CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association

STRIVING FOR EXCELLENCE

GENERAL MEETING MINUTES

Details	Tuesday, 10 May 2022	7pm	**Conference Room 2** (*on the admin side of the Resource Centre*). **Google Meet**

Agenda items		Details
General	Open and welcome	1. Welcome and apologies • Apologies: Jane Fountain, Ian Burns, Matt Butcher
Previous meeting	Secretary's report	2. Confirmation of the minutes of the previous general meeting – see **Att 1.1** **Motion:** That the minutes be confirmed as a true and correct record of the meeting held 8 March 2022. **Moved:** Penelope Jessup; **Seconded:** Amanda Merrick; **Carried** 3. Business arising from the minutes of the previous general meeting – see **Att 1.2** 4. Correspondence received since the previous general meeting (inward and outward) – see **Att 1.2** **Motion:** That the inwards correspondence be received, and outwards be endorsed. **Moved:** Penelope Jessup; **Seconded:** Mel Venz; **Carried** 5. Business arising from the correspondence • **Noted:** Concern re insufficient sanitary disposal bins and impact on hygiene. Oriel raised the concern with Stewart and Lyndal investigated the matter. Sufficient units have been ordered so that there is a unit in each female toilet in the hall, junior and senior toilets. Issue of the stuck cubicle door in Seniors' bathroom outstanding. **Action:** Door to be fixed asap. • **Noted:** Year 6 graduation volunteers from 2021 have kindly provided a Year 6 Graduation Guide to the P&C. The P&C expressed its gratitude and appreciation. 6. Table Executive Committee's decisions – see **Att 1.2** • **Noted:** Decisions to purchase gifts for Mothers' Day Stall; have onsite coffee van; and purchase and sale of long sleeve polo.
	President's report	7. Report – see **Att 2.1**

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Executive presentations	Treasurer's Report	8. Treasurer's commentary for the month – see **Att 3.1** 9. P&L – see **Att 3.2** 10. Balance Sheet – see **Att 3.3** **Motion:** That the Treasurer's report be accepted and payments as listed be endorsed. **Moved:** Penelope Jessup; **Seconded:** Sally Herrett; **Carried**
School presentations	Principal's and Deputies' report **Stewart Jones**	11. Report – see **Att 4.1** • **Noted: R**ecord of 18 teachers away due to Covid-19 last Thursday. • **Noted:** Excitement over Year 6 Canberra trip. Preference to have trip in October. • **Noted:** E-Coli on field and netball court cleared. • **Noted:** Big Ass Fans installed in the hall. • **Noted:** NAPLAN online process went off without a hitch just before a State-wide Wi-Fi outage. • **Noted:** New students from Israel have successfully joined in with lunchtime activities having learnt the rules of handball via translation from ex-Ironside State School student. **Motion:** That the Principal's and Deputies' report be accepted as tabled. **Moved:** Penelope Jessup; **Seconded:** Sally Herrett; **Carried**
	Chaplaincy **Chappy Carolyn**	12. Report – see **Att 4.2** • **Noted**: Update on Myla. Information on the school website about where to pat her, food, and the need to keep the grounds safe for her. Gives parents a chance to see the information the kids are getting about the dog. Chappy Caroline and Myla just finished an intensive four-day obedience course over the last two weekends and Myla aced it! Therapy accreditation is due in July. Interactions with children have been very positive. Intention to do some fundraising to cover the cost of training Myla.
	Business Manager **Lyndal Dobbs**	13. Report – Nil

