CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING MINUTES

STRIVING FOR EXCELLENCE

Date: 9 May 2023
Time: 7pm
Location: CHSS Conference Room 2

AGENDA ITEM	
Opening and welcome by the Chair **Oriel Morrison**	Meeting opened at 7:04pm **The President welcomed the members and executive committee to the general meeting and gave an Acknowledgement of Country.**
Apologies	Emma Doolan, Carene Hogg, Tal Mitchell, Craig Jordan, Matt Pearce.
Confirmation of the minutes of the previous GM - Att 1.1	Corrections to the previous minutes are noted on the original copy. 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 March 2023." Moved: Eve Jenkins ; Seconded: Annelyse Strong ; 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: Melissa W ; Carried
Business arising from the correspondence	Nil
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. Full particulars of actions tabled at Att 1.2.
President's Report	
Oriel Morrison **Report – see Att 2.1**	**Noted**: • We have had a fantastic first term of events - with the Colour Run raising around $5.5k, and the Bush Dance raising close to $6k. Thank you to all who were involved in the detailed work organising the events, especially Amanda and Alice. • Festival on the Hill and Trash and Treasure planning is in full swing, with Alice leading the team. Thanks to everyone who is lending a helping hand.

	• We were very sad to see Reuben leave us as a sponsor this year - so if anyone does have any keen sponsors, please let us know. • Our 50/50 raffle is ongoing – we hope to raise $25,000 – of which half will be kept by the winner, and half will go towards making our school better for our little people. At the start of May, we had sold around $820 worth of tickets, but we do have some time to go. • Our exec met to discuss a long-term strategy. We will be meeting again later this month and will be consulting with the school. We will be able to release some details by mid-year. • Our survey has been a great success - thank you to all who took part. We are using the results to help with our planning process. • OSHC is up for tender this year. After researching the process, the exec has determined we do not have the six months required to work up a well thought out tender, but will be researching the requirements for the exec in charge when the tender is next available. • On the Building and Grounds front - a massive thank you to Mel and the team for their work on the oval projects, where the shade structure over the playground has been completed. • A huge thank you to Claudi, Mel and Mel for their work with the school on the planning for the tuckshop grant. The application would not have gone in on time without their hard work. **Discussed**: • The executive has commenced strategic planning of long-term plans and strategies for the P&C. This is to help future executive teams to enact long term strategies. The exec will collaborate with the school and discuss how our ideas align with the school's strategies, particularly in the lead up to the school's 50th anniversary celebrations in 2028. • Le is staying on as P&C Admin, thank you!
Vice President's Report	
Amanda Merrick **Report – see Att 2.2**	**Noted**: Colour Run Summary - 442 tickets sold with tiered sale prices ($10, $25, $50 ticket options); total sales $6335. After expenses, total profit was an impressive **$5,539.50.** See full report for notes and lessons learned. Thank you, Amanda and volunteers! **Discussed**: • Previously tickets were all $10; this year the tiered ticket system was successful in increasing profits as parents were given the option of a larger donation to the P&C, with those donating $50 in the running for 2 x $50 Bunnings vouchers that were generously donated. • Amanda recycles the colour bottles each year to keep costs down and minimise the environmental impact, with thanks.

	• For future it is noted that we can play music through the speakers, which created a great atmosphere. • Principal Jones commented that the Colour Run was a great way to end the term and a fun day for the students.
Treasurer's Report	
Greer Bystrycki **Matt Pearce** **Report – see Att 3.1**	Treasurer's report discussed - read full report at **Att 3.1.** • Includes balance sheet, P&L, P&L summarised by event, aged payables summary, aged receivables summary. **Noted**: Revenue activities as per report. • New reports built to better show which areas are profitable and help with decision making, thanks Treasurers. **Discussed**: • Uniform shop sales are down, mainly due to stock adjustments and auditing discrepancies that are being addressed with stocktake planned for June. Thanks to Mel W for all your work. • Tuckshop sales are up 60% which is great. A member suggested that this may be due to the new app, Qkr!, being easier to use. • A trial of phasing in cashless events in planned for the fete, more details in the Events discussion below.
Motion	"That the Treasurer's report be accepted and payments as listed be endorsed." Moved: Eve Jenkins ; Seconded: Melanie Venz ; Carried
School Leadership Reports	
Stewart Jones **Principal's Report - see Att 4.1**	Principal's report discussed - read full report at **Att 4.1**. Decisions and recommendations from the report noted and discussed. **Noted**: • Completed grant application for tuckshop and prep playground update completed. • Completed grant application for new pick-up/drop-off zone running parallel to Ironbark Rd (inside fence line starting up near the Tennis Courts). • Upcoming External School Review booked in for August - the 2023 Review will help to shape the next strategic plan for the school that will run from 2024 to 2027. **Discussed**: • Parent Focus Group initiative. The Leadership Team is keen to hear from parents to help understand our school community thinking about transitions into CHSS and through and of from CHSS. This feedback is expected to help us with our Transition strategies. See Principal's report for further details. • Discussed school's aspirations targets that 95% of students would receive a C or better and that 85% of students would receive a B or better (in both English and Mathematics).

