CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING MINUTES - SEPTEMBER 2023

Date: 12 September 2023
Time: 6:30pm
Location: CHSS Conference Room 2

STRIVING FOR EXCELLENCE

AGENDA ITEM	
Opening and welcome by the Chair **Oriel Morrison**	Meeting opened at 6:36pm. The President welcomed the members and executive committee to the general meeting and gave an Acknowledgement of Country.
Apologies	Greer Bystrycki, Melissa Wheaton, Michelle Seymour, Genevieve Murray, Jane Fountain, Sam Bysouth, Stanley Kierle, Tal Mitchell, Craig Jordan and Ryshia Pritchard. 11 members in attendance tonight.
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	"That the minutes be confirmed as a true and correct record of the meeting held 9 August 2023." Moved: Eve Jenkins; Seconded: Cath Nichols ; 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: Amanda Merrick; Carried
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**	**Read the full report at Attachment 2.1.** **Noted**: • **Father's Day Stall:** A huge thank you to Cath and her team of volunteers for a successful Father's Day stall - we raised $2842! • **Australian Teacher Aide Appreciation Week:** Thank you to our wonderful tuckshop team who provided coffee and muffins to the teacher's aides, in appreciation of the hard work they do for our little people and the school. • **Playground Upgrades:** Excited to say the new astroturf will be installed in the Adventure Playground over the school holidays. • **Noticeboards:** Installed and looking fantastic.

- **50/50 Raffle:** 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 students. At the start of August, we had sold around $1580 worth of tickets, but we do have some time to go.
- **Grants:** Three grant applications have gone in - thanks to Gen, details in grant report.
- **Lost Property:** We have taken a step back from the lost property - the school will be looking after it and sending uncollected items for us to put up for sale in the uniform shop every term.

Funding Plans

2023 P&C Short term funding commitments:

- $30k Uniform shop fit out (unlikely to win grant)
- $20K turf – Adventure Playground
- $11k – Bus Shelters
- $3k – Soccer goals (probably less given $$ raised)
- $ tbc – cricket nets ($$TBD)

Potential grant funding 2023/2024:

- $ tbc playground in oval (gambling grant 2024)
- $ tbc shade sail for covered areas
- $ tbc Undercover learning areas outside Prep classroom

Other funding goals:

- Murals x2 (near Hakea and Timbeerwah entrances)
- Shade Sails for astroturfed area next to turning circle (potential grant)
- Cover/shade sails elsewhere thought the school (potential grant) Undercover learning areas outside Prep classroom (potential grant)
- Sandstone seating around the school – adventure playground and the top covered area
- Picnic tables around the school
- Fans in undercover areas
- 2024 P&C funding commitments: A donation to the STEM centre

Discussed:

- **Father's Day** successes and lessons - Cath was very organised, with thanks. A few issues discussed and noted by Events Team.
- The School appreciated the morning tea provided for **Teacher's Aide Appreciation Week**, with thanks to Amanda and the other organisers.
- **Mural** - Amanda and the P&C have been researching and planning to add amazing colour to the school, in response to multiple requests from parents in the School Parents Survey

	conducted by the P&C earlier this year. Art will be similar theme to the Tuckshop Lorikeet art and will be completed in the Xmas Holidays. Price is per metre. The beautiful Tuckshop lorikeet mural was $2000, this one will be twice the size. This mural will be $4000 and will be painted along the wall to the right of the footpath from the Hakea Street entrance, greeting students, staff, and visitors to Chapel Hill State School every day. ○ Mel suggested Graffiti Coating - agreed. • Talked about adding seven lorikeets painted on areas around the school. Could be part of a themed game for new students, to find the lorikeets and/or lori feathers. School houses or grades could be other themes. Up high to avoid vandalism. The team will consider options to be discussed at the next meeting.
MOTION	"That the P&C approve the spend of up to $4000 for a mural along the wall to the right of the footpath from the Hakea Street entrance." Moved: Amanda Merrick; Seconded: Mel Venz; Carried
Vice President's	
Amanda Merrick	• Support provided to the President, the Exec, the CPR, and the Events Team, including the Teacher's Aide Appreciation morning tea; • Planning our new mural, planning for the End of Year Concert, and much more.
Treasurer's Report	
Greer Bystrycki **Report – see Att 3.1**	**Read the full report at Attachment 3.1.** • Includes balance sheet, P&L statement, aged payables summary, aged receivables summary. **Noted:** • **Uniform Shop:** Process improvements are working to ensure more accurate stock records. • **Tuckshop**: Sales and profit continue to be up over 64% year-on-year. • **Fundraising: See report** for funds raised to date from each of our fundraising events in 2023 (and compared to 2022). **Discussed**: Qkr! programming questions investigated and responded to by Greer, with thanks from the team, and discussed at this meeting (under Action Items). Thanks Greer.
MOTION	"That the Treasurer's report be accepted and payments as listed be endorsed." Moved: Eve Jenkins; Seconded: Amanda Merrick; Carried
School Leadership Reports	
Stewart Jones **School Principal**	**Read the full report at Attachment 4.1.**

