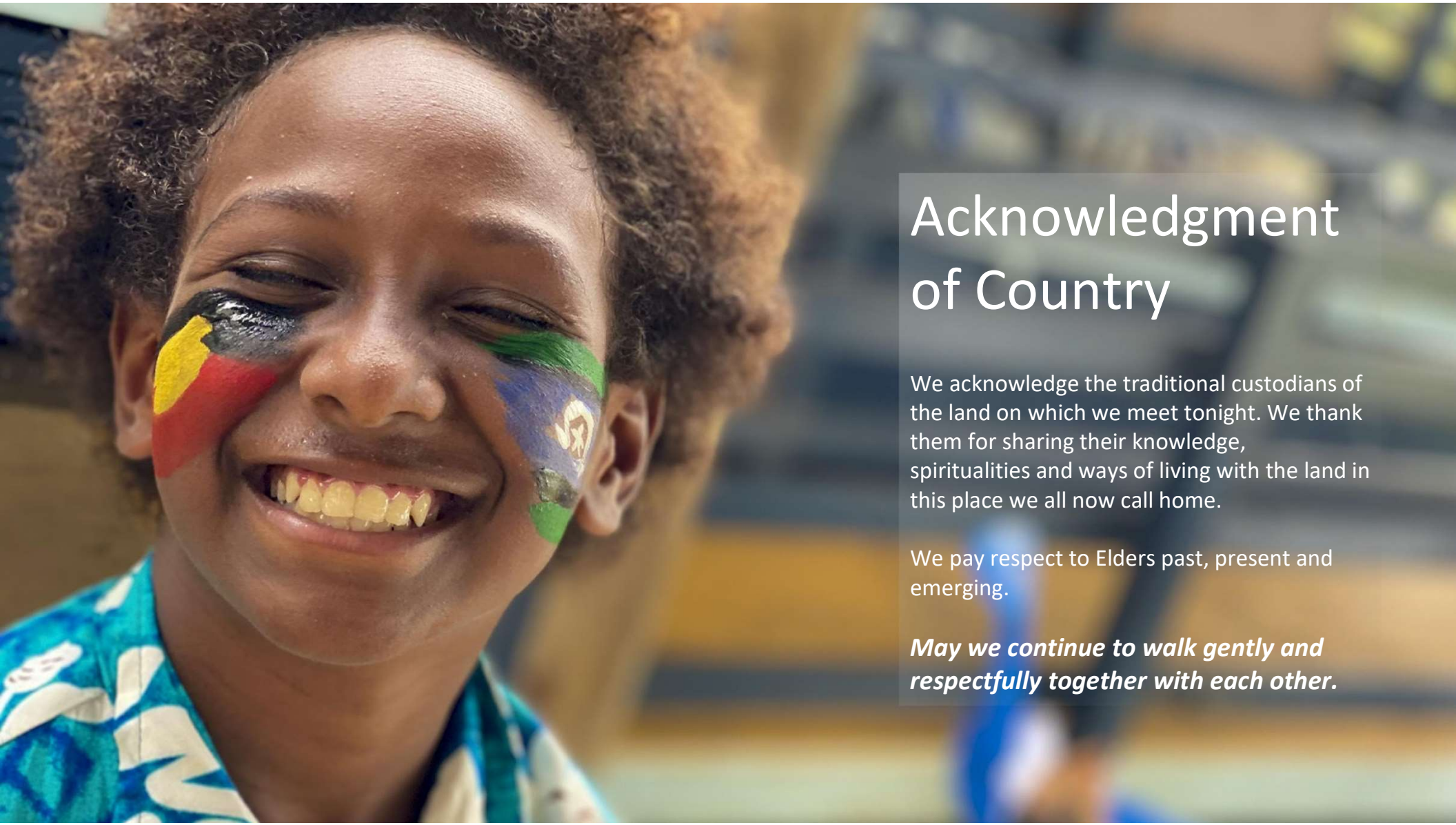


CHAPEL HILL STATE PRIMARY SCHOOL

P&C Association

Tuesday, 8th November 2022



Acknowledgment of Country

We acknowledge the traditional custodians of the land on which we meet tonight. We thank them for sharing their knowledge, spiritualities and ways of living with the land in this place we all now call home.

We pay respect to Elders past, present and emerging.

May we continue to walk gently and respectfully together with each other.



