

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizen's Association



GENERAL MEETING MINUTES

Details

Tuesday 8th November 2016

Recorded by: Jess Anderson (Secretary)

Item

Notes

General

Open and welcome

Meeting commenced at: 7:32pm

Previous minutes acceptance

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

Previous actions

Ken spoke through outstanding actions:

Most actions completed

Action held over:

- Jade and Guy to discuss fundraising options
- Guy to investigate Spellathon details.
- Jade & Val to confirm movie night date

Note: Installing air vents in hall toilets has been included in next year's strategic plan

Executive Reports

Special

- CHSS OptiMinds team came along to enlighten the P&C on their experience.
- Rysia Prichard gave presentation on embedding and utilising digital technology; virtual classroom structure to be implemented in 2017 for grades 2-6.

President's/Vice Presidents report

Ken gave President's report:

- Ken highlighted list of 2017 Strategic planning.
- Discussion around holding a December meeting – we will not be holding a meeting in December. Next meeting is AGM/GM in February.
- New P&C website is now launched (same domain: www.chsspandc.org.au)
- General agreement for secretary to email out to members, the link to P&C website for download of reports and Agenda.
- All minutes and Agendas will be archived on the website ie. 2016; 2017

Action: Octavia Vaughan to archive previous agendas/reports/minutes on new website

Secretary report

Jess gave Secretary's report:

- Correspondence noted from Sally Bryant saying thanks for the year; letters and emails from parents regarding change in junior school Christmas concert timing; email regarding state of and number of junior toilets.

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Treasurer's report	<p>Leah gave the Treasurer's report, refer to emailed financial reports.</p> <ul style="list-style-type: none">▪ \$8,800 profit for September.▪ School disco profit estimated at approximately \$800 – to be confirmed▪ Under budget due to projects this year <p>Motion: to approve financial reports. Moved: Leah Woodward. Seconded: Jane Hallam. Passed.</p>
Subcommittee Reports	
Tuckshop	<p>Jess spoke for Tuckshop Operations and Subcommittee (report circulated)</p> <p>Motion: 30 cent processing fee to be applied for over-the-counter orders, to commence Term 1, 2017. Moved: Jess Hamilton Seconded: Viktoria Rice-Allen Passed.</p> <p>Motion: To increase prices for menu items in the tuckshop for 2017, correlating with supplier and cost increases. Moved: Jess Hamilton Seconded: Jade McCleave Passed.</p> <p>Action: Jess / Sally to email 2017 prices to P&C members once completed.</p> <p>Motion: that funding up to \$150 be allocated to purchase a laminator for P&C use. Moved: Jess Hamilton: Seconded: Viktoria Rice Allen Passed.</p>
Uniform shop	<p>Jade spoke on behalf of uniform shop</p> <ul style="list-style-type: none">• Report circulated• Testing new polo suppliers – Leah showed samples from Australian owned company + Indian made sample (both cotton lined)• Preference by majority of members, to go with Indian-made polo in light of better quality and price. <p>Motion: for 'Chalk Board' to be the sole provider of CHSS polo shirts Moved: Leah Woodward Seconded: Jade McCleave Passed.</p>
Fundraising	<p>Jade spoke to fundraising:</p> <ul style="list-style-type: none">• Disco was well received. Free event• Lots of fun had all 'round. Food vendors happy to come back next year• Thank you Jade and your team of volunteers for organising this event
Buildings & Grounds	<ol style="list-style-type: none">1. <u>Oval playground:</u> Ken gave context of the situation - Q-Play investigated and reported safety issues with the playground. Funding reserved for oval playground were subsequently invested into repairing safety issues with Adventure playground. Q-Play and Grass Sports have provided quotes to replace and repair play equipment. <p>Mel gave further details Oval Playground:</p>