Report – see Att 4.1	This month's report from Principal Jones is an **8-page update on School Activities** - please see full report for this thorough update which includes:
	• **Report back from the School Review Team:**
	  ○ Four reviewers spent three days and spoke to nearly 200 sources within the school (staff, parents, students, others). There will be a 25-page detailed report that will be reduced to an Executive summary. We should receive both docs in a few weeks – probably early next term. More details in Principal's Report.
	• **Student Extension and Enrichment & MIPY5 (Mathematics Ignite Program Year 5) Update:**
	  ○ Meeting the needs of highly capable students has been identified by the school reviewers as a key area of work for CHSS. The selection of a new intake of 2024 MIPY5 will take place early next term and there is already a lot of interest for a limited number of positions. MIPY6 will run for the first-time next year.
	• **Facilities Update: See Principal's Report** for full details on A LOT of planned repairs and upgrade.
	• **More Great Things** happening across the School: **See Principal's Report** for full details on A LOT of school activities and plans.

Carolyn Harris **Chaplain's Report - see Att 4.2**	**Read the full report at Attachment 4.2.** **Noted**: • Finishing off our kindness term. • August challenge completed, various kindness crafts completed each week including three collaborative art pieces, staff first break morning tea held Tuesday 5/9. Establishing heart felt heroes group – Wed first break supervised by Mrs Reed and Miss Pye. • Subway fundraiser done today, 12/9. **Upcoming events early term 4:** • Mental Health week (Oct 9-13) we have several things happening; Chappy/Myla colouring competition – start 9th oct Myla Bag Tag sales at the uniform shop – promoted as past of mental health week. • **Active Connection Night** - Thurs Oct 12th 6:30-7:45/8:15pm - games and problem-solving challenges in the hall, a light supper and finish with Spotlighting in the rainforest. (Junior and Senior groups) Limited to 150 - booking open from 8th September. ○ Will be $5 per person, organised by Carolyn and her team, should be a lot of fun. Comms planned.
Business Admin **Annelyse Strong**	Annelyse presented all Term 4 Upcoming Excursions and Incursions and associated costs, which were endorsed by the P&C at this meeting.

	• Members enquired about selling food and drinks at the School Swimming Carnival, School to consider. Amanda noted that there were a lot of hungry parents and kids at last year's swimming carnival. • Annelyse discussed Q Parents and answered questions. Members asked for clear comms from the School about Q Parents. • Member asked about enrolments for 2024 in relation to staffing and school numbers. Discussed, info to be released when confirmed. P&C offered to do Comms to school parents regarding enrolling siblings for next year as soon as possible.
MOTION	"That the Principal's report and Chaplain's report be accepted as tabled." Moved: Eve Jenkins; Seconded: Cath Nichols; Carried
Subcommittee Reports	

