CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING MINUTES – 14 OCTOBER 2025

Date: 14 October 2025
Time: 6:30pm
Location: ~~CHSS Conference Room 2~~ Library next door

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AGENDA ITEM	
Opening and welcome by the Chair **Oriel Morrison-Higgins**	Meeting opened at 6:34pm. The President welcomed the members and executive committee to the general meeting and gave an Acknowledgement of Country.
Apologies	As per attendance sheet.
Confirmation of minutes of previous GM	Confirmation of the minutes of the previous GM - Att 1.1. The Chair signed the confirmed copy of minutes from the last meeting to be distributed to members.
Motion	"Moving that these minutes be confirmed as a true and correct record of the meeting held on the 16th of September 2025." Moved: Eve Jenkins; Seconded: Amanda Merrick; Carried
Secretary's Report	
Eve Jenkins **Report – see Att 1.2**	**See Secretary's Report at Attachment 1.2** Updated action items progressed or completed - see Table 1 below. • **Discussion of changes to Blue Card requirements.** ○ New regulations and registry requirements are complex. Our admin officer, Susana, has agreed to take this on, with thanks. Bec and Susana have been attending webinars to ensure our P&C meets requirements. In future, the admin officer and secretary will work together to ensure the requirements are met. **Action item added.**
Table of executive committee's decisions	Secretary tabled executive committee's decisions - Att 1.2 No urgent action taken on matters since the last general meeting
Correspondence received since last GM	Distributed list of inward and outward correspondence endorsed as per Secretary's Report - Att 1.2.
President's Report	
Oriel Morrison-Higgins **Report - see Att 2.1**	**See President's Report at Attachment 2.1.** Welcome to the October 2025 meeting! • **The new tuckshop is in!** Thank you to Claudi, Michelle, Mel and their teams for all their hard work while the transition process has been underway. It's been a challenging time for all - **but we did it!** And what a wonderful result. Thank you also to the school admin and management for everything they have done to make this happen for our little people. • **A special thank you to Mel** for all her hard work in running the Uniform Shop for the P&C. She has done a wonderful job and has put in an enormous amount of effort. Mel has now stepped down from her role, and we are very sorry to see her go. Our new Uniform Shop Convenor will be announced shortly. • **Thank you to Bec** - who has been looking into the new Blue Card rules. Details to be shared in the meeting. • Planning is well and truly underway for the **School Disco** - we are looking forward to another wonderful event.

	• Planning has started for the Christmas concert - Dec 5. We will have food trucks and a wonderful concert on the oval. • We can't wait for the trays of Bowen mangoes to arrive - **thank you to Flick for organising the CHSS P&C 2025 mango drive.** • We also can't wait for the pies to arrive! **Thank you to Claudi for organising the pie drive**, a fundraiser to upgrade our playgrounds. • Claudi has continued looking into the Junior Engineers coding class to start in 2026 - and the onboarding process has started. **Discussed:** • Oriel discussed the matter of the recent planting of donated native plants around the school grounds by generous parents. Unfortunately the P&C was not consulted and neither Janie nor the B&G team were contacted about how to best go about making use of the kind donation of plants. It was discussed that Mel Venz and Janie Fountain put together a protocol for planting around the school. They appreciate parents and the school consulting the P&C and B&G team because plants require a lot of care, watering is better managed in some areas than others, and consideration needs to be given to school holidays and other breaks, so that volunteers continue to water the plants. • Oriel thanked the school for the fantastic tuckshop renovation, and everyone involved in securing the grant money and managing the move and disruptions – thank you to Gen, Claudi, and Michelle and Mel (the Uniform Shop moved 4 times into different places through the renovation). The result will be a huge gain for our tuckshop staff and hungry students. • **We are looking for a new P&C executive team to start Feb 2026 -** please email president.chapelhillpandc@gmail.com if you're interested in more information or a chat.
Vice President	
Amanda Merrick	The VP provided help and support to both the Executive and the Events Team, contributing to planning, problem-solving, coordination and more.
Treasurer's Report	