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	<p>Option A: Repair cost: finger entrapments (in chains); surface rust and inadequate soft fall were major safety flags. Approximately \$8,500 for replace and repair (7-8 year lifespan). Additional soft-fall cost is approximately \$8,000 = Approximately \$15,500.</p> <p>Option B: Replacement cost: Approximately \$23,000 for 15-year lifespan.</p> <p>Option C: start over and consider a completely different structure or play area.</p> <p>2. <u>Adventure Playground</u>: Mel gave further details: Refer to circulated report Drainage was also investigated – proposed structures will be well clear of drainage areas.</p> <p>Discussion: Which project does P&C invest funding into first? Janet suggested the oval playground, with the plan to open up that part of the oval to junior grades to alleviate congestion in the adventure playground area.</p> <p>Motion: To prioritise funding into oval playground as a first option. Moved: Guy Johnson Seconded: Dean Newbery Passed.</p> <p>Discussion: Replace or repair? Move structure or keep the same location? Motion: That funding up to \$10,000 be approved to repair and upgrade (to make it more accessible to junior students) oval playground so soft fall can be utilised. Should additional funding be required the members will be addressed by email for approval. Moved: Will Neill Seconded: Guy Johnson For: 8, Against: 1, Passed.</p> <p>Action: Mel and Guy to discuss further planning with 'Play Force'.</p>
	<p>3. <u>AIRCONDITIONERS in classrooms:</u></p> <ul style="list-style-type: none">• Instrumental rooms will be up for replacement (end of life) first• Consideration to be given towards reserving funding to replace air-conditioners <p>Motion: that P&C continue to provide air-conditioning for classrooms moving forward. Moved: Mel Braun Seconded: Octavia Vaughan Passed.</p> <p>Action: that the treasurer (Leah) will add \$13,500 to the budget for replacement of air-conditioners annually, moving forward.</p>
	<p>4. <u>TENNIS COURTS</u></p> <ul style="list-style-type: none">• light #3 (south east) believed to be pointing in the wrong direction. <p>Action: Guy to monitor at this stage, no action.</p>

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	<p>5. <u>CAGEING OF HALL LIGHTS</u></p> <ul style="list-style-type: none">Mel has investigated the requirement of caging. Lyndal believes the cages have been removed from the lighting. Lyndal would like to see the lights caged. <p>Action: Octavia will look back over minutes to investigate previous caging and or any possible need to replace them.</p>
School Reports	
Principal's report	<p>Stewart gave the Principal's Report, with key points being:</p> <ul style="list-style-type: none">Thank you on behalf of teachers for World Teacher's Day celebrationsFirst Prep orientation day went very wellIndependent Public School vote <p>Motion: that the P&C endorses the nomination for CHSS to become an independent public school Moved: Stewart Jones. Ballot vote: Yes 13; No 2 Passed.</p>
Events report	<p>Val spoke to upcoming events. Report circulated. Additions:</p> <ul style="list-style-type: none">Friday 25th November – Obstacool (more detail provided in Principal's report)Wednesday 7th December – Graduation Dinner <p>Lyndal spoke to upcoming events in Term 1, 2017</p> <p>Action: Lyndal to forward copy of 2017 events to Ken/Jess</p> <p>Motion: That the events be accepted Moved: Victoria Rice Allen Seconded: Ruth Stegman Passed.</p>
School Banking	<p>Jane gave school banking report</p> <ul style="list-style-type: none">All good
New SMS messaging	<p>Went live this week. Lyndal answered questions about privacy and protection around this system. So far system is working well.</p>
Other business	
New Items	<p>1. <u>Christmas Concert Prep-year 2, time change to morning event.</u></p> <p>Viktoria requested that a formal letter go out to parents in response to the reasoning behind the change of time of the junior Christmas concert. Janet responded that the letter has been distributed to the junior school parents.</p> <p>Action: Janet to re-send the formal letter to parents by email.</p> <p>Jade raised the concern of the older children missing out on seeing siblings perform. Steward responded that older children attending would be a logistical nightmare.</p>

