

CHAPEL HILL STATE PRIMARY SCHOOL

P&C ASSOCIATION

March General Meeting

Tuesday, 14th March 2023



Acknowledgment of Country

We acknowledge the traditional custodians of the land on which we meet tonight. We thank them for sharing their knowledge, spiritualities and ways of living with the land in this place we all now call home.

We pay respect to Elders past, present and emerging.

May we continue to walk gently and respectfully together with each other.



TONIGHT'S **AGENDA**

1. **Opening:** Welcome & acknowledgement
2. **Looking back:** Review of previous minutes
3. **Presentations:** School and Committees
4. **Looking ahead**: Next meeting

Oriel Morrison
P&C President

SECRETARY'S REPORT

Eve Jenkins
P&C Secretary

SECRETARY'S REPORT

Let's Review

Previous Meeting Minutes

Review of minutes from previous meeting - 14 February 2023

Motion

- Confirm as true and correct

SECRETARY'S REPORT

Action Items from last meeting (existing)

Assigned to	Description	Status
Mel Wheaton	Obtain advice from Emma Lanigan for having over 65s as volunteers.	In progress – contact details to be provided by Mel.
Emma Doolan **B&G Committee**	Emma to progress grant and B&G to obtain quote for fit out.	In progress – considering options.
Oriel **Bec** **Stewart** **Annalyse**	Progress locations and final options for notice boards.	In progress – considering locations – Bec has sourced quotes – deciding location, likely post in ground.
Annalyse	Follow up on Gambling Fund works to get them locked in asap.	In progress

SECRETARY'S REPORT

Action Items from last meeting (new)

Assigned to	Description	Status
Mel Venz	Look into installing a weather strip on the external uniform shop door to prevent dust coming inside - require advice on appropriate strip to purchase and clarification on whether this can be a self-install job.	In progress
Stewart Jones **Melanie Venz**	P&C to collaborate with the school to incorporate an upgrade to the prep playground into the grant application for tuckshops and playgrounds - Stewart to reach out.	In progress
Stewart Jones	STEM student playground classroom project. Considering joint school / P&C project	In progress
Mel Venz	Considering fundraising for extension of prep school room decking platform, i.e. decking space extending out from the classrooms to make it easier for students to transition in and out of the classroom, space for investigations, etc.	In progress
Stewart Jones **Annelyse Strong**	School and P&C to collaborate on tuckshop grant.	In progress

SECRETARY'S REPORT

Action Items from last meeting (new)

Assigned to	Description	Status
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
An Tong Genevieve Murray	*Extraordinary Disaster Assistance Recovery Grants - up to* $50,000 – applying to repair flood damaged cricket nets & astro-turf. Applications close 10 March 2023. Quotes received. Application 70% completed.	In progress
Oriel Morrison	Potential fundraising option of selling naming rights to the new oval sandstone blocks, or consider this for another structure/project in the lead up to the CHSS 50th anniversary.	In progress
Oriel Morrison Stewart Jones	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.	In progress

SECRETARY'S REPORT

Correspondance register

- Correspondence received since last meeting
- Business arising from correspondence - Pullenvale Ward Councillor Greg Adermann's office suggested applying for next year's Festival funding in Aug/Sept 2023 - to discuss dates for 2024+/-2025 Festival dates at March GM.

SECRETARY'S REPORT

Executive Decisions for Tabling

- Xero Expenses app to manage Tuckshop expenses



PRESIDENT'S REPORT

Oriel Morrison
P&C President

PRESIDENT'S REPORT

Summary

- A big welcome to Amanda, Eve, Matt and Greer who are joining the P&C exec and are right in the thick of things already!

- The Bush Dance was a fantastic success - a huge thank you to Alice and all of our wonderful volunteers who helped to put it together - we are estimating a profit of close to $6000

- 50/50 raffle launch on Saturday night at the Bushdance – we hope to raise $25,000

- Our Toastie truck day had 91 sales for this coming Friday - unfortunately they have cancelled due to low orders, but the fabulous tuckshop team are putting on a Cheers toastie day.

- Our survey launched for the parents and teachers – and once we have results (together with discussion with the school leadership) we will update the fundraising goals below.



A huge thank you to

Alice and all the wonderful volunteers

For the Bush Dance which was a fantastic success!



A massive thank you to

Mel and Buildings and Grounds team

for their work on the Oval projects.