Events Subcommittee Report – see Att 5.1
Oriel Morrison
Alice Cottrell
Amanda Merrick
	Read the full report at Attachment 5.1.
	Noted:
	- The Father's Day Stall raised $2842 - great job Cath and team!
	- **2023 Referendum BBQ planned for Saturday 14th October**
	  ○ **We need a volunteer to run the day!**
	- **2023 School Disco planned for 28th October**
	  ○ **Tickets now on sale! (on Qkr!)**
	  ○ DJ and Food Trucks booked, volunteer roster to come.
	- 2023 Christmas Concert planned for 1st December
	  ○ Food trucks booked, planning underway, motion carried at this meeting to fund A&V equipment.
	- 2024 Festival on the Hill - June 8th, bookings made.
	Discussed Dates to be decided for 2024:
	- 2024 Colour Run - agreed for same day as Cross Country at the end of Term 1, School keen on last day of term 1 - *date discussed, tbc.*
	- 2024 First Term Event - discussed Bush Dance or similar, to get younger students involved early in the year. Will need to get availability for Bush Dance providers before confirming options - *date discussed, tbc.*
	- 2024 Parent's Evening - *date discussed, tbc.*
	- 2024 Mother's Day - *date discussed, tbc.*
	- 2024 Father's Day - *date discussed, tbc.*
	- 2024 Disco - *date discussed, tbc.*
	- 2024 Christmas Concert - *date discussed, tbc.*
	Discussed Ideas for fundraising in 2024:
	• Discussed option of a Movie Night on the Oval next year - considering beginning of Term 2 (a bit darker earlier and not

	too cold) - for further discussion - could include dress up option, date being considered for next year. • A member suggested a family sporting event on the oval, to be further considered. **Upcoming Fundraising Plans and Motions Below Discussed:** - Discussed funding up to $1K for food and equipment to run the 2023 Referendum BBQ planned for Saturday 14th October, looking at also selling treats and more on the day. Much of the equipment has been loaned to us with thanks. ○ **This will only happen if we find a volunteer.** - Discussed funding up to $4k for the preparation of Christmas Showbags, bulk buy of biscuit packets, lollies, bags, and lollipops to be sold at the Christmas Concert. ○ **Amanda will lead a wrapping team, with thanks.** - Discussed Christmas Concert requirements with date fast approaching - booking sound equipment needs to be organised asap, funding amount discussed - Events Team to follow up.
MOTION	"That the P&C approve the spend of up to $1000 in food and equipment to run a BBQ at the school hall on Saturday 14th October for the referendum." Moved: Amanda Merrick; Seconded: Rebecca Kierle ; Carried
MOTION	"That the P&C approve the spend of up to $4000 for the preparation of Christmas Showbags, bulk buy of biscuit packets, lollies, bags, and lollypops to be sold at the Christmas Concert." Moved: Amanda Merrick; Seconded: Cath Nichols; Carried
MOTION	"That the P&C approve the spend of up to $3000 for the hire of AV equipment and services for the Xmas Concert. Moved: Amanda Merrick; Seconded: Mel Venz; Carried
Buildings and Grounds Subcommittee Report – see Att 5.2 Sam Bysouth Jane Fountain Stanley Kierle Melanie Venz	**Read the full report at Attachment 5 - contains details and pictures.** **Noted:** **Uniform Shop Fit Out** • A third builder was engaged to provide a quote; site inspection was completed 30 Aug, now awaiting receipt of written quote. **Recycling** • We have exceeded our target of $500 for recycling returns ($533.10) in September. • We thank Mrs GJ's class (4GJ) for emptying the new Containers for Change bins on Thursday mornings while MV continues to monitor these and empty the (240L) yellow-topped bins recycling bins on weekends. • Since the program started at CHSS in 2018, we have earned $3205.80 and recycled more than 35,000 items.

