CHAPEL HILL STATE SCHOOL
PARENTS AND CITIZENS' ASSOCIATION
GENERAL MEETING MINUTES – MAY 2026

Date: 12 May 2026
Time: 6:30pm
Location: Conference Room 2

AGENDA ITEM	
Opening and welcome by the Chair	Meeting opened at 6:35pm and Acknowledgement of Country
Apologies	As per attendance sheet.
Confirmation of minutes of previous GM	Confirmation of the minutes of the previous GM --- Att 1.1. The Chair signed the confirmed copy of minutes from the last meeting to be distributed to members.
Motion	"Moving that these minutes be confirmed as a true and correct record of the meeting held on the 10th March." Moved: Nikki McAllister; Seconded:; Held over as hard copy unavailable for signing.
Guest Presentation:	**Proposal of Year 6 Yearbook – Sarah and Jordan Maxwell**
	Thank you for allowing presentation to meeting. Passion regarding yearbooks – knowing names and doing in their lives Hoping to create a yearbook for all year 6 students in 2027. Aim for students to be able to sign together and hang out. Local school – Brookfield – currently do this and examples were shown during the meeting. Why a yearbook – student connections, understanding each other better, memories of CHSS, school pride, community coming together. Committee has been organised with initial meeting completed with roles delegated. For every single kid Timeline presented – discussed school buy in to support the inititave to be able to reach end product Produce a 'value' for staying at CHSS through year 5 and 6. Rough costing - $17.15 per copy - did make some amendments in book design given higher student numbers at CHSS (110 at CHSS v 70 at Brookfield- could be ~$18 per book. Proposal 1) – P and C sponsor the year 6 yearbook fully (this is done at Brookfield)

	Proposal 2) – P and C underwrite the printing costs and have school support for fundraising attempts with the option of charging books for $30 (this may allow for to support those who are unable to purchase themselves) Questions: Extra discussion regarding media release of photos Financial costing - ? graphic design, photography Design - ? incorporating other years – focus on Year 6 cohort with kids own page (journal) ? how to recoup if fundraising does not recoup cost ? how to acknowledge those involved in committee ? how to repeat in future years – funding would need to be repeatable in the future – what processes can be put in place for future years Comments: Congratulations to Jordan for presentation Raised option of seeking further information of other schools in area that do a year book – ie purchase price at althernate schools ? part of Student Resource Scheme as this could be included as a teaching resource journalling Outcome of presentation: Unequivocal support of this idea – Faith moved a motion to support a yearbook for 2027. All in favour. To be further presented with extra details – costing, timeframes, repeat into future years, funding, templates.
Secretary's Report	
Nikki McAllister Report – see Att 1.2	**See Secretary's Report at Attachment 1.2**
Table of executive committee's decisions	Secretary tabled executive committee's decisions --- Att 1.2 Discussed necessary action taken on urgent matters since previous meeting.
Correspondence	Distributed correspondence table as per Secretary's Report --- Att 1.2.
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

Discussions:

Big past week – apologies bout the amount of work for communications and

Big thank you to Faith who ran our mothers day stall
Thank you to Cath for all your support as well with mothers day stall

Thanks to Fete team – Althea and Flick for ongoing efforts
Thank you Althea

Thank you Rebecca and Cath regarding monumental effort with the amount of information conveyed in past couple of weeks with multiple P and C events and school events

<u>Items brought to attention for further discussion:</u>

- **Uniform:**

1) School branded cap for sports events – Clare has been able to provide a mock up. Specifically to be worn outside events at district events – not able to be worn within school. Could it be possible for ADEP. School would need to approve design as school is strongly guided by sun safe policy. Strictly for sport events/ inter school sport (dependent on sport rules as well). Potential to further investigate.
   ? option of wide brim with neck loop to help hold one
   School to further confirm what is allowable through school - ? lightweight foam
   ? could be issued as part of $12.95 per hat – potential sale of $15-20
   Would be yr 4 district + yr 5-6 district and interschool sport

2) Uniform Policy – past discussions have determined current policy. Some information has dropped off website regarding policy. Request from P and C for school to post/send information regarding current expectations/implementations regarding hair, socks, jewellery, style of clothes ? non-branded items available. Seeking current policy to be published on website. School is only able to enforce the policy that is determined by P and C. Received and noted.

