CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

ANNUAL GENERAL MEETING 2024 MINUTES

Date: 13 February 2024
Time: 6:30pm
Location: CHSS Conference Room 2

AGENDA ITEM	
Oriel Morrison-Higgins Opening and Welcome by the Chair	Meeting opened at 6:42pm. The President welcomed the members and visitors to the AGM and gave an Acknowledgement of Country. QUORUM (10) OF EXISTING MEMBERS REACHED: Yes.
Oriel Morrison-Higgins Attendance and Apologies	Attendance taken, Chair acknowledged apologies: Dr Christian Rowan MP, Sam Bysouth, Stanley Kierle, Amber O'Neill.
Eve Jenkins Confirmation of the minutes of the previous AGM - **Att 1**	The Chair signed the confirmed copy of minutes from the last annual general meeting to be distributed to members.
Motion	"That the minutes be confirmed as a true and correct record of the last AGM, held 14 February 2023." Moved: Eve Jenkins; Seconded: Rebecca Kierle; Carried
Business arising from the minutes of the previous GM	None.
Greer Bystrycki Receipt and adoption of the Audited Annual Financial Statements and Treasurer's Report - **Att 2**	The Treasurer's Report provided an overview of financial management of the P&C and its subcommittees in 2023. The Treasurer also presented the Compliance Report and P&C Proposed Budget for 2024 at this time for endorsement. **Discussed:** • Treasurer discussed report and financial statements. • Overall, the P&C funded $70k, including $15k in air conditioning costs, $7k donations and $49k to larger initiatives during 2024 • Treasurer commended Mel W (Uniform Shop) and Le (Bookkeeper) who worked on financial and stocktake processes and controls, particularly in the Uniform Shop, resulting in minimal adjustments at stocktake compared to the previous yr. • New functionality in Xero and Square has also been used to support more detailed reporting and analytics to the P&C. • The P&C will continue to seek improvements in operational procedures to strengthen controls and efficiencies that streamline administrative processes for volunteers and P&C Staff and are open to ideas in using our volunteer grants to achieve this. Examples of this might be a POS and inventory management

	system for the uniform shop (which can also be used for events), or other administration software or hardware. • See Treasurer's Report for all the detail.
Motion	"That the Treasurer's Report and the Audited Annual Financial Statement be accepted as a true and accurate summary of the financial year." Moved: Eve Jenkins; Seconded: Mel Wheaton; Carried
2023 Achievement Reports	
Oriel Morrison-Higgins Receipt and adoption of **President's Annual Report** - **Att 3**	The President reported on the activities of the past year, including **Subcommittee Annual Achievements Reports for 2023!** - **Events** Subcommittee 2023 Achievements – Att 3.1 - **Buildings & Grounds** Subcommittee 2023 Achievements – Att 3.2 - **Tuckshop** Subcommittee 2023 Achievements – Att 3.3 - **Uniform Shop** Subcommittee 2023 Achievements – Att 3.4 - **Communications** Subcommittee 2023 Achievements – Att 3.5 - **Grants** Subcommittee 2023 Achievements – Att 3.6
Motion	"That the President's Report be accepted as tabled." Moved: Eve Jenkins; Seconded: Rebecca Kierle; Carried
Receive applications for membership	Collection of applications for membership renewals and new memberships.
Motion	"That the membership applications (42) for: • Alice Cottrell • Alina Dini • Amanda Merrick • Amber O'Neill • Ana Silva • Barbara Reid • Binny De Saram • Carene Hogg • Caroline Lawless • Catherine Nichols • Claudi Bird • Dheeraj Lenka • Divna Haslsm • Emily Hall • Eve Jenkins • Felicity Burns • Genevieve Murray • Georgia O'Malley • Greer Bystrycki • Ian Burns • Jennifer Oates • Jonathan Chuong • Katrina Swalwell • Laura Pyke • Lauren Purves

