# CHAPEL HILL STATE SCHOOL

## PARENTS AND CITIZENS' ASSOCIATION

## GENERAL MEETING MINUTES – 14 NOVEMBER 2023

**Date: 14 November 2023**
Time: 6:30pm
Location: CHSS Conference Room 2

STRIVING FOR EXCELLENCE

| AGENDA ITEM | |
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| Opening and welcome by the Chair<br>**Oriel Morrison** | Meeting opened at 6:37pm.<br>The President welcomed the members and executive committee to the last GM of the year and gave an Acknowledgement of Country. |
| Apologies | As per attendance sheet below. |
| 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** | "That the minutes be confirmed as a true and correct record of the meeting held 10 October 2023."<br>Moved: Eve Jenkins; Seconded: Amanda Merrick; Carried |
| Business arising from the minutes of the previous GM | **Secretary's Report - Att 1.2**<br>Discussed action items that have been progressed or completed - see Table 1 below for updated information. |
| Correspondence received since the last GM - Att 1.2 | Distributed list of inward and outward correspondence endorsed as per Secretary's Report - Att 1.2. |
| **Motion** | "That the inwards correspondence be received, and outwards be endorsed."<br>Moved: Eve Jenkins; Seconded: Greer Bystrycki; Carried |
| Table of executive committee's decisions<br>- **Att 1.2** | Secretary tabled executive committee's decisions - Att 1.2<br>Discussed necessary action taken on urgent matters since previous meeting. Full particulars of actions tabled at Att 1.2. |
| **President's Report** | |
| **Oriel Morrison**<br>**Report – see Att 2.1** | **Read the full report at Attachment 2.1.**<br>**Welcome to the November 2023 meeting.**<br>• The disco was a huge success - it was a school and community event but thanks to our wonderful volunteers who manned the bar, we managed to make a profit of $3.7K. Thank you to Alice for all the hard work in planning this event.<br>• Planning of the Christmas concert is in full swing - Thank you to Alice for all her work on this. Food trucks have been booked and Christmas bags to sell are being planned. Full of Christmas goodies like reindeer food, lollies, and Santa glasses**.**<br>  ○ **Christmas Goody Bags** will be available to **pre-order on Qkr!** for $10 and collect at the concert.<br>• Our 50/50 **raffle** is ongoing – 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 November, we had sold around |

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| | $2440 worth of tickets. The winner will be drawn the day of the Christmas concert.<br>• Prep transition days so far have been a great success. Thank you to Amanda and Bec and the other parent volunteers for helping out and giving the P&C presentations.<br>• The **mural** will be done during the school holidays.<br>• **The cricket nets have been fixed** - with some more work to be done on the ground. This will be completed during the Christmas holidays.<br>• We have found and signed a contract with a builder to **complete the uniform shop**, which will be completed during the school holidays.<br>**Funding:**<br>2023 P&C Short term funding commitments:<br>• $30k Uniform shop fit out<br>• $11k Bus Shelters (tbc)<br>• $3k – Soccer goals (tbc)<br>• $3k – Cricket nets (tbc)<br>Potential grant funding 2023/2024:<br>• $tba Playground in oval (gambling grant 2024)<br>• $tba Shade sail for covered areas<br>• $tba Undercover learning areas outside Prep classroom<br>Other funding goals:<br>• Shade Sails for astroturfed area next to turning circle (potential grant)<br>• Cover/shade sails elsewhere thought the school (potential grant)<br>• Undercover learning areas outside Prep classroom (potential grant)<br>• Sandstone seating around the school – adventure playground and the top covered area<br>• Picnic tables around the school<br>• Fans in undercover areas |
| **Vice President's** | |
| **Amanda Merrick** | • Extensive support provided to the Executive Team, Events Team, and as OSHC Liaison.<br>• Organised, coordinated, and spoke at the Prep Transition Parent Information Sessions, with other parent volunteers, **with thanks**.<br>• Organised the beautiful new **cockatoo mural** for the school.<br>• Planning to add seven small lorikeets hidden around the school as an activity for new students - find the lorikeet for each grade year as you walk around the school – the<br> |

