

# CHAPEL HILL STATE PRIMARY SCHOOL

## Parents and Citizen's Association



### GENERAL MEETING MINUTES

#### Details

Tuesday 9<sup>th</sup> May 2017

Recorded by: Jade McCleave (V. President)

#### Item

#### Notes

#### General

#### Open and welcome

Meeting commenced at: 7:32pm

Welcome – (new members / guests / members of the association)

#### 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:** Leah Woodward **Passed.**

#### Special Guests

#### Rachel "Chappy" Palmer

Rachel spoke about fundraising for her position:

- Rachel spoke to Chappy week – Subway fundraiser (Tuesday 16<sup>th</sup>), coffee van outside hall (Thursday 18<sup>th</sup>) for parents to grab a coffee after drop off, games for kids in hall.
- Fundraising for Chappy covers gap in funding which is around 1.8 days of work. Need to fund up to 2 days (gap of 0.2). Rachel hoping to increase to 2.5 days (around \$7k a year). A small fee goes to Scripture Queensland - advised 20% of fundraising raised goes back to Scripture Queensland.
- Churches in the area and Rotary also donate funds, so fundraising is not all done amongst parent body.
- Local Chaplaincy Committee (Kyla Bailey is our parent rep) which meet within our area talk about fundraising for the Chaplaincy program.
- Nicole McFarlane asked about feedback from parents to Chappy – i.e. Friends for Life, Seasons for Growth (Grief and Loss) - Rachel advised PD being done in June.
- Work place form Rachel to be given to Ken for signing – outlines Rachel's role for the year, requirement for P&C to sign off.

**Action:** Ken to sign form for Rachel

- Rachel to communicate her role and that of fundraising, community support etc. via newsletter so wider community can get an understanding of her role at the school.

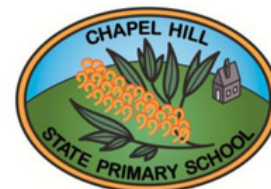
#### Brooke Wadsworth

Brooke spoke about the Active Travel Program:

- BCC Active Travel Program (Feet First), promoting students to take active participating in and out of school grounds. 5 day catch of data, community information and re-gathering of data. Brooke Wadsworth spoke to planned upcoming promotion. Cal Winckle spoke to ideas for outside school hours children

# CHAPEL HILL STATE PRIMARY SCHOOL

## Parents and Citizen's Association

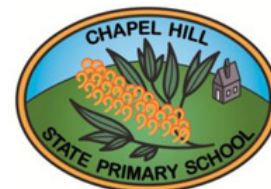


### GENERAL MEETING MINUTES

Item	Notes
	to sign in. <b>Action:</b> Carmen to investigate sign in options with OSHC
<b>Executive Reports</b>	
<b>President's/Vice Presidents report</b>	Previous action items discussion: <ul style="list-style-type: none"><li>• Working Bee survey is being created</li><li>• Quote has been obtained for hall amenities refurb</li><li>• A group of volunteers have met to discuss fete (activities, stalls, etc.)</li><li>• Date for trivia night has been determined (See Events)</li><li>• Grant for edible gardens has been submitted</li><li>• Discussion undertaken for BCC donation towards fete</li><li>• Draft Nature Play pitch has been created</li></ul> <b>Action:</b> Cal to revise Nature Play pitch Ken gave President's report: <ul style="list-style-type: none"><li>• Report circulated</li></ul>
<b>Secretary report</b>	Jade gave Secretary's report: <ul style="list-style-type: none"><li>• Correspondence noted</li><li>• Apologies noted</li></ul>
<b>Treasurer's report</b>	Leah gave the Treasurer's report, refer to emailed financial reports. <ul style="list-style-type: none"><li>• Report circulated.</li><li>• Uniform and tuckshop profits up on last year.</li></ul> <b>Motion:</b> to approve financial reports for February <b>Moved:</b> Leah Woodward <b>Seconded:</b> Dean Newberry <b>Passed.</b>
<b>Subcommittee Reports</b>	
<b>Tuckshop</b>	Sally spoke on behalf of tuckshop <ul style="list-style-type: none"><li>• Report circulated</li><li>• Introduction of Recycling Bins throughout school or at the Tuckshop – Tal will discuss with Sally about trialling for year 4.</li></ul> <b>Action:</b> Tal to contact BCC regarding recycle bin <ul style="list-style-type: none"><li>• Focus on Friday Sausage Sizzle and Icy Pole fundraiser</li></ul>

