CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION
GENERAL MEETING MINUTES

STRIVING FOR EXCELLENCE

Date: 14 March 2023
Time: 7pm
Location: CHSS Conference Room 2

AGENDA ITEM	
Opening and welcome by the Chair **Oriel Morrison**	Meeting opened at 7:10pm. The President welcomed the members and executive committee to the general meeting and gave an Acknowledgement of Country.
Apologies	Rebecca Kierle, Emma Doolan, Sam Bysouth, Ian Burns, Carene Hogg
Confirmation of the minutes of the previous GM - **Att 1.1**	Secretary distributed draft minutes to members - Att 1.2 The Chair signed the confirmed a copy of minutes.
Motion	"That the minutes be confirmed as a true and correct record of the meeting held 14 February 2023." Moved: Eve Jenkins ; Seconded: Amanda Merrick ; Carried
Business arising from the minutes of the previous GM	Secretary discussed action items that have been progressed or completed - see Table 1 below.
Correspondence received since the GM - **Att 1.2**	Secretary distributed list of inward and outward correspondence to members - Att 1.2
Motion	"That the inwards correspondence be received and outwards be endorsed." Moved: Eve Jenkins ; Seconded: Greer Bystrecki ; Carried
Business arising from the correspondence	Pullenvale Ward Councillor Greg Adermann's office suggested applying for next year's Festival funding in Aug/Sept 2023. Potential Festival dates for 2024 discussed at meeting, see Events.
Table of executive committee's decisions - **Att 1.2**	Secretary tabled executive committee's decisions - Att 1.2
President's Report	
Oriel Morrison **Report – see Att 2.1**	**Noted**: Events planned for 2023: • Colour Run 30th March • Mother's Day 12th May • Festival on the Hill 3rd June • Father's Day 31st August • School disco 28th October **Noted**: The Bush Dance was a fantastic success - a huge thank you to Alice Cottrell and all of our wonderful volunteers who helped to put it together - estimated profit is close to $6000.

	Noted: 50/50 raffle launched at the Bushdance – we hope to raise $25,000 – half will be kept by the winner, and half will go towards making our school better for our students. **Noted**: Sandstone seating project completed and looks fantastic, massive thanks to Mel and the B&G team. Shade structure over playground building commenced. **Noted**: Fundraising goals for 2023: • Completion of the Timbeerwah footpath • Completion of the Uniform shop fitout • Artificial turf in the prep playground replaced • STEM student playground classroom • Decking area for covered external extended classrooms off bottom prep rooms and year 1 **Noted**: OHSC - Helping Hands contract is up this year, the full procurement process will happen this year - see General Business. **Discussed**: SurveyMonkey sent to parents and teachers asking for a "wish list" for the school. Responses will be discussed with school leadership in order to make strategic plans, fundraising goals and long term goals for the school and P&C. Process will also help parents to understand where P&C funds are spent - **ACTION ITEM.**
Treasurer's Report	
Greer Bystrycki **Matt Pearce** **Report – see Att 3.1**	Treasurers distributed report of revenue activities, funds held in trust, profit and loss, balance sheet and financial statements - Att 3.1. **Discussed**: Our co-treasurers explained how they plan to divide their role, with Greer to be accountable for day-to-day activities and Matt to be accountable for events and reporting. **Discussed**: Option for cashless events. Different opinions expressed. • Matt suggested cashless options including "event money" with a design created by, and chosen by students. Events team concerned that fake money will add unnecessary paper and complexity to events. • Events team thought students should have the option to spend cash money / spend pocket money / learn about money. • Decided to test hybrid model (cash and cashless options) while expanding to include more cashless options this year.
Motion	"That the Treasurer's report be accepted and payments as listed be endorsed." Moved: Greer Bystrecki ; Seconded: Genevieve Murray ; Carried
School Leadership Reports	
Stewart Jones **Principal's Report - see Att 4.1**	See full report at Attachment 4.1. **Discussed**: Stewart and staff visited Beecroft Primary School to look at their Mathematics Ignite Program Yr 5 (MIPY5), a highly prized enrichment program, to consider how the school can provide enrichment and extension for our students. Could fit into new strategic plan (2024). Thanks to Carene Hogg (CHSS School Council Chair) for attending and contributing.

