CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING MINUTES – 10 SEPTEMBER 2024

Date: 10 SEPTEMBER 2024
Time: 6:30pm
Location: CHSS Conference Room 2

STRIVING FOR EXCELLENCE

AGENDA ITEM	
Opening and welcome by the Chair **Oriel Morrison-Higgins**	Meeting opened at 6:38pm. The President welcomed the members and executive committee to the general meeting and gave an Acknowledgement of Country.
Apologies	As per attendance sheet.
Confirmation of the minutes of the previous GM - Att 1.1	The Chair signed the confirmed copy of minutes from the last meeting to be distributed to members.
Motion	"That the minutes be confirmed as a true and correct record of the meeting held 13 August June 2024." Moved: Melissa Wheaton; Seconded: Rebecca Kierle; Carried
Eve Jenkins **Report – see Att 1.2**	**Secretary's Report - Att 1.2** Discussed **action items** that have been progressed or completed - see Table 1 below for updated information.
Correspondence received since the last GM - Att 1.2	Distributed list of inward and outward correspondence endorsed as per Secretary's Report - Att 1.2.
Table of executive committee's decisions - **Att 1.2**	Secretary tabled executive committee's decisions - Att 1.2 Discussed necessary action taken on urgent matters since previous meeting.
President's Report	
Oriel Morrison-Higgins **Report – see Att 2.1**	**Read the President's Report at Attachment 2.1.** • The **Father's Day Stall** was a cracking success, **thank you to Trish** and her team! • **Christmas concert** planning is underway, **November 29th** • Election Day BBQ October 26th – **event lead needed!** • The P&C showed appreciation to our **amazing Teacher Aides**! • **Tuckshop renovation** planning is continuing – see B&G report. • **Uniform Policy** – CHSS uniforms to become unisex. Girls can now wear shorts as a formal uniform option. Welcoming comments tonight, as communicated in the Newsletter, on Facebook and in the CPR CHSS Community WhatsApp group, prior to finalising the new Policy. **Discussed:** • **Election BBQ Fundraiser** - Andrew has volunteered to lead the democracy BBQ on 26th October 2024 with thanks. Oriel to work with Andrew to organise ordering and Amanda to create a volunteer sign-up sheet. • **Prep Transition Day** – Four sessions planned. The P&C will provide tea & coffee +/- cookie, at the Senior Tuckshop. Would need volunteers and a way to accept electronic payments for

	these four sessions. Tammi to provide a prep perspective for five minutes within the fourth sessions, with thanks. • Heard very detailed explanation about kindy kids visiting CHSS and CHSS prep teachers visiting kindies. Packs of CHSS uniforms going out to kindies for dress ups.
Vice President	
Amanda Merrick	The Vice President supported the President and the Events Team and is helping to plan the P&C's involvement in the CHSS Transition to Prep Days.
Treasurer's Report	
Greer Bystrycki Report Att 3.1	**Read the Treasurer's Report at Attachment 3.1.** Report includes revenue activities, balance sheet, P&L analyses, and events info • Grade 6 funds held in trust – for discussion with Mr Mitchell regarding the year 6 graduation and future funding plans. **Discussed:** • **Tuckshop –** Current expenses are below last year. High volume of ordering. • **Year 6 Prior Year Fundraising** – Funds have been accrued within the P&C account. • **Chaplain Funding** – Annual donation to Chaplaincy discussed. Chaplain's contribution to school: pick up waiting area, parent / child events, wellbeing, meal train, craft room. Need to promote Chappy Carolyn's activities to the broader community. Include Chappy's work in the Prep Transition mornings.
Motion	"Relieve $500 from the Year 6 funds to the current planners for Year 6 events." Moved: Greer Bystrycki; Seconded: Rebecca Kierle; Carried
Motion	"To contribute $12 per student to the year six graduation fund." Moved: Greer Bystrycki; Seconded: Melissa Wheaton; Carried
OSHC Report	
OSHC Liaison **Tammi Levine**	• Tammi attended the meeting to provide an important OSHC update. • Caitlin from Helping Hanads also attended, to update our P&C on recent news and plans. **Discussed:** • **Fees -** Update of fees to Helping Hands, due to an increase in hourly rates for child-care workers. Aim is to recruit and retain quality staff. • **School Holiday Program -** Helping Hands understands that there are additional costs associated with extra-curricular activities. Caitlin explained that it is a national program and are unable to change the structure. This issue has been escalated to the national holiday program HQ and are waiting on feedback. P&C to share these details when available.
School Leadership Reports	
Stewart Jones **School Principal** Report Att 4.1	**Read the Principal's Report at Attachment 4.1.** • The September 2024 P&C Principal's Report includes updates on reading, NAPLAN data, Book Week, Father's Day, Ready for Year 5 Parent Information Night, turning circle update and active travel update.

