CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association

GENERAL MEETING MINUTES

Details	Tuesday, 14 February 2023	8:10pm	**Conference Room 2** (*on the admin side of the Resource Centre*).

Agenda items		Details
General	Open and welcome **Oriel Morrison**	1. Meeting opening: The President welcomed the members and executive committee to the first general meeting of the year and gave an Acknowledgement of Country.
Previous meeting	Secretary's report **Eve Jenkins**	2. Apologies (current members): Carene Hogg, Tal Mitchell. 3. Confirmation of the minutes of the previous general meeting – see **Att 1.1** **Motion:** That the minutes be confirmed as a true and correct record of the meeting held 8 November 2022 as amended. **Moved:** Eve Jenkins; **Seconded:** Rebecca Kierle; **Carried** 4. Business arising from the minutes of the previous general meeting – see **Actions from the meeting.** 5. Correspondence received since the previous general meeting (inward and outward) – see **Att 1.2** **Motion:** That the inwards correspondence be received, and outwards be endorsed. **Moved:** Eve Jenkins; **Seconded:** Melanie Venz; **Carried** 6. Business arising from the correspondence ● **Discussed**: Stationery Aid Initiative - an Australian not for profit organisation started in 2020 to divert stationery waste from landfill and support more disadvantaged school students and their families. They collect, sort, clean, renew and donate excess and used education resources. ▪ Melissa Wheaton has a bucket at the uniform shop for this initiative. Parents are welcome to bring in unwanted stationery as well as school shoes and generic uniform items such as plain polo shirts. ▪ Discussed circulating email to CPRs, posting on Facebook and other comms to raise awareness of this initiative which will run all year long. 7. Table Executive Committee's decisions – see **Att 1.2**

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Executive presentations	President's report **Oriel Morrison**	**8.** Report – nil • **Noted**: New executive welcomed - Amanda, Eve, Matt and Greer. • **Noted**: Previous executive thanked - Secretary Penelope and Treasurer Jacquelyne thanked for their huge contributions. • **Noted**: New Grants Subcommittee Convenor Genevieve Murray thanked for stepping into the role. • **Noted**: Previous Grants Subcommittee Convenor An Tong thanked for winning close to fifty thousand dollars in grant funding. • **Discussed** events for 2023, special tuckshop days being planned • **Discussed** the oval projects - work on sandstone seating on the oval has commenced, work on the shade structure over the playground will commence this term, with thanks to Mel Venz and the Building and Grounds team. • **Discussed fundraising goals for 2023 and President's current wishlist:** Completion of the Tinbeerwah Place entrance footpath, completion of the Uniform Shop fitout, replacement of artificial turf in the prep playground, STEM student playground classroom, and extension of the covered decking the for prep and year 1 areas. • **Discussed** plan for SurveyMonkey to be sent to parents (and separately to teachers also) to create a wishlist for the school while improving understanding of the purpose of fundraising through events and inviting everyone to contribute. Treasurers offered to include a graph showing where P&C expenditure goes. **Motion:** That the P&C set up a SurveyMonkey to ask for ideas from parents and teachers. **Moved:** Rebecca Kierle; **Seconded:** Matthew Pearce ; **Carried**
	Treasurer's Report **Greer Bystrycki/ Matt Pearce**	9. Treasurer's commentary for the month – see **Att 3.1** **Discussed** revenue activities and funds held in trust as per treasurer's report. **Discussed** Year End Wrap as per Treasurer's Report. **Discussed** funds held in trust as per Treasurer's Report. 10. P&L – see **Att 3.1**