- **Student Pick Up –** What is school policy regarding use of the turning circle? Concerns raised with parent comments regarding issue with availability of parking and time in day taken out of school/work for appointments. Currently able to access school if child is in sick bay. Feedback/Clarification from School – keeping with unwell child to be able to access; school prioritising safety with limited cars and common sense – aim to publish clarification in newsletter/post

- **Potential increase in number of Class Captains** - ? upto 4 for each term –

	raised as a issue raised by parents. - **Helping Hands** – Ongoing parent issues raised – school is working comprehensively to fix issues. ? option of inviting Bridie back from Helping Hands to provide update on resolving issues. Bec Kierle now liaison between P and C and Helping Hands. ? P and C interim representative – Althea happy to volunteer and will email Stewart. Feedback now sent between school and Helping Hands with meetings held weekly to seek resolution. School happy to receive feedback from parents regarding ongoing issues – to be sent via school admin. Concerning issue ongoing raised regarding racist comments against student - ? option to celebrate diversity within school environment. ? part of upcoming NAIDOC week and be discussed further in school counsel. ? multi socks, fave jersey.

Vice President	
Althea Papinczak	Submitted the Events report – details below
Treasurer's Report	
Jodie Reece	**Discussion regarding square readers**: Currently have 10 square readers – old, outdares and unable to complete updates. Form fete 2025 there was revenue lost due to payments not being able to go through. Research completedfor moving forward – to replace/new square readers for moving forward. Discussed options of new square readers: – Square (65) need a phone linked Square Stand – needs ipda Square Terminal – needs Wifi connection – standalone – does not need to be linked to phone or ipad. Recommended purchase of these. Can store previous transactions if wifi connection is lost. Offline payment is potential if re-activated within 24-72 hours within transaction. Square Handheld and Register – updated version of terminal. Current Situation discussed: At uniform shop we have one stand and ? Approach IT company that donated ipads for use at fete (just for weekend) – could this be an option. ? potential of other devices/technology that could be investigated. Concerns regarding number of finances that this is required to be spent - ? best use of P and C money. Thinking about moving forward and having square readers available for future events. See as investment moving forward. <u>Plan for fete and terminals:</u> Terminals at Bar, Trash and Treasure (uniform), Entry, Vintage Café

	Brief discussion regarding cashless / cash at Fete. Will need to further discuss within Events. Current P and C financial position Balance of bank accounts - $2100 and payroll out today ~170000 in bank today
MOTION	**Motion: Raised a motion to spend up to $2000 for square readers.** **Moved: Jodie Reece Seconded: Althea Papinczak. Faith Vallanti: Carried**
School Leadership	
Stewart Jones School Principal Report – Attachment 3.1	Noted from Stewart in Principal's report: **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. **For discussion:** • Paula has completed feedback groups with Prep – Yaer 2 – Loving feedback to date. • Heavy lifting in reading is being seen in NAPLAN results data – only preliminary results to date. • CHSS students representing Australia in a few weeks time in USA. • Athletics day confirmed as Tuesday prior to fete. • Seeking clarification regarding upcoming camps and staffing. Seeking comms to be shared for parent information

