CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING MINUTES - AUGUST 2023

Date: 8 August 2023
Time: 6pm
Location: CHSS Conference Room 2

AGENDA ITEM	
Opening and welcome by the Chair **Oriel Morrison**	Meeting opened at 6:07pm. The President welcomed the members and executive committee to the general meeting and gave an Acknowledgement of Country.
Apologies	Carene Hogg, Sam Bysouth, Tal Mitchell, Carolyn Harris, Annelyse Strong, Michelle Seymour, Genevieve Murray.
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 11 July 2023." Moved: Eve Jenkins; Seconded: Stewart Jones ; 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: Stewart Jones; 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**: ● Our wonderful co-treasurer Matt has stepped down. Thank you, Matt, for your contribution to the P&C this year! And thank you to Greer for taking on the role solo from here. ● Thank you to Amanda for a sensational Parents Evening Trivia night - 140 tickets sold, and over $1650 in prizes donated. A huge effort and so much fun! ● Our 50/50 raffle is ongoing. **Funding plans discussed:** 2023 P&C Short term funding commitments for the year discussed:

	● **$30k Uniform Shop Fitout needs to be completed** for efficient functionality of the CHSS P&C Uniform Shop - The STPU grant likely is NOT going to come through for CHSS, unfortunately. Recent announcements do not list our school. Multiple quotes received. Work would begin towards the end of the year. Plan discussed and voted on at this meeting, planned to proceed. ● **$20K New Artificial Playground Turf** – Adventure Playground and Mini Soccer Field - fresh turf for two large areas for our kiddies to play on, behind the year 1 classrooms. Plan discussed and voted on at this meeting, planned to proceed. ● **$11k** Covered Areas - Large covered concrete areas that will be functional for school events, donated to us, school contributing to additional costs, planned to go ahead with this project. ● **$3k** Soccer Goals - up to this amount from the P&C, possibly less due to successful free dress day campaign. ● $? – Cricket Nets - final cost TBC **Potential grant funding 2023/2024:** ● Oval playground upgrade (pair with GCBF grant 2024) ● Shade sails for covered areas ● Undercover learning areas outside Prep classrooms **Other funding goals:** ● Parent survey results for 2024 told us that parents' wishes for the school are **more colour, more shade, and more seating!** ● **Possible related projects:** o Murals x 2 (near Hakea and Timbeerwah entrances) **- ACTION ITEM ADDED TODAY TO PLAN AND DISCUSS** o Shade sails for astroturfed area next to turning circle and elsewhere throughout the school (potential grant) o Undercover learning areas outside Prep classroom (potential grant) o Sandstone seating around the school (where logistically possible if the area is easily accessible) o Picnic tables around the school o Fans in undercover areas requested although concerns exist, may be unfeasible. Additional 2024 P&C funding commitment: A donation to the new CHSS STEM centre
MOTION	"That the P&C fund up to $30K to complete the Uniform Shop fit out." Moved: Melanie V; Seconded: Cath N ; Carried
MOTION	"That the P&C fund up to $20K to put new artificial turf in the adventure playground and a nearby mini sports field." Moved: Greer B; Seconded: Melanie W; Carried

Grants Subcommittee Report – see Att 5.6 **Genevieve Murray (Convenor)** - **Moved up the agenda in relation to the above decisions to be made.**	**Noted:** ● Mapping grants for projects and trying to progress the three that we're interested in. ● Further collaboration with the school admin team required to complete the Go for Gold grant. ● Hoping to be able to work towards quotes and applications for: o NAB Grant: 31 August 2023 o RACQ Grant: 2 October 2023 o Go for Gold Grant: 15 September
Vice President's	
Amanda Merrick	● Trivia Night - Saturday, August 5th - Thank you to Amanda and team for a spectacular night of fun for parents and teachers! ● Over $1K in raffle prizes from local sponsors with thanks. ● Discussed - Amanda has put us in the queue to host a Bunnings BBQ over the Xmas break but it's a long list.
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:** ● Revenue activities as per report. ● Fundraising: The following funds have been raised to date from fundraising events (prior year profit in brackets). o Bush Dance $6.0k ($3.8k) o Colour Run $6.0k ($5.0k) o Festival on the Hill $35k ($42k) o Mother's Day Stall $3.4k ($2.8k) **Discussed**: Uniform shop issues have been resolved, processes have been improved, thank Greer and Mel W.
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** **Report – see Att 4.1**	**Read the full report at Attachment 4.1.** The Principal will discuss recent school activities and policies. ● Mathematical Ignite Program Yr 5 & MIPY 6 update: see report. ● School and P and C Encouraging Parent Feedback: The P&C President and I have been manning a Q&A table on a fortnightly basis this term - positive response - to be reviewed at end of term. ● NAPLAN 2023 update: NAPLAN data landed but lacking comparative analysis - further details to come.