Mona Hope
Reports - Atts 3.1 & 3.2
	See Treasurer's Report at Attachment 3.1.
	See CHSS Events P&L at Attachment 3.2.
	• Uniform Shop:
	  ○ Sales steady but down 7% vs 2024 ($58,528 YTD).
	  ○ Profit: $11,181 (vs $13,958 in 2024).
	• Tuckshop:
	  ○ Sales down 22% ($101,944 YTD), mainly due to renovation closure.
	  ○ Profit: $13,927 (vs $27,035 in 2024).
	  ○ Expected to recover in Term 4; small price increase may help.
	• **Motion below - for background**:
	  ○ This follows a review of alternative providers after concerns with the performance of the previous auditors.
	  ○ Two additional quotes were obtained, with Vital Auditing Services offering a highly competitive rate and ease and efficiency of already working with Vital's bookkeeping services.

Motion	"That the P&C approve the appointment of Vital Auditing Services as the external auditor for the 2025 financial year, at a total cost of $850 (incl. GST)." Moved: Mona Hope; Seconded: Rebecca Keirle; Carried

School Leadership	

Stewart Jones
School Principal
Report - see Att 4.1
	See Principal's Report at Attachment 4.1.
	Principal's Report – Key Points
	• **Staffing & Enrolments 2026:**
	  ○ Fewer new teachers needed compared to this year.
	  ○ Some class structure changes expected.
	  ○ Student numbers are difficult to predict due to early exits; focus on retaining enrolments.
	• **Teaching & Learning Focus 2026:**
	  ○ Strong emphasis on coaching and teacher capability development.
	  ○ Key areas: Walker Learning, CHSS Reading Approach, and Positive Engagement for Learning (Prep - Year 6).
	• **Infrastructure Updates:**
	  ○ **Tuckshop renovation complete** – looks excellent.
	  ○ **Retaining walls** at three locations – major one almost finished.
	  ○ **Main toilet block opened** – a few final tweaks to come.
	  ○ **Prep toilets slightly delayed** – temporary use of Lower Block toilets as part of transition.
	Discussed:
	• Mr Jones talked about the huge amount of work going on currently, with multiple projects building upgrade projects underway currently.
	• The toilet renovations are a success with kids and teachers happy with the result.
	• A member raised locals' concerns about parents parking over driveways in area. School re-iterated that it regularly informs parents of the laws and rules regarding drop offs and parking around the school, but unfortunately these requests are always followed. Traffic issues can be brought up with the local council.
	• School opinion survey results helpful; 96% of students think CHSS is a good school.
	• World Teacher's Day is coming up – it was decided that the P&C would collaborate with the school to show appreciation to our schoolteachers, to build teacher morale which will in turn benefit our students.

Motion	"That the P&C contribute to a World Teacher's Day celebration for our amazing CHSS teachers with lunch and coffee, up to the value of $1000." Moved: Cath Nichols; Seconded: Mona Hope; Carried
Subcommittee Reports	
Events Subcommittee **Thricia Ayling** Althea Papinczak Oriel Morrison-Higgins	• The Events Team has been focused on planning the upcoming **School Disco on Saturday 25 October.** • They are also coordinating ongoing Term 4 events including the **Christmas Concert** and have begun early planning for **2026 events.** **P&C EVENT DATES FOR 2026 – Save the Dates!** ○ March 7th – P&C Family Fun Day ○ March 27th – Colour Run ○ May 8th – Mother's Day Stall ○ June 13th – Festival on the Hill ○ August 1st – Parent's Trivia Night ○ September (date tbc) - Father's Day Stall

