

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association



GENERAL MEETING MINUTES

Details

Tuesday, 13 November 2018

7:30pm

Arts Room

Agenda items		Details
General	Open and welcome	<ul style="list-style-type: none">▪ Welcome
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 1a].▪ The Committee noted the email from Shelley Pamment-Fanning thanking the P&C for the staff lunch [attachment 1b].▪ Invitation to BBQ with Lord Mayor Graham Quirk.▪ Motion: That the previous minutes be accepted as true and accurate record of the previous meeting. Moved: Binny De Saram Seconded: Leah Woodward Passed.
Executive presentations	President's report	<ul style="list-style-type: none">▪ Viktoria Rice-Allen discussed the attached report [attachment 2].▪ The Art Show raised \$4500.▪ The First Halloween Disco was held.▪ Tuckshop space is still an issue.▪ Storage issue under the resource area is yet to be cleared.▪ Some air-conditioning units have been replaced.▪ Sponsorship has been secured for the end of year concert which will cover all expenses.▪ December P&C meeting will be a thank you event.▪ Viktoria has attended the prep transition sessions. Binny will attend the next prep transition day to provide a prep parent perspective and P&C involvement▪ Motion: The P&C approves the expenditure of \$2666 for the stage for the end of year school concert. Moved: Viktoria Rice-Allen Seconded: Octavia Vaughan Passed.▪ Motion: The P&C approves the expenditure of \$375.50 (half the cost of the cost of hiring the toilet) for the hire of toilets for the end of year school concert. Moved: Viktoria Rice-Allen Seconded: Octavia Vaughan Passed.▪ Motion: The P&C approves the expenditure of \$574 to be used for sausage sizzle and incidentals the end of year school concert. Moved: Viktoria Rice-Allen Seconded: Octavia Vaughan Passed.
	Treasurer's report	<ul style="list-style-type: none">▪ Leah Woodward discuss attached reports [attachments 3a and 3b].▪ Operating profit is in▪ \$154 000 is in the bank but \$112 000 of funds is in

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	<ul style="list-style-type: none">▪ The Art Show raised \$4500.▪ The First Halloween Disco might have broke even.▪ Various donations were made to the school.▪ School banking has raised \$1281.50. The P&C usually matches this amount and makes a donation to the school library.▪ Tuckshop profit is \$17 800 (excluding money spent on kitchen equipment).▪ Uniform Shop profit is \$12 200.▪ Motion: The P&C approves the expenditure of \$2163 to match school banking funds to be donated to the school library. Moved: Leah Woodward Seconded: Octavia Vaughan Passed.▪ Motion: The P&C approves the November 2018 financial reports. Moved: Leah Woodward Seconded: Octavia Vaughan Passed
Outside School Hours Care Tender	<ul style="list-style-type: none">▪ Viktoria Rice-Allen reported that OSHC investigations are still occurring. Pro bono legal advice has been sought in order to determine how to set up the OSHC with limited liability for incoming executive members.
School presentations Principal's report	<ul style="list-style-type: none">▪ Stewart Jones spoke to the attached report [attachment 4].▪ School expression of interest numbers have increased by 60% and most of the are out of catchment applications.▪ Prep transition days have been a success.▪ The independent public school review has been completed and will be funded until the next election (approximately two years). The school receives \$50 000 per year.▪ The Helping Hands lease has been extended with a three month lease notice period. Helping Hands have been advised that we are exploring other OSHC options.▪ School expenditure - front garden at turning circle will be refurbished (\$4000), arborist report, grade 4 building refurbishment for the development of buildings in (\$200 000)▪ Reverse Lunch Trial under consideration for 2019 – the trial will involve children playing first and then eating second.

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	<ul style="list-style-type: none">▪ Motion: The P&C approves the November 2018 financial reports. Moved: Stewart Jones Seconded: Lara Giunta Passed▪ Motion: The P&C approves that the CHSS P and C endorse the continuation of school chaplaincy and thereby endorse the school's application for the NSCP funding for the school chaplaincy service. Moved: Stewart Jones Seconded: Melanie Venz Passed▪ Motion: The P&C approves the endorsement of the student resource scheme. Moved: Stewart Jones Seconded: Melanie Venz Passed▪ Motion: The P&C approves the voluntary contribution scheme amount to be raised to \$100. Moved: Stewart Jones Seconded: Melanie Venz Passed
Deputy Principal's report	<ul style="list-style-type: none">▪ Tal Mitchell provided the Deputy Principal's report.▪ The year 4 and 5 girls held a bake sale to raise funds for Environment Club, Great Barrier Reef and Lone Pine Sanctuary and raised \$500.▪ Uncle Joe Kirk (a Turrubal man and local elder) has been consulted on a traditional name for the school mascot and a possible Welcome to Country.▪ PBL is concentrating on the reverse lunch trial.▪ The behaviour team is conducting an audit of the PBL program.▪ The CHSS Values Pack is close to finalisation ("focus of the fortnight").
Business Manager Report and Facilities and Grounds report	<ul style="list-style-type: none">▪ Lyndal Dobbs reported that CHSS will be moving to QParents in 2019. This application will allow parents to view report cards and view outstanding accounts. QParents is free [attachment 5].
Subcommittee presentations	<ul style="list-style-type: none">▪ Events▪ The Halloween Disco broke even and was very well run.

