

# CHAPEL HILL STATE PRIMARY SCHOOL

## Parents and Citizen's Association



### GENERAL MEETING MINUTES

#### Details

Tuesday 13<sup>th</sup> September 2016

Recorded by: Octavia Vaughn (Acting 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. Note error – date to be changed to 9 August.

**Moved:** Jade McCleave. **Seconded:** Leah Woodward. **Passed.**

#### Previous actions

Ken spoke through actions arising from previous meeting:

- Previous Actions - Vik & Guy - To discuss fete pack up crew in more detail - complete
- Previous Actions - Stewart & Belinda - To discuss finding out who our 'adopt - a - cop' so they can discuss 'Cyber Safety' – Cyber Safety sessions booked and in newsletter today. Jose Saramento session for parents 6<sup>th</sup> October
- Special items - Melissa - to further investigate costs involved with installing monkey bars – talk about in B&G report
- President's Report - Executive - To determine how to best deliver information to members prior to next GM - talk about in President's report
- President's Report - Ken - To look into P&C Qld guidelines for any information that defines school vs P&C involvement. – answer found – to be discussed in President's report
- Tuckshop - Ken - To re-outline the role of the Tuckshop Subcommittee (and subcommittees in general) to concerned parties – Ken sent info out as pre-reading. Discuss in President's report.
- Uniform shop - Vik - To arrange messaging through class reps, for parents to consider using Flexischools

**Action:** TSSC to discuss how best to get Flexischool messaging out

- Uniform Shop - Leah - To contact current uniform supplier to inform them we are going to tender for a new supplier - complete
- Uniform Shop - Leah - To start investigating approved suppliers and organise quotes – advised we will be putting the polo shirts out to tender due to quality & colour issue. Dresses & Check shirts made in Aus and good quality.
- Fundraising - Guy - To investigate fundraising details around Spellathon. – has spoken to Toowoomba teacher - students get sponsors per number of words they will get right, compete on one night in pyramid / drop out competition until there's one winner. Has potential to raise just as much as fete and could be done on alternative years.

**Action:** Guy to investigate further.

- Buildings & Grounds - Melissa - To obtain two additional quotes for the installation of air vents in hall toilets (after September).

**Action:** B&G to check and prepare motion at next GM.

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	<ul style="list-style-type: none"><li>Grants - Octavia - To further investigate through contacts and assist Cass to ensure details are covered when employing a grants writer – complete – details in Grants report.</li><li>Held over – Sally Bryant to provide cost benefit analysis for Laminator <b>Action:</b> Sally to provide cost benefit analysis for Laminator</li><li>Held over – Further movie night discussions – one of 4 Fridays, to be discussed further <b>Action:</b> Jade and Val to confirm date for movie night</li><li>Held over – Gathering feedback from teachers and kids regarding play equipment, held over. <b>Action:</b> Ken to discuss with Stewart</li></ul>
<b>Special Items</b>	<ol style="list-style-type: none"><li><b>OptiMinds</b> – Jack Taylor – OptiMinds Final is run over 2 nights and 2 days. 14-16 October. Need to raise \$3k. \$450 + \$600 raised so far. Team will be running another ice block day in week 2 to raise further funds. <b>Motion:</b> That the P&amp;C donate of maximum of \$1500 to cover the balance of funds required after the next fundraising event. <b>Moved:</b> Ros Hall      <b>Seconded:</b> Viktoria Rice-Allen      <b>Passed.</b></li><li><b>IPS information share</b> Detailed in Principal's report (circulated)<ul style="list-style-type: none"><li>3 Years, provides schools with autonomy, capable schools, high performing schools, more flexible, allows them to be more creative in the way they deliver things at the school.</li><li>Local IPS: Indooroopilly, Kenmore, Kenmore South, Brookfield, Pullenvale</li><li>Fig Tree Pocket and Chapel Hill are the only local schools that haven't opted in.</li></ul>Belinda Tozer, Teacher at Chapel Hill State School and Chair of Indooroopilly State School Council spoke about how Independent School Councils are run:<ul style="list-style-type: none"><li>New constitution – standard doc from DEET</li><li>Equal representation of Parent &amp; staff reps (Principal and P&amp;C Pres are on Council)</li><li>Opportunity for Community members to join council (New recruits are based on council needs – e.g.: legal, accountant, etc)</li><li>Meet quarterly</li><li>Assists principal guiding through capital, P&amp;L matters, catchment, infrastructure, getting more buildings built etc</li><li>Less red tape when you're an IPS</li><li>The cutoff to opt in for 2017 is Nov but schools can opt out at any time. Rumor is that this is likely to be the last time the IPS model will be offered.</li><li>Given the demographic that we're in it's hard to find a reason to not apply.</li></ul></li></ol>