Helping Hands Update





TREASURER'S REPORT

Jacquelyne Cope

Treasurer's Report

Commentary

Revenue activities



Tuckshop
Tuckshop profit YTD is $15K, compared to $21K at the same time last year.
Ideas underway to utilise the coffee machine

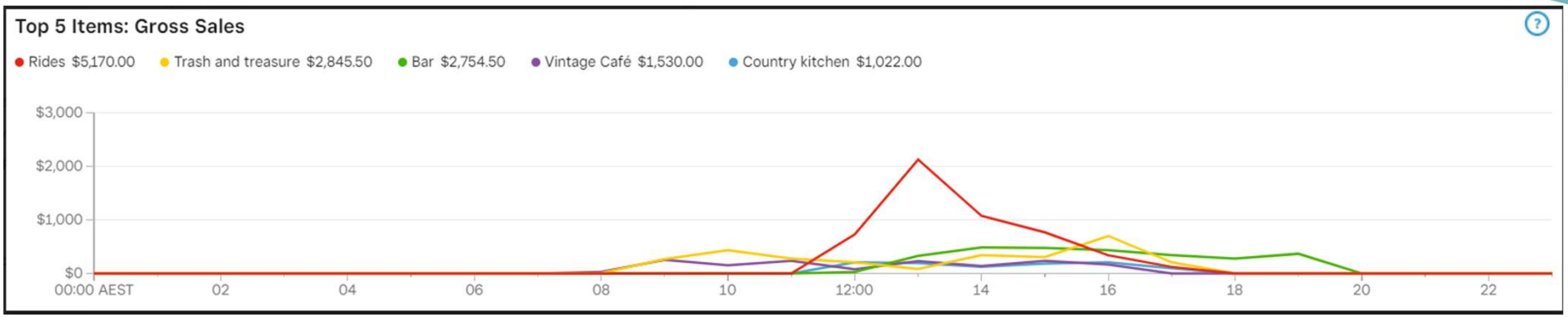
Uniform shop
Uniform shop profit YTD is up at $12K, compared to $7K in 2021.
Margin is sitting at 23%.

Fundraising
Festival on the Hill a huge success despite the rain. Some clever thinking by a grade 6 parent meant rides and sideshow alley were combined into one ticket to boost sales.
Tremendous result - $23K profit! $14K was from rides and sideshow alley (Estimate-final ride amt still pending credit amount for next year).
T&T an amazing effort - profit of $15K with more IOU's still coming

Treasurer's Report
Commentary



Fete Sales Graph - that's a lot of tickets!!!



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Parents & Citizens Association
STATE PRIMARY SCHOOL

Treasurer's report

Motions for discussion

Recommendations *Motions you want to raise*	**Motion**: To accept the quote given by Davelle Airconditioner for maintenance works and 1 new Airconditioner in the amount of $4,825

2022 October Annual Air Conditioning Maintenance Repair Quote

There are 5 indoor fan motors that are noisy scattered through out the school. The motors are sourced from replacement and redundant units stored at the school. My estimate is there would just be 5 motors left in our parts collection. List of units requiring motors listed below.

Price to replace motors in 5 units $825.00 GST Included.

Cockatoo further labour cost to identify fault and repair unit from spare parts stock $275.00 GST Included.

Acacia TB1.3 The unit is not repairable and continuously leaks water inside, the unit needs replacing. The outdoor unit currently mounted on the wall can be mounted or the roof: Price: $3725.00 GST Included.

CHAPEL HILL
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Treasurer's report

Motions for discussion

Recommendations *Motions you want to raise*	**Motion**: To accept the budget amounts for annual donations to the library and SU QLD, and make payment accordingly

Peach Jessup
P&C Secretary

LET'S REVIEW:
Previous Meeting Minutes

Review of minutes from previous meeting - 11 October 2022

Motion

- Confirm as true and correct

SECRETARY'S REPORT

Action Items from last meeting

Assigned to	Description	Status
Annalyse Strong	Consider options and implement a safe and sightly option to rectify the cutouts near the front entrance of the school (Ironbark Rd entrance).	In progress – quote coming shortly to have concreting done by the end of October.
An Tong, Mel Venz	Coordinate with Building & Grounds to provide list of project and priorities. List to be circulated to Comms as well.	In progress
Exec, Tal	Exec to confirm with Tal a final date for the free dress day (potentially 14 October 2022).	In progress – to be confirmed for Friday of Week 8
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.	In progress
Annalyse/ Sheridan	Annalyse/Sheridan to organize new dead locks on Uniform Shop.	In progress – Larsons to come out next week and will change locks.

SECRETARY'S REPORT

Action Items from last meeting

Assigned to	Description	Status
Annalyse	Ask the Government's current position on funding air-conditioning.	In progress
Oriel	Check P&Cs Qld's position on air-conditioning.	In progress
Committee	Next meeting to consider whether we should move the current air-conditioning units in the prep classroom area up onto the roof at a cost of approximately $13k.	In progress
Oriel/ Bec	Oriel to check with Stewart regarding notice boards. Bec to look at costings.	In progress
Mel Wheaton	Obtain advice from Emma Lanigan for having over 65s as volunteers.	In progress – to be considered after the Fete.