	● School 4yr Review Update (including Transition focus group findings): The review will take place on Aug 22. 23 , 24 and will be a thorough overview of the school's operation with particular interest in teaching and learning. ● Leadership PD LPI Update - SLT is involved with an external leadership coach (Chris Rider): see report. **CHSS Strategic Plan - Big Five Update:** 1. Digital Learning – Assistive Digital Learning – new focus of work building on the BYOD and has potential to lift the STEM initiative – CHSS leading the process. 2. Student Wellbeing – sensory activity space. 3. Tailored Student Learning – Team of 7 interested staff to support the delivery of enrichment and extension across the school. 4. Teaching and Learning – WL Cluster + Teacher tailored PD to address WL skill sets. o Governance – School feedback from interested principals + New ARD (now called school supervisor).
Carolyn Harris **Chaplain's Report - see Att 4.2**	**Noted**: ● Kindness theme for the term continues: o August kindness 31-day challenge gone out in the newsletter. o Prep kindness lesson planned. o Kindness crafts/ activities. o Delivered prep can drive collection to Helping Hands Van which serves the homeless communities of Ipswich. Article sent to parents and note in newsletter. ● Subway day organised for 12/9 **Discussed:** ● For term 4 meal fundraiser: Considering a Burrito day (from Zambrero) for the last fundraising day instead of Subway - same process as run by same fundraising organisation, same booking system just will come up as a burrito deal – burrito and drink $9.95 delivered to school this would be 5/12 - Approval from Mr Mitchell, will confirm this works with tuckshop.
Motion	"That the Principal's report and Chaplain's report be accepted as tabled." Moved: Eve Jenkins; Seconded: Greer Bystrycki; Carried
Subcommittee Reports	
Events Subcommittee Report – see Att 5.1 **Oriel Morrison** **Alice Cottrell**	**Read the full report at Attachment 5.1.** ● **2023 Parent and Teachers night:** The Trivia Night held Saturday, August 5th was a huge success and a spectacular night of fun for everyone who came along, thank you to Amanda and team.

Amanda Merrick	● Disco - 28 October 2023, DJ booked. **Father's Day Stall Report by Cath Nichols:** ● Most gifts have been purchased and received. ● Volunteer Mums are helping are ready for action. ● Plans: Volunteer roster, class schedule, advertising sales on Qkr! and submitting invoices. **Discussed:** ● Discussed format for Christmas Concert - previous concert issues were: not enough food trucks, long queues, could have more stalls. ● Chocolate stall planned for this year's Xmas Concert thanks to parent suggestion, also considering DIY showbags - Amanda and Ben discussed these options. ● Ongoing decisions on father's day gifts - see report for all details - spent $2,838.24 of the $3000 budget, with 575 gifts, average cost per gift is $4.50, some gifts will have smaller items added to them (using last year's stocks). ● Cath concerned not enough gifts to cover possible purchases, members agreed, better to have too much than not enough, and we can save leftovers for next year's stall.
Motion	"That the P&C spend an additional $500 on Father's day gifts for the Father Day Stall fundraiser." Moved: Cath Nichols; Seconded: Mel W; 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.** **Working Bee completed** 22/07/2023 8-11am. ● Thank you to the 20+ adults & 10+ children who came and helped us move 2 mulch mountains, 3 m3 of sand into Prep sandpits, prune plants in the fenced garden and take away 2 trailer-loads of and install a raised garden bed for Prep R and tidy the Prep H garden. ● **Special thanks** to the junior volunteers, George-the-super-pruner and Mitchell-the- mulcher, Dan for personally hiring a mini loader to take on the mulch mountain, Sam for single-handedly cleaning the 35 tyres from the oval seating earthworks to allow them to be recycled, **MyCar Tyre & Auto for waiving the $175 fee for tyre disposal/recycling**, Teachers Anita Rhodes and Shannon Ryan, Peter for bringing along his trailer for green waste disposal **Discussed:** **Recycling – Containers for Change Bins Trial** ● CHSS has agreed to the Containers for Change Bins, more discussion needs to happen with Tal and Annelyse (not present