- The work on the sandstone seating has been completed - and doesn't it look fantastic!
- The work on the shade structure for over the playground has commenced.

PRESIDENT'S REPORT

Events for 2023

We are all looking forward our 2023 events already in the diary:

- Colour Run 30th March
- Mothers Day 12th May
- Festival on the Hill 3rd June
- Fathers Day 31st August
- School disco 28th October



PRESIDENT'S REPORT

Fundraising Goals for 2023

Current wishlist:

- Completion of the Tinbeerwah Pl. entrance footpath
- Completion of the Uniform Shop fitout
- Replacement of artificial turf in the prep playground
- STEM student playground classroom
- Extension of covered decking for prep and year 1 areas

PRESIDENT'S REPORT

Budget – Revenue

	Revenue	Budget Annual 2023	As at 12/3/23
1	Tuckshop Profit (Sales less Expenses)	$24,000	**$1,400**
2	Uniform Profit (Sales less Expenses)	$17,000	**$100**
3	Other Income	$1,200	**$300**
4	Recycling	$500	**$35**
	Events		
5	Colour run	$4,000	**$ -**
6	Crazy Day Donations	$500	**$ -**
7	Parents' Evening	$2,000	**$ -**
8	Mothers' Day Stall	$2,500	**$ -**
9	Fathers' Day Stall	$2,500	**$ -**
10	Festival on the Hill	$30,000	**$ -**
11	Election BBQ/Reservoir BBQ	$ -	**$ -**
12	Mango Trays	$1,000	**$ -**
13	Bush Dance	$3,000	**$5,700**
14	Trash & Treasure	$15,000	**$ -**
15	Raffle	$5,000	**$ -**
16	Christmas Concert	$1,000	**-$200**
17	Toastie Day	$200	**$ -**
18	Disco	$2,000	**-$400**
	Total	**$111,400**	**$5,735**

PRESIDENT'S REPORT

Budget -Expenses

	Expenses / Commitments	Budget Annual 2023	As at 12/3/23
	Donations		
1	Donation - CHSS Library	$1,200	**$ -**
2	Donation - Scripture Union	$3,500	**$ -**
3	Donation - World Teachers Day	$800	**$ -**
4	Donation - Environment Club	$500	**$ -**
	Ongoing Commitments		
5	Year 6 Graduation Dinner	$2,000	**$ -**
6	School Computers Program	$1,000	**$ -**
7	Air Conditioners - New	$20,000	**$ -**
8	Air Conditioners - Repair and Maintenance	$10,000	**-$1,600**
	Building and Grounds		
9	Grade 1 Area - Move Air Con	$6,000	**$ -**
10	P & C General expenses	$8,000	**$3,400**
11	Admin Assistant	$ 12,000	**$1,900**
12	Uniform Shop Fitout Balance	$28,000	**$ -**
13	Upgrade to Timbeerwah Path	$10,000	**$5,700**
	Total	**$103,000**	**$3,700**
	Net Profit	**$8,400**	**$2,035**

PRESIDENT'S REPORT

Budget - Balance Sheet Estimate

	Budget Annual 2023	As at 12/3/23
Funds in Bank (Start of Year)	**$157,449**	**$157,449**
Revenue Raised	$111,400	$ 5,735
Funds Committed for Grants and Year 6 Graduation	$22,197	$ -
Less Expenditure	$103,000	$ 3,700
Funds in Bank (End of Year)	**$143,652**	**$159,484**

TREASURER'S REPORT

Greer Bystrycki
& Matt Pearce
P&C Treasurers

TREASURER'S REPORT

Commentary (Cash Position up to 28 Feb 2023)

Revenue activities

Tuckshop

Tuckshop profit is $1.2K.
This may drop before coming to profit later in the year as wages for the fortnight
covering 28 February 2023 were paid early March and have not been included in this result. Expenses are higher in the first few months of the year as purchases are stocked up for the year.

Uniform shop

Uniform shop profit was $112.
New prices recommended on most stock due to latest purchasing costs.

TREASURER'S REPORT

Commentary (Cash Position up to 28 Feb 2023)

Revenue activities

Fundraising

Bush Dance ticket sales to date $875.

Funds held in trust

The P&C is holding $4.8K in trust for the Year 6 Graduation celebration for 2023. This is the net amount from the proceeds of Shirts/Jackets sales less costs to date. This excludes the contribution the P&C will make toward the event.

