CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING MINUTES – 13 FEBRUARY 2024

Date: 13 February 2024
Time: AGM commences at 6:30pm, GM will follow.
Location: CHSS Conference Room 2

STRIVING FOR EXCELLENCE

AGENDA ITEM	
Opening and welcome by the Chair **President**	Meeting opened at 7:36pm. The President welcomed the members and executive committee to the general meeting and gave an Acknowledgement of Country.
Apologies	As per attendance sheet.
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 14 November 2023." Moved: Eve Jenkins; Seconded: Rebecca Kierle; Carried
Business arising from the minutes of the previous GM	**Secretary's Report - Att 1.2** 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." Moved: Eve Jenkins; Seconded: Greer Bystrycki; Carried
Table of executive committee's decisions - **Att 1.2**	Secretary tabled executive committee's decisions - Att 1.2 Discussed necessary action taken on urgent matters since previous meeting.
President's Report	
Oriel Morrison **Report – see Att 2.1**	**See report at Attachment 2.1.** Welcome to the February 2024 meeting, our first meeting of the year! We are incredibly excited to be starting the year in a strong position on a few fronts: 1. We are proud to have our 2023 executive team back together for the 2024 year - a huge thank you to **Amanda, Greer, and Eve** for once again volunteering their time and expertise to the P&C. 2. We have a full diary already planned for 2024, with many of our main acts already booked. 3. We are in a strong financial position, so are in a good place to start building some undercover eating and learning areas at the school.

	4. We have won a grant for $8000 to support our efforts at "Festival on the Hill". 5. We are on the way to winning a $4500 volunteer grant which will support all our volunteer activities. 6. We are starting the year with the launch of our 50/50 raffle - which last year earned the winner a cool $2000 right before Christmas. 7. The gorgeous Cockatoo and Lorikeet murals were completed in the Christmas holidays and look amazing! 8. The uniform shop renovation was done over the holidays - it looks great. **Discussed**: • Launching the 50/50 raffle a linking it to a specific funding goal. • More outdoor seating and undercover areas – considering areas.
Vice President	
Amanda Merrick	• Extensive support provided to the Executive Team, Events Team, and as OSHC Liaison. • Organised the beautiful new **cockatoo mural** for the school and seven small lorikeets hidden around the school as an activity for new students. • Handed over the OSHC Liason role to Tammi Levine at tonight's AGM. 
Treasurer's Report	
Greer Bystrycki	**See report at Attachment 3.1.** **Discussed:** • Uniform Shop - Uniform Shop sales are up 20% year on year compared to last year, with a $7k overall net profit to date. • Tuckshop - Tuckshop has only traded for one week this year, with a similar year-on-year sales amount. • Grants - A $2k volunteer grant was received in June from the Australian Government. $1044 of this was spent in 2023 to purchase a BBQ for volunteers to use. The remaining $956 currently sitting on the balance sheet under Deferred Grant Income until related expenses are incurred. • See full report for further info, balance sheet, P&L sheets, etc.
School Leadership Reports	
Stewart Jones **School Principal** Report Att 4.1	**See report at Attachment 4.1.**

Noted:

- The school reopened with some pretty challenging weather. The excessive heat put challenges on us all and we certainly have been thankful for P and C's ongoing support of our classroom air conditioning.
- Staffing Leadership Update: We welcome Naomi O'Kearney to the school, she has been recruited to take on our newly appointed Head of Student Support Services.
- Rysia Pritchard has taken a year of leave and we have been fortunate to have Paula Morton to act as our Prep to Yr 2 Deputy Principal position with a key focus on developing a renewed focus on reading.
- Craig Jordan has now moved into the DP role for Yr 3 and 4 and will also be leading the overall delivery of Walker Learning.
- Tal Mitchell is now leading Yr 5 and Yr 6 as well as taking on the strategic operations around whole school student wellbeing.
- Chaplaincy Update - Chappy shared in her report, below.
- The school has been given the green light for the new drop off zone at front of Ironbark St and we hope to see some boots on the ground in Term2.

Discussed: - the rest as per the Principal's Report at Att 4.1.

- P&C members expressed to the school leadership team that parents would appreciate a better understanding of the process around updating the school's current readers.
- Mr Jones explained new deputy Paula Moton's experience and her passion for the science and reading, discussed updating readers and that it is a complex process.
- The P&C may co-contribute but plan needs to be developed before considering this option.

CHAPLAIN'S UPDATE

- Chappy Carolyn introduced herself and her role to the group. Chappy operates separately from the P&C and runs her own projects and events, brings them to the P&C for endorsement.
- Chappy is considering May 9th for her next craft connection night and August 29th for her next Active Connection night.
- Chappy plans to host a welcome morning tea for new families to the school – asking for P&C reps/parents to answer questions for new parents. Claudi and Caro volunteered, +/- Mel W and Bec, planned for Tuesday 27th Feb at 9:15am after drop off.

