

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizen's Association



GENERAL MEETING MINUTES

Details

Tuesday 11th October 2016

Recorded by: Jade McCleave (V. President)

Item

Notes

General

Open and welcome

Meeting commenced at: 7:34pm

Previous minutes acceptance

Motion: That the previous minutes be accepted as true and accurate record of the previous meeting. With a correction that Fathers Day stall made \$950. **Moved:** Leah Woodward
Seconded: Stewart Jones **Passed.**

Previous actions

Ken spoke through outstanding actions. Due to attendance, many actions were held over:

- Val has checked dishwasher in the hall

Motion: to approve funds of \$1000 for replacement washer, given extensive number of functions upcoming in the Term 4/Christmas period **Moved:** Stewart Jones. **Seconded:** Leah Woodward. **Passed.**

Action: Leah to investigate and arrange dishwasher

- Lyndal to contact hall flooring contractor to remove 3 phase wiring left over from resurfacing

Action: Leah to email details of resurfacing company to Lyndal

- Lyndal to organise plumber to repair leak in hall toilets. Lyndal found a loose connection under the sink and is now repaired.

Executive Reports

President's/Vice Presidents report

Ken gave President's report:

- Ken highlighted report from Gladstone. Report from meeting distributed.
- Correspondence from CMS who we use for employment issues - \$495 to renew membership for 12 months. They have been helpful in the past.

Motion: Motion to approve invoice from CMS for payment. **Moved:** Leah Woodward.
Seconded: Octavia Vaughn. **Passed**

Secretary report

Jade gave Secretary's report:

- Correspondence from Metro North P&C Meeting including fundraising opportunities, playground flyers and cyber safety. Distributed to relevant committees for review.

Treasurer's report

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

- \$39,500 profit for September.
- Fete profit has just gone over \$45,000 profit.

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	Motion: Motion to approve financial reports. Moved: Leah Woodward. Seconded: Octavia Vaughn. Passed.
Subcommittee Reports	
Tuckshop	<p>No representatives present for Tuckshop Operations and Subcommittee (report circulated)</p> <ul style="list-style-type: none">• Roald Dahl Day huge success – over 430 orders went out on time• We are hosting Metro North meeting which Sally is catering for the evening. Chance to show case our Tuckshop. 20th October 2016 7-8:30pm. <p>Action: Ken to send invite to association</p>
Uniform shop	<p>Leah spoke on behalf of uniform shop</p> <ul style="list-style-type: none">• Michelle, Sharon and Marcio doing a great job• Quarterly stocktake has been completed• Still testing new supplier for polo• Stocktake identified some shortfalls in stock. Agreed Exec would make decision on purchase costs for incoming Prep students once numbers to hand. <p>Note: New families will now work through office to coordinate new uniforms. Invoice from P&C to school who will invoice family.</p>
Fundraising	<p>Jade spoke to fundraising – upcoming disco.</p> <p>Action: Jade and Guy to discuss Australian Fundraising options.</p>
School Banking	<p>Leah spoke to school banking. Performing well.</p>
Buildings & Grounds	<p>Lyndall has purchased disinfectant for the toilets in the hall – smell has significantly improved.</p> <p>Keep an eye on smell with extractor fan to be considered in future if needed.</p> <p>Cages on lights in hall to be installed. Guy investigating (refer previous actions)</p> <p>Ken spoke to main oval playground which has been checked by third party, with the result that it needs to be demolished/replaced due to rust (does not meet standard). The rock wall is currently okay.</p> <p>Stewart opened discussion for priority of funds. Has a report that cites the playground is not to standard and should be closed to use. Lyndall spoke to school's responsibility to maintain safety of playgrounds. Highlighted rectification works to adventure playground which were undertaken immediately.</p> <p>Quote obtained to replace like for like at oval playground is ~16k.</p>

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	<p>Action: Quotes to be obtained for second playground in Adventure playground.</p> <p>Action: Stewart will announce closure of oval playground due to safety reasons at assembly and note in newsletter</p>
Fete	<p>Final funds still trickling in – amount has exceeded \$45k</p> <p>Some items still in the storage</p> <p>Action: Jade to contact relevant stall convenors to find out what they would like to do with left over items. Chaplain has offered to have them donated to local charities.</p>
Grants	<p>Nothing to report.</p>
School Reports	
Principal's report	<p>Stewart gave the Principal's Report, with key points being:</p> <ul style="list-style-type: none">• 5 Prep classes incoming for 2017• Possibility of 4/5 composite in 2017• New staff incoming/movement as per report• New walkway and driveway upgrade getting great response from school community• Toilet block renovations being undertaken in stages over 4 weeks• Draft plan released for refurbishment of under hall space, pending sale of grounds. Potential for refurbishment to be completed by end of 2018• IPS for CHSS, consult with staff and P&C continuing. Staff getting more info from union reps, other schools, consultations etc. Need to put an EOI once staff and parents have endorsed the EOI. Generates another \$100k for next year, gives more opportunity for us to operate in our local school context.• Grade 4 coding sessions started today• Cyber safety session last week was attended by around 30 parents• Community survey/forum – Stewart would like to feedback on 20 projects identified <p>Discussion: Stewart to proceed with IPS application with the item to be voted on at the next meeting.</p> <p>Action: Stewart will draft email to be sent to P&C members and allow them to members to express interest at the next meeting.</p>
	<p>Lyndall spoke to stationery suppliers</p> <ul style="list-style-type: none">• Anticipate change due to substantial savings. Book packs will be delivered to the school for Prep-3. Staff have requested 4-6 be sent home and bought to school on the day

