

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizen's Association



GENERAL MEETING MINUTES

Details

Tuesday 18th April 2017

Recorded by: Jess Anderson (Secretary)

Item

Notes

General

Open and welcome

Meeting commenced at: 7:31pm

Welcome Strachan – new member

Previous minutes acceptance

Motion: That the previous minutes be accepted as true and accurate record of the previous meeting with note of the above-mentioned amendment. **Moved:** Ken Allen **Seconded:** Octavia Vaughan **Passed.**

Executive Reports

President's/Vice Presidents report

Previous action items discussed:

- Links to PBL (Positive Behaviour for Learning) links on P&C and school websites
- 15amp power point for sandwich press installed in tuckshop
- Email to parents regarding parent survey results was sent
- Conversation taken place with Mrs Pleash about possible food types to grow in edible garden
- Mel creating survey for years 2 and 3 working bee

Action: Mel to work with Octavia to create survey questions

Action: Vik to send survey to relevant class reps

- Lyndal organised quote for Hall Amenities repair

Action: Lyndal to chase quote from Michael White

- Monique submitted grant for shade sails
- Stewart checked with Janet Freyne regarding Peter Doherty Excellence in Science grant – Janet was graciously declined.

Ken gave President's report:

- Report circulated
- Previous action items were addressed
- Carl Robertson has offered to help with critical services for fete

Secretary report

Jess gave Secretary's report:

- Correspondence noted
- Apologies noted

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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">• March profit \$7,700• March cash balance \$149,000 - \$87,000 committed already• Note \$87k includes \$25,000 if tennis court grant is approved• Calculated \$20-\$30,000 available for spending remainder of 2017 <p>Motion: to approve financial reports for February Moved: Leah Woodward Seconded: Octavia Vaughan Passed.</p> <p>Motion: That one \$15,000 donation be paid to the school Moved: Leah Woodward Seconded: Melissa Braun Passed.</p> <p>Discussion: around donations to the school sparked P&C managing hall and court assets to become a school managed asset.</p> <p>Discussion held over: that next meeting a motion will be raised to hand assets (Hall and Tennis court) back to the school for management and associated revenues.</p>
Subcommittee Reports	
Tuckshop	<p>Sally spoke on behalf of tuckshop</p> <ul style="list-style-type: none">• Report circulated• Mouse presence over holidays has prompted close of business until further notice• More volunteers required to meet growing numbers of orders
Uniform shop	<p>No report given</p>
Events	<p>Octavia spoke about Sausage Sizzle date</p> <ul style="list-style-type: none">• Unable to provide individual refunds via Flexischools for this event• Agreed to proceed with Sausage Sizzle to celebrate end of NAPLAN week 4, Friday 12th May• Student Council might consider a free dress day in conjunction with the Sausage Sizzle. <p>Action: Stewart / Tal to speak to student council about this day being a Free Dress fundraiser as well</p> <p>Discussion: Ken raised fete discussion:</p>

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	<ul style="list-style-type: none">• Discussion around Fete and where larger percentages of money come from, and ensuring we support 4 or 5 of the major money makers only and take out the rest.• Discussion around purpose of the fete – kids enjoyment and major fundraiser <p>Action: Identify existing stall managers who have already committed to the roles. Identify what the fete will be offering and what will be excluded / included. Dean, Jess, Leah, Tave, Cal +++ to discuss this – Thursday night 20th April.8pm. + Sally B.</p> <p>Nissa spoke to other fundraising events</p> <ul style="list-style-type: none">• Mother's Day stall 8th May being organised by Nissa and Martine• Considering an Art show• Trivia night not organised yet <p>Action: Jess, Tave, Nissa, Monique to meet to discuss details and date of trivia night – contact Ros and Angela for assistance. This meeting 7:30pm Thursday 20th April.</p> <p>Action: Sally to organise pie drive fundraiser through tuckshop</p> <p>Motion: that the P&C commits up to \$2,000 for the potential appointment of a fete convenor, if required and no volunteer can be found Moved: Sally Bryant Seconded: Dean Newbery Passed.</p>
Buildings & Grounds	<p>Ken spoke on behalf of Buildings & Grounds</p> <ul style="list-style-type: none">• Revisited proposed projects and expenditure plans set last year, have accomplished each item raised (except for tennis court refurb.) <p>Motion: to support development of Nature Play areas as the P&C major fundraising project for 2017 Moved: Jess Anderson Seconded: Octavia Vaughan Passed.</p> <p>Action: Jess, Ken, Alan, Melissa, Stewart, Student council to form a community forum date to discuss development of Nature Play.</p>
Grants	<p>Monique spoke on behalf of Grants:</p> <ul style="list-style-type: none">• Report circulated• Two grants in for the tennis court• Shade sail grant has been submitted

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	<ul style="list-style-type: none">2 new grants to apply for – SUEZ submission due 15th May (Edible gardens) Action: Jess, Sally, Kathy S to provide details for Monique to help submit the applicationBCC Lord Mayor's Grant \$2,000 – Fete donation (as per previous years) Action: Ken to determine how grant was obtained for fete last year – report to Monique. Action: Ken to enquire about grant for Movie Night
School Reports	
Principal's report	Nothing to report
Vice Principal's Report	Nothing to report
School Events	Nothing to report
Other business	
New Items	Nil
Close out	
New memberships	Nil
Thanks and close	Next meeting: Tuesday 9th May 2017 Meeting concluded at: 9:35pm (2hrs 4 mins). (Ex-procedural) Motions: (Passed: 3 / Unsuccessful: 0) New Actions raised: 11 (refer to below) Held over actions: 0 (refer to below)
-- END --	

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18th April 2017 Action items (11)

Subject	Who	Action Detail
Buildings & Grounds	<u>Mel / Octavia</u>	Create Working Bee survey for years 2 and 3
Buildings & Grounds	<u>Vik</u>	Send survey through relevant class reps
Buildings & Grounds	<u>Lyndal</u>	Chase quote through Michael White
Free Dress Day	<u>Stewart / Tal</u>	Speak to student council about Sausage sizzle day 12 April being a Free Dress fundraiser as well as celebrating end of NAPLAN.
Fete	<u>Dean, Jess, Leah, Tave, Cal, Sally B, Nissa</u>	Meet to discuss Fete layout for 2017 – inclusions & exclusions
Baking Fundraiser	<u>Sally B</u>	Further organise details and date
Trivia Night	<u>Jess, Tave, Nissa, Monique</u>	Meet to discuss details and date of trivia night – contact Ros and Angela for assistance.
Nature play	<u>Jess, Ken, Alan, Melissa, Stewart, Student council</u>	Form a community forum date to discuss details around a proposed nature play area
Gardens SUEZ grant	<u>Jess, Sally B, Kathy S</u>	provide details for Monique to help submit Gardens grant application
Fete Grant	<u>Ken</u>	Determine how grant was obtained for fete last year – report to Monique.
Movie night	<u>Ken</u>	To enquire about grant for Movie Night

Held over (0)

Nil

END

