

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association



GENERAL MEETING AGENDA

Details

Tuesday 13 March 2018

7:30pm

Arts Room

Agenda items	Details
Open and welcome	<ul style="list-style-type: none"> Meeting commenced at 7.30pm. Welcome
New members	<ul style="list-style-type: none"> Motion: to accept and approve all applications for CHSS P&C membership Moved: Viktoria Rice-Allen Seconded: Octavia Vaughan Passed.
Previous meeting minutes	<ul style="list-style-type: none"> 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: Octavia Vaughan Passed.
President's report	<ul style="list-style-type: none"> Viktoria Rice-Allen spoke to the circulated report. Viktoria has been working with the tuckshop convenor. A back up convenor role has been investigated, including through Employsure. A tuckshop review will be conducted. Sub-committee reports are due 3pm the Sunday before the P&C meeting. Motion: The P&C approves the expenditure of \$550 plus GST for 2018 for Employsure membership. Moved: Octavia Vaughan Seconded: Sally Herrett Passed.
Secretary's report	<ul style="list-style-type: none"> No report.
Treasurer's report	<ul style="list-style-type: none"> Leah Woodward spoke to the circulated report. The school disco was the fundraiser and made a profit. The P&C funds for air conditioning works and maintenance have been approved. Motion: To approve financial reports for February 2018 Moved: Leah Woodward Seconded: Viktoria Rice-Allen Passed.
Sub-committee presentations Tuckshop	<ul style="list-style-type: none"> Viktoria Rice-Allen spoke to the circulated report. The tuckshop convenor has run a training session for volunteers. The tuckshop convenor completed a site visit to Bulimba State School who won tuckshop of the year.

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association



GENERAL MEETING AGENDA

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	<p>This school has a large freezer which allows food preparation and storage.</p> <ul style="list-style-type: none">▪ CHSS tuckshop orders have increased.▪ In order to manage the increase in tuckshop orders, unpopular food items will be removed and the availability of some goods on certain days will be changed. If this does not assist, then order numbers will be capped.▪ The tuckshop sub-committee will run a trial in term 2. A communication strategy to advise parents will be implemented shortly.▪ The tuckshop sub-committee requires participants. Currently the Tuckshop sub-committee comprises Viktoria Rice-Allen and Sally Bryant. Three members are required to make quorum. Lara Giunta agreed to join the Tuckshop sub-committee.▪ Action: Lara Giunta to be added to the Tuckshop sub-committee list.
Buildings & Grounds	<ul style="list-style-type: none">▪ The friendship garden project has been progressed.▪ Plant costs have reduced from \$1500 to \$400.▪ Action: Lyndal Dobbs to investigate whether CHSS can join the Moggill Catchment Group at a cost of \$20 per annum.▪ Action: Viktoria Rice-Allen to communicate a request for a bobcat driver.
Uniform shop	<ul style="list-style-type: none">▪ Leah Woodward spoke to the circulated report.▪ Leah Woodward spoke to the uniform shop convenor role. A paid uniform shop convenor would work four hours per week with an additional 15 hours and would be budgeted at approximately \$5 000.▪ The uniform shop makes a profit of \$17 000-\$19 000.▪ There was some discussion as to whether a change in uniform shop supplier might increase profits.▪ Over the counter sale uniform shop sales account for 50% of school uniform purchases. There was discussion as to whether the uniform shop might open once a fortnight or move entirely to the Flexi Schools order system.

