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

Date: 14 July 2026
Time: 6:30pm
Location: Conference Room 2

AGENDA ITEM	
Opening and Welcome by the Chair	Meeting opened at 6.46pm 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 with amendment – 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 and correct record of the meeting held on the 12 th of June." **Moved**: Nikki McAllister **Seconded:** *Geneive* Murray **Carried**
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
Correspondence	Nil of note
President Report	
President Report – Claudi Bird – Attachment 2.1	**Noted from Report – Attachment 2.1** <u>Summary:</u> - Thank you to **<u>Althea and her team</u>** for all the efforts on the Chapel Hill Street Party. Special mention to **<u>Felicity and T & T team</u>**. **THANK YOU** - Not enough time to reflect on day and potential for changes in the years to come - ? two separate events in the years to come - Want to emphasise the role of the P & C and get some signage (with the help of Tom Mittleman) to showcase what we do and how people can be involved. - Would like to emphasize the benefits of volunteering and it's impacts on CHSS and community <u>Items brought to our attention to discuss:</u> - Oval playground first instalment has been paid – now looking forward to official go-ahead from EG - Tom Mittleman has kindly designed a potential app/landing page on a banner that goes to volunteering opportunities. Fundraising Goals: - New oval playground and half basketball court on oval - New hydration station and bubblers - Raised garden bed near Yr 1

- Sandstone seating and picnic tables around the school
- New drainage and swale in the adventure playground

Additional Discussion during Meeting

- Feedback sought from street party to be taken into consideration for future years
- In planning for prep events upcoming in fourth quarter of the year (especially where there is a desk at Prep morning) we would like to have a sign that reflects P and C information – volunteer information and sign up for 2 events/timings, organisational structure, outcomes from P and C funding to increase visibility –
- Tom Mittleman has created an app which is designed to work alongside Whatsapp (not replace) which is a place for information including a calendar for events, place to hold volunteer signups, QKR information – Question raised if this would replace the newsletter and concerns voiced if this would be able to streamline information sources (given there is multiple sources currently)
- Need someone for Fathers's day stall – sourcing gifts and running stall We have some nice catalogues to source gifts from – to be advertised to find a volunteer.
- Brief discussion regarding splitting fete - ? different stalls present at the different events, ? inflatables and rides, ? to be further discussed over future meetings
- Discussion regarding the donation of uniforms to 5 local kindys (this occurs every year to selected different kindys in area). The request has come for donation of new uniforms. Some concerns raised re: cost of new uniforms for a play rack (dress up/prep for kindy students). Noted we have 3 good quality second hand uniforms.

Motion

- That the P and C donate second hand uniforms (not new) to local kindys.

Moved : Ana Silva Seconded: Cath Nichols Outcome: Carried

Vice President Report

Vice President Report – Althea Papinczak

Contributing to Events

Treasurer Report

Treasurer Report – Jodie Reece - Attachment

Discussion during meeting:

- Expressing gratitude for effort into running street fair
- Discussion regarding financial outcomes of street fete. Please direct any further questions to Jodie, Treasurer if further information is required.
- Total profit was $31 527

	Income	Cash Card Transactions	Merchant Fees	Expense	Total Profit 2026	Total Profit 2025	Variance ($)	(%)
Vintage Café	$1,945		$31	$469	$1,444	$2,423	-$979	-67.74%
Trash & Treasure	$24,361		$346	$4,614	$19,401	$14,874	$4,527	23.33%
Fete - P&C Stall (cash cards)	$5,687		$88	$331	$5,268		$5,268	
Snags	$761		$0	$223	$538		$538	
Raffle	$717		$0	$0	$717	$475	$242	33.75%
Bar	$3,228		$47	$5,035	-$1,855	$4,758	-$6,613	-138.98%
Face Painting	$515		$5	$6	$504		$504	
Bakery	$1,159		$17	$423	$719	$790	-$71	-9.82%
Country Kitchen	$989		$16	$491	$481	$1,221	-$740	-153.68%
Lolly Stall	$1,656		$14	$351	$1,291	$1,155	$136	10.51%
Sideshow Alley	$0	$3,789		$772	$3,018	$3,495	-$477	-15.81%
Total	$41,017.80	$3,789.45	$564.17	$12,715.82	$31,527			
Fees Calc	$564.17				TRUE			