	• **Future Problem Solvers** – CHSS Team competed and for the first time all four teams were chosen to compete in this year's Nationals in Melbourne. • **Turning circle update:** The Turning Circle and the upgraded walkway over the school bridge is ready to start. The construction team has been appointed and funds are now secured. Building will start on the top oval and the project should be well and truly finished for Day 1 of school next year (2025). **Discussed:** • **Naplan / ICAS –** School has performed well in NAPLAN, in relation to the academic results recorded. School / P&C (whoever most appropriate) to share information about the ICAS process and results to the parent community. • **Dr Christian Rowan** – Currently sitting in parliament. Dr Rowan will be visiting CHSS in Term 4 to talk about staff wellbeing. • **Science of Reading –** Change to ACARA 9.0 with an explicit program of word decoding, writing, spelling, and vocabulary. Old readers, where appropriate, will be repurposed into subject areas.
Motion	"To contribute $25K towards P-2 decodable texts, as well as Year 2 and up novels, who may need decodable novels, for Term 4 2024. School to create a sticker on the front cover to identify CHSS P&C as the donator of the book." Moved: Greer Bystrycki; Seconded: Catherine Nichols; Carried.
Annelyse Strong **Business Admin, see Att 4.2**	• See **Attachment 4.2** for the **CHSS Term 4 Excursion/Incursions** breakdown, including activities, dates and costs. **Discussed:** Detailed list shared with the P&C.
Motion	"CHSS Term 4 Excursion/Incursions be supported by the P&C." Moved: Stewart Jones; Seconded: Rebecca Kierle; Carried.
Subcommittee Reports	

Events Subcommittee
Report – see Att 5.1
Oriel Morrison-Higgins
Alice Cottrell
Amanda Merrick
	Read the Events Report at Attachment 5.1.
	• See report for info on P&C planning for the remaining 2024 events and planned dates for 2025 events.
	• **Our Annual Mango Tray Drive** fundraising event is underway, with **thanks to Flick for organising!**
	  ○ Mango trays on sale now, **order via Qkr! $28 for a 7kg tray** – a great price and an amazing opportunity for CHSS school families to get one of the first trays of mangoes of the season, straight from the farm.
	  ○ **Orders close Wednesday 30th October** with delivery expected to be late November (to be confirmed closer to the time).
	Discussed:
	Note – the events report has the 2025 Father's Day stall as 23rd Sept 2025 – this was moved to Thursday 4th Sept 2025 (Father's Day is Sept 7th, 2025).

Buildings and Grounds Subcommittee Report – see Att 5.2 **Claudi Bird,** Sam Bysouth	**Read Building and Grounds Report at Attachment 5.2** • Updates on numerous ongoing projects, including Ongoing Proposed Project List and Goals – larger projects and smaller projects. • Site measure and conceptual drawings are underway for the **senior tuckshop refurbishment and storage space**.