Chaplain's Report Attachment 3.2 -- Chappy Carolyn	**Please see full report in attachment 3.2** Noted from report: 1. Crafting Connection Night – May 7 Attendance was significantly lower than expected this year. After selling out for the past three years, numbers dropped due to fewer juniors being encouraged to attend. Attendees: 73 Catering ordered for: 150 Profit: Just over $1,000 (reduced due to high upfront costs and system counting raffle tickets as attendee numbers) Positives Those who attended had a fantastic night, with overwhelmingly positive feedback. Lower numbers made the event smoother for volunteers. Leftover mini canvases and fridge magnets can be reused for future Crafting Connection events or lunch craft sessions. Remaining NOOT drinks and purchased glasses could potentially be sold or offered for donation at the fete. Challenges A large amount of work for a lower-than-expected turnout and reduced profit. Many large canvases remain unused. I'm planning to use some for collaborative dot-painting projects with seniors for NAIDOC Week, but I'm still looking for additional creative ideas. Next Year The plan is to return to the original format of 3–4 smaller activities. To make this viable, we will need around 25 helpers for the kitchen and 4 craft station leaders. Without this support, we will need to scale down numbers and increase the ticket price (currently $25) to keep the event financially sustainable. 2. Pizza Meal Deal – Term 2 Scheduled for Tuesday, June 23. I will need extra hands to help pack orders on the day. This will be easier if the sports carnival is postponed to that date, and more challenging if it proceeds as planned. Details will be available on QKR soon. 3. Sushi Meal Deal – Term 1 Raised $1,036.50. A huge thank you to everyone who helped with packing. 4. Fete & Family Fun Day I will be assisting with Trash & Treasure at the Fete and running the craft station at Family Fun Day. 5. Lunch Crafts Lunch craft sessions continue to be very popular, especially with juniors, with 70+ students attending. A big thank you to Melissa Farley, my Flock of Friends helpers, and the seniors who support these sessions. 6. Chappy Week – May 31 to June 6 I would like to include a donation request in the school newsletter during Chappy Week. This would sit alongside: A recap of Crafting Connection Night Lunch craft highlights General Chappy information

	An explanation of the current wage deficit of just over $13,000 A reminder about the Entertainment Book as an optional fundraiser 7. Active Connection – September 4 Family Games Night including sausage sizzle, drink, and snacks. Cost: $15 per family. Discussed: Nil further added
Subcommittee Reports	
Events Subcommittee - Althea	**Noted from previous minutes:** <u>Upcoming Events</u> **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: o Arthur Conias confirmed ($7,500 main stage sponsor). o Ray White Metro West – interest expressed. o 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. **DISCUSSION REGARDING FETE** Seeking further sponsors on bar and 'KidZone' Most vendors all booked in and confirmed Lighting hire to be reviewed with feedback regarding dark spots in previous years. Aim to increase lighting towers Slight reduction in fireworks length of time and now at slightly earlier time at 6.45. Convenors Stage acts mostly booked in – line dancing New additions to sideshow alley Raffle not silent auction this year – having some difficulty confirming prizes – to discuss with Eve. TICKETS ? timeframe to go on QKR! - ? need to increase cost of ridebands – some concerns if higher price will affect sales – discussed state of increased costings in current environment. ? multiple ticket pricing discount Upcoming meeting with Annalyse – access to school / hall bookings and setup Discussing Cash/Cashless – benchmarking with surrounding school regarding

	concerns with having cash and workload on treasurer/volunteers. Current system – floats at stools – need a runner every hour to be able to count takings/ counted by two separate people (who don't collect it) then security collect it. Cash Cards / additional band for side show. Aiming - Sideshow alley and trash and treasure to keep cash floats. ? remaining stalls – lolly, bar to be cashless – proposal to be further researched and presented before fete. Aim for executive to make a decision with appropriate communication **<u>Future Events:</u>** **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. **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. **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 5.1.** **Discussed** Oval playground is no longer – lots of questions being asked. Is having to go through formal tender process – school asset. Tender evaluation process ends next week (Mid march) – will be provided with 3 proposal – unsure of which option May need to increase contribution from P and C as requiring soft fall instead of mulch – will be a better option long term

	Proposal Discussed – P and C discussion regarding contributions for projects seeking funding - ? need to be two stage – working bee and discussion with Annalyse regarding obligations for school environment. Then with collaboration come forward with proposal (would need teacher voice included) for future P and C decision Brief reminder regarding strong policies regarding Potting Mix that is not able to be used within school environment. ? need for mulching drive Previous project was provided with potting mix and mulch

