CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING AGENDA - NOVEMBER 2023

Date: 14 November 2023
Time: 6:30pm
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	
Eve Jenkins **Report – see Att 1.2**	**Read the full report at Attachment 1.2** • Business arising from the minutes of the previous GM. • **Discussion of action items 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.** **Welcome to the November 2023 meeting.** • The disco was a huge success - it was a school and community event but thanks to our wonderful volunteers who manned the bar, we managed to make a profit of $3.7K. Thank you to Alice for all of the hard work in planning this event. • Planning of the Christmas concert is in full swing - Thank you to Alice for all of her work on this. Food trucks have been booked and Christmas bags to sell are being planned. Full of Christmas goodies like reindeer food, lollies and santa glasses**.** ○ **Christmas Goody Bags** will be available to **pre-order on Qkr!** for $10 and collect at the concert. • Our 50/50 **raffle** is ongoing – of which half will be kept by the winner, and half will go towards making our school better for our little people. At the start of November, we had sold around $2440 worth of tickets. The winner will be drawn the day of the Christmas concert. • Prep transition days so far have been a great success. Thank you to Amanda and Bec and the other parent volunteers for helping out and giving the P&C presentations.

	• The **mural** will be done during the school holidays. • **The cricket nets have been fixed** - with some more work to be done on the ground. This will be completed during the Christmas holidays. • We have found and signed a contract with a builder to **complete the uniform shop**, which will be completed during the school holidays. **Funding:** • 2023 P&C Short term funding commitments: • $30k Uniform shop fitout • $11k – Bus Shelters • $3k – Soccer goals • $3k – cricket nets (TBC) Potential grant funding 2023/2024: • $x playground in oval (gambling grant 2024) • $x shade sail for covered areas • $x Undercover learning areas outside Prep classroom Other funding goals: • Shade Sails for astro turfed 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
Vice President's Report	
Amanda Merrick	• Extensive support provided to the President, Events Team, and as OSHC Liaison. • Amanda organised the Prep Transition Parent Information Sessions, with other parent volunteers, **with thanks**.
Treasurer's Report	
Greer Bystrycki **Report – see Att 3.1**	**Read the full report at Attachment 3.1.** For Chapel Hill State Primary School P&C REVENUE ACTIVITIES for the 10 months ended 31 October 2023 – see report at Att 3.1. **FUNDRAISING** • Overall fundraising profit is up $4k year-on year. • Complete list of funds have been raised to date from fundraising events (prior year profit in brackets): ○ Bush Dance: $6.0k ($3.5k) ○ Colour Run: $6.0k ($4.9k) ○ Festival on the Hill: $35.0k ($42k) ○ Mother's Day Stall: $3.4k ($2.8k) ○ 50/50 Raffle: $1.4k - In progress. ○ Crazy Dress Day: $1.1k ($0.4k)

	○ Father's Day Stall: $2.8k ($2.7k) ○ Mango Drive: $8.3k ($1.5k) - In progress, expenses tba. ○ Trivia Night Parent Evening: $5.6k ($1.7k) ○ Election Stall BBQ and Bake Sale: ($1.3k) ○ Costume Disco $3.7k (n/a) YEAR 6 FUNDS HELD IN TRUST – details in report.
School Leadership Team	
Stewart Jones **School Principal**	Principal's Report to be presented at the November P&C Association Meeting on Tuesday and distributed with the minutes following.
Annelyse Strong **Business Admin**	Business matters related to CHSS Admin will be discussed at the November P&C Meeting and outcomes noted in the minutes following.
Subcommittee Reports	
Events Subcommittee Report – see Att 5.1 **Oriel Morrison** **Alice Cottrell** **Amanda Merrick**	**Read the full report at Attachment 5.1.** **Upcoming Dates for 2023** • **2023 Christmas Concert** - 1st December after school on the oval. ○ Food trucks, singing students, stalls, and entertainment, bring your picnic rug and celebrate the end of the 2023 School Year with friends! **Upcoming Dates for 2024** • **Obstacle Course Fun Day - March 16th 2024** ○ **Health and Wellbeing Subcommittee** event with Events support, family picnic, 45m inflatable obstacle course, jumping castles, happiness collage, BBQ, bar, raffle. Seeking **sponsors and raffle prizes** from the community. • **Colour Run - 28th March 2024** ○ Following the **cross country** on the last day of term, **Amanda** leads the P&C Colour Run, a crazy and colourful event that the kids love, thanks Events Team! • **FESTIVAL ON THE HILL - 8th June 2024** ○ Our biggest P&C event of the year, the 2024 Festival on the Hill is already being planned by the amazing Alice, rides are booked, equipment is hired, DJ Bex is booked and much more thanks to the Events Team. • **Trivia Night Parent's Evening - 3rd August 2024** ○ Back by popular demand, the 2024 Parent's Evening will again be an awesome trivia night thanks to Amanda and the Events Team. • **Mother's Day Stall 2024 - 10th May 2024** • **Father's Day Stall – 29th August 2024** • **School Disco 2024 - 26th October 2024** ○ Not to be missed, DJ Bex is booked, and crazy costumes will come out again in 2023! • **Christmas Concert 2024** – 6th December 2024 ○ Details to be advised closer to the date.

