

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association



GENERAL MEETING MINUTES

Details

Tuesday, 12 June 2018

Recorded by: Binny De Saram (Secretary)

Agenda items	Details
Open and welcome	<ul style="list-style-type: none">Meeting commenced: 7.31 pmGuests: Kylie Jensen, Jacqueline Jensen, Michaela Fox
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. Moved: Binny De Saram Seconded: Leah Woodward Passed.
President's report	<ul style="list-style-type: none">Viktoria Rice-Allen spoke to the circulated report.A back up shop convenor has been employed under contract.The year 4 Friendship Garden is finished and is being used. Thanks to the Building and Grounds Sub-committee.The Trivia and Games Night was successful. Thanks to Tal for being quiz master and Cassie.Thanks to Matt, Octavia, Robyn, Shaan for the undercroft clean up.The Colour run has been successfully established. Tax deductible donations can be made to the Building Fund. Viktoria and Leah will collect money.The lack of a tuckshop space continues to be an issue.Fete and Executive Committee succession planning is necessary.
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.Tuckshop has made a profit of \$6200.Uniform shop has made a profit of \$7000.Mother's Day stall has made a profit of \$3500.Games and Trivia Night made a profit of \$3200.All reimbursements must need a receipt or invoice.Motion: To approve financial reports for June 2018 Moved: Leah Woodward Seconded: Belinda Fox Passed.
Tuckshop report	<ul style="list-style-type: none">Viktoria Rice-Allen spoke to the circulated report.Specials day have been successful.Volunteers have been sick but communications have been successful in recruiting new volunteers.Shaan has planted a tuckshop garden.A new internet service provider will be required.Dishwashers and ovens are slow and might need replacement in the near future.A budget for asset replacement will need to be set aside.

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Buildings & Grounds subcommittee	<ul style="list-style-type: none">• Sally Herrett spoke to the circulated report.• Many volunteers assisted at the working bee.• Stage 1 of the Nature Play area could not be commenced and Department of Education approval will be required.• Shade sail information was provided to Monique for a grant application.• We have concerns about the Timbawah Street entrance and a cost of \$450 would be required.• The committee has concerns with air-conditioning unit maintenance.• The sandpit issue is being considered by the Building & Grounds Sub-Committee.• Viktoria noted that there are logs available by the Sunland group.
Uniform shop	<ul style="list-style-type: none">• Leah Woodward spoke to the circulated report.• One new uniform shop volunteer has been trained.• The change in uniform shop days to Mondays has been successful.• Sublimation of school polos – how do we engage the school and school community. The proposal is to use sublimation for the ADEP and interschool sports polo shirts and not the generic polo shirts.• Belinda noted issues with the size and quantity of school music uniforms.• Action: Belinda to work with Leah re quote for new music uniforms.
Events	<ul style="list-style-type: none">• Octavia Vaughan spoke to the circulated report.• Mother's Day stall has made a profit of \$3500. Well done to• Games and Trivia Night made a profit of \$3200. Well done to Cassie.• 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.• Undercroft working bee is complete.• Face painting stall requires a coordinator.• Another website coordinator for volunteer sign up is required.
Grants	<ul style="list-style-type: none">• Monique Mayze spoke to the circulated report.• Telstra grant has been submitted.• Gambling Benefit Fund grant has been submitted and directed toward the tuckshop refurbishment.• Cancer Council SunSmart Grant – not successful.• The Sun safe playing and eating grant has been applied for.
School Council	<ul style="list-style-type: none">• Monique Mayze noted that a meeting has not been held since the last previous meeting.
School Banking	<ul style="list-style-type: none">• Octavia noted that the school banking representative have requested the purchase of a small folding table for school banking.• The Committee noted that Commonwealth Bank might provide the funds for a table.

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- **Motion:** The P&C approves \$50 to be spent on the school banking folding table if the Commonwealth Bank does not provide the table. **Moved:** Octavia Vaughan **Seconded:** Belinda Fox **Passed.**

Business Administration report

- Tal Mitchell spoke to the circulated report.
- Fibre optic cabling has been installed.
- Drainage around the rainforest is being addressed.
- Tennis court work will commence this week.
- The P&C approved the term 3 excursion list.

Acting Principal's report

- Tal Mitchell spoke to the circulated report.
- Christian Rowan and Kate Richards have been consulted to include zebra crossings for Goolman Street and Ironbark Road. A traffic management plan needs to be completed. Department of Infrastructure representative has been consulted regarding the turning circle.
- Ready reading volunteer program training is available.
- Semester 1 reporting is provided via email on the last Wednesday of term
- The NAPLAN survey has been released.
- Under 8's day was a success with great parent involvement.
- Athletics day is on 18 June for years 4, 5, 6

Deputy Principal's report

- Tal Mitchell provided the Deputy Principal's report.
- Year 6 students are debating against All Hallows on 13 June 2018.
- PBL meeting has been held and a new action plan has been formulated. Three action areas have been identified.
- A mascot for CHSS is being discussed by the students. The mascot will be chosen through survey monkey.
- A whole school reward system is being discussed.

Chaplain's report

- Chaplain Rachel provided the Chaplain's report.
- The success of the Rocks and Water program was discussed.
- The chill out room has moved.
- The Cross Court sausage sizzle raised over \$1000 for the chaplaincy service.

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	<ul style="list-style-type: none">Chaplain Rachel is supporting two year 6 girls running a dance class for year 3's and rotary club.
Motions and action items	<ul style="list-style-type: none">(Ex-procedural) Motions: 10 (Passed: 10 / Unsuccessful: 0)New Actions raised: 9 (refer to below)Held over actions: 2
Next meeting	<ul style="list-style-type: none">Next meeting – Tuesday, 21 August 2018.
Meeting close	<ul style="list-style-type: none">Meeting close: 8.50pm (1 hour 20 minutes).
END	

12 June 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.

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Subject	Who	Action Detail
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.
Music school uniforms	Belinda Fox Leah Woodward	Belinda Fox to work with Leah Woodward re quote for new music uniforms
Events subcommittee volunteers	Octavia Vaughan	Octavia Vaughan to include a call Events subcommittee volunteers in the whole of school email communication.

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Attendance Register – 12 June 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