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| | school approves of the plan, and anti-graffiti application is planned. |
| **Treasurer's Report** | |
| **Greer Bystrycki**<br>**Report** | **Read the full report at Attachment 3.1.**<br>For Chapel Hill State Primary School P&C REVENUE ACTIVITIES for the 10 months ended 31 October 2023 – see report at Att 3.1.<br>**FUNDRAISING**<br>• Overall fundraising profit is up $4k year-on year.<br>• Complete list of funds that have been raised to date from 2023 fundraising events (prior year profit in brackets):<br>o Bush Dance: $6.0k ($3.5k)<br>o Colour Run: $6.0k ($4.9k)<br>o Festival on the Hill: $35.0k ($42k)<br>o Mother's Day Stall: $3.4k ($2.8k)<br>o 50/50 Raffle: $1.4k - In progress.<br>o Crazy Dress Day: $1.1k ($0.4k)<br>o Father's Day Stall: $2.8k ($2.7k)<br>o Mango Drive: $8.3k ($1.5k) - In progress, expenses tba.<br>o Trivia Night Parent Evening: $5.6k ($1.7k)<br>o Election Stall BBQ and Bake Sale: ($1.3k)<br>o Costume Disco $3.7k (n/a)<br>**Discussed:**<br>• Tuckshop profitability discussed – profitability less than previous years, ongoing discussions regarding appropriate staffing costs. |
| **School Leadership Reports** | |
| **Stewart Jones**<br>**School Principal**<br>**Report Att 4.1** | **Read the full report at Attachment 4.1.**<br>**Noted:**<br>**Next Steps 2024 Strategic Plan**<br>• The School Council is meeting to go over the full School Review recommendations and considering how to engage the school community to help shape the 2024. We hope to continue with the Big Five as foundations for the next step of work.<br>• School operational expectations will run alongside strategic actions and such factors as planning for the introduction of Version 9 curriculum. The new version will mean adjustments in English, Maths and HPE ready for 2025 and a key component of these adjustments is how we teach reading across the school.<br>• The Dept has developed a significant bank of resources to support schools implementing new approach to the teaching reading.<br>**Away for the Day – 2024**<br>• The school will be following the QLD Government policy of having mobile phones put away for the school day. Smart watches can still be worn but they will need to be set to 'flight' mode. Communications will be shared with families via newsletter.<br>**Planning for 2024**<br>• Teachers have been busily making draft class placements for each of our students – this included an extended 2hour meeting yesterday (and another next week). Tal and his team will also be |

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| | contributing to the transition process for those students requiring additional support.<br>**Facilities Update**<br>• **School Traffic Infrastructure Project** – Appointed a project manager to get the project rolling. Finalising the scope of work and then going to tender – we are likely to see the work start towards the end of the Term – further discussion below.<br><br>**Discussed:**<br>• **Leadership team** will have a shake up for next year. We are entitled to an additional classified officer position (HOSES – head of special education services). **Proposed Positions and roles are in the full Principal's Report.**<br>• Feedback from parents regarding the need for the School to upgrade how they teach reading, discussed at length. The School explained that they are using new approaches and evidence-based models. The School agrees that the "Readers" need to be upgraded and the Department of Education will be funding this multi-year project.<br>• Step Up Transition Day discussed with Tal. Students visit their new classrooms and meet their teachers.<br>• Bec Sparrow Talk in the hall discussed with Tal – appreciated and enjoyed by students and many parents came also.<br>• Year 6 graduation planning is underway with great parent support.<br>• Thanks from the School to Uniform Shop Convenor Mel W for helping to set up for the sale of the Year 6 Jerseys.<br>• Ryshia commented that the teachers appreciated the World Teacher's Day event put on by the P&C - many teachers were very moved by the appreciation shown and the gifts from their students.<br>• Discussed collaborative teaching teams – ongoing project.<br>• Discussed **School Traffic Infrastructure Project** – the School is setting up tenders and scope of works. Work likely to be done in the first half of next year.<br>o Ironbark Road drop and go zone to replace the turning circle, with a covered area, to reduce the hazard of having as much traffic coming into the school grounds.<br>o Further information will be provided by the School.<br>• Discussed Chappy Carolyn's projects – Bandana Day was a fundraising success. Considering options for 2024 including a camping trip, an art club, and expanding the Meal Train project.<br>o Carolyn will need more volunteers in 2024. |
| **Annelyse Strong**<br>**Business Admin** | Business matters related to CHSS Admin discussed.<br>• Annelyse reports that the School has funded the instrumental music program for 2024 and kept costs stable.<br>• The Student Resources Scheme (SRS) costs have only gone up $7. |