	Covered Shelters Ex-BCC • Approval gained at the last meeting to share costs with Kenmore Bears for engineering site inspection from ADG Consulting Engineers. • Awaiting confirmation from Kenmore Bears whether they require council approval for installation. **Environment Club Stall** • **8 Sept, raising funds for critically endangered Northern Hairy-nosed Wombats.** Thank you to the P&C for advertising the Stall on 8 Sept on the Facebook page and for loaning the Eftpos machine! **Discussed: Recycling – Containers for Change Bins Trial** • Containers for Change has halted fortnightly collection of the bins at the Turning Circle (not economic for them at present). Collection is currently organised via a text message when 2 bins are full. • We are concerned that the bin emptying is too big of a job for Mrs GJs class (visiting 6 bins) and urge CHSS to implement the proposed model:- o i.e., the classroom nearest to each small Containers for Change bin includes it in their weekly paper recycling duties (i.e., these classes would need 1 student for the paper bin and 1 for the Containers for Change bin). o The School agrees to look into this option, with thanks. • Now that we have reached our target of $500 in raised funds from the Containers for Change program, we ask that $500 is transferred to CHSS for the Environment Club as a donation. • The B&G Team and the P&C Association would also like to contribute the funds raised by Containers for Change recycling between now and the end of 2023 to the Soccer Goals - likely to be a few hundred dollars - discussed by members and agreed upon at this meeting.
MOTION	"That the P&C contribute $500 to the CHSS Environment Club" Moved: Mel Venz ; Seconded: Bec ; Carried
MOTION	"That the P&C contribute the funds raised by Containers for Change recycling between now and the end of 2023 to the Soccer Goals." Moved: Mel Venz ; Seconded: Cath Nichols; Carried
Tuckshop Subcommittee Report – see Att 5.3 **Michelle Seymour (Convenor)** Barb Reid Robert and Melissa Wheaton	**Read the full report at Attachment 5.3.** • Hot Dog Day was successful - 333 sold. • Ice Cream Day was a huge success - 503 sold. **Discussed** - Preps can order Tuckshop from Week 3 in 2024. - Bec asked if our tuckshop is QAST registered - no but we do follow their guidelines.

	Discussed Term 4 Specials - based on known current activities in school calendar - dates discussed with School at the meeting: • Sushi Day - Thursday 12 October 2023 • Hot Dog Day - Thursday, 2 November 2023 • Sushi Day - Thursday, 30 November 2023 - suggested to move to earlier in November - 16th Nov. • Ice Cream Day - Thursday 7 December 2023 - change since likely to conflict with end-of-year parties. Suggested for 30th Nov.
Uniform Shop Subcommittee Report – see Att 5.4 **Melissa Wheaton (Convenor)** Michelle Seymour	**Read the full report at Attachment 5.4.** **Noted:** • Second-hand uniforms are still selling faster than they can be placed on the rack. • An updated uniform information pack for 2024 Prep Parents is with Mr Jones and Mr Jordan for approval. • A placement appropriate for the School and the Uniform Shop for the second-hand uniform donations basket is still to be found. • Michelle Seymour and Barbara Reid will pack any purchases made during the School Holidays and deliver them on the first Tuesday of Term 4 whilst Mel W is on leave. **Discussed at Mel's request:** • Discussed adding a class to Qkr! - Mel suggests "Prep 2024" or "New 2024" - discussed, Uniform team can communicate with Annelyse to work out a solution. Bec to follow up with Mel and Annelyse, with **thanks**. • Discussed request to have the gutters cleaned out around the Uniform Shop and Tuckshop as they are full of leaves - being mindful of upcoming thunderstorms and potential water leaks - discussed at this meeting and School agreed to organise for the gutters to be cleaned, it will be next term, with **thanks**.
Digital Communications Subcommittee Report – see Att 5.5 **Rebecca Kierle (Convenor)** Ian Burns	**Read the full report at Attachment 5.5.** **Discussed:** • Noticeboards are installed and in use, discussed maintenance and Bec's team and plan for managing this. • Advertising in Sept – Disco, Teachers Day, Christmas Concert. • Facebook insights slowing down shows that third term exhaustion likely. • Discussed FB group issues. Comms team addressing issues. ○ Note - in last meeting of year to formulate a plan.
Grants Subcommittee Report – see Att 5.6 **Genevieve Murray (Convenor)**	**Read the full report at Attachment 5.6.** **Noted - Thanks Gen for submitting three grants:** ○ Grants Convenor and School Principal met to discuss actionable grants. ○ Two grants submitted at end of August:

	○ NAB – lower playground – and; ○ QLD Day – Festival on the Hill. Outcome not likely until mid-October. ○ Thank you to all those of you who forward me grant opportunities. I don't get the chance to reply to everyone, but I do look through everything that gets sent and sort according to eligibility criteria in our database. ○ Spoke with Queensland Day Grant officials and obtained feedback/guidance in advance of submission ○ Two grants in progress (RACQ – with October 2 deadline) to supplement playground grant and Cancer Council shade tents. ○ Monitoring for opening of Brisbane Council grants advertised for November. **Discussed:** • Principal discussed CHSS missed out in another STPU grant round - last round to go, our SES status may mean we miss out.
CPR Facilitator **Catherine Nichols**	Ongoing communications via CPRs, with thanks. Cath did an amazing job running the **Father's Day Stall** along with many generous volunteers, **thanks everyone** for your fundraising efforts. • Cath asked about how feedback can be sent to the School Leadership Team if parents still have concerns after initially addressing their concerns with the student's teacher. Principal Jones explained that the Deputy Principal for the child's grade would be the next person for parents to address concerns with. • Oriel discussed the P&Cs role as a liaison between the School and parents. Issues can be raised with the P&C, and the P&C can facilitate a discussion with the School, as appropriate. The School encourages communication from parents, positive and negative, to promote good outcomes for our students. • Coffee with the Principal and P&C every second Friday morning is another option for parents to raise concerns with the School.
Motions on Notice	Nil
General Business	
General business matter Presented by: **Helping Hands** invited by School Leadership Team - presentation at start of meeting so as HH staff could head home.	Jack, Regional Manager for Helping Hands, with Caitlin, Coordinator (the "new Megan"), and Shannon, Assistant Coordinator. Discussed other team members, including ex-CHSS students. Chart of new faces to be distributed to parents by the School. - Here to introduce themselves as the new management team of the service, here to offer help in any way they can. - Oriel requested ongoing sponsorship of the Festival - Jack confirmed that this support will be ongoing, with thanks. - Question from Amanda re dropping off at the turning circle - Jack told us there had previously been some staffing issues and

	concerns had been addressed. Currently HH have a dedicated sign-in table with the iPad, healthy snacks, and games at the turning circle, with clear signage. - P&C members request comms with parents regarding new staff and turning circle issues. Jack stated he would send comms and communicate with VP Amanda and CPR Facilitator Cath, with thanks. - Member asked if HH could offer OSHC at school events - HH to consider and feedback to P&C, with thanks. Possibly not feasible with thoughts from members about options and concerns were. Further discussions to be had in the future. - Member asked for more sporty activities for the kids at OSHC, HH to consider options. - Oriel and the HH team discussed the option for a HH sponsored event and HH happy to discuss this idea further, at a convenient time.
General Business	
General business matter Presented by: Bec Kierle.	Bec raised a general business matter with the School, asking on behalf of her school parent family. ▪ Parents have wanted to understand **how teachers afford additional class equipment**, and **how broken equipment can be replaced**, inc. why this process may be delayed occasionally. ▪ The School Team explained the Stationery Fund and that the teachers have options for ordering (however they must meet certain deadlines for ordering for the year). ▪ Many members discussed that they had personally promoted and fundraised for extra provisions for teachers, so that our students have everything they need to learn. ▪ This is allowed and the P&C plans to investigate how best to support these fundraising plans, usually coordinator by class parent representatives.
Closing	
Applications for membership and recording of new members	New membership applications for acceptance: Claudi Bird The P&C welcomes the new member.
Date of next meeting	Next General Meeting is scheduled for: October 10th at 6:30pm.
Close	Time: 8:50pm Thank you everyone for attending.

Confirmation of minutes
Chair name: Oriel Morrison

Signature: _____ Date: _____/_____/_____

CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING ATTENDANCE REGISTER - 12 SEPTEMBER 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 (Treasurer)		x
Subcommittee Members		
Alice Cottrell (Events Subcommittee)		x
Carene Hogg (Communications Subcommittee)		x
Catherine Nichols (CPR Facilitator)	x	
Genevieve Murray (Grants Convenor)		x
Ian Burns (Communications Subcommittee)	x	
Melissa Wheaton (Uniform Shop Convenor)		x
Michelle Seymour (Tuckshop Convenor)		x
Rebecca Kierle (Digital Communications Convenor)	x	
Sam Bysouth (B&G Subcommittee)		x
Stanley Kierle (B&G Subcommittee)		x
Tom Mittelman (H&W Subcommittee Convenor '24)	x	
Members		
Amber O'Neill		
Ana Silva		
Claudi Bird		
Jacquelyne Cope		
Katrina Swalwell		
Laura Pyke		
Penelope Jessup		
Robert Canning		
Simon Gill		
Visitors		
Helping Hands Managers - Jack, Caitlin and Shannon	x	

