CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING AGENDA – OCTOBER 2025

Date: 14 October 2025

Time: 6:30pm

Location: CHSS Conference Room 2

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.
Secretary's Report	
Eve Jenkins **Report - see Att 1.2**	**See Secretary's Report at Attachment 1.2** • Discussion of action items progressed or completed. • Discussion of changes to Blue Card requirements. ○ New regulations and registry to be managed by CHSS P&C Admin – currently Susana – with help from the Secretary.
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.
Correspondence received since the previous GM - Att 1.2	Distributed list of inward and outward correspondence endorsed as per Secretary's Report.
President's Report	
Oriel Morrison-Higgins **Report - see Att 2.1**	**See President's Report at Attachment 2.1.** Welcome to the October 2025 meeting! • **The new tuckshop is in!** Thank you to Claudi, Michelle, Mel and their teams for all their hard work while the transition process has been underway. It's been a challenging time for all - **but we did it!** And what a wonderful result. Thank you also to the school admin and management for everything they have done to make this happen for our little people. • **A special thank you to Mel** for all her hard work in running the Uniform Shop for the P&C. She has done a wonderful job and has put in an enormous amount of effort. Mel has now stepped down from her role, and we are very sorry to see her go. Our new Uniform Shop Convenor will be announced shortly. • **Thank you to Bec** - who has been looking into the new Blue Card rules. Details to be shared in the meeting. • Planning is well and truly underway for the **School Disco** - we are looking forward to another wonderful event. • Planning has started for the Christmas concert - Dec 5. We will have food trucks and a wonderful concert on the oval. • We can't wait for the trays of Bowen mangoes to arrive - **thank you to Flick for organising the CHSS P&C 2025 mango drive.**

	• We also can't wait for the pies to arrive! **Thank you to Claudi for organising the pie drive**, a fundraiser to upgrade our playgrounds. • Claudi has continued looking into the Junior Engineers coding class to start in 2026 - and the onboarding process has started. • **We are looking for a new P&C executive team to start Feb 2026 -** please email president.chapelhillpandc@gmail.com if you're interested in more information or a chat.
Vice President's Report	
Amanda Merrick	The VP provided help and support to both the Executive and the Events Team, contributing to planning, problem-solving, coordination and more.
Treasurer's Report	

Mona Hope
Reports - Atts 3.1 and 3.2
	See Treasurer's Report at Attachment 3.1.
	See CHSS Events P&L 31-08-2025 at Attachment 3.2.
	Treasurer's Report – Key Points
	• **Uniform Shop:**
	  ○ Sales steady but down 7% vs 2024 ($58,528 YTD).
	  ○ Profit: $11,181 (vs $13,958 in 2024).
	• **Tuckshop:**
	  ○ Sales down 22% ($101,944 YTD), mainly due to renovation closure.
	  ○ Profit: $13,927 (vs $27,035 in 2024).
	  ○ Expected to recover in Term 4; small price increase may help.
	To be discussed:
	Proposed motion for the P&C to approve the appointment of Vital Auditing Services as the external auditor for the 2025 financial year, at a total cost of $850 (incl. GST).
	• This follows a review of alternative providers after concerns with the performance of the previous auditors. Two additional quotes were obtained, with Vital Auditing Services offering a highly competitive rate (approx. $70 difference) and ease of already working with Vital's bookkeeping services.

Proposed motion	"That the P&C approve the appointment of Vital Auditing Services as the external auditor for the 2025 financial year, at a total cost of $850 (incl. GST)."
School Leadership Team	

Stewart Jones
School Principal
Report - see Att 4.1
	See Principal's Report at Attachment 4.1.
	Principal's Report – Key Points
	• **Staffing & Enrolments 2026:**
	  ○ Fewer new teachers needed compared to this year.
	  ○ Some class structure changes expected.
	  ○ Student numbers are difficult to predict due to early exits; focus on retaining enrolments.
	• **Teaching & Learning Focus 2026:**
	  ○ Strong emphasis on coaching and teacher capability development.

	○ Key areas: Walker Learning, CHSS Reading Approach, and Positive Engagement for Learning (Prep - Year 6). • **Infrastructure Updates:** ○ **Tuckshop renovation complete** – looks excellent. ○ **Retaining walls** at three locations – major one almost finished. ○ **Main toilet block opened** – a few final tweaks to come. ○ **Prep toilets slightly delayed** – temporary use of Lower Block toilets as part of transition.
Subcommittee Reports	
Events Subcommittee **Thricia Ayling** Althea Papinczak Oriel Morrison-Higgins	• The Events Team has been focused on planning the upcoming **School Disco on Saturday 25 October**, with tickets now available on Qkr and volunteer sign-ups open (https://volunteersignup.org/9P78H). • They are also coordinating ongoing Term 4 events including the **Christmas Concert** and have begun early planning for **2026 events.** • **To be discussed -** That the P&C fund up to $1330 for AV for the Christmas Concert and up to $415 for portable toilet hire for the concert.  **P&C EVENT DATES FOR 2026 – Save the Dates!** ○ March 7th – P&C Family Fun Day ○ March 27th – Colour Run ○ May 8th – Mother's Day Stall ○ June 13th – Festival on the Hill ○ August 1st – Parent's Trivia Night ○ September (date tbc) - Father's Day Stall ○ October 24th – Bush Dance ○ December 4th – Christmas Concert
Proposed motion	"That the P&C fund up to $1330 for AV for the Christmas Concert and up to $415 for portable toilet hire for the concert."

