

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association



GENERAL MEETING MINUTES

Details

Tuesday, 9 October 2018

7:30pm

Arts Room

| Agenda items | | Details |
|--------------------------|--------------------|---|
| General | Open and welcome | <ul style="list-style-type: none">▪ Welcome▪ Meeting open: 7.30pm. |
| Previous meeting minutes | | <ul style="list-style-type: none">▪ The P&C to review and approve the 18 September 2018 meeting minutes - Binny De Saram [attachment 1].▪ The email from Jess Anderson dated 8 October regarding face painting equipment used at the Fete was tabled. Robyn has kindly donated her face painting equipment and Jess has kindly offered to run the face painting stall next year. Jess has sought permission from the P&C to access the equipment in order to sanitise and pack down the equipment. The P&C agreed to provide access to Jess. Discussion was also had as to whether the equipment should be placed on the asset register.▪ Motion: That the previous minutes be accepted as true and accurate record of the previous meeting. Moved: Binny De Saram Seconded: Leah Woodward Passed.▪ ACTION: Octavia to contact Jess in relation the face painting equipment. |
| Executive presentations | President's report | <ul style="list-style-type: none">▪ Viktoria discussed the attached reports [attachment 2].▪ Viktoria Rice-Allen provided the President's report.▪ The tuckshop building is still an unsuitable space.▪ It was noted that \$50 was approved for the Halloween Disco.▪ Tuesday, 11 December 2018 will be the final meeting for the year and we will have a social get together on site following the conclusion of the meeting.▪ Motion: The P&C approves the expenditure of \$800 for a donation to the school for be used for a function to thank the teachers. Moved: Leah Woodward Seconded: Melanie Venz Passed. |
| | Treasurer's report | <ul style="list-style-type: none">▪ Leah Woodward discussed the attached reports [attachments 3a, 3b, 3c].▪ The tuckshop has made a profit of \$17500 and \$5000 was spent on equipment.▪ The uniform shop has made a profit of \$9000.▪ Fete has made a profit of \$45000. The raffle did not perform well.▪ Currently the P&C is operating at a \$31 000 net profit. |

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| | <ul style="list-style-type: none">▪ Motion: To approve financial reports for September 2018 Moved: Leah Woodward Seconded: Melanie Venz Passed.▪ |
| Outside School Hours Care Tender | <ul style="list-style-type: none">▪ It was noted that this project is still being scoped. |
| School presentations | |
| Deputy Principal's report | <ul style="list-style-type: none">▪ Tal thanked the P&C for the donation that was used to buy and install the goal posts. The goal posts are being enjoyed by the students. |
| Business Manager Report and Facilities and Grounds report | <ul style="list-style-type: none">▪ Term 4 excursion list was approved [attachment 4]. |
| Subcommittee presentations | |
| Events | <ul style="list-style-type: none">▪ The Events Committee report was noted [attachment 5].▪ Cal noted that the Halloween Disco is set for 3 November 2018. Predicted profit will be \$2000 minus expenses. It was agreed that the door entry price would be \$5.▪ The Art show preparations were noted.▪ Viktoria is coordinating the Christmas event. 7 December 2018 for a Christmas carol and family night on the oval.▪ Thursday, 28 March 2019 is the approved date for the colour run. The back day will be Friday, 5 April 2019.▪ Motion: To approve \$1100 for the Halloween disco Moved: Cal Winckel Seconded: Stewart Jones Passed.▪ Motion: To approve up to \$2050 for the Art Show Moved: Cal Winckel Seconded: Tal Mitchell Passed.▪ ACTION: Janet, Tal and Viktoria to meet on 24 October 2018 at 9am to discuss the 2018 Christmas concert. |
| Uniform shop | <ul style="list-style-type: none">▪ The attached report was noted [attachment 6]. |
| Buildings & Grounds | <ul style="list-style-type: none">▪ David spoke to the attached report [attachment 7].▪ Six days of work have been completed over the holidays.▪ \$19 000 is remaining in the budget and it is anticipated that the project will not go over budget.▪ There are variables in relation to irrigation, rock movement, mulch source and the plants to be used.▪ The Building and Grounds Sub-committee would like the P&C's assistance in promotion of a working bee. |

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| | <ul style="list-style-type: none"> ▪ Stewart agreed that the free green mulch would be accepted when there is clear delineation as to where the mulch will be placed and how the mulch will be retained. ▪ The use of grass seeds, turf and astro turf and the costs and benefits of each surface were considered. ▪ The use of coil logs in the sandpit area was discussed. ▪ Nature Play stage 2 has yet to be budgeted. ▪ Matt noted that he would act as Fete Coordinator in 2019. ▪ The feedback from the students has been very positive in response to the nature plat area. ▪ The P&C thanked the Building and Grounds Sub-committee for their excellent efforts. ▪ Motion: The P&C approves the expenditure of up to \$27200 for Nature Play stage 2. Moved: David Fearn Seconded: Leah Woodward Passed. |
| Tuckshop report | <ul style="list-style-type: none"> ▪ Viktoria spoke to the attached report [attachment 8]. ▪ Tuckshop space is still an issue. ▪ The tuckshop has generated a large profit. ▪ New ovens are required but funds are not currently available. It is hoped that future grant funding will be secured for the purchase of a new tuckshop oven. ▪ ACTION: Viktoria to draft email for distribution by Binny to the P&C to raise funds for a thank you gift for Tony. |
| Next meeting | <ul style="list-style-type: none"> ▪ Next Meeting date – Tuesday, 13 November 2018 at 7.30pm. ▪ Meeting close: 9.27pm. |
| END | |

October 2018 Action items

| Subject | Who | Action Detail |
|------------------------------|----------------------|--|
| Fete face painting equipment | Octavia | Octavia to contact Jess in relation the face painting equipment. |
| 2018 Christmas concert | Janet, Tal, Viktoria | Janet, Tal and Viktoria to meet on 24 October 2018 at 9am to discuss the 2018 Christmas concert. |
| Thank you gift for Tony | Viktoria and Binny | Viktoria to draft email for distribution by Binny to the P&C to raise funds for a thank you gift for Tony. |

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October 2018 Action items

| Subject | Who | Action Detail |
|----------------------------------|---------------------------------------|--|
| Prep playground | Prep playground parent group | Standing agenda item for October 2018 meeting. |
| Tennis court | Lyndal Dobbs | Lyndal to provide a status report at the next meeting regarding the tennis court. |
| Outside School Hours Care Tender | Viktorija Rice-Allen Leah Woodward | Viktorija to provide a status report at the next meeting regarding the Outside School Hours Care Tender. |

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Attendance Register – 9 October 2018 (10 present)

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

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