

# CHAPEL HILL STATE PRIMARY SCHOOL

## Parents and Citizen's Association



### GENERAL MEETING MINUTES

#### Details

Tuesday, 13 February 2018

Recorded by: Binny De Saram (Secretary)

#### Item

#### Notes

#### General

##### Open and welcome

Meeting commenced at: 7:57pm

Welcome

##### 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:** Binny De Saram  
**Seconded:** Ken Allen **Passed.**

#### Executive Reports

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

No President's report.

##### Secretary report

No Secretary's report.

##### Treasurer's report

Leah Woodward (Treasurer) provided the Treasurer's report in relation to the circulated financial report.

- The P&C is no longer making a \$30 000 contribution to the school.
- Noted that P&C funds are not to be used for gifts or entertainment. Funds must be used for the children of the school as per the document on P&C Queensland website.
- The role of the 'thank you Sergeant' was discussed.

**Motion:** to approve financial reports for January 2018 **Moved:** Leah Woodward  
**Seconded:** Viktoria Rice-Allen **Passed.**

**Motion:** to approve the amount up to \$2106.10 for the P&C insurance **Moved:** Leah Woodward  
**Seconded:** Sally Bryant **Passed.**

**Motion:** that the 2018 cash flow / budget, as presented, be accepted **Moved:** Leah Woodward  
**Seconded:** Sally Herrett **Passed.**

**Motion:** That the P&C elects to treat all eligible fundraising events as input taxed events **Moved:** Leah Woodward **Seconded:** Lara Giunta **Passed.**

# CHAPEL HILL STATE PRIMARY SCHOOL

## Parents and Citizen's Association



### GENERAL MEETING MINUTES

Item	Notes
	<p><b>Motion:</b> That the P&amp;C continues to operate the uniform shop as a not-for-profit sub-entity under the provisions of GST law. <b>Moved:</b> Leah Woodward <b>Seconded:</b> Lara Giunta <b>Passed.</b></p>
<b>Subcommittee Reports</b>	
<b>Tuckshop</b>	<p>Sally Herrett spoke on behalf of the Tuckshop in relation to the circulated report.</p> <ul style="list-style-type: none"><li>• The Tuckshop made a profit of over \$13 000 which is above the \$10 000 earned in the previous year.</li><li>• The Tuckshop requires \$3200 to replace the laptop, printer, software, industrial sandwich press and other general kitchen equipment.</li></ul> <p><b>Motion:</b> The P&amp;C approves the expenditure of \$700 for the purchase of a laptop. <b>Moved:</b> Sally Bryant <b>Seconded:</b> Octavia Vaughan <b>Passed.</b></p> <p><b>Motion:</b> The P&amp;C approves the expenditure of \$190 for the purchase of a printer. <b>Moved:</b> Sally Bryant <b>Seconded:</b> Octavia Vaughan <b>Passed.</b></p> <p><b>Motion:</b> The P&amp;C approves the expenditure of \$250 for the purchase of software. <b>Moved:</b> Sally Bryant <b>Seconded:</b> Octavia Vaughan <b>Passed.</b></p> <p><b>Motion:</b> The P&amp;C approves the expenditure of \$400 for the purchase of a sandwich press, in addition to the pre-approved \$500 in 2017. <b>Moved:</b> Sally Bryant <b>Seconded:</b> Octavia Vaughan <b>Passed.</b></p> <p><b>Motion:</b> The P&amp;C approves the expenditure of \$600 for the purchase of a pie warmer. <b>Moved:</b> Sally Bryant <b>Seconded:</b> Octavia Vaughan <b>Passed.</b></p> <p><b>Motion:</b> The P&amp;C approves the expenditure of \$300 for the purchase of general kitchen equipment. <b>Moved:</b> Sally Bryant <b>Seconded:</b> Octavia Vaughan <b>Passed.</b></p>