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	<ul style="list-style-type: none"><li>• This consultation will be noted in the application process. As well as follow up with the community.</li><li>• No change to some of P&amp;C operational activities (still rests with the Principal)</li><li>• Any further questions can go to Stewart who will liaise with Belinda Tozer.</li><li>• Stewart will bring this up in the community forum – late October</li><li>• First point in the application will be for the teachers to vote for the model</li></ul>
<b>Executive Reports</b>	
<b>President's/Vice Presidents report</b>	<p>Ken gave President's report (report circulated)</p> <ul style="list-style-type: none"><li>• Congratulations to Sally Bryant appointed as Tuckshop Convenor</li><li>• Ken spoke through executive decisions (refer to President's report for details)</li><li>• Thanks to Octavia for taking the lead on the grant submission</li></ul> <p>Ken spoke through proposed tuckshop subcommittee guidelines and the association discussed.</p> <ul style="list-style-type: none"><li>• Same intent as current, designed to make the TSSC more accountable</li><li>• Removes some of the grey around trialling and decision making</li></ul> <p><b>Motion:</b> to approve new tuckshop sub-committee guidelines <b>Moved:</b> Cal Winckel. <b>Seconded:</b> Octavia Vaughan. <b>Passed.</b></p> <p>Ken spoke about P&amp;C State Conference in Gladstone</p> <ul style="list-style-type: none"><li>• Every association has issues and wants to improve how they do things</li><li>• We're lucky for our demographics, fundraising efforts, business profitability</li><li>• Great connections made within and external to our region</li></ul> <p><b>Action:</b> Ken to provide report at next GM</p>
<b>Secretary report</b>	<p>Octavia gave Secretary's report - correspondence was noted</p> <p>Ken read email from Colin thanking everyone for their fete contributions</p>
<b>Treasurer's report</b>	<p>Leah gave the Treasurer's report (report circulated):</p> <ul style="list-style-type: none"><li>▪ Junior Sports day \$1k</li><li>▪ Footsteps disco \$1k</li><li>▪ Fathers Day stall \$550</li><li>▪ Cash balance end Aug \$94k, commitments to spend \$50k before end of the year</li><li>▪ Deviated from the budget quite a bit.</li><li>▪ Cash requirements – remaining payment for the soft fall, annual ac maint, ventilation for the toilets</li></ul> <p><b>Motion:</b> Motion to make \$15k donation to the school <b>Moved:</b> Leah Woodward. <b>Seconded:</b> Jade McCleave. <b>Passed</b></p> <p><b>Action:</b> Stewart to provide list of projects the donation is put towards</p>

