

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizen's Association



GENERAL MEETING MINUTES

Details	Tuesday 14 th February 2017	Recorded by: Jess Anderson (Secretary)
Item	Notes	
General		
Open and welcome	Meeting commenced at: 7:41pm Special welcome to Mr Tal Mitchell, Senior Deputy Principal	
Previous minutes acceptance	Motion: That the previous minutes be accepted as true and accurate record of the previous meeting. Moved: Ken Allen Seconded: Octavia Vaughan Passed.	
Executive Reports		
Special	<p>Tennis courts – Guest Andrew Grocott departing</p> <ul style="list-style-type: none">Guy gave thanks to Andrew for 15 years of service at CHSS <p>Motion of thanks to Andrew for his long-term service and commitment to tennis coaching at Chapel Hill State School. Moved: Ken Allen, Seconded: Guy Johnson. Accepted.</p> <p>Tal spoke about PBL – Positive Behaviour Learning</p> <ul style="list-style-type: none">Tal gave an outline of the program and how it will be implemented into the school.Common language approach that integrates with existing processesUpcoming training for staff during first week of March – External PBL CoachMrs Bridget Cook working closely with TalPlans to form a Committee including teachers and parents – Date TBAOngoing meetings for review of data collectedP&C can assist with ongoing communications from Tal to parents <p>Action: PBL website link to be added to School website by Lyndal.</p> <p>Action: PBL website link to be posted on P&C Facebook page by Viktoria Rice Allen.</p> <p>Action: PBL website link added to CHSS P&C page</p> <p>Tal raised the suggestion of a targeted fundraiser in support of 'Act for Kids' charity upon suggestion from a student.</p> <p>Motion: the school and the P&C will organise a fundraiser in support of 'Act for Kids'. Moved: Tal Mitchell, Seconded: Nissa Venton, Passed.</p> <p>Action: Nissa and Cassie W to include this fundraising event to the 2017 Events Calendar.</p>	
President's/Vice Presidents report	Ken gave President's report: <ul style="list-style-type: none">Report circulated	

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	<ul style="list-style-type: none">• Previous action items were addressed <p>Action: Tal to encourage senior students to use new toilets at next assembly</p> <p>Action: Ken to respond to school with questions for 2016 Christmas concert.</p> <p>Action: Nissa, Jade & Tal to discuss merging 'Colour Run' fundraiser into the Cross Country.</p> <p>Action: Octavia and Jade to discuss sausage sizzle opportunity for 31st March, a non-tuckshop day.</p> <p>Action: Lyndal to email copy of events to include with minutes.</p> <p>Action: Vik to make contact with Councillor Simmons office to get information on potential Movie Night</p>
Secretary report	Jess gave Secretary's report: <ul style="list-style-type: none">• Correspondence noted, majority fundraising opportunities• Cassie T suggested renaming fundraising 'Events Committee' – Well received <p>Action: Viktoria, Cassie, Nissa to discuss promotion of this re-branded role</p> <p>Action: Martine and Cassie to make plans and prepare for Mother's Day stall.</p> <ul style="list-style-type: none">• Ken noted upcoming P&C Qld Annual Meeting in Brisbane and asked for interested parties to attend.
Treasurer's report	Leah gave the Treasurer's report, refer to emailed financial reports. <ul style="list-style-type: none">• Successful holiday trade with approximately \$4,000 made in uniform sales▪ 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: Jade McCleave. Passed.</p> <p>Motion: to approve the Annual Cash Flow and Budget. Moved: Leah Woodward. Seconded: Nissa Venton. Passed.</p> <p>Motion: The P&C elects to treat all eligible fundraising events as input taxed events Moved: Leah Woodward. Seconded: Carmon Spry. Passed.</p> <p>Motion: The P&C continues to operate the uniform shop as a not for profit sub-entity under the provision of GST law.</p> <p>Moved: Leah Woodward. Seconded: Guy Johnson. Passed.</p>
Subcommittee Reports	
Tuckshop	Sally spoke on behalf of tuckshop

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	<ul style="list-style-type: none">• report circulated• Tuckshop 2016 Annual profit just over \$10,000• New seniors serving at second break going well, thank you Tal for support.• New items – Smooze Ice Treats + Salads are selling well <p>Motion:..that an additional \$100 be approved for purchase of a better quality laminator + \$50 for purchase of plastic sleeves. Moved: Sally Bryant Seconded: Octavia Vaughan Passed.</p> <p>Motion:..that funding of up to \$600 be approved for purchase of a commercial sandwich press. Moved: Sally Bryant Seconded: Viktoria Rice Allen. Passed.</p>
Uniform shop	Jade spoke on behalf of uniform shop <ul style="list-style-type: none">• Report circulated• School holiday ordering successful• Special thanks to regular volunteers <p>Motion: for 'Kounta' add on software linked into MYOB, to be implemented into the Uniform shop at \$50 per month. Moved: Leah Woodward Seconded: Viktoria Rice Allen Passed.</p>
Events	Jade spoke to fundraising: <ul style="list-style-type: none">• Position has been filled Nissa Venton• Jade spoke about ways to encourage volunteers for Events Committee person <p>Action: Dean to investigate opportunity to introduce a car raffle as a major fundraising alternative.</p> <p>Action: Possibility of Mini-Mudder being combined with car raffle + children's raffles.</p> <p>Action: Cassie to draft a Survey Monkey in relation to events and fete alternatives + Vicky + Martine.</p> <ul style="list-style-type: none">• Welcome back disco we are bringing back last year's DJ. Date: 25th February• Feedback Entertainment Books have approached P&C to run the fundraiser at the school for 2017. <p>Motion: For P&C to approve for Jade to check with if the Entertainment Book fundraiser can be run as an 'opt-in option' to families. Moved: Jade McCleave; Seconded: Octavia Vaughan; Passed.</p>
Buildings & Grounds	Melissa spoke on behalf of Buildings & Grounds <ul style="list-style-type: none">• Report circulated• Working bees in future to possibly be grade focused• Future gardening – consideration given to crops and edible foods

