CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

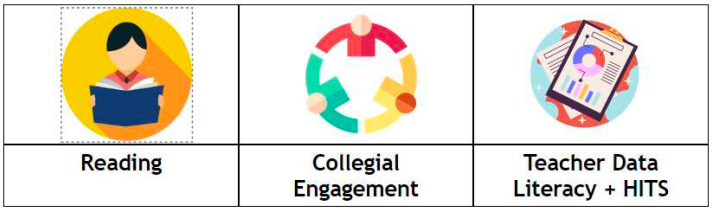
GENERAL MEETING MINUTES – 12 MARCH 2024

Date: 12 March 2024
Time: 6:30pm
Location: CHSS Conference Room 2

STRIVING FOR EXCELLENCE

AGENDA ITEM	
Opening and welcome by the Chair **Oriel Morrison-Higgins**	Meeting opened at 6:37pm. The President welcomed the members and executive committee to the general meeting and gave an Acknowledgement of Country.
Apologies	As per attendance sheet.
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 12 March 2024." Moved: Eve Jenkins; Seconded: Rebecca Kierle; 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.
President's Report	
Oriel Morrison **Report – see Att 2.1**	**See report at Attachment 2.1.** **Welcome to the March 2024 meeting:** 1. **Our T&T team** has been hard at work collecting goods for June - **thank you to Mel, Flick, and all of their wonderful volunteers**. It's a massive job and very time consuming. 2. **A huge thanks to Eve**, who has been working VERY hard on our **first ever Obstacle Course Fun Day** to be held this coming weekend - we are very excited about the event. Thank you to our wonderful sponsors - we can't wait to see all of the wonderful prizes Eve has managed to secure for our raffle. 3. We have had some leaking issues from all of the rain in the Uniform Shop - **thank you for Tony** for spending so much time on it for us.

	4. A **shout out to Amanda** (and her long-suffering husband) - who once again has a garage full of P&C stuff ☺ 5. A very successful launch of **Coffee with the Principal** and the P&C - and we will continue to have the "Rich Pour" coffee truck with us once a month for 2024 - **thank you to CPR Facilitator, Cath, for organising.** Dates will be advertised on our Facebook page and in the school newsletter. Please do attend if you have any issues you'd like to raise with the school leadership team or the P&C. 6. Michelle at Tuckshop has started **Friday coffee mornings**, which will continue on next term. **Thank you, Michelle :)** 7. We have launched our **50/50 raffle** - and will update on $$ raised next month. 8. We have started to look at **options for the playground** on the oval - B&G to update. **Funding goals:** • Gambling grant for a playground in the oval • Shade Sails for astroturfed area next to turning circle (potential grant) • Cover/shade sails elsewhere thought the school • Sandstone seating around the school – adventure playground and the top covered area • Picnic tables around the school • A donation to the STEM centre
Vice President	
Amanda Merrick	Extensive support provided to the President, Executive Team & Events Team. **Amanda's Colour Run update:** • The 2024 CHSS P&C Colour Run is being advertised, with **tickets available on Qkr!** • Very much same layout / structure / pricing / plan / marquees / flags as last year. • Students to wear a white shirt for the colour run IF they want to have colour sprayed on them at the end of the run. • Volunteers sign up list has been prepared and shared here: volunteersignup.org/JPQA7 **Discussed:** • Logistics for the Colour Run, thanks Amanda for organising. • Lesson learned – having the Obstacle Course Fun Day a little close to the Colour Run may have affected ticket sales, could think about options. • Member suggested selling white t-shirts to help parents manage that element of the event planning, however it was discussed that this was a large amount of work and likely unmanageable for

	event planning volunteers. Especially when plain t-shirts are readily available and very inexpensive at shops like Kmart.
Treasurer's Report	
Greer Bystrycki	**See report at Attachment 3.1.** **Discussed:** • Overall trading profit is $15k, which is already $6k above forecast budget, indicating **the convenors continue to do a great job.** • The treasurer will consider reviewing the budget forecast if bumper months continue. • Uniform Shop sales are up $5k vs. prior year, and overall profit up $9k. Profit variance skewed due to stock adjustments in the 2023 year that should have been recognised in the 2022 financial year. • Tuckshop sales are up $4k, and overall profit up $5k.
School Leadership Reports	
Stewart Jones **School Principal** Report Att 4.1	**See Principal's Report at Attachment 4.1.** **Discussed:**  • The above icons were shared at our last P and C meeting and are being used to help portray our school's explicit improvement agenda (EIA). • Most (if not all) Queensland schools have Reading as part of our EIA given it is a Dept expectation and aligns with the new Australian Curriculum that we are expected to have ready to roll next year. • The Reading and Teacher Data Literacy both link closely to two of our focus areas within our Big 5: Teaching and Learning and Targeted Student Learning. • The Reading Committee has been meeting and sharing thoughts and next-step ideas as part of our scan and assess phase of our work. We have sent away key staff to attend professional development sessions around the teaching and learning of decoding (the first half the reading puzzle). We are also trialling different diagnostic testing for the upper school (Yr 3 to Yr 6) and we have been fortunate to have a specialist to walk us through a diagnostic tool that would replace our current tool of PM testing. • The leadership team have just finished a round of visits Prep to Year 6 classrooms with a focus on literacy. To see the journey of writing from Prep to Year 6 is truly impressive. The learning journey is evident and the teacher's readiness to share next step strategies is very powerful