Blended Youth Mental Health First Aid

This course component allows participants the opportunity to revise and consolidate practical skills in a group environment.

To reserve your spot contact:
P and C's Qld email enquiries@pandcsqld.com.au or phone 1800218228

The Blended Youth Mental Health First Aid Course will teach you how to assist adolescents who may be experiencing a mental health problem or mental health crisis until appropriate professional help is received or the crisis resolves, using a practical, evidence based Action Plan.

This course is based on guidelines developed through the expert consensus of people with lived experience of mental health problems and professionals.

Mental health problems covered

- Depression and anxiety
- Eating disorders
- Psychosis
- Substance use problems

Mental health crises covered

- Suicidal thoughts and behaviours
- Non-suicidal self-injury
- Panic attacks
- Traumatic events
- Severe psychotic states
- Severe effects from alcohol or other drug use
- Aggressive behaviours.

Note: This course is not a therapy or a support group.



What is the format?

Blended Mental Health First Aid Courses are an alternate delivery pathway for our 14-hour Youth Mental Health First Aid Course (for adults assisting young people). Blended MHFA Courses include two components:

- **Course Component 1**
  A self-paced eLearning component
- **Course Component 2**
  An Instructor-led component using face-to-face or video conferencing (3 sessions of 2.5 hours each including set up time).

Why attend an MHFA course?

Evaluations consistently show that MHFA training is associated with improved knowledge of mental illnesses, their treatments and appropriate first aid strategies, and confidence in providing first aid to individuals with mental illness. It is also associated with decreased stigma and an increase in help provided.

Evidence also tells us that a person is more likely to seek help if it is suggested by someone that they know. By learning these skills you can make a difference in the lives of young people.

Who can attend this course?

Any adult seeking to support young people who may be experiencing a mental health problem or mental health crisis until appropriate professional help is received or the crisis resolves, using a practical, evidence-based Action Plan can attend.

Become an Accredited Mental Health First Aider

Demonstrate your mental health first aid skills by becoming an Accredited Mental Health First Aider. Complete an online assessment after the course to become accredited.

How do I sign up?

Visit **our website** to find information on how to enrol and complete Components 1 & 2 of the Blended Youth MHFA Course.

See our full range of courses: **http://www.mhfa.com.au/courses**

Venue:
Hamilton Hotel
442 Kingsford Smith Dr, Hamilton
QLD 4007

Date:
28/11/2022
8:00am to 4:00pm
Cost $175pp ex GST



Gary Bruce
has worked in and with state schools, independent schools and the private sector for over 30 years. He founded Going Beyond Results to empower positive outcomes within our young people.

GBR
going beyond results
"Empowering Positive Outcomes"

SECRETARY'S REPORT

Executive Decisions

- Decision to pay **invoice for air conditioning maintenance** in the amount of $9,790.