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	<p>Action: Lyndal and Stewart to develop a Vegetation Plan for the school (to help with planning of grade-focused working bees)</p> <p>Action: Carmen to investigate interest from OHSC for gardening maintenance to be a part of their curriculum.</p> <p>Tennis courts</p> <ul style="list-style-type: none">• 2016 Grant was unsuccessful• Forward planning – discussion around upgrading or removing tennis courts• Short term leasing opportunities being discussed with ASH tennis & Brookfield tennis• Consideration given to P&C managing court hire directly through Flexischools <p>Action: Guy to contact Ash Tennis to discuss leasing opportunities at CHSS.</p> <p>Action: Guy to liaise with John from Brookfield Tennis regarding leasing options.</p> <p>Motion: Decision on court leasing to be made between Executive committee and Buildings & Grounds team by Friday 17th February. Moved: Guy Johnson. Seconded: Jade McCleave. Passed.</p> <p>Action: Lyndal and Monique to discuss details of current Brisbane City Council grant application.</p>
School Reports	
Principal's report	<p>Stewart gave the Principal's Report, with key points being:</p> <ul style="list-style-type: none">• Report circulated• School is now at a population of 720 students• Prep transition program has been well received• Introduction of PBL program focus for 2017• Funding going towards learning support• Toilet upgrade now complete
School Events	<p>Lyndal spoke to upcoming events.</p> <ul style="list-style-type: none">• Events list was circulated at Nov 2016 general meeting <p>Action: Lyndal to forward copy of upcoming events to Ken/Jess</p> <p>Motion: Cassie would like P&C approval to develop an events calendar for 2017, with support from Jade and Nissa. Moved: Cassie Tremlow. Seconded: Nissa Venton. Passed</p> <p>Action: Cassie to add the Entertainment book question to the Survey Monkey.</p>

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School Banking	Jane gave school banking report <ul style="list-style-type: none"> All good \$1,179 was raised in 2016
Other business	
New Items	<ol style="list-style-type: none"> Tal Mitchell – Positive Behaviour Learning (details above) Tal Mitchell – Act For Kids fundraising opportunity (details above)
Close out	
New memberships	nil
Thanks and close	<p>Next meeting: 14th March 2017</p> <p>Meeting concluded at: 9:41pm (2hrs 0 mins). (Ex-procedural) Motions: (Passed: 8 / Unsuccessful: 0) New Actions raised: 22 (refer to below) Held over actions: 2 (refer to below)</p>
-- END --	

14th February 17 Action items (22)

Subject	Who	Action Detail
Admin	<u>Lyndal</u>	PBL website link to be added to School website
Social Media	<u>Octavia</u>	PBL website link to be added to P&C website
Social Media	<u>Viktora</u>	PBL website link sent via Facebook
Events	<u>Nissa, Cassie</u>	Include Act for Kids fundraiser to the 2017 Events Calendar
Admin	<u>Tal</u>	Tal to encourage senior students to use new toilets at next Assembly

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14th February 17 Action items (22)

Subject	Who	Action Detail
Admin	<u>Ken</u>	Respond to school with survey questions relating to 2016 Christmas concert
Events	<u>Nissa, Jade, Tal</u>	Discuss merging 'Colour Run' fundraiser into the Cross Country
Events	<u>Octavia, Jade</u>	Discuss sausage sizzle opportunity for 31 st March
Admin	<u>Lyndal</u>	Email copy of events to Exec
Events	<u>Vik</u>	make contact with Councillor Simmons office to get information on potential Movie Night
Events	<u>Vik, Cassie, Nissa</u>	Discuss promotion of the re-branded EVENTS role
Events	<u>Martine, Cassie</u>	Make plans to prepare for Mother's Day stall
Events	<u>Dean</u>	Investigate opportunity to introduce a car raffle as a major fundraising alternative
Events	<u>Nissa</u>	Possibility of Mini-Mudder being combined with car raffle + children's raffles
Events	<u>Cassie</u>	draft a Survey Monkey in relation to events and fete alternatives with help from Vicky and Martine
Admin	<u>Lyndal, Stewart</u>	Discuss developing a Vegetation Plan for the school prior to planning of grade-focused working bees
OHSC	<u>Carmen</u>	Investigate interest from OHSC for gardening to be a part of their curriculum.
Tennis court	<u>Guy</u>	Guy to contact Ash Tennis to discuss leasing opportunities at CHSS
Tennis court	<u>Guy</u>	Liaise with John from Brookfield Tennis regarding leasing options
Grants	<u>Lyndal, Monique</u>	Discuss details of current Brisbane City Council grant application
Admin	<u>Lyndal</u>	Forward copy of upcoming events to Ken/Jess
Events	<u>Cassie</u>	Add the Entertainment book question to the Survey Monkey

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14th February 17 Action items (22)

Subject	Who	Action Detail
Held over (2)		
Previous	<u>Guy</u>	Further investigation on Spellathon
Previous	<u>Jess and Sally</u>	To complete tuckshop price increase

END