	○ October 24th – Bush Dance ○ December 4th – Christmas Concert **Discussed:** • Disco planning details discussed. • Considering investing in decent fairy lights to add lighting at the upcoming disco and for other events. • The Mango Drive and Pie Drive doing well, thanks to our organisers. • It was discussed that we plan to hold another bush dance next year, and bookings will need to be made asap – may need intermeeting approval of band deposit cost. Trish to follow up, with thanks. • Christmas concert planning discussed – including the involvement of the Sparks students – 12 student business stalls will be running at the Xmas concert, compliance issues and regulations discussed. Mr Jones to discuss with Julie, P&C to follow up. • The Christmas Concert this year will start at 4pm, with two food trucks ready to serve from 3pm.
Motion	"That the P&C fund up to $1330 for AV for the Christmas Concert and up to $415 for portable toilet hire for the concert." Moved: Mel Wheaton; Seconded: Rebecca Keirle; Carried
Buildings and Grounds **Claudi Bird**	**Agenda Items:** • The tuckshop refurbishment has been completed. • The **CHSS P&C Pie Drive** is on! **Facilities & Projects Update (Brief Summary)** **Major Projects (in progress or near completion):** • 2025 Focus Project: Oval playground refurbishment (in progress) • Tuckshop and Hall kitchen upgrades with additional P&C storage (in progress) • Yarning Circle near Year 3 buildings (almost complete) • Recontouring/netball court drainage fix (planned and simple to implement) • Swales and drainage improvements in nature play and prep areas • Hall improvements: louvre installation for airflow and refurbished entrance • Additional storage area for the P&C **Discussed:** Motion as below.
Proposed motion	"That the P&C fund up to $700 for freezer room shelving, to support the Pie Drive, and the Tuckshop's capabilities, for the benefit of our students." Moved: Cath, Seconded: Mel; Carried
Tuckshop Subcommittee **Michelle Seymour** **Report – see Att 5.3**	**See the Tuckshop Report at Attachment 5.4.** • Michelle reports that it's great to be back in the **newly renovated Tuckshop.** • The updated space is a huge improvement and is sure to create a more enjoyable and efficient working environment. • A very exciting improvement for the P&C and the school, as a result of grant funding. **Special Tuckshop Days this term:** • Sushi Day – Week 3 – Thursday 23 October. • Tuckshop Reopening Special – Week 7 – Thursday 20 November.
Uniform Shop Subcommittee **Melissa Wheaton**	• Mel thanks everyone who supported her in the Uniform Shop Convenor role. She noted the removalists' help moving back into the shop was invaluable, though the shop was not fully ready for a smooth move-in.

Report – see Att 5.4	• Mel is finishing up soon, and assisting the new Convenor with the transition, with many thanks. New Convenor tbc.
Comms Subcommittee Report - see Att 5.5 Rebecca Kierle	**See the Comms Report at Attachment 5.5.** **Discussed:** • Prep Transition mornings – The P&C will be involved as usual, looking for a lead. We will provide volunteers, plus coffee and muffins from the hall kitchen. • Deputy Paula discussed that parent volunteers at these events provides an opportunity for new parents to connect with our parent community. Transition days are from November 5th – Wednesdays x 4 in a row – 9am arrival – eager new parents come early. Mel suggests uniforms could be stored in hall during this week. On the last Wednesday, the P&C will look at having a stand – Week 8, Wednesday 26th November. Volunteer signup sheet to be prepared. • Althea has offered to speak - 10 tips for parents at the prep transition.
Grants Subcommittee Genevieve Murray	Thank you to Gen for your ongoing work on Grants. No agenda items this month. Updates planned for our next meeting.
Health and Wellbeing Subcommittee - see Att 5.7 Eve Jenkins	**See the Health and Wellbeing Report at Attachment 5.7.** • **Yoga with Jo** / Twilight Stretch continues at CHSS in term 4, with half the space but double the energy - Thursday nights in the Arts Room, 7:30pm until 8:30pm. Highly recommended, five stars. • The **Wellbeing Wagon** Project - a new Wellbeing Wagon; a rolling bundle of games, crafts, and fun activities, ready to brighten break times. The Wagon will roll out at set break times, run with the help of our **PE4L parents** and the Grade 5 Flock of Friends. To be unveiled at our last P&C meeting of the year in November. • **P&C Family Fun Day 2026** – Early planning underway – event to be held on March 7th, 2026 – **SAVE THE DATE!**
CPR Facilitator Catherine Nichols	• **WhatsApp Community 2026 -** Suggestion to follow last year's timeline by collecting class lists early. **Discussed:** • The Whatsapp community has again been a success for parent communications in 2025. Whatsapp community has replaced email outs from CPRs to parents. Considering replacing jot form with google forms or Microsoft forms. Mona will help Cath to look at options to set up, with thanks.
OSHC Liaison Tammi Levine	Thank you to Tammi for your ongoing work as OSHC Liaison. **Discussed:** Tammi raised that during school holidays the school boom gates are shut, and this makes it difficult for some parents dropping kids to vacation care. Tammi mentioned accessibility issues for the mobility challenged, suggesting helping hands could have a pin for the boom perhaps and give this to parents if needed. **Action item added.**
General Business Matter	
General business matter: Blue Card compliance changes. Rebecca Keirle	Significant changes have been made to Blue Card compliance requireemnts. Bec attended a compliance webinar, with thanks. All exec needs blue cards. Blue card needs to be linked to our organisation – being set up. New procedures and registry discussed. Audits will happen and requirements are strict. New rules commenced September 20th. The task will be added to P&C admin's job description – thank you to Susana for helping with this transition and setting up out portal. Action item added.