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	<ul style="list-style-type: none">Working with Edsco to formulate return of unused items before cut-off date. Hoping to extend deadline for order to last week of November. <p>Lyndall provided event folder for site safety and responsibility to be utilised by P&C for events such as the fete.</p> <p>Motion: That Edsco be endorsed as stationery supplier. Moved: Nissa Venton. Seconded: Jade McCleave. Passed</p> <p>Lyndall spoke to SRS</p> <ul style="list-style-type: none">Student Resource Scheme (SRS) draft provided for 2017. Waiting to firm up costs. Will be set in concrete by 8 November 2016 <p>Motion: That SRS be endorsed and figures, unless any significant changes. Moved: Leah Woodward Seconded: Guy Johnson. Passed</p> <p>Lyndall spoke to SMS messaging being provided by Infoways</p> <ul style="list-style-type: none">Department reviewed processes for absences. Every school in Qld will have SMS messaging to notify student absences. Every parent will be advised by 31 October 2016 with details of how to notify of absences. CHSS will be live by 7 November 2016.Unexplained absences sent to parents by 11:30am, by 2:30pm need a response from parents. <p>Lyndall spoke to hall floor</p> <ul style="list-style-type: none">Mats to the hall entry were reviewed and they are pretty tattered.CHSS will pay for \$452 mat <p>Motion: That P&C pay for \$849 (with emblem). Moved: Nissa Venton Seconded: Stewart Jones</p>
Events report	<p>Val spoke to upcoming events. Report circulated. Additions:</p> <ul style="list-style-type: none">Prep-year 2 Christmas event Thursday 1 Dec 9:30-10:30amYear 3 Lone Pine 27th October <p>Motion: That the events be accepted Moved: Nissa Venton Seconded: Stewart Jones</p>
School Banking	<p>There will be a presentation at Assembly on Monday.</p>
Asbestos Awareness	
Shelley Fanning	<p>Presented Asbestos Awareness as part of the Duty of Care for P&C members and the wider school community. Video of asbestos-containing materials (ACM) and how to manage exposure to ACM.</p>

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	Lyndall explained WAAP requirements and responsibilities of contractors on site. Lyndall advised very little asbestos on site, though some areas are listed as potential or suspected asbestos.
Other business	
New Item	World Teachers Day on 28 th October. Motion: to approve funds of \$600 for catering for staff Moved: Octavia Vaughn. Seconded: Leah Woodward. Passed.
Close out	
New memberships	Rebecca Smyth
Special Note	<u>Next GM will be the last for the year. Please close off any open actions.</u>
Thanks and close	Next meeting: Tuesday 8th November 2016, 7:30pm Meeting concluded at: 9:38pm (2 hrs 4 mins). (Ex-procedural) Motions: 6 (Passed: 6/Unsuccessful: 0) New Actions raised: 8 (refer to below) Held over actions: 9 (refer to below)
-- END --	

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11th October 16 Action items (8)

Item	Who	What
16.010 Previous Actions	<u>Leah</u>	To investigate and arrange dishwasher
16.010 Previous Actions	<u>Leah</u>	To email details of hall floor resurfacing company to Lyndal
16.010 Tuckshop	<u>Ken</u>	To send P&C Metro North invitation to association
16.010 Fundraising	<u>Jade & Guy</u>	To discuss Australian Fundraising options
16.010 Buildings & Grounds	<u>Ken, Mel & Guy</u>	Quotes to be obtained for second playground in Adventure playground
16.010 Buildings & Grounds	<u>Stewart</u>	To announce closure of oval playground due to safety reasons at assembly and note in newsletter
16.010 Fete	<u>Jade</u>	To contact relevant stall convenors to find out what they would like to do with left over items.
16.010 Principles Report	<u>Stewart</u>	To draft email to be sent to P&C members and allow them to members to express interest at the next meeting

Held over (9)

Previous	<u>TSSC</u>	To discuss how best to get Flexischool messaging out
Previous	<u>TSSC</u>	Motion for brown paper bag handling fee
Previous	<u>TSSC</u>	To investigate and trial TNT alternatives
Previous	<u>Sally</u>	To provide cost benefit analysis of laminator
Previous	<u>Guy</u>	To investigate hall lights that have cages missing and provide recommendation
Previous	<u>Guy</u>	Further investigation on Spellathon
Previous	<u>Melissa</u>	To obtain two additional quotes for the installation of air vents in hall toilets (after September).
Previous	<u>Jade & Val</u>	To confirm movie night date

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11th October 16 Action items (8)

Item	Who	What
Previous	<u>School</u>	Janet Hoek to do an audit of readers through year levels to determine where funding is required most.

END

Attendance Register – 11th October 2016 (11 present)

Present	Apology	Copy	Name
			Andrew Roach
			Angela Roff
			Anita Williamson
			Anne Crozier
			Annelyse Strong
			Belinda Anstead
			Belinda Fox
			Cal Winkel
			Cara Roach
			Carmen Spry
			Cass Agar-Wilson
x			Guy Johnson
			Ian Ruthenberg
x			Jade McCleave
			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
			Ruth Stegeman
			Sally Bryant (Visitor)
			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
			Janet Hoek (Deputy Principal)
x			Lyndal Dobbs (Guest)

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Present	Apology	Copy	Name
x			Rebecca Smyth (Guest)
x			Shelley Fanning (Guest)

Present	Apology	Copy	Name