Carolyn Harris **Chaplain's Report - see Att 4.2**	Chaplaincy Report discussed - read full report at **Att 4.2**. **Noted**: • Raised $815.40 from Subway Day first term. Another Subway Day is planned for 20/06/2023. • Myla should be back on deck for morning sessions soon. • Crafting Connections evening planned for May 18th. **Discussed:** • Chappy Carolyn's Crafting Connections night has been promoted on Facebook and via CPRs, however there has been limited ticket sales so far. The event will go ahead, but there will likely be leftover stock of crafting materials, which could be used as craft activities at the fete. • A roadblock to ticket sales may have been the later time on a Thursday night, which was the only option for the hall. • If the night is a success, then word of mouth my help the next similar event to sell more tickets. • Chaplain's colouring competition will now be next term, as there is already a colouring competition for the fete. • Fundraising for Myla at the fete discussed - plan to sell bag tags designed by a local artist. • Leftover bag tags could be sold at the Uniform Shop. • Member suggested including an informative poster about Myla at the stall to display how lucky we are to have a service dog onsite. • Myla - will breed later this year, students can learn about her life cycle.
Annelyse Strong **Business Admin**	Nil
Motion	"That the Principal's report and Chaplain's report be accepted as tabled." Moved: Eve Jenkins ; Seconded: Melissa W ; Carried
Subcommittee Reports	
Events Subcommittee Report – see Att 5.1 **Oriel Morrison** **Alice Cottrell**	See full report at Attachment 5.1. **2023 Mother's Day Stall** will run Thursday 11th and Friday 12th May 2023 (due to interschool sports), big thank you to Polly who stepped up to run the event which is on track and on budget. • Bunnings donated 100 gifts which was appreciated. **Discussed:** • Mother's Day later this week - will try to avoid having it run over two days in future years. Thank you Polly for all your hard work on this year's Mother's Day stall. **2023 Festival on the Hill + Trash and Treasure** is on Saturday 2 June 2023 from 1pm to 6:30pm, with fantastic volunteer support. • Everything is on track for the Festival in 4 weeks!

	• Thank you Alice and team! • Briefly discussed opening prep room for the fete to tie in with 2024 transitions - Events team to discuss with School. • We are going to trial a cashless model, with a phased plan. Cash will still be accepted at T&T, Vintage Café and Ride Tent. Parents will give kids a cash card to use for anything else (except food trucks). Plenty of information on how this will work will be provided prior to, and at the event. • Currently trying to find new sponsors. • Thank you to Felicity and Mel W and team for all their work on T&T - one container is 4/5 full of stock for the Festival. • May need a skip this year / next year to deal with T&T rubbish. • 8 June 2024 CONFIRMED for next year's Festival on the Hill • Principal Jones emphasised the school and P&Cs appreciation of all the volunteer support for the fete we've had so far. We understand that local schools have had to cancel fetes or employ people to run them, whereas ours is alive and well - **with thank to everyone who has volunteered!** **Other Event Planning:** • Considering a free dress day Friday 2 June on day prior to fete, gold coin donation, possibly festival themed, to be considered. • Christmas Concert - looking to confirm a date, potentially December 1st. School to consider in consultation with P&C - **ACTION ITEM** • Parent's night planning - Trivia Night suggested - possible July or August - at school or offsite - could hire an MC - planning to proceed - **ACTION ITEM**
Buildings and Grounds Subcommittee Report – see Att 5.2 Melanie Venz (Provisional Convenor)	See full report at Attachment 5.2. **Noted**: • Oval Playground Shade Structure completed over the Easter holidays, big thanks to the B&G Subcommittee. • Jubilee Tree Planting Grant - waiting on signs to finalise the project. • Recycling – Containers for Change will accept wine bottles for refund as of November 2023 (relevant for P&C Events). • B&G subcommittee are planning to fast track the Uniform Shop upgrades to ensure full functionality of the space in the near-term. Seeking quotes for works including ceiling, flooring, internal painting. Discussed: • The pump in the Prep playground has been repaired. • **Working Bee** planned for Saturday 22 July 2023 - B&G requests that the date be confirmed at this meeting.