	Discussed: Considering forming an Instrumental Music Subcommittee. Ongoing work in progress. A subcommittee could connect with school's music teachers and offer to fundraise for equipment, travel etc. **ACTION ITEM.**
Carolyn Harris **Chaplain's Report - see Att 4.2**	See full report at Attachment 4.2. **Noted**: Rockhopper program commenced, Rock and Water program postponed until next term, Chappy working with Myla to facilitate her slow return to the school, first Subway day for the year March 28th to raise funds for the school chaplaincy program.
Annelyse Strong **Business Administration**	**Discussed**: Annelyse was able to secure a lower quote for moving the two air conditioners in the Prep classroom corridor to the roof, saving the P&C approximately $800, with the work to be done over the Easter holidays. **Discussed**: Annelyse researched the option of commercial bus services that would offer a local route to and from the school. Further discussed under General Business. **ACTION ITEM**.
Motion	"That the Principal's report and Chaplain's report be accepted as tabled." Moved: Eve Jenkins ; Seconded: Amanda Merrick ; Carried
Subcommittee Reports	
Events Subcommittee Report – see Att 5.1 **Oriel Morrison**	See full report at Attachment 5.1. **Noted**: The 2023 Bushdance was a great event with an estimated profit of almost $6000. **Noted**: Festival on the Hill preparations are well underway, sponsorship currently at $15,750, great volunteer support for stalls. **Discussed**: **Trash and Treasure MAY BE CANCELLED FOR 2023.** This is because no one has volunteered to convene the event. It was discussed that this should be clearly communicated in the school newsletter; volunteers are essential for events, or they won't happen. The P&C would love to see more parents volunteering for events. The T&T Convenor role does require a large time and energy commitment. It was therefore discussed whether it should be a paid convenor position, considering that the event generates 15 to 20 thousand for the P&C and requires many hours of work. **Discussed**: Fete rides have significantly increased in price, which will have the most impact next year. The Events team will therefore set the date for the 2025 Festival soon, in order to put out a tender for rides. **Discussed**: Possible dates for the 2025 Festival - 8 June 2025 considered, inter-meeting executive decision may be needed. Oriel, Stewart and Alice to look at dates and avoiding clashes. **ACTION ITEM.** • **Noted**: 6 June is Queensland Day, could tie in with the Queensland Day Sponsorship Program (Organisations are invited to apply for sponsorship of up to $15,000 for initiatives celebrating Queensland Day (6 June), being held between Saturday 3 and Sunday 11 June 2023).

	Discussed: Colour Run - open for volunteers - environmentally friendly initiatives taken by Amanda, keeping plastic bottles and re-using them with powder refills, also saves money. **Discussed**: Carolyn (Chaplain) proposed activity nights for parents and their kids to participate in together, involving crafts and games and activities, opportunity for connection, for a small cost only to parents. Could tie in with mother's day / father's day. To be further considered. **Discussed:** Considering options for a 2023 Parent's Night. **Discussed**: Mother's Day Stall - 2023 Event Coordinator has been confirmed, with thanks. Amanda has set up a Volunteer Sign Up sheet that can be shared by Comms on social media and by our CPRs. • Discussed approval of Mother's Day Stall budget • Discussed cost of items of sale could increase to up to $12. • Last year's Mother's Day Stall coordinator (Sally) wrote a detailed report on the event (vendors, process) that this year's coordinator can refer to. Note that previous years have been under-stocked with students buying multiple gifts. Consider buying 700 gifts this year. Amanda suggested that only kids with tickets be sent to the Stall to avoid causing disappointment.
Motion	"That the P&C approve spending up to $4400 to fund the 2023 Mother's Day event." Moved: Matt Pearce ; Seconded: Melissa Wheaton; Carried
Buildings and Grounds Subcommittee Report – see Att 5.2 Melanie Venz (Provisional Convenor)	See full report at Attachment 5.2. **Discussed**: Completed sandstone seating project (GCBF Grant), 132 Sandstone blocks were installed on the oval, completed 17/02/2023 - thanks to Mel V and the B&G team for this beautiful upgrade to the school oval. **Discussed**: Oval shaded amenities project (GCBF Grant) - posts installed 4 March, shade scheduled to be craned in place in early April after concrete footings have set properly. **Discussed**: During the oval projects, 35 tyres were removed from the bank in front of cricket nets - unforeseen problem for disposal. MyCar Tyre & Auto has offered to waive the $525 disposal fee if we can drop off cleaned tyres. Discussed could be Gerni'd at the working bee. **Discussed**: Considering Saturday 6 May as a Working Bee date. **Discussed**: Member raised possible issues with oval playground; broken parts, Astroturf problems, structural issues. Principal states playground has been inspected and will be inspected again this week. **ACTION ITEM.** **Discussed**: Birdwing butterfly vine plantings. To request involvement of Prep Classes / Teachers to plant replacement vines for the six dead vines. Jane also suggested an interpretive panel in the area of the vines (will work out costings) about the life cycle of the butterfly. Need to decide where it will go and make further plans. **ACTION ITEM.** **Discussed**: Considering funding up to $300 for the purchase of a raised planter box and gardening supplies for Prep R to use as part of Walker

