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

Date: 2 June 2026
Time: 6:30pm
Location: Conference Room 2

AGENDA ITEM	
Opening and Welcome by the Chair	Meeting opened at 6:40pm and Acknowledgement of Country
Apologies	As per attendance sheet attached at end of minutes
Confirmation of minutes of previous General Meeting	Confirmation of the minutes of the previous general meeting – Attachment 1.1. The chair signed the confirmed coy of the minutes from the last meeting to be distributed to members.
MOTION	*"Moving that these minutes be confirmed as a true ad correct record of the meeting held on the 12th May."* **Moved**: Nikki McAllister **Seconded:** Jodie Reece **Carried**
Guest Presenter	Helping Hands Attending – Brydie Graham and Phoebe (Acting Regional Manager) – commenced this week. Phoebe will be present on site (will also be working across different services as well). Attending to say Hello and report in on collaborative meeting with school – Actions including: - Communication flyer sent via WhatsApp community including information on how to escalate concerns (also to be forwarded from HH emails) - Dates and Times for Parents Information/Forum to be scheduled - ? evening / online / open to feedback and aiming to be completed within the next fortnight - Confirming attendance at fete and family fun day – Educators for Facepainting. - Open to feedback from current and past participants - Photo of new staff members to be forwarded - HH sponsoring the 100 days of Prep – Thanks from Paula Morton
Secretary Report	
Secretary Report – Nikki McAllister - Attachment 1.2	Noted from report - Secretary tables executive committee's decisions and necessary action taken on urgent matters between meetings - Motions moved between meeting - Ongoing action items – Storage and Sunscreen Policy – Ongoing Discussed: Nil new
Correspondence	Distributed correspondence as per table included within report
President Report	
President Report – Claudi Bird – Attachment 2.1	Please note report now available – please see full report at Attachment 2.1 Discussion points: - Fete nearly upon us. **THANK YOU Althea and army of volunteers for work** done to date.

	- Pie Drive Success - Placing emphasis P and C as a collective voice for parents. Items raised to President for Discussion: - A front of office survey is going out to fill in for all parents. - Helping hands are being addressed and taken very, very seriously by the school. - Contribution to Chappy Carolyn – held over to general business matters - We are working with the P3AL team to do an inhouse teacher survey to see how the P&C can support the teachers wellbeing and boost morale. Suggestions are welcome. - P & C to support with refreshments and snacks for P3AL Friendship Forum – June 16th - Forgotten lunch policy and how it gets implemented – officially if lunch is forgotten the school will contact parents and if unable to bring in food the offer of a sandwich (jam, honey, vegemite) for any child that does not have food to eat. - Incident in the driveway recently – staff member was injured when a vehicle was going fast down the driveway. To be reported within school newsletter in respect to safe driving in school environment. Feedback received: - Behind the Scenes pop ups are being well received.
Vice President Report	
Vice President Report – Althea Papinczak	Items held over to events.
Treasurer Report	
Treasurer Report – Jodie Reece - Attachment	**Discussion in addition to agenda points:** - Confidence from speaking with other P & Cs – goal is to have very very clear communication. Some backup plans are established to accommodate those who turn up with cash. - Floats to be collected at 1pm with Jodie available throughout day to monitor float and collect as required - NO security collection required as safe now available on site - Final count to occur post closure of T and T and Lolly Store – to be counted and stay within safe until banking Monday am. - Convenor training scheduled Weds prior to fete for Square, Cash Card and device training. - Offline payments are confirmed. Square app need to be connected within 24 hours and can hold unlimited unprocessed transactions. Re-tapping not to occur or people charged twice – this to be covered in training. - Starlink of cover some of the oval ? option of Starlink to be used in Hall in the week leading up to fete as concerns with internet connectvitiy for T & T setup - Badge of Honour for highest money raised by stall – Can be worked out with tapping in 'Cash sale' on Square and card totals
School Leadership Reports	
School Principal Report – Stewart Jones - Attachment	**Discussion in addition to agenda points:** Staffing - Lynelle Dunn with be acting Business Manager as Annelyse is off on secondment - Boomgates due to be fixed Wednesday 3/6/26 - Year 5 camp – managed well with the rain and wet weather – positive feedback from staff and students
Chaplain Report – Chappy Carolyn	**Discussion in addition to agenda points:** - Request for helpers on June 23 for Pizza Meal Deal - ? sign up sheet to be followed up
Subcommittee Reports	
Events – Althea Papinczak – Report	Discussion in addition to agenda points: - Free Dress Days – approved from school for Friday before Fete – June 12. - Coffee Truck for Athletics Days – Good for Rich Pour to be organised. Cath happy to contact for arranging. Althea reporting on the following

