CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING AGENDA – MARCH 2025

Date: 18 March 2025

Time: 6:30pm

Location: CHSS Conference Room 2

STRIVING FOR EXCELLENCE

AGENDA ITEM	
Opening and welcome by the Chair	Meeting opens, agenda adopted, Chair requests any other items of general business that members or visitors may wish to discuss later.
Apologies	Chair acknowledges apologies (written or verbal).
Confirmation of the minutes of the previous GM - Att 1.1	Any corrections to the previous minutes are noted on the original copy. The Chair signs the confirmed copy of minutes from the last GM.
Election of Executive Members	
Declare vacancies of existing Executive Committee	Mona Hope stepped down from the position of Secretary. Caroline Lawless stepped down from the position of Treasurer.
Election of Treasurer and Secretary	The chair holds elections for the vacant positions. Nominations are open. Mona Hope has nominated for the position of Treasurer. Caroline Lawless has nominated for the position of Secretary.
Motion to change bank signatories to the newly elected Executive	Once the Executive Committee has been elected, the Chair puts forward a motion to change the signatories on the P&C's bank accounts to reflect those changes.
Secretary's Report	
Report – see Att 1.2	**See Secretary's Report at Attachment 1.2** • Discussion of action items progressed or completed.
Table of executive committee's decisions - Att 1.2	Secretary tables executive committee's decisions. Discussion of necessary action taken on urgent matters between meetings.
Correspondence received since the previous GM - Att 1.2	Distributed list of inward and outward correspondence endorsed as per Secretary's Report.
President's Report	
Oriel Morrison-Higgins **Report - see Att 2.1**	**See President's Report at Attachment 2.1.** Welcome to the March 2025 meeting…. and what a way to start the year, with a cyclone and school closures! 1) Our first meeting for our new exec including Caro and Mona - welcome to you both. 2) Unfortunately we have had to postpone the Family Fun Day - more in the events report. 3) We have been working behind the scenes on helping the school with the tuckshop revamp… hoping for the work to start in the April school holidays, but we are waiting for confirmation on that. In the meantime a big thank you to Mel, Cath and Bec who helped a massive clean out of the School Hall Kitchen… and thank you also to Flick for taking all the unused items to Trash and Treasure! 4) We are still looking for people to lead some of our events this year, so if you are interested, please put your hand up - all dates are in the events report.

Vice President's Report	
Amanda Merrick	• The Vice President supported the President, the Executive, and the Events Team. • Amanda is also planning the Colour Run with Sarah and team, see Events Report.
Treasurer's Report	
Report – see Att 3.1	**See Treasurer's Report at Attachment 3.1.**
School Leadership Team	
Stewart Jones **School Principal** **Report - see Att 4.1**	**See Principal's Report at Attachment 4.1.** Includes: • Strategic Plan 2024 to 2027 – key outline for 2025, • Cyclone Alfred update, • NAPLAN update, • School Photos – Thursday, • Visitors in Week 8, • End of Term Events, • & Staffing Update.
Subcommittee Reports	
OSHC Liaison **Report – see Att 5.9** **Tammi Levine**	**See the OSHC Liaison's Report at Attachment 5.9.** • Moved up in the agenda to allow HHN's Caitlin Crow to attend. • Addressing parent concerns regarding staffing and processes.

Events Subcommittee
Report – see Att 5.1
Oriel Morrison-Higgins
	See the Events Report at Attachment 5.1.
	To be discussed:
	• **2025 FAMILY FUN DAY,** ~~March 15th~~, Lead: Eve.
	  ○ **Postpone**d! Unfortunately, due to Cyclone Alfred's stormy aftermath. New date needs to be decided. August 9th?
	• **2025 FESTIVAL ON THE HILL,** June 14th, Lead: Alice.
	• **2025 TRASH & TREASURE,** June 14th, Lead: Flick.
	  ○ Flick has created a volunteer signup sheet.
	• **2025 PARENTS EVENING / ALT EVENT,** Date: August TBC

Buildings and Grounds Subcommittee Report **Claudi Bird**	Thank you to our B&G team for their ongoing hard work on our school grounds. Updates to be provided at the meeting.
Tuckshop Subcommittee **Michelle Seymour**	**Noted:** "Please can we have a further update on tuckshop renovation, tendering selection, etc timeline, if known. Thank you."
Uniform Shop Subcommittee **Melissa Wheaton**	Thank you to our Uniform Shop team for all their hard work. No agenda items this month. Updates planned for our next meeting.
Comms Subcommittee **Report – see Att 5.5** **Rebecca Kierle**	**See the Comms Report at Attachment 5.5.** **For discussion:** • Continued the promotion of colour run, tuckshop special days, etc. • Start looking at comms around Mother Day Stall. • Ramping up advertising and commitments for the fete. • Confirmation of ANZAC day service at school date so we can start talking to CPRs re the wreaths?

Grants Subcommittee Report – see Att 5.6 **Genevieve Murray**	**See the Grants Report at Attachment 5.6** • Identified a state community road safety grant (due 31 March) up to $40k. Successful past projects include education on road safety for students ($5,000) and a video project for stop-drop go zones ($16,000). Happy to be guided by school leadership as to whether this is something they wish to pursue. • No JotForm volunteers replied when contacted, but new grant writer recruited via word of mouth — thanks Flick! • Liaised with Claudi re upcoming initiatives for playgrounds and will start to develop the bid for the Gambling Grant shortly. • More in Grants Report.
Health and Wellbeing Subcommittee – see Att 5.7 **Eve Jenkins**	**See the Health and Wellbeing Report at Attachment 5.7.** **To be discussed:** • **Family Fun Day** - POSTPONED due to Cyclone Alfred. New date to be decided: AUGUST 9th? Term 3, Week 4. • **Yoga with Jo at CHSS**, Thursday nights in the Arts Room from 7:30pm until 8:30pm. Waiting to hear from the school about access to Arts Room and toilets, thanks. We are planning to start promoting classes once access is confirmed and plans have been approved by the School. • The School PBL Parents propose collaborating with the P&C Health and Wellbeing Subcommittee to run **part 2 of the Friendship Workshop in 2025**. The P&C will help with organisation, sell tickets, run promotions and provide refreshments on the night. The PBL Parents would like to see proceeds go towards funding a **Friendship Trolley**, as discussed last year at P&C meetings.
CPR Facilitator **Catherine Nichols**	**To be discussed:** • Queries regarding what information should be sent out by P&C CPRs, vs what information should be sent out by the school. • Questions about the new drop and go zone. • Run Club update.
General Business	
General business matters Presented by: Tammi Levine	• Parental query related to playground injuries. Questions about soft fall surfaces.
General business matters Presented by: 4TE Parent	• Concern re potential building issue in the 4TE classroom, brought to Comms Convenor, details pending.
Closing	
Close	New membership applications. Meeting closes. Thank you to everyone who attended our March General Meeting.
Date of next meeting	The next CHSS P&C General Meeting will be held **13 May 2025** at 6:30pm in Conference Room 2.