Annelyse Strong **Business Admin**	**Discussed:** • QParents rolled out – encouraging parents to use it. • One School - invoices can be paid all at once. • Discussed SRS and voluntary financial contribution. Low participation rates. Members suggested a coordinated "giving day" could be considered. • Voluntary Contribution vs SRS – parents request clearer explanations of what they are as the process is unclear to some parents. Members requests comms in advance, prior to the start of the year/early in year, on this matter.
MOTION	"That the Principal's report and Chaplain's report be accepted as tabled." Moved: Eve Jenkins; Seconded: Amanda Merrick; Carried
Subcommittee Reports	
Events Subcommittee Report – see Att 5.1 **Oriel Morrison** Alice Cottrell Amanda Merrick	**See report at Attachment 5.1.** **Discussed:** • All out events for the year are planned in advance! – see report. • Still looking for a volunteer to ran this year's Mother's Day Stall (Note, since the meeting we have had a volunteer step up, a new school mum, Tharuka – thank you!) • Fete profitability will be more difficult this year due to loss of key sponsorships and increased ride costs. We need help with getting new sponsors on board. • Qld Day grant discussed - deliverables needed for Gen (Grants Convenor) in relation to the Festival on the Hill. • Election Day BBQ planned – since time of meeting decision made not to run two P&C events on the same day. • T&T sorting – Mel W needs the school's toilet key please so that volunteer sorters on the weekend can access toilets, please. • Colour Run coming up – Amanda leads – thank you.
MOTION	"That the P&C fund up to $750 for colour powder, ice blocks and Colour Run supplies to run a fun event for our students." Moved: Amanda Merrick; Seconded: Greer Bystrycki; Carried
MOTION	"That the P&C fund up to $10,000 for this year's Parent's Trivia night, a fun community building event." Moved: Amanda Merrick; Seconded: Eve Jenkins; Carried
Buildings and Grounds Subcommittee Report – see Att 5.2 **Claudi Bird** Sam Bysouth Jane Fountain	**See report at Attachment 5.2.** **Discussed:** • **Clean up Australia Day** is on March 3. On March 1 we could have a Clean Up Australia Day emu parade and clean up, particularly of the creek. During school hours for the kids. Claudi will coordinate with Tal. Friday March 1 acceptable. Communications planned.

	Suggest pair with an assembly talking about rubbish and recycling. • **Thank you Caro**, who has generously offered to oversee recycling at CHSS, and the Containers for Change program. Thank you, Caro!
Tuckshop Subcommittee Report – see Att 5.3 **Michelle Seymour** Barbara Reid Robert Canning Melissa Wheaton	**See report at Attachment 5.3.** **Discussed:** • Welcome to our new Tuckshop team member, Mei. • Good start to the year with order numbers. • Windows need cleaning. School informs us Gerni-ing planned for the next school holidays in April. Thank you • Tuckshop special days upcoming: **Hotdog Day 29/2, Ice Cream Day 22/3.**
Uniform Shop Subcommittee Report – see Att 5.4 **Melissa Wheaton** Michelle Seymour Zee Ngasiran	**See report at Attachment 5.4.** **Discussed:** • New fit out is great, thanks to the P&C. • Water leakage issues are being sorted out. • Thanks to the new volunteers this year. • Scrunchie makers needed! chssuniformshop@gmail.com • Mel W asked if the school uniform shop is allowed to sell hacky sacks at the Uniform Shop – this can be a seated activity – Mr Jones and Mr Mitchell gave their approval, yes they can.
Digital Communications Subcommittee Report – see Att 5.5 **Rebecca Kierle** Ian Burns	**See report at Attachment 5.5.** **Discussed:** • Ongoing promotions of all P&C activities. • Canva have changed their pricing schedule. For teams of people it was $165, now Teams is approx. $430. Discussed whether the P&C is wanting to keep Team access, which will mean another two members could access it also by paying the annual fee – members decided yes, take to a vote.
MOTION	"That the P&C fund up to $500 a Canva Teams yearly account for the P&C to more easily create communications and promotional materials for school events." Moved: Rebecca Kierle; Seconded: Eve Jenkins; Carried
Grants Subcommittee **Genevieve Murray** Report – see Att 5.6	**See report at Attachment 5.6.** **Discussed**: • Successful in obtaining the Queensland Day Grant ($8,000) that will be used in support of the Festival on the Hill. Will require us to deliver on the concept (which involves some sustainability/educational booths – UQ connections) and multicultural performances. • Discussed other grants including the Airport Grant, GBCF Grant, and more.

