CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

SECRETARY'S REPORT - AUGUST 2023

Date: 11 July 2023
Time: 6pm
Location: CHSS Conference Room 2

Table 1. ACTION ITEMS FROM 11 JULY 2023 GENERAL MEETING WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
Tal Mitchell Oriel Morrison Amanda Merrick	**Soccer Goals** - School Council's initiative to fundraise for soccer goals on the oval. Free Dress Day promotions went well and funds of at least $1649 was raised, total and further progress to be confirmed at meeting.	**In progress -** Agreed at last meeting that School Council could raise & contribute $1.5k, then P&C and School would each contribute $2.75k each.
Rebecca Kierle Oriel Morrison Annelyse Strong	**Noticeboards** - installation planned. Cost of installation approved at last meeting and will proceed.	**In progress**
B&G Team Jane Fountain Annelyse Strong	**Birdwing butterfly vine plantings** and consideration of an Interactive Panel about the life cycle of the butterfly.	**In progress** - work ongoing.
B&G Team School Leadership	**Recycling** - Containers for Change bins trial. Mel and the B&G team requests support from the school to trial Containers for Change bins over the next 6 months to see if this system can be maintained with less volunteer input.	**In progress** B&G team sent proposal with specific details to the School. School agreed to trial of program.
B&G Team Oriel Morrison Amanda Merrick Gen Murray Stewart Jones	**Oval playground upgrade**. Artificial turf problems, structural issues. Inspection has occurred and the equipment deemed safe. Considering funding options through grants. Members keen area remains a playground.	**In progress** - School and P&C in discussions and grants identified to potentially assist with funding. P&C will consider funding options for this project.
B&G Team Oriel Morrison	**Prep Playground Turf Repairs** - Artificial turf in the prep playground to be replaced.	**In progress -** Quote received for the resurfacing of prep playground and surfacing of the outdoor adventure.
P&C Executive School Team B&G Team Uniform Team	**SPTU Grant** - application submitted by the School, planned for Tuckshop / Uniform Shop repairs, renovations, equipment, and infrastructure.	**In progress** – See report, collecting quotes.

COMPLETED	ITEM	PROGRESS
Events Team Amanda Merrick	Parent's Night - Trivia Night Saturday August 5th - fantastic fun for parents and teachers.	Completed.

Table 2. EMAIL AND POSTAL CORRESPONDENCE REGISTER - SINCE LAST GENERAL MEETING

INCOMING				
DATE	**EMAIL/POST**	**FROM**	**DESCRIPTION**	**ACTION**
04/07/2023	Email	Dr Christian Rowan MP - Member for Moggill	Political promotion	Forwarded to Exec
12/07/2023	Email	P&Cs Qld Admin	Newsletter	Forwarded to Exec
July, August	Emails	Various suppliers	Product promotions	Forwarded
July	Mail	QAST	Membership invitation	Distributed to Tuckshop team
July	Mail	Office of the Lord Mayor	Information re. Active School Travel Program	Distributed to Exec
July	Mail	BOQ	Banking receipt	Distributed to Treasurers
July, August	Mail	Various suppliers	Product brochures	Distributed
OUTGOING				
DATE	**EMAIL/POST**	**TO**	**DESCRIPTION**	**ACTION**
Many	Email	Various	Subcommittee correspondence	Catalogued by subcommittees
Many	Post	Festival Sponsors sent thank you certificates from Events Team.	Events and Subcommittee Correspondence	Catalogued by Events Team

Table 3. URGENT EXECUTIVE ACTIONS REPORT - SINCE LAST GENERAL MEETING

DATE	MATTER	TYPE	FOR	AGAINST	DECISION
24/07/2023	"Urgent motion that the P&C fund up to $11,000 for installation of 6 bus shelters on the school oval (with the School contributing $7000 to installation), to provide an additional covered outdoor area for students as well as infrastructure for events." *Note - Urgent decision was needed due to deadline. Issue was discussed at length at the last meeting and members were generally in agreement that an additional undercover area would benefit the school. For further discussion at this meeting.	Exec	Oriel Morrison Amanda Merrick Eve Jenkins Greer Bystrycki Matthew Pearce	Nil	Carried