<table>
<tr><td></td><td>
- Containers for Change - ? can be organised to be on site for Fete – agreed to go ahead for fete only
- Quiet zone Location – aim to be positioned on Netball court for children to have a relax. Beanbags, colouring in, bubbles for kids to relax
- Fete clean up Sunday – Volunteers are looking slim - ? do call out on Sunday morning. ? Option of paying someone to be able to do this – to be further looked at with volunteer numbers ? an option for fundraising for Year 6 if year 6 students attend to clean up
- Volunteer numbers are looking good for Saturday apart from Lolly shop
- ? QR code / square that can be used at Bar to donate extra dollars
- Coffee for volunteers – Rich Pour will be in attendance - ? 50% donation and P and C can re-imburse
- After Party (thank you to volunteers) organised at Surbuban Social with a $200 Bar Tab – Need to clarify wording that no P and C funds are not used a Bar Tab. Perhaps use donated funds for food service and self-purchase own drinks. Date Sunday 21st at 3pm
- Ride Band and Cash Card Collection occurring on the Friday prior to Fete. Cash Cards are printed and ready. Lanyard to be provided with Cash Card – can be returned when finished. RideBands and ordered cashcards to be put in envelope/packaged. Aiming to have very clear communication of what payment is accepted and where.
- Ride Band Early Bird finishing this pm at 10pm.
- SideShow Alley will be right next to ticket stall – each sideshow alley game will be $2
- Ticket Stall is currently card only – does have a backup float that is available for emergency
- Logistics confirmed with Annelyse
- Volunteers will need to be recorded – a convenor will need to have a list for volunteers to be singed in and out
- P and C active members and convenors to have access to Trash and Treasure Thursday pm.
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<tr><td>Buildings and Grounds – Claudi Bird</td><td>
Please note full report now available – please refer to attachment 4.1
Discussion regarding Oval Playground:
- Official Ed QLD procurement process – THANK YOU Annelyse. Both tenders that were submitted are over the budget – mainly due to the change of base and need for softfall. Amount wound be $95 000 for most appropriate tender option
- Concerns with design raised including platform ? rail; interest of older children in climbing nets
- Raised option of design on softfall – hopscotch/ Lori etc -
- Other tender was submitted at $150 000
</td></tr>
<tr><td>Motion</td><td>
Raised motion to increase budget by $30 000 to allow for variation of base (soft fall) for completion of new playground at oval area.

Raised: Jodie Reece Carried: Catherine Nichols – Carried
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<tr><td>Tuckshop – Michelle Seymour</td><td>
As per agenda – report available in attachment 4.2
Discussion in addition to agenda points:
- Overhead cabinet has been cleared to be fixed
- ? Follow up warranty with fridge leak – Claudi to arrange for follow up
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<tr><td>Uniform – Claire O’Brien</td><td>
Please note full report now available – please refer to attachment 4.3

<u>Noted from report</u>

Proposed Expenditure
<table>
<tr><th>Order Period</th><th>Amount</th></tr>
<tr><td>November 2026 Stock Orders</td><td>$21,997.25</td></tr>
<tr><td>December 2026 / January 2027 Stock Orders</td><td>$26,128.10</td></tr>
<tr><td>Total Proposed Inventory Commitment</td><td>$48,125.35</td></tr>
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Discussion points:
- Sport Cap with Piping or Performance Cap were favoured within the meeting. Discussed use of cap and whether it would be for District sport with potential of interschool sport. Disussion regarding appropriateness of cap
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<tr><td>Motion</td><td>That the P and C endorse incorporation of School Cap into uniform options for use during district sport (potential interschool sport) with the purchase of number 5 hat – Performance Cap. Numbers to be confirmed.</td></tr>
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	Moved: Catherine Nichols Seconded: Jodie Reece Outcome: Carried
Motion	*"That the P&C Association approve expenditure of up to $50 000 for the purchase of Back to School 2027 uniform inventory as presented by the Uniform Shop Convenor."* **Moved: Catherine Nichols Seconded: Divan Haslam Outcome: Carried**
Communications – Rebecca Kierle	**Please note full report now available – please refer to attachment 4.4** Nil new raised during meeting
Grants – Genevieve Murray	**As per agenda – report available in attachment 4.5** **Discussion in addition to agenda points:** Nil new raised.
Health and Wellbeing – Eve Jenkins	Nil new raised
CPR Facilitator – Cathering Nichols	Nil new raised
OSCH Liaison – Rebecca Kierle	Nil new raised
General Business	
General business matter – Year 6 graduation	- Happy for Uniform Shop Square to be used during Senior Athletics Day - P and C support fundraising for selling popcorn during athletics day
Motion	*To incorporate Year 6 Group (Graduation) as a new Subcommittee of CHSS P & C to commence 2026 and for future years* Raised: Carene Hogg Seconded: Jodie Reece Carried
General Business matter – Support for Chaplain Carolyn	Discussion: - Chappy needs to raise $13 000 per year to do the work that she is able to do – craft lunches, support to children, social nights and the long list of other support provided - Payment/Donation to be made to Scripture Union for CHSS Chaplaincy Programme
Motion	For CHSS to donate $4000 annually to support Chaplain Carolyn for her conintued support of CHSS students Raised: Divna Haslam All in Favour Carried
General Business Matter	Discussion raised regarding Photo permission – option to further discuss in future meeting to define the permissions on the media form. Ie – Photos in Class Dojo but not on Facebook. Stewart happy to look into forms – on initial thought it is a Ed QLD form and may not have a variation available. Photo permission feedback received in parent forum – main feedback is not to be shared on social meeting Questions asked regarding upcoming year 6 camp and if parents are able to share photo
General Business Matter	School photo – feedback received regarding negative feedback of school photos.
Closing	
	New membership applications for acceptance: Nil
Close	Meeting closed at 8:36 . The next CHSS P & C General Meeting will be held 14 July 2026 at 6:30pm in Conference room two.

Confirmation of minutes

Chair name:

Signature: _____ Date: _____/_____/_____

CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION
GENERAL MEETING ATTENDANCE REGISTER – 02 June 2026

Name	Present	Apology
Staff Leadership Team		
Stewart Jones (Principal)	X	
Tal Mitchell (Deputy Principal)		
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		
Ana Silva	X	
Barbara Reid		
Barry Millard		
Carene Hogg		X
Caroline Lawless		
Catherine Nichols	X	
Clare O'Brien		

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		
Brydie Graham – Helping Hands	X	
Phoebe – Helping Hands	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