# CHAPEL HILL STATE PRIMARY SCHOOL

## Parents and Citizen's Association

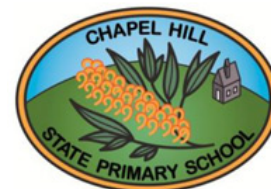


### GENERAL MEETING MINUTES

Item	Notes
	<ul style="list-style-type: none"><li>New winter menu items</li></ul>
<b>Uniform shop</b>	<p>Leah spoke to uniform shop. Admin have asked that uniform shop stock library bags. (Note: This had been discussed prior and endorsed by the association)</p> <p><b>Motion:</b> That \$250 be approved to purchase library bags <b>Moved:</b> Leah Woodward <b>Seconded:</b> Monique <b>Passed</b></p>
<b>Events</b>	<p>Nissa spoke on behalf of Events:</p> <ul style="list-style-type: none"><li>Mother's Day stall – one day of sales have cleared outlay and are now \$400 in profit. All sales from now on will be profit. Fathers Day already on the radar.</li><li>Art show in term 4 up and coming. Stewart asked that concept be shared with staff a long way prior to allow for preparation.</li><li>Upcoming Trivia Night – Cassie and sub-committee have met. 22 July 2017 booked for trivia night. Going for more a “games” night. No paid MC or DJ. Tal Mitchell will host. Theme will be “literature”.</li><li>Free Dress Day &amp; Sausage Sizzle</li></ul> <p><b>Motion:</b> That funding of \$1000 for sausage sizzle be increased to \$1400 for purchases related to sausage sizzle. <b>Moved:</b> Octavia Vaughan <b>Seconded:</b> Carmen Spry <b>Passed</b></p> <ul style="list-style-type: none"><li>Disco in term 2 – 15,16 or 17<sup>th</sup> June. Craig Wardell offered to run. Dates to be checked with Val.</li></ul> <p><b>Motion:</b> To approve funds up to \$1500 for disco <b>Moved:</b> Octavia Vaughan <b>Seconded:</b> Monique <b>Passed</b></p> <p>Dean spoke on behalf of Fete:</p> <ul style="list-style-type: none"><li>Smaller roles are being filled quickly</li><li>A larger fete team has formed out of P&amp;C members – next meeting 18<sup>th</sup> May</li><li>No requirement for a paid convenor</li><li>Fireworks discussed to mark the event</li></ul> <p><b>Motion:</b> That \$2200 be approved for fireworks at fete <b>Moved:</b> Dean Newberry <b>Seconded:</b> Nissa Venton <b>Passed</b></p> <ul style="list-style-type: none"><li>Lots of great ideas around changing things up a bit and extending the fete time.</li></ul>
<b>Buildings &amp; Grounds</b>	<p>Ken spoke on behalf of Buildings &amp; Grounds</p> <ul style="list-style-type: none"><li>Nature Play Project Statement done – need to get feedback from school on current needs for nature play, talk to students about what they would like, equally staff/grounds staff.</li><li>Parent – Alan Hoban – has volunteered to assist with nature play and has done</li></ul>

# CHAPEL HILL STATE PRIMARY SCHOOL

## Parents and Citizen's Association



### GENERAL MEETING MINUTES

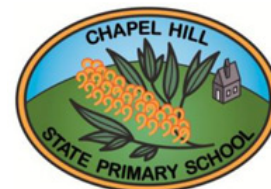
Item	Notes
	<p>some inspections following rainfall to check water run off etc</p> <p><b>Discussion:</b> around shifting the management and associate revenue of assets (Hall and Tennis Courts) to the school</p> <p><b>Motion:</b> To shift the management and associated costs and revenue of tennis court and hall to the school from 1 July 2017 <b>Moved:</b> Guy Johnson <b>Seconded:</b> Cassie Wood <b>Passed.</b></p>
<b>Grants</b>	<p>Monique spoke on behalf of Grants:</p> <ul style="list-style-type: none"><li>• Report circulated</li><li>• Unsuccessful application via SunSmart for Prep Playground shade structure</li><li>• SUEZ gardens grant submitted – waiting to hear back</li><li>• Grant application for tennis courts – Given shift of management of tennis court asset to school, if this grant is successful the money should be passed to the school.</li><li>• Fete grant – to apply for \$5k. Will coordinate with Dean for information.</li></ul> <p><b>Action:</b> Monique to coordinate with Dean for information on Fete grant</p> <ul style="list-style-type: none"><li>• Applied to Coles for gift cards for Fete</li><li>• Awards for P&amp;C Qld – Monique to do submission for potentially \$5k (refer P&amp;C Queensland Awards)</li></ul> <p><b>Action:</b> Ken to discuss with Inge footage, photographs already available, take info from PBL</p>

### School Reports

<b>Principal's report</b>	<p>Stewart gave Principal's Report</p> <ul style="list-style-type: none"><li>• Athlete Development Program – 20 spots available and filled (40 applied). Being run in lunch time breaks, which is time poor. Instructors using feedback tokens for each session - very positive feedback.</li><li>• Communication to come out from ATP committee regarding children travelling to school unsupervised.</li><li>• PBL program – teachers, admin and parents involved in creating positive behaviour programs and initiatives. Being driven by Tal. Data being collated around location of incidents within playground so assist in determining where “hot spots” may be. Lara from District Office has says CHSS PBL committee is the best she has seen, given the level of interaction from the community.</li></ul>
---------------------------	--