PRESIDENT'S REPORT

1. Festival on the Hill & Trash & Treasure – WOW, what a huge success despite the rain.

1. Mango Drive managed to raise $1869 for the P&C – thank you Felicity!

1. World Teacher's Day was a success - thank you to Amanda and her team of helpers :)



***Alice Cottrell ***

Our fearless and determined leader

Sally & Melissa

Our fantastic Trash & Treasure team

Jimmy & Martine

Our bar team

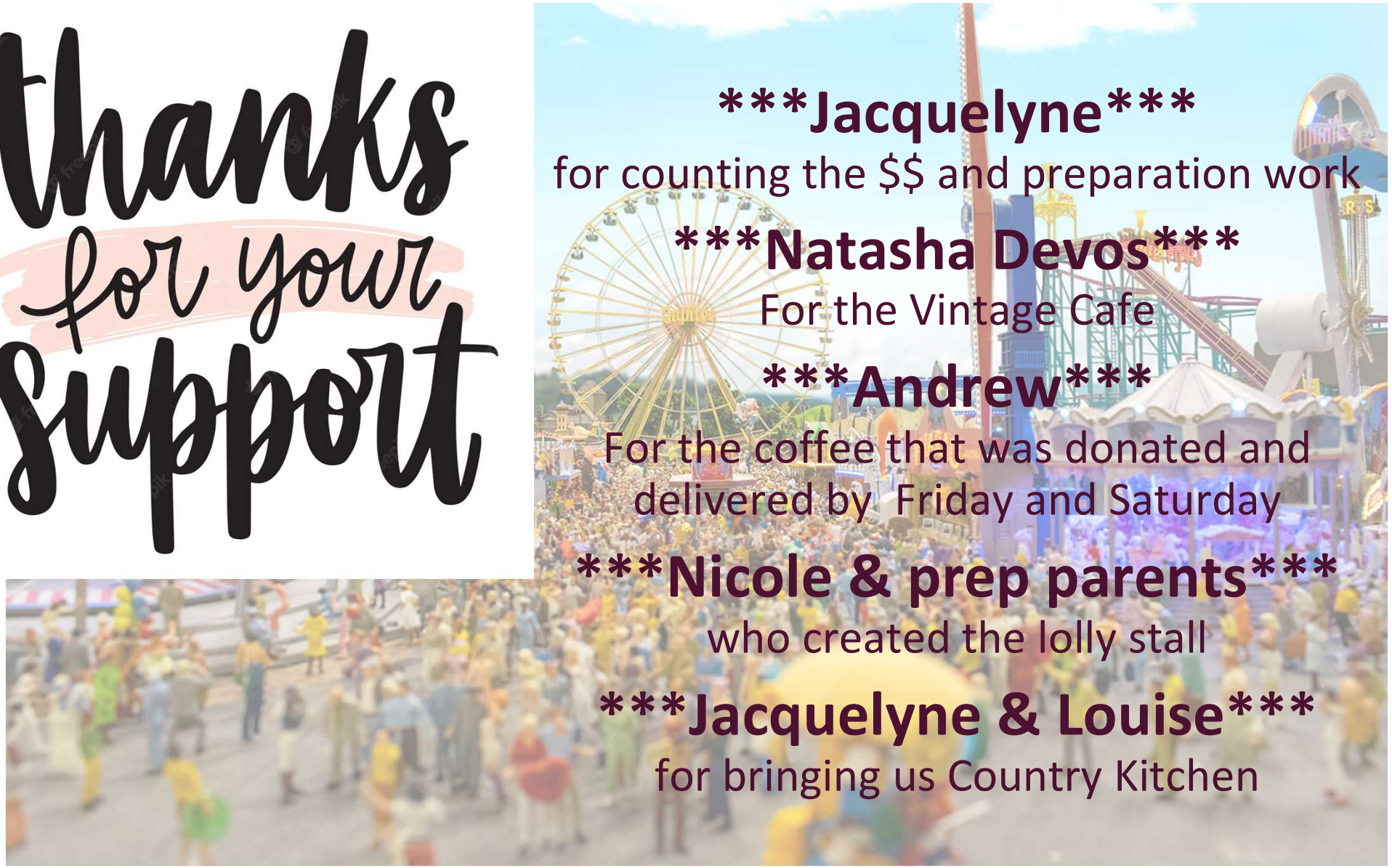
Natalie Cook

Her awesome MC style

Simon

Our stage management

thanks for your support



Jacquelyne

for counting the $$ and preparation work

Natasha Devos

For the Vintage Cafe

Andrew

For the coffee that was donated and delivered by Friday and Saturday

Nicole & prep parents

who created the lolly stall

Jacquelyne & Louise

for bringing us Country Kitchen



*****Jo*****

Our CHSS Bakery leader

*****Paula and Grader Sixers*****

For the Sideshow Alley

*****Carene, Bec & Amanda*****

For all the communication

*****Carene*****

For making a million scrunchies and for selling at P&C, rides, face paint and sideshow alley ticket stalls



*****Ian*****

For looking after our website

*****Steve Quilter and his team****

For the sawdust that saved the day!

*****Tal*****

For his max tracks that unbogged the food truck

*****Matt and Ben*****

For some pretty nice four-wheel driving



For Everyone

who baked a cake or fudge, picked up a piece of rubbish, carried a table, or put up a marquee... you all ROCK!



World Teacher's Day was a success - thank you to Amanda and her team of helpers :)

A lovely email to the P&C from Shelley:
"We want to thank you so very much for your generosity. We were able to celebrate World Teachers Day with a coffee treat in the morning followed by a delicious Italian feast at lunchtime. It was so lovely to sit, relax and 'break bread' together. We feel appreciated and certainly very spoilt.
Grazie!
The Teachers of Chapel Hill State School
Shelley"

Shelley Pamment-Fanning
Head of Department (Curriculum)





SCHOOL REPORT

Principal and Deputies' Report

Stewart Jones

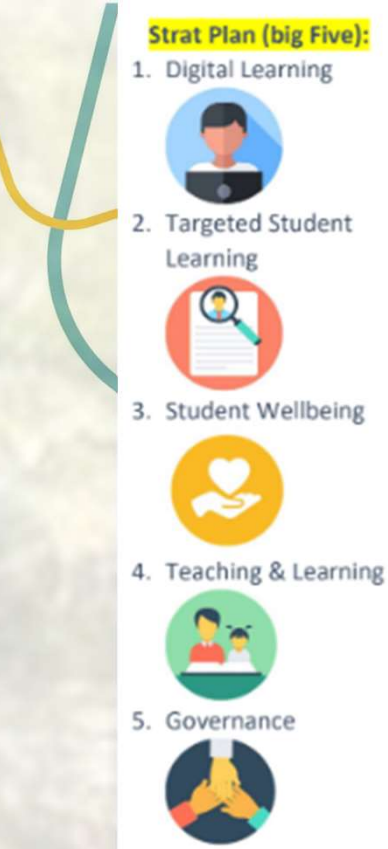
November P and C Principal's Report:

Student enrolments for 2023:

- Strategic work around determining accurate student numbers
- Student numbers determine budget, staffing, facilities, support capacity and curriculum planning
- 2023 Prep enrolments at perfect level of standard five classes
- Losing more year 6 students than the prep intake
- Interestingly, a return of some overseas parents seeking enrolments
- Calculations need to an accurate account of families moving on

Fete:

- Congratulations to the P&C and the team of volunteers
- Strong sense of community and a lot of fun
- Year 1 student won "Principal for the Day" when I will enjoy a break



CHAPEL HILL
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STATE PRIMARY SCHOOL

November P and C Principal's Report:

Strat Plan (big Five):

1. Digital Learning



2. Targeted Student Learning



3. Student Wellbeing



4. Teaching & Learning



5. Governance



Prep Transitions and Class Placements:

- Moved on Friday story to the Wednesday transition sessions in the hall
- Three more Wednesdays to ensure parents are well informed and students are confident and keen for 2023
- School is engaged in complex process of placing over 800 students into 34 classes
- Students will visit their 2023 teach on Monday of the last week of school

CHSS Future Building Project - Whispers:

- A representative from Education Queensland facilities visited the school to see the site for consideration of a building project
- Potential decommissioning of out of date buildings and building new built for purpose permanent facilities

CHAPEL HILL Parents & Citizens Association STATE PRIMARY SCHOOL

November P and C Principal's Report:

CHSS Optiminds Competition - State finalists:

- Big thanks to our teachers and supportive parents to provide our students with an Optiminds
- Two teams made State Finals - both received Honorable Mentions
- Thanks to following teachers for their time and support:
  - Matilda Hannigan and Rysia Pritchard
  - Michelle Gill and Petrea Back
  - Kirsten Bailey and Kim Matthews
  - Anita Rhodes and Brett Wallace

Official Last P&C Meeting:

- I would like to thank the P&C and the wonderful volunteers for the significant input, our school functions and thrives because of the depth of support from the school and its community!



CHAPEL HILL
Parents & Citizens Association
STATE PRIMARY SCHOOL





SCHOOL REPORT

Chaplaincy

Chappy Carolyn



SCHOOL REPORT

All other reports

CHAPEL HILL
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EVENTS COMMITTEE REPORT

Oriel Morrison

Events





EVENT	DATE	NOTES / SUMMARY
Festival on the Hill	**Saturday 22nd October**	Summary: Given the weather challenges, 2022 Mudfest was a big success, with so many families braving the weather to come with great attitudes and smiles we could not have had a better outcome (except less bogged vehicles). A big thank you to Tony and the School for all their support in the lead up, during and afterwards. The easy option would have been to cancel and we really appreciate the support in our decision making in the lead up to the event. ***Decision Required:*** *We have approx 5 cases of soft drink left over from the fete, we would like to propose either donating or gifting at a small cost to the year 6 graduation.*
Trash & Treasure	**Saturday 22nd October**	Thank you to Sally, Melissa and their amazing team of volunteers. Only positive feedback has been received and it is so great to see how small actions can lead to a big success.
Christmas Concert	**Friday 2nd December**	No risers - children to stand on the slope under the trees Wet weather plan: Inside hall Food trucks booked: Asian food & Latino Fusion food, ice Cream/milkshake food truck ☑ School audio system to be used Toilet/Bins TBC Parents to bring picnics and rugs/chairs

2023 Event Calendar

2023 EVENTS	SUGGESTED DATE	NOTES / SUMMARY
Festival on the Hill 	**Sat 3th Jun**	• *Confirmed hire requirement* • *Confirmed (not paid deposit) rides, stage, DJ* • *Sponsorships to be confirmed*
Bush Dance 	**Sat 11th Mar**	• *Band booked*
Cheese Toastie Day 	**Fri 17th May**	• *Toastie food truck booked, this will be available during interschool sport and available for order on flexischools*
Mother's Day	**Fri 12th May**	
Father's Day	**Thu 31st Aug**	
Disco	**Sat 28th Oct**	• *DJ requested*
Colour Run 	**TBC - same as cross country**	

Buildings and grounds



BUILDING & GROUNDS REPORT

CHAPEL HILL Parents & Citizens Association STATE PRIMARY SCHOOL

David Fearn

Buildings & Grounds

General

Successes

Things going well

Jubilee Tree Planting Grant

- Last 2 of the 4 new water tank pumps installed 4/11/2022
- Good survivorship of planted trees thus far with only 2 (of 12)Richmond Birdwing Butterfly vines and 1 (of 25) seedling trees not surviving to date. These will be replaced.
- All mature trees surviving well and growing.
- Still bills coming in to be paid and signs to be erected to complete project (and continue watering until seedling establishment).