Impromptu feedback from group regarding cash card

- Claudi praised first use of cash card
- Discussed option of changing name in future years
- Lanyard worked really well and will need to increase order for future events
- Reported increased for children and queried potential higher spend

School Leadership Reports

School Principal Report – Stewart Jones -

Discussion during meeting:

- New artificial turf installed adjacent to turning circle and back of tuckshop – tidied up area nicely
- Spoke to Greg Aderman (local Councillor) regarding Stop Drop and Go signs – multiple signs and

Attachment	long sign donated for free - Former CHSS student group - Future Problem Solvers placed seventh within the World whilst attending competition at USA. Students will return to school to discuss. Raised feedback regarding parent fundraising and ? successful grant. - Compliance template document provided to be reviewed and signed by P and C
Chaplain Report – Chappy Carolyn	**Discussion during meeting:** - Need to re-schedule Active Connection Night from 3rd September (clash with choir event). Decision made to postpone until 2027. - Discussed option of increasing advertising of recent event - ? potential of QKR reminders
Subcommittee Reports	
Events – Althea Papinczak – Report	**Discussion during meeting:** Family Fun Day - July 25th – Comms to come soon Fete 2.0 – August 15 - External suppliers, performances, fireworks, rides all confirmed for new date - Fireworks potentially to be moved forward to earlier time - P and C stalls – Bar, Ticket stall, ? showbags (resale for a small profit) - Other ideas - Ekka ice creams, reptiles - Althea will co-ordinate with Lynelle re: access to hall kitchen - Re-advertising to be commenced within school and wider community Parents Night Out - Parents party discussed with 2 options. Decision made for Kenmore Tavern as option for reduced cost, and reduced volunteer need - Dates to be floated – after long discussion 10th October v 17th October – TBC with suppliers and confirmation from Althea. Bush Dance - 24th October
Buildings and Grounds – Claudi Bird	**Noted from Report – Attachment 4.1** <u>Larger Projects:</u> - Oval playground – IN PROGRESS - Storage for the P & C tuckshop - Hall kitchen refurbishment - Recontouring low points on netball courts - Adding swale to nature play - Adding banks of louvres to hall for air circulation as part of entry refurbishment - Fixing draining at tennis courts and cricket nets <u>Smaller Projects:</u> - New bikeracks - Creating small seating areas - Water bubblers in the prep playground - Working with Env. Club to create rubbish awareness/reward/habit <u>Successes</u> - Tender for playground has been officially awarded – now awaiting EG signoff - Replacement of hall kitchen fridge and dishwasher (see photos in report) <u>Roadblocks</u> - Potential need to increase playground budget for softfall substrate <u>Decisions</u> - Procurement process has ended - Final rectification of tuckshop fridge and cabinets should happen within next week or two. **<u>Additional discussion during meeting:</u>**