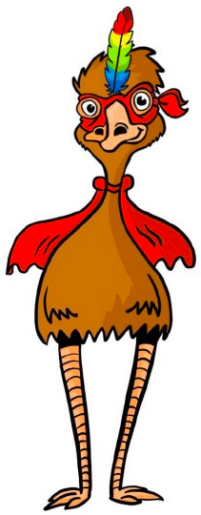
	• Walker Learning Mentoring has started again and last week we have had two mentors (specialists in WL) working with our newest staff from P to Yr 6. It was great to hear feedback from staff and the mentors of the support and progress being made in the classroom. We will have the mentors back next term and have around 50 visiting staff taking the time to look at our school's approach to WL as a developmentally appropriate pedagogy. • The School Council will be working on a consultative model to build a four-year whole school plan that is based around the big five. • New facilities – visit: A few of us had the chance to visit West End SS new building to see how they have designed new classrooms. We can learn much from those that have done recent builds to determine what would work best for our own context.
Annelyse Strong **Business Admin**	**Discussed:** • Please see the Excursion Plan for Term 2, to be discussed and endorsed as appropriate – Att 4.2. • Mr Jones discussed plans for off-site excursions for the older students that went through their younger grades during the Covid years when they didn't get to go on excursions! Great idea! • Comms Team input – a local school distributes a list of all upcoming excursions for the year at the start of the year – a substantial plan for the year in terms of school events and plans and resources – this allows those parents to plan their budgets and calendars for the year. The P&C requested that the school considering providing this advice to CHSS parents and the school leaders were agreeable to considering this option. • Members requested that the school consider giving parents the opportunity to start payment plans in year 5 for the year 6 excursion – could also be given the option to fundraise – the school commented that parents are currently given individual payment plans and lots of notice – anyone concerned about this matter is welcome to discuss it with the school. • Members asked for students to be given the opportunity to fundraise for the year 6 trip – with thoughts that it would form part of an education about real life expenses – School planned to discuss with Tal and consider options. • New member spoke up to request calendar links in comms. • Member commented on obvious problem of unpaid volunteer parents funding aircon in classroom – Mr Jones informs us that Qld Ed will now pay for new air conditioners in new classrooms only. The P&C is still asked to fund maintenance and repairs.

	Chaplain Carolyn commented on her upcoming events. • A member raised concerns about the presence of the Christian chaplaincy in our public school. Many members agreed that CHSS should prioritise providing a secular and inclusive environment that meets the diverse needs of all our students. • The school commented that our Chaplain complemented existing services to support emotional health and wellbeing at CHSS. • The P&C acknowledges the importance of maintaining a secular and inclusive environment in public schools, while recognising the genuine care and compassion provided by Chaplain Carolyn, who offers support to students, promotes positive values, and aims to strengthen connections within the school community. Helping Hands Network comments: • Tristan of Helping Hands discussed repairs and painting planned for the holidays, in collaboration with the school, with thanks. • HHN commented that there is plenty of availability in before school care. • Vacation care coming up – programs have been sent out including the detailed program – so parents can know what will be happening all day, not just the theme of the day – every day. • HHN are actively seeking feedback – what parents would like to see out of programs.
MOTION	"That the Principal's report and Chaplain's report be accepted as tabled." Moved: Eve Jenkins; Seconded: Rebecca Kierle; Carried
Subcommittee Reports	
Events Subcommittee Report – see Att 5.1 **Oriel Morrison** Alice Cottrell Amanda Merrick	**Discussed: All the exciting upcoming events are discussed in this month's Events Report - see Attachment 5.1.** • Members suggested that when requesting volunteers from the school parent community, we should be clear about what the role entails. • We may have an events bar team coming together. • T&T is half full already! We may need to cease accepting donations at some point. • Discussed rubbish removal options, skip expense, green waste bins, ongoing discussion planned between school and T&T team.
Buildings and Grounds Subcommittee Report – see Att 5.2 **Claudi Bird** Sam Bysouth Jane Fountain Caroline Lawless Sud Tjipudra	**See the massive B&G report at Attachment 5.2.** **Noted:** • Welcome new B&G members: Adam Castle, Greg Dromey and Felicity Merrick – thank you for joining the team! 

