CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

SECRETARY'S REPORT - SEPTEMBER 2023

Date: 12 September 2023
Time: 6:30pm
Location: CHSS Conference Room 2

STRIVING FOR EXCELLENCE

Table 1. ACTION ITEMS FROM 9 AUGUST 2023 GENERAL MEETING WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
Oriel Morrison Eve Jenkins	From the August GM: The all new for 2024, CHSS P&C Health and Wellbeing Subcommittee will be considered if we can find a convenor and subcommittee members - Oriel requested top of the action items next meeting, members keen on the idea of the new subcommittee, discussed involving Tal Mitchell, talk about complementing school health and wellbeing plans with P&C plans. **CHSS P&C Health and Wellbeing Subcommittee - Commencing 2024!** Subcommittee Convenor: **Tom Mittelman** Subcommittee Members: **Amber O'Neill, Eve Jenkins, Oriel Morrison,** and more to come! If you're interested in contributing your time and ideas, please email Eve at secretary.chapelhillpandc@gmail.com.	**Confirmed** **Plan**: A new subcommittee with the scope of promoting the physical, social, psychological, and emotional wellbeing of students, parents, and caregivers, in partnership with the school and local community. **Proposed mission statement:** To provide opportunities for students and their families to be active, eat well, improve health literacy, give back, connect more, be mindful and embrace our natural environment and healthy lifestyles.
Oriel Morrison Amanda Merrick School Team	Planning new artist created murals x 2 - positions discussion, proposed sourcing quotes and discussing further at next meeting.	**In progress - Planning underway,** Amanda and Oriel to update us.
Greer Bystrycki + Qkr! operating members	Greer plans to contact the Qkr! developers to discuss if there are options to improve functionality as discussed at the meeting.	**In progress - Qkr! contacted,** Greer to update us.
Melissa Wheaton Tom Mittleman Rebecca Kierle	Proposed fridge magnet for CHSS important numbers and contact details +/- sponsorship.	**In progress -** Planning underway, quotes received, awaiting updates.
Oriel Morrison Amanda Merrick Events Team School Team	Christmas Concert - discussing format and plans including more food trucks and options to avoid long queues, plan to have motion at next meeting for costs related to Xmas concert.	**In progress -** Underway with progress to be discussed later at this meeting by Events.

B&G Team School Leadership	**Recycling** - Containers for Change bins trial commenced. Policy being discussed ongoing.	**In progress -** Underway with progress to be discussed later at this meeting by B&G.
B&G Team Oriel Morrison	**Prep Playground Turf Repairs** - Artificial turf in the prep playground to be replaced and additional turfed area created for mini sports field area.	**In progress -** Underway with progress to be discussed later at this meeting by B&G.
B&G Team Uniform Team P&C Executive School Team	**Uniform Shop Fit Out** - Planned to proceed with P&C to fund completion of the works required for effective functionality asap.	**In progress** – Quotes have been received, to be discussed later at this meeting.
Melissa Wheaton School Team 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 -** As per Mel W, a placement appropriate for the School and the Uniform Shop for the second-hand uniform donations basket is still to be found.
B&G Team Jane Fountain Annelyse Strong	**Birdwing butterfly vine plantings** and consideration of an Interactive Panel about the life cycle of the butterfly.	**In progress** - Planning for completion of project, updates will be discussed as available.
B&G Team Oriel Morrison Amanda Merrick Gen Murray Stewart Jones	**Oval playground upgrade**. Artificial turf problems, structural issues, outdated. Inspection has occurred and the equipment deemed safe. Members keen area remains a playground.	**On hold** - GCBF Grant likely to be our match for this project, to be applied for in 2024.
COMPLETED	**ITEM**	**PROGRESS**
Tal Mitchell Oriel Morrison Amanda Merrick	**Soccer Goals** - Free Dress Day promotions went well, total $1753 raised! Goals produced and ready for use!	**Completed** - Fundraising success, comms success!



Table 2. EMAIL AND POSTAL CORRESPONDENCE REGISTER - SINCE LAST GENERAL MEETING

INCOMING				
DATE	**EMAIL/POST**	**FROM**	**DESCRIPTION**	**ACTION**
25/07/2023	Email	P&Cs Qld Admin	Parent Talk Newsletter	Forwarded to Exec and more
27/07/2023	Email	Cr Greg Adermann, Pullenvale Ward	Pullenvale Post Newsletter	Forwarded to Exec and more
15/08/2023	Email	Civiq - School Drinking Fountains supplier	Promotional material	Forwarded to Exec and more
24/08/2023	Email	Greens Senator for Queensland	Promotion for "Save Our Public Schools"	Forwarded to Exec and more
30/08/2023	Email	P&Cs Qld HR Support Service Team	Info about the Qld State Awards wage rates	Forwarded to Exec and Admin
06/09/2023	Email	P&Cs Qld	September Newsletter	Forwarded to Exec and more
August, September	Emails	Various suppliers	Product promotions	Forwarded as appropriate
August, September	Mail	Various suppliers	Product brochures	Distributed at school and meetings
OUTGOING				
DATE	**EMAIL/POST**	**TO**	**DESCRIPTION**	**ACTION**
Many	Email	Various	Subcommittee correspondence	Catalogued by subcommittees
Many	Post	Various	Subcommittee Correspondence	Catalogued by subcommittees

Table 3. URGENT EXECUTIVE ACTIONS REPORT - SINCE LAST GENERAL MEETING

DATE	MATTER	TYPE	FOR	AGAINST	DECISION
24/08/2023	"The P&C executive team moved an urgent executive motion that the P&C fund up to $1800 to purchase a new Dishwasher for the Tuckshop." * The Tuckshop dishwasher broke with an error code indicating heat pump element burnout, in a 10-year-old, hardworking machine. It's time for an upgrade and the Executive Team approved this urgent action.	Exec	Oriel Morrison Amanda Merrick Greer Bystrycki Eve Jenkins	Nil	Carried