

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association



GENERAL MEETING MINUTES

Details

Tuesday, 8 May 2018

Recorded by: Binny De Saram (Secretary)

Agenda items	Details
Open and welcome	<ul style="list-style-type: none">Meeting commenced: 7.30pmWelcome to Zach Winckel who is attending today's meeting as a guest.
Previous meeting minutes	<ul style="list-style-type: none">See attached previous meeting minutes – Binny De Saram.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: Octavia Vaughan Passed.
President's report	<ul style="list-style-type: none">Viktoria Rice-Allen spoke to the circulated report.Anna, a current tuckshop volunteer will be the back-up tuckshop convenor.An executive meeting was held on 25 April 2018.Viktoria Rice-Allen and the P&C Executive thanked Octavia Vaughan for her efforts in relation to the whole of school communications.Viktoria Rice-Allen and Leah Woodward have met with Christine Wood to find an alternative space for the tuckshop which requires more room.The tuckshop review will be held over.The undercroft must be cleared and a working bee has been organised for 3 June 2018.Ruth Bradbury is the newly appointed uniform shop convenor and Leah Woodward has assisted in the handover of the role.Deposits for the Fete have been paid on the fireworks (\$1100) and Star Entertainment (\$150).Councillor Kate Richards has invited all Pullenvale Ward volunteers for morning tea on 30 May 2018 at 8.45am.Volunteer sign up is a useful and successful way to source volunteers.Motion: The P&C approves the expenditure of up to \$500 for skip hire to dispose of unwanted items. Moved: Octavia Vaughan Seconded: Sally Herrett Passed.Action: <i>Lyndal Dobbs to investigate commercial rates for skip hire.</i>
Secretary's report	<ul style="list-style-type: none">See attached correspondence register – Binny De Saram.
Treasurer's report	<ul style="list-style-type: none">Leah Woodward spoke to the circulated report and explained the key points in the various financial statements.In relation to the cash position balance, the tuckshop has earned a profit of approximately \$4700, the uniform shop has earned a profit of approximately \$7000 and over the preceding two months a profit of approximately \$3000 has been made through fundraising initiatives.Michelle McLeod has paid the sponsorship for the Trivia Night.We have \$27 000 of unallocated funds.

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- **Motion:** To approve financial reports for May 2018 Moved: Leah Woodward **Seconded:** Belinda Fox **Passed.**

Tuckshop report

- Viktoria Rice-Allen spoke to the circulated report.
- Trial menu changes have assisted in managing the workload in the tuckshop.
- The use of paper straws and wooden spoons have been implemented and have been positively received by the kids. Wooden forks need to be more cost effective before they are bought.
- The volunteer base is good but we are low on bakers. Shaan Mitchell is baking in between shifts.
- Donation of regular items has been successful and will continue.
- Shaan Mitchell will run a specials day.

Buildings & Grounds subcommittee

- Sally Herrett spoke to the circulated report.
- The P&C Executive expressed its thanks for the hard work of the Buildings & Grounds sub-committee.
- The working bee to create the Friendship Garden and surrounding gardens will take place on Saturday, 12 May 2018.
- The surrounding gardens were outside the original scope.
- Year 3 and 4 parents have been contacted and volunteer sign up site has been engaged. Six volunteers have volunteered.
- The Nature Play area must also be made safe.
- David Fearn reported that he would meet with Dennis Gardener (Easy Hire) who will provide the machines required to move the rocks for the Nature Play free of charge.
- The rocks will vary in size and the amount of rocks will include 12.5 cubic meters of big boulders, five (5) cubic meters of 'man handable' rocks and five (5) cubic meters of gravel.
- The boulders will be delivered in two loads between 2-3pm on Friday, 11 May 2018.
- The safety of students was discussed.
- **Action: Dennis Gardener (Easy Hire) to be thanked via Facebook.**
- **Action: Octavia Vaughan to include a call for working bee volunteers in the whole of school email communication.**
- **Action: Buildings & Grounds sub-committee to provide photos of before and after the working bee.**
- **Motion:** The P&C approves the expenditure of \$1000 for termite resistant mulch for the surrounding garden beds for the Nature Play area. **Moved:** Sally Herrett **Seconded:** Sally Bryant **Passed.**

Uniform shop

- Leah Woodward spoke to the circulated report.
- Uniform shop convenor has commenced.
- From 14 May 2018, the uniform shop will open on Mondays.
- One more fortnightly uniform shop volunteer is required.
- Supplier issues with skorts have been identified and addressed.