	Learning Investigations. Some members concerned as other planters have fallen into disuse. Member offered to donate their planter box - offer accepted with thanks. Discussed funding for gardening supplies. • **Noted**: Grants / a parent could apply for a Junior Landcare Grant ($1000 available to 1000 applicants, inspires children to get hands-on with the natural environment). 2023 Applications close March 17th, could also consider application in 2024.
Motion	"That the P&C approve funding up to $100 towards soil and gardening supplies for the Prep R planter box." Moved: Matt Pearce ; Seconded: Melissa Wheaton; Carried
Tuckshop Subcommittee Report – see Att 5.3 **Emma Doolan (Convenor)** Report presented by Oriel	See full report at Attachment 5.3. **Noted**: Qkr! is going well, staff still having to explain to a lot of parents how to use it, but all up the transition has run smoothly. **Noted**: Order numbers slowly picking up, sushi days have gone well but numbers could improve, will try a different type of special day next term to try and improve on order numbers. **Note**d: Ideas and a 'mud map' devised for the application for the tuckshop grant. **Discussed**: Ice block related bad student behaviour leading to the temporary removal of ice blocks from the Friday menu. Discussed plan to restart sales next term with measures in place to mitigate student behaviour issues. Plan devised for a group of Year 6 students to assist the tuckshop with this, Tal to discuss this with Emma. **ACTION ITEM.**
Uniform Subcommittee Report – see Att 5.4 **Melissa Wheaton (Convenor)**	See full report at Attachment 5.4. **Discussed**: More than half of donated uniforms are not fit to sell; looking for ideas on upcycling them into items for sale in the Uniform Shop, as well as volunteers to make them. **Discussed**: Greer discussed option of setting up a POS system to avoid manual inputting and to allow for refunds, stock updates, and more. **Discussed**: Top up stock has been ordered with details in the Orders Placed spreadsheet distributed in the report. **Discussed**: Melissa presented extensively researched comparisons of uniform prices at local public primary schools, in order to ensure our prices are comparable and reasonable, with thanks (see report). **Discussed**: Melissa discussed plan to acquire stock up to October 2024 (see report spreadsheets), in order to access discounted prices through the indent system where available, and where indent is not available, prior to the end of the financial year (manufacturers increase prices in June 2023). Indent orders will be delivered in September/October 2023 and do not require payment until invoiced upon delivery. Expenditure will include freight charges.
Motion	"That the P&C approve expenditure for Uniform Shop stock as tabled in Att 5.4, plus freight, up to $75,000." Moved: Melissa Wheaton ; Seconded: Greer Bystrecki ; Carried