Adam Castle Greg Dromey Monique Merrick	• As a team we would like to propose to take on a top to bottom overview of possible improvements to be made to the school as a whole and break it up into smaller projects. This would involve a collaboration with the school and doing a proper master plan with proposed projects, getting quotes and setting goals. **Discussed:** • The B&G subcommittee described walking through the school and making a master list of possible upgrades to our school's outdoor environment. A long list of potential projects is in their report and here: • Renewal of the oval play area and the addition of multi-purpose slab (handball court, basketball hoop, space to set up equipment etc) Addition of a swale and mulch to deal with the mud bath in heavy rain • Upgrading the walkway up to the turning circle, widening the path, create a waiting area by the prep classrooms (need to be in conjunction with the proposed new drop-off area and compliant to EQ guidelines and AS standards) on both sides • The addition of a potential recycling machine or just a larger drop-off containers for change skip at the new drop-off area. • Doing an overview of stormwater and the addition of landscaped riverbeds and swale to help with mulch washing away and erosion • Repainting the handball courts and general painting and pressure washing • Addition of a yarning circle/outdoor learning area with logs and seats and mulch next to the existing covered handball courts (Potential grant) • Addition of seating throughout • Review of stormwater grates: EQ or BCC lids need replacing? • Additional bubblers and linemarkings • New bike racks • Review of play equipment • Revisit air conditioning the hall, EQ requirement? Solar rebates? Setting up a proper business plan for rental income from kitchen and hall • Security Cameras (Dummy or real) for after-hours in vulnerable areas like the covered learning area (Year 5) • A covered outdoor area with tables and chairs next to the year 5 buildings • We've had a request for 4D to do their courtyard up with their own fundraising and raised planter box? • **Above list can be utilised to match grants to projects.** • **See the full report for multiple photos.**

Further dicussed:

- Rather than taking on a large capital expense project, there are a lot of small projects that need to be tackled – Tony cannot possibly do everything.
- B&G team wants to clean up existing spaces and surfaces and create outdoor nature play areas, repaint handball lines and spaces for play/seating/outdoor learning – currently identifying projects.
- Discussed option of airconditioning the school hall – for our school staff and students and as an income source through creating a more desirable hall for hire – solar panels on the hall could potentially offset the cost of airconditioning – B&G team seeking quotes – school to consider - school could reduce energy bill with solar panels on the hall roof - B&G team will put together a proposal for the school with necessary detail.
- Oval playground grant outcome soon to be announced.
- The introduction and focus on waste and creating a habit within school culture of picking up rubbish and disposing of it properly. We propose to start a campaign to launch a circle of friends for Lorrie, the first to be an Emu, naming competition, competition between classes and year groups and sponsoring a monthly prize for the winners with a bigger end-of-year prize for the overall winners. All in conjunction and with input from the environment club.



- Claudi discussed the amount of rubbish going into drains and the creek – in line with respecting our environment, as above, the B&G team aims to launch protects that promote the habit of cleaning up.
    - Stewart suggests talking to the student council and Tal about the plan.
- B&G team suggests consideration of recycling drop off option at new drop off zone – concerns and various models discussed – to be considered by B&G and the Claudi can also discuss with annelyse about whether other schools are working with this model. Claudi to discuss with Annelyse. As per Mr Jones, Business Manager Annelyse will collaborate looking at similar models at other school sites, with thanks. Further information will be provided at future meetings.