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		11. Balance Sheet – see **Att 3.1** Discussed: Annual insurance renewal is coming up in February in the amount of $2630.53. **Motion:** That the annual insurance from Marsh be renewed and paid in the amount of $2630.53. **Moved:** Eve Jenkins ; **Seconded:** Stewart Jones ; **Carried** **Motion:** That the Treasurer's report be accepted and payments as listed be endorsed. **Moved:** Eve Jenkins ; **Seconded:** Mel Wheaton ; **Carried**
School presentations	Principal's and Deputies' report **Stewart Jones**	12. Report – see **Att 4.1** ● **Noted:** Official total enrolments for this year is 826 students. ● **Noted**: We welcome Louise Kliese (HOC/Ignite teacher), Isabelle Porter (Yr 3 Teacher), David Worland (Yr 6 teacher), Kathy Nelson (Admin Officer) as new staff to our school community. ● **Noted**: Traffic flow issues into Ironbark Road after 3pm - best to have all cars entering the school from the school side of the road. ● **Noted**: Proposing to add a fence between the turning circle and the Hall. Also considering a boom gate in front of the Hall pedestrian crossing to help ensure safe student access to and from the Hall. ● **Noted**: NAPLAN has moved to Term 1 for Yr 3 and Yr 5 students – this is for all schools in Australia. ● **Noted**: 2023 is the final year of the school's strategic plan (2020 to 2023), ongoing work to be done. The school is also preparing for the next four year strategic plan (2024 to 2028). ● **Discussed** Queensland government still proposing a new western suburbs state primary school, details uncertain. ● **Discussed** guidance officer time at the school has increased to three days a week. ● **Discussed** that the two air conditioners in the Prep/Grade 1 corridor have fans that exhaust hot air outside the classrooms of 1S and 1DE. It is proposed that these be moved onto the roof at a cost of $3900 per unit. **Motion:** That the P&C allocate $7800 for the relocation of two air-conditioners onto the roof of the year 1 classrooms.

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		Moved: Stewart Jones ; **Seconded**: Melanie Wheaton ; **Carried**
		Motion: That the Principal's and Deputies' report be accepted as tabled. **Moved: Eve Jenkins**; **Seconded : Mel Wheaton** ; **Carried**
	Chaplaincy **Carolyn Harris**	13. Report - See **Att 4.2** • **Discussed**: looking for more members of the local chaplaincy committee (LCC), volunteers are needed including a treasurer, communication will be sent out regarding this. • **Noted:** About to commence Rockhopper program – (building resiliency/reducing anxiety) for small groups of yr 1 and 2 students - waiting on referrals from teachers. • **Noted:** Shortly to commence Rock and water program with senior school with Katie Stephan – group still being organised.
	Business Manager **Annalyse Strong**	14. Report – nil Planned excursion activities to be endorsed by the P&C. Annelyse tabled the document - unavailable at the time of distributing minutes with apologies, to be distributed with the next meeting minutes. **Motion:** That planned excursion activities are endorsed by the P&C. **Moved**: Annelyse Strong ; **Seconded**: Matthew Pearce ; **Carried**
Sub-committee reports and business	Events **Oriel Morrison**	15. Report – see **Att 5.1** • **Discussed**: The P&C is looking for a convenor for the bush dance bar who will organise alcohol, ensure RSA requirements are met and recruit volunteers. Greer has a potential candidate in mind. • **Discussed**: The P&C is looking for a volunteer to organise Mother's Day. It was suggested that the Mother's Day gift buying process could be simplified this year, to be discussed in more detail at the next meeting. • **Discussed: 50/50 raffle** – Proposal to start the 50/50 raffle immediately and have it run and promoted all year or until we reach $25,000. **Motion:** That the 50/50 raffle be started immediately with an open-ended draw date (no later than the Christmas concert) and advertised all year or until sales reach $25,000. **Moved:** Eve Jenkins; **Seconded:** Melanie Venz ; **Carried**

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	• **Discussed:** Upcoming event dates for 2023, as per Event Subcommittee Report, Att 5.1 • **Discussed:** Colour Run supplies needed including Holi Colour Powder and Zooper Doopers. Holi Colour cost reduced thanks to Amanda consolidating all the half used containers from last year. **Motion:** That the P&C approve spending of up to $600 on Holi Colour Powder and up to $200 on Zooper Doopers for the Colour Run. **Moved**: Eve Jenkins ; **Seconded**: Catherine Nichols ; **Carried**
Building and Grounds **Melanie Venz**	**16.** Report – see **Att 5.2** • **Noted:** Oval Shaded Amenities Project – Sandstone has been delivered and work has commenced. • **Noted**: Good survivorship of planted trees thus far. Project due for sign-off completion in April 2023. • **Discussed**: Request from Uniform Shop Convenor to install a weather strip on the external uniform shop door to prevent dust coming in. ▪ **Action**: Mel to look into appropriate strip and installation. • **Noted:** Uniform Shop is working with the Qld Public Health Unit (Metro North) on fit out standards to allow for food preparation. • **Noted:** Thanks and appreciation to David Fearn, retiring from the B&G Committee at the end of 2022. David has been an incredibly knowledgeable and active member of the team since 2018 and will be greatly missed. • **Discussed**: Plan to incorporate an upgrade to the prep playground into the grant application for tuckshops and playgrounds. ▪ **Action**: Mel and the B&G team to collaborate with Stewart and the school on the application. • **Discussed**: Tinbeerwah Place entrance footpath project in progress. • **Discussed**: STEM student playground classroom project - considering room adjacent to meeting room, school funding, planned for curriculum support and extracurricular activities. ▪ **Action**: Stewart considering making this a joint school and P&C project.