Table 1. ACTION ITEMS WITH PROGRESS NOTES

COMPLETED	ITEM	
Oriel Morrison Eve Jenkins	From the August GM: *The all new for 2024, CHSS P&C Health and Wellbeing Subcommittee will be considered if we can find a convenor and subcommittee members - Oriel requested top of the action items next meeting, members keen on the idea of the new subcommittee, discussed involving Tal Mitchell, talk about complementing school health and wellbeing plans with P&C plans.* **CHSS P&C Health and Wellbeing Subcommittee - Commencing 2024!** Subcommittee Convenor: **Tom Mittelman** Subcommittee Members: **Amber O'Neill, Eve Jenkins, Oriel Morrison,** and more to come! If you're interested in contributing your time and ideas, please email Eve at secretary.chapelhillpandc@gmail.com.	**Completed** **Plan**: A new subcommittee with the scope of promoting the physical, social, psychological, and emotional wellbeing of students, parents, and caregivers, in partnership with the school and local community. **Proposed mission statement**: To provide opportunities for students and their families to be active, eat well, improve health literacy, give back, connect more, be mindful and embrace our natural environment and healthy lifestyles. **Discussed** at this meeting: Tal has suggested a guess speaker, such as an OT, give a talk to parents on childhood behavioural issues. Funding and fees to be considered.
Tal Mitchell Oriel Morrison Amanda Merrick	**Soccer Goals** - Free Dress Day promotions went well, total $1753 raised! Goals here and ready for use! The B&G Team has donated the Recycling funds for the rest of the year to help cover the cost of the goals and nets, and Bec added that the Year 6s had gifted $500 in funds to the Soccer Goals. This was a spectacular fundraising effort for the year with the CHSS community getting behind this specific sporty need for our beautiful school and students!	**Completed** - Fundraising success, comms success. **Multiple soccer goals acquired by the school.** The P&C requests that Tal get back to us, when possible, about any outstanding amount to be contributed by the P&C.
B&G Team Oriel Morrison Amanda Merrick Gen Murray Stewart Jones	**Oval playground upgrade**. Artificial turf problems, structural issues, outdated. Inspection has occurred and the equipment deemed safe. Members keen area remains a playground.	**Completed** - GCBF Grant likely to be our match for this project, to be applied for in 2024.
ASSIGNED TO	**ITEM**	**PROGRESS**
Oriel Morrison Amanda Merrick School Team	Planning new artist created murals - positions discussion, quotes sourced, options discussed and motion carried at this meeting to fund a new mural. Documented under Events.	**In progress -** Planning underway and funds allocated, discussed and documented under Events at this meeting.

Greer Bystrycki + Qkr! operating members	Greer contacted the **Qkr!** developers to discuss options to improve functionality as discussed at the August P&C meeting.	**In progress -** Greer contacted Qkr! with thanks and received a reply. Oriel read some of the reply at this meeting, however the details need to be discussed with the Tuckshop and Uniform Convenors.
Melissa Wheaton Tom Mittleman Rebecca Kierle	Proposed **fridge magnet** for CHSS important numbers and contact details +/- sponsorship.	**In progress -** Planning underway, quotes received.
Oriel Morrison Alice Cottrell Amanda Merrick Events Team School Team	**Christmas Concert** - discussing format and plans including more food trucks and options to avoid long queues, plan to have motion at next meeting for costs related to Xmas concert.	**In progress -** Underway with progress discussed at this meeting by Events.
B&G Team School Leadership	**Recycling** - Containers for Change bins trial commenced. Policy being discussed ongoing.	**In progress -** Underway with progress discussed at this meeting by B&G.
B&G Team Oriel Morrison	**Prep Playground Turf Repairs** - Artificial turf in the prep playground to be replaced and additional turfed area created for mini sports field area.	**In progress -** Underway with progress discussed at this meeting by B&G.
B&G Team Uniform Team P&C Executive School Team	**Uniform Shop Fit Out** - Planned to proceed with P&C to fund completion of the works required for effective functionality asap.	**In progress** – Quotes have been received, discussed later at this meeting.
Melissa Wheaton School Team Oriel Morrison	Find an appropriate place to put the second-hand uniform donations basket that works for the School and the Uniform Shop.	**In progress -** A placement appropriate for the School and the Uniform Shop for the second-hand uniform donations basket is still to be found. Discuss next meeting with Mel W present.
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** - Planning for completion of project, updates will be discussed as available.