	• Melissa Wheaton • Michelle Seymour • Natalie O'Beirne • Nicola Krahe • Oriel Morrison-Higgins • Randhika Karunatillake • Rebecca Kierle • Robert Canning • Sam Bysouth • Sarah Lam • Simon Gill • Stanley Kierle • Sud Tjiputra • Tammi Levine • Tharuka Prematillake • Tom Mittelman • Zee Ngasiran be accepted as tabled." Moved: Eve Jenkins; Seconded: NAME; Carried
Declare vacancies of existing Executive Committee	All officer bearers stepped down from their positions.
Elections	
Election of Executive Committee	Mr Stewart Jones, CHSS Principal, assumed the position of Chair and declared all Executive Committee offices open. **Nomination for President:** Oriel Morrison-Higgins For the position of President, there being no new nominations for the position, Oriel Morrison-Higgins stood for re-election to the position and was re-elected by majority vote. **Nomination for Vice President:** Amanda Merrick For the position of Vice President, there being no new nominations for the position, Amanda Merrick stood for re-election to the position and was re-elected by majority vote. **Nomination for Treasurer:** Greer Bystrycki For the position of Treasurer, there being no new nominations for the position, Greer Bystrycki stood for re-election to the position and was re-elected by majority vote. **Nomination for Secretary:** Eve Jenkins For the position of Secretary, there being no new nominations for the position, Eve Jenkins stood for re-election to the position and was re-elected by majority vote.
Motion to change bank signatories to the newly elected Executive	Executive Officers remain the same, no change of signatories for Bank of Queensland accounts: 21531282, 20661203, 20661199 and 22003642; and Commonwealth Bank account 06 4152 0090 1180.

Confirmation of continuing Subcommittees, appointment of Subcommittee members, and proposal of new subcommittee	It was proposed that all Subcommittees of the P&C Association are reconfirmed as continuing in the coming twelve months, and that Convenors and Subcommittee Members of each Subcommittee be appointed and endorsed, as follows:
	• **Events Subcommittee**
	  ○ Convenor: **Oriel Morrison-Higgins**
	  ○ Subcommittee Members: Alice Cottrell, Amanda Merrick.
	• **Buildings & Grounds Subcommittee**
	  ○ Convenor: **Claudi Bird**
	  ○ Subcommittee Members: Sam Bysouth, Jane Fountain, Caroline Lawless, Sud Tjiputra.
	  ○ Mel Venz discussed handing over the Convenor role that she has held for the last 6 years – focus on sustainability, recycling, gardens, and grounds. Thank you, Mel.
	• **Tuckshop Subcommittee**
	  ○ Convenor: **Michelle Seymour**
	  ○ Subcommittee Members: Barbara Reid, Robert Canning, Melissa Wheaton.
	• **Uniform Shop Subcommittee**
	  ○ Convenor: **Melissa Wheaton**
	  ○ Subcommittee Members: Michelle Seymour, Zee Ngasiran, Caroline Lawless.
	• **Communications Subcommittee**
	  ○ Convenor: **Rebecca Kierle**
	  ○ Subcommittee Members: Ian Burns
	• **Grants Subcommittee**
	  ○ Convenor: **Genevieve Murray**
	  ○ Subcommittee Members: nil, subcommittee members sought, please email with expressions of interest.
	
	The P&C additionally confirmed the following volunteer Convenor roles:
	• **Cath Nichols:** Class Parent Representative (CPR) Facilitator
	  ○ Discussed the new P&C Community WhatsApp Group, implemented to support the CPRs, with thanks.
	• **Tammi Levine:** OHSC Liaison
	  ○ Thank you, Tammi, for taking on this role!
	  ○ Helping Hands Network staff in attendance at the AGM, with thanks.
	
	Discussed:
	New Subcommittee proposed by the P&C:
	<u>The CHSS P&C Health and Wellbeing Subcommittee</u>
	• Broadly, the P&C Health and Wellbeing Subcommittee will promote the physical, social, psychological, and emotional