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	<ul style="list-style-type: none">• The sublimation of t-shirts is being investigated and high quality artwork is required.• Action: Tal Mitchell to provide artwork to Dean Newbury.• Action: Octavia Vaughan to include a call for more uniform shop volunteers in the whole of school email communication.
Events	<ul style="list-style-type: none">• Octavia Vaughan spoke to the circulated report.• The Mother's Day stall is being run soon.• The Art Show date has been moved.• There was discussion around whether the Halloween Disco should be cancelled.• There was discussion whether the whole school can dress up for book week.• Action: The Acting Principal to investigate whether all the school can dress up for book week.• Action: Octavia Vaughan to include a call for Events subcommittee volunteers in the whole of school email communication.
Fete	<ul style="list-style-type: none">• Octavia Vaughan spoke to the circulated report.• Fireworks have been booked and a deposit has been paid.• Ride research has commenced.• Queensland Hire have been booked.• The Fete Committee have met but more volunteers are required.• The large 2017 expenses were rides, stage and fireworks.• Motion: The P&C approves the expenditure of up to \$50000 for the Fete expenses with the variance of 20% on each individual budget item requiring P&C general committee approval. Moved: Octavia Vaughan Seconded: David Fearn Passed.• Action: Octavia Vaughan to email volunteers to join Fete Committee.
Grants	<ul style="list-style-type: none">• Monique Mayze spoke to the circulated report.• Gambling Benefit Fund grant is due 31 May 2018 and will be directed toward the tuckshop refurbishment.• Cancer Council SunSmart Grant – awaiting outcome.• Australian Sport Foundation - \$8800 for 50 students• Telstra – the P&C agree to direct the funds to the coding initiative.• Action: Viktoria Rice-Allen to send Monique Mayze the BCC Mayor's Suburban Initiative fund application from the previous year.
School Council	<ul style="list-style-type: none">• Monique Mayze reported.• The website has been uploaded and an email communication has been sent.• Action: P&C members to advise Monique Mayze and Belinda Fox with any strategic issues that should be addressed by the School Council.
Business Administration report	<ul style="list-style-type: none">• Lyndal Dobbs spoke to the circulated report.• The systems upgrade is complete.• The hall toilet urinals have been replaced at a cost of \$4800.• There was a discussion about the Walker Learning approach.

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- **Motion:** The P&C approves the expenditure of an extra \$5000 (in addition to the \$25 000 approved last year) for the upgrade of the tennis court (to match the \$30 000). **Moved:** Lyndal Dobbs **Seconded:** Leah Woodward **Passed.**

Acting Principal's report

- Christine Wood spoke to the circulated report.
- The Department of Education has announced the independent public school review.
- The uniform policy review is continuing.
- Paul Hyde is the new administrative officer.
- The School Council communication has been received.
- A Science Fair will be run in Science Week.

Deputy Principal's report

- Tal Mitchell provided the Deputy Principal's report.
- The Year 6 graduation in 2017 was attended by 86 graduates. In 2018 there will be 116 graduates. The school hall will be too small. Alternative options for year 6 graduation have been discussed and parent feedback via survey monkey will be sought.
- The Student Council has raised \$800 to be directed towards a multi-purpose sports post. An ice-cream spider sale will be held in week 9 or 10 to raise the additional funds needed for the multi-purpose sports post.
- The Canberra trip will proceed in week 11.
- The Environment club is considering plants for the turning circle.
- **Motion:** The P&C approves a donation of up to \$2000. **Moved:** Tal Mitchell **Seconded:** Sally Bryant **Passed.**

Motions and action items

- (Ex-procedural) Motions: 7 (Passed: 7 / Unsuccessful: 0)
- New Actions raised: 9 (refer to below)
- Held over actions: 2

Next meeting

- Next meeting – Tuesday, 12 June 2018.

Meeting close

- Meeting close: 9.35pm (2 hours 5 minutes).

END

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8 May 2018 Action items (11)

Subject	Who	Action Detail
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.
Skip hire	Lyndal Dobbs	Lyndal Dobbs to investigate commercial rates for skip hire.
Vegetation Management Plan	Lyndal Dobbs	Lyndal Dobbs to liaise with Pullenvale School regarding Vegetation Management Plan.
Working bee volunteers	Octavia Vaughan	Octavia Vaughan to include a call for working bee volunteers in the whole of school email communication.
Uniform shop volunteers	Octavia Vaughan	Octavia Vaughan to include a call for uniform shop volunteers in the whole of school email communication.
Events subcommittee volunteers	Octavia Vaughan	Octavia Vaughan to include a call for Events subcommittee volunteers in the whole of school email communication.
Fete subcommittee volunteers	Octavia Vaughan	Octavia Vaughan to include a call for Fete subcommittee volunteers in the whole of school email communication.
Artwork for sublimation	Tal Mitchell	Tal Mitchell to provide artwork to Dean Newbury.
Book week	Christine Wood	The Acting Principal to investigate whether all the school can dress up for book week.
BCC Mayor's Suburban Initiative fund application	Viktoria Rice-Allen	Viktoria Rice-Allen to send Monique Mayze the BCC Mayor's Suburban Initiative fund application from the previous year.
Strategic issues for School Council	P&C members	P&C members to advise Monique Mayze and Belinda Fox with any strategic issues that should be addressed by the School Council.

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Attendance Register – 8 May 2018 (18 present)

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

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