CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING AGENDA - JULY 2023

Date: 11 July 2023
Time: 7pm
Location: CHSS Conference Room 2

STRIVING FOR EXCELLENCE

AGENDA ITEM	
Opening and welcome by the Chair	Meeting opens, agenda adopted, Chair requests any other items of general business that members or visitors may wish to discuss later.
Apologies	Chair acknowledges apologies (written or verbal).
Confirmation of the minutes of the previous GM - Att 1.1	Any corrections to the previous minutes are noted on the original copy. The Chair signs the confirmed copy of minutes from the last meeting.
Secretary's Report	
Business arising from the minutes of the previous GM	**Read the full report at Attachment 1.2** - Discussion of action items that have been progressed or completed.
Correspondence received since the previous GM - Att 1.2	Distributed list of inward and outward correspondence to be endorsed as per Secretary's Report.
Table of executive committee's decisions - Att 1.2	Secretary tables executive committee's decisions. Discussion of necessary action taken on urgent matters between meetings. Full particulars of actions tabled at Att 1.2.
President's Report	
Oriel Morrison **Report – see Att 2.1**	**Read the full report at Attachment 2.1.** **Noted**: • **Undercroft move** - Thank you to **Eve and Tony** who stepped up during the school holidays and spent an entire morning shepherding the removalists who moved the P&C items from the undercroft to under the school hall, into storage containers. • **Father's Day stall** - Thank you to **Cath** who stepped up to run the Father's Day stall this year, to discuss further under Events. • **Parent's Evening** - Thank you to **Amanda** for organising the Parent's Trivia Night, to discuss further under Events. • **50/50 Raffle** - ongoing, see report. Comms to promote. • **Tuckshop Convenor Role** - We are very sad to be losing our wonderful Emma who is stepping down as Tuckshop Convenor. ○ **Our new Convenor is Michelle Seymour** – welcome to the new role and thank you for taking this on! ○ We also welcome a new addition to our tuckshop staff with Yaser Naseri joining our team. **Welcome Yaser!** **For discussion:** • **Cricket Net Repairs:** The P&C has won the $10k Cricket Grant applied for last month, and Kenmore Cricket has also offered to

	add $10K. We need a total of $40K for the upgrade. We are working with the school to try and find some additional funds through the Department of Education, and we will discuss the P&C donating some funds to the project at this meeting. • **Soccer Goals:** The School Council would like to buy some soccer goals and we will be discussing with Tal Mitchell how the P&C can assist with funding at this week's meeting. **Ongoing fundraising goals for 2023** • Completion of the Timbeerwah footpath • Completion of the Uniform Shop fit out • Artificial turf in the prep playground replaced • STEM student playground classroom • Decking area for covered external extended classrooms off bottom prep rooms and year 1.
Vice President's Report	
Amanda Merrick	• Support provided to the President and the Events Team. • Parent's Trivia Night planned - further discussion under Events.
Treasurer's Report	
Greer Bystrycki **Matt Pearce** **Report – see Att 3.1**	**Read the full report at Attachment 3.1.** • Includes balance sheet, P&L statement, aged payables summary, aged receivables summary. **Noted:** • Revenue activities as per report.
Subcommittee Reports	
Buildings and Grounds Subcommittee **Report – see Att 5.2** Sam Bysouth Jane Fountain Stanley Kierle Melanie Venz Visitor: Jimmy Walters	**Read the full report at Attachment 5.2.** **Free shelters offered to CHSS** • Offer of up to 8 covered shelters bolted to concrete slabs for free inc. delivery - each 4m x 2.4m x 3m tall, worth ~$30K each. • Deadline 14 JULY to accept offer. • Please see report for details and photos. • **Jimmy Walters** will be attending the meeting, with **thanks**, to discuss the above and to answer questions. **Noted:** • Uniform shop quote fit out received. • Containers for Change recycling bins trial. • Jubilee tree planting grant progress. • Birdwing butterfly vine project. ○ Reconsidering position of plantings. **For discussion:** • **Working Bee -** Volunteer Sign Up sheet is LIVE.

