quilter. Seconded: Belinda Fox Passed</p> <p>Sponsorship pitch: Funds raised will go towards improving play structures and providing shade for sun-safe play.</p>
School Reports	
Principal's report	<p>Stewart gave the Principal's Report, with key points being:</p> <ul style="list-style-type: none">• Helping Hands contract is coming up for renewal – 2 year option• Seeking feedback from parents with regard to extending their contract <p>Action: Jody Stephens to contact OHSC parents for feedback</p> <ul style="list-style-type: none">▪ Special thanks to teachers with their commitment to debating▪ Special mention to Bridget (student) for winning the Sunrise trip to the Olympics
Events report	<p>Val presented a list of upcoming school activities and excursions.</p> <ul style="list-style-type: none">▪ Refer to emailed report▪ Peter Combe special guest music entertainer for junior school▪ Saturday 2nd July – Under-croft will now be used as a polling booth for election. <p>Action: <u>Octavia</u> to organise sausage sizzle with support from Jade and Sarah Hart. Executive will assist with approving funds for July 2 event</p> <p>Motion: that events and excursions be moved and accepted. Moved: Val Balnave Seconded: Jess Hamilton Passed.</p>
Other business	
Triple P Parenting	<ul style="list-style-type: none">▪ Triple P Parenting seminars very successful▪ 300 parents over the 3 nights▪ Thank you to Janet Hoek and Val for their contributions▪ Thank you to volunteers for helping out Jade McCleave and Carmen Spry
Close out	

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New membership	Octavia Vaughan - welcome
Held over	Decision to upgrade and re-surface oval playground Any further decision to put funds towards upgrade of tennis courts
Thanks and close	Next meeting: Tuesday 12th July, 2016, 7:30pm Meeting concluded at: 10:20pm (3:40 hrs in duration) Motions Passed / Unsuccessful: 11 / 0 New Actions raised: 7
-- END --	

14th June 16 Action items (7)

Item	Who	What
Buildings & Grounds	<u>Cass</u>	to submit grant submission for upgrade of tennis courts (noting closes in August, should hear back January 2017)
	<u>Guy</u>	to discuss decision with Andrew and plan moving forward
	<u>Guy</u>	Guy to draft letter to Andrew regarding lease arrangement for next 12 months, to be checked by Belinda Fox
	<u>Melissa</u>	to gather quotes for bark vs rubber surfacing – revisit this decision next month's meeting.
	<u>Viktoria</u>	to generate student community consultation on what they would like to see more of, in the school.
Principle's Report	<u>Jody</u>	to contact OHSC parents for feedback in preparation of 2-year contract extension
Events Report	<u>Octavia</u>	to organise sausage sizzle with support from Jade and Sarah Hart. Executive will assist with approving funds for July 2 event
END		

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Attendance Register – 10th May 2016 (22 present)

Present	Apology	Copy	Name
	x		Andrew Roach
x			Angela Roff
			Anita Williamson
			Anne Crozier
			Annelyse Strong
			Belinda Anstead
x			Belinda Fox
			Cal Winkel
			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
			Jody Stephens
			Karen Anderson
x			Ken Allen
			Kerrie Glascott
			Kyla Bailey
x			Leah Woodward

Present	Apology	Copy	Name
			Lia Gartner
x			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 (Principal)
x			Val Balnave
	x		Susan Sansbury
x			Viktoria Rice-Allen
	x		Dean Newbery
x			William Neill
x			Phoebe Ziebarth (Visitor)
x			Octavia Vaughan (Visitor)
x			Janet Hoek (Deputy Principal)
x			Georgia Ziebarth (Visitor)