

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizen's Association



GENERAL MEETING MINUTES

Details

Tuesday 10th October 2017

Recorded by: Jade McCleave (V.President)

Item

Notes

General

Open and welcome

Meeting commenced at: 7:31pm

Welcome Alan Hoban and Shelley – to discuss Nature Play, and Jennifer to discuss Earn & Learn

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:** Leah Woodward **Seconded:** Jade McCleave **Passed.**

Executive Reports

President's/Vice Presidents report

Ken spoke on behalf of President / Vice Presidents:

- Previous action items
- Aircon in Banksia block approved
- Maintenance being done by Cardiff on 16th Oct as weather warms up

Secretary report

Jade gave Secretary's report:

- No Correspondence noted
- Apologies noted

Treasurer's report

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

- Printed reports circulated
- Other interesting points

Motion: to approve financial reports for August 2017 **Moved:** Leah Woodward **Seconded:** Jane Hallam **Passed.**

Subcommittee Reports

Tuckshop

Ken spoke on behalf of tuckshop

- Report circulated
- Price increase finally in place
- Currently revising systems to recover profit (down since June)
- Planning advertising for volunteers and home bakers

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| | <ul style="list-style-type: none">Asking existing volunteers to step into a paid 'stand-by' convenor role in case of Tanya's absence <p>Motion: to approve purchase of ten new aprons for the tuckshop at a cost of \$121.00 GST inclusive, supplier Aprons Australia. Moved: Leah Woodward Seconded: Dean Newbury Passed.</p> |
| Uniform shop | Leah spoke on behalf of Uniform shop <ul style="list-style-type: none">Reminder that swim caps are not supplied by the uniform shopRashies are old stock and odd sizes. \$5 sell out price. No new stock being ordered. |
| Events | Ken spoke on behalf of Events. <ul style="list-style-type: none">Final figure for fete not yet confirmed though around \$50k\$140k in commitments at the moment – includes nature play, iPads, tennis court upgrade, hall amenities refurbishment\$1800 raised for Father's Day (final figure to be confirmed)Tuckshop back in profitEvents programme for fundraising for next year – Octavia and Nissa to kick off for 2018.Motion: Approve financials for September Moved: Leah Woodward Seconded: Dean Newbury Passed. <p>Action: Tave and Nissa will have a draft overview for next meeting. To coordinate with Tal re: Overall Management Guide.</p> |
| Buildings & Grounds | Monique spoke on behalf of Buildings & Grounds <ul style="list-style-type: none">Information circulated re: grade 3 working bee – detailed report emailed to Jess with photographs for inclusion in report.Potentially 29th October for working bee – date saver has been sent to grade 3 parents.David Fearn to prepare list of potential items/jobs for the day.Erin to check with Helping Hands staff to see if they are able to assist.Site inspection to be completed with Stewart, Lyndal and Tony (grounds) prior to works being undertaken. <p>Alan Hoban (Civil and Environmental Engineer and parent) spoke to nature play.</p> |

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| | <ul style="list-style-type: none">Nature Play Queensland have some examples. Concept design to be done in the next couple of months with the intention of the nature play being completed by beginning of next school year (2018).Design workshop/forum to be run by Alan to assist parents/students in working out ideas for the design. Pencil October 28th 2-4pm for forum.Tal to engage student council and a select group of students to give their feedback. "What I like playing in nature is..." and some visual representation.CWCN to attend forum and provide input.Discussed costs – Alan has earthmoving, labour, rocks etc costingsAlan to provide examples/\$\$ for forum <p>Lyndall spoke to Prep playground.</p> <ul style="list-style-type: none">Shade sail footings have been set. Poles to go in within the next fortnight <p>Action: Alan to provide – samples for forum, Tal to communicate with student council and provide student feedback, Forum booked in hall – comms in newsletter re: forum, social media</p> <p>Motion: To approve \$2500 for the working bee around the grade 3 area Moved: Monique Seconded: Nissa Venton Passed.</p> |
| Grants | <p>Monique (absent).</p> <ul style="list-style-type: none">Report circulatedEmail to Lyndal re: Loreal promotion. Lyndal to forward details to Monique. |
| School Reports | |
| Principal's Report | <p>Stewart spoke though Principal's Report:</p> <ul style="list-style-type: none">Report circulatedDiscussion around P&C contributing to additional teaching space (two second-hand portables) and hall repair costs (new lighting, better lighting, replacing resin flooring in toilets and toilet themselves which were cracked).Suggestion for maintenance budget to be coordinated between school and P&C. Leah advised normally leaves \$20-\$30k buffer for maintenance.Stuart advised had approved Julian Simmonds to discuss BCC – Sport and Rec Grant – Regional Facilities – advised they received two nominations, CHSS wasn't one of them. Julian Simmonds has forwarded query to Councillor re: grants. Waiting to hear back. |

