CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING AGENDA - MAY 2023

STRIVING FOR EXCELLENCE

Date: 9 May 2023
Time: 7pm
Location: CHSS Conference Room 2

AGENDA ITEM	
Opening and welcome by the Chair	Meeting opens, agenda adopted, Chair requests any other items of general business that members or visitors may wish to discuss later.
Apologies	Chair acknowledges apologies (written or verbal) and asks members whether any other apologies have been tendered.
Confirmation of the minutes of the previous GM - Att 1.1	Any corrections to the previous minutes are noted on the original copy. The Chair signs the confirmed copy of minutes from the last meeting.
Business arising from the minutes of the previous GM	**Secretary's Report - Att 1.2** - Discussion of action items that have been progressed or completed.
Correspondence received since the previous GM - Att 1.2	Distributed list of inward and outward correspondence to be endorsed as per Secretary's Report.
Business arising from the correspondence	Nil
Table of executive committee's decisions - Att 1.2	Secretary tables executive committee's decisions Discussion of necessary action taken on urgent matters between meetings. Full particulars of actions tabled at Att 1.2.
President's Report	
Oriel Morrison **Report – see Att 2.1**	**Read the full report at Attachment 2.1.** **Noted**: • We have had a fantastic first term of events - with the Colour Run raising around $5.5k, and the Bush Dance raising close to $6k. Thank you to all who were involved in the detailed work organising the events, especially Amanda and Alice. • Mother's Day later this week - the school has requested we hold it over two days rather than one due to Interschool Sports; will try to avoid this next year. • Festival on the Hill and Trash and Treasure planning is in full swing, with Alice leading the team. Thanks to everyone who is lending a helping hand. • We were very sad to see Reuben leave us as a sponsor this year - so if anyone does have any keen sponsors, please let us know. • Our 50/50 raffle is ongoing – we hope to raise $25,000 – of which half will be kept by the winner, and half will go towards making our school better for our little people. At the start of

	May, we had sold around $820 worth of tickets, but we do have some time to go. • Our exec met to discuss a long term strategy. We will be meeting again later this month, and will be consulting with the school. We will be able to release some details by mid-year. • Our survey has been a great success - thank you to all who took part. We are using the results to help with our planning process. • OSHC is up for tender this year. After researching the process, the exec has determined we do not have the six months required to work up a well thought out tender, but will be researching the requirements for the exec in charge when the tender is next available. • On the Building and Grounds front - a massive thank you to Mel and the team for their work on the Oval projects, where the shade structure over the playground has been completed • A huge thank you to Claudi, Mel and Mel for their work with the school on the planning for the tuckshop grant. The application would not have gone in on time without their hard work.
Vice President's Report	
Amanda Merrick **Report – see Att 2.2**	**Read the full report at Attachment 2.2.** **Noted**: Colour Run Summary • 442 tickets sold with tiered sale prices ($10, $25, $50 ticket options), total sales $6335. • After expenses, total profit was an impressive **$5,539.50.** • See full report for notes and lessons learned.
Treasurer's Report	
Greer Bystrycki **Matt Pearce** **Report – see Att 3.1**	**Read the full report at Attachment 3.1** • Includes balance sheet, P&L, P&L summarised by event, aged payables summary, aged receivables summary. **Noted**: Revenue activities as per report. • New reports built to better show which areas are profitable and help with decision making, thanks Treasurers.
School Leadership Reports	
Stewart Jones **Principal's Report - see Att 4.1**	**Read the full report at Attachment 4.1.** **Noted**: • Completed grant application for tuckshop and prep playground update completed. • Completed grant application for new pick-up/drop-off zone running parallel to Ironbark Rd (inside fence line starting up near the Tennis Courts). • Upcoming External School Review booked in for August - the 2023 Review will help to shape the next strategic plan for the school that will run from 2024 to 2027.