Jane Fountain, Caroline Lawless, Sud Tjipudra, Adam Castle, Greg Dromey, Monique Merrick.	• The **28 sandstone blocks are due for delivery** at the start of the holidays and some quotes have been sourced to potentially do the outdoor learning area. • **Emu buckets** have been distributed and feedback has been positive. School feedback is that they are used regularly by the classes. • **Thank you to the year 4's and Felicity Burns** for the additional plants that have been planted. Jane has requested a watering schedule in place for the new planting. • See report for photos of the proposed **Outdoor Learning Area.** **Discussed:** • There has been a request whether the Year 4's are watering the new plants, as there is a **watering schedule** in place for other existing areas? o Could invite the environment club to undertake the watering. Could invite ATC students, Rotary Club or Duke of Edinburgh students to help for their service hours. Helping Hands could help during the school hols for the new plants adjacent to the turning circle. Mr Jones to talk to environment club. • Have had an earthmoving contractor visit site with Adam Castle (from our team). The estimate is $6,000 to urgently shape the area and place sandstone blocks, strengthen and extend existing retaining wall and filling eroded area. We would need to add existing log yarning circles and mulch, and seating area under the trees will be completed. This is an urgent request, as we can not have the sandstone blocks stored on site, and we need to reinforce the concrete slab that is close to failure. • There are a few block walls that can do with some love, as well as mulching of gardens. We will arrange a **working bee** to use some of the paint we already have. This would be some time in Term 4.
Urgent Motion	"That the P&C fund up to $6,000 to pay an approved contractor to move the sandstone blocks to an approved area, to provide more seating areas for students and fix the retaining wall" Moved: Claudi Bird; Seconded: Catherine Nichols; Carried.

Tuckshop Subcommittee
Report – see Att 5.3
Michelle Seymour, Barbara Reid, Robert Canning, Melissa Wheaton.
	Read the Tuckshop Report at Attachment 5.3.
	• Hot Dog Day - Successful with approx. 325 orders
	For discussion:
	• Tentative **Special Days for Term 4**:
	  o Sushi Day - Thursday, 24 October 2024
	  o Hot Dog Day - Thursday, 21 November 2024
	  o Ice Cream Day - Thursday, 5 December 2024
	• Michelle requests that the Tuckshop purchase a **commercial kitchen insect killer** for flying insects, and **three large commercial food trays** (Gastronorm trays) for $60 each.
	Discussed:
	Proposed special days are supported.

Motion	"That the P&C fund up to $200 to buy a big Bug Zapper for the Tuckshop." Moved: Catherine Nichols; Seconded: Claudi Bird; Carried.
Motion	"That the P&C fund up to $200 to buy three large commercial food trays for the Tuckshop." Moved: Claudi Bird; Seconded: Melissa Wheaton; Carried.

Uniform Shop Subcommittee Report – see Att 5.4 **Melissa Wheaton,** Michelle Seymour, Zee Ngasiran, Caroline Lawless.	**Read the Uniform Shop Report at Attachment 5.4.** • See report for updates and plans. • **Uniform Policy** – **Proposed changes to make the CHSS school uniform unisex** has been discussed at recent P&C meetings, as per the President's report and Action Item in Secretary's Report. o **Welcoming comments and discussion tonight**, as communicated in the Newsletter, on Facebook and in the CPR CHSS Community WhatsApp group. **Discussed:** • Propose that the check shirt / dress is the 'formal' uniform for days when children are required to wear the formal school uniform. • **Motion** – That we change the CHSS Uniform Policy to allow all items to be available to all students.
Motion	"That we change the CHSS Uniform Policy to allow all items to be available to all students. " Moved: Tammi Levine; Seconded: Melissa Wheaton. Carried.
Communications Subcommittee Report – see Att 5.5 **Rebecca Kierle** Ian Burns	**Read the Comms Report at Attachment 5.5.** **Noted:** • CPR Facilitator, Cath, has begun setting up the **new WhatsApp group for 2025**, with thanks. **For discussion:** • Plans for Jotform this year. • **Saturday 26th Oct - Election BBQ – Thank you Andrew Grose for volunteering to lead this event.** **Discussed:** • The 2025 WhatsApp group has been developed and will be finalised when the teacher allocation is confirmed by the school. To be further discussed at the next meeting.
Grants Subcommittee **Genevieve Murray**	No updates this month.
Health and Wellbeing Subcommittee Report – see Att 5.7	**Read the Health and Wellbeing report at Attachment 5.7.** • The P&C Health and Wellbeing subcommittee will work with Mr Mitchell on student wellbeing initiatives such as Walk to School Days. We will plan to hold our **first CHSS Walk (/Ride/Scoot) to School Day in term 2 of 2025.** **Discussed:** • Tom advised no events currently planned for the rest of the year.
CPR Facilitator **Catherine Nichols**	**Noted:** • CPRs have had positive feedback about the Ready for Year 5 Parent Information Night. **For discussion:** • Parents would appreciate updates and further information on the new turning circle development and how the current turning circle operations will be affected. It has also been noted that a teacher is no longer stationed at the entrance before school. • CPRs have had questions about the 11th week term 4; it would be appreciated if further details could be communicated by the school - coming in school newsletter Term 4.