	wellbeing of students, parents, and caregivers, in partnership with the school and local community. • We plan on fundraising for specific projects that improve the health and happiness of our Chapel Hill students, staff, and families. • We are already planning the March 16th Obstacle Course Fun Day on the oval to kickstart our fundraising plans. o Sponsorships confirmed and 8 raffle prizes so far. • We met with School Wellbeing Officer Tal Mitchell and discussed current school programs, groups and activities that address student and staff wellbeing. Mr Mitchell asked to become a Subcommittee Member, with thanks. • We are in collaboration with the School Wellbeing PBL (Positive Behaviour Learning) Team (WhatsApp group created and active: CHSS Double Strength Wellbeing). • **Carmen from the School PBL Committee talked about the group's role, with thanks.** • We have started planning the first collaborative wellbeing event, a Friendship Workshop for Parents - thank you Carmen, Sarah and the PBL team! • We have the support of Principal Stewart Jones and Business Admin Manager Annelyse Strong; thank you for securing an amazing raffle prize for our first term event! • We are still working on our plans for the year, ideas include visiting speakers, distributing health-related info/resources, playground and outdoor activity space upgrades, family bike rides and more!
Motion	"That the P&C create a Health and Wellbeing Subcommittee to promote the physical, social, psychological, and emotional wellbeing of students, parents, and caregivers, in partnership with the school and local community. The proposed convenor is Tom Mittelman, and the proposed Subcommittee Members are Tal Mitchell, Amber O'Neill, Georgia O'Malley, and Eve Jenkins." Moved: Eve Jenkins; Seconded: Greer; Carried
Motion	"That the current (Events, Buildings and Grounds, Tuckshop, Uniform Shop, Communications, Grants) subcommittees be accepted to continue, with proposed convenors and members, as above." Moved: Eve Jenkins; Seconded: Cath Nichols; Carried
Appointment of the Association's Auditor	The Treasurer provided a recommendation for the auditor who will audit the Association's books at the end of the coming year.
Motion	"That the Association's Auditor be appointed as Mr Anthony Hallam, Chartered Accountant (CA)." Moved: Greer Bystrycki; Seconded: Eve Jenkins; Carried

Adoption of the Student Protection Risk Management Strategy – **Att 4**	The Student Protection Risk Management Strategy was adopted.
Motion	"That the Student Protection Risk Management Strategy (**Att 4**) be adopted as tabled." Moved: Eve Jenkins; Seconded: Greer Bystrycki; Carried
Adoption of Model Constitution – **Att 5**	The CHSS P&C Constitution for 2024 was adopted.
Motion	"That the Model Constitution be adopted as tabled. Continue quorum numbers for AGM = 10, General Meeting = 7 & Special Meeting = 7." Moved: Eve Jenkins; Seconded: Amanda Merrick; Carried
Close	Meeting closed at 7:29pm. Note: The date of the next AGM is set at the general meeting prior to the AGM.

Confirmation of Minutes
Chair: Oriel Morrison-Higgins

Signature: _____ Date: _____/_____/_____

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PARENTS AND CITIZENS' ASSOCIATION

ANNUAL GENERAL MEETING 2024 ATTENDANCE REGISTER

13 FEBRUARY 2024

STRIVING FOR EXCELLENCE

Name	Present	Apology
Staff Leadership Team		
Stewart Jones (Principal)	x	
Tal Mitchell (Deputy Principal)	x	
Craig Jordan (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)	x	
Honorary Life Members		
Jane Fountain (B&G Subcommittee Member)	x	
Melanie Venz	x	
Robyn Arthur		
Val Balnave		
Executive Members		
Oriel Morrison- Higgins (President)	x	
Amanda Merrick (Vice President)	x	
Greer Bystrycki (Treasurer)	x	
Eve Jenkins (Secretary)	x	
Existing Members – 2024 Membership Accepted		
Alice Cottrell	x	
Amber O'Neill		x
Ana Silva		
Barbara Reid		
Carene Hogg	x	
Catherine Nichols	x	
Claudi Bird	x	
Genevieve Murray	x	
Ian Burns	x	
Katrina Swalwell		
Laura Pyke	x	
Melissa Wheaton	x	
Michelle Seymour	x	
Rebecca Kierle	x	
Robert Canning		
Sam Bysouth		x
Simon Gill		
Stanley Kierle		x
Tom Mittelman	x	
New Members – 2024 Membership accepted at this meeting		
Alina Dini		
Binny De Saram		
Caroline Lawless	x	

Dheeraj Lenka	x	
Divna Haslsm		
Emily Hall		
Felicity Burns	x	
Georgia O'Malley	x	
Jennifer Oates		
Jonathan Chuong		
Lauren Purves		
Natalie O'Beirne		
Nicola Krahe		
Randhika Karunatillake		
Sarah Pham		
Sud Tjiputra	x	
Tammi Levine	x	
Tharuka Prematillake	x	
Zee Ngasiran		
Visitors		
Councillor Greg Adermann, Pullenvale Ward	x	
Dr Christian Rowan, MP		x
Amie Van Gulik (Office of Dr Christian Rowan, MP)	x	
Tristan Dieben (Helping Hands) – Membership form received	x	
Caitlin Crow (Helping Hands) – Membership form received	x	
Carmen Spry (PBL Committee) – Membership form received	x	