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association



GENERAL MEETING AGENDA

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	<ul style="list-style-type: none">▪ Leah Woodward has drafted a position description for the uniform shop convenor role. Leah Woodward and Viktoria Rice-Allen will be involved in the recruitment process.▪ Motion: That the P&C approve the employment of a paid uniform shop convenor up to four hours per week with an additional 15 hours at the award wage (casual level 2). Moved: Leah Woodward Seconded: Ken Allen Passed. <hr/> <ul style="list-style-type: none">▪ Octavia Vaughan spoke to the circulated report.▪ The school disco raised a profit.▪ The events calendar was noted but the art show date will need to change.▪ Nissa Venton is coordinating the Mother's Day stall this year. Last year the stall raised \$3000. More volunteers are also required.▪ Action: <i>Nissa Venton and Viktoria Rice-Allen to work with Wendy and Janet Hoek to present to the staff on the art show.</i>▪ Motion: The P&C approves the expenditure of up \$1500 for Mother's Day stall preparations. Moved: Nissa Venton Seconded: Viktoria Rice-Allen Passed.▪ Motion: The P&C approves the expenditure of up \$1500 for the purchase of class canvases. Moved: Nissa Venton Seconded: Cal Winckel Passed▪ Motion: The P&C approves the expenditure of up \$500 for prizes and items required for the games night on 23 March 2018. Moved: Octavia Vaughan Seconded: Lara Giunta Passed.
Events	
Fete	<ul style="list-style-type: none">▪ The date of the Fete will be 8 September 2018.▪ Sponsors for the stage and fireworks for the 2018 Fete have been secured by Viktoria Rice-Allen.▪ Christina from Star Party's has been secured at a cost of \$440 for the day. There will be entertainment and a

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Parents and Citizens' Association



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	<p>dance party while the oval is prepared for the fireworks.</p> <ul style="list-style-type: none">▪ Motion: The P&C approves the expenditure of \$377.10 to Brisbane City Council for the hanging of a banner from Rokeby Bridge as a means of advertising for the Fete. <p>Moved: Octavia Vaughan Seconded: Leah Woodward Passed.</p>
Grants	<ul style="list-style-type: none">▪ Monique Mayze spoke to the circulated report.▪ Viktoria Rice-Allen noted that we are unable to apply for Lord Mayor's funding as we received funding for the Fete in this financial year.▪ Monique Mayze noted that Brisbane City Council grant application is due on 19 March 2018.
School presentations Acting Principal's report	<ul style="list-style-type: none">▪ Christine Wood spoke to the circulated report.▪ Friday, 16 March 2018 is wear your funky socks day to raise awareness of school bullying day.▪ The Sunland Group will commence construction of the Kirkdale Residences on 7 April 2018. The P&C has remained neutral in relation to the development.▪ It was decided that Christine Wood would liaise with the Sunland Group to organise a meeting with parents (possibly held on a Thursday). A separate meeting will be organised between Sunland and the Building & Grounds subcommittee.▪ Christine Wood advised that Minister Grace Grace has announced a review of the uniform policy.▪ Action: Cal Winckel, Lara Giunta and Leah Woodward will assist the school in the review of the uniform policy.▪ Action: Christine Wood to arrange a meeting between CHSS parents and the Sunland Group to discuss the impact of the Kirkdale Residences'

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association



GENERAL MEETING AGENDA

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Deputy Principal's report	<p><i>development on CHSS students.</i></p> <ul style="list-style-type: none">Tal Mitchell noted that year 6C are very thankful for the new air conditioner and have prepared a thank you note.Free dress will coincide with Harmony Day – 22 March 2018.Student Council are voting on three options for fundraising funds – cold water bubbler for the younger grades, additional play equipment or multi-purpose football post.The positive behavior learning policy (PBL) has now been in place for 12 months. The responsible behavior plan is being reviewed.A survey was conducted in relation to the students arriving at school unsupervised and the times and methods of transport to school.Janet Hoek spoke to the age appropriate pedagogy program.Action: The Building and Grounds sub-committee and Tal Mitchell will meet next Wednesday (21 March 2018) to discuss the nature play project.
Business Administration report	<ul style="list-style-type: none">Lyndal Dobbs spoke to the Facilities reportThe new classrooms will be ready by 23 March 2018.The air conditioner replacement and maintenance works are continuing.Action: Lyndal Dobbs to liaise with Pullenvale School regarding Vegetation Management Plan.Motion: The P&C approves the excursion and activity list for term 2. Moved: Lyndal Dobbs Seconded: Leah