PROPOSED MOTION	"That the P&C fund up to $xxxx to plan the March 16 Health and Wellbeing event, to provide a fun school community gathering for a good cause in the first term of 2024." Moved: Eve Jenkins ; Seconded: tba ; Carried / Not carried / Tabled

Buildings and Grounds Subcommittee Report – see Att 5.2
Sam Bysouth
Jane Fountain
Stanley Kierle
Melanie Venz
	Read the full report at Attachment 5.2.
	Noted:
	Uniform Shop fit-out.
	• Pillah Constructions Pty Ltd awarded the contract to complete the fit out.
	  ○ Meeting to confirm variations to quote with Josh Lahey (Pillah), Melissa Wheaton (Uniform Shop Convenor) and Claudi Bird (P&C & Rojo Design Architects) 1/11.
	  ○ Contract signed 2/11/2023.
	• Awaiting confirmation if there is a cost to any variations. requested (i.e. cabinetry free-standing on castors).
	• Most work expected to occur over the Xmas holidays.
	  ○ Cabinetry delayed until at least late Jan 2024.
	  ○ Window grills may also be delayed depending on factory shut-down dates.
	• **Thanks to Claudi Bird & Rojo Design** for assistance with the fit-out specifications.
	Jubilee Grant.
	• Signs finally installed with thanks to Tony Buckley for assistance. See photos.
	For discussion:
	• **Recycling – Containers for Change bins.** Refunds for 2023 currently $683.10. Can now submit wine bottles saved from previous P&C Events for container refunds.
	  ○ Containers for Change collections still happening when upon request (when 2 bins are full). Keeping glass bottles (from P&C disco) locked in corral until collection for safety.
	  ○ Mrs GJs class should not be solely responsible for emptying (visiting 6 bins) and urge CHSS to implement the proposed model:- i.e., the classroom nearest to each small Containers for Change bin includes it in their weekly paper recycling duties (i.e., these classes would need 1 student for the paper bin and 1 for the Containers for Change bin).
	Richmond Birdwing Butterfly Vines and new Sign
	• New Richmond Birdwing butterfly vines planted behind the Admin Block by the Environment Club on 9 Nov. JF & MV installed permanent hoses for watering.
	• Artwork has been donated for a new sign, **thanks to Michelle Gleeson from BugsEd.**

	• **Tom Mittleman** is kindly donating graphic design expertise to finalise the design. • Vines planted by Grade 6 girls from the Environment Club. These vines are caterpillar food plants and contribute to a landscape scale effort to bring the Threatened Richmond Birdwing Butterfly back to the western suburbs. 
PROPOSED MOTION	"That the P&C fund up to $200 for printing of the Birdwing Butterfly Sign." Moved: tba ; Seconded: tba ; 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:
	• Term 4 has seen an **increase** in order numbers.
	  ○ Hot Dog Day - 273 sold
	  ○ Sushi Day (Oct) - 176 sold
	• Term 4 Special Days to come, based suggestions from Sept P&C Meeting:
	• **Sushi Day** - Thursday, 16 November 2023
	• **Ice Cream Day** - Thursday 7 December 2023
	For discussion:
	• Currently short staffed with a staff member away, with no return date advised at this stage.
	• Quote received to repair plumbing - $814.00 inc. GST.