# CHAPEL HILL STATE PRIMARY SCHOOL

## Parents and Citizen's Association



### GENERAL MEETING MINUTES

Item	Notes
	<ul style="list-style-type: none"><li>• School Council Constitution needs to be endorsed following presentation to P&amp;C and staff – acceptance of Constitution means Principal and President to facilitate developments of Council by end of year.</li><li>• Damage from Cyclone to school buildings, artificial turf in Prep area, sink in 1D, stage flooring to hall, tree damage, hall kitchen skylight vent, rubberised matting near Fairy Land has shifted.</li><li>• P&amp;C may wish to contact stakeholders regarding sale of land at the rear of Tristania, State Govt is supporting sale of assets. Potential for development of Arts space under the hall. Dean has requested parcel of land be identified so P&amp;C members can identify for discussions with Govt rep.</li><li>• Survey results from Christmas day time concert – 155 responses overall. Overall summary was that 2016 Christmas Concert (when compared to previous year) had better visibility, improved sound quality, reduced noise levels; while still maintaining a Christmas atmosphere. It also outlined that over 70% of respondents had family members who couldn't attend as it was held during the day. Outcome discussions amongst community and will feed back to school community and P&amp;C.</li></ul> <p><b>Motion:</b> SCC Constitution be accepted. <b>Moved:</b> Stewart Jones <b>Seconded:</b> Guy Johnson <b>Passed</b></p> <p><b>Motion:</b> P&amp;C seek representation with the minister of education for the potential sale of Tristania St, <b>Moved:</b> Stewart Jones <b>Seconded:</b> Dean Newberry <b>Passed</b></p>
Vice-Principle	Nil
<b>Other business</b>	
Spellathon	Guy Johnson outlined potential structure. More details needed on how to disseminate the program and how staff would integrate into curriculum. Given current level of items on the school calendar this year, agreed would hold over until 2018.
National Volunteer Week	Sally - National volunteer week this week – would like to open hall kitchen Friday from 2pm <b>Motion:</b> \$50 for volunteer week food items <b>Moved:</b> Sally Bryant <b>Seconded:</b> Leah Woodward <b>Passed</b>
<b>Close out</b>	
New memberships	None
Thanks and close	<b>Next meeting: Tuesday 13<sup>th</sup> June 2017</b>

# CHAPEL HILL STATE PRIMARY SCHOOL

## Parents and Citizen's Association



### GENERAL MEETING MINUTES

Item	Notes
	Meeting concluded at: 9:25pm (Ex-procedural) Motions: (Passed: 8 / Unsuccessful: 0) New Actions raised: 8 (refer to below) Held over actions: 1 (refer to below)
<b>-- END --</b>	

<b>9<sup>th</sup> May 2017 Action items (6)</b>		
Subject	Who	Action Detail
Chappy	<u>Ken</u>	Endorse Rachel's work place form
Active Travel	<u>Carmen</u>	Investigate child sign-in options with OSCH so more families can take part
Nature Play	<u>Cal</u>	Revise draft comms pitch
Recycling	<u>Tal</u>	To investigate recycling bin with BCC
Grants	<u>Monique</u>	To coordinate with Dean for information on Fete grant
Grants	<u>Ken</u>	To discuss with Inge any footage that can be utilised for P&C of the Year submission
<b>Held over (0)</b>		
Nil		
<b>END</b>		

# CHAPEL HILL STATE PRIMARY SCHOOL

## Parents and Citizen's Association



### GENERAL MEETING MINUTES

#### Attendance Register – 14<sup>th</sup> March 2017 (15 present)

Present	Apology	Name
x		Ken Allen
x		Jade McCleave
x		Dean Newbery
x		Leah Woodward
	x	Jess Anderson
		Martine Waters
		Victoria Holston
x		Cassie Wood
		Owen Macone
		Adam Bessell
		Jane Hallam
		Ben Purssey
	x	Melissa Braun
x		Sally Bryant (Tuckshop Convenor)
		Louise McPherson
		Jenny StrodI
		Cara Roach
		Andrew Roach
x		Nissa Venton
x		Cal Winkel
		Mia Leslous
x		Monique Mayze
	x	Octavia Vaughan

Present	Apology	Name
	x	Val Balnave (Hn Life Member)
x		Tal Mitchell (Snr Deputy Principal)
	x	Janet Hoek (Jnr Deputy Principal)
		Rhonda Martin (Jnr Deputy Principal)
x		Stewart Jones (Principal)
x		Guy Johnson
		Belinda Fox
	x	Viktoria Rice-Allen
x		Carmen Spry
	x	Lyndal Dobbs
		Ian Ruthenberg
		Sally Warren
	x	Strachan Kosanovic
x		Rachel Palmer (School Chaplin)
x		Samantha Mathers (Guest)