

# CHAPEL HILL STATE PRIMARY SCHOOL

## Parents and Citizens' Association



### GENERAL MEETING MINUTES

#### Details

Tuesday, 21 August 2018

Recorded by: Binny De Saram (Secretary)

Agenda items	Details
Open and welcome	<ul style="list-style-type: none"><li>Meeting commenced: 7.30 pm</li><li>Guests: Fiona Heron, Yolande Haywood, Fiona Haywood, Lauren Guppy, Philippa Guppy, Jack Boyce,</li></ul>
Previous meeting minutes	<ul style="list-style-type: none"><li>See attached previous meeting minutes – Binny De Saram.</li><li><b>Motion:</b> That the previous minutes be accepted as true and accurate record of the previous meeting. <b>Moved:</b> Binny De Saram <b>Seconded:</b> Melanie Venz <b>Passed.</b></li></ul>
President's report	<ul style="list-style-type: none"><li>Special thanks to Octavia Vaughan for organising the Colour Run. The total raised is \$29 000 but this includes the 40% of funds yet to be deducted.</li><li>The after school tender is yet to be decided.</li><li>The Festival on the Hill has been launched.</li><li>Sally Green will run the Father's Day Stall.</li><li>The tuckshop is too small to meet the needs and demands of the children – to be canvassed in the Tuckshop Report.</li><li>Free dress days have dropped in fund raised.</li><li>Succession planning for the P&amp;C Executive is a priority.</li><li>A \$100 has been allocated to a new Fete stall.</li><li>The tuckshop sink has been problematic and \$1000 has been approved for replacement.</li><li>A graduation gift for the year 6 was discussed.</li><li><b>Motion:</b> The P&amp;C approves the expenditure of \$500 to engage a speaker (Rebecca Sparrow). <b>Moved:</b> Viktoria Rice-Allen <b>Seconded:</b> Octavia Vaughan <b>Passed.</b></li><li>.</li></ul>
Secretary's report	<ul style="list-style-type: none"><li>Binny De Saram requested that speakers for subcommittee reports be nominated at the time of report submission.</li></ul>
Treasurer's report	<ul style="list-style-type: none"><li>Leah Woodward spoke to the circulated report.</li><li>The tuckshop has made a profit of \$12000 (compared to \$3000 last year).</li><li>The uniform shop has made a profit of \$7700.</li><li>The Colour Run has raised \$29 000 but the fee is yet to be deducted.</li><li>There was an extensive discussion in relation to the tennis court. Testing has revealed issues with the soil and foundation.</li><li>The cash position depicts that \$166 000 is banked but most of these funds have been allocated. This does not take into account the funds yet to be raised – such as the fete.</li><li>Leah discussed a proposal to run "crazy socks day" in early term 4 to raise money to support Mia Wilkinson, a prep student at Indooroopilly State School who lost all four limbs to sepsis last year. All the schools in the area running such events to support Mia.</li><li><b>Action:</b> <i>Tal to discuss the prospect of running a crazy socks day to raise funds for Mia Wilkinson with the Student Council in term 4 (November 2018).</i></li><li><b>Motion:</b> To approve financial reports for June and July 2018 <b>Moved:</b> Leah Woodward <b>Seconded:</b> Octavia Vaughan <b>Passed.</b></li></ul>

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<b>Business Administration report</b>	<ul style="list-style-type: none"><li>• Lyndal Dobbs reported on the status of the tennis court.</li><li>• <b>ACTION:</b> <i>Lyndal to provide a status report at the next meeting regarding the tennis court.</i></li></ul>
<b>School Guidance officer</b>	<ul style="list-style-type: none"><li>• School Guidance officer Fiona Moran is discussed Queensland Mental Health Week activities – 6-15 October (term 4). A grant has been applied for and the outcome will be advised on 24 August 2018.</li><li>• Potential activities include - Mental health and well-being breakfast (Michael Hardy), classroom activities, purple dress day, Kids Helpline sessions, purple sock purchase, guest speaker from the University of the Sunshine Coast (Michael Nagle)</li></ul>
<b>Principal's report</b>	<ul style="list-style-type: none"><li>• Stewart Jones spoke to the circulated report.</li><li>• Stewart noted the successful model of afterschool care run at Rochedale South.</li><li>• The School opinion survey is open.</li><li>• The Prep numbers for 2019 are the largest in take so far and there will be five prep classes. There are 40 more students than last year and out of catchment applications have increased. The Walker Learning model might have engaged the children and parents and the large numbers at Indooroopilly might explain the increases in CHSS applications.</li><li>• 114 year 6 students will graduate this year which was a large CHSS cohort.</li><li>• A CHSS teacher has been formally accredited as a Walker Learning teacher. This model is run from Prep to year 1 and will be rolled out to year 2 next year, with a view to roll out from years 3-6.</li></ul>
<b>Deputy Principal's report</b>	<ul style="list-style-type: none"><li>• Tal Mitchell provided the Deputy Principal's report.</li><li>• The Big Bash Cricket Competition will take place this Friday for year 4-6 mixed teams.</li><li>• Fundraising for farmers were discussed.</li><li>• The Student Council have been fundraising well and \$1500 has been raised for multi-purpose goal posts. The cost for the posts is \$2200.</li><li>• The ice cream stall proceeds from the fete will be provided to the P&amp;C.</li><li>• PBL update:</li><li>• Mascots finalists – kookaburra, rainbow lorikeet, cockatoo. Each year level has been assigned the job of determining a name for the mascot.</li><li>• A whole school reward system is being discussed.</li></ul>

