CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association

STRIVING FOR EXCELLENCE

GENERAL MEETING MINUTES

Details	Tuesday, 11 October 2022	7pm	**Conference Room 2** (*on the admin side of the Resource Centre*).

Agenda items		Details
General	Open and welcome	1. Welcome
Previous meeting	Secretary's report	2. Apologies: Sally Herrett, Emma Doolan, Stewart Jones, Jane Fountain, Rysia Pritchard, Tal Mitchell, Sam Bysouth, Stanley Kierle, Robert Canning 3. Confirmation of the minutes of the previous general meeting – see **Att 1.1** **Motion:** That the minutes be confirmed as a true and correct record of the meeting held 16 August 2022. **Moved:** Penelope Jessup; **Seconded:** Amanda Merrick; **Carried** 4. Business arising from the minutes of the previous general meeting – see **Att 1.2** • **Discussed:** Ironbark Road cut-outs infill – Debate over the surface and whether it should be aggregated for aesthetic reasons. Opposing view was that it would create a patchwork with the existing concreting unless the entire area was pulled up and filled. Current focus is on levelling the area to reduce the safety risk but Annalyse committed to consulting with the contractor about whether there was a simple and cost-effective solution which could cover both imperatives. • **Noted:** Nappy disposal bins – service starts next week. 5. Correspondence received since the previous general meeting (inward and outward) – see **Att 1.2** **Motion:** That the inwards correspondence be received, and outwards be endorsed. **Moved:** Penelope Jessup; **Seconded:** Jac Cope; **Carried** 6. Business arising from the correspondence – Nil 7. Table Executive Committee's decisions – see **Att 1.2** • **Noted:** Decisions to cancel September GM; reimburse Ian Burns for Sitelio payment.
	President's report	8. Report – see **Att 2.1**

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association

STRIVING FOR EXCELLENCE

GENERAL MEETING MINUTES

Agenda items		Details
Executive presentations		• **Noted:** Colour Run lessons learned – tiered ticketing system was very effective, great volunteer turnout. • **Noted**: Thank you to Melissa, Sally and Barb for great T&T organisation so far; to David for Fathers' Day Stall; Mel Venz for Jubilee planting and for keeping our grounds looking so great!
	Treasurer's Report	9. Treasurer's commentary for the month – see **Att 3.1** 10. P&L – see **Att 3.1** 11. Balance Sheet – see **Att 3.1** • **Noted:** Optus had a cyber breach recently. Jac's personal details are attached to the P&C internet account and were compromised, however, no P&C information was compromised. • **Noted:** Building Fund has now been closed. **Motion:** That the Treasurer's report be accepted and payments as listed be endorsed. **Moved:** Jac Cope; **Seconded:** Penelope Jessup; **Carried**
School presentations	Principal's and Deputies' report **Stewart Jones**	12. Report – see **Att 4.1** • **Noted:** Admin building is almost complete. • **Noted:** Interschool sport recommences 7 October 2022. • **Noted:** Outstanding NAPLAN data in writing and reading; numeracy may be a focus going forward • **Noted:** Class placements emails due by 14 October 2022. Further information to be provided in the newsletter about what "relevant information" means e.g. learning styles or underlying issues that the teachers are not aware of; what would help your child learn better in a placements context. • **Noted:** EOI option for Year 4 students to be part of Year 5 IGNITE math program. Standalone IGNITE class is still being considered. **Motion:** That the Principal's and Deputies' report be accepted as tabled. **Moved:** Penelope Jessup; **Seconded:** Jac Cope; **Carried**
	Chaplaincy **Chappy Carolyn**	13. Report – see **Att 4.2** • **Noted: Myla** – bag tags to be sold at the Fete. Suggestion that bag tags also be sold at the uniform shop next year.