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Agenda items		Details
Sub-committee reports and business	Events **Oriel Morrison**	14. Report – see **Att 5.1** **Discussed:** • **Colour Run.** Costs not covered at this stage. Event to be postponed due to cold and rain. Decision to move date to 16 September 2022 after Junior Sports Day. Flexischools funds to be held until the event is run. • **School disco.** Dangers of children running around the school and mitigating strategies attempted so far having not worked. If we have one it needs a lot more consideration. • **Mothers' Day.** Discussed donation of leftover gifts. **Motion:** That the P&C donate frangipani bath sets, scarves, and calico bags to a charity organisation. **Moved:** Sally Herrett; **Seconded:** Amanda Merrick; **Carried** • **Election Day BBQ.** Event preparation in progress. Volunteers needed! • **Parents' Evening and Fete.** Under control but needs sponsors. • **Trash & Treasure.** Sally to coordinate with Lyndal and Stewart regarding T&T requirements. **Motion:** That the P&C hire two containers to store the Trash and Treasure items from June to October 2022 up to the amount of $4,000 subject to school requirements. **Moved:** Sally Herrett; **Seconded:** Mel Venz; **Carried** **Motion:** The P&C purchase two tamper padlocks for use on the two containers during its hire up to the amount of $200. **Moved:** Sally Herrett; **Seconded:** Mel Venz; **Carried**
	Building and Grounds **Mel Venz**	15. Report – see **Att 5.2** • **Discussed:** Footpath widening project – Turning circle to Ironbark Road. Widen and upgrade the footpath to the front of the school. B&G is looking into whether there is a grant available – Julian Symonds' office has indicated it would be willing to provide funding once quotes have been obtained. Current options are to (a) move the fence to allow for an additional 20cm on the bridge section; or (b) redesign the project with correct angles for wheelchair accessibility. Option (a) is cheaper but high risk if not done properly, whereas option (b) is likely to be unaffordable.

Agenda items	Details
	Motion: That the Buildings & Grounds Team engage an engineering firm for professional advice on widening the Turning Circle to Ironbark Rd footpath to the value of up to $3,000. **Moved:** Mel Venz; **Seconded:** An Tong; **Carried**
Tuckshop **Emma Doolan**	16. Report – see **Att 5.3** • **Discussed:** Tuckshop coffee pod machine replacement. Semi-automatic light commercial model (approx. $1,900) circulated. **Motion:** That the Tuckshop purchase a small portable commercial coffee machine and grinder up to the value of $2,500 to sell coffee to staff and have available for P&C functions, parents' mornings, evening meetings and other functions. **Moved:** Emma Doolan; **Seconded:** Mel Venz; **Carried** • **Discussed:** Tuckshop mobile phone proposal. The Tuckshop does not have a phone line as it was cut when Admin Building renovations started. Rather than restore the phone line, Emma proposed having a mobile phone to receive phone calls and text messages from parents during opening hours. If implemented, school admin would not have to take Tuckshop related calls and parents would have a more reliable means of contacting the Tuckshop than Facebook or private messages. Discussed cost of $300 for refurbished iPhone which could also have Square installed for general P&C use. **Motion:** That the Tuckshop purchase a mobile phone to be used by the Tuckshop and P&C for events to the value of up to $300 along with a monthly plan costing up to $30 per month. **Moved:** Emma Doolan; **Seconded:** Sally Herrett; **Carried**
Uniform shop **Ruth Bradbury**	17. Report – Nil • **Noted:** Ruth will be stepping down as Convenor. Advertising for a new Convenor to be published shortly. • **Noted**: Waiting on school to fix drainage outside the uniform shop and then the builder to complete fit-out. **Action**: Lyndal to attend to drains being fixed. • **Noted**: 123 orders for long sleeve polos received to be delivered to classrooms before the end of term. The order takes approximately 4 weeks to manufacture. • **Noted**: Stocktake to be completed during the last week of term and orders for 2023 stock to be placed soon subject to final calculations and P&C approval.