Uniform Shop

- Building certification has been granted







Buildings & Grounds

General

Successes

Things going well

Junior Landcare Grant - donation of $500 to the CHSS Environmental Club (in cash and goods)

- We made a $390.80 in cash deposit to CHSS for the Environment Club subaccount.
- We also purchased 10 x 20L buckets with lids to donate to the Environment Club Organics composting project.
- The cash and buckets = $500 donation, funded from the P&C Containers for Change Recycling Project.

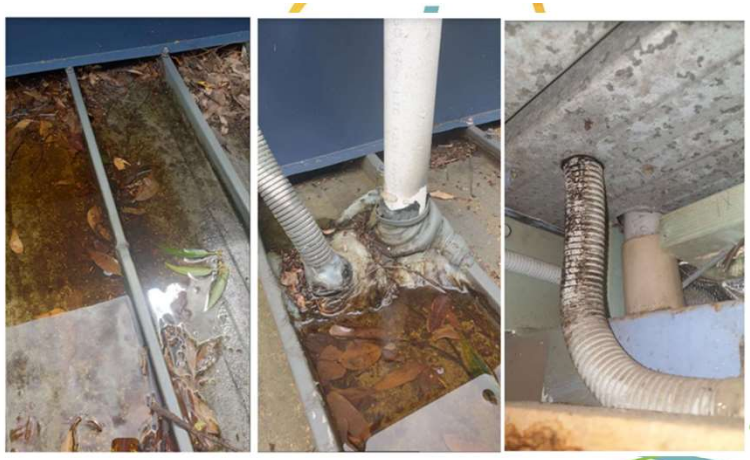


Buildings & Grounds

General

Roadblocks

Things getting in the way



Uniform Shop - roof leak

- Ongoing issues with roof leaks; inspected by roofer Monday 25/11. The roofer noted that it is the existing Tuckshop roof and penetrations going through, which is causing the leak.
- The existing Tuckshop roof is holding water as the pitch of the roof is pretty much flat, as you can see in the photos that the whole has a few problems.
- *The roofer recommended pitching the Tuckshop roof with new roofing iron as there may be problems in the Tuckshop.*

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STATE PRIMARY SCHOOL

Buildings & Grounds

General

Roadblocks

Things getting in the way



Uniform Shop – fit out standards to allow food preparation

Our question - does the Uniform Shop (with partial use as a tuckshop extension) fit-out need to comply with Food Safety Standard 3.2.3?

We are working the Qld Public Health Unit on this matter. We have resolved all the issues except the for the Health Unit's determination that handwashing (sink) facilities are provided in the Uniform Shop. We are working on providing plans to the Public Health Unit on the location of the existing sink facilities in the Tuckshop for them to determine if these are adequate (for food preparation to occur in the Uniform Shop). We are arguing that if the internal doors are kept open during food preparation, that hand washing facilities are available close by inside the Tuckshop.

Buildings & Grounds

Actions and Recommendations

Decisions *Actions that have been implemented*	**Uniform Shop – fit out standards to allow food preparation** Wooden plinth on ceiling to be painted in gloss paint to meet food Standards. Walls to be painted in gloss paint to meet food standards. All other fit out plans assessed as suitable. **Oval Shaded Amenities project – Gambling and Community Benefit Grant** We have just heard we were successful in being awarded the grant and in the coming weeks will work towards locking in prices and contractor availability for this project and work with CHSS on timing of works.
Recommendations *Motions you want to raise*	**NIL**

Tuckshop

Uniform shop

TUCKSHOP & UNIFORM REPORT



Emma Doolan (apologies)

Tuckshop

General

Successes

Things going well

- Our ***sushi special day*** went well – 130 orders. Halloween special day sold out very quickly.
- We had ***one coffee volunteer for the prep transition day*** last week, this week we have put a call out and hope to have 4 volunteers.
- ***For Discussion:*** I had ***an idea that next year we could possible have a Coffee/Tea organiser*** – to organise morning/after drop off coffee-tea/catch ups/prep transitions/events for parents. This person could organise volunteers for the events etc.

Roadblocks

Things getting in the way

- ***For Discussion: Air-conditioning down -*** Unfortunately our aircon isn't working in the tuckshop. Annelyse has advised that someone will be out to look at it shortly.