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	<p>Viktoria spoke, Jade spoke, and Nissa spoke to the unsatisfactory breakdown in communication and poor decision-making process. No further discussion or change.</p> <p>2. <u>School's policy for child supervision in the playground in relation to bullying.</u> Janet responded – explaining the system in place with teachers on a circulation roster. Noted that adventure playground was an area of concern. 1 teacher per area + 3 teachers in prep playground. Bright vests are worn by teachers on duty. Action: Janet to add paragraph to newsletter about supervision in the playgrounds.</p> <p>3. <u>Ongoing parent concerns about toilet facilities – Michelle Canny.</u> Michelle presented printed information highlighting issues around toilets. a) Inadequate number of toilets, in relation to EQ requirements. b) Teachers not allowing students out in class time to use toilets c) Explanation of flaws in the current system d) Requested acknowledgement that this is a serious problem</p> <p>Stewart pointed out toilet breaks are not encouraged during class time but students are not denied. Lyndal stated that toilet numbers with compliant with Education Qld requirements. Action: Stewart to clarify message to teachers not to deny toilet breaks during class time. Action: Stewart to gather data on queueing at toilets during breaks after toilet refurbishment. Michelle noted: QBCC says CHSS toilets do not comply. Action: Michelle and Stewart to discuss in further detail.</p> <p>4. <u>Year in review</u> Ken gave special thanks everyone who contributed their time and expertise to the P&C and all related events this year. List attached.</p>
Close out	
New memberships	Monique Mayze – Welcome!
Special Note	Thank you for supporting the P&C this year. No December meeting. Merry Christmas!

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Thanks and close	Next meeting: AGM 2017 tba Meeting concluded at: 10:58pm (3 hrs 26 mins). (Ex-procedural) Motions: (Passed: 8 / Unsuccessful: 0) New Actions raised: 12 (refer to below) Held over actions: 3 (refer to below)
-- END --	

8th November 16 Action items (12)

Item	Who	What
President's Report	<u>Octavia</u>	to archive previous agendas/reports/minutes on new website
Tuckshop Report	<u>Jess & Sally</u>	to email 2017 prices to P&C members once completed
Buildings & Grounds Report	<u>Mel & Guy</u>	to discuss further planning of oval playground with 'Play Force'.
Buildings & Grounds Report	<u>Leah</u>	add \$13,500 to the budget for replacement of air-conditioners annually, moving forward.
Buildings & Grounds Report	<u>Guy</u>	to monitor reports from Tennis court regarding position of lights
Buildings & Grounds Report	<u>Octavia</u>	will look back over minutes to investigate previous hall light caging and or any possible need to replace them.
New Item	<u>Stewart / Michelle</u>	Meet to discuss in detail issues around toilets at CHSS
New Item	<u>Stewart / Janet</u>	Collate data on all toilet usage related to queueing
New Item	<u>Stewart</u>	Communicate message to teachers that toilet breaks are to be discouraged but by no means denied.
New Item	<u>Janet</u>	Add paragraph to newsletter about supervision in the playgrounds
Christmas Concert	<u>Janet</u>	Re-send the formal letter response to parents by email

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Item	Who	What
Events	<u>Lynda</u>	Forward copy of Term1, 2017 events to Ken/Jess

Held over (3)

Previous	<u>Guy</u>	Further investigation on Spellathon
Previous	<u>Jade & Guy</u>	To discuss Australian Fundraising options
Previous	<u>Jade & Val</u>	To confirm movie night date

END

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Attendance Register – 8th November 2016 (26 adults present) (6 students)

Present	Apology	Copy	Name
	x		Andrew Roach
			Angela Roff
			Anita Williamson
			Anne Crozier
			Annelise Strong
x			Ben Purssey (guest)
			Belinda Fox
			Cal Winkel
			Cara Roach
			Carmen Spry
			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
x			Emma Flaherty (Guest)

Present	Apology	Copy	Name
			Lia Gartner
			Mary-Anne Quilter
x			Melissa Braun
			Nancy Eluigwe
			Nicole McFarlane
x			Nissa Venton
			Robyn Neill
x			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			Lyndal Dobbs (Guest)
x			Michelle Canny (Guest)

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Present	Apology	Copy	Name
x			Rysia Pritchard (Guest)
x			Richard Moss (Guest)
x			Sharon Hepburn (Guest)
x			Monique Mayze (new member)
x			Toby Flaherty (student)

Present	Apology	Copy	Name
x			Evelin Moss (student)
x			Samantha Eastgate (student)
x			Andrew Phillips (student)
x			Jack Taylor (student)
x			Lillian Hall (student)