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association



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	Woodward Passed.
Chaplain's report	<ul style="list-style-type: none">▪ Rachel Palmer spoke to the circulated report and noted that she will provide a monthly report.▪ Volunteering opportunities were discussed.▪ Rachel Palmer spoke to upcoming events - sausage sizzle on cross country day and outdoor movie event (partnering with Councillor Kate Richards – 28 April 2018). The P&C will also have the opportunity to fund raise at these events.
Megan Murphy report	<ul style="list-style-type: none">▪ Megan Murphy reported on the Solar Buddy Challenge. The Solar Buddy Challenge is run in conjunction with Rotary. An amount of \$600 of funding will need to be raised and then Rotary will match these funds.▪ The students (year 4) will be put in groups and provided with a solar kit. The kit will take one hour to put together and sent to Papua New Guinea to provide children with light for study.▪ The aim is to run the be done at the end of term 2.▪ 18 May 2018 is proposed as a 'wear yellow for light' d fundraising day.▪ Kenmore, Kenmore South, Our Lady of the Rosary schools have signed up.▪ The P&C were supportive of the proposal.
General business	<ul style="list-style-type: none">▪ Cal Winckel spoke in relation to the lack of after school care places available by Helping Hands. Christine Woods noted issues in relation to space and student numbers.▪ The idea of a care and concern team was raised by

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association



GENERAL MEETING AGENDA

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	Octavia Vaughan on behalf of Bronwyn Labagnara (absent). Rachel Palmer expressed an interest in assisting.
New memberships	<ul style="list-style-type: none"> ▪ Motion: to accept and approve all applications for CHSS P&C membership Moved: Viktoria Rice-Allen Seconded: Octavia Vaughan Passed.
Motions and action items	<ul style="list-style-type: none"> ▪ Meeting concluded at 9:00pm (1 hr 30 minutes). ▪ Motions: 11 (Passed: 11 / Unsuccessful: 0) ▪ New Actions raised: 8 (refer to below) ▪ Held over actions: 0
Next meeting	<ul style="list-style-type: none"> ▪ Next Meeting date – Tuesday, 8 May 2018
END	

Action items (8)		
Subject	Who	Action Detail
Membership of Moggill Catchment Group	Lyndal Dobbs	Lyndal Dobbs to investigate whether CHSS can join the Moggill Catchment Group at a cost of \$20 per annum.
Request for a bobcat driver	Viktoria Rice-Allen	Viktoria Rice-Allen to communicate a request for a bobcat driver.
Art show	Nissa Venton Viktoria Rice-Allen Janet Hoek	Nissa Venton and Viktoria Rice-Allen to work with Wendy and Janet Hoek to present to the staff on the art show.
Uniform policy review	Cal Winckel Lara Giunta Leah Woodward	Cal Winckel, Lara Giunta and Leah Woodward will assist the school in the review of the uniform policy.

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association



GENERAL MEETING AGENDA

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Subject	Who	Action Detail
Membership of Moggill Catchment Group	Lyndal Dobbs	Lyndal Dobbs to investigate whether CHSS can join the Moggill Catchment Group at a cost of \$20 per annum.
Meeting with Sunland Group	Christine Wood	Christine Wood to arrange a meeting between CHSS parents and the Sunland Group to discuss the impact of the Kirkdale Residences' development on CHSS students.
Nature play project	Tal Mitchell Building and Grounds sub-committee	The Building and Grounds sub-committee and Tal Mitchell will meet next Wednesday (21 March 2018) to discuss the nature play project.
Vegetation Management Plan	Lyndal Dobbs	Lyndal Dobbs to liaise with Pullenvale School regarding Vegetation Management Plan.
Uniform Shop convenor role	Uniform shop sub-committee	Investigate viable options for uniform shop convenor role.
Held over (nil)		

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association



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Attendance Register – Tuesday 13 November 2018 (X present)

Include