Health and Wellbeing Subcommittee Tom Mittelman Eve Jenkins Amber O'Neill Georgia O'Malley Tal Mitchell **Report – see Att 5.7**	**See report at Attachment 5.7.** **Noted:** • Subcommittee Launched! Thank you to everyone who helped to make this happen. 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 in collaboration with the School Wellbeing PBL (Positive Behaviour Learning) Team. We have started planning the first collaborative wellbeing event, a Friendship Workshop for Parents - thank you Sarah and the PBL team! • Saturday 16th March – P&C Obstacle Course Fun Day from 2pm until 6pm on the School Oval! – Massive inflatable obstacle courses, jumping castles, colouring and crafts, scavenger hunt, lawn games, tug of war, food trucks, snow cones, giant raffle, P&C BBQ and Bar. Tickets now on Qkr! **Discussed:** Upcoming P&C Obstacle Course FUN DAY on the school oval on Saturday afternoon, March 16th – funding discussed and site inspection planned - Stewart and Tal to attend, with thanks.
PROPOSED MOTION	"That the P&C fund up to $10,000 for the Obstacle Course Fun Day (inflatables, food, drinks, stock), with the goal of hosting a fun school community building afternoon for Chapel Hill families, with any profit to go towards Health and Wellbeing Subcommittee initiatives. Moved: Eve Jenkins; Seconded: Greer Bystrycki; Carried
CPR Facilitator **Catherine Nichols** Report – see Att 5.8	**See report at Attachment 5.8.** **Noted:** • CPRs have all been assigned for 2024 Classes and JotForm contact lists have been emailed out to them. • Lists were password protected after feedback from last year. • The 2024 Community has had positive feedback. Currently 619 members. • Coffee on the oval + meet P&C went well, Rich Pour had good sales and parents have asked when is the next one – discussed tonight. **Discussed:** • Discussed options for tying in a regular monthly parent's coffee meetup on the oval with last year's arrangement of fortnightly coffee Oriel and Stewart at the turning circle. Decided to consider a monthly Friday when parents and P&C and school leadership could meet for coffee on the school oval – on those Fridays, kids

	could be given special, supervised permission to be on the oval playground before school. Comms would need to be clear about events, with thanks.
Motions on Notice	Nil
General Business	
General business matter Presented by: Oriel Morrison	**P&C Storage Situation** • There is mould in the P&C containers under the hall and they are dangerous to access. P&C members expressed clearly to school leadership that the current situation is inadequate, and a storage solution must be found, semi-urgently. • The school informed the P&C that there is no current storage space options. • HH is constructing storage space currently – B&G to liaise and see if there's any option to join forces. Grounds committee with school is happy to consider options.
General business matter Presented by: HHN	**Discussed:** • Tristian discussed his role and experience, praised Caitlin for her excellent work with HH CHSS, discussed high enrolment numbers at CHSS. • 189 students enrolled with HH CHSS last Tuesday afternoon – the biggest number in the nation in a single service! Capacity is for 195. Will consider capacity increase if needed.
Closing	
Applications for membership	New memberships accepted at prior AGM.
Date of next meeting	The next P&C General Meeting will be held on 12 March at 6:30pm.
Close	Meeting closed at 9:43pm. Thank you everyone for attending and for your support of our school!

Confirmation of minutes
Chair name: Oriel Morrison

Signature: _____ Date: _____/_____/_____

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PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING ATTENDANCE REGISTER – 13 FEBRUARY 2024

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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)	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	
Subcommittee Members		
Alice Cottrell (Events Subcommittee)	x	
Amber O'Neill (Health and Wellbeing Subcommittee)		x
Barbara Reid (Tuckshop Subcommittee)		
Catherine Nichols (CPR Facilitator)	x	
Claudi Bird (B&G Subcommittee Convenor)	x	
Genevieve Murray (Grants Subcommittee)	x	
Ian Burns (Communications Subcommittee)	x	
Melissa Wheaton (Uniform Shop Subcommittee Convenor)	x	
Michelle Seymour (Tuckshop Subcommittee Convenor)	x	
Rebecca Kierle (Communications Subcommittee Convenor)	x	
Robert Canning (Tuckshop Subcommittee)		
Sam Bysouth (Buildings and Grounds Subcommittee)		x
Tammi Levine (OSHC Liason)	x	
Tom Mittelman (Health and Wellbeing Subcommittee Convenor)	x	
New Members		
Alina Dini		
Ana Silva		
Binny De Saram		
Carene Hogg	x	
Caroline Lawless	x	
Dheeraj Lenka	x	
Divna Haslsm		
Emily Hall		

Felicity Burns	x	
Georgia O'Malley (Health and Wellbeing Subcommittee)	x	
Jennifer Oates		
Jonathan Chuong		
Katrina Swalwell		
Laura Pyke	x	
Lauren Purves		
Natalie O'Beirne		
Nicola Krahe		
Randhika Karunatillake		
Sarah Pham		
Simon Gill		
Stanley Kierle		x
Sud Tjiputra	x	
Tharuka Prematillake	x	
Zee Ngasiran		
Visitors		
Tristan Dieben (Helping Hands) – Membership form received	x	
Caitlin Crow (Helping Hands) – Membership form received	x	

Table 1. ACTION ITEMS WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
Oriel Morrison Stewart Jones B&G team Helping Hands team	**P&C Storage Situation** • There is mould in the P&C containers under the hall and they are dangerous to access. P&C members expressed clearly to school leadership that the current situation is inadequate, and a storage solution must be found, semi-urgently. • The school informed the P&C that there is no current storage space options. • HH is constructing storage space currently – B&G to liaise and see if there's any option to join forces. Grounds committee with school is happy to consider options.	New
NAME		New / In progress
COMPLETED	**ITEM**	**PROGRESS**