	tonight). Policy discussed regarding families donating recycling to be further discussed and decided. **Covered Shelters - Discussion** ● Engineering quote required to ensure site appropriate and purposeful, assess fit to survive flood events, consider accessibility issues, consider required approvals. ● The company that designed the shelters has agreed to do an engineering assessment, Claudi discussed options for site plan ● Kenmore Bears FC is also getting shelters in a similar creek-side location - Jimmy Waters has negotiated for CHSS/PC & Kenmore Bears to split the ~$6-10K engineering invoice (therefore $3-5K from us). See report. ● CHSS and P&C agreed to go halves in the cost of the engineering quote, with thanks. Total $6-12k. P&C contribution covered in previous motion to fund the cost of the shelters.
Tuckshop Subcommittee Report – see Att 5.3 **Michelle Seymour (Convenor)** Barb Reid Robert and Melissa Wheaton	**Read the full report at Attachment 5.3.** **Noted**: ● Sushi special day was very popular. **Discussed:** ● Term 3 - Upcoming Tuckshop Special Days o Hot Dog - Wednesday 23 August 2023 o Ice cream - **Thursday, 7 September 2023** ● Suggestion for increased Comms re tuckshop ordering on Qkr!, ordering sibling lunches together, newsletters and CPRs ● Discussed option of shortening 2024 Prep tuckshop moratorium ● Suggestion for discussion with Qkr! app developers re functionality options - **ACTION ITEM ADDED**, thanks Greer ● Purchase of plastic food storage containers and a new rice cooker - discussed option of purchasing decent equipment for longevity and functionality.
MOTION	"That the P&C fund the cost of plastic food storage containers and a rice cooker, up to the amount of $500" Moved: Amanda M ; Seconded: Cath N ; Carried
Uniform Shop Subcommittee Report – see Att 5.4 **Melissa Wheaton (Convenor)** Michelle Seymour	**Read the full report at Attachment 5.4.** **Noted**: ● New pricing for old style stock has seen a big uptake from parents. Several sizes are now out of stock. ● Two new volunteers have come on board to replace volunteers whose family/work commitments have changed however we still need more.

	• An updated information pack for the Prep Orientation Sessions to be given to the parents of next year's prep students is a work in progress with thanks to contributors • Several posts have been put on the CHSS Parents Facebook page regarding lost property with a notable increase in parents checking the pile. All unlabelled generic and non-uniform items have been removed and are in the process of being washed and will be held at the Uniform Shop for 2 weeks before being donated to charities. The overwhelming majority of these items were in the trolley at the completion of Term 2. Parents will be asked to pay a cleaning fee of $5 if they wish to claim them. • Thank you to the School for placing a reminder in the calendar regarding culling of the lost property the last week of Term. **Discussed:** • Discussed an appropriate place to put the second-hand uniform donations basket that works for the School and the Uniform Shop, members unable to come up with a solution so ACTION ITEM added to ensure resolution of issue. o Issue is recent decrease in donations due to changed location, bin is in being used for rubbish if it is anywhere near an eating area; design options considered. • **The procedures for Lost Property as in the Uniform Shop Report was discussed, considered, and endorsed by the P&C.** Thank you, Mel W, for your work on the policy.
Digital Communications Subcommittee Report – see Att 5.5 **Rebecca Kierle (Convenor)** Ian Burns	**Read the full report at Attachment 5.5.** **Noted:** Continuing regular comms for upcoming events and information distribution. • Successful promotion of Go for Goals and Working Bee. **Discussed:** • We need to renew the chsspanc.org.au domain name registration.
MOTION	"That the P&C fund the cost of renewing the chsspanc.org.au domain name registration for 3 years @ $16.50 per year by 22 October 2023, total $49.50" Moved: Ian Burns ; Seconded: Amanda Merrick ; Carried
CPR Facilitator **Catherine Nichols**	Ongoing communications via CPRs Cath running Father's Day Stall as per progress report, with thanks.
Motions on Notice	Nil
General Business	
General business matter Presented by: Oriel Morrison and Dr Eve Jenkins	The CHSS P&C Association is considering a Health and Wellbeing Subcommittee for 2024. We are seeking a possible convenor who would work with a subcommittee to promote 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. **Goals:** ● Establishing the main concerns at the school in relation to health and wellbeing. ● Addressing these concerns by organising activities and support that will result in healthier lifestyles for our school community. ● Inspiring and empowering students and families to make healthy lifestyle choices. ● Raising awareness of school and community health and wellbeing resources. ● Encouraging physical activity, emotional wellbeing, and healthy eating habits. **Possible Activities:** ● Yoga on the oval ● Mums and bubs playtime in the hall ● Health and fitness activities ● Lots more ideas to be considered **ACTION ITEM ADDED** - Oriel requested top of the action items next meeting, members keen on the idea of the new subcommittee, decision made to look for a convenor and subcommittee members, discussed involving Tal Mitchell, talk about complementing school health and wellbeing plans with P&C plans, member suggested checking insurances and liabilities.
General business matter Presented by: Melissa W	Proposed fridge magnet for CHSS important numbers and contact details - members keen on the idea - Tom offered to design it and get cots, discussion of sponsorship to cover the cost (or not). Mel, Tom, and Bec are onto it - **ACTION ITEM ADDED.**
Closing	
Applications for membership and recording of new members	New membership applications for acceptance: Nil The P&C welcomes the new members.
Date of next meeting	Next General Meeting is scheduled for: **12 September 2023** ***** DECISION made to start future P&C meetings at 6:30pm*****
Close	Time: Thank you everyone for attending.
Close	7:51pm