General Business	
General business matters Presented by: Laura Pyke	• **Point 1:** Member suggests that parents have the opportunity to meet with specialist teachers at parent-teacher interviews – music, physical education, German, band, etc. Parents have observed that it is difficult to get insight into our students' progress in these classes, and would appreciate information on class activities, student progress and any areas for improvement. **Discussed:** • Stewart identified that specialist teachers teach over 800 students, so the personal connection and rigour isn't as strong as a classroom teacher. They could report back on assessment tasks. Stewart to consider providing opportunities for parents to meet with specialist teachers during the Parent Teacher Conferences in Term 1 and Term 3. • **Point 2:** Member suggests that all Chaplain fundraising activites be clearly identified as such in P&C communications. This year, parents have received ads for Chaplaincy fundraising events at the school that did not identify what the fundraiser was for and have assumed they are P&C fundraisers. The P&C executive notes that this has been discussed in previous years, but that it is important to reiterate this message from school parents, with thanks. **Discussed:** Accepted for future communications.
General business matter Presented by: P&C Exec	• We have received this year's "Donation Reminder Notice" requesting a non-tax-deductible donation of $3850 to the Scripture Union Chaplaincy Program. Our Chaplain is a valued member of the school community and provides social, emotional and pastoral support to our students. Feedback and discussion welcomed. **Discussed:** • The ongoing support of Chappy and acknowledgement of all that she contributes to the wellbeing and safety at our school.
Motion	"That a donation of up to $4,000 be made to Scripture Union Chaplaincy." Motion: Greer Bystrycki; Seconder: Rebecca Kierle; Carried.
General business matter Presented by: Melissa Wheaton	• Discussion with the school is requested regarding the Ignite/MIPY room location for 2025. Concerns regarding the current classroom are: regular interruptions due to staff using the photocopier, regular room rearrangements, sink and carpet-free area needed optimally for science experiments, storage space required in the room to help teachers avoid carrying equipment over from other rooms. • Member suggests that a permanent interactive learning space could be set up to inspire learning in maths and science, similarly to the permanent music classroom. Thank you for considering this request. **Discussed:** Short discussion about spaces available for STEM, Stewart will investigate but highlighted that teaching spaces on campus are very limited.
Closing	
Applications for membership	New membership applications for acceptance: Nil.

Close	Meeting closed at 9:30 pm. The next P&C General Meeting will be held **8 October at 6:30pm.** Thank you everyone for attending and for your support of our school!