	• Planned: pruning plants, mulching around oval trees and seating area, tyre cleaning, move new sand into Prep Playground sandpit, Prep R planter bed (tbc). • Working Bee needs assistance and promotion, with thanks.
Motion	"That the P&C approve the date of 22 July 2023 for the next Working Bee and that the P&C assist with volunteers and communications to promote the event." Moved: Mel Venz ; Seconded: Mel Wheaton ; Carried
Tuckshop Subcommittee Report – see Att 5.3 **Emma Doolan (Convenor)** Report presented by Oriel	See full report at Attachment 5.3. **Noted**: • Our group of wonderful year 4 helpers at second break on Friday have been doing an amazing job! • Lucy has been selling coffee in the Tuckshop every Friday. **Discussed**: • Special Days were discussed and further planned this week. Sushi (Thursday 18th May), Hotdogs (14th June) and Donut Day (9th June) - dates to be distributed by Comms, with thanks.
Uniform Subcommittee Report – see Att 5.4 **Melissa Wheaton (Convenor)**	See full report at Attachment 5.4. **Noted:** • New EFTPOS machine "Bertie" is excellent and has improved payment efficiency greatly. • Second-hand uniforms are selling faster than they can be placed on the rack. • No basic uniform items are out of stock for the first time in 2023. • Carene Hogg has been busily sewing items to sell at the Fete, out of unsellable second-hand uniform material, with thanks! **Discussed:** • Option of upgrading to a POS system for the Uniform Shop. Ongoing consideration to be given to this later in the year. • Discussed option of selling long pants of some kind. • School putting out comms to parents that hoodies are not part of the uniform. • Considering adding long sleeve polos as a staple item - they are good sellers in the smaller sizes. Decision to be made prior to November orders - **ACTION ITEM**.
Digital Communications Subcommittee Report – see Att 5.5 **Rebecca Kierle (Convenor)** Report presented by Oriel	See full report at Attachment 5.5. **Noted**: • Noticeboards have been purchased and delivered to the school for installation. • Distribution of information via Class Parent Reps seems to be the most effective way of reaching majority of families.

	• Festival on the Hill website has been updated for 2023 and looks great, with thanks to Ian! Website contains information on sponsors, rides, food, T&T, and more. https://chssfete.org.au • Comms to promote T&T and Festival will ramp up in the coming weeks. • Comms team requests that any information required to be put on the Fete website or Facebook be sent to the comms email please: chsspandc.communications@gmail.com **Discussed:** • Multiple emails come in from parents asking about special tuckshop days, discussed having the dates approved at the last meeting of the previous term in future. To be discussed. • Discussed additional P&C members have access to Qkr! in case changes need to be made urgently. Decided to add VP Amanda. Treasurer Greer can set up automatic reports regarding ticket sales, with thanks.
Grants Subcommittee **Genevieve Murray (Convenor)**	**Noted:** • Dozens of grants reviewed; thank you to the P&C members (especially Bec) who have forwarded opportunities for review. • Ongoing research into potential grants; building a database for future years to save time. Thank you Genevieve. • P&C shared information with the school about grant opportunities they are eligible to apply for. • Unfortunately P&Cs illegible for many grants due to our legal status; considering partnering with the school and eligible organisations including incorporated not-for-profits, to expand the grant options available to apply for. **Please see report (Att 5.6) for table of potential grant opportunities;** P&C subcommittees may wish to consider whether they have projects that fit within the eligibility criteria for the listed grants: Lord Mayor's Community Fund (2022-23), Deadline: 16 June 2023 Damien Greer Lawyers- Community Grant, Deadline: 30 June 2023 NAB Foundation Community Grants, Deadline: 31 August 2023 **Discussed**: • RACQ Foundation Community Grant, Deadline: 2 October 2023 • Fitting projects and current needs into applicable grants. • Quotes are all in for replacing cricket nets and turf after the floods, this may fit in with a grant, ongoing considerations. • Gen also looked at grants the school can apply for a prepared a spreadsheet, with thanks. • Amanda identified the Queensland Mental Health Week Grant, Deadline 26 May 2023 - up to $3000 - Amanda will complete the application, with thanks.