PROPOSED MOTION	"That the P&C fund up to $900 to repair plumbing." Moved: tba ; Seconded: tba ; 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:** • Second-hand uniforms are still selling faster than they can be placed on the rack. • The updated uniform information pack for the 2024 Preps has been distributed at the orientation sessions. The information pack for new CHSS students not coming through Prep orientation sessions is also nearing completion. • New volunteers have filled the Uniform Shop Prep Orientation session requirements. Unfortunately these volunteers are not available for Monday uniform shop opening hours. • Michelle Seymour, Tuckshop Convenor, has generously given approval for uniform stock to be placed in the Tuckshop during the Uniform Shop fit out. • Bucket hats delivery delayed, another order placed with another supplier, will consider supplier options. • 2024 Prep Parents have requested old very stained uniforms to purchase that their children can wear to Kindy/Childcare. Donated uniforms that were useful only for upcycling will be

	available for purchase at the next 2024 Orientation Session for $2 per item. **For discussion:** • **We need more uniform shop volunteers** including for back to school and stocktake, Facebook comms would be appreciated. • Volunteer un-pickers to support the upcycling of old uniforms into new products would be very much appreciated, currently Mel W and Carene do it all, with thanks to them. • We've sold out of some uniform sizes that have sold faster than in previous years and will need to reorder, **numbers to be approved**. • We plan to purchase long sleeve polos as a standard stock item, **numbers to be approved**. • A placement appropriate for the School and the Uniform Shop for the second-hand uniform **donations basket** is still to be found. Donations this year have been significantly lower than previous years. ○ Please see slides for images in relation to this matter. • The Uniform Shop requests funding for a **fold up bench seat**.
PROPOSED MOTION	"That the P&C fund up to $55 for fold up bench seat." Moved: tba ; Seconded: tba ; Carried / Not carried / Tabled
Digital Communications Subcommittee **Rebecca Kierle (Convenor)** Ian Burns	**Noted:** • Regular comms distributed through social media, school newsletters, via class parent reps and on noticeboards. • Ongoing maintenance of the CHSS P&C Website, with thanks. • Progress to be discuss at the meeting on Tuesday.

Grants Subcommittee
Genevieve Murray (Convenor)
Report – see Att 5.6
	Read the full report at Attachment 5.6.
	Noted:
	• Neither the Cancer Council nor NAB grants were successful. I have requested feedback for both applications.
	• I am still waiting on the results of the Queensland Day Grant.
	• There are two grants with early 2024 deadlines that I will be working on over the summer:
	  ○ RACQ Foundation Community Grant Program
	  ○ Brisbane Airport Community Giving Fund

CPR Facilitator **Catherine Nichols** **Report – see Att 5.7**	**Read the full report at Attachment 5.7.** **Noted**: • The World Teacher's Day appreciation event hosted by the P&C and Cath was a success, **thanks** to everyone who helped. **For discussion:** • Jot Form APPROVAL REQURIED. ○ Add link to class/teacher notification email. • Issues regarding adding classes and notifications to be discussed.

	• A **<u>WhatsApp CHSS P&C Community for 2024</u>** has been set up and this will be discussed further at the meeting. • Suggestion to have a **Coffee on the Oval with the P&C in term 1 week 2**. Recommendation to book Rich Pour and invite parents who buy their coffee and have a chat. Good for new families.
General Business	
General business matter Presented by:	Any further agenda items raised at the meeting.
Closing	
Applications for membership and recording of new members	Nil new membership applications for acceptance.
Date of next meeting	The 2024 Annual General Meeting will be held on 30 Jan 2024 at 6:30pm and the next General Meeting will be held following at 7:30pm.
Close	Thank you everyone for attending! Goodbye and best wishes to those team members who are leaving us at the end of this year. Thank you for a great 2023 and looking forward to seeing many of the same team back for more fun in 2024! Happy Holidays!