Funds will continue to be paid out as required by suppliers with the P&C being reimbursed from event ticket sales.
Other funds held in trust are the 2022 year 6 Video sales which totalled $230.

TREASURER'S REPORT

Commentary (Cash Position up to 28 Feb 2023)

Financial Statements

- Cash Position Summary
- Profit and Loss Statement
- Balance Sheet

TREASURER'S REPORT

Business for Discussion

- Options for cashless events

PRINCIPAL & DEPUTIES' REPORT

SCHOOL REPORTS

Stewart Jones
CHSS Principal

PRINCIPAL'S REPORT

March



Staffing Update:

- Welcome back to Tal Mitchell after 3 weeks acting as a principal.
- Acknowledgement to Katie Stephan who acted as Deputy Principal in Tal's absence.
- Shelley Fanning taking leave for 10 weeks next term and we are currently seeking expressions of interest – announcement should be in the next school newsletter.

PRINCIPAL'S REPORT
March



Facilities:

- P&C grant for the sandstone landscaping and covered playground.
- Traffic Management Improvement grant.
- Positioning of Teaching Block 1 Air conditioners onto the roof has been commissioned for Easter.
- Grant application to replace the artificial turf in the Prep Playground and Tuckshop renovation.

Bush Dance:

Saturday night saw another positive P and C initiative and despite the risk of rainy weather, the event provided plenty of fun for all. It was a delight to see staff and parents taking part and all for a good cause.

PRINCIPAL'S REPORT
March



Parent Teacher Interviews in Week 10:

- Feedback is provided to each family at the end of each term.
  - Term 1 and Term 3 provide parent teacher interviews.
  - Term 2 and Term 4 provide formal end of semester reports.
- Many schools are now moving to a one-day interview that runs into the night with 15 minute slots all running from a common building like a hall.
- Please keep an eye out for the online booking process.

CHAPEL HILL
Parents & Citizens Association
STATE PRIMARY SCHOOL

PRINCIPAL'S REPORT

March

Mathematics Ignite Program Yr 5 (MIPY5) and Beecroft Primary School:

- Up and running for 8 weeks.
- Ms Kliese has had a positive impact on the program.
- The Dept of Education in NSW run Opportunity Classes for Year 5 and Year 6.
- NSW runs a selection program and have around 16000 students seeking entry.
- The trip to Beecroft Primary allowed us to develop our own thinking about how we provide enrichment and extension for our students.
- Thanks to Carene Hogg (CHSS School Council Chair) for taking the time to join us and add a sage parent voice to the experience.



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PRINCIPAL'S REPORT
For Discussion



- Parent/Teacher interviews Week 10 - considering different formats to offer more flexibility to parents.

- Instrumental Music subcommittee proposed.

CHAPEL HILL
Parents & Citizens Association
STATE PRIMARY SCHOOL



CHAPLAIN'S REPORT

SCHOOL REPORTS

Carolyn Harris
CHSS Chaplain

CHAPPY CAROLYN'S REPORT

Current activities in March

Hub duty and student support and student catch ups
Checking in with some students with care support needs.

Rockhopper Program
Building resiliency/reducing anxiety for three groups of students over three weeks.

Rock and Water Program - postponed to next term

CHAPPY CAROLYN'S REPORT

Current activities in March

Myla
Short days to slow return to school as her hormones settle.

Currently visiting upper school classes this term, return to whole school visits next term.

Subway day
First one of the year on 28th March 2023.

Funds raised go towards Chaplaincy to offset wages not covered by grants and to fund various chaplaincy activities.

Examples of activities funded by fundraiser - student craft groups, well being activities, resources and staff support initiatives.