# CHAPEL HILL STATE PRIMARY SCHOOL

## Parents and Citizen's Association



### GENERAL MEETING MINUTES

Item	Notes
<b>Uniform shop</b>	<p>Leah Woodward (Treasurer) spoke on behalf of the Uniform Shop</p> <ul style="list-style-type: none"><li>• The P&amp;C discussed the creation of a paid Uniform Shop convenor role. Other schools of similar pupil size have a paid Uniform Shop convenor. Leah Woodward proposed that the Uniform Shop convenor should be a paid position for up to \$5000 per year for up to four hours/week (with an additional 15 hours/year). There was discussion as to whether these hours could be added on to the Tuckshop convenor's role but this was decided against.</li><li>• The volunteer base for the Uniform Shop is strong.</li><li>• There was discussion as to whether the Uniform Shop could be open more than one day.</li></ul> <p><b>Motion:</b> The P&amp;C approves funding of \$20 000 for the purchase of uniform stock <b>Moved:</b> Leah Woodward <b>Seconded:</b> Octavia Vaughan <b>Passed.</b></p> <p><b>Action:</b> The tuckshop committee and uniform shop committee to investigate viable options for uniform convenor role.</p>
<b>Events</b>	<p>Octavia Vaughan spoke on behalf of Events.</p> <ul style="list-style-type: none"><li>• There has been a change in date for the school disco.</li><li>• The possibility of holding a school cross-country colour run is being investigated.</li><li>• The possibility of holding a joint fundraiser with the chaplains is being investigated.</li></ul>
<b>Buildings &amp; Grounds</b>	<p>David Fearn spoke on behalf of Buildings &amp; Grounds in relation to nature play</p> <ul style="list-style-type: none"><li>• Upgrade of the year 4 benches and sensory garden.</li><li>• Working Bee should be organised insarah March/April to commence the project.</li><li>• An underground irrigation system to maintain the plants was discussed.</li></ul> <p><b>Motion:</b> The P&amp;C approves the funding of \$4400 (inclusive of GST) to create an area for the year 3-6 cohort to provide an alternative seating and sensory area <b>Moved:</b> David Fearn <b>Seconded:</b> Sarah Hart <b>Passed.</b></p>

# CHAPEL HILL STATE PRIMARY SCHOOL

## Parents and Citizen's Association



### GENERAL MEETING MINUTES

Item	Notes
<b>Grants</b>	<p>Monique Mayze spoke in relation to the circulated report.</p> <ul style="list-style-type: none"><li>• The Brisbane City Council grant application is due by 29 March 2018. There was general discussion as to the allocation of grant money. It was decided that the Brisbane City Council grant application should focus on upgrades to the school oval.</li><li>• The Cancer Council Queensland and the Queensland Department of Health are have released a 2018 SunSmart Shade Creation Initiative. The Initiative provides 50 per cent matched funding up to \$2000 for portable shade and up to \$5000 for permanent shade for not-for-profit organisations. Applications are due 9 March 2018.</li><li>• The Gambling Community Benefit Fund grant applications are due 31 May 2018. Priority given to communities affected by natural disasters. Tuckshop improvements were discussed.</li></ul> <p><b>Action: Monique Mayze to complete and send Cancer Council grant application by 9 March 2018.</b></p> <p><b>Action: Monique Mayze to complete and send Brisbane City Council grant application by 29 March 2018.</b></p> <p><b>Action: Monique Mayze to complete and send Gambling Community Benefit Fund grant application by 31 May 2018.</b></p>
<b>School Reports</b>	
<b>Principal's Report</b>	<p>The Acting Principal spoke in relation to the Principal's Report:</p> <ul style="list-style-type: none"><li>• Parent information nights were useful.</li><li>• The region is providing \$30 000 grant for the upgrade of the tennis courts. The P&amp;C will contribute the pre-approved \$25 000 already set aside. There was discussion as to whether this could be used as multi-purpose court.</li></ul>
<b>Deputy's Report</b>	<p>Tal Mitchell spoke on behalf of senior school.</p> <ul style="list-style-type: none"><li>• A sporting theme free dress day is schedules for 21 March 2018.</li><li>• A crazy hair day is proposed for 2 March 2018 with money raised going to to ACT for Kids.</li><li>• Currently the school is investigating other charities for the receipt of student fundraisers.</li><li>• Cross-country will be held on the last day of term.</li><li>• School disco will be held on 17 February 2018.</li></ul>

