CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING AGENDA - AUGUST 2023

Date: 8 August 2023
Time: 6pm
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 meeting.
Secretary's Report	
Business arising from the minutes of the previous GM	**Read the full report at Attachment 1.2** - Discussion of action items that have been progressed or completed.
Correspondence received since the previous GM - Att 1.2	Distributed list of inward and outward correspondence to be endorsed as per Secretary's Report.
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. 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**: • We are sad to pass on the news that our wonderful co-treasurer Matt will be stepping down… we have appreciated everything he has put into the P&C this year - Thank you, Matt. • Thank you to Amanda for 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 with the School, results as follows. 2023 P&C Short term funding commitments: • $30k Uniform shop fit out (unlikely to win grant) • $20K turf – Adventure Playground • $11k – Bus Shelters • $3k – Soccer goals (probably less given $$ raised) • $x – cricket nets ($$TBD) **Potential grant funding 2023/2024:** • Playground in oval (gambling grant 2024) • Shade sail for covered areas • Undercover learning areas outside Prep classroom

	Other funding goals: • Murals x 2 (near Hakea and Timbeerwah entrances) • Shade sails for astroturfed area next to turning circle (potential grant) • Cover/shade sails elsewhere thought the school (potential grant) • Undercover learning areas outside Prep classroom (potential grant) • Sandstone seating around the school – adventure playground and the top covered area • Picnic tables around the school • Fans in undercover areas **2024 P&C funding commitments:** • A donation to the STEM centre
PROPOSED MOTION	"That the P&C fund up to $_____ to complete the Uniform Shop fit out." Moved: tbc ; Seconded: tbc ; Carried / Not carried / Tabled
PROPOSED MOTION	"That the P&C fund up to $_____ to replace the synthetic turf in the Adventure Playground." Moved: tbc ; Seconded: tbc ; Carried / Not carried / Tabled
PROPOSED MOTION	"That the P&C fund up to $_____ to contribute to the repair of the oval cricket nets." Moved: tbc ; Seconded: tbc ; Carried / Not carried / Tabled
Vice President's Report	
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.
Treasurer's Report	

Greer Bystrycki
Matt Pearce
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).
	  ○ Bush Dance $6.0k ($3.8k)
	  ○ Colour Run $6.0k ($5.0k)
	  ○ Festival on the Hill $35k ($42k)
	  ○ Mother's Day Stall $3.4k ($2.8k)

School Leadership Team	
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. 5. Governance – School feedback from interested principals + New ARD (now called school supervisor).
Carolyn Harris **Chaplaincy Report**	**Noted**: • Kindness theme for the term continues: ○ August kindness 31-day challenge gone out in the newsletter. ○ Prep kindness lesson planned. ○ Kindness crafts/ activities. ○ 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 **For discussion:** • 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.
Subcommittee Reports	
Events Subcommittee Report – see Att 5.1	**Read the full report at Attachment 5.1.**

Oriel Morrison **Alice Cottrell** **Amanda Merrick**	• **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. • Disco - 28 October 2023, DJ booked. • Christmas Concert - 1 December 2023, format TBC **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. **For discussion:** • Ongoing decisions on gifts - see report for 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).
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 **For discussion:** **Recycling – Containers for Change Bins Trial** • We thank CHSS for agreeing to the Containers for Change Bins, however there is yet no start date for CHSS participating in the trial. **MV and children** continuing to empty bins on weekends. **Covered Shelters** • The company that designed the shelters has agreed to do an engineering assessment on possible placement locations for the shelters at CHSS. • 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). Initial indications are that the footings would be on

	the lower end of cost assessments and possibly only need crusher dust base rather than concrete footings (which would lower the installation costs per shelter). **DECISION REQUIRED:** Whether to accept the engineering quote (shared with Kenmore Bears FC) and who (CHSS or PC or both) is going to pay the estimated $3-5K.
PROPOSED MOTION	"That the P&C fund up to $_____ towards the engineering quote for the covered shelters …" Moved: tbc ; Seconded: tbc ; Carried / Not carried / Tabled

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.
	For discussion:
	• Term 3 - Upcoming Tuckshop Special Days
	  ○ Hot Dog - Wednesday 23 August 2023
	  ○ Ice cream - Friday, 8 September 2023 (date tbc)
	• Please could we purchase:
	  ○ Plastic food storage containers
	  ○ Rice cooker - Kambrook 10 cup $69.00

PROPOSED MOTION	"That the P&C fund the cost of plastic food storage containers and a rice cooker, up to the amount of $_____ " Moved: tbc ; Seconded: tbc ; Carried / Not carried / Tabled
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.

	For discussion: • A placement appropriate for the School and the Uniform Shop for the second-hand uniform donations basket is still to be found. • The procedures for Lost Property as in the Uniform Shop Report to be considered and endorsed by the P&C.
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. **For discussion:** • We need to renew the chsspanc.org.au domain name registration. • Note that we renewed chssfete.org.au for 3 years earlier this year.
PROPOSED 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: tbc ; Seconded: tbc ; Carried / Not carried / Tabled

Grants Subcommittee
Genevieve Murray (Convenor)
	Noted:
	• Mapping grants for projects and trying to progress the three that we're interested in.
	For discussion:
	• 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:
	  ○ NAB Grant: 31 August 2023
	  ○ RACQ Grant: 2 October 2023
	  ○ Go for Gold Grant: 15 September

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	P&C considering a Health and Wellbeing Subcommittee for 2024. 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.

	Possible 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 • Mount Coot-tha bushwalk meetups • Green Hill Reservoir dog walk meetups • Book club in the library • Larger events
General business matter Presented by: Amanda and visiting parent.	Chocolate drive suggested by a parent, to be considered, for discussion of options and any possible concerns and constraints.
Closing	
Applications for membership and recording of new members	New membership applications for acceptance: The P&C welcomes the new members.
Date of next meeting	Next General Meeting is scheduled for:
Close	Time: Thank you everyone for attending.