CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

SECRETARY'S REPORT - JULY 2023

Date: 11 July 2023
Time: 7pm
Location: CHSS Conference Room 2

STRIVING FOR EXCELLENCE

Table 1. ACTION ITEMS FROM 13 JUNE 2023 GENERAL MEETING WITH PROGRESS NOTES

SUBCOMMITTEES	ITEM	PROGRESS
COMMS - Rebecca Kierle Oriel Morrison Annelyse Strong	**Noticeboards** - installation planned. Cost of installation approved at last meeting and will proceed.	**In progress** – Noticeboards have been purchased and delivered. Planned for installation.
EVENTS - Amanda Merrick Oriel Morrison Alice Cottrell	**Parent's Night** - Trivia Night planned, decided on Saturday August 5th at last meeting, planning underway.	**In progress** - to be further discussed under Events at this meeting.
B&G - Oriel Morrison Amanda Merrick Gen Murray Stewart Jones	**Oval playground upgrade**. Artificial turf problems, structural issues. Inspection has occurred and the equipment deemed safe. Considering funding options through grants. Considering options for the area itself - could consider survey to parents in term 3. Members generally keen that the area remains a playground. Discussed student voices will be listened to also in the process.	**In progress** - School and P&C in discussions and grants identified to potentially assist with funding. P&C will consider funding options for this project.
Oriel Morrison B&G	**Prep Playground Turf Repairs** - Artificial turf in the prep playground to be replaced.	**In progress** - Quote received for the resurfacing of prep playground and surfacing of the outdoor adventure.
COLLABORATIONS	**ITEM**	**PROGRESS**
Combined P&C / School Project B&G Team Jane Fountain Annelyse Strong	**Birdwing butterfly vine plantings** and consideration of an Interactive Panel about the life cycle of the butterfly.	**In progress** - ongoing discussions. Reconsidering position of plantings. Pressure from Preps appears too great for their survival in the little Forest.
Combined P&C / School Project B&G Team School Leadership	**Recycling** - Containers for Change bins trial. Mel and the B&G team requests support from the school to trial Containers for Change bins over the next 6 months to see if this system can be maintained with less volunteer input.	**In progress** B&G team sent proposal with specific details to the School. Proposal submitted to CHSS 14/06, awaiting feedback.

Combined P&C / School Project B&G Team Uniform Team P&C Executive School Team	**SPTU Grant** - application submitted by the School, planned for Tuckshop / Uniform Shop repairs, renovations, equipment, and infrastructure. Note - low SES areas prioritised therefore we may not get funding anytime soon.	**In progress** – B&G have received one quote for the Uniform Shop fit out (see B&G Report). One other company has responded but not quoted yet.
Combined P&C / School Project Tal Mitchell Oriel Morrison Amanda Merrick	**Soccer Goals** - School Council's initiative to fundraise for soccer goals on the oval. Planning themed free dress and donation days. At the last meeting the P&C agreed to match the School Council's fundraising efforts, up to $1500.	**In progress** Tal Mitchell has asked to discuss further at the meeting.
COMPLETED	**ITEM**	**PROGRESS**
Events Team	**Trash & Treasure Planning 2024 -** Decision made to confirm team for T&T 2024 before the Christmas break. Also to organise lockable bins for Festival bulk waste in 2024.	**Completed** - Events team to follow up.
Oriel Morrison Executive Team	**Fundraising option** - Potential fundraising option of selling naming rights to a structure/project.	**Completed** - will be considered ongoing as an option for future fundraising projects.
President's Report Oriel Morrison Annelyse Strong	**Storage Area Move** - Completed on 6/7/23 - Stored P&C equipment from the undercroft area moved to under the hall, as a temporary measure, to provide the school with an activity space for students.	**Completed** - The undercroft area was emptied by removalists hired by the school and the P&C's gear moved to two storage containers under the hall.

Table 2. EMAIL AND POSTAL CORRESPONDENCE REGISTER - SINCE LAST GENERAL MEETING

INCOMING				
DATE	**EMAIL/POST**	**FROM**	**DESCRIPTION**	**ACTION**
12/06/2023	Email	Sock It Up Pullenvale Post	Father's Day stock promotion	Forwarded to Events
14/06/2023	Email	Warehouse 25 and Calm Spirits Co Restaurant	Offer of sponsorship and donations	Forwarded to Exec and Events
15/06/2023	Email	Surfacing Contractors Australia - sports surfacing company	Offering services in relation to Go for Gold grants	Forwarded to Exec, Events and Grants
15/06/2023	Email	CHSS	Remittance advice	Forwarded to Treasurers and President
04/07/2023	Email	P&Cs Qld Admin	Promotion for the 2023 P&Cs Qld State Conference	Forwarded to Exec
June, July	Mail	Various suppliers	Product brochures	Distributed

OUTGOING				
DATE	**EMAIL/POST**	**TO**	**DESCRIPTION**	**ACTION**
Many	Email	Various	Subcommittee correspondence	Catalogued by subcommittee convenors
Many	Post	Festival Sponsors sent thank you certificates from Events Team.	Events and Subcommittee Correspondence	Catalogued by Events Team

Table 3. URGENT EXECUTIVE ACTIONS REPORT - SINCE LAST GENERAL MEETING

DATE	MATTER	TYPE	FOR	AGAINST	DECISION
07/07/2023	Motion that the P&C fund spending of up to $3000 for Father's Day Stall stock and expenses.	Exec	Oriel Morrison Eve Jenkins Matthew Pearce	Nil	Carried