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	● **Discussed**: Considering fundraising for extension of prep school room decking platform. ▪ **Action**: Mel and Stewart to consider options. ● **Discussed**: Funding priorities will go towards incomplete projects. School and P&C to collaborate on tuckshop grant - ▪ **Action**: Stewart and Annelyse to move forward on this.
Tuckshop **Emma Doolan**	**17.** Report – see **Att 5.3** ● **Discussed:** Purchase of a new laser printer for up to $300. Needs to have capability to print labels every day. **Motion:** That the P&C approve the purchase of a new laser printer for the tuckshop, up to a cost of $300. **Moved:** Eve Jenkins ; **Seconded:** Mel Wheaton ; **Carried** ● **Discussed**: Transition to Qkr! going well. Need for additional communications regarding how parents order using Qkr! ● **Noted**: Wendy is the new Coffee Coordinator, doing a wonderful job selling coffee from the tuckshop on Monday and Friday mornings.
Uniform shop **Melissa Wheaton**	18. Report – see **Att 5.4** ● **Discussed**: Quotes to be sourced for temporary internal fit out including ceiling sheeting, customer service desktop, interior wall painting, clothes hanging rack, power point, large whiteboard fixed to a wall and a narrow desk. ▪ **Action**: Mel W to look at costings. Consider inter-meeting decision once costings are out. Fixings need to be approved by the school. ● **Discussed:** Inventory top up order and indent order. **Motion:** That the uniform shop be given a budget of $20,500 to purchase inventory for top up of stock. **Moved:** Melissa Wheaton ; **Seconded:** Rebecca Kierle ; **Carried** ● **Noted:** New volunteers successfully recruited. Dedicated cashier on Monday mornings improving customer waiting times. ● **Noted**: Supply chain issues - stock taking longer to arrive – led to delay in certain items.

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		• **Noted**: Unfortunately the internet signal is very weak in the Uniform Shop area which causes problems for EFTPOS. Some discussion about whether there may be options to boost the wi-fi coverage in the school. No action item added at this stage.
	Digital Communications **Rebecca Kierle, Ian Burns**	**19.** Report – see **Att 5.5** • **Noted:** The Jotform reached 429 people. More parents are reading the Newsletter and interacting with the Facebook posts now than late last year, likely due to it being early in the year. • **Discussed:** Rebecca highlighted concerns with regard to emails from the school and updated Stewart on the issue. Currently parents are receiving reminders to pay an invoice for a student excursion, prior to receiving the invoice requesting payment. • **Discussed:** It was suggested that teachers could send out the Jotform link in their welcome emails next year.
	Grants Update **An Tong**	**20.** Report – see **Att 5.6** • **Noted:** *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 – An will complete this, with thanks.
		Motion: That the subcommittee reports be accepted. **Moved:** Eve Jenkins; **Seconded:** Penelope Jessop ; **Carried**
Motions on notice	**Eve Jenkins**	21. Nil
Other business	**Oriel Morrison**	Other items: 22. **Discussed**: Potential fundraising option selling naming rights on the new oval sandstone blocks. Families could have a plaque/tile on the seat to show their support of the school and the seating project, leaving a lasting legacy**.** • Concerns expressed - difficulty affixing plaques to brittle sandstone, sharp edges and the risk of vandalism are significant concerns raised by the B&G team. Also, the sandstone blocks were acquired through a grant, so their cost has already been accounted for. • An alternative suggestion was that the P&C could consider another project or structure to collect donations for in this