CPR Facilitator **Catherine Nichols**	**Discussed**: • A member raised concerns about not receiving info from their CPR. Suggested CPR Facilitator could be CC'd on all CPR emails to help with oversight. The P&C appreciates the contributions of all the CPRs, with thanks.
Motion	"That the Subcommittee reports be accepted as tabled." Moved: Eve Jenkins ; Seconded: Amanda Merrick ; Carried
Motions on Notice	Nil
General Business	
General business matter Presented by: Rysia Prichard	• Soccer Goals - Rysia discussed the school council's initiative to fundraise for soccer goals on the oval. Considering dates for themed free dress and gold coin donation. Members discussed potential high cost of goals and considered how the P&C may assist. Amanda suggested a free dress day to tie in with the World Cup in August, possibly other fundraising options, **ACTION ITEM**.
General business matter Presented by: Eve Jenkins on behalf of Carene Hogg	• **Review of bubblers -** Request that the B&G subcommittee consider doing a review of the school bubblers, some are malfunctioning, and the last full review was around 2019. • It was agreed that this could be done and noted that there is constant maintenance and cleaning of the bubblers regularly.
Closing	
Applications for membership and recording of new members	New membership applications for acceptance: Robert Canning, Amber O'Neill. The executive team welcomes the new members to the CHSS P&C!
Motion	"That the applications for membership received be accepted." Moved: Eve Jenkins ; Seconded: Mel Venz ; Carried
Date of next meeting	Next General Meeting is scheduled for 13 June 2023.
Close	9:05pm

Confirmation of minutes
Chair name: Oriel Morrison

Signature: _____

Date: _____/_____/_____

CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING ATTENDANCE REGISTER - 9 MAY 2023

STRIVING FOR EXCELLENCE

Name	Present	Apology
Staff Leadership Team		
Stewart Jones (Principal)	x	
Tal Mitchell (Deputy Principal)		x
Craig Jordan (Deputy Principal)		x
Rysia Pritchard (Deputy Principal) *	x	
Carolyn Harris (Chaplain)	x	
Annelyse Strong (Business Admin)	x	
Honorary Life Members		
Jane Fountain (B&G Subcommittee Member)	x	
Melanie Venz (2023) (B&G Subcommittee Convenor)	x	
Robyn Arthur		
Val Balnave		
Executive Members		
Oriel Morrison (President)	x	
Amanda Merrick (Vice President, OSHC Liaison)	x	
Eve Jenkins (Secretary)	x	
Greer Bystrycki (Co-Treasurer)	x	
Matt Pearce (Co-Treasurer)		x
Subcommittee Members		
Alice Cottrell (Events Subcommittee)	x	
Carene Hogg (Events Subcommittee)		x
Catherine Nichols (CPR Facilitator)	x	
Emma Doolan (Tuckshop Convenor)		x
Genevieve Murray (Grants Convenor)	x	
Ian Burns (Communications Subcommittee Member)	x	
Melissa Wheaton (Uniform Shop Convenor)	x	
Michelle Seymour (Tuckshop Subcommittee Member)		
Rebecca Kierle (Digital Communications Convenor)	x	
Sam Bysouth (B&G Subcommittee Member)		
Stanley Kierle (B&G Subcommittee Member) *		
Members		
Amber O'Neill		x
Ana Silva		
Jacquelyne Cope		
Laura Pyke		
Penelope Jessup		
Robert Canning		
Simon Gill		
Tom Mittelman	x	
Visitors		
Katrina Swalwell *	x	

* 2023 P&C membership pending - 2023 application forms to be completed for acceptance at next GM.

TABLE 1 - ACTION ITEMS - PROGRESSED AND COMPLETED ITEMS

Assigned to	ITEM	PROGRESS
Stewart Jones Mel Venz Oriel Emma	P&C to collaborate with the school to incorporate an upgrade to the prep playground into the grant application for tuckshops and playgrounds.	**Completed** - see Principal's Report - Att 4.1 - School Playground and Tuckshop Upgrades (SPTU) Grant application completed.
Oriel Morrison Stewart Jones	Considering fundraising for extension of prep school room decking platform.	**Completed** – idea incorporated into P&C Strategic Planning process.
Mel Wheaton	Obtain advice from Emma Lanigan for having over 65s as volunteers.	**Completed** – determined to be infeasible.
Genevieve Murray An Tong	Extraordinary Disaster Assistance Recovery Grants - up to $50,000 – applying to repair flood damaged cricket nets & Astroturf.	**Completed** – grant application declined.
Oriel Morrison Stewart Jones	Consider a SurveyMonkey asking parents if they would they use and pay for a local bus service.	**Completed** - no survey needed as project infeasible; school considered it to be too expensive.
Oriel Morrison Rebecca Kierle	Considering the option of a commercial bus services that would offer a local route to and from the school.	**Completed -** infeasible as per school.
Oriel Morrison	SurveyMonkey sent to parents and teachers asking for a "wish list" for the school.	**Completed** - Responses will be incorporated into strategic plans and fundraising goals for the school and P&C. Now also sent to teachers, thank you to the school.
Oriel Morrison Amanda Merrick	The CHSS P&C is considering the option of running the school's OSHC, as it is up for tender this year.	**Completed** - infeasible to tender this year, P&C considering option of preparing to tender at next opportunity (likely to be in 3 yrs).
Oriel Morrison Events subcommittee Stewart Jones	Planning date for the 2024 Festival - 8 June 2024 considered, P&C and school to look at dates and avoiding clashes.	**Completed** - no conflicts, confirmed 8 June 2024 for next year's Festival on the Hill.
Emma Doolan Tal Mitchell	Devise strategy to restart tuckshop ice block sales next term and measures to mitigate ice block related bad student behaviour. Tal to discuss with Emma and consider involving a small group of Year 6 students to assist the tuckshop with this project.	**Completed** - issue resolved, with thanks to Tal and students.