BUSINESS MANAGER'S REPORT

For distribution - plans excursion activities endorsed by the P&C

SCHOOL REPORTS

Annelyse Strong
CHSS Business Manager

EVENTS' REPORT

SUBCOMMITTEE REPORTS

Oriel Morrison

EVENT'S REPORT

Upcoming Dates for 2023

Bush Dance 	• Great event with over 200 Tickets sold $5,300 • Families had a great night, one family donated a $200 voucher for the thong throwing competition. Food • Trucks donated $100 to attend, was great to see so many new volunteers just jump in to help out.
Cheese Toastie Day	• Cancelled due to low orders 
Mothers Day 	• Friday 12th May • Polly will be running this event - approval of expenses required
Colour Run 	• Thursday 30th March • Colour ordered • Zooper Doopers purchased • Plan shared with school, Tony and Emma • Tickets are on Qkr! • Volunteer signup sheet ready

EVENT'S REPORT

Upcoming Dates for 2023

Festival on the Hill & Trash and Treasure 	• Saturday 3rd June • Confirmed: Rides, Hire Equipment, DJ, Audio • In Progress: Food Trucks • Sponsorship: currently at $15,750 • Volunteers: Fantastic support this year, we have parents who have stepped up to every stall. • Changes: We no longer have our bar tent this year as the parents have left the school, have added another tent to the hire order.
Fathers Day	• Thurs 31st Aug (Fri 1st Sep is a PFD) 
Disco 	• 28th October 2023 • Booked: DJ

EVENT'S REPORT

Business for Discussion

- Our 2023 Mother's Day event will be run by Polly, with thanks, approval of expenses required at the meeting.

- 2023 Festival on the Hill & Trash and Treasure - preparations underway, sponsorship currently at $15,750, great volunteer support this year so far.
  - Sign the ride contract - decision required.

- 2023 Mother's Day event budget approval required.



BUILDINGS & GROUNDS' REPORT

SUBCOMMITTEE REPORTS

Mel Venz

BUILDING AND GROUNDS' REPORT

Successes – Things Going Well

<u>Oval Shaded Amenities Project – GCBF Grant</u>

Oval Seating Project

- 132 Sandstone blocks installed in 4 areas on the oval hillside and alongside the oval playground.
- Completed 17/02/2023



Oval Playground Shade Structure

- Posts installed 4/03/2023.
- Shade scheduled to be craned in place in early April after concrete.
- Footings have set properly.

BUILDINGS AND GROUNDS' REPORT

Roadblocks - Things Getting in the Way

Unsure of budget for project work.

Poor response rate of new potential members from the Jotform.

Oval Seating Project:

- 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.



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BUILDING AND GROUNDS' REPORT

Actions and Recommendations

Decisions *Actions that have been implemented*	**Birdwing Butterfly Vine Plantings.** *To request involvement of Prep Classes/teachers to plant replacement vines for the 6 dead vines.* **Working Bee Date.** *We suggest Sat 6 May; pruning plants; load of Mulch ($800) for Oval trees and around seating area. Possibly link with Prep R raised planter and tyre cleaning (from Oval Seating project).* **Raised Planter for Prep R.** *To support the request from Prep R for a raised planter to plant vegetables as part of Walker Learning investigations. Note: reservations regarding other planters falling into disuse.*
Recommendations *Motions you want to raise*	**Motion:** The B&G requests the funding up to $300 for the purchase of a raised planter box for Prep R.



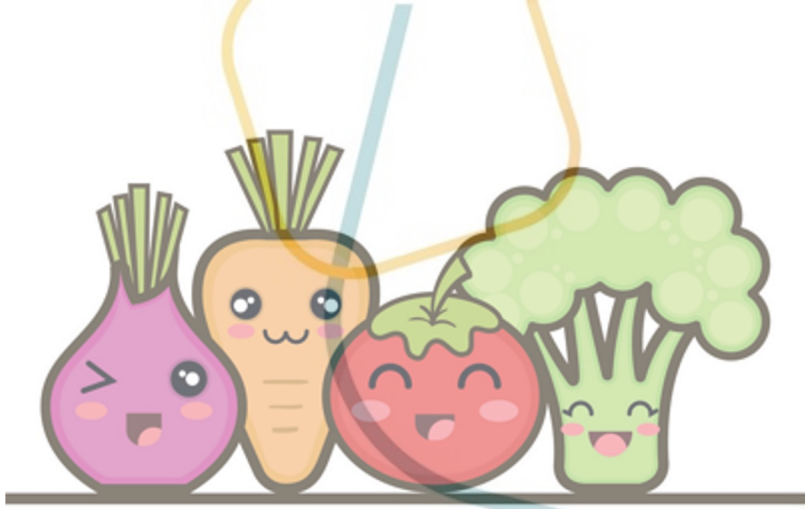
TUCKSHOP & UNIFORM SHOP REPORT

SUBCOMMITTEE REPORTS

Emma Doolan
Melissa Wheaton

TUCKSHOP REPORT

Successes - Things Going Well



Order numbers - slowly picking up
Nothing out of the ordinary for term 1.