Agenda items		Details
		• **Noted:** Last Subway fundraiser will be first Tuesday in December.
	Business Manager **Annalyse Strong**	14. Report – Nil. • **Discussed:** Airconditioning unit needs to be replaced. Annalyse to ask if the Government could pay for air conditioning and move the expense out of P&C responsibility. David Fearn has spoken with David Gray (air-conditioning contractor) – the recommendation is to replace and put the current units into reserve which would cost approximately $13k. • **Action:** Annalyse to ask the Government's current position on funding air-conditioning; Oriel to check P&Cs Qld's position in air-conditioning. • **Action:** Next meeting to consider whether we should move the current air-conditioning units in the prep classroom area up onto the roof at a cost of approximately $13k. • **Noted**: SRS and stationary costings provided to the meeting; instrumental music costs will stay the same for 2023 – see **Att 4.3**. **Motion**: That the P&C endorse the SRS and stationary costings for 2023. **Moved:** Craig Jason; **Seconded:** Rebecca Kierle; **Carried**
Sub-committee reports and business	Events **Oriel Morrison/ Alice Cottrell**	15. Report – see **Att 5.1** • **Noted: Festival on the Hill Fete** – recycling bins outstanding but otherwise ready to go. No ATM on the day, cash and card will be accepted. Volunteers are desperately needed! All P&C stalls will be in a single tent and volunteers will be shared between stalls and T&T as needed. Bakery and fudge requires volunteers – boxes to be distributed to Prep to Year 3 to encourage more volunteers. Tickets available on Event Brite and on Flexischools. All information on Festival On The Hill website. QR codes linking to Facebook page to be put up during T&T setup next week. Teachers encouraged to ride the bucking bull. Hire equipment will not be collected until 7am on 24 October 2022 after the Festival. Flyer drop done throughout Chapel Hill. • **Noted: T&T** – volunteers needed! Shop while you help! Volunteers on Fete day will be get a drink voucher at the bar. • **Noted: 50/50 Raffle** – launched at Bush Dance and still well short of $25k target.

Agenda items	Details
	• **Noted: Christmas Concert** – to be held from 4pm to 7pm on Friday, 25 November 2022 in person as decided by parent survey. • **Noted:** 2023 events calendar includes Festival on the Hill, Bush Dance, Toastie Food Truck, Colour Run, Mothers' Day Stall, Fathers' Day Stall. • **Noted:** Community car boot sale as a potential additional event. • **Discussed:** Standalone posters and banners for Trash & Treasure to be included in this year's Fete costs. No objections. • Free dress day week 8 for school council (for basketball hoop) • **Noted:** Program of free dress days to be discussed at the start of 2023. • **Discussed**: Payment of deposits for 2023 events. Proposal for budget to be based on 2022 costs +10%. **Motion:** That the P&C approve the payment of deposits for 2023 events based on 2019 budget +10%. **Moved:** Jac Cope; **Seconded:** Mel Venz; **Carried**
Building and Grounds **Mel Venz**	16. Report – see **Att 5.2** • **Discussed: Uniform shop** – leakage issues. Food standards information provided by Emma Lanigan. Mel is awaiting a response from Food Standards to work out what to do next. Builder has been advised that there will be revised specs for the fit-out (Jeroen's plans). • **Noted:** If there is black mold, QBCC should respond. • **Noted:** Class garden areas. If the teachers know what they would like in their garden areas at the start of the school year, the P&C could coordinate action to be taken by parents. Gardening Guideline to be circulated to teachers.
Tuckshop **Emma Doolan**	17. Report – see **Att 5.3** • **Noted**: **Specials days** – Halloween Special coming up for second break on 31/10/22 – ok; Sushi Thursday 20/10/22 – ok; Nuggets Box Thursday 17/11/22 – Year 5s on excursion consider 18/11/22; Hotdog and Ice Cream Frenzy Friday 9/12/22 – ok (last day of school). • **Noted**: World Teachers Day 28 October will include coffee from the new tuckshop machine.

GENERAL MEETING MINUTES

Agenda items		Details
	Uniform shop **Emma Doolan**	18. Report – see **Att 5.4** • **Noted**: Damp in uniform shop due to leakage causing mold on second hand items.
	Digital Communications **Rebecca Kierle**	19. Report – see **Att 5.5** • **Noted:** All Fete information is on the Festival On The Hill website. • **Discussed:** Conflicting information between the newsletter and P&C information. School to double check before newsletter goes out. • **Noted:** Website has been paid for the next three years. • **Discussed:** Permanent P&C notice boards around the school approximately A3 size. • **Actions:** Oriel to check with Stewart regarding notice boards; Bec to look at costings for notice boards.
	Grants Update **An Tong**	20. Report – see **Att 5.6**
		Motion: That the subcommittee reports be accepted. **Moved:** Penelope Jessup; **Seconded:** Jac Cope; **Carried**
Motions on notice		21. **Nil**
Other business		22. Other items: • **Discussed**: Allocate $50 for Jotform or equivalent to collect parent's details. Preferably for sign-up at the end of the school year for the next year. **Motion:** Allocate $50 per month for two months for Jotform or equivalent to collect parent's details. **Moved:** Amanda Merrick; **Seconded**: Jac Cope; **Carried** • **Action**: Over 65s as volunteers – advice from Emma Lanigan? Park the discussion to after the Fete.
Applications for new membership		23. New membership applications for acceptance: Nil