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| | • Stationery list quotes sourced for 2024 to improve affordability – the School went with Edsco.<br>• Discussed option of reinstating Mathletics Trophies however this was funded by the SRS (no longer an option as not accessible to all students) and cost 10-20k, P&C to consider – members discussed the value of the trophies – a reward for 20 weeks of 100 correct answers – a lot of work, some kids are motivated by a trophy as a reward. Members discussed funds allocated to sporting activities compared to academic activities.<br>• **The P&C endorses the SRS costs and stationery costs.** |
| **MOTION** | "That the Principal's report and Chaplain's report be accepted as tabled."<br>Moved: Eve Jenkins; Seconded: Melissa Wheaton; Carried |
| **Subcommittee Reports** | |
| **Events Subcommittee Report – see Att 5.1**<br>**Oriel Morrison**<br>**Alice Cottrell**<br>**Amanda Merrick** | **Read the full report at Attachment 5.1.**<br>**Upcoming Dates for 2023**<br>• **2023 Christmas Concert** - 1st December after school on the oval.<br>  ○ Food trucks, singing students, stalls, and entertainment, bring your picnic rug and celebrate the end of the 2023 school year with friends!<br>**Discussed:**<br>• Discussed comms regarding parents supervising kids from 3pm until 4pm when the concert starts - kids are parent's responsibility during this time – there were no issues last year<br>• Concert Day – 1 Dec – will be a Christmas free dress day (festive not fundraising).<br>• The P&C received multiple requests from parents and families who also wanted to perform at the Christmas concert. We love that we have so many talented families at the school, and we would like to discuss incorporating those performances into the Festival on the Hill performance schedule, for those who are interested. The Christmas concert will continue to focus on our students and celebrating another year's achievements.<br>• Helping Hands explains that their duty of care to students makes it impossible to accompany a group to the concert. Students in OSHC that afternoon will need to be collected by an adult known to the child (let HH know who and they need to bring photo ID) to attend the concert.<br>• Helping Hands can contribute to the Xmas concert, with thanks, details to be worked out.<br>• Feedback from parents that they appreciated the coffee catchups at the Prep transition sessions.<br>• Special thanks to Flick for helping, even with an injured foot – and for running the successful Mango Drive 2023. |

**Upcoming Events Dates – ALL PLANNED IN ADVANCE FOR 2024!**

- **Obstacle Course Fun Day – 16th March 2024**
    - **Health and Wellbeing Subcommittee** event with Events support, family picnic, 45m inflatable obstacle course, jumping castles, happiness collage, BBQ, bar, raffle. Seeking **sponsors and raffle prizes** from the community.
- **Colour Run - 28th March 2024**
    - Following the **cross country** on the last day of term, **Amanda** leads the P&C Colour Run, a crazy and colourful event that the kids love, thanks Events Team!
- **FESTIVAL ON THE HILL - 8th June 2024**
    - Our biggest P&C event of the year, the 2024 Festival on the Hill is already being planned by the amazing Alice, rides are booked, equipment is hired, DJ Bex is booked and much more thanks to the Events Team.
- **Trivia Night Parent's Evening - 3rd August 2024**
    - Back by popular demand, the 2024 Parent's Evening will again be an awesome trivia night thanks to Amanda and the Events Team.
- **Mother's Day Stall 2024 - 10th May 2024**
- **Father's Day Stall – 29th August 2024**
- **School Disco 2024 - 26th October 2024**
    - Not to be missed, DJ Bex is booked, and crazy costumes will come out again in 2023!
- **Christmas Concert 2024** – 6th December 2024

- Details to be advised closer to the date.

**Discussed**

- More volunteers are needed to help out at P&C events, or they won't be able to go ahead. The P&C appreciates the dedicated volunteers who give their time generously, however this load needs to be shared. Students benefit from community building events, and we desperately want these to continue.
- Thank you to Alice Cottrell for volunteering to run the 2024 School Festival on the Hill, the most fun day of the school year!
- Thank you to Amanda Merrick for volunteering to run the Colour Run and Trivia Night, both are amazing fun for school families!
- Thank you to Cath Nichols for volunteering to run the Father's Day stall.
- Thank you to our Trash and Treasure Team for agreeing to run the show again in 2024, however we **NEED T&T VOLUNTEERS** please next year, consider helping out if you can.
- We need a **P&C Bar Crew** who can help organise and run the bar at P&C events – one of our highest fundraising areas – and with