Confirmation of minutes
Chair name: Oriel Morrison

Signature: _____ Date: _____/_____/_____

CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING ATTENDANCE - 8 AUGUST 2023

Name	Present	Apology
Staff Leadership Team		
Stewart Jones (Principal)	x	
Tal Mitchell (Deputy Principal)		x
Craig Jordan (Deputy Principal)	x	
Rysia Pritchard (Deputy Principal)		
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)		
Carene Hogg (Communications Subcommittee)		x
Catherine Nichols (CPR Facilitator)	x	
Genevieve Murray (Grants Convenor)		x
Ian Burns (Communications Subcommittee)		
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)		
Members		
Amber O'Neill		
Ana Silva		
Jacquelyne Cope		
Katrina Swalwell		
Laura Pyke		
Penelope Jessup		
Robert Canning		
Simon Gill		
Tom Mittelman		
Visitors		
Claudi Bird	x	

Table 1. ACTION ITEMS WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
Tal Mitchell Oriel Morrison Amanda Merrick	**Soccer Goals** - Free Dress Day promotions went well, total $1753 raised! Discussed costs of different types of goals and school plan to have them fabricated. Plan is to fabricate large goals for the oval and smaller goals to place on turf near the adventure playground for the littlies.	**In progress -** School Council fundraised and CHSS and P&C agreed to contribute up to $2.75k each, costs may be less.
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** - Annelyse has given go ahead for proposed position and work is planned to begin.
B&G Team School Leadership	**Recycling** - Containers for Change bins trial commenced. Policy being discussed ongoing.	**In progress -** We now have containers being picked up on a fortnightly basis.
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.	**In progress** - GCBF Grant likely to be our match for this project, to be applied for in 2024.
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 -** work to be funded and completed by the P&C this year as voted on and decided on at this meeting.
B&G Team Uniform Team P&C Executive School Team	**Uniform Shop fitout** - SPTU Grant application submitted by the School, planned for Tuckshop / Uniform Shop repairs, renovations - grant NOT likely to come through for CHSS, unfortunately. Recent announcements don't list our school.	**In progress** – See report, Uniform shop fit out work discussed and voted on at this meeting, planned to proceed with P&C to fund completion of the works required for effective functionality.
Oriel Morrison Amanda Merrick School Team	Planning new artist created Murals x 2 - positions discussion, proposed sourcing quotes and discussing further at next meeting.	**New**
Oriel Morrison 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.	**New**
Greer Bystrycki + Qkr! operating members	Greer plans to contact the Qkr! developers to discuss if there are options to improve functionality as discussed at the meeting.	**New**

Melissa Wheaton Stewart Jones Oriel Morrison	Find an appropriate place to put the second-hand uniform donations basket that works for the School and the Uniform Shop. Issue is recent decrease in donations due to changed location, bin is in being used for rubbish if it is anywhere near an eating area; design options considered.	**New**
Melissa Wheaton Tom Mittleman Rebecca Kierle	Proposed fridge magnet for CHSS important numbers and contact details +/- sponsorship.	**New**
Oriel Morrison Eve Jenkins	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.	**New** **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.
COMPLETED	**ITEM**	**PROGRESS**
Rebecca Kierle Oriel Morrison Annelyse Strong	**Noticeboards** - Installed! Congratulations to Bec and the Communications Team for this great new addition to School comms!	**Completed**
Events Team Amanda Merrick	**Parent's Night** - Trivia Night Saturday August 5th - Thanks Amanda and team for a fantastic night for parents and teachers!	**Completed**