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- The behaviour rubric and reporting terminology are being reviewed.
- **Motion:** The P&C approves the expenditure of up \$800 to support the SRC funding for the goals posts in addition to the pads at the next meeting **Moved:** Tal Mitchell **Seconded:** Sally Bryant **Passed.**

#### Outside School Hours Care Tender

- Viktoria Rice-Allen and Stewart Jones discussed a proposal to change the after school hours provider.
- A legislative minimum of 3sqm per child is required.
- The proposal has arisen by virtue of the fact that there is high demand for after school hours service, the need to ensure that after school hours providers have a similar ethos, the large amount of money that can be raise and the need to fundraise less during the year.
- Some members of the P&C Executive have met with the Finance team at the Department of Education and QCANN.
- This would include that the P&C managing the employment contract of the Director.
- CHSS are the only school P&C on the West side that does not run its after school care program.
- The issue of capacity was raised.
- Potential problems were discussed including volunteer stress levels and liability.
- Further investigation needs to be done on the regulation and proposed model. Viktoria and Leah have undertook to undertake these investigations.
- A majority of P&C member supported the proposal to undertake these further investigations.
- **ACTION: Viktoria to provide a status report at the next meeting regarding the Outside School Hours Care Tender.**

#### Tuckshop report

- Sally Bryant spoke to the circulated report.
- An excellent response for calls for last minute tuckshop has been received. However, regular tuckshop volunteers are still required.
- Order numbers are increasing – with a record number on Friday.
- Thank you to Leah for assisting with IT system.
- There is a current grant that will be decided in October for the purchase and installation of a new commercial grade oven.
- The installation of a commercial tap of \$1000 was approved.
- More commercial equipment and bench space is required.

#### Buildings & Grounds subcommittee

- Sally Herrett spoke to the circulated report.
- The focus has been the Nature Play project which will commence in September. Area 1 has been approved for development. Twenty-six logs have been secured and further quotes for log transport are required.
- A recycling initiative was raised by Melanie and it was noted that Tal will be looking at this with the Student Council.
- **Motion:** The P&C approves the expenditure up \$300 to top up the sand in the sandpit **Moved:** Sally Herrett **Seconded:** Janet Hoek **Passed.**
- After the fete, the Building and Grounds Subcommittee will seek funding for a dirt compactor and more mulch for the admin block garden bed.

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<b>Uniform shop</b>	<ul style="list-style-type: none"><li>Leah Woodward spoke to the circulated report.</li><li>The music shirts are 13 year olds for grades 5-7. Now we need them for grades 3-7.</li><li>We will be hiring out the uniforms for between \$5-10.</li><li><b>Motion:</b> The P&amp;C approves the expenditure of \$6000 for music shirts and pants. <b>Moved:</b> Leah Woodward <b>Seconded:</b> Sally Bryant <b>Passed.</b></li></ul>
<b>Events</b>	<ul style="list-style-type: none"><li>Octavia Vaughan spoke to the circulated report.</li><li>The fundraising prizes are yet to be ordered due to the need to reconcile funds.</li><li><b>Motion:</b> The P&amp;C approves the expenditure of \$4000 for the Father's Day Stall. <b>Moved:</b> Sally Green <b>Seconded:</b> Sally Bryant <b>Passed.</b></li></ul>
<b>Fete</b>	<ul style="list-style-type: none"><li>Octavia Vaughan spoke to the circulated report.</li><li>The anticipated funds to be raised are \$40 000.</li><li>A craft stall is a new Fete stall and \$1000 funds were approved.</li><li>Octavia noted that she will not be coordinating the Fete next year.</li><li>More communications are required around what school fundraising is used for.</li></ul>
<b>Grants</b>	<ul style="list-style-type: none"><li>Monique Mayze spoke to the circulated report.</li><li>The Telstra kids grant was successful and pack will be delivered to soon.</li><li>Shade Sail grant – to be decided next week.</li><li>Gambling Community Benefit Fund – grant to be decided in October</li><li>Commemorative Grant Fund due next Friday – 10x \$10 000 and 1x \$250 000 – cultural significance must be demonstrated.</li><li>Special thanks to Monique for her efforts in making grant applications.</li></ul>
<b>School Council</b>	<ul style="list-style-type: none"><li>Monique Mayze provided the School Council report.</li><li>The Independent Public School Review report is due to be released. If the scheme does not continue the school council infrastructure will not be required.</li><li></li></ul>
<b>Motions and action items</b>	<ul style="list-style-type: none"><li>(Ex-procedural) Motions: 7 (Passed: 7 / Unsuccessful: 0)</li><li>New Actions raised: 3 (refer to below)</li><li>Held over actions: 0</li></ul>
<b>Next meeting</b>	<ul style="list-style-type: none"><li>Next meeting – Tuesday, 11 September 2018 at 7.30pm.</li></ul>
<b>Meeting close</b>	<ul style="list-style-type: none"><li>Meeting close: 10pm (2 hour 30 minutes).</li></ul>

END

August 2018 Action items (11)

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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.
Crazy socks day	Tal Mitchell	Tal to discuss the prospect of running a crazy socks day to raise funds for Mia Wilkinson with the Student Council.
Tennis court	Lyndal Dobbs	Lyndal to provide a status report at the next meeting regarding the tennis court.
Outside School Hours Care Tender	Viktoria Rice-Allen Leah Woodward	Viktoria to provide a status report at the next meeting regarding the Outside School Hours Care Tender.