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| | previous volunteers leaving the school this year, we need new faces to step up and help out, with thanks! |
| **MOTION** | "That the P&C fund $200 for our Jotform Subscription for 4 months to collect membership information."<br>Moved: Amanda Merrick ; Seconded: Rebecca Kierle ; Carried |
| **Buildings and Grounds Subcommittee Report – see Att 5.2**<br>Sam Bysouth<br>Jane Fountain<br>Stanley Kierle<br>Melanie Venz | **Read the full report at Attachment 5.2.**<br>**Noted:**<br>**Uniform Shop fit-out**.<br>• Pillah Constructions Pty Ltd awarded the contract to complete the fit out.<br>  o Meeting to confirm variations to quote with Josh Lahey (Pillah), Melissa Wheaton (Uniform Shop Convenor) and Claudi Bird (P&C & Rojo Design Architects) 1/11.<br>  o Contract signed 2/11/2023.<br>• Awaiting confirmation if there is a cost to any variations. requested (i.e. cabinetry free-standing on castors).<br>• Most work expected to occur over the Xmas holidays.<br>  o Cabinetry delayed until at least late Jan 2024.<br>  o Window grills may also be delayed depending on factory shut-down dates.<br>• **Thanks to Claudi Bird & Rojo Design** for assistance with the fit-out specifications.<br>**Jubilee Grant.**<br>• Signs finally installed with thanks to Tony Buckley for assistance. See photos.<br>**Discussed:**<br>• **Recycling – Containers for Change bins.** Refunds for 2023 currently $683.10. Can now submit wine bottles saved from previous P&C Events for container refunds.<br>  o Containers for Change collections still happening when upon request (when 2 bins are full). Keeping glass bottles (from P&C disco) locked in corral until collection for safety.<br>  o Mrs GJs class should not be solely responsible for emptying (visiting 6 bins) and urge CHSS to implement the proposed model:- i.e., the classroom nearest to each small Containers for Change bin includes it in their weekly paper recycling duties (i.e., these classes would need 1 student for the paper bin and 1 for the Containers for Change bin).<br>**Richmond Birdwing Butterfly Vines and new Sign**<br>• New Richmond Birdwing butterfly vines planted behind the Admin Block by the Environment Club on 9 Nov. JF & MV installed permanent hoses for watering.<br>• Artwork has been donated for a new sign, **thanks to Michelle Gleeson from BugsEd.** |

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| | • **Tom Mittleman** is kindly donating graphic design expertise to finalise the design.<br><br>Vines planted by Grade 6 girls from the Environment Club. These vines are caterpillar food plants and contribute to a landscape scale effort to bring the Threatened Richmond Birdwing Butterfly back to the western suburbs.<br><br>• Special **MASSIVE THANK YOU TO MEL VENZ** for all her years of service to the CHSS community – Mel has contributed immensely to the improvement of buildings and grounds at the school, has run the recycling program for years, has worked on the Trash and Treausre and has a long list of achievements to commend. The School and the P&C express our immense gratitude to Mel for all her hardwork. **Thank you Mel, you will be missed!** |
| **PROPOSED MOTION** | "That the P&C fund up to $200 for printing of the Birdwing Butterfly Sign."<br>Moved: Mel Venz ; Seconded: Amanda Merrick; Carried |
| **Tuckshop Subcommittee Report – see Att 5.3**<br>**Michelle Seymour (Convenor)**<br>Barb Reid<br>Robert and Melissa Wheaton | **Read the full report at Attachment 5.3.**<br>**Noted:**<br>• Term 4 has seen an **increase** in order numbers.<br>  ○ Hot Dog Day - 273 sold<br>  ○ Sushi Day (Oct) - 176 sold<br>• Term 4 Special Days to come, based suggestions from Sept P&C Meeting:<br>• **Sushi Day** - Thursday, 16 November 2023<br>• **Ice Cream Day** - Thursday 7 December 2023<br>**For discussion:**<br>• Currently short staffed with a staff member away, with no return date advised at this stage.<br>• Quote received to repair plumbing - $814.00 inc. GST – School can fund these repairs with thanks, Michelle and Annelyse to discuss.<br>• The Tuckshop requests movable trolleys, motion moved below. |
| **MOTION** | "That the P&C fund movable trolleys for the tuckshop, up to $1000."<br>Moved: Amanda Merrick; Seconded: Mel Wheaton; Carried |
| **Uniform Shop Subcommittee Report – see Att 5.4**<br>**Melissa Wheaton (Convenor)**<br>Michelle Seymour | **Read the full report at Attachment 5.4.**<br>**Noted:**<br>• Second-hand uniforms are still selling faster than they can be placed on the rack.<br>• The updated uniform information pack for the 2024 Preps has been distributed at the orientation sessions. The information |

