CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING AGENDA – May 2026

Date: May 12 2026
Time: 6:30pm
Location: Library

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 GM.
Jordan and Sarah Maxwell	Presentation regarding proposal for Year 6 Yearbook
Secretary's Report	
Report - see Att 1.2	**See Secretary's Report at Attachment 1.2** • Discussion of action items progressed or completed. o Ongoing P & C Storage and Sunscreen
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.
President's Report	

Report - see Att 2.1	**See President's Report at Attachment 2.1.** **Noted from Claudi:** ● Susanna our admin assistant is currently away on a family holiday – reconciliations will be delayed ● It's been a busy holiday and a strong start to Term 2 for the P&C, with the fete approaching, playground renovations underway, plus Mother's Day and the pie drive. ● **A very special thank you to Althea** for all the planning and work that is going into our fete **as well as Flick** for the mammoth efforts with trash and treasure and then last but **not least our parent volunteers** that show up every, single time. **THANK YOU.** ● As a new executive team made the decision to try and showcase and celebrate our wins and the good and the ugly this year, giving parents a sneak peak behind the scenes and introducing the people behind the events. ● **I would like to offer a special thank you to our Comm's and CPR team too**, with all the notifications and notices that need to be coordinated and distributed. **Thank you.** ● **Thank you to Althea** for kindly donating a laptop to the P&C **Items brought to our attention to discuss:** ● School branded cap and shade cover for sports events ● Student pickup during school hours for appointments ● Potential of having 4 class captains per year instead of 2 ● Ongoing frustrations with Helping Hands which are being addressed ● The implementation of the uniform policy **Ongoing Fundraising efforts and goals and Funding goals:** • New Oval Playground with drainage and seating • New half basketball court on the oval • New hydration station and bubblers • Raised garden bed teaching area and better drainage next to • year1 • Sandstone seating around the school • Picnic tables around the school • New drainage and swales in the Adventure Playground

Vice President's Report	
	Contributing to Events Report
Treasurer's Report	

	Nil official report due to staffing affecting ability to run reconcilations. **Point of discussion: Square Readers** ***Replace ageing POS Square readers; consider grant-funded bulk purchase of 10 tablets/iPads for future use?*** Noting I do not believe there is any grant funding available and the expense will need to come from the operating account. - **Square reader** 2nd Gen (requires compatible ipad/phone) - **$65** **- Square Stand** (requires compatible ipad) **$149** Square Stand is a countertop point of sale that can be swivelled, so you add items and customers confirm totals and pay. - **Square Terminal $329** Square Terminal is a complete POS solution with a built-in receipt printer, designed to work best from a countertop, while still being compact and easily moveable. - **Square Handheld - $349** Square Handheld is a slim, portable device with a built-in camera and barcode scanner, designed to take payments, orders or manage inventory on the move – all from one POS that fits in your pocket. WIFI required - **Square Register $1,099** Square Register is a fully integrated point-of-sale system designed to manage all your in-person transactions from a single, intuitive interface. It brings together payments Requires a powerpoint
Proposed Motion	**To spend an amount of money to be determined during meeting to replace / buy additional square readers.**

School Leadership Team	
Stewart Jones **School Principal** **Report – Att 31.**	**Please see Principle's report as attachment 3.1** **Summary of report as follows:** • Term 2 commenced strongly; continued focus on high-quality teaching, student engagement, and consistent behaviour/self-regulation approaches.

	• ANZAC commemoration activities: captains attended ANZAC Square event; whole-school ceremony; students marched at Brookfield Showgrounds with local schools. • Extension/enrichment: Future Problem Solvers (2025 national finalists to USA; 2026 cohort commencing); Year 2 Maths Ignite extension launched; instrumental music (band/strings) preparing for Fanfare (5 June) and Music Night; Westside Strings day camp planned. • Sport and events: Year 5/6 interschool sport underway (Netball, Soccer, Cricket, Flag Tag); Athletics Day planning in progress. • Facilities and staffing: Teaching Block 1 reopened after refurbishment with Year 1 moved in; staff professional learning trip to Townsville to strengthen shared "Walking Learning" pedagogy. • Student experiences and community voice: Year 5 Kindilan camp and Year 6 Canberra trip scheduled; Parent Focus Groups commenced (including Year 1 transition feedback). • NAPLAN 2026 (preliminary): early results encouraging—especially Reading (Yr 3/5 nearly half at Exceeding) and Spelling (majority Strong/Exceeding); full analysis underway.
Chaplain's Report Chappy Carolyn	Nil report provided prior to sending of Agenda. Key Points to be discussed within meeting to be shared within meeting minutes.
Subcommittee Reports	
Events Subcommittee **Thricia Ayling** Althea Papinczak	**Nil formal report forwarded – events copied over from previous agenda.** **Festival on the Hill – Saturday 13 June** **Lead:** Althea Papinczak • Budget drafted and available on G Drive. • Rides booked; deposit paid. • **Entertainment:** DJ Bex locked in (4:30–6:30pm). • **Sponsors:** ○ Arthur Conias confirmed ($7,500 main stage sponsor). ○ Ray White Metro West – interest expressed. ○ Liz Browning – unavailable this year. • Previous sponsors contacted; vendor quotes being obtained. • Proposal: Reduce fireworks to Silver package and start earlier (by 15–30 mins). **Trash & Treasure – Saturday 13 June** • Lead: Flick. • Details to be confirmed.