	Discussed: Convenor seeking approval for retail price increases to cover the recent cost price increases from suppliers, as shown in the Uniform Price Comparison spreadsheet. Convenor requesting approval for future price increases to maintain 30% markup on items. Uniform Shop prices will increase from 4pm on Sunday, 19 March 2023.
Motion	"That with the approval of the P&C, Uniform Shop retail prices are maintained at a margin of 30% to maintain profit overall." Moved: Greer Bystrecki ; Seconded: Melissa Wheaton ; Carried
Digital Communications Subcommittee Report – see Att 5.5 **Rebecca Kierle (Convenor)** Report presented by Oriel	See full report at Attachment 5.5. **Noted**: All volunteer coordinator roles for the fete have been filled through Facebook and newsletter advertising, with thanks to all parent volunteers. **Noted**: Bec suggests consideration of a central place where all up to date information is kept and accessible. It was suggested that the Newsletter should be the central source of information. **Discussed**: A member suggested that the P&C communicate to parents that family dogs are not allowed on school grounds. Young students can be very scared around dogs, risk of bites, dogs should not be coming to the undercover area in the mornings. Stewart agreed to address this in the school newsletter, with thanks. **Discussed**: Domain name renewal requested by Ian Burns to maintain Festival on the Hill website, at a cost of approximately $15 per year.
Motion	"That the P&C renew the chssfete.org.au domain name registration for three years, for up to $50." Moved: Eve Jenkins ; Seconded: Catherine Nichols ; Carried
Grants Subcommittee **Genevieve Murray (Convenor)**	**Note**: Grants update planned for next GM.
CPR Facilitator **Catherine Nichols**	**Discussed**: A Class Rep has raised concerns about the distribution of school parent contact details in excel files. Cyber security issues discussed. Cath will discuss the issue further with class reps and consider options. **ACTION ITEM**. **Discussed**: CPRs have requested bases for the creation of Anzac Day wreaths. There was a shortage of bases last year. It was agreed that the school should provide these and Annelyse will follow it up, with thanks.
Motion	"That the Subcommittee reports be accepted as tabled." Moved: Eve Jenkins ; Seconded: Amanda Merrick ; Carried
Motions on Notice	Nil
General Business	
Oriel Morrison	**Discussed**: **Option of transferring service operations of the school's OSHC Service to the CHSS P&C Association.** • The CHSS P&C is considering the option of running the school's OSHC, as it is up for tender this year. • A business case for taking over the service needs to be submitted by COB 19 April 2023.

	Discussed: • Information gathering and planning has been commenced by the P&C, in discussion with the school and Helping Hands staff. • The last tender was 9 years ago when the service was won by the Helping Hands Network. • This opportunity will not come up again for three years. • Many local public school P&Cs run their own OSHC service. • The size of the service has potential for significant revenue (circa 1.5Mpa) and corresponding surplus. The P&C would ensure fees reflect the cost of care. Revenue would be for co-investment with the school, strategically investing in mutually beneficial resources and infrastructure. • Legal details to be clarified (thanks Carene for the research). • Concerns raised by a Member regarding the limited time remaining to prepare the business case, and ensuring reliability of the service for parents who depend on its operation. • Given that information gathering and business case planning is still underway, it was decided to continue this process before deciding whether to move a motion to proceed. **ACTION ITEM.** • A **Special Meeting** of the P&C may be convened to vote on the proposal when a business case is completed (given that the next General Meeting is in May). In this case, the Secretary will give notice of a special meeting, at least 7 days prior. **Discussed: Traffic and transport.** - Local community members have expressed concerns about the amount of traffic around the school at drop off and pick up. - **Discussed at the 14 Feb 2023 GM**: Considering the option of arranging a local school bus for students. It was considered unfeasible for the school to provide the service and it is understood that the council will not offer to add a bus service to the area. A commercial operation may be interested in running this on a fee for service basis. A local bus could reduce traffic around the school and improve school access. - **Action Item** in progress as discussed at 14 Feb 2023 GM: Consider a SurveyMonkey asking parents if they would use and pay for a local bus service, after making enquiries so that information including fees could be included with the survey. - **Progress on action item**: Annelyse has gathered information, with thanks. Feedback could be sourced from parents regarding whether they would use the service, considering costs and limitations. Considering alternatives for reducing traffic. **Discussed at this GM:** • Commercial bus providers charge depot to depot. Costs include the bus, driver, fuel, insurances, etc.

