

# CHAPEL HILL STATE PRIMARY SCHOOL

## Parents and Citizen's Association



### GENERAL MEETING MINUTES

#### Details

Tuesday 11<sup>th</sup> July 2017

Recorded by: Jess Anderson (Secretary)

#### Item

#### Notes

#### General

##### Open and welcome

Meeting commenced at: 7:34pm  
Welcome Andrew (Year 6) guest for Rotary

##### Previous minutes acceptance

**Amendment:** Secretary's apology for incorrect spelling of 'Stewart' Jones in the previous June Minutes.  
**Motion:** That the previous minutes be accepted as true and accurate record of the previous meeting with note of the above-mentioned amendment. **Moved:** Jess Anderson **Seconded:** Leah Woodward **Passed.**

#### Executive Reports

##### President's/Vice Presidents report

Jade spoke on behalf of President / Vice Presidents:

- No previous action items
- P&C of the year award – short video has been submitted for CHSS P&C

##### Secretary report

Jess gave Secretary's report:

- Correspondence noted
- Apologies noted

##### Treasurer's report

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

- See attached report
- Debit cards for P&C have arrived

**Motion:** to approve financial reports for June 2017 **Moved:** Leah Woodward **Seconded:** Sally Bryant **Passed.**

#### Subcommittee Reports

##### Tuckshop

Jess spoke on behalf of tuckshop

- Report circulated
- 3 applicants to be interviewed this week
- Sally is available to assist training and handover

Special thank you to Sally for her services in the tuckshop.

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<b>Uniform shop</b>	Leah spoke on behalf of Uniform shop <ul style="list-style-type: none"><li>Leah will be doing some volunteer time in the uniform shop over coming weeks</li></ul>
<b>Events</b>	Jess spoke on behalf of Events <ul style="list-style-type: none"><li>Trivia Night 22<sup>nd</sup> July – more sponsors required</li><li>Fete planning coming along</li><li>Robyn has requested a combination lock for Trash n Treasure storage</li></ul> <p><b>Action:</b> Jade to email Robyn A about asking for a storage pod donation for fete storage.</p> <p><b>Action:</b> Stewart / Lyndal to request a quote to repair sheds on oval</p> <ul style="list-style-type: none"><li>Pie drive – up and ready to go. Live on Flexischools. Flyers will go out to students this week</li></ul> <p><b>Action:</b> Jess / Viktoria to add promotion to Facebook pages.</p>
<b>Buildings &amp; Grounds</b>	No one spoke on behalf of Buildings & Grounds <ul style="list-style-type: none"><li></li></ul>
<b>Grants</b>	Monique spoke on behalf of Grants: <ul style="list-style-type: none"><li>BCC tennis court grant is pending</li><li>SUEZ grant is due this month - pending</li><li>Gambling Community Benefit Grant (tennis court upgrade) was unsuccessful</li></ul> <p><b>Action:</b> Monique to follow up seeking feedback before re-applying for this grant.</p> <ul style="list-style-type: none"><li>Telstra Kids Grant is coming up</li></ul>
<b>School Reports</b>	
<b>Principal's report</b>	Stewart spoke though Principal's Report: <ul style="list-style-type: none"><li>Report circulated</li><li>Stewart tabled the election process for the two School Council parent positions.<ul style="list-style-type: none"><li>Ken and Stewart have agreed to start with a team of six</li><li>Nomination packs will be available to parents in today's newsletter</li><li>Submissions will close 4<sup>th</sup> August</li><li>Election (if required) to be held at P&amp;C meeting 8<sup>th</sup> August (parent reps)</li></ul></li><li>Turning circle is being upgraded</li><li>Works over the break have been completed – refer to report</li></ul>

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	Special thanks to Val for organising yet another amazing year 6 trip to Canberra. Despite sickness, it was a successful trip.
<b>School Banking</b>	<ul style="list-style-type: none"><li>• <u>Held over Commission</u> – the balance of commission to contribute to the School is \$1,263.75 (Semester 2 2016 \$491.72 and Semester 1 2017 \$772.03)</li><li>• Jane proposes that the \$1,263.75 is donated to the School Library and ask the P&amp;C if they would like to match the donation. (By way of background, this is what has happened over the past few years.)</li></ul> <p><b>Motion:</b> that P&amp;C agree to match the amount raised of \$1,263.75 from school banking, for donation to the school library. <b>Moved:</b> Jess Anderson <b>Seconded:</b> Leah Woodward <b>Passed.</b></p>
<b>Vice Principal's Report</b>	Tal spoke on behalf of Vice principals: <ul style="list-style-type: none"><li>• Athlete development program (ADP) Round 2 has been successful. Increasing from 20 students to 38 this term. Sam and Dan would like to consider taking students to their fitness studio.</li><li>• Seeking support from the P&amp;C to split, with the school, cost of bus to transport children to the cross fit gym on 2 occasions.</li><li>• School is going to fund the T-shirts for ADP students</li><li>• Turning circle is looking good. Flag pole is now functioning. Tal looking a quotes for flags. Tal will be seeking a financial assistance for pole structures.</li></ul> <p><b>Motion:</b> That P&amp;C approves \$300 for bus transport of ADP students to and from the Cross Fit gym. <b>Moved:</b> Tal Mitchell <b>Seconded:</b> Monique Maize <b>Passed.</b></p>
<b>Other business</b>	
<b>New Items</b>	Nil
<b>Close out</b>	
<b>New memberships</b>	Nil
<b>Thanks and close</b>	<p><b>Next meeting: Tuesday 8<sup>th</sup> August 2017</b></p> <p>Meeting concluded at: 8:24pm (50 minutes).</p> <p>(Ex-procedural) Motions: 2 (Passed: 2 / Unsuccessful: 0)</p> <p>New Actions raised: 4 (refer to below)</p>

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	Held over actions: 0 (refer to below)
-- END --	

#### 13<sup>th</sup> April 2017 Action items (5)

Subject	Who	Action Detail
Fete	<u>Jade</u>	to email Robyn A about asking for a storage pod donation for fete storage
Oval sheds	<u>Stewart / Lynda</u>	to request a quote to repair sheds on oval
Pie Drive	<u>Jess / Viktoria</u>	to add promotion to Facebook pages
Grants	<u>Monique</u>	to follow up seeking feedback before re-applying for Gambling grant

Held over (nil)

END

