CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING MINUTES – JUNE 2025

Date: 10 June 2025

Time: 6:30pm

Location: CHSS Conference Room 2

AGENDA ITEM	
Opening and welcome by the Chair **Oriel Morrison-Higgins**	Meeting opened at 6.33pm The President welcomed the members and executive committee to the general meeting and gave an Acknowledgement of Country
Apologies	As per GM Attendance Register June 2025
Confirmation of the minutes of the May 2025 GM	Confirmation of the minutes of the previous GM; the Chair signed the confirmed copy of minutes from the last meeting
Motion	"Moving that these minutes be confirmed as a true and correct record of the meeting held on the 13th May 2025". Moved: Caroline Lawless Seconded: Melissa Wheaton; Carried
Secretary's Report	
see Att 1.1 **Caroline Lawless**	**See Secretary's Report at Attachment 1.1** ● Table 1 - Discussed Actions Register for a list of action items that have been progressed or completed since the previous meeting ● Table 2 - Discussed Motions Register for a list of necessary action taken on urgent matters since the previous meeting ● Table 3 - Distributed Correspondence Register for a list of inward and outward correspondence received since the previous meeting
see Att 2.1 **Oriel Morrison-Higgins**	**See President's Report at Attachment 2.1.** Welcome to the June 2025 meeting! ● A big thank you to Lisa, Sarah and team for organising the Colour Run - fourth time lucky and we got there! And thank you to Tony, who has done so much for us. ● Fete planning is in full swing - a huge thank you to all who are getting involved. A few special mentions - Alice, Flick and Mona.. you guys are all amazing and very much appreciated. All details in Event's report. ● We have heard that the tuckshop renovation is going to go ahead.
Vice President's Report	
Not provided **Amanda Merrick**	● The Vice President supported the President, the Executive, and the Events Team.
Treasurer's Report	

see Att 3.1 **Mona Hope**	**See Treasurer's Report at Attachment 3.1.** ● Events' P&L at Attachment 3.2 ● No additional discussion in the meeting
School Leadership Team	
School Principal's Report - see Att 4.1 **Stewart Jones**	**See Principal's Report at Attachment 4.1.** ● Focus Group Feedback updates: leadership team is really appreciating the feedback on how they can improve around homework and support directly from parents. Parents are appreciating feeling 'heard'. Feedback largely focussed on differences in classes between homework being handed out and reading. Years 5-6 are yet to have their Focus Group session. The younger two year groups have been completed. ● Crafting Connections: event was held on 8th May 2025 and was a huge success raising over $2,000! ● Chappy Meal Deals: Domino's pizza will be arriving on Tuesday, 17th June 2025. Chappy Carolyn is requesting additional helpers for the second timeslot on the day. She has enough helpers for the first time slot on the day. Bec has done communications on this. Suggested to put an announcement over the PA system. Needs finance for the Domino's pizza which the Treasurer is arranging payment for once order is confirmed (13 June). Suggestion by Amanda to request Domino's Kenmore to provide 1 large pizza voucher for the volunteers (similar to what was done for Trivia night) ● Active Connection Night: event upcoming on Thursday, 4th September 2025
Subcommittee Reports	
OSHC Liaison Report – see Att 5.1 **Tammi Levine**	**See the OSHC Liaison's Report at Attachment 5.1.** ● Obstacle Course Day - major sponsor running face painting ● Fete - sponsorship for fireworks and running face painting ● Helping Hands (HH) are sponsoring for no cost to the P&C ● Discussed whether the 4-5 HH volunteers (including Caitlin) could be given a voucher for helping with the face painting. Also raised whether we could do something similar for the Trash & Treasure volunteers ● June/July vacation care programs - hoping to have preps in a separate group from the other aged children again this year (similar to prior years) ● Head of Holiday HQ: children advising of feedback for HH to consider before program commences ● Possible change in sign in area to change from the turning circle to the Stop Drop & Go and will also be painting the sign in area to make it a more relaxing space for parents ● HH have not changed their logo and have not yet paid for the fireworks. Caitlin is following up with head office re outstanding fete sponsorship payment but P&C communications team will not do sponsorship post until they have paid
Events Subcommittee	**See the Events Subcommittee Report at Attachment 5.2.**