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Agenda items		Details
	Digital Communications **Carene Hogg**	18. Report – see **Att 5.5** • **Discussed:** Covid-19 messaging. Mixed feedback from parents as to too many messages and wanting more messages. Confirmed details of Covid-19 cases are not to be shared via Class Parent Reps.
	Grants Update **An Tong**	19. Report – see **Att 5.6**
	Class Parent Rep **Amanda Merrick**	20. Report – Nil • **Noted**: Need to collect class information differently next year. • **Noted**: More class parent reps need to attend training.
	OHSC **Oriel Morrison**	21. Report – see **Att 2.1**
		Motion: That the subcommittee reports be accepted. **Moved:** Penelope Jessup; **Seconded:** Sally Herrett; **Carried**
Motions on notice		22. Motions on notice – Nil
Other business		23. Other items • **Discussed:** Postponement of Term 2 chess classes due to Admin Building renovations. Options sought. Acknowledged that some children disappointed at missing out. Provider was given plenty of notice. Back to normal next term. • **Discussed**: Use of e-cards to thank our volunteers. The P&C acknowledged the contribution of volunteers and encourages organisers to thank volunteers for every contribution whether by e-card or other means.
Applications for new membership and recording of new members		24. New membership applications for acceptance: Nil

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Next meeting	25. 14 June 2022
Close	26. 9:09pm

Confirmation of minutes

Chair name: **Oriel Morrison**

Signature:

Date:

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GM Attendance Register – 10 May 2022 (adults present)

Name	Present	Apology
Staff		
Stewart Jones (Principal)	X	
Tal Mitchell (Snr Deputy Principal)	X	
Janet Hoek (Jnr Deputy Principal)		
Rysia Pritchard (Jnr Deputy Principal)	X	
Kristina Wogandt (a/g Deputy Principal)		
Carolyn Harris (Chaplain)	X	
Lyndal Dobbs (Business Admin)		
Honorary Life Members		
Jane Fountain		X
Robyn Arthur		
Val Balnave (Bevege)		
Members		
Adam Jenkins	X	
Amanda Merrick	X	
Amber O'Neill		
Amy Cooper		
An Tong	X	
Binny De Saram		
Carene Hogg	X	
Coralie McKeon		
David Fearn	X	
Emma Doolan	X	
Emma Whitby		
Ian Burns		X
Jacquelyne Cope	X	
Lisa Barham		
Matt Butcher		X
Mel Venz	X	
Melissa Wheaton		
Michelle Seymour		
Natasha Devos		
Oriel Morrison	X	
Penelope Jessup	X	
Rebecca Kierle	X	
Ruth Bradbury		
Sally Herrett	X	
Sam Bysouth	X	
Stanley Kierle	X	
Victoria Strodl		
Other		
Alice Cottrell	X	
Nicola Townsend	X	

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Actions from the meeting:

Type	Assigned to	Description	Status
Existing	Le Tong	Working with subcommittees over coming months to go through and transfer P&C records and data to the Google drive.	In progress.
Existing	Stewart Jones, Lyndal Dobbs	Consider options and implement a safe and sightly option to rectify the cutouts near the front entrance of the school (Ironbark Rd entrance).	In progress – temporary paving completed for immediate safety purposes; final fix in progress. Stewart to follow up
Existing	P&C Executive Committee	Work with Tal Mitchell to donate $2,000 under the 2021 Volunteer Grants grant for volunteers donated to school and topped up for PA Working with Tal Mitchell regarding $2,000 for PA system.	In progress – demos for appropriate system. School to pay the gap between grant and final amount.
Existing	Events Committee	The Events Committee to coordinate with Tal whether the Colour Run should be on the same day as cross country.	Complete.
Existing	Tal Mitchell	Tal to publicise the flock of friends scheme to parents (e.g. in school newsletter).	In progress.
Existing	Oriel Morrison	Obtain information from Lyndal Dobbs to complete P&Cs Qld Flood Assistance Request Form.	Complete
Existing	Alice Cottrell	Alice to look into holding the Premier's Reading Challenge as a fundraiser.	In progress – Rysia to come back to Alice.
New	Lyndal Dobbs	Stuck senior bathroom door to be fixed asap.	In progress.
New	Lyndal Dobbs	Look into installing nappy disposal bins in the disabled toilets.	In progress.
New	Sally Herrett	Look into purchasing CHSS P&C portable flags and banners to use for events.	In progress.
New	An Tong, Mel Venz	Coordinate with Building & Grounds to provide list of project and priorities. List to be circulated to Comms as well.	In progress.