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| | <p>Motion: P&C to cover \$7k for hall costs Moved: Stewart Jones Seconded: Dean Newbury Passed.</p> <p>Motion: P&C to provide temporary loan in 2018 to help the school should it to be required to assist in installation of the two additional classrooms to be repaid in early 2019 for up to \$30k, with an additional \$25k should the tennis court upgrade not go ahead Moved: Stewart Jones Seconded: Dean Newbury Passed.</p> |
| Deputy's Report | <p>Tal spoke on behalf of senior school.</p> <ul style="list-style-type: none">Options for 2018 Interschool Sports shirts – voted on design.Need to check if supplier using same block for sublimation (Tal)Shirts to be sold through uniform shop – Price same as polo.Shirt can be worn on Fridays as Friday sports shirt. <p>Action: Tal and Leah to coordinate on sizing. Dean will investigate competitive pricing</p> |
| School Banking | <ul style="list-style-type: none">Position vacant for 2018 School banking co-ordinatorsJane has been given permission to approach school banking parents seeking interest for 2018 Co-ordinator role <p>Action: Jade / Vik to assist with raising interest for all known available roles for next year (including Exec roles and School Banking)</p> |
| Chaplain | <p>Rachel discuss Chaplaincy program donation of \$3500. Around \$7k shortfall each year that Rachel has to fundraise.</p> <p>Motion: \$3,500 to provide ongoing support to Chaplaincy Program Moved: Rachel Seconded: (denied). Further discussion at next meeting, Rachel will provide further information next meeting.</p> <p>Rachel also raised World Teacher's Day. Has been confirmed for 26th October.</p> |
| Other business | |
| New Items | <ol style="list-style-type: none">General thank you to all volunteers for 2018 – discussion and suggestions<ul style="list-style-type: none">Discussion around opportunity to thank volunteers – agreed personally nominating people risky. Agree to light refreshments as thanks for final meeting.Xmas concert – Ken to coordinate with Risa regarding expectations around attendees' behaviourJennifer spoke to earn and learn (coordinator) – 37,140 stickers which equates to around \$800 of resources for children. Shelley Fanning working with Stewart ad Tal to determine that items to purchase. |

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| | <p>4. Graduation dinner – 6 December 2017 – kitchen needs to be cleaned in hall from left over fete</p> <ul style="list-style-type: none">• Action: Octavia – Kathy and Karen to sort out kitchen/oven. |
| Close out | |
| New memberships | Nil |
| Thanks and close 9:22pm | <p>Next meeting: 14 November 2017</p> <p>Meeting concluded at: 9:09pm (1hr 38minutes).</p> <p>(Ex-procedural) Motions: 5 (Passed: 4 / Unsuccessful: 1)</p> <p>New Actions raised: 5 (refer to below)</p> <p>Held over actions: 0</p> |
| -- END -- | |

10th October 2017 Action items (5)

| Subject | Who | Action Detail |
|---------------|---------------------|--|
| Events | Tave and Nissa | will have a draft overview for next meeting. To coordinate with Tal re: Overall Management Guide. |
| Nature Play | <u>Alan and Tal</u> | to provide – samples for forum, Tal to communicate with student council and provide student feedback, Forum booked in hall – comms in newsletter re: forum, social media |
| Deputy Report | Tal and Leah | to coordinate on sizing of new Interschool sports shirt |
| Deputy Report | <u>Dean</u> | will investigate competitive pricing |
| P&C | Jade / Vik | to assist with raising interest for all known available roles for next year (including Exec roles and School Banking) |

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Held over (nil)

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Attendance Register – 12th October 2017 (-- present)

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

| Present | Apology | Name |
|---------|---------|--|
| X | | Val Balnave (Hn Life Member) |
| X | | Tal Mitchell (Snr Deputy Principal) |
| | X | Rysia Pritchard (Jnr Deputy Principal) |
| | X | Janet Hoke (Jnr Deputy Principal) |
| X | | Stewart Jones (Principal) |
| | | Guy Johnson |
| | | Belinda Fox |
| | X | Viktoria Rice-Allen |
| | | Carmen Spry |
| X | | Lyndal Dobbs |
| | | Ian Ruthenberg |
| | | Sally Warren |
| | | Strachan Kosanovic |
| X | | Rachel Palmer (School Chaplin) |
| | | Erin Schon (Helping Hands) |
| | | Sally Herrett |
| | | Carl Robertson |
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