CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

SECRETARY'S REPORT – MARCH 2026

Date: 12 May 2026
Time: 6:30pm
Location: Conference Room 2

Table 2. URGENT EXECUTIVE ACTIONS REPORT - SINCE LAST GENERAL MEETING

DATE	MATTER	TYPE	FOR	AGAINST	DECISION
19/3/2026	Urgent motion to spend $6300 to increase available stock in uniform shop	Exec	Claudi Brid, Althea Papinczak, Nikki McAllister, Jodie Reece	Nil	Carried
31/3/2026	Urgent motion to spend $264 for licensing on P and C computers	Exec	Claudi Brid, Althea Papinczak, Nikki McAllister, Jodie Reece	Nil	Carried
13/04/2026	Urgent motion to spend $242 for increased uniform shop stock (bags)	Exec	Claudi Brid, Althea Papinczak , Nikki McAllister, Jodie Reece	Nil	Carried

Table 1. ACTION ITEMS WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
P&C and School to collaborate Claudi Flick Annelyse	**P&C Storage** • The current P&C storage situation was emphasised as a priority issue for 2026. Concerns were raised regarding the safety and stability of the existing storage container, and photographs were tabled illustrating the precarious condition. Members agreed that the situation requires improvement. • It was noted that, subject to the school's approval, the P&C may need to consider funding storage upgrades if this is the only viable pathway to resolving the issue. • The P&C will liaise with the school regarding options, with further discussion and updates to be provided at the March P&C meeting	In progress
P&C and School to collaborate Gen Murray Eve Jenkins Tal Mitchell	**Sun Safe Policy** • Gen is keen to help strengthen the school's sun safety policy, noting that while hats and shade structures are well embedded, there is an opportunity to adopt a more holistic sunscreen strategy. • The school noted that a current sun safety policy is in place, and sunscreen is routinely made available at school events and sporting activities.	In progress

	• Members discussed reviewing and refreshing the existing policy to ensure it aligns with current expectations and best practice, including consideration of making sunscreen available within classrooms. • Refer to the proposal document at Attachment 5.6 for further detail From February minutes. "Action Requested While the Department of Education already provides a template for a sun safety policy[1], I would be happy to work with the school to update or create a CHSS sun safe policy in such a way that includes making sure sunscreen is part of the school's plan to protect student health and well-being. The P&C Health and Wellbeing Subcommittee, largely comprising medical professionals, has also offered their assistance in developing the policy. Thank you for your consideration of this important issue."	

Table 3. EMAIL AND MAIL CORRESPONDENCE REGISTER – SEE CHSSPANDC EMAIL ADDRESSES AS NEEDED

INCOMING				
DATE	**EMAIL/POST**	**FROM**	**DESCRIPTION**	**ACTION**
March - May	Email / Mail	P&Cs Queensland	Newsletters	Distributed as appropriate
March - May	Emails	Politicians	Newsletters	Distributed as appropriate
March - May	Email / Mail	Various suppliers	Product brochures	Distributed as appropriate
OUTGOING				
DATE	**EMAIL/POST**	**TO**	**DESCRIPTION**	**ACTION**
March - May	Email / Mail	Various	Subcommittee correspondence	Catalogued by subcommittees