CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizen's Association

SECRETARY'S REPORT

Action Items from 14 February 2023 General Meeting (with progress notes)

Type	Assigned to	Description	Status
Completed - amended	Annelyse	Follow up on Gambling Fund works to get them locked in asap.	**Completed** prior to Feb meeting.
Completed - amended	Mel Venz	Look into installing a weather strip on the external uniform shop door.	**Completed** prior to Feb meeting, with thanks to Tony Buckley.
Existing - amended	Oriel Morrison Stewart Jones	Considering fundraising for extension of prep school room decking platform, ie. decking space extending out from the classrooms to make it easier for students to transition in and out of the classroom, space for investigations, etc.	**In progress** - amended - assigned to Oriel and Stewart. B&G notes to discuss at GM.
Existing	Mel Wheaton	Obtain advice from Emma Lanigan for having over 65s as volunteers.	**In progress**
Existing	Emma Doolan, B&G Committee	Emma to progress on New Tuckshops grant and B&G to obtain quote for fit out.	**In progress**
Existing	Oriel, Bec, Stewart, Annelyse	Progress locations and final options for noticeboards.	**In progress** – considering locations – Bec has sourced quotes – deciding location, likely post in ground.
Existing	Stewart Jones Mel Venz	P&C to collaborate with the school to incorporate an upgrade to the prep playground into the grant application for tuckshops and playgrounds - Stewart to reach out.	**In progress**
Existing	Stewart Jones	STEM student playground classroom project. Considering joint school / P&C project.	**In progress**
Existing	Stewart Jones Annelyse Strong	School and P&C to collaborate on tuckshop grant.	**In progress**

Type	Assigned to	Description	Status
Existing	Melanie Wheaton	Quotes for temporary internal fit out for Uniform Shop. Once costings are out, inter-meeting decision will be considered. Fixings need to be approved by the school.	**In progress.**
Existing	An Tong Genevieve Murray	*Extraordinary Disaster Assistance Recovery Grants - up to $50,000* – applying to repair flood damaged cricket nets & astro-turf. Applications close 10 March 2023. Quotes received. Application 70% completed.	**In progress**
Existing	Oriel Morrison	Potential fundraising option of selling naming rights to the new oval sandstone blocks, or consider this for another structure/project in the lead up to the CHSS 50th anniversary.	**In progress**
Existing	Oriel Morrison Stewart Jones	Consider a SurveyMonkey asking parents if they would use and pay for a local bus service, after making enquiries so that information including fees could be included with the survey.	**Completed**: Survey launched - for the parents and teachers - once we have results (together with discussion with the school leadership) we will update the fundraising goals.

Email and Postal Correspondence Register

Incoming				
Date	**Email/ Post**	**From**	**Description**	**Action**
13/03/2023	Email	Starry Nights Outdoor Movies	Outdoor movie fundraising promotion information.	Sent to Events
14/03/2023	Email	P&Cs Qld Admin	Chapel Hill SS - 2023 P&C ANNUAL MEMBERSHIP & INSURANCE RENEWAL	Motion passed at Feb GM to pay full amount. Note payments due March 31.
16/03/2023	Email	Budget School Gifts	Promotion for sale of items at schoolfundraisinggifts.com.au	Sent to Events
17/03/2023	Email	Pullenvale Post	17th February 2023 Newsletter	For information only
20/03/2023	Email	BOQ Internet Banking	Payroll transactions to be approved.	Attentioned by Treasurer ???
22/03/2023	Email	Promo City	Promotion for sale of items at promocity.com.au	Sent to Events
01/03/2023	Email	LNP MP David Crisafulli	“Battle against youth crime”	For information only
06/03/2023	Email	Peter Inmon, Just Country Australia	Offer of donation	Offer accepted, events Committee worked out details.
07/03/2023	Email	Moggill Electorate Office	Request to attend AGM	President informed Office of of passed AGM date and invited MP Dr Rowan to attend next GM.
09/03/2023	Email	Pullenvale Post	9th March 2023 Newsletter	For information only. Included the news of our new “School Zone” road markings.
10/03/2023	Email	P&Cs Qld	P&C-e news March 2023	For information only
12/03/2023	Post	Melrose Key Lawyers	CHSS Silent Auction Prize	To Prize Winner
12/03/2023	Post	BOQ	Statement Account 20661203 29-Oct-22 to 28-Nov-2022	To Treasurer
12/03/2023	Post	BOQ	Statement Account 20661203 29-Nov-22 to 28-Dec-2022	To Treasurer
12/03/2023	Post	BOQ	Statement Account 20661203 29-Dec-22 to 28-Jan-2023	To Treasurer
12/03/2023	Post	BOQ	Statement Account 20661199 02-Nov-22 to 01-Dec-2022	To Treasurer
12/03/2023	Post	BOQ	Statement Account 20661199 02-Dec-22 to 01-Jan-2023	To Treasurer

12/03/2023	Post	BOQ	Statement Account 21531282 02-Oct-22 to 01-Jan-2023	To Treasurer
12/03/2023	Post	Qld Gov Blue Card Services	Issue of Blue Card notification	Filed
12/03/2023	Post	P&Cs Qld	Parent Talk newsletters	To March GM
12/03/2023	Post	Zero Sports	Promotional material regarding Year 6 shirts	To Annelyse
12/03/2023	Post	PersonaliTees	Promotional material regarding Year 6 shirts	To Annelyse
12/03/2023	Post	CBA	Statement 064152009001180 1 Nov 2022 to 31 Jan 2023	To Treasurer
12/03/2023	Post	Australian Fundraising x 3	Promotional material	To Events

Outgoing				
Date	**Email/Post**	**To**	**Description**	**Action**
06/03/2023	Email	Cr Adermann from Alice Cottrell	Thanks for previous support, notifying of date 3 June 2023 for CHSS Festival, discussing sponsorship opportunities and BCC bins for the event.	Cr Adermann confirmed $500 and 2 marquees for the festival, promotion in media. Suggested to apply for next year's funding in Aug/Sept 23 - agenda item added to discuss '24+/-'25 Festival dates at next GM.

Urgent Executive Actions Report

Date	Matter	Type	For	Against	Decision
07/03/2023	Decision to pay $5/month for Emma to claim tuckshop expenses on the Xero Expenses app. This will ensure an easier process for claiming expenses, and less data entry for our administrator, noting we can stop the $5/month payment at any time if this process is not suitable.	Exec	Greer Bystrycki Oriel Morrison Eve Jenkins Matthew Pearce	-	Passed