	Family Fun Day – Saturday July 25 – NEW DATE **Parents Social Event – Saturday 1 August** **Lead:** Althea Papinczak Two options under consideration: 1. **Long Lunch** at the school (3pm–7pm). 2. **Party at Witton Barracks** – teepees, booze bus, band/DJ, on-site toilets, favourable community pricing. • Budget to be presented for approval. • Suggested theme: **"Your Most Awesome Coat or Jacket."** **Father's Day Stall – Thursday 3 September** • Lead required. • Details TBC. **6. Bush Dance – Saturday 24 October** • Band: **Beefa's Bush Band** confirmed. • Setup: Arrive 4:00–4:30pm, start 5:30pm. • Request: Reserve 4 car parks for equipment unloading. • Invoice forwarded to Treasurer. **7. Christmas Concert – Friday 4 December** • Lead: Althea Papinczak. • Considering hiring a stage and repositioning on oval for shade. • Query: Can a bar be added? • Aim: Improve comfort due to heat.

Buildings and Grounds **Claudi Bird**	**See Buildings and Grounds Report at Attachment 5.2.** **Noted:** • Oval playground refurbishment: demolition completed; procurement underway. Completed works: • drink troughs installed; new bubblers in Prep play area. Key projects in progress / planned: • hall kitchen refurbishment; tuckshop storage; • drainage improvements (netball court side, nature play swale, tennis courts/cricket nets); • hall ventilation (louvres) and entrance refurbishment; • new bike racks and small seating areas.

	Successes: • volunteer support for oval works; • $565 raised via pie drive. Roadblock: weather and timing impacting progress.
Proposed Motion	We've had a request to contribute towards mud kitchens and plants in the Year 1 garden area – for discussion

Tuckshop Subcommittee Michelle Seymour	Nil report prior – any updates to be discussed within meeting.
Uniform Shop Subcommittee Clare Whelan	Nil report prior – any updates to be discussed within meeting.
Comms Subcommittee Report - see Att 5.2 Rebecca Kierle	**See the Comms Report at Attachment 5.3.** **Noted:** <u>Successes / News / Updates</u> • Successfully applied for the NFP canva account • Mother's day stall advertised • Pie drive advertised • Tuckshop specials advertising • Ramped up fete advertising, website updated • Working on T&T specific advertising • Colouring is comp sorted – need to discuss prizes and printing Current Activities/Current Needs • Awaiting info from sponsors to advertise • Will advertise new FFD date when new posters received Fete: • Need to know what items will be sold at each stall for website/event updates • Need to know which rides will be there and the ride pricing • Do we have a volunteer sign up sheet? <u>Future Plans</u> • Continue communications and promotion for upcoming events. **<u>Recommendations of the Subcommittee for P&C Approval</u>**

	Can the lolly stall and SS Alley lolly donation drive run for 2 weeks from 18th to 30th of May with the following collection points please? Uniform shop Mondays 8 to 9.30 Undercover area with Tas in the mornings Afternoons at the turning circle parent Library outside of those times with collection every second day. For prep and yr 6s boxes in their rooms.
Grants Subcommittee – Genevieve Murray	Nil report prior – any updates to be discussed within meeting.

Health and Wellbeing Subcommittee Eve Jenkins	Nil report prior – any updates to be discussed within meeting.
CPR Facilitator Catherine Nichols	Updates to be discussed at the meeting.
OSHC Liaison	Updates to be discussed at the meeting.
General Business Matter	
General business matter – Timing of June Meeting	*Discussion regarding timing of June meeting in consideration of Fete.*
Closing	
Close	Meeting closes. Thank you to everyone who attended our May General Meeting.

Date of next meeting	The next CHSS P&C General Meeting will be held 6.30 to be discussed at meeting