Carolyn Harris **Chaplaincy Report** **- see Att 4.2**	**Read the full report at Attachment 4.2.** **Noted**: • Raised $815.40 from Subway day first term. Another Subway day is planned for 20/06/2023. • Myla should be back on deck for morning sessions soon. • Fundraising for Myla at the fete proposed. • Crafting Connections evening planned for May 18th. **For discussion:** 1. Carolyn requests volunteers for the Craft night - about another 5 or 6 to supervise activities. 2. Funding and selling of Myla related items at the fete eg. bag tags, brooches etc. - see report for comprehensive plan. 3. Funding of prizes for a colouring competition next term.
Annelyse Strong **Business Admin**	Discussion of decisions and recommendations.
Subcommittee Reports	
Events Subcommittee Report – see Att 5.1 **Oriel Morrison** **and Alice Cottrell**	**Read the full report at Attachment 5.1.** **Noted**: **2023 Mother's Day Stall** will run Thursday 11th and Friday 12th May 2023, big thank you to Polly who stepped up to run the event which is on track and on budget. • Bunnings donated 100 gifts which was appreciated. • Would preferably run over one day only in future years. **2023 Festival on the Hill + Trash and Treasure** is on Saturday 2 June 2023 from 1pm to 6:30pm, with fantastic volunteer support. • This will be trialled as a **cashless event** - this will need to communicated well to the school and community.
Buildings and Grounds Subcommittee Report – see Att 5.2 **Melanie Venz** Sam Bysouth Jane Fountain Stanley Kierle	**Read the full report at Attachment 5.2.** **Noted**: • Oval Playground Shade Structure completed over the Easter holidays, big thanks to the B&G Subcommittee. • Jubilee Tree Planting Grant - waiting on signs to finalise the project. • Recycling – Containers for Change will accept wine bottles for refund as of November 2023 (relevant for P&C Events). • B&G subcommittee would like to discuss proceeding with Uniform Shop upgrades to ensure full functionality of the space in the near-term. Seeking quotes for works including ceiling, flooring, internal painting. **For discussion:** • **Working Bee** planned for Saturday 22 July 2023. Planned: pruning plants, mulching around oval trees and seating area, tyre cleaning, move new sand into Prep Playground sandpit, Prep R planter bed (tbc).

	Proposed motion: The B&G requests that the Working Bee (Grounds) takes place on 22 July and requests assistance to promote this date.
Tuckshop Subcommittee Report – see Att 5.3 **Emma Doolan (Convenor)** Barb Reid Michelle Seymour Oriel Morrison	**Read the full report at Attachment 5.3.** **Noted**: • Special Days for the term are Sushi (Thursday 18th), Hotdogs (Fri 16th June) and Donut Day (Friday 2nd June). • Our group of wonderful year 4 helpers at second break on Friday have been doing an amazing job! • Lucy has been selling coffee in the Tuckshop every Friday.
Uniform Shop Subcommittee Report – see Att 5.4 **Melissa Wheaton (Convenor)** Michelle Seymour	**Read the full report at Attachment 5.4.** **Noted:** • New EFTPOS machine "Bertie" is excellent and has improved payment efficiency greatly. • Second-hand uniforms are selling faster than they can be placed on the rack. • No basic uniform items are out of stock for the first time in 2023. • Carene Hogg has been busily sewing items to sell at the Fete, out of unsellable second-hand uniform material, with thanks! **For discussion:** 1. Option of upgrading to a POS machine for the Uniform Shop.
Digital Communications Subcommittee Report – see Att 5.5 **Rebecca Kierle (Convenor)**	**Read the full report at Attachment 5.5.** **Noted**: • Noticeboards have been purchased and delivered to the school for installation. • Distribution of information via Class Parent Reps seems to be the most effective way of reaching majority of families. • Festival on the Hill website has been updated for 2023 and looks great, with thanks to Ian! Website contains information on sponsors, rides, food, T&T and more. https://chssfete.org.au • Comms to promote T&T and Festival will ramp up in the coming weeks. • Comms team requests that any information required to be put on the Fete website or Facebook be sent to the comms email please: chsspandc.communications@gmail.com **For discussion:** 1. Lots of questions around tuckshop special days – could they be approved at the last meeting of the previous term?
Grants Subcommittee **Genevieve Murray (Convenor)** **Report - see Att 5.6**	**Read the full report at Attachment 5.6.** **Noted:** • Dozens of grants reviewed; thank you to the P&C members (especially Bec) who have forwarded opportunities for review. • Ongoing research into potential grants; building a database for future years to save time.

	• P&C shared information with the school about grant opportunities they are eligible to apply for. • Unfortunately, P&Cs illegible for many grants due to our legal status; considering partnering with the school and eligible organisations including incorporated not-for-profits, to expand the grant options available to apply for. **Please see report (Att 5.6) for table of potential grant opportunities;** P&C subcommittees may wish to consider whether they have projects that fit within the eligibility criteria for the listed grants: Lord Mayor's Community Fund (2022-23), Deadline: 16 June 2023 Damien Greer Lawyers- Community Grant, Deadline: 30 June 2023 NAB Foundation Community Grants, Deadline: 31 August 2023
CPR Facilitator **Catherine Nichols**	Decisions and recommendations to be discussed.
Motions on Notice	Nil
General Business	
General business matter Presented by:	An opportunity for members to present matters for discussion not already on the agenda.
General business matter Presented by:	Matter: Discussion:
General business matter Presented by:	Matter: Discussion:
Closing	
Applications for membership and recording of new members	New membership applications for acceptance: The P&C welcomes the new members.
Date of next meeting	Next General Meeting is scheduled for:
Close	Time: Thank you everyone for attending.