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	<p>Leah spoke about fete revenue:</p> <ul style="list-style-type: none"><li>▪ Fete numbers are changing daily (current \$43k profit so far)</li><li>▪ Not as successful as previous year however made a large profit</li><li>▪ Stalls did amazingly well but big ticket things didn't perform as well. Sponsorship and Rides didn't do as well.</li><li>▪ Trash n Treasure, Country Kitchen, Sweet Stall increased profit.</li></ul> <p><b>Motion:</b> Motion to approve financial reports.</p> <p><b>Moved:</b> Leah Woodward. <b>Seconded:</b> Jane Hallam. <b>Passed.</b></p>
<b>Subcommittee Reports</b>	
<b>Tuckshop</b>	<p>Sally &amp; Vik spoke on behalf of Tuck Shop Operations and Subcommittee (report circulated)</p> <ul style="list-style-type: none"><li>• Sally – Roald Dahl orders have cracked 400 orders</li><li>• Discussion has been had with Stewart about older students helping out with the pre-orders. No cash handling responsibilities and all food prep will have finished.</li><li>• Nudie are not a replacement for the Just Juices, they're an alongside so parents have a choice.</li><li>• Lots of feedback re food – chicken is now poached and shredded in the tuckshop.</li><li>• Handling fee for over the counter orders to balance time of convenor packing over the counter orders. A number of alternatives were given by the association.</li></ul> <p><b>Action:</b> TSSC to prepare new motion for handling fee at next GM</p> <ul style="list-style-type: none"><li>• Removal of TNT from tuckshop menu - will look at doing some trials for alternatives</li></ul> <p><b>Action:</b> TSSC to investigate and trial alternatives</p>
<b>Buildings &amp; Grounds</b>	<p>Guy provided buildings and grounds reports (report circulated)</p> <ul style="list-style-type: none"><li>• Air conditioning maintenance – requires \$513.44 (inc GST) for parts. Labour cost absorbed as normal maintenance. DET picking up remainder of cost relating to AC for the centre of the network. Paid by the school.</li><li>• Monkey bars in adventure playground are a problem – discussed in Principal's report</li></ul>
<b>Uniform shop</b>	<p>Jade spoke on behalf of uniform shop (report circulated)</p> <ul style="list-style-type: none"><li>• Moving Uniform shop – move to storeroom between toilets. Suggestion to knock out back wall and create a servery.</li></ul> <p><b>Action:</b> Uniform SC to discuss with volunteers and school about possible locations</p>
<b>Fete</b>	<p>Fete subcommittee report (report circulated)</p> <ul style="list-style-type: none"><li>• Huge thanks to Robyn from Trash N Treasure of the stock she gave out to the tuckshop and teachers.</li><li>• Insurance claim – excess is \$250. If we claim it could push our premiums up next year but insurance premiums are likely to go up next year anyway</li></ul>

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Item	Notes
	<p><b>Motion:</b> If the insurance claim gets to \$1500, do we make a claim</p> <p><b>Moved:</b> Jade McCleave <b>Seconded:</b> Sarah Hart <b>Passed.</b></p> <ul style="list-style-type: none"><li>• New fete committee stall holder structure worked really well with very good feedback.</li><li>• Jade and Vik announced they would not be able to run the fete next year, however are willing to give guidance for volunteers.</li></ul> <p><b>Motion:</b> To approve the expenditure of \$368.30 for the approved application to Brisbane City Council to hang the fete banner in 2017 on the Rokeby Tce bridge for the 2 weeks leading up to the fete.</p> <p><b>Moved:</b> Jade McCleave <b>Seconded:</b> Octavia Vaughan <b>Passed.</b></p>
<b>Fundraising</b>	<p>Jade spoke (report circulated)</p> <ul style="list-style-type: none"><li>• School Disco - 29 October – kids can nominate songs they want to hear.</li><li>• Considering getting some of the vendors from the fete to ease volunteer work</li><li>• Fundraising at a community level to other community groups. Traditionally the bush dance profits went to a community.</li></ul> <p><b>Motion:</b> Sally Warren recommends Fathers Day Stall profit of \$948 goes to buying new readers for one of the year levels.</p> <p><b>Moved:</b> Jade McCleave <b>Seconded:</b> Guy Johnson <b>Passed</b></p> <p><b>Action:</b> <b>Janet Hoek</b> to do an audit of readers through year levels to determine where funding is required most.</p>
<b>Grants</b>	<p>Octavia submitted the Gambling Community Benefit Fund Grant Application</p> <ul style="list-style-type: none"><li>• Submission was drafted by Octavia and Ken with support from Leah, Stewart, Guy and Melissa and submitted on 31 August.</li><li>• Confirmation will be received by 23 Sep. Successful applications will be notified in Feb 2017.</li></ul>
<b>School Reports</b>	
<b>Principal's report</b>	<p>Stewart provided the Principal's Report, (report circulated):</p> <ul style="list-style-type: none"><li>• Regional office has confirmed they will refurb the toilets to \$100k. They assessed today and we're hoping it will get done after the Christmas break.</li><li>• \$16k for pathway from Netball courts along the bank of the gully</li><li>• \$16k opening the entryway from Ironbark – contractor recommends opening it up further.</li><li>• BCC is doing the footpath over the other side of the fence – 2<sup>nd</sup> week of school holidays</li><li>• Adventure Playground - Monkey bars – playground company advised non-compliance. \$6k spend required to make changes to bring it up to compliance. School will commit to this.</li></ul>