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Tuckshop

Actions and Recommendations

Decisions *Actions that have been implemented*	NIL
Notices	There is a new grant for tuckshops, up to $500K grants, applications are now open until the end of term 1 2023. We would love to apply (is this something we could use to pay for the new benchtops in the uniform shop?). Something for me to look into.





Uniform Shop

General



Successes

Things going well

Our first Prep 2023 try on session went really well.
We will be having another 2 sessions on the 9th and 15th and then we hope to fill orders for parents to collect on the final transition session (depending on having our polo shirt order delivered in time).

Uniform Shop

Actions and Recommendations

Decisions *Actions that have been implemented*	We have booked in 2 days the uniform shop will be open before school returns in 2023. ***Thursday 18th and Friday 20th of January.***
Recommendations *Motions you want to raise*	**NIL**

Communication

DIGITAL COMMUNICATIONS



CHAPEL HILL
Parents & Citizens Association
STATE PRIMARY SCHOOL

Rebecca Kierle

Digital Communications

General

Successes

Things going well

Fete advertising went well

- Have had lots of positive feedback about how we were able to keep everyone aware of what was happening

- Thank you Alice, Carene and Ian!

Roadblocks

Things getting in the way

Post engagement has declined again

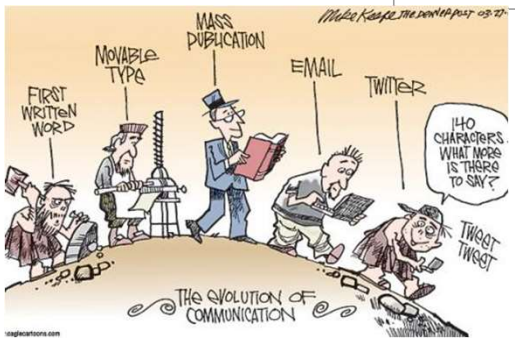
- Assuming this is as people become busy towards end of term/year.



Digital Communications

Actions and Recommendations

Decisions *Actions that have been implemented*	Festival on the Hill Website – all pages but the home page hidden and thank you for your support image and photo gallery uploaded. Save the Date for 2023 ready to put up when required.
Recommendations *Motions you want to raise*	I have attached 2 potential noticeboard options for review. Pending school approval and discussion with approved contractor for installation quote. Do we/can we have an online membership sign up form or even an electronic copy that we can email to the community when we send out the jotform link?