Confirmation of minutes

Chair name: Oriel Morrison-Higgins

Signature: _____ Date: _____/_____/_____

CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING ATTENDANCE REGISTER – 10 SEPTEMBER 2024

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Name	Present	Apology
Staff Leadership Team		
Stewart Jones (Principal)	✓	
Tal Mitchell (Deputy Principal)		X
Craig Jordan (Deputy Principal)		X
Paula Morton (Deputy Principal)	✓	
Naomi O'Kearney (Head of Student Support Services)		X
Carolyn Harris (Chaplain)		X
Annelyse Strong (Business Admin)		X
Honorary Life Members		
Jane Fountain (B&G Subcommittee)		X
Melanie Venz		
Robyn Arthur		
Val Balnave		
Executive Members		
Oriel Morrison-Higgins (President)	✓	
Amanda Merrick (Vice President)	✓	
Greer Bystrycki (Treasurer)	✓	
Eve Jenkins (Secretary)		X
Subcommittee Members		
Alice Cottrell (Events Subcommittee)		X
Amber O'Neill (Health and Wellbeing Subcommittee)		
Barbara Reid (Tuckshop Subcommittee)		
Catherine Nichols (CPR Facilitator)	✓	
Claudi Bird (B&G Subcommittee Convenor)	✓	
Genevieve Murray (Grants Subcommittee)		X
Georgia O'Malley (Health and Wellbeing Subcommittee)		
Ian Burns (Communications Subcommittee)	✓	
Melissa Wheaton (Uniform Shop Subcommittee Convenor)		
Michelle Seymour (Tuckshop Subcommittee Convenor)		X
Rebecca Kierle (Communications Subcommittee Convenor)	✓	
Robert Canning (Tuckshop Subcommittee)		
Sam Bysouth (Buildings and Grounds Subcommittee)		X
Tammi Levine (OSHC Liason)	✓	
Tom Mittelman (Health and Wellbeing Subcommittee Convenor)	✓	
Members		
Alina Dini		
Ana Silva		
Binny De Saram		
Carene Hogg		X
Caroline Lawless		

Caitlin Crow	✓	
Dheeraj Lenka		
Divna Haslsm		X
Emily Hall		
Felicity Burns		X
Jennifer Oates		
Jonathan Chuong		
Jonathan Strugnell		
Katrina Swalwell		
Laura Pyke	✓	
Lauren Purves		
Natalie O'Beirne		
Nicola Krahe		
Randhika Karunatillake		
Sarah Pham		
Simon Gill		
Stanley Kierle		X
Sud Tjiputra		
Tharuka Prematillake		
Tristan Dieben		
Zee Ngasiran		
Visitors		
Mr Kieran Phillips	✓	
Dr Christian Rowan MP		X
Andrew Grose	✓	

Table 1. ACTION ITEMS WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
Executive Team School Leadership Team	**Donation Policy Discussion - The CHSS P&C Giving Fund**. • The P&C are often asked to help families in financial difficulties with school-related expenses. The P&C would like to formalise that process and give the Principal the opportunity to offer financial help to families that he assesses as genuinely in need. • No student should miss out. A more detailed policy will be distributed before the end of 2024. If you have ideas to contribute to the policy, please email: secretary.chapelhillpandc@gmail.com OR president.chapelhillpandc@gmail.com	In progress – approved, details to be finalised
COMPLETED	**ITEM**	**PROGRESS**
Tal Mitchell, Executive Team.	**Grade 6 funds held in trust** – discussion with Mr Mitchell regarding the year 6 graduation and future funding plans, as per Treasurer's Report.	**COMPLETED**
Uniform Team, Executive Team, School Leaders.	**Uniform Policy:** • Proposed changes to make the CHSS school uniform unisex have been discussed at recent P&C meetings. • All uniform items would become unisex, and the formal uniform would be the checked dress OR shorts/skort with a checked shirt. Note formal uniform required for photo days, performances, debating, school trips, Anzac day, ceremonies, other school events. • Welcoming comments and discussion tonight, as communicated in the Newsletter, on Facebook and in the CPR CHSS Community WhatsApp group. Please email and/or attend the meeting to provide your feedback. • MOTION 10/09/2024: "That we change the CHSS Uniform Policy to allow all items to be available to all students." • Moved: Tammi Levine; Seconded: Melissa Wheaton. Carried.	**COMPLETED** 10/9/2024