	- EQ attending school Weds 15/07 for potential signoff. Aim is still for installation within term 3. Overall install time is approx. 6 weeks. - P and C storage – aiming to complete an audit in coming weeks, to buy standardised storage and be able to calculate space needed for appropriate storage - ? Year 6 to donate a tree as end of year gift – to be further discussed within subcommittee.
Tuckshop – Michelle Seymour	**Discussion during meeting:** Nil
Uniform – Claire O'Brien	**Discussion during meeting:** Nil
Communications – Rebecca Kierle	**Discussion during meeting:** Continue advertising upcoming – FFD
Grants – Genevieve Murray	**Discussion during meeting:** - Unlucky with recent Gambling Grant application – changed system and apply for later half of 2026/2027 - Mental health grants are very small and might not be possible unless tied to a school event ? friendship workshop - Raised option of signage grant available if further signs are needed for road safety
Health and Wellbeing – Eve Jenkins	**Discussion during meeting:** Nil
CPR Facilitator – Cathering Nichols	**Discussion during meeting:** Nil
OSCH Liaison – Rebecca Kierle	**Discussion during meeting:** Nil
Year 6 Subcommittee	**Noted from Report – Attachment 4.3** <u>Successes / News / Updates</u> - Popcorn fundraiser at Senior athletics raised $300 - Graduation Catering dare confirmed - Kenmore Church Auditorium quote received and same as 2025 - Terence and Inge Kainz happy to redo yr 6 video with $1000 donation to charity of their choice <u>Roadblocks / Issues / Concerns</u> - Seeking confirmation from school SLT for end of year 2026 dates Current confirmed dates: - Graduation event Wed 2 December 2026 5pm to 9pm (rehearsal Wed afternoon school time) - NB Kenmore High transition day Fri 4 December 2026 - Pool party – after school last day Fri 11 December 2026 Dates requiring confirmation - Tug of War – **10th December** - Cake Cutting – **11th December @ 2;30pm** - Swimming carnival (for parent race)? – **8th December** - ? if school PE going ahead with parent race. Seeking clarity of swimming carnival for 8/12 as Indooroopilly SHS have Year 7 cohort integration morning on same day - Rotary awards dinner- **TBC** - Any other? - Seeking confirmation of Bec Sparrow's talker + ? P and C paying for this and potential spend – *Bec no longer speaks at schools and is now looking at alternate* options - Seeking funding clarity from school re: covering bus to rehearsal – *TBC to replicate last year* <u>Current Activities / Current Needs</u> - Reviewing of handover notes from previous 3 years - Fundraising request for Term 3 – free dress day <u>Future Plans/Project Submissions</u> - Graduation slideshow parent request - Invitation to former staff to attend/provide input - Request P and C funds of $15 per year 6 child for graduation expenses (to be covered in Aug/Sep meetings)

Motion	**"That the School and P&C approve a free dress day in Term 3, 2026 for Year 6 graduation fundraising"** **Raised: Felicity Burns Seconded: - Outcome: Amended** **Amendment – School and P and C approve a fundraising opportunity for year 6 subcommittee** **Raised – Stewart Jones Seconded: Tammi Levine Outcome: Carried**
General Business	
General business matter	Alternate fundraising options in follow on from year 6 committee New Farm confectionary have a fundraising initiative – special code to give to school year 6s – 30% of all sales are returned to school P and C bank account – pledged to be forwarded straight to year 6 sub committee. This would be advertised as a Year 6 only fundraiser. Heritage Bank Community Raffle/Lottery – CHSS or CHSS P and C – 100% of sales is returned to CHSS P and C – invite from father of the school. Link to be clicked on and option to purchase tickets. Happy to proceed with registration
Closing	
	New membership applications for acceptance: Nil
Close	Meeting closed at 8:16. The next CHSS P & C General Meeting will be held11th August 2026 at 6:30pm in Conference room two.

Confirmation of minutes
Chair name: Claudi Bird

Signature: _____ Date: _____/_____/_____

CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION
GENERAL MEETING ATTENDANCE REGISTER - 14 July 2026

STRIVING FOR EXCELLENCE

Name	Present	Apology
Staff Leadership Team		
Stewart Jones (Principal)	X	
Tanya Venuto (Deputy Principal)	X	
Tal Mitchell (Deputy Principal)		
Paula Morton (Deputy Principal)		
Naomi O'Kearney (Head of Student Support Services)		
Carolyn Harris (Chaplain)	X	
Lynelle (Acting Business Admin)		
Honorary Life Members		
Jane Fountain		
Melanie Venz		
Robyn Arthur		
Val Balnave		
2026 Executive Members		
Claudi Bird – President	X	
Althea Papinczak – Vice President	X (online)	
Jodie Reece – Treasurer	X	
Nikki McAllister – Secretary	X	
2026 Members		
Amanda Merrick		
Amber O'Neill		
Ana Silva	X	
Barbara Reid		
Barry Millard		
Carene Hogg		
Caroline Lawless		
Catherine Nichols (CPR Facilitator)	X	
Clare O'Brien		
Divna Haslam		
Eve Jenkins		
Felicity Burns	X	
Genevieve Murray	X	
Georgia O'Malley		
Helen Tam		
Ian Burns		
James Fry		
Kate Millard		
Katrina Swalwell		
Laura Pyke		

Michelle Seymour		
Mona Hope		
Oriel Morrison-Higgins		
Rebecca Kierle	X (online)	
Samantha Lemons		
Sophie Mitchell		
Stanley Kierle		
Tammi Levine	X	
Visitors		