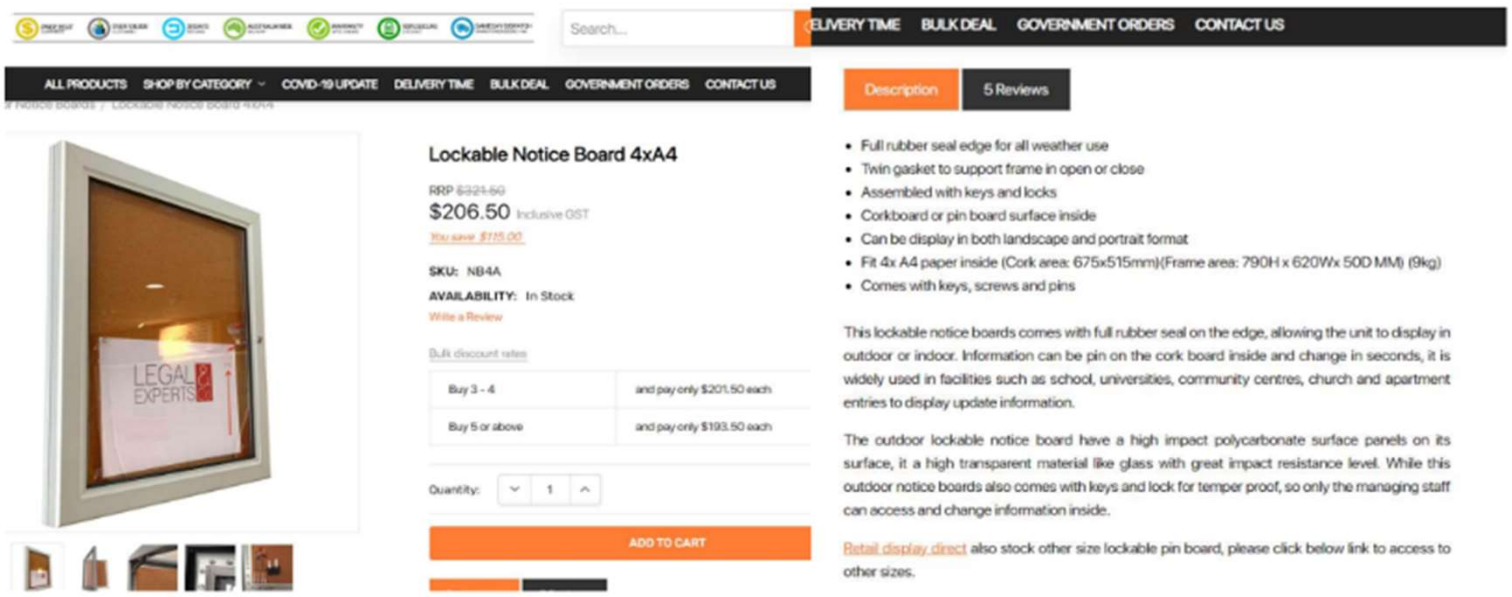


Digital Communications

Actions and Recommendations

Retail Display Direct 3 x $201.50

https://www.retaildisplaydirect.com.au/lockable-notice-board/



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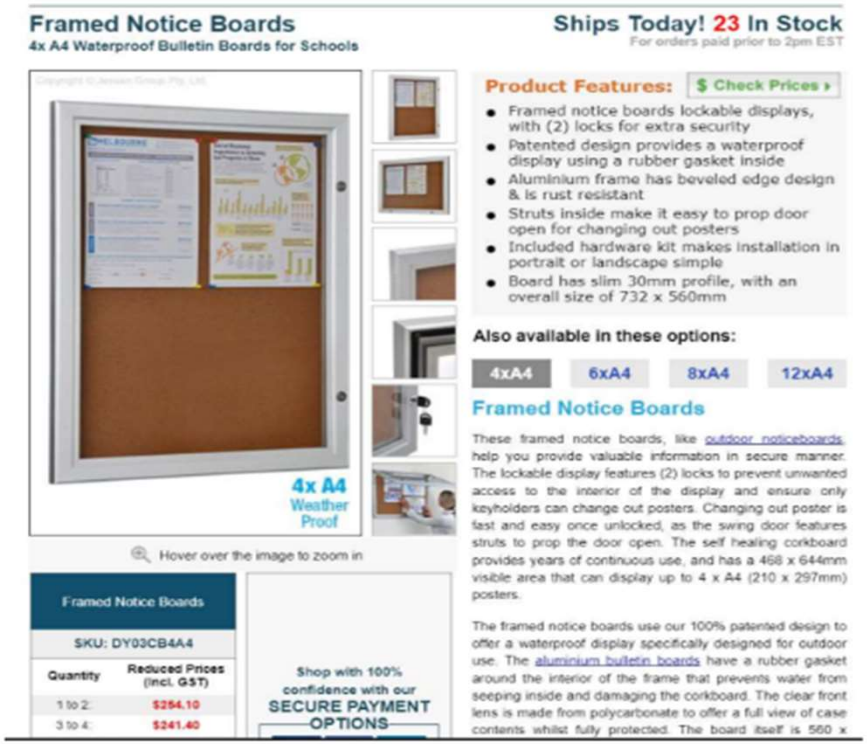
Digital Communications

Actions and Recommendations

Slimline Warehouse 3 @ 241.40 each

https://www.slimlinewarehouse.com.au/framed-notice-boards/dy03cb4a4.aspx



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GRANTS UPDATE

An Tong (apologies)

Grants

General

Successes

Progressions

- ***Community Gambling Fund Application for Amphitheatre & Sails:*** successful application for $46,720 incl. GST. We will receive funds into our nominated bank account within 14 days of the approval email (yet to receive). I suggest we start to organise suppliers to lock in 2022 pricing. *An to work with Buildings & Grounds to make sure compliance with grant's requirements (attachment 5.6.1).*
- ***Volunteer Grants:*** $2K for PA system. Submitted
- ***Queensland Day***: $15K grant to promote Queensland day – confirmed that it's okay to move to 3rd June 2023
- ***Sport & Recreation Disaster Recovery Program*** - up to $5,000 – looking to repair flood damaged cricket nets & astro-turf. Application closes 30 Nov 22
- ***Tuckshop grant:*** budget with $500K for 22/23 and $4.5m for 23/24 - TBA

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Grants

Actions and Recommendations

Decisions *Actions that have been implemented*	**NIL**
Recommendations *Motions you want to raise*	**NIL**
For Discussion	Locking in pricing for amphitheater sooner rather than later to beat the price increases in 2023.



"Is it just me or are these review panels getting a lot tougher?"

CHAPEL HILL Parents & Citizens Association STATE PRIMARY SCHOOL

Motions on Notice

Recommendations *Motions you want to raise*	**NIL**

Other Business

- Any meeting feedback?



Applications for new membership

New membership applications for acceptance – none

Thank you all for being part of the P&C in 2022. Your support and contributions have made this year a huge success and we look forward to a wonderful 2023!

Next Meeting – 14 February 2023