	○ **Requesting Comms support** for Working Bee on 22nd ○ Advertising on Facebook and newsletter please.
Events Subcommittee Report – see Att 5.1 **Oriel Morrison** **Alice Cottrell** **Amanda Merrick**	**Read the full report at Attachment 5.1.** **Noted**: • Disco - 28 October 2023, DJ booked. • Christmas Concert - 1 December 2023, format TBC. **For discussion:** • **Father's Day 2023** - Thurs 31st Aug (Fri 1st Sep is a PFD) ○ Cath Nichols stepped up to run the event with thanks, urgent executive decision to fund expenses carried since last meeting, items being purchased, looking for higher quality items. • **Parent's Evening 2023** - Sat 5th August Trivia Night ○ Tables with movie dress up theme. ○ BBQ to be borrowed from Elizabeth Watson-Brown. ○ Five hampers donated from Dr Christian Rowan, one hamper donated from Greg Adermann, and Amanda has secured a hairdresser's voucher, 3 x $20 Bunnings vouchers. ○ Still looking for an event sponsor. ○ Volunteer signup sheet has been prepared. ○ Funding needing for expenses - motion to be raised.
PROPOSED MOTION	"That the P&C fund up to $2000 on expenses for the CHSS P&C Trivia Night, to pay for equipment, decorations, food and supplies"
Tuckshop Subcommittee Report – see Att 5.3 **Michelle Seymour (Convenor)** Emma Doolan Barb Reid	**Read the full report at Attachment 5.3.** **Noted**: • Michelle will be our new Tuckshop Convenor! Thank you! • School parent Yaser will be starting in the tuckshop this term as our Coffee/Tuckshop helper. • We have purchased a new benchtop mixer for the Tuckshop. • Ice cream special day was very popular last term. **For discussion**: • Term 3 Tuckshop Special Days to be confirmed - see report. • Could we please apply for a Costco Membership - $130 / year.
PROPOSED MOTION	"That the P&C fund a Costco Membership for the Tuckshop at a cost of approximately $130 per year, to purchase Tuckshop stock and supplies"
Uniform Shop Subcommittee Report – see Att 5.4 **Melissa Wheaton (Convenor)** Michelle Seymour	**Read the full report at Attachment 5.4.** **Noted:** • Thank you to everyone who supported Melissa during her leave, including Michelle Seymour for undertaking the Convenor duties, Admin Officer Le, the P&C Members, and the wider CHSS community. Melissa is very grateful.

	• Secondhand uniforms are selling fast. • A revised information pack for incoming Prep Parents is being drafted and will be presented for approval by the P&C and the School once completed. • Polo orders have arrived from Tudor and Branded - sufficient stock of these to last for a minimum of 12 months. • Stocktake procedures have been documented and have been approved by the P&C Executive. They are available to anyone who wishes to review them. **For discussion:** • Further price reduction needed to clear older style skorts and shorts that are not selling. • An appropriate location for the secondhand uniform donations basket is still to be found. • **Lost Uniforms School Policy** - procedures to be discussed by the P&C and School Leadership Team and final procedures agreed upon and communicated clearly to the school community.
Digital Communications Subcommittee **Report – see Att 5.5** **Rebecca Kierle (Convenor)** Ian Burns	**Read the full report at Attachment 5.5.** **Noted**: • Ramping back up the fb comms now school is back. • Major events/activities being promoted by Comms: o Working Bee o Parents Trivia Night o Father's Day Stall o Disco
Grants Subcommittee **Report – see Att 5.6** **Genevieve Murray (Convenor)**	**Read the full report at Attachment 5.6.** **Noted:** • Contact made with Qld Day Grant Committee as requested - feedback to be shared next week on Chair's return from leave. • Grant Strategy Meeting - Convenor, P&C President and School Principal met to discuss grant strategy for 2023. Three grants identified for action - details in report. o RACQ and NAB grants for playgrounds. o Go for Gold grant for upper playing field/oval redevelopment. • Given the September deadline for the Go for Gold grant, we may need to focus on applying for the RACQ Grant rather than the NAB Grant for the playgrounds, due to time constraints. **<u>Go for Gold Grant</u> (Round 2)** - Up to $5 million - 3 tiers of funding (eg. category 1: up to and including $500,000) - **Deadline: 15 September** • From the website: "The Go for Gold Fund is a targeted strategy to improve sports performance preparation for the Brisbane 2032 Olympic and Paralympic Games … The Go for Gold

	initiative aims to enhance and build new sports infrastructure in schools for students and local communities across Queensland to encourage greater participation in sport." • Applications need to be made by the School. The P&C Grants Convenor and team will require extensive support from the School to assist in completing the application (parents explicitly cannot apply on behalf of the school).
CPR Facilitator **Catherine Nichols**	**Thank you, Cath,** for organising this year's Father's Day Stall! Further details as discussed under Events.
School Leadership Team	
Stewart Jones **School Principal**	The Principal will discuss recent school activities and policies. Multiple important P&C / School collaborations to be discussed.
Tal Mitchell **Deputy Principal**	**For discussion:** • Student Council - Soccer goals and upcoming free dress day. • Screen Sanity - Parent information session proposed in Sept. • Year 5 leadership day prior to leadership nominations.
Carolyn Harris **Chaplaincy Report** **- see Att 4.2**	**Read the full report at Attachment 4.2.** **Noted**: • Theme of kindness and thankfulness for term 3 - see report. **For discussion:** • Carolyn is planning a "**Chappy Camp Out**" - see report. ○ Theme: building connection and community. ○ Possible dates: final Friday of school or the first day of holidays- one night camp on oval. ○ Planned - activities, games, spotlight in the rainforest, dinner, dessert, breakfast, more games in the morning.
Motions on Notice	Nil
General Business	
General business matter Presented by:	An opportunity for members to present matters for discussion not already on the agenda.
Closing	
Applications for membership and recording of new members	New membership applications for acceptance: The P&C welcomes the new members.
Date of next meeting	Next General Meeting is scheduled for:
Close	Time: Thank you everyone for attending.