Tuckshop Subcommittee Michelle Seymour	**Discussed:** Specials discussed – ice cream and hot dogs planned.
Uniform Shop Clare O'Brien	**Report Attached – 5.3** **Discussed:** Discussion regarding Aus Made Verse Internationally made. Proposal to use the same place for same sizing across available uniform shirts. Material is sourced internally however made within Australia – longer turn around time Big demand in Second hand Jacket motion passed to spend $6153 (passed by exec team prior to meeting). Aiming to complete 2027 order by end of May for payment end of year will have increased number of larger sizes and prep cohort.
Comms Subcommittee Report -- see Att 5.4 Rebecca Kierle	**See the Comms Report at Attachment 5.4.** **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? Future Plans • Continue communications and promotion for upcoming events
Grants Subcommittee Geneviev e Murray	Nil
Health and Well being Subcommittee Eve Jenkins	**Discussed Nil further**
CPR Facilitator Catherine Nichols	**Discussed:** ● Nil further
OSHC Liaison	**Discussed:** ● Nil further
General Business	
General business matters	**June Meeting timing – confirmed for June 2**
General business matters	
Closing	**Meeting closed at 8:54**
Applications for membership	New membership applications for acceptance: Nil
Close	Meeting closed at 8:15pm. The next **CHSS P&C General Meeting** will be held **2 June 2026 at** 6:30pm in Conference Room 2.

Confirmation of minutes
Chair name:

Signature: _____ Date: _____/_____/_____

CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION
GENERAL MEETING ATTENDANCE REGISTER – 10 FEBRUARY 2026

Name	Present	Apology
Staff Leadership Team		
Stewart Jones (Principal)	x	
Tal Mitchell (Deputy Principal)		x
Tanya Venuto (Deputy Principal)	x	

Paula Morton (Deputy Principal)	x	
Naomi O'Kearney (Head of Student Support Services)		x
Carolyn Harris (Chaplain)	x	
Annelyse Strong (Business Admin)		x
2026 Executive Members		
Claudi Bird – President	x	
Althea Papinczak – Vice President	x	
Jodie Reece - Treasurer	x	
Nikki McAllister – Secretary	x	
2026 Members		
Amanda Merrick		
Amber O'Neill		
Faith Vallati	X	
Ana Silva	X	
Barbara Reid		
Barry Millard		
Carene Hogg	X	
Caroline Lawless		
Catherine Nichols	X	

Clare O'Brien	X	
Divna Haslam		X
Eve Jenkins		
Felicity Burns	X	
Genevieve Murray		X
Georgia O'Malley		
Helen Tam		
Ian Burns		X
James Fry		
Kate Millard		
Katrina Swalwell		
Laura Pyke		
Michelle Seymour		
Mona Hope		
Oriel Morrison---Higgins		
Rebecca Kierle	X	
Samantha Lemons		
Sophie Mitchell		
Stanley Kierle		
Tammi Levine	X	
Honorary Life Members		
Jane Fountain		
Melanie Venz		
Robyn Arthur		
Val Balnave		
Visitors		
Jordan and Sarah Maxwell	X	

Table 1. ACTION ITEMS WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
P&C and School to collaborate Claudi Flick Annelyse	**P&C Storage** • The current P&C storage situation was emphasised as a priority issue for 2026. Concerns were raised regarding the safety and stability of the existing storage container, and photographs were tabled illustrating the precarious condition. Members agreed that the situation requires improvement. • It was noted that, subject to the school's approval, the P&C may need to consider funding storage upgrades if this is the only viable pathway to resolving the issue. • The P&C will liaise with the school regarding options, with further discussion and updates to be provided at the March P&C meeting.	In progress
P&C and School to collaborate Gen Murray Eve Jenkins Tal Mitchell	**Sun Safe Policy** • Gen is keen to help strengthen the school's sun safety policy, noting that while hats and shade structures are well embedded, there is an opportunity to adopt a more holistic sunscreen strategy. • The school noted that a current sun safety policy is in place, and sunscreen is routinely made available at school events and sporting activities. • Members discussed reviewing and refreshing the existing policy to ensure it aligns with current expectations and best practice, including consideration of making sunscreen available within classrooms. • Refer to the proposal document at **Attachment 5.6** for further detail. "Action Requested While the Department of Education already provides a template for a sun safety policy[1], I would be happy to work with the school to update or create a CHSS sun safe policy in such a way that includes making sure sunscreen is part of the school's plan to protect student health and well---being. The P&C Health and Wellbeing Subcommittee, largely comprising medical professionals, has also offered their assistance in developing the policy. Thank you for your consideration of this important issue."	In progress