Sushi Days - have gone well!
Still low numbers 100-150, next term we will try a different type of special day to see if we can improve on order numbers.

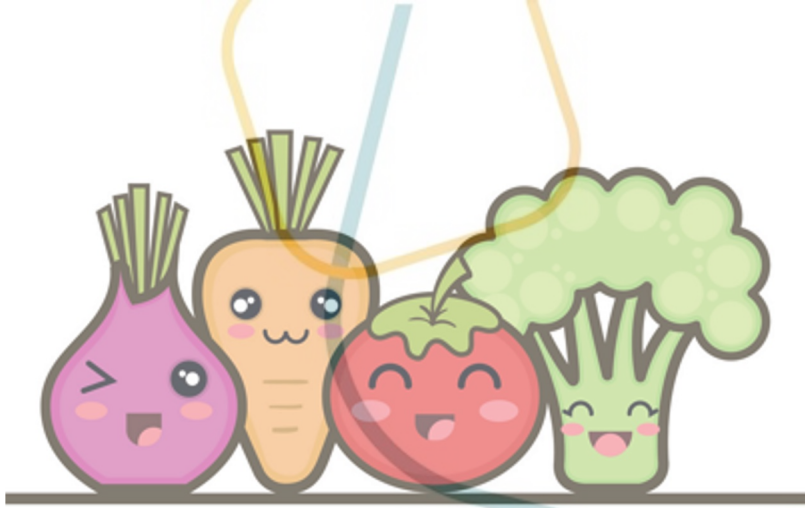
New Printer - has arrived!
I will touch base with Ian to see if he wouldn't mind settling it up for us.

Qkr! Is going really well
We are still having to explain to a lot of parents how to use it, but all up I think the transition has run really smoothly.

Tuckshop Grant - mud map and some ideas
Please advise if we need to get quote for the application?

TUCKSHOP REPORT

Roadblocks - Things Getting in the Way



<u>Friday ice block sales</u>

There have been a few issues with Friday ice block sales, children trying to trick our year 6's into giving them more ice blocks, yelling at our helpers and being rude.. We have decided to give ice block sales a break until the last day of term – where we will most likely have a special ice cream day (these were very popular last year).

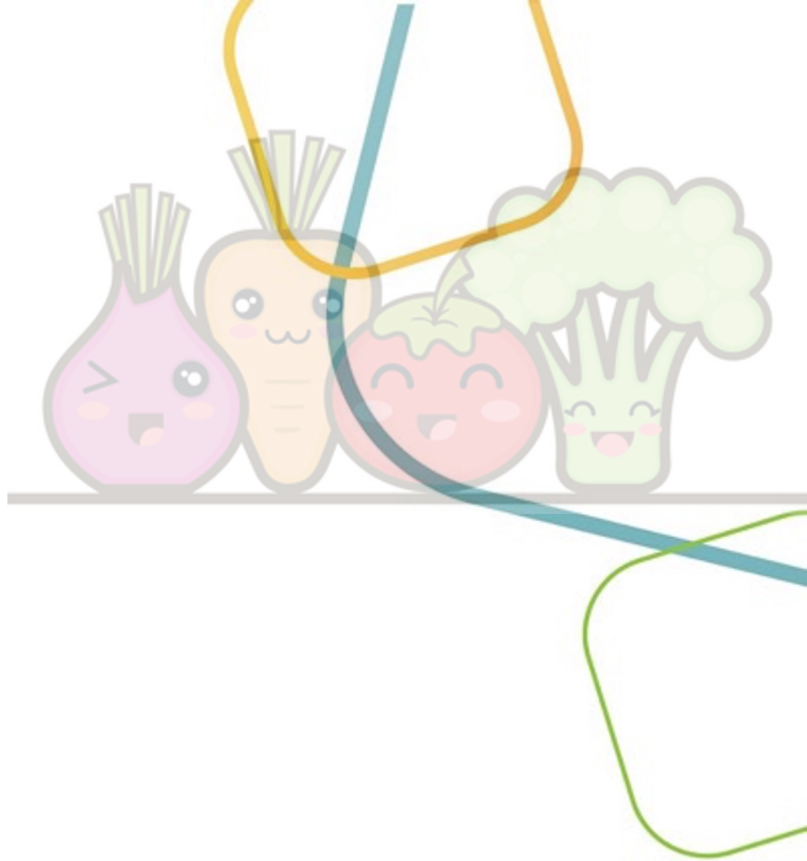
TUCKSHOP REPORT

Actions and Recommendations

Decisions *Actions that have been implemented*	• Printer purchased!
Recommendations *Motions you want to raise*	• NIL