	• Students using a bus service would need to be self-sufficient, be aware of their surrounds, be respectful and conduct themselves appropriately while using the service. • Service fee would likely be around $15 per child, per trip. • Note that other schools offer yearly subscription fees or similar. • It may be prohibitively complex and expensive for families, however if enough families are interested in the service then the P&C will proceed with planning. • Other options suggested to reduce traffic around the school: carpooling, walking school bus. Further suggestions welcomed. • The Newsletter will ask parents to reach out to the P&C / Oriel if they are interested in a local bus service.
Applications for membership and recording of new members	New membership applications for acceptance: Ana Silva, Simon Gill, Laura Pyke. The executive team welcomes the new members to the CHSS P&C!
Motion	"That the applications for membership received be accepted." Moved: Amanda Merrick ; Seconded: Genevieve Murray ; Carried
Date of next meeting	Next General Meeting is scheduled for 9 May 2023.
Close	9:46pm

Confirmation of minutes
Chair name: Oriel Morrison

Signature: _____

Date: _____/_____/_____

General Meeting Attendance Register – 14 March 2023

Name	Present	Apology
Staff Leadership Team		
Stewart Jones (Principal)	x	
Tal Mitchell (Deputy Principal)	x	
Craig Jordan (Deputy Principal)		
Rysia Pritchard (Deputy Principal) *		
Carolyn Harris (Chaplain)	x	
Annelyse Strong (Business Admin)	x	
Honorary Life Members		
Jane Fountain (B&G Subcommittee Member)	x	
Robyn Arthur		
Val Balnave		
Melanie Venz (2023) (Provisional Convenor, B&G)	x	
Executive Members		
Oriel Morrison (President)	x	
Amanda Merrick (Vice President, OHSC Liaison)	x	
Eve Jenkins (Secretary)	x	
Greer Bystrycki (Co-Treasurer)	x	
Matt Pearce (Co-Treasurer)	x	
Subcommitte Members		
Emma Doolan (Tuckshop Convenor)		x
Michelle Seymour (Tuckshop Subcommittee Member)		
Melissa Wheaton (Uniform Shop Convenor)	x	
Genevieve Murray (Grants Convenor)	x	
Rebecca Kierle (Digital Communications Convenor)		x
Ian Burns (Communications Subcommittee Member)		x
Catherine Nichols (CPR Facilitator)	x	
Sam Bysouth (B&G Subcommittee Member)		x
Stanley Kierle (B&G Subcommittee Member) *		
Alice Cottrell (Events Subcommittee) *	x	
Members		
An Tong *		
Ana Silva (new membership accepted at this meeting)		
Carene Hogg		x
Jacquelyne Cope		
Laura Pyke (new membership accepted at this meeting)	x	
Natasha Devos *		
Penelope Jessup		
Robert Canning *		
Simon Gill (new membership accepted at this meeting)		
Tom Mittelman	x	

* 2023 P&C membership pending - 2023 application forms to be completed for acceptance at next GM.