Closing	
Applications for membership	New membership applications for acceptance: Nil
Close	Meeting closed at 8:11pm. The next CHSS P&C General Meeting will be held **11 November 2025** at 6:30pm in Conference Room 2.

Confirmation of minutes
Chair name: Oriel Morrison-Higgins

Signature: _____ Date: _____/_____/_____

CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION
GENERAL MEETING ATTENDANCE REGISTER – 14 OCTOBER 2025

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Name	Present	Apology
Staff Leadership Team		
Stewart Jones (Principal)	x	
Tal Mitchell (Deputy Principal)		x
Mel McDonald (Deputy Principal)		x
Paula Morton (Deputy Principal)	x	
Naomi O'Kearney (Head of Student Support Services)		x
Carolyn Harris (Chaplain)	x	
Annelyse Strong (Business Admin)		
Honorary Life Members		
Jane Fountain	x	
Melanie Venz		
Robyn Arthur		
Val Balnave		
2025 Executive Members		
Oriel Morrison-Higgins – President	x	
Amanda Merrick – Vice President	x	
Mona Hope – Treasurer	x	
Eve Jenkins – Secretary	x	
2025 Members		
Alice Cottrell (Events Subcommittee Member)		
Althea Papinczak (Events Subcommittee Member)		x
Amber O'Neill (Health and Wellbeing Subcommittee Member)		
Amy Walden		
Andrew Patterson		
Annie Ward		
Barbara Reid (Tuckshop Subcommittee Member)		
Carene Hogg		
Caroline Lawless		
Catherine Nichols (CPR Facilitator)	x	
Charmaine Threlfall		
Charnelle Cronje		
Cheri Jenkinson		
Claudi Bird (Buildings and Grounds Subcommittee Convenor)		x
Divna Haslam		
Elaine Chuah		
Eliza Leslie		
Faith Vallati		
Felicity Burns (Mango Drive + T&T leader)		x
Forough Ghasemi		
Genevieve Murray (Grants Convenor)	x	
Georgia O'Malley (Health and Wellbeing Subcommittee Member)		

Greer Bystrycki		
Ian Burns (Communications Subcommittee Member)	x	
Julie Beisser		
Julie Lewsey		
Kate Millard		
Kellie Carmichael		
Laura Pyke (Uniform Shop Subcommittee Member)	x	
Lisa Barham		
Melissa Wheaton (Uniform Shop Subcommittee Convenor)	x	
Michelle Seymour (Tuckshop Subcommittee Convenor)		x
Qin Li		
Rebecca Kierle (Communications Subcommittee Convenor)	x	
Shirin Jamarani		
Stanley Kierle (Buildings and Grounds Subcommittee Member)		
Tammi Levine (OSHC Liaison)	x	
Tharuka Prematillake		
Trish Okafor (Events Subcommittee Convenor)	x	
Tom Mittelman	x	
Visitors		

Table 1. ACTION ITEMS WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
Tammi Levine, School, Helping Hands	**Boom gates during school holidays** During school holidays the school boom gates are shut, and this makes it difficult for some parents dropping kids to vacation care. Tammi mentioned accessibility issues for the mobility challenged, suggesting helping hands could have a pin for the boom perhaps and give this to parents if needed.	In progress
Admin, Secretary, Rebecca Keirle	**Changes to Blue Card requirements.** New regulations and registry requirements are complex. Our admin officer, Susana, has agreed to take this on, with thanks. Bec and Susana have been attending webinars to ensure our P&C meets requirements. The admin officer and secretary will work together to ensure the requirements are met.	In progress