	• Mr Jones endorsed the ongoing discussions around a program to promote litter collection at CHSS, to be discussed with the School Council. Further information will be provided at future meetings. • Mr Jones suggested that the Business Manager would be available to answer B&G questions and report back findings about use of CCTV security cameras in the school.
Tuckshop Subcommittee Report – see Att 5.3 **Michelle Seymour** Barbara Reid Robert Canning Melissa Wheaton	**See report at Attachment 5.3.** **Noted:** • Mei has fit into our Tuckshop Team well. • Strong order numbers this term. • Plumbing work all completed. • Professional Cleaning quotes sought. • Quotes new refrigerator sought - looking at different options.
Uniform Shop Subcommittee Report – see Att 5.4 **Melissa Wheaton** Michelle Seymour Zee Ngasiran Caroline Lawless	**See report at Attachment 5.4.** **Noted:** • Water issues are still occurring in the Uniform Shop. Tony is installing a guard to redirect water away from the door. On further investigation Tony believes the overflow valve is not necessary as the alternate entry point of water is the inadequate sealing of the roof around electrical conduit through the roof completed by the original contractors that built the shell. **Discussed:** • Uniform Shop needs to communicate with parents why we have different hats currently, with thanks. We understand that there were supplier issues future options are being investigated.
Digital Communications Subcommittee Report – see Att 5.5 **Rebecca Kierle** Ian Burns	**See report at Attachment 5.5.** **Discussed:** • Comms team and CPR facilitator commented that they require more than a day's notice in order to send out information from the school to parents – clear instructions as to what school wants shared with the community in advance, would be appreciated. • Getting quotes to repair Hakea entrance noticeboard – handyman services required, supplier not available for servicing. • Member requested that chaplain events and fundraisers are clearly described as such in P&C promos, with thanks. • Discussed ongoing difficulties with multiple courses of comms for parents to process. • New CHSS P&C Community 224 has 671 members so far.
Grants Subcommittee **Genevieve Murray**	Current activities and future plans to be discussed at the next meeting.
Health and Wellbeing Subcommittee Tom Mittelman Eve Jenkins	**See report at Attachment 5.7.** **OUR LAUNCH EVENT – The P&C Obstacle Course Fun Day** This Saturday, March 16th, 2pm until 6pm.

Amber O'Neill
Georgia O'Malley
Tal Mitchell
Report – see Att 5.7
	• An active event with **FIVE massive inflatables on the school oval** – 3 jumping castles and 2 obstacles courses, including a **45m long course for kids of all ages to enjoy** and a preppies and under Leaping Llama jumping castle for the little kiddies. Activewear recommended!
	• **Four food trucks booked** – Samurai Kitchen (Japanese, karaage chicken), BrisVegans (veggie Mexican), That Gelato Co (gelato and sorbet), BUBBO Dessert (waffles with fruit and ice cream).
	• Also a massive inflatable entrance, giant lawn games, music, colouring and crafts, scavenger hunt, soccer games, chillout zone, P&C Bar, mocktails, drinks & snacks on sale, snow cones.
	• First Aid roster has been created to be shared with Stewart and Annelyse as requested. Safety to be top priority to this event. Six paid supervisors will watch all the inflatables.
	• RAFFLE PRIZES - raffle tickets are $5 or $20 for 5.
	• **SPONSORSHIPS**
	  ○ **Helping Hands**
	  ▪ MAJOR EVENT SPONSOR - $1900
	  ○ **Jindalee Care Medical Practice**
	  ▪ JUMPING CASTLE SPONSOR - $500
	  ○ **Office of Dr Christian Rowan MP**
	  ▪ GIANT LAWN GAMES SPONSOR - $250
	  ○ **Pep Gymnastics**
	  ▪ COLOURING AND CRAFT SPONSOR - $200
	  ○ **TOTAL $3850**
	The event was a fun and successful afternoon! THANK YOU TO THE WHOLE TEAM! EVE, AMBER, TOM, GEORGIA, GREER, ORIEL, SIMON, ANA, BRIAN, BEC, TOM, TONY and so many volunteers who made the event possible!
	
	The Double Strength Wellbeing Team combing the School and P&C Wellbeing parents will build a program of future projects – upcoming **Friendship Workshop Talk on May 1st** – with tickets already selling!

CPR Facilitator **Catherine Nichols** Report – see Att 5.8	**To be discussed:** • Coffee truck bookings confirmed. • World Teacher's Day is 25th October, other celebrated days for teacher's aids and support staff – plan to book those dates too so they are not last minute? • Note that school starts at 8:45am and students should be in class by that time. • Ironbark Road drop and go zone concerns expressed – parents are parking and leaving cars – disrupts flow of traffic and student safety options – would like further info about the drop and go zone planned – school to keep parents informed.