TUCKSHOP REPORT

For discussion



- Special days
- Tuckshop grant work in progress

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Parents & Citizens Association
STATE PRIMARY SCHOOL

UNIFORM SHOP REPORT

Successes - Things Going Well



- New EFTPOS “Bertie” is working well and with the repaired wifi in the Tuckshop there are no issues with connection.
- New storage boxes being introduced for ease of access and reduce above head lifting.
- Top up orders have been placed.
- Bulk storage room cleaned and now shared with Cleaners for their bulk paper storage.
- Stationery, shoe and generic uniform donations collected.
- Samples have been obtained from our suppliers to compare with items already stocked.

UNIFORM SHOP REPORT

Roadblocks - Things Getting in the Way



- Supply chain issues continue to be a major problem for continuity of stock.

- More than 50% of donated uniforms are not fit to sell. Some will go directly to fabric recycling, but I am looking for ideas on upcycling them into items for sale in the Uniform Shop as well as volunteers to make them.

- Lexi, our scrunchie maker has advised that school and extracurricular activities are proving to be too demanding to ensure uninterrupted supply.

UNIFORM SHOP REPORT

Actions and Recommendations



Decisions *Actions that have been implemented*	• Top up stock has been ordered with details in the Orders Placed Spreadsheet

Recommendations
Motions you want to raise
	• Approval for purchase of uniform stock as outlined in the attached spreadsheets:
	  ○ Indent 2023
	  ○ Tudor Polos
	  ○ Branded Polos
	• Approval for retail price increases to cover the recent cost price increases as shown in the Uniform Price Comparison spreadsheet.
	• Approval for future price increases to maintain 30% markup on items as these increases are passed on by suppliers once approved by the P&C Executive and documented at the next scheduled P&C Meeting.



DIGITAL COMMUNICATIONS REPORT

SUBCOMMITTEE REPORTS

Rebecca Kierle

DIGITAL COMMUNICATIONS
General

Successes
Things going well

- Fete website update underway as sponsor come in
- All volunteer coordinator roles for fete have been filled through FB and newsletter advertising.
- Bush Dance advertising eventually worked
- 29 posts in the last 28 days

DIGITAL COMMUNICATIONS
General

Roadblocks
Things getting in the way

Collection of relevant information

- I feel like we need a central place where all up to date information is kept and accessible by those who need it so that no one is having to chase and everyone on the same page for our different events – Greer do you have suggestions?

Again, people are complaining that they aren't receiving the info about events despite there being multiple posts on Fb and in newsletter.

DIGITAL COMMUNICATIONS
Actions and Recommendations

Decisions
Actions that have been implemented
	• Updates to website
	  ○ Archived 2022 meetings and minutes
	  ○ Updated executive and subcommittee appointments
	  ○ AGM and Feb GM minutes uploaded
	  ○ Updated Events page for 2023
	  ○ Fete website updates starting
	• Replaced battery in Tuckshop Mobile Access Point

Recommendations
Motions you want to raise
	• Domain name renewals due this year:
	  ○ chssfete.org.au due by 15/5/2023
	  ○ chsspandc.org.au due by 22/10/2023
	• No web hosting renewals until 2025
	
	I would like to raise a motion to renew the chssfete.org.au domain name registration prior to 15/5/2023 for x years @ $15/year.

CPR Facilitator

For discussion:

Cyber Security: Regarding emailing of contact details in excel files.

Catherine Nichols

OTHER BUSINESS

- Option of running OHSC - HH up for tender this year.
  - P&C Executive to present a business case for the CHSS OSHC service - must be submitted by COB 19 April 2023.

- Future planning and longer term goals.



APPLICATIONS FOR NEW MEMBERSHIP

New membership applications for acceptance



CHAPEL HILL
Parents & Citizens Association
STATE PRIMARY SCHOOL

Next Meeting –
TBC Term 2