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	<ul style="list-style-type: none">▪ A survey will be conducted on the Halloween Disco [attachment 6].▪ The Art Show was a great success and raised \$4500.▪ A survey of 2019 events should be conducted.▪ Certificates for sponsors need to be finalised.
Uniform shop	<ul style="list-style-type: none">▪ Leah Woodward to report [attachment 7].▪ Ruth has been excellent in sourcing volunteers to serve new prep families.▪ Uniform shop opening times for January have been set.▪ A lack of space for the uniform shop is still an issue. Wearco has been approached to source uniforms. This supplier is used by Pullenvale. Wearco would buy all the old CHSS uniform stock and would employ a convenor. Excess stock would be held offsite and some stock be held in the CHSS amenities block. The move might occur next year and the Wearco representative would attend the P&C meeting. We would obtain some profit but this would constitute an asset sale. The Wearco prices are comparable and the contact would be a three year term.
Buildings & Grounds	<ul style="list-style-type: none">▪ Melanie Venz spoke to the attached report [attachment 8].▪ The working bee was held to distribute mulch, place logs and steady the wobbly rocks.▪ There is \$16 000 of stage 1 funds are yet to be expended.▪ No serious injuries have been reported. There are 1-4 students every day reporting to sick bay due to grazes. Students will be asked what they were doing when they get injured so that injuries can be minimised.▪ A very generous anonymous donor has donated four truckloads of sandstone for stages 2 and 3.▪ Stages 2 and 3 will commence in the first week of the December 2018 holidays. Lyndal advised that Infrastructure Branch will need to approve stages 2 and 3.▪ Stages 2 and 3 has been estimated at \$27 200 but the contractor works on the hourly stage.▪ Lyndal noted that a bollard has been flattened.▪ The lack of use of small stone in the rocky creek bed was discussed.▪ The use of turf versus astro turf was discussed.▪ Melanie has delivered a truckload of recycling to the deposit centre. The astroturf removed from the Nature Play has been donated to the preps.

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Tuckshop report	<ul style="list-style-type: none">▪ ACTION: Lyndal to contact Infrastructure Branch as a matter of priority.▪ Viktoria spoke to the attached report [attachment 9].▪ The tuckshop has raised a large profit despite the lack of space and operating with one oven.▪ Tuckshop garden is growing well and is a good cost saving.▪ The tuckshop might open more days next year.▪ The lack of space continues to be an issue. Industrial fridges and freezers would be a great asset for food storage.▪ Old ovens and cabinetry need to be removed prior to new oven instalment. The tuckshop will be closed for the final week of term to allow for oven installation.▪ Motion: The P&C approves the expenditure of up to \$25 000 (\$22 352 will be covered by the Gambling Community Benefit Fund) for the complete purchase and installation of an industrial oven. Moved: Lara Giunta Seconded: Melanie Venz Passed.
Grants	<ul style="list-style-type: none">▪ Monique Mayze spoke to the attached report [attachment 10].▪ The Gambling Community Benefit Fund (round 97) application was successful. Awarded \$22,352.92 in October 2018▪ We applied for an upgrade to tuckshop equipment.▪ Gambling Community Benefit Fund (Commemorative Grant) is pending.
Fete	<ul style="list-style-type: none">▪ Matt Butcher to report.
Next meeting	<ul style="list-style-type: none">▪ Next Meeting date – Tuesday, 11 December 2018.▪ Thank you drink will be held after the December 2018 meeting.
END	

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Attendance Register – 11 November 2018 (13 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
		Belinda Fox
		Cassandra Wood
		Dean Newbery
		Sally Herrett
		Astrid Whitbread
X		Melanie Venz
X		Sally Bryant
X		David Fearn
		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)
		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