	• Parents and carers continue to cause local parking issues by double parking, parking across driveways and queuing to turn right into the turning circle - frustrating, however difficult to control. • Discussion with school - traffic management and city transport main roads dept planning the new drop off area – we have a team of traffic engineers on the case, working out the safest option for our school.
General Business	
General business matter Presented by:	Other items of business discussed briefly: • Member suggested professional cleaning of the tuckshop should be done with environmentally sustainable products – school discussed issue with using products approved by Qld Ed. • Member suggested board meeting software for easier secretary duties and communications among members – cost however prohibitive. • Mel W requests that the slang "vollies" is not used to describe P&C volunteers as we're told it can be derogatory. • Mr Mitchell informed us that the students are potentially planning a bake sale for term 2 – agrees to work with the tuckshop to avoid special days and other fundraising events – Tal will let the P&C know the date. • Paula spent time talking about: o parent engagement sessions, o the process of engaging in decodable texts, o the recent staff survey which had a good response from teachers and teacher's aides asked to share info and ask questions, o guest speakers planned inc. speech pathologist presenting about reading, o the science of reading, o wanting to be responsive to all students reading needs at all different levels of learning, o looking at online platforms also. **Thanks Paula.**
Closing	
Applications for membership	**Seven new membership applications for acceptance:** Caitlin Crow and Tristan Dieben of HHN, as well as school parents Carmen Spry, Li Wei Wee, Jonathan Strugnell, Ashley XinYue Lowen and Garima Dhawan.
Motion	"That the applications for membership received be accepted." Moved: Eve Jenkins ; Seconded: Melissa Wheaton ; Carried The executive team welcomes the new members to the CHSS P&C!
Date of next meeting	The next P&C General Meeting will be held on **14 May at 6:30pm.**
Close	Meeting closed at 9:12pm. Thank you everyone for attending and for your support of our school!

Confirmation of minutes
Chair name: Oriel Morrison

Signature: _____ Date: _____/_____/_____

CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION
GENERAL MEETING ATTENDANCE REGISTER – 12 MARCH 2024

STRIVING FOR EXCELLENCE

Name	Present	Apology
Staff Leadership Team		
Stewart Jones (Principal)	x	
Tal Mitchell (Deputy Principal)		x
Craig Jordan (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
Honorary Life Members		
Jane Fountain (B&G Subcommittee)		x
Melanie Venz		
Robyn Arthur		
Val Balnave		
Executive Members		
Oriel Morrison- Higgins (President)	x	
Amanda Merrick (Vice President)	x	
Greer Bystrycki (Treasurer)	x	
Eve Jenkins (Secretary)	x	
Subcommittee Members		
Alice Cottrell (Events Subcommittee)		
Amber O'Neill (Health and Wellbeing Subcommittee)		
Barbara Reid (Tuckshop Subcommittee)		
Catherine Nichols (CPR Facilitator)	x	
Claudi Bird (B&G Subcommittee Convenor)	x	
Genevieve Murray (Grants Subcommittee)	x	
Georgia O'Malley (Health and Wellbeing Subcommittee)		
Ian Burns (Communications Subcommittee)		
Melissa Wheaton (Uniform Shop Subcommittee Convenor)	x	
Michelle Seymour (Tuckshop Subcommittee Convenor)		
Rebecca Kierle (Communications Subcommittee Convenor)	x	
Robert Canning (Tuckshop Subcommittee)		
Sam Bysouth (Buildings and Grounds Subcommittee)		
Tammi Levine (OSHC Liason)	x	
Tom Mittelman (Health and Wellbeing Subcommittee Convenor)	x	
Members		
Alina Dini		
Ana Silva		

Binny De Saram		
Carene Hogg		
Caroline Lawless	x	
Dheeraj Lenka		
Divna Haslsm		
Emily Hall		
Felicity Burns		
Jennifer Oates		
Jonathan Chuong		
Katrina Swalwell		
Laura Pyke		
Lauren Purves		
Natalie O'Beirne		
Nicola Krahe		
Randhika Karunatillake		
Sarah Pham		
Simon Gill		
Stanley Kierle		x
Sud Tjiputra		
Tharuka Prematillake		
Zee Ngasiran		
Visitors		
Caitlin Crow – HHN	x	
Tristan Dieben – HHN	x	
Jonathan Strugnell – membership application accepted	x	

Table 1. ACTION ITEMS WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
Oriel Morrison Stewart Jones B&G team Helping Hands team	**P&C Storage Situation** • There is mould in the P&C containers under the hall and they are dangerous to access. P&C members expressed clearly to school leadership that the current situation is inadequate, and a storage solution must be found, semi-urgently. • The school informed the P&C that there is no current storage space options. • HH is constructing storage space currently – B&G to liaise and see if there's any option to join forces. Grounds committee with school is happy to consider options.	Ongoing
NAME		New / In progress
COMPLETED	**ITEM**	**PROGRESS**