# CHAPEL HILL STATE PRIMARY SCHOOL

## Parents and Citizen's Association



### GENERAL MEETING MINUTES

Item	Notes
	<ul style="list-style-type: none"><li>Environment club (CWCN) to be run 1 lunch/week</li></ul> <p><b>Motion:</b> The P&amp;C approves a free dress day for the purposes of the student council budget on 21 March 2018 and a crazy hair day on 2 March 2018 <b>Moved:</b> Tal Mitchell <b>Seconded:</b> Cassie Wood <b>Passed.</b></p>
<b>Lyndal's Report</b>	<ul style="list-style-type: none"><li>Fire water main leak will be repaired by this weekend.</li><li>New classrooms will be handed over by 12 March 2018.</li><li>Vegetation management plan was discussed.</li></ul> <p><b>Motion:</b> The P&amp;C approves the excursion list for term 1 <b>Moved:</b> Lyndal Dobbs <b>Seconded:</b> Octavia Vaughan <b>Passed.</b></p>
<b>Chaplain Rachel's Report</b>	<ul style="list-style-type: none"><li>Funding of the chaplaincy program was discussed.</li><li>Transparency of where fundraising funds are diverted was discussed.</li></ul>
<b>Helping Hands</b>	<ul style="list-style-type: none"><li>Welcome to <b>Lyndal</b> from Helping Hands.</li><li>After school care is almost at capacity and Helping Hands are not seeking to expand their services.</li><li>Before school care is still available.</li><li>The school has gathered data around children being dropped off at school before school who remain unsupervised from as early as 7.15am.</li></ul>
<b>Other business</b>	
<b>New Items</b>	<ol style="list-style-type: none"><li><b>Action: Christine Wood, Stewart Jones and Viktoria Rice-Allen to discuss review of uniform policy.</b></li></ol>
<b>Close out</b>	
<b>New memberships</b>	Nil
<b>Thanks and close</b> 9:22pm	<p><b>Next meeting: 13<sup>th</sup> March 2018</b></p> <p><b>Meeting concluded at: 9:55pm (2hrs 0minutes).</b></p> <p><b>(Ex-procedural) Motions: 15 (Passed: 15 / Unsuccessful: 0)</b></p> <p><b>New Actions raised: 3 (refer to below)</b></p>

# CHAPEL HILL STATE PRIMARY SCHOOL

## Parents and Citizen's Association



### GENERAL MEETING MINUTES

Item	Notes
	Held over actions: 1
<b>-- END --</b>	

### 13<sup>th</sup> February 2018 Action items (3)

Subject	Who	Action Detail
Uniform Shop convenor role	tuckshop committee and uniform shop committee	Investigate viable options for uniform shop convenor role.
Cancer Council grant application	Monique Mayze	Complete and send Cancer Council grant application by 9 March 2018.
Brisbane City Council grant application	Monique Mayze	Complete and send Brisbane City Council grant application by 29 March 2018.
Gambling Community Benefit Fund grant application	Monique Mayze	Gambling Community Benefit Fund grant application by 31 May 2018.
Uniform policy	Stewart Jones / Christine Wood/ P&C	Review terminology in the Uniform Policy

**Held over (nil)**

# CHAPEL HILL STATE PRIMARY SCHOOL

## Parents and Citizen's Association



### GENERAL MEETING MINUTES

#### Attendance Register – 13<sup>th</sup> February 2018 (34 present)

Present	Apology	Name
X		Viktoria Rice Allen
X		Octavia Vaughan
X		Lara Giunta
X		Binny De Saram
X		Leah Woodward
X		Matt Butcher
X		Ben Purssey
X		Belinda Fox
X		Cassandra Wood
X		Dean Newbery
X		Sally Herrett
X		Astrid Whitbread
X		Melanie Venz
X		Sally Bryant
X		Jess Anderson
X		Cal Winckel
X		Nissa Venton
X		Sarah Hart
X		Monique Mayze
X		Ken Allen
X		Glen Sheppard
	X	Carl Robertson
	X	Jade McCleave

Present	Apology	Name
X		Val Balnave (Hn Life Member)
X		Tal Mitchell (Snr Deputy Principal)
	X	Rysia Pritchard (Jnr Deputy Principal)
	X	Janet Hoek (Jnr Deputy Principal)
X		Christine Wood (Acting Principal)
X		Lyndal Dobbs (Business Admin)
X		Meagan Schoeffel (Helping Hands)
X		Erin Schen (Helping Hands)
X		Rachel Palmer (Chaplain)
	X	Sally Ruthenberg
	X	Ian Ruthenberg
	X	Jane Hallam
	X	Jody Stephens
X		Ruth Bradbury
	X	Melissa Braun
X		Belinda Fox
X		David Fearn
X		Brett Cowan
X		Carmen Spry
X		Craig Wardell