Report – see Att 5.2 **Trish Ayling**	● Colour Run - profit A$5,930.75 made ● Festival on the Hill - event to be held on 14 June 2025 from 1 to 7pm ● Question raised whether there would be fencing around the rides on Friday. Alice (not at meeting but confirmed via text message) that the fencing would be in place for Friday ● T&T need assistance on Friday between 4pm to 6pm ● Tal Mitchell and Mrs Lear will be manning the doors and advising no bags, no food allowed inside as kids subsequently damage the goods when spilled or with their sticky hands ● Trash and Treasure - event to be held on 14 June 2025 ● Trash and Treasure - P&C volunteers were originally advised to come from 5-6pm for a sneak preview but should come from 3-5pm on Thursday, 12 June 2025. No cash payments will be accepted as no float. Card payments only. ● Cleanup: on Sunday the boom gate will be open from 7-7.30am and volunteers are requested to come until 11-11.30am to assist with cleanup. Should be free pizzas for volunteers who have assisted with cleanup ● Containers for Change: requested to get bins emptied and also have additional bins arriving before the fete
Motion	"Moving that an amount of $572.22 be approved to maintain the Fete webpage for another 3 years (New contract will expire: 17 July 2028)". Moved: Felicity Burns; Seconded: Catherine Nichols; Carried
Motion	"Moving that an amount of $7,000 be approved for the Father's Day stall". Moved: Catherine Nichols; Seconded: Melissa Wheaton; Carried
Buildings and Grounds Subcommittee Report **Claudi Bird**	● Not provided
Tuckshop Subcommittee - see Att 5.4 **Michelle Seymour**	**See the Tuckshop Subcommittee Report at Attachment 5.4** ● May 2025 issues were not discussed last meeting so discussing this meeting instead ● Operating from hall with limited menu ● Tuckshop renovation: Procurement process with central office. Regional has not approved and is not the usual process ● Dishwasher issue: Tony confirmed that the dishwasher can be fixed but it needs a new thread for the taps. He is going to complete after the Fete is out of the way. Alternatively, Claudi raised that if a new dishwasher is required, this could come from the Tuckshop grant. Alternatively, move the dishwasher from the tuckshop to the hall
Uniform Shop Subcommittee - see Att 5.5 **Melissa Wheaton**	**See the Uniform Shop's Subcommittee Report at Attachment 5.5.** ● Orders for Back to School stock completed to arrive in January 2026 ● Year 6 polos and jumpers have been delivered/distributed ● Jackets: Mel showed the example jacket which is manufactured overseas. Need to change suppliers as the previous supplier put all the bigger sizes on backorder to be delivered in August 2025. The jacket has blue piping (which can remain/not remain) and also

	elastic around the wrists and waist (which can remain/not remain). She is going to get these in for next year 2026. ● Size 4 uniforms: still has plenty in stock. Could consider selling jackets/jumpers for $28 per jacket for the kindy crews to wear and not worry about getting paint on ● Uniform policy to be updated with one line in about the length of the skorts/shorts as still very short ● Principal is in charge of enforcing the uniform policy to endorse what the school and teachers are required to advise students they should/should not be wearing ● Play uniforms: Oriel did last year and will assist with the printing of the iron transfer stamp for the uniforms ● Spot checks of stock levels to pinpoint times and possible reasons for stock fluctuations ● Prep 2026 Smart Start Sessions - preparations underway
Communications Subcommittee Report – see Att 5.6 **Rebecca Kierle**	**See the Communications Subcommittee Report at Attachment 5.6.** ● 2025 Fete: communications are going well. Alice is unable to continue next year but have another parent who may want to take this on ● Query about funding for the Fete which was confirmed to be around $1,000 from the Lord Mayor's grant ● Website up to date - thank you Ian! Thanks to Carene for Canva help! ● Volunteers: slow up take on volunteer positions ● 2026 Fete: Alice is stepping away from the Fete Convenor role and so we need to consider who will be replacing her. Once a new Fete Convenor has been confirmed, will need to consider sending a Save the Date. Do we have a date? ● Photos: we do not have a central place for storing photos and don't want to get involved with this due to consent form and retention requirements for photos. May be some children who could be targeted for varying reasons ● Website: hosting renewal due 7/7/2025 ● Domain name: registration due 15/6/2026 and approval has been obtained

Grants Subcommittee Report **Genevieve Murray**	• Not provided
Health and Wellbeing Subcommittee **Eve Jenkins**	• Not provided
Class Parent Representative (CPR) Facilitator **Catherine Nichols**	• Not provided • No specific CPR issues to be discussed
General Business Matters	

Presented by: Catherine Nicols	● Path lighting: 3 lights to be turned on after events. Stewart communicated to Annelise but this hasn't been occurring to date ● Stewart advised they had had electrician out to look at it - one colour of wiring going in and one colour of wiring going out. Electrician said he could possibly fix for $10k but the school decided against fixing the lights based on this ● This part of the lighting was not included in the Stop Drop and Go funding of $500k ● Solar panel lights could be used and the school is getting a quote for this. ALternatively, could consider this as part of the Oval Playground
Presented by: Stewart Jones	● Senior Shirts: Agreed to have first name on the logo at the front but no individual names of the class members on the back
Presented by: Claudi Bird	● Roadworks getting done ● Oval Playground: grant is up on 14 June 2025. Mona is helping with the paperwork for this but everyone wants to see the oval get renovated
Presented by: Tal Mitchell	● Year 5 Camp: great location and same sort of time ● Kids were exceptional, fantastic and very resilient ● Activities were great ● Year 4 Camp: going to the same location for one day to get an introduction prior to attending the Year 5 Camp in the following year
Closing	
Close	No new membership applications Meeting closed at 7:29pm Thank you to everyone who attended our General Meeting.
Date of next meeting	The next CHSS P&C General Meeting will be held **Tuesday, 12 August 2025** at 6:30pm in Conference Room 2.