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Item	Notes
	<ul style="list-style-type: none"><li>Oval playground – Softfall previously approved and deposit for \$16k spend paid by P&amp;C, inspection by playground company - the posts on the playground are rusted and needing to be demolished. Quote to come to replace.</li></ul> <p><b>Action:</b> Stewart will work with B&amp;G subcommittee to find further quotes to re-establish the oval playground.</p> <ul style="list-style-type: none"><li>Community Forum to be held based on survey analysis and consideration of CHSS Nominating to become an IPS (independent public school) - consider 2017 nomination process (nomination due November 11)</li></ul>
<b>Events report</b>	School dates circulated - 3 dates added: <ul style="list-style-type: none"><li>Cyber Safety – parent information evening</li><li>Cyber Safety – students – year 5 to 6</li><li>Year 4 swimming is commencing 13 October</li></ul> <p><b>Motion:</b> That the P&amp;C accept the school dates.</p> <p><b>Moved:</b> Val Balnave <b>Seconded:</b> Jade McCleave <b>Passed.</b></p>
<b>School Business Services Manager – Lyndal Dobbs</b>	Lyndall Dobbs spoke about school business services: <ul style="list-style-type: none"><li>2017 Resource Scheme – will run similar to 2016 – under review with teachers. Would like a parent to consult.</li><li>2017 Book List – will send out to a preferred supplier for quote – would like a parent on that committee.</li><li>2017 Parent Invoicing Overhaul – hundreds go out to every year level. Idea is to have invoice out for each term by week 7 term prior.</li><li>2017 Year 5 and 6 Sport/Friday shirt – proposing at getting a sports shirt for year 5 &amp; 6 students that would be a Friday shirt and number would belong to the student. This would be to replace the current sports uniform that is managed by the office.</li><li>QParents app is being investigated and considered by the school</li><li>Sarah Hart and Michelle Canney (Uniform Shop volunteer) are both interested in being parent consultants for school business services.</li></ul>
<b>School Banking</b>	(report circulated)
<b>Other business</b>	
<b>New Items</b>	<ol style="list-style-type: none"><li>Additional Bike Racks – Jade McCleave + Buildings &amp; Grounds – <b>Hold over</b></li><li>Dishwasher in hall broken</li></ol> <p><b>Action:</b> Val to check dishwasher and advise problem.</p> <ol style="list-style-type: none"><li>Hall flooring repair – 3 phase wiring needs to be removed</li></ol> <p><b>Action:</b> Lyndall Dobbs to contact hall flooring contractor to remove 3 phase wiring left over from resurfacing.</p> <ol style="list-style-type: none"><li>Hall – number of lights that don't have cages around</li></ol>

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Item	Notes
	<p><b>Action:</b> Guy Johnson to investigate hall lights that have cages missing and provide recommendation.</p> <p>5. Hall – Girls Toilets – leak from sink and downpipe outside</p> <p><b>Action:</b> Lyndall Dobbs to organise a plumber to repair the leak from sink and downpipe outside and bill the P&amp;C</p>
<b>Close out</b>	
<b>New memberships</b>	Nil
<b>Thanks and close</b>	<p><b>Next meeting: Tuesday 11<sup>th</sup> October, 2016, 7:30pm</b></p> <p>Meeting concluded at: 10:20pm (2:44 duration)</p> <p>(Ex-procedural) Motions: 9 (Passed: 9/Unsuccessful: 0)</p> <p>New Actions raised: 11 (refer to below)</p> <p>Held over actions: 6 (refer to below)</p>
<b>-- END --</b>	