Buildings and Grounds **Claudi Bird**	**Agenda Items:** • The tuckshop refurbishment has been completed. • The **CHSS P&C Pie Drive** is on! – get your orders in by October 20th!  **Facilities & Projects Update (Brief Summary)** **Major Projects (in progress or near completion):** • 2025 Focus Project: Oval playground refurbishment (in progress) • Tuckshop and Hall kitchen upgrades with additional P&C storage (in progress) • Yarning Circle near Year 3 buildings (almost complete) • Recontouring/netball court drainage fix (planned and simple to implement) • Swales and drainage improvements in nature play and prep areas • Hall improvements: louvre installation for airflow and refurbished entrance • Additional storage area for the P&C **Smaller Projects:** • New bike racks • Small seating areas • Water bubblers • Rubbish awareness/reward program with Environment Club
Proposed motion	"That the P&C fund up to $700 for freezer room shelving, to support the Pie Drive, and the Tuckshop's capabilities, for the benefit of our students."
Tuckshop Subcommittee **Michelle Seymour** **Report – see Att 5.3**	**See the Tuckshop Report at Attachment 5.4.** • Michelle reports that it's great to be back in the **newly renovated Tuckshop.** The updated space is a huge improvement and is sure to create a more enjoyable and efficient working environment. • A very exciting improvement for the P&C and the school, as a result of grant funding.

	Special Tuckshop Days this term: • Sushi Day – Week 3 – Thursday 23 October. • Tuckshop Reopening Special – Week 7 – Thursday 20 November.
Uniform Shop Subcommittee **Melissa Wheaton** **Report – see Att 5.4**	**See the Uniform Shop Report at Attachment 5.4.** • Mel thanks everyone who supported her in the Uniform Shop Convenor role. She noted the removalists' help moving back into the shop was invaluable, though the shop was not fully ready for a smooth move-in. Mel is assisting the new Convenor with the transition, with many thanks. 
Comms Subcommittee **Report - see Att 5.5** **Rebecca Kierle**	**See the Comms Report at Attachment 5.5.** To be discussed: • World Teacher Day – coffee truck plans? • Prep Transition mornings – Will we provide coffee/muffins and require volunteers? • Christmas Concert – planned start time this year?
Grants Subcommittee **Genevieve Murray**	Thank you to Gen for your ongoing work on Grants. No agenda items this month. Updates planned for our next meeting.
Health and Wellbeing Subcommittee - see Att 5.7 **Eve Jenkins**	**See the Health and Wellbeing Report at Attachment 5.7.** • **Yoga with Jo** / Twilight Stretch continues at CHSS in term 4, with half the space but double the energy - Thursday nights in the Arts Room, 7:30pm until 8:30pm. Highly recommended, five stars. • The **Wellbeing Wagon** Project - a new Wellbeing Wagon; a rolling bundle of games, crafts, and fun activities, ready to brighten break times. The Wagon will roll out at set break times, run with the help of our **PE4L parents** and the Grade 5 Flock of Friends. To be unveiled at our last P&C meeting of the year in November. • **P&C Family Fun Day 2026** – Early planning underway – event to be held on March 7th, 2026.
CPR Facilitator **Catherine Nichols**	To be discussed: • **World Teachers' Lunch & Coffee Truck -** Awaiting confirmation from Stewart on who is coordinating and the proposed dates. • **WhatsApp Community 2026 -** Suggestion to follow last year's timeline by collecting class lists early.

OSHC Liaison **Tammi Levine**	Thank you to Tammi for your ongoing work as OSHC Liaison. No agenda items this month.
General Business Matter	
General business matters **Julie Lewsey** Grade 5 Sparks Entrepreneurial Program students and parents requesting P&C support	• "I would like to put forward a motion to run a small market at the end of year Christmas concert to enable the children from the Sparks entrepreneur club to showcase their businesses. • The children from Sparks would have been working on their businesses for two terms. There will be approximately 12 businesses selling products they have made or sourced and even a cafe! • We request some support from the School/P&C in the form of: three marquees, chairs and tables, loan of a payment receiving device, promotion in the newsletter and WhatsApp group • As the Sparks club is teaching real world business skills our plan is to charge the 'businesses' for rental space at the market. This will likely be a small amount $5-10 each business which will go to the P and C in return for the above. • As this is a pilot program there may be some changes, and we are open to suggestions to help make this a success."
Closing	
Close	New membership applications. Meeting closes. Thank you to everyone who attended our October General Meeting.
Date of next meeting	The next CHSS P&C General Meeting will be held **11 November 2025** at 6:30pm in Conference Room 2.