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| | pack for new CHSS students not coming through Prep orientation sessions is also nearing completion.<br>• New volunteers have filled the Uniform Shop Prep Orientation session requirements. Unfortunately these volunteers are not available for Monday uniform shop opening hours.<br>• Michelle Seymour, Tuckshop Convenor, has generously given approval for uniform stock to be placed in the Tuckshop during the Uniform Shop fit out.<br>• Bucket hats delivery delayed, another order placed with another supplier, will consider supplier options.<br>• 2024 Prep Parents have requested old very stained uniforms to purchase that their children can wear to Kindy/Childcare. Donated uniforms that were useful only for upcycling will be available for purchase at the next 2024 Orientation Session for $2 per item.<br>**Discussed:**<br>• **We need more uniform shop volunteers** including for back to school and stocktake, Facebook comms planned.<br>• Volunteer un-pickers to support the upcycling of old uniforms into new products would be very much appreciated, currently Mel W and Carene do it all, with thanks to them.<br>• We've sold out of some uniform sizes that have sold faster than in previous years and will need to reorder, numbers to be discussed.<br>• A placement appropriate for the School and the Uniform Shop for the **second-hand uniform donation's basket** is still to be found. Donations this year have been significantly lower than previous years.<br>o Members discussed the option of a **chute in the Uniform Shop door** for donations to go through, Claudi to consider options, with thanks.<br>o The School is keen on keeping the donation location with the Uniform Shop. Chute would need to lock.<br>o The School offers to contribute to funding to making the Uniform Shop Donation Location plan work, with thanks.<br>o A temporary donation basket can be at the turning circle in the mornings with Helping Hands, it would then be moved with the HH staff and emptied by Mel, with thanks<br>o Suggestion of a Uniform Donation Day callout, or similar.<br>• Stocktake discussed, December 7th, volunteers needed please!<br>o **Qkr! will be closed from 4pm Dec 6th until Jan 1st.**<br>• The Uniform Shop requests funding for a **fold up bench seat**. |
| **PROPOSED MOTION** | "That the P&C fund up to $55 for fold up bench seat."<br>Moved: Mel Wheaton ; Seconded: Cath Nichols ; Carried |

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| **Digital Communications Subcommittee**<br>**Rebecca Kierle (Convenor)**<br>Ian Burns | **Noted:**<br>• Regular comms distributed through social media, school newsletters, via class parent reps and on noticeboards.<br>• Ongoing maintenance of the CHSS P&C Website, with thanks. |
| **Grants Subcommittee**<br>**Genevieve Murray (Convenor)**<br>**Report – see Att 5.6** | **Read the full report at Attachment 5.6.**<br>**Noted:**<br>• Neither the Cancer Council nor NAB grants were successful. I have requested feedback for both applications.<br>• Gen is still waiting on the results of the Queensland Day Grant.<br>• There are two grants with early 2024 deadlines that Gen will be working on over the summer:<br>o RACQ Foundation Community Grant Program<br>o Brisbane Airport Community Giving Fund<br>**Discussed:**<br>• Volunteer Grant likely around $4K.<br>• Jack from Helping Hands offered to provide a letter of support to assist with grant applications if needed, with thanks. |
| **CPR Facilitator**<br>**Catherine Nichols**<br>**Report – see Att 5.7** | **Read the full report at Attachment 5.7.**<br>**Noted**:<br>• The World Teacher's Day appreciation event hosted by the P&C and Cath was a success, **thanks** to everyone who helped.<br>**Discussed:**<br>• Jot Form approval discussed.<br>o Add link to class/teacher notification email.<br>• A **WhatsApp CHSS P&C Community for 2024** has been set up.<br>o Members other than admin won't be able to see phone numbers of other members.<br>o For announcements that can only be posted by admin.<br>o Discussed options for communicating how the WhatsApp community will work to improve communication.<br>• Cath proposes **Coffee on the Oval with the P&C in term 1 week 2 FRIDAY – 2nd Feb,** Rich Pour can be there for parents to purchase coffee and have a chat, community building for new families and anyone who wants to join in. Good for new families.<br>o Will have info about the P&C and encourage new volunteers. |
| **Motions on Notice** | Nil |
| **Closing** | |
| **Applications for membership** | Nil new membership applications for acceptance. |

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| **Date of next meeting** | The 2024 Annual General Meeting will be held on 13 Feb 2024 at 6:30pm and the next General Meeting will be held immediately following. |
| Close | Meeting closed at 9:04pm. Thank you to everyone who attended! Thank you, goodbye and best wishes to those team members who are leaving us at the end of this year. Thank you for a great 2023 and looking forward to seeing many of the same team back for more fun in 2024! Happy Holidays! |