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		manner. Jane suggested that this could be in relation to the CHSS 50th Anniversary, now six years away. ▪ **Action**: Oriel to consider the above options. ● **Discussed:** Considering the option of arranging a local school bus for students, following parent enquiries. It was considered unfeasible for the school to provide the service and it is understood that the council will not offer to add a bus service to the area. A commercial operation may be interested in running this on a fee for service basis. A local bus could reduce traffic around the school and improve school access. ▪ **Action**: Create 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. ● **Discussed**: Options for supervision of children from 8am. Parents have voiced concerns that the undercover area is very busy and noisy. School may consider moving Grade 2s to upper covered area. Note the school does not run a formal before school service; Helping Hands offers care and activities for the students before school, whereas the school only offers supervision. ● **Discussed**: Following some miscommunication issues, guidelines to parents going forward need to be clear regarding where children are meant to meet in the morning.
Applications for new membership and recording of new members	**Eve Jenkins**	**23.** New membership applications for acceptance: nil (see AGM membership acceptances).
Next meeting	**Eve Jenkins**	24. Tuesday, 14 March 2023
Close	**Eve Jenkins**	25. 9:58pm

Confirmation of minutes

Chair name: **Oriel Morrison**

Signature:

Date:

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GM Attendance Register – 14 February 2023 (adults present)

Name	Present	Apology
Staff Leadership Team		
Stewart Jones (Principal)	x	
Craig Jordan (Deputy Principal)	x	
Tal Mitchell (Deputy Principal)		x
Rysia Pritchard (Deputy Principal)		x
Shelley Fanning (Head of Curriculum)		
Louise Kliese (Head of Curriculum)		
Tina Wogandt (Head of Curriculum)		
Carolyn Harris (Chaplain)	x	
Annalyse Strong (Business Admin)	x	
Honorary Life Members		
Jane Fountain	x	
Robyn Arthur		
Val Balnave (Bevege)		
Melaniel Venz (2023)	x	
Members		
Amanda Merrick	x	
Carene Hogg		x
Ian Burns	x	
Jacquelyne Cope	x	
Melissa Wheaton	x	
Oriel Morrison	x	
Penelope Jessup	x	
Rebecca Kierle	x	
Eve Jenkins	x	
Greer Bystrycki	x	
Matthew Pearce	x	
Tom Mittelman	x	
Catherine Nichols	x	
Genevieve Murray	x	
Other (active participants, membership status pending)		
An Tong		
Alice Cottrell		
Emma Doolan		x
Matt Butcher		x
Michelle Seymour		
Natasha Devos		x
Robert Canning		x
Sam Bysouth		x
Stanley Kierle		x

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Actions from the meeting:

Type	Assigned to	Description	Status
Existing	Annelyse Strong	Consider options and implement a safe and sightly option to rectify the cutouts near the front entrance of the school (Ironbark Rd).	**Completed**
Existing	An Tong, Mel Venz	Coordinate with Building & Grounds to provide list of project and priorities. List to be circulated to Comms as well.	**Completed**
Existing	Emma Doolan/ Mel Venz	Emma to check whether packaging is home compostable and let Mel know as we may be able to compost via the Environmental Club which has recently received a Junior Landcare Grant.	**Completed**
Existing	Oriel	Check P&Cs Qld's position on air-conditioning.	**Completed** P&C responsible
Existing	Tal Mitchell	Come back on 2023 cross country and colour run dates.	**Completed**
Existing	Tal Mitchell	Provide free dress dates from Student Council so that the P&C can coordinate P&C free dress days by the end of Term 1.	**Completed**
Existing	Stewart	Provide mould and leak inspection report to P&C.	**Completed** - no further leaks
Existing	Peach	Modify P&C sign up form to remove data gathering and limit to Jotform.	**Completed**
Existing	Mel Wheaton	Obtain advice from Emma Lanigan for having over 65s as volunteers.	In progress – contact details to be provided by Mel.
Existing	Emma Doolan, B&G Committee	Emma to progress on New Tuckshops grant and B&G to obtain quote for fit out.	In progress – considering options.
Existing	Oriel, Bec, Stewart, Annalyse	Progress locations and final options for noticeboards.	In progress – considering locations – Bec has sourced quotes – deciding location, likely post in ground.
Existing	Annelyse	Follow up on Gambling Fund works to get them locked in asap.	In progress
New	Mel Venz	Look into installing a weather strip on the external uniform shop door to prevent dust	In progress

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Type	Assigned to	Description	Status
		coming inside - require advice on appropriate strip to purchase and clarification on whether this can be a self-install job.	
New	Stewart Jones Melanie 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
New	Stewart Jones	STEM student playground classroom project. Considering joint school / P&C project.	In progress
New	Melanie Venz	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
New	Stewart Jones Annelyse Strong	School and P&C to collaborate on tuckshop grant.	In progress
New	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
New	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
New	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
New	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.	In progress