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### GENERAL MEETING MINUTES

#### 9<sup>th</sup> August 17 Action items (11 + 6 held over)

Item	Who	What
16.009 President	<u>Ken Allen</u>	To provide report on State Conference
16.009 Treasurer	<u>Stewart</u>	To provide list of projects donation is allocated to
16.009 Tuckshop	<u>TSSC</u>	To prepare new motion for handling bag fee
16.009 Tuckshop	<u>TSSC</u>	To investigate and trial TNT alternatives
16.009 Uniform	<u>USC</u>	To discuss with volunteers and school regarding possible locations
16.009 Fundraising	<u>Janet Hoek</u>	To do an audit of readers through year levels to determine where funding is required most.
16.009 Principal	<u>Stewart Jones</u>	To work with B&G subcommittee to find further quotes to reestablish the oval playground
16.009 New items	<u>Val Balnave</u>	To check dishwasher and advise Executive if any problem
16.009 New items	<u>Lyndall Dobbs</u>	To contact hall flooring contractor to remove 3 phase wiring left over from resurfacing
16.009 New items	<u>Guy Johnson</u>	To investigate hall lights that have cages missing and provide recommendation
16.009 New items	<u>Lyndall Dobbs</u>	To organise a plumber to repair the leak from sink and downpipe outside and bill the P&C
<b>Held over (6)</b>		
Previous actions	<u>Melissa</u>	To obtain two additional quotes for the installation of air vents in hall toilets (after September).
Previous actions	<u>TSSC</u>	To discuss how best to get Flexischool messaging out
Previous actions	<u>Guy</u>	Further investigation on Spellathon
Previous actions	<u>Sally</u>	To provide cost benefit analysis of laminator
Previous actions	<u>Jade &amp; Val</u>	To confirm movie night date
Previous actions	<u>Ken &amp; Stewart</u>	To discuss best method of understanding playground needs
END		

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#### Attendance Register – 13<sup>th</sup> September 2016 (17 members / 18 guests)

Present	Apology	Copy	Name
✓			Andrew Roach
	✓		Angela Roff
			Anita Williamson
			Anne Crozier
			Annelise Strong
			Belinda Anstead
	✓		Belinda Fox
✓			Cal Winckel
			Cara Roach
			Carmen Spry
	✓		Cass Agar-Wilson
	✓		Dean Newbery
✓			Guy Johnson
			Ian Ruthenberg
✓			Jade McCleave
✓			Jane Hallam
✓			Janet Hoek (Deputy Principal)
			Jenny Strodl
	✓		Jess Hamilton
			Jody Stephens
			Karen Anderson
✓			Ken Allen
✓			Kerrie Glascott
✓			Charlotte Behne (Visitor)
✓			Catrin Smith (Visitor)
✓			Zra Westraad (Visitor)
✓			Isabella Jefferies (Visitor)
✓			Rebecca Eastgate (Visitor)
✓			Jennifer Phillips (Visitor)
✓			Emma Flaherty (Visitor)
✓			Richard Moss (Visitor)

Present	Apology	Copy	Name
			Kyla Bailey
✓			Leah Woodward
			Lia Gartner
			Mary-Anne Quilter
	✓		Melissa Braun
			Nancy Eluigwe
			Nicole McFarlane
✓			Nissa Venton
✓			Octavia Vaughan
			Robyn Neill
✓			Rosalind Hall
			Roxanne Ewing
			Ruth Stegeman
✓			Sally Bryant (Visitor)
			Sally Ruthenberg
	✓		Sally Warren
✓			Sarah Hart
✓			Stewart Jones (Principal)
			Susan Sansbury
✓			Val Balnave
✓			Viktoria Rice-Allen
✓			William Neill
✓			William Hall (Visitor)
✓			Belinda Tozer (Visitor)
✓			Sarah Hurley (Visitor)
✓			Amy Taylor (Visitor)
✓			Jack Taylor (Visitor)
✓			Andrew Phillips (Visitor)
✓			Toby Flaherty (Visitor)
✓			Samantha Eastgate (Visitor)
✓			Evelien Moss (Visitor)