Emma Doolan Melissa Wheaton Oriel Morrison B&G Subcommittee	SPTU Grant action items combined here: Emma to progress on Tuckshop grant and B&G to obtain quote for fit out. Considering renovation options to replace, repair or broaden Tuckshop infrastructure and services, and attached Uniform Shop renovations.	**In progress** – School has completed SPTU grant application, P&C discussions with the school ongoing regarding proposed repairs, renovations, equipment and infrastructure. Note - low SES areas prioritised.
Rebecca Kierle Oriel Morrison Stewart Jones Annelyse Strong	Progress locations and final options for noticeboards.	**In progress** – Noticeboards have been purchased and delivered, school has quotes for installation which will be done before next term.
Stewart Jones	STEM student playground classroom project. Considering joint school / P&C project.	**In progress** - ongoing discussions. Technology items purchased by school, STEM Club already meeting in the room, plan gaining momentum, school focus also on upskilling teachers to implement the program.
Oriel Morrison	Potential fundraising option of selling naming rights to the oval sandstone blocks or consider this for another structure/project.	**In progress** - assessing viability and considering options.
Stewart Jones Oriel Morrison	Consideration of forming an Instrumental Music Subcommittee. A subcommittee could connect with the school's music teachers and offer to fundraise for equipment, travel etc.	**In progress** - ongoing discussions**.** The school has covered the cost of additional instruments. However the subcommittee is a viable idea and expressions of interest will be sought for a subcommittee convenor.
Mel Venz Jane Fountain Annelyse Strong (and Tony)	Birdwing butterfly vine plantings and consideration of an Interactive Panel in the area of the vines. Plan to request involvement of Prep Classes / Teachers to plant replacement vines for the six dead vines. Work out costing for an Interactive Panel about the life cycle of the butterfly, and potential locations.	**In progress** - ongoing discussions**.**
Amanda Merrick Stewart Jones	Possible issues with oval playground; broken parts, Astroturf problems, structural issues. Playground has been inspected and will be inspected again this week. Consider whether any further action is needed at this time.	**In progress** - Inspection has occurred and the equipment deemed safe. The school has a list of what needs to be repaired, quotes will be sought and there will be a staged approach to repairs. The Oval Playground may need to be replaced in three

		years, considering funding options, considering options for the area itself, could consider survey to parents in term 3, could fit in with a grant application. Members generally keen that the area remains a playground. Discussed student voices will be listened to also in the process.
Cath Nichols Amanda Merrick	Consider cyber security issues related to the distribution of school parent contact details in excel files. Cath will discuss the issue further with class reps and consider options.	**In progress** - Cath is consulting with parents and will have further discussions later this year to prepare a more secure system for next year.

TABLE 2 - ACTION ITEMS - NEW FROM THIS MEETING

Assigned to	ACTION ITEM	PROGRESS
Oriel Morrison Amanda Merrick School Leadership Team	**Soccer Goals** - Rysia discussed the school council's initiative to fundraise for soccer goals on the oval. Considering dates for themed free dress and gold coin donation. Members discussed potential high cost of goals and considered how the P&C may assist. Amanda suggested a free dress day to tie in with the World Cup in August, possibly other fundraising options.	New
Oriel Morrison School Leadership Team	**Christmas Concert** - looking to confirm a date, potentially December 1st. School to consider in consultation with P&C.	New
Oriel Morrison Alice Cottrell Amanda Merrick	**Parent's Night** planning. Trivia Night suggested, possibly in July or August; planning to proceed.	New
Melissa Wheaton Oriel Morrison School Leadership Team	**Long sleeve polo tops** in the Uniform Shop - considering adding long sleeve polos as a staple item - they are good sellers in the smaller sizes. Decision to be made prior to November orders.	New