**Confirmation of minutes**
**Chair name: Oriel Morrison**

**Signature: _____ Date: _____/_____/_____**

# CHAPEL HILL STATE SCHOOL

## PARENTS AND CITIZENS' ASSOCIATION

## GENERAL MEETING ATTENDANCE REGISTER – 14 NOVEMBER 2023

STRIVING FOR EXCELLENCE

| Name | Present | Apology |
|---|---|---|
| **Staff Leadership Team** | | |
| Stewart Jones (Principal) | x | |
| Tal Mitchell (Deputy Principal) | x | |
| Craig Jordan (Deputy Principal) | | x |
| Rysia Pritchard (Deputy Principal) | x | |
| Carolyn Harris (Chaplain) | x | |
| Annelyse Strong (Business Admin) | x | |
| **Honorary Life Members** | | |
| Jane Fountain (B&G Subcommittee Member) | x | |
| Melanie Venz (2023) (B&G Subcommittee Convenor) | x | |
| Robyn Arthur | | |
| Val Balnave | | |
| **Executive Members** | | |
| Oriel Morrison (President) | X | |
| Amanda Merrick (Vice President, OSHC Liaison) | X | |
| Eve Jenkins (Secretary, H&W Subcommittee 2024) | X | |
| Greer Bystrycki (Treasurer) | X | |
| **Subcommittee Members** | | |
| Alice Cottrell | | |
| Carene Hogg | | x |
| Catherine Nichols (CPR Facilitator) | x | |
| Genevieve Murray (Grants Convenor) | | x |
| Ian Burns (Communications Subcommittee) | x | |
| Melissa Wheaton (Uniform Shop Convenor) | x | |
| Michelle Seymour (Tuckshop Convenor) | | x |
| Rebecca Kierle (Digital Communications Convenor) | x | |
| Sam Bysouth (B&G Subcommittee) | | x |
| Stanley Kierle (B&G Subcommittee) | | x |
| Tom Mittelman (H&W Subcommittee Convenor 2024) | x | |
| **Members** | | |
| Amber O'Neill (H&W Subcommittee 2024) | | x |
| Ana Silva | | |
| Claudi Bird | x | |
| Jacquelyne Cope | | |
| Katrina Swalwell | | |
| Laura Pyke | x | |
| Penelope Jessup | | |
| Robert Canning | | x |
| Simon Gill | | x |
| **Visitors** | | |
| Jack and Caitlin from Helping Hands | xx | |

**Table 1. ACTION ITEMS WITH PROGRESS NOTES**

| ASSIGNED TO | ITEM | PROGRESS |
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| Melissa Wheaton<br>School Team<br>Oriel Morrison | Find an appropriate place to put the second-hand **uniform donations basket** that works for the School and the Uniform Shop. | **In progress** – Planning for creation of a **donations chute** basket in the shop door. |
| Melissa Wheaton<br>Tom Mittleman<br>Rebecca Kierle | Proposed **fridge magnet** for CHSS important numbers and contact details +/- sponsorship. | **In progress -** Planning ongoing, quotes received. |
| Oriel Morrison<br>Amanda Merrick<br>School Team | A new **artist created mural** – planning complete, work planned for the holidays. | **Near completion** - Planning complete, work pending. |
| Exec Team<br>Events Team<br>School Team | **Christmas Concert** - bookings in place and planning ongoing. **Christmas Goody Bags** will be sold on Qkr! for $10 each to be collected on the day. | **Near completion** - Planning and packing ongoing. |
| **B&G Team**<br>School Leadership | **Recycling** - Containers for Change bins trial commenced. Policy being discussed ongoing. | **Near completion –** Ongoing discussions between the B&G team and the School. |
| B&G, Uniform<br>P&C Executive<br>School Team | **Uniform Shop Fit Out** - Planned to proceed with P&C to fund completion of the works required for effective functionality asap. | **Near completion** – Contracts signed and work planned to proceed over the holidays. |
| **B&G Team**<br>Jane Fountain<br>Annelyse Strong | **Birdwing butterfly vine plantings** and consideration of an Interactive Panel about the life cycle of the butterfly. | **Near completion** – Sign created and planned for printing, vines planting location options discussed 🦋 |
| **COMPLETED** | **ITEM** | **PROGRESS** |
| Greer Bystrycki | Greer contacted the **Qkr!** developers to discuss options to improve functionality, with thanks. | **Completed** |