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association

STRIVING FOR EXCELLENCE

GENERAL MEETING MINUTES

Agenda items	Details
and recording of new members	
Next meeting	24. Tuesday, 8 November 2022
Close	25. 9:30pm

Confirmation of minutes

Chair name: **Oriel Morrison**

Signature:

Date:

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association

STRIVING FOR EXCELLENCE

GENERAL MEETING MINUTES

GM Attendance Register – 11 October 2022 (adults present)

Name	Present	Apology
Staff		
Stewart Jones (Principal)		x
Tal Mitchell (Snr Deputy Principal)		x
Craig Jordan (Jnr Deputy Principal)	x	
Rysia Pritchard (Jnr Deputy Principal)		x
Kristina Wogandt (a/g Deputy Principal)		
Carolyn Harris (Chaplain)	x	
Annalyse Strong (Business Admin)	x	
Honorary Life Members		
Jane Fountain		x
Robyn Arthur		
Val Balnave (Bevege)		
Members		
Adam Jenkins		
Amanda Merrick	x	
Amber O'Neill		
Amy Cooper		
An Tong	x	
Binny De Saram		
Cali Farrugia	x	
Carene Hogg	x	
Coralie McKeon		
David Fearn	x	
Emma Doolan		x
Emma Whitby		
Ian Burns	x	
Jacquelyne Cope	x	
Lisa Barham		
Matt Butcher		
Mel Venz	x	
Melissa Wheaton	x	
Michelle Seymour		
Natasha Devos		
Oriel Morrison	x	
Penelope Jessup	x	
Rebecca Kierle	x	
Robert Canning		x
Ruth Bradbury		
Sally Herrett		x
Sam Bysouth		x
Stanley Kierle		x
Victoria Strodl		
Other		
Alice Cottrell	x	

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association

GENERAL MEETING MINUTES

STRIVING FOR EXCELLENCE

Actions from the meeting:

Type	Assigned to	Description	Status
Existing	Annalyse Strong	Consider options and implement a safe and sightly option to rectify the cutouts near the front entrance of the school (Ironbark Rd entrance).	In progress – quote coming shortly to have concreting done by the end of October.
Existing	P&C Executive Committee	Work with Tal Mitchell to donate $2,000 under the 2021 Volunteer Grants grant for volunteers donated to school and topped up for PA Working with Tal Mitchell regarding $2,000 for PA system.	Complete
Existing	Annalyse/ Sheridan	Look into installing nappy disposal bins in the disabled toilets.	Complete – service to start next week.
Existing	Alice Cottrell	Look into purchasing CHSS P&C portable flags and banners to use for events.	Complete
Existing	An Tong, Mel Venz	Coordinate with Building & Grounds to provide list of project and priorities. List to be circulated to Comms as well.	In progress
Existing	Stewart Jones	Invite Elizabeth Watson-Brown to a P&C meeting/to tour the school.	Ongoing – remove from this list.
Existing	Exec, Tal	Exec to confirm with Tal a final date for the free dress day (potentially 14 October 2022).	In progress – to be confirmed for Friday of Week 8
Existing	Chappy Carolyn, Bec Kierle	Chappy to coordinate with Bec Kierle to put out information about Dough for the Dog to be posted on social media post and newsletter	Complete
Existing	Tal Mitchell	Advertise Tree Planting Day at senior school assemblies.	Complete
Existing	Feedback Friday crew	Working Bee to be promoted at Feedback Friday, via Parent Reps and social media.	Complete
Existing	Emma Doulan/ Mel Venz	Emma to check whether packaging is home compostable and let Mel know as we may be able to compost via the Environmental Club which has recently received a Junior Landcare Grant.	In progress

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association

STRIVING FOR EXCELLENCE

GENERAL MEETING MINUTES

Type	Assigned to	Description	Status
Existing	Annalyse/ Sheridan	Annaleyse/Sheridan to organize new dead locks on Uniform Shop.	In progress – Larsons to come out next week and will change locks.
New	Annalyse	Ask the Government's current position on funding air-conditioning;	In progress
New	Oriel	Check P&Cs Qld's position on air-conditioning.	In progress
New	Committee	Next meeting to consider whether we should move the current air-conditioning units in the prep classroom area up onto the roof at a cost of approximately $13k.	In progress
New	Oriel/ Bec	Oriel to check with Stewart regarding notice boards. Bec to look at costings.	In progress
New	Mel Wheaton	Obtain advice from Emma Lanigan for having over 65s as volunteers.	In progress – to be considered after the Fete.