TABLE 1 - ACTION ITEMS - PROGRESSED AND COMPLETED ITEMS

Assigned to	ITEM	PROGRESS
Annelyse Strong	Follow up on Gambling Fund works.	**Completed**
Melanie Venz	Looking into installing a weather strip on the external uniform shop door.	**Completed**
Oriel Morrison Stewart Jones	Considering fundraising for extension of prep school room decking platform.	**In progress** – ongoing discussions
Mel Wheaton	Obtain advice from Emma Lanigan for having over 65s as volunteers.	**In progress** – ongoing info gathering
Emma Doolan B&G Subcommittee	Emma to progress on New Tuckshops grant and B&G to obtain quote for fit out.	**In progress** – Mel V, Emma and Oriel meeting this Thursday to discuss
Rebecca Kierle Oriel Morrison Stewart Jones Annelyse Strong	Progress locations and final options for noticeboards.	**In progress** – locations being considered, Bec has sourced quotes, will need posts in ground
Mel Venz Stewart Jones	P&C to collaborate with the school to incorporate an upgrade to the prep playground into the grant application for tuckshops and playgrounds.	**In progress** – ongoing discussions
Stewart Jones	STEM student playground classroom project. Considering joint school / P&C project.	**In progress** – ongoing discussions
Stewart Jones Emma Doolan	School and P&C to collaborate on tuckshop grant. Considering renovation options to replace, repair or broaden tuckshop infrastructure and services to address better food quality and diversity.	**In progress** - review and collaboration ongoing
Melanie Wheaton	Quotes for temporary internal fit out for Uniform Shop. Once costings are out, inter-meeting decision will be considered. Fixings need to be approved by the school.	**In progress** – ongoing info gathering
Genevieve Murray An Tong	Extraordinary Disaster Assistance Recovery Grants - up to $50,000 – applying to repair flood damaged cricket nets & Astroturf.	**In progress** – application completed and submitted, awaiting outcome
Oriel Morrison	Potential fundraising option of selling naming rights to the oval sandstone blocks, or consider this for another structure/project.	**In progress** – assessing viability and considering options
Oriel Morrison Stewart Jones	Consider a SurveyMonkey asking parents if they would they use and pay for a local bus service, after making enquiries so that information including fees could be included with the survey.	**In progress** – See General Business, above. Annelyse gathered info, feedback to be sourced from parents via the Newsletter.

TABLE 2 - ACTION ITEMS - NEW FROM THIS MEETING

Assigned to	ACTION ITEM	PROGRESS
Oriel Morrison (See President's Report)	SurveyMonkey sent to parents and teachers asking for a "wish list" for the school. Responses will be discussed with the school leadership team in order to collaborate on strategic plans and fundraising goals for the school and P&C. The process will also help parents understand where P&C funds are spent.	In progress
Stewart Jones **Oriel Morrison** (See Principal's Report)	Consideration of forming an Instrumental Music Subcommittee. A subcommittee could connect with the school's music teachers and offer to fundraise for equipment, travel etc.	In progress
Oriel, Stewart **Events subcommittee** (See Event's Report)	Planning date for the 2025 Festival - 8 June 2025 considered, inter-meeting executive decision may be needed. Oriel, Stewart and Alice to look at dates and avoiding clashes.	In progress
Mel Venz **Jane Fountain** **Annelyse (and Tony)** (See B&G Report)	Birdwing butterfly vine plantings and consideration of an Interactive Panel in the area of the vines. Plan to request involvement of Prep Classes / Teachers to plant replacement vines for the six dead vines. Work out costing for an Interactive Panel about the life cycle of the butterfly, and potential locations.	In progress
Amanda Merrick **Stewart Jones** (See B&G Report)	Possible issues with oval playground; broken parts, Astroturf problems, structural issues. Playground has been inspected and will be inspected again this week. Consider whether any further action is needed at this time.	In progress
Emma Doolan **Tal Mitchell** (See Tuckshop Report)	Devise strategy to restart tuckshop ice block sales next term and measures to mitigate ice block related bad student behaviour. Tal to discuss with Emma and consider involving a small group of Year 6 students to assist the tuckshop with this project.	In progress
Catherine Nichols **Amanda Merrick** (See CPR discussion)	Consider cyber security issues related to the distribution of school parent contact details in excel files. Cath will discuss the issue further with class reps and consider options.	In progress
Oriel Morrison **Rebecca Kierle** (See General Business)	Considering the option of a commercial bus services that would offer a local route to and from the school. The Newsletter will ask parents to reach out to the P&C / Oriel if they are interested in a local bus service.	In progress
Oriel Morrison **Amanda Merrick** (See General Business)	The CHSS P&C is considering the option of running the school's OSHC, as it is up for tender this year. A business case for taking over the service needs to be submitted by COB 19 April 2023. Given that information gathering and business case planning is still underway, it was decided to continue this process before deciding whether to vote on a motion to proceed. A **Special Meeting** of the P&C may be convened to vote on the proposal, given that the next General Meeting is in May.	In progress